

KEY CLUB®

Reporting Points Value System

District Secretary Kareena Patel
2019-2020

I. Meetings

A. General

1. 5 points for every meeting (MAX: 15 pts.)
 - a) Sign-in sheets are required
 - b) No points are given if there isn't a sign-in sheet and minutes form present.

B. Officer

1. 5 points for every meeting (MAX: 10pts.)
 - a) Sign-in sheets are required
 - b) No points are given if there isn't a sign-in sheet and minutes form present.

C. Attendance

1. Total members present/total number of members in club x 10 = points
2. 5 points extra for perfect attendance at general or board meetings (proof required that all members/officers attended)

D. K-Family Meeting

1. Attending meetings of any other branch of the K-Family (Builders Club, Circle K, Kiwanis etc.)
 - a) 1 point per member attending (MAX: 5 pts.)

E. Guests

1. Any guest present at a meeting will earn 1 point each (MAX: 3/meeting)
2. Faculty advisors aren't considered guests!
3. District Board members are considered members unless it's an official LTG club visit.
4. MUST specify who the guest is on the minutes or sign-in sheet to receive points

II. District/International Events

A. District

1. Attending District Events (Fall Rally, DCON etc.) = 20 pts.
 - a) District Board members DO NOT count
2. Clubs who register for DCON early will earn 20 additional points

B. International

1. Attending ICON (regardless of how many attendees)=20 pts.
 - a) District Board members DO NOT count

III. Division Events

A. DCM/PCM

1. Attending a Divisional or Presidential Council Meeting (regardless of how many attendees) = 5 pts. (MAX = 10pts/ month)

B. DEC

1. Attending a Divisional Election Conference (regardless of how many attendees) = 10 pts. (MAX = 10pts)

a) 5 extra points if all 4 voting delegates are present

(1) Proof is required (sign in sheet is preferred to receive points)

C. RTC/DTC

1. Attending a training conference (regardless of how many attendees)=15pts.

a) 5 extra points if all officers (president, vice president, secretary, treasurer, editor) are present to get trained

(1) Proof is required (sign-in sheet)

D. SOCIAL

1. Having a Key-Club related social (non-service event)= 5 pts. (MAX = 15pts/ month)

a) A social can be counted as a social and NOTHING ELSE!

b) A written description of the social must be provided for it to count; these will be graded by the discretion of the District Secretary.

c) Must have at least 4 Key Club members present.

E. INTER-CLUBS

1. Having an interclub event (doing a service project with at least one other K-Family) = 10 pts. (MAX = 20 pts)

a) A written description of the interclub must be provided for it to count; these will be graded by the discretion of the District Secretary.

b) Must have at least 4 Key Club members present.

II. Service Hours

A. Every service project completed = 5 pts. (MAX = 50 pts.)

1. 2 points if the number of hours completed is 100+ (proof needed) in one project

B. Total number of hours completed FOR THE ENTIRE MONTH

1. $(\text{Total Hours} / \text{Number of Total Members in club}) \times 30 = \text{points}$

C. Guests

1. Any guest present at a service event will earn 1 point each (MAX: 3 pts per service event)

a) Guest must be specified on a sign-in sheet or some other proof must be shown.

b) Faculty advisors can't be counted as guests!

D. District Project

1. Participate in the District project=10 pts

2. Description required

E. Governor's Project

1. Participate in the Governor's project=10 pts

2. Description required

III. Donations

A. MONETARY DONATIONS

1. $(\text{amount donated} / \text{number of members in club}) = \text{POINTS}$ (MIN = 2 pts.) (MAX = 20 pts)

2. 5 Extra points awarded for donating to preferred charities

a) Children's Miracle Network or March of Dimes

b) Proof is required

1. Proof must be shown for any donations over \$500
2. A description of how you raised the money and where the money was donated will be required.

B. DONATION DRIVES

1. If you have a donation drive=10 pts (MAX:20 pts)
 - a) Proof is required

II. Grants

A. YOF

1. 15 Points for applying
2. 5 points if received
 - a) Proof is required

III. Dues

- A. Early Bird = 100 points
- B. On Time= 50 points

IV. Publicity

A. NEWSLETTERS

1. 1 Newsletter = 0-21 points (graded by the District Editor)
2. 7 points are deducted if submitted late.
 - a) Submissions that are over 5 days late will receive no points.

B. ARTICLES

1. 1 Article = 0-2 POINTS (graded by the District Editor) (MAX = 10 points)
 - a) Total points by District Editor will be divided by 2.5 in order to allow for a rubric that grades on quality instead of only completion.
 - b) 4 points are deducted if submitted late.
 - c) Submissions that are over 5 days late will receive no points.
2. 1 Humans of Texas-Oklahoma (HOTO) article per month=0-2 points
3. Photo submissions (regardless of how many)= 3 pts.
4. Letter to the Editor= 2 pts.
5. Answering the Riddle of the Month= (MAX 2 pts)
6. Letter to the Editor published in the Tex-O-Key=1 pt.
7. 1 article published in the Tex-O-Key= 5 points (MAX = 10 pts)
8. 1 photo published in the Tex-O-Key = 1 point (MAX = 3 pts)
9. Top 5 Club Newsletters per month= 5 pts.

*No points will be awarded for being featured in LTG newsletters as that is unfair to those clubs with less active/ no LTG.

C. NEWSPAPERS

1. 1 Publication in non-school-related newspapers/ flyers = 3 points (MAX = 9 pts.)
 - a) Proof is required
 - b) Members of the District Board being featured does not count towards points

D. TV/ RADIO

1. TV/ Radio coverage = 5 points (MAX = 15 points)
 - a) Proof is required
 - b) Members of the District Board being featured does not count towards points

A. SOCIAL MEDIA

1. Getting recognition on Social Media (Retweets by KCI or TO, added to their IG stories, posts being shared etc.) = 2 pts (MAX = 10 pts.)
 - a) Proof is required
 - b) Replies and likes do not count for points
 - c) Members of the District Board being featured does not count towards points

B. AWARDS

1. Any awards earned by the Key Club at DCON or ICON= 2-5 points per award (NO MAX)
 - a) A description of the award is required, and these will be graded by the discretion of the District Secretary.
 - b) Top 5 monthly newsletters is not an award!
 - c) Awards earned by District Board members will not earn points.

C. THANK YOU NOTES/EMAILS

1. 3 points per thank you note or thank you email (MAX: 15 pts.)
2. Must submit proof

II. Misc.

- A. Submission of Monthly Report Form = 5 points these are EASY points. Just do a report on time!
- B. Early report (turned in on the 1st-4th of any month) = 5 extra points
- C. Late report (turned in under 1 week late)= 0 extra points
 1. Reports turned in over 1 week late will not be graded (but you will still receive feedback).
- D. Completing the Task of the Month = 0-10 points
 1. This will be graded by the discretion of the District Secretary.
- E. MINUTES
 1. 0-5 points awarded for the quality of the minutes taken at meetings. (MAX = 3 points if 1 Minutes report is missing; MAX = 0 points if 1+ Minutes report is missing.)
 2. Minutes MUST be taken on the correct minutes report form found on the www.tokeyclub.com>>>resources>>>secretary resources.