

Nebraska-Iowa District of Key Club International
Application FOR DISTINGUISHED CLUB SECRETARY AWARD
2007-2008

Name (Please Print) _____
Key Club _____ Area _____

To be eligible for this award, the Club Secretary **must be recommended by the Faculty Advisor**. The advisor must attest that the officer has met ALL qualitative criteria are met, and assign points for the quantitative criteria.

QUALITATIVE ASSESSMENT

Advisor's Initials

Exhibits constructive leadership at all times	_____
Maintains accurate account of members' service hours	_____
Takes minutes of Board meetings and makes them accessible to members and advisors	_____
Actively participates in club service projects	_____
Files District monthly report forms, membership, etc.	_____
Attends club meetings	_____

QUANTITATIVE ASSESSMENT

Points earned

Attended a District event example District Convention, Holiday Social (15 points)	_____
Takes well-written and accurate minutes of Board meetings (15 points)	_____
Participates in inter-clubs with other K-Family members (5 points)	_____
Attends activities of sponsoring Kiwanis Club (10 points)	_____

Total Points Earned _____

NUMBER OF SERVICE HOURS

_____ **Hours**

Signature of Club President _____

Signature of Club Vice-President _____

Signature of Faculty Advisor _____

DELIVER TO CONVENTION OR POST MARK BY MARCH 20, 2008
Mail to Cooper Domgard 6125 Rosebud Drive, Lincoln, NE 68516