Distinguished Club Secretary Award

**WISCONSIN-UPPER MICHIGAN DISTRICT, KEY CLUB INTERNATIONAL**

**2015-2016**

In order to be eligible for this award, the Club Secretary must meet a total of 75% of the listed criteria points. Exemptions to this will be considered on an individual case basis.

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Name of Club Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School/ Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part 1: Criteria

Please check the appropriate criteria completed by the officer.



* Attended the Secretary Workshop at the District Leadership Conference (DCON) prior to taking office.



* Attended at least two meetings of your sponsoring Kiwanis Club.



* Performed at least 50 hours of service during your term.



* Completed the Secretary’s Training Webshop.



* Attended at least 75% of the Divisional Council Meetings held by your Lieutenant Governor.



* Involved the club in at least one joint activity with your sponsoring Kiwanis Club.



* Club held at least one campaign to recruit new members.
* Club achieved Early Bird Dues status by International/District



* Attends the 2016 District Leadership Conference.



* Provided adequate training for the incoming Secretary.



* All Club Monthly Reports forms have been submitted.

* Submitted the New Officer Information Sheet (NOIS) within 30 days of election.



* Worked with the club members to participate in a divisional, district, or international project.



* Became a member of the Division’s Facebook Page.



* Completed additional webshops this year.

If so, which ones?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part 2: Club President Review

Please have your club President type or write a brief report addressing each of the following points regarding your work in Key Club this year:

1. Preparedness for club and board meetings.
2. Attendance.
3. Ability to relate to and work with fellow officers.
4. Participation in service and fundraising activities of your club.

**Part 3: Reflection**

*Please attach an additional page answering the following question:*

What was the most rewarding service project you have done over the course of this year? Why?

**Part 4: Verification**

*Please obtain the signature of your Key Club Faculty Advisor.*

**I verify all of the information in this document is accurate, and that this member has performed at least 50 hours of service this year.**

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Faculty Advisor Signature Date

**must be postmarked by January 30, 2016**

**Mail or email to**:

Kathy Gillis, District Administrator

412 S. Pleasant View Rd, Apt F

Plymouth WI 53073
Email: wium.admin@gmail.com

**must be postmarked by January 30, 2015**

**Mail or email to**:

Kathy Gillis, WIUM Key Club District Administrator

N3823 County Rd. V, Cascade WI 53011

wium.admin@gmail.com