

KEY CLUB®

Updated Reporting Point System from District Secretary Shelby Morton 2017-2018

I. Monthly Reporting Page:

A. Regular/Board Meeting

1. Points out of 10 for attendance at meetings
 - a. $(\text{members present} / \text{total number of members}) \times 10 = \text{points}$
 - b. Points cannot be awarded for meetings with 100% attendance unless proof is provided
2. Points out of 5 for attendance at board meetings
 - a. $(\text{members present} / \text{total number of members}) \times 5 = \text{points}$
 - b. Points cannot be awarded for meetings with 100% attendance unless proof is provided
3. 1 point for each K-Family member & guest present (10 point maximum)

B. Key Club Functions/Kiwanis meetings/Socials/Inter-clubs

1. 5 points for attendance at a Key Club sponsored function, regardless of number of members attending.
2. 5 points for each sponsoring Kiwanis Club meeting attended
3. 5 points per inter-club (only be inter-club if 4+ members attended)
4. 5 points per social

C. 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

Texas Oklahoma Monthly Report Grading System

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

A. Projects

1. 5 points awarded for each service project

a. Maximum of 50

B. Service Hours

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

C. Money Raised/Spent

1. $[(\text{money raised} + \text{money spent})/\text{total number of members}] = \text{points}$

a. Proof is required for money spent/raised over \$500.

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

D. Donations

1. $[(\text{Number of items} \times \text{cost of items})/\text{total number of members}] = \text{points}$

a. Proof of the cost of items is required for credit

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

D. Guests

1. 1 point for guest (Non-Key Club members there specifically with Key Club) attending at the project.

a. 15 point maximum

III. Miscellaneous

A. On Time

1. 5 points awarded if the monthly report is postmarked by the 5th of the following month

a. If the 5th is a holiday or a Sunday, the report is due on the 6th.

B. Signatures

1. 1 point per signature on the main page

D. Task of the Month

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