

DISTINGUISHED CLUB SECRETARY AWARD
WISCONSIN-UPPER MICHIGAN DISTRICT, KEY CLUB INTERNATIONAL
2018-19



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.

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 at your Regional Fall Rally.
- 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 2019 District Leadership Conference. (DCON)
- Provided adequate training for the incoming Secretary.
- All Club Monthly Reports forms have been submitted.
- Submitted the Club Officer Information(COI) Form.
- Worked with the club members to participate in a divisional, district, or international project.
- Became a member of the WIUM District's Facebook Page.

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.

Faculty Advisor Signature

Date

MUST BE POSTMARKED BY January 21, 2019

Mail or email to:

Sarah Nolan, District Administrator
18627 102st. Bristol, WI 53104
Email: nolans24@gmail.com