

Texas Oklahoma

Monthly Report Grading System

The following shall be the official grading system for the monthly reports from all clubs within the Texas Oklahoma Key Club District. The following grading system shall be used as a guide to judging the Top 25 Clubs.

I. Main Page:

A. Regular Home Club/ Board Meetings

1. 5 points for each board meeting/club meeting held. In order to receive the points, the official minutes reports should be submitted in the report.
2. Points out of 10 for attendance at home club meetings (not board meetings)
 - a. $(\text{members present} / \text{total number of members}) \times 10 = \text{points}$
 - b. Points cannot be awarded for club meetings unless the sign in sheets are also included
3. 1 point for each speaker or K-Family member, present (5 max)

B. K- Family meetings/Socials /Interclubs

1. All socials, K Family meetings, interclubs shall be 5 points each
2. The following constitutes a K Family meeting: Any meeting with the K-Kids, Builders Club, Aktion Club, Circle K Club, or Kiwanis Club

C. International/District/Divisional Key Club Events

1. Any international, district or divisional event attended by the club shall be 10 points each.

D. Club Publicity

1. 0-20 points per newsletter
 - a. 1 newsletter maximum per month which shall be sent to and graded by the District Editor.
 - b. Points based on depth of newsletter, graphic standards, and design elements

0 - unacceptable 10 - lower quality 15 - average 20 - excellent

2. 0-2 points per article submitted to Tex-O-Key (10 articles max).

0 - unacceptable

1 - average

2 - excellent

a. (20 point maximum) The articles must be sent to the District Editor through email

b. Additional 5 points awarded if one or more article is published (proof required in next report to receive credit)

3. On Time

A. 5 points will be subtracted if a newsletter/Articles are submitted later than the 5th of the following month

a. If the 5th is a holiday or a Sunday, then the Newsletter/Articles are due on the 6th. b. Any other major excuse can be handled at the judgment of the District Editor

4. Newspaper/ TV/ Radio Coverage

A. Any newspaper article publicizing the club shall be worth 5 points each. The article must come from a source other than a school or club publication

B. TV/ Radio Coverage is worth 10 points. The publicity again must come from a source outside the club and school

C. Proof must be provided in order to receive credit for publicity. An advisor signature or copy of the publicity will suffice.

5. Club Recognition/ Awards

A. All club recognition and awards will be worth 2 points. The recognition shall be specified on the main page and graded with the discretion of the District Secretary.

II. Activity Sheet

1. Projects

A. In order to count as a project there must be 4+ members at the project

B. Each service project shall be worth 5 points

C. There is a max of 50 points given on the activity sheet, but no maximum amount of service hours completed by the club.

D. A project description must be completed for each project which shall be a brief summary about the project, the number of members attending, etc.

2. Service Hours

A. The service hour points shall be calculated as follows:

$*(\text{Total number of hours}/\text{number of members}) \times 30 = \text{points}$

B. Proof must be provided for over 100 service hours completed to receive credit

3. Money Raised/Spent

A. $[\text{money donated}/\text{total number of members}] \times 5 = \text{points}$

a. Proof is required for money donated over \$500.

b. A receipt or signed note from the faculty advisor constitutes proof

c. If a project has service hours and money donated, the greater total of points shall be added to the score rather than having both count.

4. K Family Present

A. 1 point per K-Family member

a. 15 point maximum for all projects completed on activity sheet

III. Miscellaneous

1. On Time

A. 5 points will be subtracted if a report is postmarked later than the 5th of the following month

a. If the 5th is a holiday or a Sunday, the report is due on the 6th. b. Any other major excuse can be handled at the judgment of the District Secretary

2. Signatures

A. 1 point per signature on the main page

a. signatures and information must be provided in order to verify the report

3. Task of the Month

A. Up to 10 points awarded for completing the Task of the Month (Graded by the District Secretary)

4. Dues

A. The dues box on the main page shall be completed once a year, with it being filled in the month dues are paid by the club.

B. Proof must be provided of dues paid to Key Club International in order to receive credit.

C. There shall be 100 point awarded for Early Bird Dues, 50 points by the regular date, and 25 points for any later dues paid

5. Club Officer Contact Information

A. The club officer contact info must be updated once a year at tokeyclub.com

B. Each club has a log in and if they are unsure they should contact by email administrator@tokeyclub.com

C. Each club will get 30 points for updating their information throughout the Key Club Year. The points will only be given once throughout the year.

The District Secretary, with the approval of the District Administrator, may allocate other points as he/she deems necessary.