

# 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
- Section 6 All contest judging will remain confidential and all scoring will be final.
- Section 7 The judging expectation for any criteria based on a full year of participation will be reduced to 8 months for the 2020-2021 Key Club year.
- Section 8 The following contests in Article II will be submitted through an online Jotform application (some may also require a Google Drive folder attachment):  
District Project, Governor's Project, Kim Owen Dinsmore Most Improved Club Award, Art Swanberg Outstanding Club President Award, Outstanding Club Vice President Award, Charles Parker Outstanding Club Treasurer Award, Linda and Gary Hicks Outstanding Club Editor Award, Tom Duncan Outstanding Club Secretary, Gene Brock Outstanding Faculty Advisor, Jay Thomas Outstanding Kiwanis Advisor Award, Hall of Fame

All contests that require the submission of a Google folder attachment will be automatically disqualified if the sharing instructions on each application are not explicitly followed, No exceptions will be made.

## **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, and creative/original newsletters to its members throughout the year.
- B. Entry Requirements
  - a. Each newsletter submitted for this award must be a newsletter sent to the District Editor each month of the current Key Club administrative year.
  - b. A Google folder containing all applicable newsletters must be titled "CLUB EDITOR NAME, SCHOOL NAME, DIVISION" and shared with the District Editor no later than two weeks prior to the start of the next District Convention.
  - c. Registrant must all 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. The judging of this contest will be based upon the average amount of points each monthly newsletter received during the respective club editor's term. In the case of a tie, other editor submissions will be taken into consideration.
  - b. Awards will be presented for first, second, and third place.
  - c. This contest will be judged by the District Editor ([editor@tokeyclub.com](mailto:editor@tokeyclub.com)) using the club newsletter rubric

CLUB NEWSLETTER RUBRIC				
	1	2	3	4
<b>EMAIL FORMAT &amp; SUBMISSION</b>	The email subject does not have ANY of the listed elements (School Division Month Assignment), and the newsletter is submitted in the wrong format.	The email subject is missing more than 1 element, or the newsletter is submitted in the wrong format.	The email subject is in the incorrect order or is missing 1 part. The newsletter is submitted as a pdf or an Issuu link.	The email subject is listed in the following order: School Division Month Newsletter. The newsletter is submitted as a pdf or an Issuu link.
<b>GRAPHIC STANDARDS</b>	This newsletter does not follow any Key Club International guidelines. None of the colors from the brand guide are used within the newsletter. The font used in the newsletter has no resemblance to the Key Club International font guidelines.	More than 50% of the newsletter deviates from Key Club International guidelines. At least 1 color from the brand guide are used within the newsletter. The font used in the newsletter has no resemblance to the Key Club International font guidelines.	More than 20% of the newsletter deviates from Key Club International guidelines. At least 2 colors from the brand guide are used within the newsletter as well as one of the approved Key Club International fonts (or one similar).	No more than 10% of the newsletter deviates from Key Club International guidelines. At least 3 colors from the brand guide are used within the newsletter as well as one of the approved Key Club International fonts (or one similar).
<b>CONTENT</b>	The newsletter is missing more than two of the following elements: volume, issue, school, region, and division on the cover page; table of contents; page numbers; upcoming deadlines/events (time, location, brief description).	The newsletter is missing more than one of the following elements: volume, issue, school, region, and division on the cover page; table of contents; page numbers; upcoming deadlines/events (time, location, brief description).	The newsletter is missing one of the following elements: volume, issue, school, region, and division on the cover page; table of contents; page numbers; upcoming deadlines/events (time, location, brief description).	The newsletter includes volume, issue, school, region, and division on the cover page, including the table of contents, page numbers, and upcoming deadlines/events (time, location, brief description).
<b>PROMOTION</b>	The newsletter does not include any promotion for Major Emphasis Program promotion, Key Club International Service Project, or DCON theme (after theme is announced).	The newsletter is missing one either the Major Emphasis Program promotion or the Key Club International Service Project (or the DCON theme after it's announced).	The newsletter includes the Major Emphasis Program promotion, the Key Club International Service Project, and the DCON theme (after it's announced). However, these promotions appear incomplete or lack information.	The newsletter includes Major Emphasis Program promotion (Children's Miracle Network, Eliminate/UNICEF, March of Dimes), Key Club International Service Project advertisement (Thirst Project), and DCON advertising (after theme is announced).
<b>CONTACTS</b>	The newsletter does not include ANY of the following contact information: Club Officer Contact Information, LTG Contact Information, District Staff Contact Information, and Regional Advisor Contact Information.	The newsletter is missing two or more of the following contact information: Club Officer Contact Information, LTG Contact Information, District Staff Contact Information, and Regional Advisor Contact Information.	The newsletter is missing one of the following contact information: Club Officer Contact Information, LTG Contact Information, District Staff Contact Information, and Regional Advisor Contact Information.	The newsletter includes the following contact information: Club Officer Contact Information, LTG Contact Information, District Staff Contact Information, and Regional Advisor Contact Information.

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. Submit the online Jotform application located on the website with the other contest resources no later than two weeks prior to the start of convention.
- b. 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. THE ENTRY MUST HAVE THE SCHOOL NAME INCORPORATED WITH THE DESIGN if it does not it will be disqualified.
- e. Both the front and back of each submitted T-shirt will be judged.

- f. Each entry should follow the Key Club International brand guide. (<https://s3.amazonaws.com/keyclub-wpassets/wp-content/uploads/2017/08/09113917/2018-Brand-Guide-Updated.pdf>).

D. Scoring/Judging

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

CRITERIA	POINTS
Originality/creativity	40 points
Explanation	40 points
Incorporation of Key Club Elements	20 points

CRITERIA	Distinguished	Proficient	Apprentice	Novice
Explanation	The overall concept is cohesive, meaning all elements go well together and are well placed/planned. The description further reinforces the intended meaning.  40 points	The concept has some disconnect or some elements are not cohesive. The description fails to connect some of the elements of the design.  30 points	Many elements are not cohesive and the description fails to connect the elements of the design.  20 points	The entire design does not make sense to a viewer and the description fails to connect any of the elements of the design.  10 points

Incorporation of Key Club Elements	The design clearly incorporates the key club logo, motto, and values. It is evident that the ideas and beliefs of Key Club were incorporated.  20 points	The design includes the key club logo, motto, and values but they were not incorporated into the design.  15 points	The design incorporates at least two of the following: the key club logo, motto, or values.  10 points	The design incorporates one or none of the following: the key club logo, motto, or values.  5 points
Originality & Creativity	T-shirt is colorful and unique. Graphics helped to clarify, explain, and support the design.  40 points	T-shirt is colorful and the graphics used support the design.  30 points	The colors and/or graphics make the shirt difficult to read/understand.  20 points	The color is much too confusing and is distracting when viewing overall.  10 points

- b. Awards will be presented for first, second, and third place.
- c. The judging of this contest will be based on the discretion of the current District Administrator and the Contest and Awards Committee each year.

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. Submit the online Jotform application located on the website with the other contest resources no later than two weeks prior to the start of the next District Convention.
  - b. The registrant must also register for the contest through the convention registration process.
- C. Scoring/judging
  - a. Judging will be based upon the following criteria:

CRITERIA	POINTS
Project summary	40 points
Publicity	20 points
Size of project	20 points
Monthly reports	20 points

CRITERIA	Distinguished	Proficient	Apprentice	Novice
Project Summary	Project summary is in depth with details and examples and includes a description of the need for the project, a well developed plan, and a summary of the outcomes.  40 points	Project summary includes essential knowledge.  30 points	Project summary is missing some essentials details.  20 points	Project Summary is minimal and/or is missing essential details.  10 points
Publicity	Evidence of publicity was provided in at least four of the following formats: Television, newspaper, flyers, club newsletters, and club social media.  20 points	Evidence of publicity was provided in at least three of the formats.  15 points	Evidence of publicity was provided in at least two of the formats.  10 points	Evidence of publicity was provided in at least one of the formats.  5 points

Size of Project	A table was included to show the number of members participating in each of the projects. There was an average participation between 100% and 75% in multiple activities.	There was an average participation less than 74% in multiple activities or the participation was between 100% and 75% when only one activity was conducted.	The participation was between 74% and 50% when only one activity was conducted.	The participation was less than 49% when only one activity was conducted.
	20 points	15 points	10 points	5 points
Monthly Reports	Between 10 to 12 of the monthly reports that were to be submitted to the district secretary have been included	Between 7 to 9 of the monthly reports that were to be submitted to the district secretary have been included	Between 4 to 6 of the monthly reports that were to be submitted to the district secretary have been included	Between 1 to 32 of the monthly reports that were to be submitted to the district secretary have been included
	20 points	15 points	10 points	5 points

- b. Awards will be given for first place only.
- c. This contest will be judged by the District Project Committee.

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. Submit the online Jotform application located on the website with the

other contest resources no later than two weeks prior to the start of the next District Convention.

- 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	POINTS
Project Summary	40 points
Publicity	20 points
Size of project	20 points
Monthly reports	20 points

CRITERIA	Distinguished	Proficient	Apprentice	Novice
Project Summary	Project summary is in depth with details and examples and includes a description of the need for the project, a well developed plan, and a summary of the outcomes.  40 points	Project summary includes essential knowledge.  30 points	Project summary is missing some essentials details.  20 points	Project Summary is minimal and/or is missing essential details.  10 points



Publicity	Evidence of publicity was provided in at least four of the following formats: Television, newspaper, flyers, club newsletters, and club social media.  20 points	Evidence of publicity was provided in at least three of the formats.  15 points	Evidence of publicity was provided in at least two of the formats.  10 points	Evidence of publicity was provided in at least one of the formats.  5 points
Size of Project	A table was included to show the number of members participating in each of the projects. There was an average participation between 100% and 75% in multiple activities.  20 points	There was an average participation less than 74% in multiple activities or the participation was between 100% and 75% when only one activity was conducted.  15 points	The participation was between 74% and 50% when only one activity was conducted.  10 points	The participation was less than 49% when only one activity was conducted.  5 points

Monthly Reports	Between 10 to 12 of the monthly reports that were to be submitted to the district secretary have been included  20 points	Between 7 to 9 of the monthly reports that were to be submitted to the district secretary have been included  15 points	Between 4 to 6 of the monthly reports that were to be submitted to the district secretary have been included  10 points	Between 1 to 32 of the monthly reports that were to be submitted to the district secretary have been included  5 points
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- b. An award will be presented for first place only.
- c. This contest will be judged by the Governor's Project Committee.

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 their own essay.
  - c. The essay topic will not be known to the contestants until the beginning of the contest.
  - d. Essay length must be 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	POINTS
Grammatical Accuracy	20 points
Originality/creativity	30 points
Clarity of thought	50 points

CRITERIA	Distinguished	Proficient	Apprentice	Novice
Grammatical Accuracy	Author makes no errors in grammar or spelling that distract the reader from the content.  20 points	Author makes 1-2 errors in grammar or spelling that distract the reader from the content.  15 points	Author makes 3-4 errors in grammar or spelling that distract the reader from the content.  10 points	Author makes more than 4 errors in grammar or spelling that distract the reader from the content.  5 points
Originality & Creativity	Writing had many creative details that made the reader want to learn more and the ideas expressed are unique.  30 points	Writing had three or more examples of creative ideas.  20 points	Writing had one to two creative details.  10 points	Writing was not creative and did not show originality.  0 points

Clarity of Thought	Ideas are fresh, mature and extensively developed; insightfully develops a point of view and demonstrates outstanding critical thinking.  50 points	Develops a point of view and demonstrates competent critical thinking; enough supporting detail to accomplish the purpose of the paper.  35 points	Develops a point of view, demonstrating some critical thinking; may have inconsistent or inadequate examples, reasons, and other evidence of support; support tends towards general statements or lists.  20 points	No viable point of view; little or no evidence; weak critical thinking, providing inappropriate or insufficient examples, reasons, or other evidence of support  5 points
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- b. Awards will be presented for first, second, and third place.
- c. The judging of this contest will be based on the discretion of the current District Administrator and the Contests and Awards Committee each year.

Section 6

**Kim Owen Dinsmore Most Improved Club Award**

A. Description

- a. This competition is intended to recognize clubs having already been chartered for 18 months for outstanding improvements throughout the past year.

B. Entry Requirements

- a. Submit the online Jotform application located on the website with the other contest resources no later than two weeks prior to the start of the next District Convention.
- 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	POINTS
Member Growth	25 points
Club Service	25 points
Monthly Reports	25 points
K-Family Interactions	25 points

CRITERIA	Distinguished	Proficient	Apprentice	Novice
Member growth	To determine growth you will subtract the number of members for the previous year from the current number of members then divide that result by the total number of members from the previous year.			
	Member growth is greater than or equal to 1  25 points	Member growth is between 1 and .5  20 points	Member growth is between .49 and .25  10 points	Member growth is less than .24  5 points
Monthly reports	Between 10 to 12 of the monthly reports that were to be submitted to the district secretary have been included  25 points	Between 7 to 9 of the monthly reports that were to be submitted to the district secretary have been included  20 points	Between 4 to 6 of the monthly reports that were to be submitted to the district secretary have been included  10 points	Between 1 to 3 of the monthly reports that were to be submitted to the district secretary have been included  5 points

Club service	To calculate your average service hours per member use the following; Total number of service hours for the year divided by the total number of members. Round to the nearest whole number.			
	Greater than or equal to 50 25 points	Between 49 and 32 20 points	Between 31 and 16 10 points	Less than 15 5 points
K-family interaction	Attend more than 4 meetings and at least 1 activity for a Kiwanis group, Builders Club, Circle K, K Kids, or Aktion Club. 25 points	Attend a combination of 3-4 meetings or activities for a Kiwanis group, Builders Club, Circle K, K Kids, or Aktion Club. 20 points	Attend a combination of 1-2 meetings or activities for a Kiwanis group, Builders Club, Circle K, K Kids, or Aktion Club. 10 points	Did not attend any meetings or activities for a Kiwanis group, Builders Club, Circle K, K Kids, or Aktion Club. 5 points

Tree

- c. An award will be presented for first place only.
- d. The judging of this contest will be based on the discretion of the current District Administrator and the Contests and Awards Committee each year.

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. They must depict responsibility, organization, dedication, thoroughness, and prestige.
- B. Entry Requirements
  - a. Submit the online Jotform application located on the website with the other contest resources 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 faculty advisor or Kiwanis advisor must endorse the President for this award.
  - c. At least one reference letter must be from a faculty advisor, Kiwanis advisor, or Lieutenant Governor. The second letter may either be from one of the three previously mentioned positions OR an adult not affiliated with Key Club (teacher, principal, mentor, etc).
- D. Scoring/Judging
  - a. Judging will be based upon the following criteria:

CRITERIA	POINTS
Meetings	30 points
Club service hours	15 points
Explanation	15 points
K-family interactions	15 points
Correspondence	15 points
References	10 points

CRITERIA	Distinguished	Proficient	Apprentice	Novice
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Meetings	Attended between 100% to 90% of all cub and board meetings.  15 points	Attended between 89% to 80% of all cub and board meetings.  10 points	Attended between 79% to 70% of all cub and board meetings.  5 points	Attended less than 70% of the club and board meetings.  0 points
Meeting Leadership	One point will be awarded for every meeting led by the applicant up to a maximum of 15 points.			
Club Service Hours	50 or more Key Club sponsored service hours.  10 points	Between 49 and 40 Key Club sponsored service hours.  7 points	Between 39 and 25 Key Club sponsored service hours.  4 points	Less than 25 Key Club sponsored service hours.  0 points
	There is significant evidence that the President was an integral part of planning a major event/project for the club.  5 points	There is evidence that the President played a part in the planning of a minor event/project for the club .  3 points		There is no evidence that the President planned or organized any events/projects for the club.  0 points
Explanation	Points will be awarded at the discretion of the judges for any extenuating circumstances regarding the Meeting, Service, K-Family Interaction, Correspondence, or other aspects during your term as President.  Points will be awarded at the discretion of the judges for any situations or accomplishments where you've gone above and beyond regarding the Meeting, Service, K-Family Interaction, Correspondence, or other aspects during your term as President. 15 points			



K-Family Interactions	<p>Attended 5 or more meetings and/or activities for a Kiwanis group, Builders Club, Circle K, K Kids, or Aktion Club.</p> <p>10 points</p>	<p>Attended 3-4 meetings and/or activities for a Kiwanis group, Builders Club, Circle K, K Kids, or Aktion Club.</p> <p>7 points</p>	<p>Attended 1-2 meetings and/or activities for a Kiwanis group, Builders Club, Circle K, K Kids, or Aktion Club.</p> <p>4 points</p>	<p>Did not attend any meetings or activities for a Kiwanis group, Builders Club, Circle K, K Kids, or Aktion Club.</p> <p>0 points</p>
	<p>There is significant evidence that the President was an integral part of planning a major K-Family event/project.</p> <p>5 points</p>	<p>There is evidence that the President played a part in the planning of a minor K-Family event/project.</p> <p>3 points</p>		<p>There is no evidence that the President planned or organized any K-Family events/projects.</p> <p>0 points</p>
Correspondence	<p>One point will be awarded for each person and or type of communication up to a maximum of 15 points.</p>			
References	<p>Two references are attached and detail the character and accomplishments of the applicant. They specifically state why the applicant is highly qualified for the position,</p> <p>10 points</p>	<p>Only one reference is attached and it details the character and accomplishments of the applicant.</p> <p>5 points</p>		<p>There are no references attached.</p> <p>0 points</p>

- b. An Outstanding award will be given to the highest scoring applicant. All other applicants who receive 90/100 total points will receive a Distinguished Award.
- c. This contest will be judged by the District Governor.  
(governor@tokeyclub.com)

Section 8     **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. They must depict responsibility, organization, dedication, thoroughness, and prestige.
- B. Entry Requirements
  - a. Submit the online Jotform application located on the website with the other contest resources 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	POINTS
Club service hours	15 points
Meetings	30 points
K-family interactions	15 points
Correspondence	15 points
Explanation	15 points
References	10 points

CRITERIA	Distinguished	Proficient	Apprentice	Novice
Meetings	Attended between 100% to 90% of all cub and board meetings.  15 points	Attended between 89% to 80% of all cub and board meetings.  10 points	Attended between 79% to 70% of all cub and board meetings.  5 points	Attended less than 70% of the club and board meetings.  0 points
Meeting Leadership	One point will be awarded for every meeting led by the applicant up to a maximum of 15 points.			
Club Service Hours	50 or more Key Club sponsored service hours.  10 points	Between 49 and 40 Key Club sponsored service hours.  7 points	Between 39 and 25 Key Club sponsored service hours.  4 points	Less than 25 Key Club sponsored service hours.  0 points
	There is significant evidence that the Vice President was an integral part of planning a major event/project for the club.  5 points	There is evidence that the Vice President played a part in the planning of a minor event/project for the club .  3 points		There is no evidence that the Vice President planned or organized any events/projects for the club.  0 points

Explanation	<p>Points will be awarded at the discretion of the judges for any extenuating circumstances regarding the Meeting, Service, K-Family Interaction, Correspondence, or other aspects during your term as President. The information listed here will be considered when tallying your final score.</p> <p>Points will be awarded at the discretion of the judges for any situations or accomplishments where you've gone above and beyond regarding the Meeting, Service, K-Family Interaction, Correspondence, or other aspects during your term as President. The information listed here will be considered when tallying your final score.</p> <p>15 points</p>			
K-Family Interactions	<p>Attended 5 or more meetings and/or activities for a Kiwanis group, Builders Club, Circle K, K Kids, or Aktion Club.</p> <p>15 points</p>	<p>Attended 3-4 meetings and/or activities for a Kiwanis group, Builders Club, Circle K, K Kids, or Aktion Club.</p> <p>10 points</p>	<p>Attended 1-2 meetings and/or activities for a Kiwanis group, Builders Club, Circle K, K Kids, or Aktion Club.</p> <p>5 points</p>	<p>Did not attend any meetings or activities for a Kiwanis group, Builders Club, Circle K, K Kids, or Aktion Club.</p> <p>0 points</p>
	<p>There is significant evidence that the Vice President was an integral part of planning a major K-Family event/project.</p>	<p>There is evidence that the Vice President played a part in the planning of a minor K-Family event/project.</p>		<p>There is no evidence that the Vice President planned or organized any K-Family events/projects.</p>

	5 points	3 points		0 points
Correspondence	One point will be awarded for each person and or type of communication up to a maximum of 15 points.			
References	Two references are attached and detail the character and accomplishments of the applicant. They specifically state why the applicant is highly qualified for the position,  10 points	Only one reference is attached and it details the character and accomplishments of the applicant.  5 points		There are no references attached.  0 points

- a. An Outstanding award will be given to the highest scoring applicant. All other applicants who receive 90/100 total points will receive a Distinguished Award.
- b. This contest will be judged by the District Governor.  
(governor@tokeyclub.com)

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. They must depict responsibility, organization, dedication, thoroughness, and prestige.
- B. Entry Requirements
  - a. Submit the online Jotform application located on the website with the other contest resources 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	POINTS
Overall club attendance	10 points
Budget/reports/fundraising	20 points
Grants	10 points ~10 points for applying ~5 points bonus if received
Correspondence	15 points
References	10 points
Dues	20 points
Club Service	10 points
Explanation	5 points

CRITERIA	Distinguished	Proficient	Apprentice	Novice
Meetings	Attended between 100% to 90% of all cub and board meetings.  10 points	Attended between 89% to 80% of all cub and board meetings.  7 points	Attended between 79% to 70% of all cub and board meetings.  4 points	Attended less than 70% of the club and board meetings.  0 points
Club Service Hours	50 or more Key Club sponsored service hours.  10 points	Between 49 and 40 Key Club sponsored service hours.  7 points	Between 39 and 25 Key Club sponsored service hours.  4 points	Less than 25 Key Club sponsored service hours.  0 points
Correspondence	One point will be awarded for each person and or type of communication up to a maximum of 15 points.			

Budget	A well developed budget is attached that includes sections such as expenses, fundraisers, Convention, dues etc. This includes projected cost/income as well as actual cost/income when applicable.  10 points	A budget is attached but lacks detail.  5 points		There was no budget attached.  0 points
Fundraising	There is significant evidence that the Treasurer was an integral part of planning a major fundraiser.  10 points	There is evidence that the Treasurer played a part in the planning of a minor fundraiser.  5 points		There is no evidence that the Treasurer planned or organized any fundraisers.  0 points
Dues	More than 90% of the dues paid were done so at the early bird date.  20 points	Between 89% and 80% of the dues paid were done so at the early bird date.  15 points	Less than 79% of the dues paid were done so at the early bird date.  10 points	Dues were collected and paid.  5 points

Grants	The Club Treasurer applied for at least one grant.			The Club Treasurer did not apply for any grants.
	10 points			0 points
If the Club was awarded a grant then 5 bonus points will be awarded.				
References	Two references are attached and detail the character and accomplishments of the applicant. They specifically state why the applicant is highly qualified for the position,	Only one reference is attached and it details the character and accomplishments of the applicant.		There are no references attached.
	10 points	5 points		0 points
Explanation	Points will be awarded at the discretion of the judges for any extenuating circumstances regarding the Meetings and Service, Budgets, Reports, and Fundraising, Grants, Correspondence, or other aspects during your term as Treasurer. The information listed here will be considered when tallying your final score. Points will be awarded at the discretion of the judges for any situations or accomplishments where you've gone above and beyond regarding the Meetings and Service, Budgets, Reports, and Fundraising, Grants, Correspondence, or other aspects during your term as Treasurer. The information listed here will be considered when tallying your final score.			
	5 points			



- b. An Outstanding award will be given to the highest scoring applicant. All other applicants who receive 90/100 total points will receive a Distinguished Award.
- c. This contest will be judged by the District Treasurer.  
(treasurer@tokeyclub.com)

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. They must depict responsibility, organization, dedication, thoroughness, and prestige.
- B. Entry Requirements
  - a. Submit the online Jotform application located on the website with the other contest resources 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	POINTS
Outstanding newsletter	21 points ~1 point bonus
Correspondence	15 points
Meeting attendance	20 points
Club service hours	15 points
Explanation	10 points
References	20 points

CRITERIA	Distinguished	Proficient	Apprentice	Novice
Meetings	<p>Attended between 100% to 90% of all cub and board meetings.</p> <p>20 points</p>	<p>Attended between 89% to 80% of all cub and board meetings.</p> <p>14 points</p>	<p>Attended between 79% to 70% of all cub and board meetings.</p> <p>8 points</p>	<p>Attended less than 70% of the club and board meetings.</p> <p>0 points</p>
Club Service Hours	<p>50 or more Key Club sponsored service hours.</p> <p>15 points</p>	<p>Between 49 and 40 Key Club sponsored service hours.</p> <p>10 points</p>	<p>Between 39 and 25 Key Club sponsored service hours.</p> <p>5 points</p>	<p>Less than 25 Key Club sponsored service hours.</p> <p>0 points</p>
Correspondence	<p>One point will be awarded for each person and or type of communication up to a maximum of 15 points.</p>			
References	<p>Two references are attached and detail the character and accomplishments of the applicant. They specifically state why the applicant is highly qualified for the position,</p> <p>20 points</p>	<p>Only one reference is attached and it details the character and accomplishments of the applicant.</p> <p>10 points</p>		<p>There are no references attached.</p> <p>0 points</p>

Newsletter	The applicant will upload evidence of their highest scoring newsletter. The points are awarded by the District Editor when graded for the month. 21 points
Explanation	<p>Points will be awarded at the discretion of the judges for any Please explain any extenuating circumstances regarding the Club Newsletters, Meetings and Service, Correspondence, or other aspects during your term as Editor. The information listed here will be considered when tallying your final score.</p> <p>Points will be awarded at the discretion of the judges for any Please explain any situations or accomplishments where you've gone above and beyond regarding the Meetings and Service, Meeting Minutes, Monthly Reports, Correspondence, or other aspects during your term as Secretary. The information listed here will be considered when tallying your final score.</p> <p>10 points</p>

- b. An Outstanding award will be given to the highest scoring applicant. All other applicants who receive 90/100 total points will receive a Distinguished Award.
- c. This contest will be judged by the District Editor.  
([editor@tokeyclub.com](mailto:editor@tokeyclub.com))

Section 11 **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. They must depict responsibility, organization, dedication, thoroughness, and prestige.
- B. Entry Requirements
  - a. Submit the online Jotform application located on the website with the other contest resources 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	POINTS
Explanation	10 points
Monthly reports	25 points
Correspondence	10 points
Meeting attendance	10 points
Club service hours	15 points
Meeting minutes	20 points
References	10 points

CRITERIA	Distinguished	Proficient	Apprentice	Novice
Meetings	Attended between 100% to 90% of all cub and board meetings.  10 points	Attended between 89% to 80% of all cub and board meetings.  7 points	Attended between 79% to 70% of all cub and board meetings.  4 points	Attended less than 70% of the club and board meetings.  0 points
Club Service Hours	50 or more Key Club sponsored service hours.  15 points	Between 49 and 40 Key Club sponsored service hours.  10 points	Between 39 and 25 Key Club sponsored service hours.  5 points	Less than 25 Key Club sponsored service hours.  0 points
Correspondence	One point will be awarded for each person and or type of communication up to a maximum of 10 points.			
References	Two references are attached and detail the character and accomplishments of the applicant. They specifically state why the applicant is highly qualified for the position,  10 points	Only one reference is attached and it details the character and accomplishments of the applicant.  5 points		There are no references attached.  0 points

Monthly Reports	Each monthly report submitted will earn two points with the 12th report earning 3 points for a maximum total of 25 points.
Minutes	One point will be given for each of the following: Club meeting, board meeting, and special meeting minutes up to a maximum of 15 points.
	Minutes are in a professional format(examples can be found on the website). Minutes are elaborate and include details such as who made a motion, who seconded, and whether it passed or failed. 5 points
Explanation	Points will be awarded at the discretion of the judges for any extenuating circumstances regarding the Meetings and Service, Meeting Minutes, Monthly Reports, Correspondence, or other aspects during your term as Secretary. The information listed here will be considered when tallying your final score. Points will be awarded at the discretion of the judges for any situations or accomplishments where you've gone above and beyond regarding the Meetings and Service, Meeting Minutes, Monthly Reports, Correspondence, or other aspects during your term as Secretary. The information listed here will be considered when tallying your final score. 10 points

- b. An Outstanding award will be given to the highest scoring applicant. All other applicants who receive 90/100 total points will receive a Distinguished Award.
- c. This contest will be judged by the District Secretary.  
(secretary@tokeyclub.com)

Section 12 **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. Submit the online Jotform application located on the website with the other contest resources 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	POINTS
Evaluation	80 points
References	10 points
Miscellaneous	10 points

- b. An award will be presented for first place only.  
c. This contest shall be judged by the District Administrator.  
([administrator@tokeyclub.com](mailto:administrator@tokeyclub.com))

Section 13 **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. Submit the online Jotform application located on the website with the other contest resources 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	POINTS
Evaluation	80 points
References	10 points
Miscellaneous	10 points

- b. An award will be presented for first place only.  
c. This contest shall be judged by the District Administrator.  
([administrator@tokeyclub.com](mailto:administrator@tokeyclub.com))

Section 14 **Tex-O-Key Reporting Award**

- a. Any club who has submitted pictures, articles, etc. to the District Editor throughout the year is eligible for this award.
- B. Entry requirements
  - a. No entry form needs to be completed to enter.
  - b. A club must submit articles and photos to the District Editor throughout the year.
- C. Scoring/judging
  - a. Judging will be based upon the quantity and quality of submissions used in the Tex-O-Key:

Articles featured	5 points each
Photos featured	1 point each

- b. This contest will be judged by the District Editor.  
([editor@tokeyclub.com](mailto:editor@tokeyclub.com))
- c. An award will be presented for first place only.

Section 15 **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 website by December 1st 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 WEBSITE honors.
  - b. A club's website 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. Website 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 website 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	POINTS
Content	40 points
Creativity	20 points
Interactivity	10 points
Ease of Use	10 points
Formatting (Style)	10 points
Lack of Pop Ups and Ads	5 points

- 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. This contest will be judged by the Tech Assistant. (techassistant@tokeyclub.com)
- d. All club websites 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 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. The amount of club members registered in the MUC by March 15 will be divided by the previous year's amount of club members. This number must be equal to, or exceed, 1.5 in order for a club to receive a patch for this award.
  - b. A trophy will be given to the 1st place club with the highest membership growth percent increase.

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 adults in Key Club.
- B. Entry Requirements
  - a. Submit the online Jotform application located on the website with the other contest resources no later than two weeks prior to the start of the next District Convention.
  - b. Individuals must be nominated by students and supported by a Kiwanian or a faculty advisor.
  - c. The nominated individual must have at least 7 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 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 6 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. (administrator@tokeyclub.com)

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

- A. Description
  - a. All clubs chartered within 18 months prior to DCON will automatically be considered for this award. Information essential to select a winner will be based off of club activity and other components found in a monthly report.
  - b.
- B. Entry Requirements
  - a. All clubs chartered within 18 months prior to DCON will automatically be considered for this award. Information essential to select a winner will be based off of club activity and other components found in a monthly report.
- C. Rules

- a. In order to be eligible for this award, monthly reports must have been submitted to the District Secretary throughout the current administrative year, in order for the selection committee to review club activity and involvement.
  - b. The club has to have been chartered for less than 18 months prior to before DCON.
  - c. The club must have at least 3 service projects.
  - d. The club must participate in any district and/or K-family activities, as mentioned in their monthly reports.
  - e. The club must also provide photographic/descriptive evidence of service projects and other work in their monthly reports to aid in the selection process.
- 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.

CRITERIA	POINTS
Service Hours Per Member	30 points
Number of Members	20 points
Number of Service Projects	25 points
K-Family Interaction	25 points

Section 20 **Theme Contest**

- A. Description
- a. This competition is intended to recognize the club member/members who dress best according to the theme on the night of the DCON opening session. The theme will change annually and will be publicized on the district social media.
- B. Entry Requirements
- a. Member/s must gather at the designated time and place at DCON in order to be considered an applicant.
- C. Rules
- a. No more than one submission per club.
  - b. Submissions may be an individual or in a group.
- D. Scoring/Judging
- a. This contest will be judged by the Contests and Awards Committee.
  - b. There will only be one winner or group of winners of this award.

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

- A. This competition is intended to recognize the club who has had outstanding relations with the Kiwanis family through the completion of a service project.
- B. Entry Requirements
  - a. Submit the online Jotform application located on the website with the other contest resources no later than two weeks prior to the start of convention.
  - b. The registrant must register for the contest through the convention registration process.
  - c. Member/s must provide evidence of plans, communication, and involvement with other K-Family organizations in the application.
- C. Rules
  - a. Only one submission per club is allowed.
- D. Scoring/Judging
  - a. Judging will be based upon the following criteria:

CRITERIA	POINTS
Kiwanis Family Relation	30 points
Plan	15 points
Implementation	15 points
Member Participation	20 points
Overall Results	20 points

- b. Awards will be presented for first and second place.
- c. The judging of this contest will be based on the discretion of the current District Administrator and the Contest and Awards Committee each year.

**K-Family Service Rubric**

CRITERIA	Distinguished	Proficient	Apprentice	Novice

Kiwanis Family Relation	Description lists K-Family organization(s) involved, clearly demonstrates how their bonds were strengthened/developed, and thoroughly explains plans to continue the relationship in the future.  30 points	Description provides adequate information.  20 points	Description is missing some essential details.  10 points	Description is minimal and/or is missing essential details.  5 points
Clubs may earn 5 bonus points for each extra K-Family organization they worked with (up to 2 organizations). Total bonus points may not exceed 10.				
Plan	Description thoroughly explains how the project was planned. Includes details of communication including meeting minutes, emails, any other messaging.  5 points	Description decently explains how the project was planned.  3 points	Description poorly explains or fails to explain how the project was planned.  0 points	
	Description thoroughly explains who was involved in the planning process and how many times you met or corresponded. Include influential leaders of all clubs involved, such as officers and members. Describe their role in the planning process.  5 points	Description decently explains who was involved in the planning process.  3 points	Description does not explain who was involved in the planning process.  0 points	

	<p>Description explains why the community needed this project. Describe the project's intended goal and how many community members the clubs hoped to impact. How did collaborating with another K-family organization impact the project that would have otherwise not occurred?</p> <p>5 points</p>	<p>Description decently explains why the community needed this project.</p> <p>3 points</p>	<p>Description does not explain why the community needed this project</p> <p>0 points</p>
Implementation	<p>A thorough description of how the project went was provided. Mention any problems encountered, adaptations the clubs had to make, a timeline of events, as well as any other actions taken to ensure success of the project.</p> <p>10 points</p>	<p>A decent description of how the project went was provided.</p> <p>5 points</p>	<p>No description of how the project went was provided.</p> <p>0 points</p>
	<p>Evidence of publicity was provided in at least four of the following formats: Television, newspaper, flyers, club newsletters, and club social media.</p> <p>10 points</p>	<p>Evidence of publicity was provided in at least three of the following formats: Television, newspaper, flyers, club newsletters, and club social media.</p> <p>8 points</p>	<p>Evidence of publicity was provided in at least two of the following formats: Television, newspaper, flyers, club newsletters, and club social media.</p> <p>5 points</p>
Member Participation	<p>Applicant will receive one point for every 10% of Key Club members present on the day of service project. A sign-in sheet or spreadsheet detailing all Key Club volunteers present must be provided.</p>		

	<p>Ex. A Key Club with 50 members must have 5 members present to receive one point.</p> <p>10 points</p>			
	<p>Applicant will receive one point for every 10% of club members from the other required K-family branch (Kiwanis, Builders Club, etc) present on the day of service project. A sign-in sheet or spreadsheet detailing all volunteers present and the K-family branch they represent must be provided.</p> <p>Ex. A Kiwanis Club with 20 members must have 10 members present to receive 5 points.</p> <p>10 points</p>			
Overall Results	<p>A detailed project summary, including but not limited to community benefits, total man hours and photographic evidence was provided.</p> <p>20 points</p>	<p>Project summary provides adequate information.</p> <p>15 points</p>	<p>Project summary is missing some essential details.</p> <p>10 points</p>	<p>Description is minimal and/or is missing essential details.</p> <p>5 points</p>

### 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. 6. 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. First place winners of the oratorical contest will win a flat \$300 credit that will go towards the school's Key Club.
  - g. The credit will help pay for a part of the registration fee for the entire group that chooses to attend ICON from the winning orator's school. The attendees from the winning orator's club MUST travel with the District Tour at ICON.
  - h. The \$300 credit, which T-O will provide, MUST be used for ICON.
- 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
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(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 \$300 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. The attendees from the winning group's club MUST travel with the District Tour at ICON.
- i. The \$300 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. (administrator@tokeyclub.com)

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. (administrator@tokeyclub.com)

**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.