

TEXAS-OKLAHOMA DISTRICT

CODE OF CONTESTS AND AWARDS

Article I

Purpose

- Section 1 The following code shall be maintained by the Committee on Contests and Awards of the Texas-Oklahoma District Board and shall be used by the members of the Texas-Oklahoma District of Key Club International as outlined in the Bylaws of the Texas-Oklahoma District of Key Club International.
- Section 2 This Code shall outline all restrictions and guidelines of the contests and judging at the Texas-Oklahoma District annual convention.
- Section 3 Only clubs in good standing with Key Club International and the Texas-Oklahoma District shall be eligible to submit entries or compete in any competitions.
- Section 4 This code shall follow all guidelines set by the Key Club International Guidebook for the current Key Club year under the Contest and Awards section.
- Section 5 This code can be amended by the Texas-Oklahoma District Board. All amendments must be passed by a two-thirds majority vote and require approval of the District Administrator. All amendments shall become effective immediately upon adoption

Article II

Guidelines for District-only Competitions

- Section 1 **Club Newsletter Award**
- A. Description
 - a. This competition is intended to reward the club which presents the most informative, creative, and original newsletters to its members throughout the year.
 - B. Entry Requirements
 - a. To enter this competition, submit all applicable newsletters for the year in a 3-ring binder with fixed labels. Registrant must also register for the contest through the convention registration process.
 - C. Rules
 - a. All newsletter entries must be actual club newsletters, dated during the current Key Club administrative year.
 - b. The newsletters must be created by a Key Club member(s).
 - D. Scoring/Judging

- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
News worthiness of articles	30%
Creativity	10%
Originality	10%
Clarity	20%
Key Club promotion	20%
Graphic standards	10%

- b. Awards will be presented for first, second, and third place.

- c. This contest shall be judged by the District Editor

Section 2

Club T-Shirt Award

A. Description

- a. This competition is intended to reward the club which presents the most creative and original T-shirt as worn by its members throughout the year.

B. Entry Requirements

- a. To enter this competition, submit the club T-shirt. The registrant must also register for the contest through the convention registration process.

C. Rules

- a. Only one submission per club is allowed.
- b. T-shirts submitted must be a Key Club T-Shirt that has been used throughout the current year.
- c. Entries that are not t-shirts will be disqualified. THE ENTRY MUST BE A TSHIRT. NO TANK TOPS, SWEATSHIRTS, SHIRTS WITH BUTTONS, COLLARED SHIRTS, JACKETS or JERSEYS WILL BE JUDGED. Long-sleeved T-shirts will be allowed.
- d. No additional display materials or props will be accepted with the T-Shirt. (Example: mannequins, hangers, etc.)
- e. THE ENTRY MUST HAVE THE SCHOOL NAME INCORPORATED WITH THE DESIGN if it does not it will be disqualified.

D. Scoring/Judging

- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Originality	25%

Distinctiveness	20%
Unique design/artwork	25%
Key Club promotion	25%
School name present	5%

- b. Awards will be presented for first, second, and third place.
- c. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 3

District Project Award

A. Description

- a. This competition is intended to reward the club which puts forth the best efforts regarding all work towards the current year's district project.

B. Entry Requirements

- a. A ringed binder must be submitted with the following sections:
 - i. Project summary
 - 1. A detailed description of the project and its effects on the community. This section must not exceed 750 words. A word count must be printed at the bottom of the project summary.
 - ii. Publicity
 - 1. Any and all public service announcements, television and newspaper coverage, flyers, announcements at all meetings, etc.
 - iii. Miscellaneous
 - 1. All other materials and references displaying the quality of the project.
 - iv. Size of project
 - 1. A statement outlining the size and scope of the project.
 - v. Member involvement
 - 1. A statement discussing overall member involvement, specific duties and responsibilities, etc.
 - vi. Number benefiting from project
- b. A statement outlining who benefited from the project and in what ways. 2. The registrant must register for the contest through the convention registration

Section 4

Governor's Project

A. Description

- a. This competition is intended to reward the club which puts forth the best efforts regarding all work towards the current year's governor's

project.

B. Entry Requirements

a. A ringed binder must be submitted with the following sections:

i. Project summary

1. A detailed description of the project and its effects on the community. This section must not exceed 750 words. A word count must be printed at the bottom of the project summary.

ii. Publicity

1. Any and all public service announcements, television and newspaper coverage, flyers, announcements of all meetings, etc.

iii. Miscellaneous

1. All other materials and references displaying the quality of the project.

iv. Size of project

1. A statement outlining the size and scope of the project.

v. Member involvement

1. A statement discussing overall member involvement, specific duties and responsibilities, etc.

vi. Number benefiting from project

1. A statement outlining who benefited from the project and in what ways.

b. The registrant must register for the contest through the convention registration process.

C. Rules

a. Only one submission per club is allowed.

b. The project must be in compliance with the current year's governor's project theme.

c. Any descriptions and/or statements must be written by a current Key Club member.

D. Scoring/Judging

a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Project Summary	20%
Publicity	15%
Miscellaneous	20%
Size of Project	20%
Member Involvement	10%

Number Benefitting	15%
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- b. An award will be presented for first place only.
- c. This contest shall be judged by the District Governor

Section 5

Impromptu Essay Award

- A. Description
 - a. This competition is intended to reward the member who composes the best essay regarding a given topic. This competition is held live at the district convention.
- B. Entry Requirements
 - a. To enter this competition, the registrant must register for the contest through the convention registration process. Select the contestant's name(s) where indicated on the automated form at convention.
- C. Rules
 - a. No more than ONE member of the same club may enter this competition.
 - b. There will be a time limit of ONE and ONE-HALF hours during which each entrant will develop his/her own essay.
 - c. The essay topic will not be known to the contestants until the beginning of the contest.
 - d. Essay length must be no more 250 words or less.
 - e. Contestants will use paper and pencils provided in the room.
 - f. All entries shall become the property of the Texas-Oklahoma District and may be reproduced in print with proper credit given to the author.
- D. Scoring/Judging
 - a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Grammatical Accuracy	20%
Development of Topic	30%
Originality and Clarity of Thought	50%

- b. Awards will be presented for first, second, and third place.
- c. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 6

Kim Owen Dinsmore Most Improved Club Award

- A. Description
 - a. This competition is intended to recognize already chartered clubs for

outstanding improvements throughout the past year.

B. Entry Requirements

- a. A ringed binder must be submitted with the following sections:
 - i. Essay
 - 1. Any member of the club is allowed to write a 250-350-word essay explaining the improvement over the past year. The essay must include, but is not limited to, sections on membership growth, projects, and fundraising.
 - ii. Monthly reports
 - 1. All monthly reports submitted by the club secretary throughout the past year.
 - iii. Miscellaneous
 - 1. All other materials and references displaying the improvement of the club.
- b. The registrant must register for the contest through the convention registration process.

C. Rules

- a. Only one submission per club is allowed.

D. Scoring/Judging

- a. Each club will be judged on the rank of improvement from the previous year.
- b. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Presentation	15%
Members	20%
Monthly Reports	25%
Projects	40%

- c. An award will be presented for first place only.
- d. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code

Section 7

Art Swanberg Outstanding Club President Award

A. Description

- a. This competition is intended to recognize the district's most outstanding club president based on a variety of variables.

B. Entry Requirements

- a. A club must submit the official Art Swanberg Outstanding Club

President Award application form, as provided for use by the Texas-Oklahoma District Board.

- b. The official form must be submitted electronically (by email or otherwise indicated), no later than two weeks prior to the start of the next District Convention.

C. Rules

- a. Only one entrant per club is allowed. 2. The faculty advisor or Kiwanis advisor must nominate the President for this award.

D. Scoring/Judging

- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Meetings	30%
Club Service	20%
Club Growth	20%
K-Family Interaction	15%
Correspondence	10%
References	5%

- b. An award will be presented for first place only.
- c. This contest shall be judged by the District Governor

Section 8

Tom Duncan Outstanding Club Secretary Award

A. Description

- a. This competition is intended to recognize the district's most outstanding club secretary based on a variety of variables. He/she must depict responsibility, organization, dedication, thoroughness, and prestige.

B. Entry Requirements

- a. A club must submit the official Tom Duncan Outstanding Club Secretary Award application form, as provided for use by the Texas-Oklahoma District Board.
- b. The official form must be submitted electronically (by email or otherwise indicated), no later than two weeks prior to the start of the next District Convention.

C. Rules

- a. Only one entrant per club is allowed.
- b. The club president and/or faculty advisor or Kiwanis advisor must nominate the Secretary for this award.

D. Scoring/Judging

- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Evaluation	20%
Monthly Reports	30%
Correspondence	10%
Meeting Minutes	15%
Duties	20%
Miscellaneous	5%

- b. An award will be presented for first place only.
 c. This contest shall be judged by the District Secretary.

Section 9

Charles Parker Outstanding Club Treasurer Award

A. Description

- a. This competition is intended to recognize the district's most outstanding club treasurer based on a variety of variables.

B. Entry Requirements

- a. A club must submit the official Charles Parker Outstanding Club Treasurer Award application form, as provided for use by the Texas-Oklahoma District Board.
 b. The official form must be submitted electronically (by email or otherwise indicated), no later than two weeks prior to the start of the next District Convention.

C. Rules

- a. Only one entrant per club is allowed.
 b. The club president and/or faculty or Kiwanis advisor must nominate the treasurer for this award

D. Scoring/Judging

- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Duties	40%
Meetings	20%
Budget	20%
Grants	20%

- b. An award will be presented for first place only.
- c. This contest shall be judged by the District Treasurer.

Section 10 **Linda and Gary Hicks Outstanding Club Editor Award**

- A. Description
 - a. This competition is intended to recognize the district's most outstanding club editor based on a variety of variables.
- B. Entry Requirements
 - a. A club must submit the official Linda and Gary Hicks Outstanding Club Editor Award application form, as provided for use by the Texas-Oklahoma District Board.
 - b. The official form must be submitted electronically (by email or otherwise indicated), no later than two weeks prior to the start of the next District Convention.
- C. Rules
 - a. Only one entrant per club is allowed.
 - b. The club president and/or faculty or Kiwanis advisor must nominate the editor for this award
- D. Scoring/Judging
 - a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Monthly Newsletters	50%
Correspondence	20%
Duties	30%

- b. An award will be presented for first place only.
- c. This contest shall be judged by the District Editor.

Section 11 **Outstanding Club Vice President Award**

- A. Description
 - a. This competition is intended to recognize the district's most outstanding club vice president based on a variety of variables.
- B. Entry Requirements
 - a. A club must submit the official Outstanding Club Vice President Award application form, as provided for use by the Texas-Oklahoma District Board.
 - b. The official form must be submitted electronically (by email or otherwise indicated), no later than two weeks prior to the start of the next District Convention.

- C. Rules
 - a. Only one entrant per club is allowed.
 - b. The club president and/or faculty or Kiwanis advisor must nominate the vice president for this award.
- D. Scoring/Judging
 - a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Presidential Evaluation	40%
Duties	40%
Meetings	20%

- b. An award will be presented for first place only.
- c. This contest shall be judged by the District Governor

Section 12 **Tex-O-Key Reporting Award**

- A. Any club who has submitted pictures, articles, etc. to the district editor is eligible for this award. Judging will be based on the quantity and quality of submissions. No entry form need be completed, as the District Editor will judge based on the submissions received during the year. An award will be presented for first place only.

Section 13 **Distinguished Website Award**

- A. Description
 - a. This competition is intended to recognize clubs with creative, informative, and functional club websites.
- B. Entry Requirements
 - a. A club must submit its web site to the T-O District Board to be linked to the district web site by November 15th of the current year. Email link is available on the district website. New chartered clubs that would like to be considered for the Distinguished Web site may submit their link within 30 days of their charter. No submissions will be accepted after March 15th.
 - b. Successfully submitting the club web site to be linked to the district web site will effectively enter the club for this competition.
- C. Rules
 - a. By maintaining the standards listed below and by scoring the indicated amount of points, each club can attain DISTINGUISHED WEB SITE honors.
 - b. A club's web site must not have any illegal material or material of an offensive nature, including, but not limited to, inappropriate text, graphics, or the like.
 - c. A club's website will be penalized by three points per item, per month,

if said website lacks any of the following items:

- i. School name (Key Club name)
 - ii. Division number
 - iii. The Key Club International logo
 - iv. Contact information for the division's Key Club Lt. Governor, unless the office is vacant
 - v. An updated calendar with listed upcoming Key Club events
 - vi. An informational page listing what Key Club is and does
 - vii. Sponsoring Kiwanis Club contact information (if there is a vacancy of a sponsoring Kiwanis Club, the Texas-Oklahoma District shall be named as the sponsor)
 - viii. Link to the district website
 - ix. Link to the Key Club International website
 - x. A listing of officers COMPLETE with name, position, graduation year, and email address
- d. Web site must be educational and promotional at the club level.
 - e. The web site must be developed and maintained by a Key Club member.
 - f. A club must update its web site AT LEAST monthly. Evidence must exist showing an update (simply changing calendar information does NOT suffice).

D. Scoring/Judging

- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Content	35%
Creativity	25%
Interactivity (Communication)	10%
Ease of Use	10%
Formatting (Style)	10%
Use of Technology	5%
Lack of Pop Ups and Ads	5%

- b. Each club's website will be checked once a month for updates. Non-updated sites will receive a score deduction of 5 points on its overall score for every month it is not updated. Assume the first of the month as an update deadline (starting with October 1st of the current Key Club year).

- c. All judging will be the responsibility of a Governor-appointed designee. Scores will remain confidential. All decisions by the Governor-appointed designee will be final.
- d. All club web sites that maintain the above listed standards and score 80 points (out of 100) shall receive distinguished web site honors at the district convention. The top 3 scoring clubs shall receive special recognition.

Section 14 **Gene Brock Outstanding Faculty Advisor Award**

- A. Description
 - a. This competition is intended to recognize the district's most outstanding faculty advisor based on a variety of variables.
- B. Entry Requirements
 - a. A club must submit the official Gene Brock Outstanding Faculty Advisor Award application form, as provided for use by the Texas-Oklahoma District Board.
 - b. The official form must be submitted electronically (by email or otherwise indicated), no later than two weeks prior to the start of the next District Convention.
- C. Rules
 - a. Only one entrant per club is allowed.
 - b. The advisor must be nominated by the club president or sponsoring Kiwanis club president.
- D. Scoring/Judging
 - a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGES
Evaluation	80%
References	10%
Miscellaneous	10%

- b. An award will be presented for first place only.
- c. This contest shall be judged by the District Administrator.

Section 15 **Jay Thomas Outstanding Kiwanis Advisor Award**

- A. Description
 - a. This competition is intended to recognize the district's most outstanding Kiwanis advisor based on a variety of variables.
- B. Entry Requirements
 - a. A club must submit the official Jay Thomas Outstanding Kiwanis Advisor Award application form, as provided for use by the Texas-Oklahoma District Board.

- b. The official form must be submitted electronically (by email or otherwise indicated), no later than two weeks prior to the start of the next District Convention.
- C. Rules
 - a. Only one entrant per club is allowed.
 - b. The advisor must be nominated by the club president or sponsoring Kiwanis club president.
- D. Scoring/Judging
 - a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Evaluation	80%
References	10%
Miscellaneous	10%

- b. An award will be presented for first place only.
- c. This contest shall be judged by the District Administrator.

Section 16 **Membership Growth Award**

- A. Description
 - a. This competition is intended to recognize clubs with a specific increase in membership over the past year.
- B. Entry Requirements
 - a. All clubs in good standing are automatically made eligible for this award each year.
- C. Rules
 - a. This award will be determined by the increase of paid members of the current year from the paid members of the previous year.
 - b. The increase in membership will be certified by the District Treasurer.
- D. Scoring/Judging
 - a. Clubs will receive this award based on the following criteria:
 - i. 50-74% increase in membership
 - ii. 75+% increase in membership

Section 17 **T-O Quiz Bowl Award**

- A. Description
 - a. This competition is intended to recognize club members who excel in trivia knowledge and Kiwanis family history.
- B. Entry Requirements
 - a. To enter this competition, the registrant must register for the contest through the convention registration process. Select the contestant's name(s) where indicated on the automated form at convention.

- C. Rules
 - a. No more than 2 members of the same club may enter this competition.
 - b. There will be a qualifying exam, consisting of general knowledge and Kiwanis family history questions. Pencils will be provided at the exam.
 - c. The final round of this competition shall be a modified version of general academic challenge rules.
- D. Scoring/Judging
 - a. The exam shall last ten minutes. After ten minutes, all exams will be collected and scored.
 - b. Correct answers will receive points. There is no deduction for wrong answers or incomplete answers.
 - c. Questions for the exam shall be selected by the appropriate member(s) of the Committee on Contests and Awards of the Texas-Oklahoma District Board. The exams shall remain private and confidential until the time of the exam.
 - d. The top five members from each state (by exam score) shall be chosen to participate in the final round, making up Team Texas and Team Oklahoma. The final round will be held in front of the convention audience.

Section 18 **Hall of Fame**

- A. Description
 - a. This competition is intended to recognize the district's most involved and influential individuals in Key Club.
- B. Entry Requirements
 - a. The nominator(s) must submit the official Hall of Fame application form, as provided for use by the Texas-Oklahoma District Board, along with their portfolio/ evaluation.
 - b. Individuals must be nominated by students and supported by a Kiwanian or a faculty advisor.
 - c. The nominated individual must have at least 3 years of experience.
- C. Rules
 - a. Nominees include faculty advisors, Kiwanians, and/or anyone who has supported Key Club
 - b. The nominator(s) must create a small portfolio/evaluation summarizing why the nominee is Hall of Fame material...
 - i. Includes influence and impact they made while they were in their position
 - ii. May include pictures if applicable
 - c. The application must be sent in by April 1 to the regional advisor in charge of the Contest and Awards Committee.
- D. Scoring/Judging
 - a. Up to 3 individuals will be chosen.

- b. The Contest and Awards committee will evaluate all applicants and narrow the field down to no more than 5 to be sent to the District Administrator for further evaluation.

Section 19 **Outstanding Rookie Club of the Year**

- A. Description
 - a. This competition is intended to recognize the district's most outstanding rookie club based on a variety of variables.
- B. Entry Requirements
 - a. A club must submit the official Outstanding Rookie Club of the Year Award application form, as provided for use by the Texas-Oklahoma District Board, along with their portfolio/evaluation.
- C. Rules
 - a. The club must see at least 30% growth in members from when the club was chartered to the number of members at the time the application is submitted.
 - b. According to the number of months the club has been chartered, a certain minimum of average number of service hours per member must be met:
 - i. 6 months to 10 months: minimum of an average of 30 service hours per member.
 - ii. 11 months to 14 months: minimum of an average of 40 service hours per member.
 - iii. 15 months to 18 months: minimum of an average of 50 service hours per member
 - c. The club has to have been chartered for at least 6 months but no more than 18 months before DCON.
 - d. The club must have at least 3 service projects.
 - e. The club must show if they have participated in any district and/or K-family activities.
 - f. The club must also have a binder/folder that includes pictures, proof, describes the service projects, etc. as a supplement to the application form.
- D. Scoring/Judging
 - a. There will only be one winner of this award and they will receive a trophy.
 - b. If the minimum requirements/rules are not met, an award will not be issued.

Article III

Guidelines for Competitions at Both District and International Levels

Section 1 **Club Poster Award (Non-Digital)**

- A. Description

- a. This competition is intended to reward the club which presents the most creative and original poster which could be or was used throughout the year to promote Key Club.

B. Entry Requirements

- a. To enter this competition, submit the club poster and the registrant must also register for the contest through the convention registration process. Note that a club may NOT compete for BOTH the Digital and Non-Digital Club Poster Awards.

C. Rules

- a. Only one submission per club is allowed.
- b. The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.
- c. Entries in this category may not include material produced through electronic means, such as cameras and computer software.
- d. The poster dimensions should be 18 inches by 24 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.
- e. The artist must be a Key Club member.
- f. The first place Key Club poster contest winner from each of the organized Key Club districts will be eligible to compete in the contest at the international convention.
- g. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
- h. The following information must be submitted with each entry:
 - i. Name of Key Club and District.
 - ii. Contact name and information for the artist producing the poster. The artist(s) must be a Key Club member.

D. Scoring/Judging

- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Originality / Creativity	25%
Effectiveness for Member Recruitment	25%
Appearance and Artistic Expression	50%

- b. Awards will be presented for first and second place.
- c. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 2

Club Poster Award (Digital)

- A. Description
 - a. This competition is intended to reward the club which presents the most creative and original poster which could be or was used throughout the year to promote Key Club.
- B. Entry Requirements
 - a. To enter this competition, submit the club poster and the registrant must also register for the contest through the convention registration process. Note that a club may NOT compete for BOTH the Digital and Non-Digital Club Poster Awards.
- C. Rules
 - a. Only one submission per club is allowed.
 - b. The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.
 - c. Entries in this category may include materials produced with electronic means, such as cameras and computer software.
 - d. The poster dimensions should be 18 inches by 24 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.
 - e. The artist must be a Key Club member.
 - f. The first place Key Club poster contest winner from each of the organized Key Club districts will be eligible to compete in the contest at the international convention.
 - g. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
- D. Scoring/Judging
 - a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Originality / Creativity	25%
Effectiveness for Member Recruitment	25%
Appearance and Artistic Expression	50%

- b. Awards will be presented for first and second place.
- c. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 3

Club Video Award

A. Description

- a. This competition is intended to reward the club which presents the most creative and original video which could be or was used throughout the year to promote Key Club.

B. Entry Requirements

- a. To enter this competition, submit the club video and the generic itemized cost form. The registrant must also register for the contest through the convention registration process.

C. Rules

- a. Only one submission per club is allowed.
- b. The video must be produced by club members only at a cost not to exceed US\$300.
- c. The video should be promotional for Key Club as an organization and/or the Key Club within its respective school/community.
- d. The length of the completed video should be no longer than 60 seconds.
- e. The video must be submitted on a DVD in QuickTime format containing no copyrighted music.
- f. An itemized listing of all costs associated with the video production, including cost of the recording media, must be submitted.
- g. All entries will become the property of Key Club International, and will not be returned to clubs. Key Club International reserves the right to reproduce or broadcast any contest entries.
- h. All Entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
- i. The first and second place club video contest winners from each of the organized Key Club districts will be eligible to compete in the contest at International Convention. In the case a district does not hold a district contest using the prescribed rules of this contest, the district may select an entry by other means and so certify by signature of the District Administrator.
- j. The following information must be submitted with each entry:
 - i. Name of the Key Club and District.
 - ii. Contact name and information for the Key Club member responsible for the submission.

D. Scoring/Judging

- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Originality	10%
Promotion of Key Club	20%

Clarity of Message	20%
Sound Quality	10%
Picture Quality	10%
Overall Impression	30%

- b. Awards will be presented for first and second place.
- c. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 4

Major Emphasis Award (Service Initiative)

A. Description

- a. This competition is intended to reward the club which puts forth the best efforts regarding all work towards the current year's major emphasis program.

B. Entry Requirements

- a. A ringed binder must be submitted with the following sections:
 - i. The need
 - 1. A statement describing in what way the project deals with the MEP. Failure to include this section will result in disqualification.
 - ii. The plan
 - 1. A statement describing how the project was organized.
 - iii. The implementation
 - 1. A statement describing the steps taken to implement the plan.
 - iv. Final results
 - 1. A statement describing the benefits of the service rendered.
 - v. Partnerships with the Kiwanis family and other organizations
 - 1. A statement describing actions and partnerships formed. Describe how the project was publicized.
 - vi. Percentage of club members participating
 - 1. A listing of the number of members in the club and the number that participated in the project. Calculate a participation percentage.
 - vii. Club's overall program dealing with MEP
 - 1. A statement describing any other projects/programs your club implemented to address the Major Emphasis Program. Describe how your club worked with the MEP

during other parts of the year.

- b. The registrant must register for the contest through the convention registration process.
- c. The official Major Emphasis Involvement Report cover sheet must accompany all entries. It can be found in the Key Club International guidebook.

C. Rules

- a. Only one submission per club is allowed.
- b. The report must be typed. Each section of the ringed binder must be on a new page and each page must have a heading specifying the section being described. There is no word limit. The official Major Emphasis Involvement Report cover sheet must accompany all entries. It can be found in the Key Club International guidebook. It must be completed in its entirety.
- c. The activity described can cover any phase of Key Club Major Emphasis Involvement during the year from district convention to district convention. The report may include newspaper clippings, substantiating photographs, or other pertinent information. Projects acceptable for this award may include both hands-on service and fundraising efforts.
- d. Reports will be judged according to the amount of Major Emphasis Program activity described above. There are no platinum, silver, gold or bronze divisions in this contest.
- e. To be eligible for the International contest, the report that wins the district contest must be received by the Key Club International Office, 3636 Woodview Trace, Indianapolis, IN 46268-3196, no later than the first Friday in May. Only one winner in the district contest will be eligible to compete in the international convention competition.

D. Scoring/Judging

- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
The Plan	10%
The Implementation	20%
Final Results	25%
Partnerships	10%
Member Participation	10%
Overall Results	25%

b. Member participation points shall be calculated as follows:

PARTICIPATION PERCENTAGE	POINTS
0-9%	1
10-19%	2
20-29%	3
30-39%	4
40-49%	5
50-59%	6
60-69%	7
70-79%	8
80-89%	9
90-100%	10

c. Awards will be presented for first and second place.

d. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 5

Oratorical Award

A. Description

a. This competition is intended to reward the member who composes and presents the best oration regarding a given topic. This competition is held live at the district convention.

B. Entry Requirements

a. To enter this competition, the registrant must register for the contest through the convention registration process. Select the contestant's name where indicated on the automated form at convention.

C. Rules

- a. The topic of all orations will be given by Key Club International during the year.
- b. The subject matter of the oration and the presentation must be original and developed independently by each orator.
- c. Each orator will be allowed a maximum of FIVE minutes for the presentation. At FOUR minutes, the timer will stand, unless otherwise notified. At the end of five minutes, the timer will call "time". The

orator may finish the sentence without a penalty. After that, a penalty may be included.

- d. During convention, an elimination round will be held at a time and place as shown in the official convention program. Three orators will be selected to compete as finalists in an address before the convention at the time designated for that award.
- e. All orations must be memorized.
- f. The winning orator will be eligible to enter the oratorical contest at the Key Club International convention.

D. Scoring/Judging

- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Clarity of Message / Projection of Idea	25%
Depth	5%
Originality	5%
Organization / Grammar / Transitions / Flow / Etc.	15%
Presence / Posture / Gestures / Audience Engagement	15%
Voice (Tone / Diction / Effectiveness / Pronunciation)	15%
Ease of Presentation / Intimacy with Audience	15%
Attention of Audience	5%

- b. Awards will be presented for first, second, and third place.
- c. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 6

Traditional Scrapbook Contest

A. Description

- a. This competition is intended to reward the club which presents the most original, creative, and artistic traditional scrapbook of the past year's projects, meetings events, etc.

B. Entry Requirements

- a. To enter this competition, submit the club scrapbook and the generic itemized cost form. The generic itemized cost form must be permanently affixed to the inside cover of the scrapbook using glue or tape. Failure to comply with this rule will result in disqualification. The registrant must also register for the contest through the convention registration process.

C. Rules

- a. Each Key Club may enter a traditional scrapbook or composition of other media containing pictures, souvenirs, examples, newspaper clippings or other representations of its activities during the club administrative year (defined as being from district convention to district convention).
- b. The scrapbook must be produced by club members only at a cost not to exceed US\$300.
- c. Each scrapbook must be divided into the following categories:
 - i. Service to School
 - ii. Service to Community
 - iii. Fundraising Projects
 - iv. Assistance to Kiwanis Projects
 - v. Involvement with Major Emphasis Program
 - vi. Miscellaneous
- d. Each category must be:
 - i. Tabbed accordingly
 - ii. Have numbered pages
- e. There must be a table of contents at the beginning. Judges will deduct five points for missing tabs and five points for a missing table of contents.
- f. Each entry is required to be submitted in a scrapbook, not to exceed 14 inches long by 14 inches wide. The cover may be decorated.
- g. Each scrapbook being judged at the International convention must be the exact same scrapbook judged at the district convention. Any alterations in the scrapbook will result in disqualification.
- h. No audio/visual or computer equipment will be allowed as part of the entry.
- i. Only first and second place will be allowed to compete at the international convention.

D. Scoring/Judging

- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
(Format)	
Cover	9.09%

Interior Artwork	18.18
News Clippings and Photographs	18.19
(General Content)	
Service to School	9.09%
Service to Community	9.09%
Fundraising Projects	9.09%
Assistance to Kiwanis Projects	9.09%
Involvement with MEP	9.09%
Miscellaneous	9.09%

- b. The generic itemized costs form must be permanently affixed to the inside cover of the scrapbook or the judges shall deduct ten points. The Key Club president and advisor must sign this form. Work done by Key Club members such as hand-lettering artwork, etc. need not be included as cost items.
- c. Awards will be presented for first and second place.
- d. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 7

Non-Traditional Scrapbook Contest

A. Description

- a. This competition is intended to reward the club which presents the most original, creative, and artistic non-traditional scrapbook of the past year's projects, meetings events, etc.

B. Entry Requirements

- a. To enter this competition, submit the club scrapbook and the generic itemized cost form. The generic itemized cost form must be permanently affixed to the inside cover of the scrapbook using glue or tape. Failure to comply with this rule will result in disqualification. Work done by Key Club members such as hand lettering artwork, etc. need not be included as cost items on the generic itemized cost form. The registrant must also register for the contest through the convention registration process.

C. Rules

- a. Each Key Club may enter a non-traditional scrapbook or composition

of other media containing pictures, souvenirs, examples, newspaper clippings or other representations of its activities during the club administrative year (defined as being from district convention to district convention).

- b. The scrapbook must be produced by club members only at a cost not to exceed US\$300.
- c. Each scrapbook must be divided into the following categories:
 - i. Service to School
 - ii. Service to Community
 - iii. Fundraising Projects
 - iv. Assistance to Kiwanis Projects
 - v. Involvement with Major Emphasis Program
 - vi. Miscellaneous
- d. No audio/visual or computer equipment will be allowed as part of the entry. The entry must be sturdy to allow handling by judges as necessary.

D. Scoring/Judging

- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
(Format)	
Cover	9.09%
Interior Artwork	18.18
News Clippings and Photographs	18.19
(General Content)	
Service to School	9.09%
Service to Community	9.09%
Fundraising Projects	9.09%
Assistance to Kiwanis Projects	9.09%
Involvement with MEP	9.09%
Miscellaneous	9.09%

- b. Awards will be presented for first and second place.
- c. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 8

Single Service Award

A. Description

- a. This competition is intended to provide recognition to the individual Key Clubs for their single best service project.

B. Entry Requirements

- a. A ringed binder must be submitted with the following sections:
 - i. Service need
 1. A statement describing in what way the project meets a need.
 - ii. Project plan
 1. A statement describing how the project was organized.
 - iii. Project implementation
 1. A statement describing the steps taken to implement the plan.
 - iv. Final results
 1. A statement describing the benefits of the service rendered.
 - v. Public awareness
 1. A statement describing how the project was publicized.
 - vi. Members participation
 1. A listing of the number of members in the club and the number that participated in the project. Calculate a participation percentage. This is also displayed on the Key Club Single Service Report.
 - vii. Service fundraising
 1. A statement describing any money raised for the project or its efforts.
- b. The registrant must register for the contest through the convention registration process.
- c. The official Key Club Single Service report must accompany all entries. It can be found in the Key Club International guidebook.

C. Rules

- a. Only one submission per club is allowed.
- b. A qualifying single service project shall be defined as a club service project planned, organized, and produced by the Key Club occurring on a single day, over consecutive days, or recurring on different days. In the case of a recurring project, it must be the same project that is repeated for the purpose of achieving the same service goal. Projects acceptable for this award may include both hands-on service and fundraising efforts.
- c. Clubs shall compete with other clubs of similar size within four membership categories: Bronze, (35 members & less), Silver (36-60 members), Gold (61-85 members), and Platinum (86 or more)

- members).
- d. Only activities which occurred during the district administrative year shall be included on the report.
- e. Any entry may be disqualified by the judges for reporting incorrect or false information or for failure to submit a report according to the rules of the district's competition. Any disqualification at the district level requires the approval of the District Administrator or his/her designee. The judges at district and international levels can disqualify an entry.
- f. Each first place report shall be forwarded to Key Club International for competition with other first place winners.

D. Scoring/Judging

- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Service Need	10%
Project Plan	20%
Project Implementation	20%
Final Results	25%
Public Awareness	15%
Member Participation	10%

- b. Awards will be presented for first and second place in each category.
- c. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 9

Talent Award

A. Description

- a. This competition is intended to reward the member who presents the best talent act. This competition is held live at the district convention.

B. Entry Requirements

- a. To enter this competition, the registrant must register for the contest through the convention registration process. Select the contestant's name(s) where indicated on the automated form at convention and briefly describe the talent act.

C. Rules

- a. Each club may present one talent act to be judged. All participants in an act must be official members in good standing with Key Club International, the Texas-Oklahoma District, and a local club. Members in a group act must be from the same Key Club.
 - b. A talent contest entry may take any form as long as it is entertaining and in good taste.
 - c. No talent act can exceed a duration of SIX minutes without approval of the Committee on Contest and Awards at the convention.
 - d. All acts entered will be required to demonstrate their ability and entertainment appeal at preliminary auditions (time and place to be announced in the official convention program). At this time, the most entertaining six acts will be selected to appear in the Texas-Oklahoma District talent show as finalists (time and place to be announced in the official convention program).
 - e. Any materials (props, instruments, costumes, etc.) that are needed for each performance must be supplied by the contestant(s) who participates in that performance.
 - f. Selection of acts by the judges at the preliminary auditions will be final.
 - g. First place winners for the talent contest will win a flat \$500 credit that will go towards the school's Key Club.
 - h. The credit will help pay for part of the registration fee for the entire group that chooses to attend ICON from the winning group's school.
 - i. The \$500 credit, which T-O will provide, MUST to be used for ICON.
- D. Scoring/Judging
- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Content	20%
Performance	20%
Poise	20%
Audience Response	20%
Personal Evaluation	20%

- b. Awards will be presented for first, second, and third place.
- c. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 10

Distinguished Club Award

A. Description

- a. The Distinguished Club Award program shall provide recognition to individual Key Clubs for their overall performance in the combined areas of club administration, membership, leadership development, Kiwanis family involvement, service, and fundraising as judged against a pre-established standard of excellence.

B. Entry Requirements

- a. Entries shall use the official Annual Achievement Report form.
- b. The registrant must register for the contest through the convention registration process.

C. Rules

- a. Only one submission per club is allowed.
- b. All entries in the Club Achievement Awards program shall be dually entered in the Distinguished Club Program.
- c. Only activities, which occur during the district administrative year, shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following April 30.
- d. Disqualification from the Club Achievement Award program shall also constitute disqualification from the Distinguished Club Award program.
- e. Key Club International shall provide suitable recognition to each district for presentation to Distinguished Clubs at the district convention. The decisions of the judges are final.

D. Scoring/Judging

- a. Entries shall be judged based upon achieving a percentage of accumulated points in the categories of the club Annual Achievement Report. Clubs achieving a predetermined score shall be designated as a "Distinguished Club." The Key Club International Board shall set the minimum number of points required for this designation.
- b. Judging of each entry in the Club Achievement Awards program shall determine the point total upon which recognition shall be provided as a Distinguished Club.
- c. The point value to achieve the Distinguished Club - Diamond Level shall be a predetermined number set by the Key Club International Board of Trustees.
- d. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Article IV

Other Awards

Section 1

Other awards not relating to competition including, but not limited to, the Leader of Leaders Awards, the Sandy Nininger Award(s), awards relating to donations, club rankings, etc., shall be presented as deemed appropriate by the Committee on Contests and Awards and the District Administrator. The forms for these contests, if applicable are specific to the Award and shall not be entered using the automated registration process.

Section 2

Leader of Leaders Award

A. Description

- a. This award is intended to recognize those members who have gone above and beyond expectations to prove themselves to be leaders within their homes, schools, and communities.

B. Entry Requirements

- a. To enter this competition, submit a completed Leader of Leaders application form.
- b. This form should be submitted to your REGIONAL ADVISOR by the deadline indicated. His/her contact information can be found on the district roster. If a vacancy exists, submit the form to the district administrator.

C. Rules

- a. Each club may nominate only one member.
- b. No member can receive this award more than once.

D. Scoring/Judging

- a. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Community Service	15%
Kiwanis Meeting Attendance	5%
Club Meeting Attendance	5%
Leadership Positions Held	15%
Nomination Statement	60%

- b. Applications must be turned in to your respective Regional Advisors. Each regional advisor shall review the submissions and select one recipient from his/her respective region.

Section 3

Sandy Nininger Award

- A. The Sandy Nininger award recipients shall be selected from the Leader of Leader entries. The selection shall be at the discretion of the district

administration.

Article V

Judges

- Section 1 A judge shall be any faculty advisor, Kiwanian, or parent, as long as his/her home club/own child is not entered in said contest. This does not pertain to District Staff Officers or VIP judges as approved by the District Administrator.
- Section 2 Judges shall not judge in any contest in which their home club is entered. If a judge disregards this rule, the judge will be disqualified as well as the club entry.
- Section 3 The decisions of the judges are final. No changes, alterations, or re-gradings will take place after the results have been certified by the judges.
- Section 4 Each club attending district convention must register at least one judge to judge a contest and/or award. If a judge does not timely appear for his/her assigned competition, there will be a 10% deduction on the final scores of all entered competitions by the home club of that judge.

Article VI

Amendments

- Section 1 The Texas-Oklahoma District Code of Contests and Awards shall remain fixed from year to year unless specifically altered by the Texas-Oklahoma District Board of Key Club International with the approval of the District Administrator.
- Section 2 Any changes to this Code shall require a two-thirds affirmative vote of the members present.
- Section 3 There shall be no amendments to the Texas-Oklahoma District Code of Contests and Awards after the T-O District Winter Board Meeting and between Convention unless a state of emergency is declared by the District Governor and/or District Administrator.

Article VII

Miscellaneous

- Section 1 The official version of this Code shall be housed on the Texas-Oklahoma District website at all times. In the case that multiple versions are made available to clubs due to past updating or the like, the version governing all contests and awards related to the Texas-Oklahoma District will be the version found online at the Texas-Oklahoma District website.
- Section 2 All forms related to contests and awards and necessary for contest submission will be mailed out to clubs in a pre-convention mailing and made available on the district web site prior to convention.

Section 3

All contests that require submissions of materials, forms, and the like shall be due by the deadlines given in the official convention program for contest registration unless otherwise indicated in this Code.