

TEXAS-OKLAHOMA DISTRICT CODE OF CONTESTS AND AWARDS



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 the 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 following contests in Article II will be submitted through an online application approved by the District Administrator (some may also require a 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 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 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. Registrants must all register for the contest through the convention registration process.

D. 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).

E. 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. A minimum of 8 newsletters will be judged. In case of a new editor during the administrative year, any special consideration will be judged by the District Administrator, District Governor, and District Editor. 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) using the club newsletter rubric.

CLUB NEWSLETTER RUBRIC				
	1	2	3	4
EMAIL FORMAT & SUBMISSION	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 email subject is listed in the following order, School Division Month Newsletter. The newsletter is submitted as a pdf or an Issuu link.
GRAPHIC STANDARDS	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 is 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).
CONTENT	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).
PROMOTION	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 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).
CONTACTS	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 informative, and creative/original T-Shirt as worn by its members throughout the year.

B. Entry Requirements

- a. Submit the online application on a platform approved by the District Administrator located on the website with the other contest resources no later than two weeks prior to the start of the 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, SHIRT WITH BUTTONS, COLLARED SHIRTS, JACKETS or JERSEYS WILL BE JUDGED. Long-sleeved T-Shirts will be allowed.
- d. THE ENTRY CANNOT HAVE AN ABBREVIATION OF THE SCHOOL'S NAME INCORPORATED IN THE DESIGN. If it does, it will be disqualified.
 - a. The school's name can be shortened (ex: Mansfield Lake Ridge High School can 'Lake Ridge Key Club' and Klein Collins High School can put 'Klein Collins Key Club')
- e. Both the front and back of each submitted T-shirt will be judged.

D. Scoring/Judging

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

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

CRITERIA	Distinguished	Proficient	Apprentice	Novice
Originality/creativity	The T-shirt is colorful and unique. Graphics helped to clarify, explain, and support the design. 40 Points	The 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
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. 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

- 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 application on a platform approved by the District Administrator located on the website with the other contest resources no later than two weeks prior to the start date 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
Publicity	10
Size of project	20
Monthly reports	20
Number of Monthly Challenges Completed	10

DISTRICT PROJECT RUBRIC				
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 essential 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. 10 Points	Evidence of publicity was provided in at least three of the formats 5 Points	Evidence of publicity was provided in at least one of the formats. 0 Points	
SIZE OF PROJECT	A table was included to show the number of members participating in each of the projects. There was average participation between 100% and 75% in multiple activities. 20 Points	There was an average participation of 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
NUMBER OF MONTHLY CHALLENGES COMPLETED	At least 7 monthly challenges were completed. 10 Points	At least 5 monthly challenges were completed. 8 Points	At least 3 monthly challenges were completed. 5 Points	Completed none of the monthly challenges. 0 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 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 governor's project.

B. Entry Requirements

- a. Submit the online application on a platform approved by the District Administrator 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. 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
Publicity	10
Size of project	20
Monthly reports	20
Number of Monthly Challenges Completed	10

		GOVERNORS PROJECT RUBRIC			
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 essential 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. 10 Points	Evidence of publicity was provided in at least three of the formats. 5 Points	Evidence of publicity was provided in at least one of the formats. 0 Points		
SIZE OF PROJECT	A table was included to show the number of members participating in each of the projects. There was average participation between 100% and 75% in multiple activities. 20 Points	There was an average participation of 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	
NUMBER OF MONTHLY CHALLENGES COMPLETED	At least 7 monthly challenges were completed. 10 Points	At least 5 monthly challenges were completed. 8 Points	At least 3 monthly challenges were completed. 5 Points	Completed none of the monthly challenges. 0 Points	

- a. An award will be given for first place only.
- b. 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 contestant 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
Originality/creativity	30
Clarity of thought	50

IMPROMPTU ESSAY RUBRIC

CRITERIA	Distinguished	Proficient	Apprentice	Novice
GRAMMATICAL ACCURACY	The author makes no errors in grammar or spelling that distract the reader from the content. 20 Points	The author makes 1-2 errors in grammar or spelling that distract the reader from the content. 15 Points	The author makes 3-4 errors in grammar or spelling that distract the reader from the content. 10 Points	The author makes more than 4 errors in grammar or spelling that distract the reader from the content. 5 Points
ORIGINALITY/ CREATIVITY	The 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	The 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

- 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 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 application on a platform approved by the District Administrator 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 submission per club is allowed.
- D. Scoring/Judging
- a. Each club will be judged on the level of improvement from the previous year.
 - b. Judging will be based upon the following criteria:

CRITERIA	POINTS
Member Growth	25
Club Service	25
Monthly Reports	25
K-Family Interactions	25

KIM OWEN DINSMORE MOST IMPROVED CLUB AWARD				
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 .24 10 Points	Member growth is less than .24 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 (Evidence provided through television, newspapers, flyers, club newsletters, or club social media) 25 Points	Between 49 and 32 (Evidence provided through television, newspapers, flyers, club newsletters, or club social media) 20 Points	Between 31 and 15 (Evidence provided through television, newspapers, flyers, club newsletters, or club social media) 10 Points	Less than 15 (Evidence provided through television, newspapers, flyers, club newsletters, or club social media) 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.
K-FAMILY INTERACTIONS	Attended 5 or more K-Family meetings and/or activities (includes Key Club) 25 Points	Attended a combination of 3-4 K-Family meetings and/or activities (includes Key Club) 20 Points	Attended a combination of 1-2 K-Family meetings and/or activities (includes Key Club) 10 Points	Did not attend any K-Family meetings and/or activities 5 Points

- 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 Contest 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 application on a platform approved by the District Administrator 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. There is no limit to the number of entrants per club.
- b. The faculty advisor or Kiwanis advisor must endorse the President for this award.
- c. Two reference letters are required to enter this award. 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
Club service hours	15
Explanation	15
Correspondence	15
References	10
K-Family interactions	15

ART SWANBERG OUTSTANDING CLUB PRESIDENT AWARD RUBRIC

CRITERIA	Distinguished	Proficient	Apprentice	Novice
MEETINGS	Attended between 100% to 90% of all club and board meetings. 15 Points	Attended between 89% to 80% of all club and board meetings. 10 Points	Attended between 79% to 70% of all club 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			
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. 0 Points	
K-FAMILY INTERACTIONS	Attended 5 or more K-Family meetings and/or activities (includes Key Club) 10 Points	Attended a combination of 3-4 K-Family meetings and/or activities (includes Key Club) 7 Points	Attended a combination of 1-2 K-Family meetings and/or activities (includes Key Club) 4 Points	Did not attend any K-Family meetings and/or activities 0 Points
	There is significant evidence that the President was an integral part of planning a major K-Family event/project. 5 Points	There is evidence that the President played a part in the planning of a minor K-Family event/project. 3 Points	There is no evidence that the President planned or organized any K-Family events/projects. 0 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 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 application on a platform approved by the District Administrator 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. There is no limit to the number of entrants per club.
- b. The club president and/or faculty or Kiwanis advisor must endorse the vice president for this award.
- c. Two reference letters are required to enter this award. 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 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
Club service hours	15
Explanation	15
Correspondence	15
References	10
K-Family interactions	15

OUTSTANDING CLUB VICE PRESIDENT AWARD RUBRIC

CRITERIA	Distinguished	Proficient	Apprentice	Novice
MEETINGS	Attended between 100% to 90% of all club and board meetings. 15 Points	Attended between 89% to 80% of all club and board meetings. 10 Points	Attended between 79% to 70% of all club 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 There is significant evidence that the Vice President was an integral part of planning a major event/project for the club. 5 Points	Between 49 and 40 Key Club-sponsored service hours. 7 Points There is evidence that the Vice President played a part in the planning of a minor event/project for the club. 3 Points	Between 39 and 25 Key Club-sponsored service hours. 4 Points There is no evidence that the Vice President planned or organized any events/projects for the club. 0 Points	Less than 25 Key Club-sponsored service hours. 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 Vice 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 Vice President. 15 Points			
CORRESPONDENCE	One point will be awarded for each person and or type of communication up to a maximum of 10 points. To receive the total 15 points, Vice Presidents must communicate with the District Governor 5 times. (Ex: email District Governor, attend Officer hours, etc.)			
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. 0 Points	
K-FAMILY INTERACTIONS	Attended 5 or more K-Family meetings and/or activities (includes Key Club) 10 Points There is significant evidence that the Vice President was an integral part of planning a major K-Family event/project. 5 Points	Attended a combination of 3-4 K-Family meetings and/or activities (includes Key Club) 10 Points There is evidence that the Vice President played a part in the planning of a minor K-Family event/project. 3 Points	Attended a combination of 1-2 K-Family meetings and/or activities (includes Key Club) 5 Points There is no evidence that the Vice President planned or organized any K-Family events/projects. 0 Points	Did not attend any K-Family meetings and/or activities 0 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 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 application on a platform approved by the District Administrator 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. There is no limit to the number of entrants per club
- b. The club president and/or faculty or Kiwanis advisor must endorse the treasurer for this award.
- c. Two reference letters are required to enter this award. 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 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	10
Club service hours	10
Explanation	10
Correspondence	10
References	10
Dues	20
Budget/Reports/Fundraising	20
Grants	10

- 5 Points for applying to any grant
- 5 Points for receiving a grant not affiliated with Key Club
- 10 bonus points for receiving the YOF Grant

CHARLES PARKER OUTSTANDING CLUB TREASURER AWARD RUBRIC

CRITERIA	Distinguished	Proficient	Apprentice	Novice
MEETINGS	Attended between 100% to 90% of all club and board meetings. 10 Points	Attended between 89% to 80% of all club and board meetings. 7 Points	Attended between 79% to 70% of all club 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 Clubs-sponsored service hours. 4 Points	Less than 25 Key Club-sponsored service hours. 0 Points
EXPLANATION	Points will be awarded at the discretion of the judges for any extenuating circumstances regarding the Meetings and Services, Budgets, Reports, 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 Services, 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. 10 Points			
CORRESPONDENCE	One point will be awarded for each person and type of communication, up to a maximum of 5 points. To receive the total 10 points, treasurers must communicate with the District Treasurer. (ex. Email District Treasurer, attend Officer hours, etc.) 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. 0 Points	
DUES	90% or more of the dues paid were done by the Regular due date. 20 Points	More than 50% of the dues paid were done by the Regular due date. 15 Points	Less than 50% of the dues paid were done by the regular due date. 10 Points	Dues were collected but paid late. 5 Points
Budget/Reports/Fundraising	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. 20 Points	A budget is attached but lacks detail. 5 Points	There was no budget attached. 0 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 applied for a grant, then 5 points will be awarded. If the Club was awarded a grant not affiliated with Key Club, then 5 bonus points will be granted. If the Club was awarded the YOF Grant, then 10 additional points will be awarded				

- 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
- 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
- Submit the online application on a platform approved by the District Administrator 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
- There is no limit to the number of entrants per club.
 - The club president and/or faculty or Kiwanis advisor must endorse the editor for this award.
 - Two reference letters are required to enter this award. 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 OR an adult not affiliated with Key Club (teacher, principal, mentor, etc).
- D. Scoring/Judging
- Judging will be based upon the following criteria:

CRITERIA	POINTS
Meetings	20
Club service hours	15
Explanation	10
Correspondence	15
References	20
Outstanding Newsletter	20 +1 bonus point

LINDA AND GARY HICKS OUTSTANDING CLUB EDITOR AWARD RUBRIC				
CRITERIA	Distinguished	Proficient	Apprentice	Novice
MEETINGS	Attended between 100% to 90% of all club and board meetings. 20 Points	Attended between 89% to 80% of all club and board meetings. 14 Points	Attended between 79% to 70% of all club and board meetings. 8 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
EXPLANATION	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. 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 Services, Meeting Minutes, Monthly Reports, Correspondence, or other aspects during your term as Editor. The information listed here will be considered when tallying your final score. 10 Points			
CORRESPONDENCE	One point will be awarded for each person and or type of communication up to a maximum of 15 points. 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. 20 Points	Only one reference is attached, and it details the character and accomplishments of the applicant. 10 Points	There are no references. 0 Points	
Outstanding 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			

- 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.
- This contest will be judged by the District Editor. (editor@tokeyclub.com)

Section 11 Tom Duncan Outstanding Club Secretary Award

- A. Description
- 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
- Submit the online application on a platform approved by the District Administrator 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
- There is no limit to the number of entrants per club.
 - The club president and/or faculty or Kiwanis advisor must endorse the secretary for this award.
 - Two reference letters are required to enter this award. 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 OR an adult not affiliated with Key Club (teacher, principal, mentor, etc.)
- D. Scoring/Judging
- Judging will be based upon the following criteria:

CRITERIA	POINTS
Meetings	10
Club service hours	15
Explanation	10
Correspondence	10
References	10
Monthly Reports	25
Meeting Minutes	20

TOM DUNCAN OUTSTANDING CLUB SECRETARY AWARD RUBRIC				
CRITERIA	Distinguished	Proficient	Apprentice	Novice
MEETINGS	Attended between 100% to 90% of all club and board meetings. 10 Points	Attended between 89% to 80% of all club and board meetings. 7 Points	Attended between 79% to 70% of all club 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
EXPLANATION	Points will be awarded at the discretion of the judges for any extenuating circumstances regarding the Meetings and Services, 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			
CORRESPONDENCE	One point will be awarded for each person and type of communication up to a maximum of 10 points. 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 0 Points	
Monthly Reports	Each monthly report submitted will earn two points with the 12 th report earning 3 points for a maximum total of 25 points. 25 Points			
Meeting 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. 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			

- 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.
- This contest will be judged by the District Secretary. (secretary@tokeyclub.com)

Section 12 Outstanding Club Webmaster Award

- A. Description
- This competition is intended to recognize the district's most outstanding club webmaster based on a variety of variables. They must depict responsibility, organization, dedication, thoroughness, and prestige.
- B. Entry Requirements
- Submit the online application on a platform approved by the District Administrator 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
- There is no limit to the number of entrants per club.
 - The club president and/or faculty or Kiwanis advisor must endorse the webmaster for this award.
 - Two reference letters are required to enter this award. 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 OR an adult not affiliated with Key Club (teacher, principal, mentor, etc.)
- D. Scoring/Judging
- Judging will be based upon the following criteria:

CRITERIA	POINTS
Meetings	15
Club Service Hours	15
Explanation	10
Correspondence	10
References	10
Virtual Presence	40

OUTSTANDING CLUB WEBMASTER AWARD RUBRIC				
CRITERIA	Distinguished	Proficient	Apprentice	Novice
MEETINGS	Attended between 100% to 90% of all club and board meetings. 15 Points	Attended between 89% to 80% of all club and board meetings. 10 Points	Attended between 79% to 70% of all club and board meetings. 5 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
EXPLANATION	Points will be awarded at the discretion of the judges for any extenuating circumstances regarding the Club Website, Club Instagram, Meetings, and Services, Correspondence, or other aspects during your term as Webmaster. 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 Club Website, Club Instagram, Meetings, Service, Correspondence, or other aspects during your term as Webmaster. The information listed here will be considered when tallying your final score. 10 Points			
CORRESPONDENCE	One point will be awarded for each person and type of communication up to a maximum of 10 points. 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. 0 Points	
Virtual Presence	At least three forms of online presence platforms* are used and maintained regularly. Virtual presence is maintained regularly and consistently with updates at least two times each month per platform. 40 points	Two forms of online presence platforms* are used. Virtual presence is maintained regularly and consistently with updates at least two times each month per platform. 30 Points	Two forms of online presence platforms* are used. Virtual presence is not maintained regularly or consistently; they are not updated at least two times each month. 20 Points	Only one form of online presence platform* is used. Virtual presence is not maintained regularly or consistently; it is not updated at least two times each month. 10 Points

*Note: Online presence platforms include but are not limited to, websites, Instagram, Twitter, YouTube Channels, Reminds, Google Classrooms, GroupMe's, Canvas, etc.

- 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.
- This contest will be judged by the District Technology Producer. (techpro@tokeyclub.com)

Section 13 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. They must depict responsibility, organization, dedication, thoroughness, and prestige.
- B. Entry Requirements
 - a. Submit the online application on a platform approved by the District Administrator 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. There is no limit to the number of entrants per club.
 - b. The club president and/or faculty or Kiwanis advisor must endorse the advisor for this award.
- D. Scoring/Judging
 - a. Judging will be based upon the following criteria:

CRITERIA	POINTS
Evaluation	80
References	10
Miscellaneous	10

- D. An award will be presented for first place only.
- E. This contest shall be judged by the District Administrator. (administrator@tokeyclub.com)

Section 14 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 application on a platform approved by the District Administrator 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. There is no limit to the number of entrants per club.
 - 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
References	10
Miscellaneous	10

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

Section 15 Tex-O-Key Reporting Award

A. Description

- a. Any club that 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 on the number of submissions used in the Tex-O-Key:

CRITERIA	POINTS
Per articles featured	5
Per photos featured	1

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

Section 16 Distinguished Website Award

A. Description

- a. This competition is intended to recognize clubs with creative, informative, and functional club websites.

B. Entry Requirements

- a. No entry form needs to be completed to enter.
- b. A club must submit its website to the Tech Producer (techpro@tokeyclub.com) to be linked to the district website by March 15th of the current year. Newly 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.

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:
 1. School name (Key Club name)
 2. Division number
 3. The Key Club International Logo
 4. Contact information for the division's Key Club Lt. Governor, unless the office is vacant.
 5. An updated calendar with listed upcoming Key Club events
 6. An informational page listing what Key Club is and does
 7. Sponsoring Kiwanis Club contact information (if there is a vacancy for a sponsoring Kiwanis Club, the Texas-Oklahoma District shall be named as the sponsor)
 8. Link to the district website
 9. Link to the Key Club International website
 10. A listing of officers COMPLETE with name, position, graduation year, and email address
- d. Websites must be educational and promotional at the club level.
- e. The website must be developed and maintained by a Key Club member.

D. Scoring/Judging

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

CRITERIA	POINTS
Content	40
Creativity	20
Interactivity	10
Ease of Use	10
Formatting (Style)	15
Lack of Pop Ups and Ads	5

- a. This contest will be judged by the District Technology Producer. (techpro@tokeyclub.com)
- b. All club websites that maintain the above-listed standards and score 80 points (out of 100) shall receive distinguished website honors at the district convention. The top 3 scoring clubs shall receive special recognition.

Section 17 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 number of club members registered in the MUC by March 15 of the current year will be divided by the previous year's amount of club members. This number must be equal to, or exceed, 1.25 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.
 - c. This contest will be judged by the District Treasurer (treasurer@tokeyclub.com)

Section 18 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 19 Hall of Fame

- A. Description
 - a. This award is intended to recognize faculty advisors, Kiwanians, and/or anyone who has gone above and beyond in their support to T-O Key Club.
- B. Entry Requirements
 - a. Submit the online application on a platform approved by the District Administrator 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 applications and narrow the field down to no more than 5 to be presented to the District Administrator for further evaluation. (administrator@tokeyclub.com)

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's social media.

B. Entry Requirements

- a. Members 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 individual or in a group.
- c. Submissions must be submitted online on a platform approved by the District Administrator located on the website.
- d. Submissions are closed the night of opening session (day of welcoming activity), before the day of welcoming/opening ceremony.

D. Scoring/Judging

- a. This contest will be judged by the Contest and Awards Committee.
- b. There will only be one winner or group of winners for this award.

Section 21 K-Family Service Award

- A. Description
- This contest is intended to recognize the club that has had outstanding relations with the Kiwanis Family through completion of service.
- B. Entry Requirements
- Submit the online application on a platform approved by the District Administrator located on the website with the other contest resources no later than two weeks prior to the start of the next District Convention.
 - The registrant must register for the contest through the contest registration process.
 - Members must provide evidence of plans, communication, and involvement with other K-Family organizations in the application.
- C. Rules
- Only one submission per club is allowed.
- D. Scoring/Judging
- Judging will be based upon the following criteria:

CRITERIA	POINTS
K-Family Relation	25
Plan	25
Implementation	15
Member Participation	15
Overall Results	20

K-FAMILY SERVICE AWARD RUBRIC				
CRITERIA	Distinguished	Proficient	Apprentice	Novice
K-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. 25 Points	Description provides adequate information. 15 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, and 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. 10 Points		Description decently explains who was involved in the planning process. 6 Points	Description does not explain who was involved in the planning process. 0 Points
	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? 10 Points		Description decently explains why the community needed this project. 6 Points	Description does not explain why the community needed this project 0 Points
IMPLEMENTATION	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 the success of the project. 8 Points		A decent description of how the project went was provided. 5 Points	No description of how the project went was provided. 0 Points
	Evidence of publicity was provided in at least four of the following formats: Television, newspaper, flyers, club newsletters, and club social media. 7 Points	Evidence of publicity was provided in at least three of the following formats: Television, newspaper, flyers, club newsletters, and club social media. 5 Points	Evidence of publicity was provided in at least two of the following formats: Television, newspaper, flyers, club newsletters, and club social media. 4 Points	Evidence of publicity was provided in at least one of the following formats: Television, newspaper, flyers, club newsletters, and club social media. 2 Points
MEMBER PARTICIPATION	There was average participation between 100% and 75% in multiple activities. 15 Points	There was average participation of less than 74% in multiple activities or the participation was between 100% and 75% when only one activity was conducted. 10 Points	The participation was between 74% and 50% when only one activity was conducted. 5 Points	The participation was less than 49% when only one activity was conducted. 3 Points
OVERALL RESULTS	Exceptional relations with the K-Family through service. 20 Points	Constant relations with the K-Family. 15 Points	Minimal relations with the K-Family. 10 Points	No relations with K-Family. 0 Points

- Awards will be presented to first and second place.
- Judging of this contest will be based on the discretion of the current District Administrator and the Contest and Awards Committee each year.

Section 22 Super Smash Bros Tournament

- A. Description
 - a. This competition is intended to recognize club members that excel at the game for Nintendo Switch, Super Smash Bros Ultimate.
- B. Entry Requirement
 - a. To enter this competition, the participant must register for the contest through the convention registration process. Enter the contestant's name(s) where indicated on the form at convention.
- C. Rules
 - a. No more than 2 members of the same club may enter this competition.
 - b. Participants will be randomly assigned to a tournament bracket before the tournament begins.
 - c. Rounds will consist of 1-on-1 fights with a 3-stock game mode, no timer, no items, with the map being the final destination. All other settings will be left as normal. The winner of each round will move on to the next.
 - d. Controllers will be limited to the choice of one joy-con, or a joy-con pair. Contestants can provide their own joy-cons.
 - e. If a contestant fails to show up within 5 minutes of their match, the opposing side automatically wins.
- D. Scoring/Judging
 - a. The winner of the final round will receive an award.

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 on the poster itself.
- 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. All entries shall be in good taste and appropriate to the standards set by Key Club International.
- g. The following information must be submitted with each entry (application):
 - 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.
- h. Failure to comply with these rules will result in disqualification.

D. Scoring/Judging

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

CRITERIA	POINTS
Originality / Creativity	50
Effectiveness for Member Recruitment	25
Appearance and Artistic Expression	25

CLUB POSTER AWARD (NON-DIGITAL) RUBRIC

CRITERIA	Distinguished	Proficient	Apprentice	Novice
Originality / Creativity	Poster is colorful and unique. Graphics helped to clarify, explain, and support the design. 50 Points	Poster is colorful and the graphics used support the design. 30 Points	The colors and/or graphics make the poster difficult to read/understand. 25 Points	The color is much too confusing and is distracting when viewing overall. 15 Points
Effectiveness for Member Recruitment	The design clearly incorporates the key club logo, motto, and values. It is evident that the ideas and beliefs of Key Club were incorporated. 25 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
Appearance and Artistic Expression	Work done with exceptional care and attention to detail and neatness. Exceptional understanding and application of the elements of art and principles of design. 25 Points	Work done with good care and attention to detail and neatness. Good understanding and application of the elements of art and principles of design. 15 Points	Work done with basic care and attention to detail and neatness. Basic understanding and application of the elements or art and principles of design. 10 Points	Work done with minimal care and attention to detail and neatness. Minimal understanding and application of the elements of art and principles of design. 5 Points

- b. Awards will be presented for first place and second place.
- c. This contest shall be judged by a panel of five judges who will be appointed by the Contest and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.
- d. The first place Key Club poster contest winner will be eligible to compete in the contest at the international convention. If the district does not hold a district contest using prescribed rules, the district may select an entry by other means and certify it with the district administrator's signature.
- e. To be eligible for the international contest, the entry that wins the district contest must be received by the Key Club International office no later than the first Friday in May.
- f. Winning entries will become the property of Key Club International and will not be returned to clubs. Key Club International reserves the right to reproduce any contest winners, providing appropriate credit to the Key Club and artist(s).

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.
- b. Poster must be submitted online on a platform approved by the District Administrator located on the website, no later than two weeks prior to the District Convention.

C. Rules

- a. Only one submission per club is allowed. Clubs are also to provide a back-up USB/Flash drive containing the (digital poster) resources/content needed to be judged in case the online submission is missing/cannot be accessed.
- 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. The digital poster dimensions should have an aspect ratio of 9:16 or 1:1.
- d. The artist must be a Key Club member.
- e. 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. If a district does not hold a district contest using the prescribed rules, the district may select an entry by other means and certify it with the district administrator's signature.
- f. All entries shall be in good taste and appropriate to the standards set by Key Club International.
- g. 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.
- i. Failure to comply with these rules will result in disqualification.

D. Scoring/Judging

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

CRITERIA	POINTS
Originality / Creativity	50
Effectiveness for Member Recruitment	25
Appearance and Artistic Expression	25

CLUB POSTER AWARD RUBRIC				
CRITERIA	Distinguished	Proficient	Apprentice	Novice
Originality / Creativity	Poster is colorful and unique. Graphics helped to clarify, explain, and support the design. 50 Points	Poster is colorful and the graphics used support the design. 30 Points	The colors and/or graphics make the poster difficult to read/understand. 25 Points	The color is much too confusing and is distracting when viewing overall. 15 Points
Effectiveness for Member Recruitment	The design clearly incorporates the key club logo, motto, and values. It is evident that the ideas and beliefs of Key Club were incorporated. 25 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
Appearance and Artistic Expression	Work done with exceptional care and attention to detail and neatness. Exceptional understanding and application of the elements of art and principles of design. 25 Points	Work done with good care and attention to detail and neatness. Good understanding and application of the elements of art and principles of design. 15 Points	Work done with basic care and attention to detail and neatness. Basic understanding and application of the elements or art and principles of design. 10 Points	Work done with minimal care and attention to detail and neatness. Minimal understanding and application of the elements of art and principles of design. 5 Points

- b. Awards will be presented for first place and second place.
- c. This contest shall be judged by a panel of five judges who will be appointed by the Contest and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.
- d. To be eligible for the international contest, the entry that wins the district contest must be received by the Key Club International office no later than the first Friday in May.

- e. Winning entries will become the property of Key Club International and will not be returned to clubs. Key Club International reserves the right to reproduce any contest winners, providing appropriate credit to the Key Club and artist(s).

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 exceeding 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 USB/Flash Drive and through online submission with a shareable link containing no copyrighted music. Clubs are also to provide a back-up USB/Flash drive containing the (Video) resources/content needed to be judged in case the original submission is missing/cannot be accessed.
- f. 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.
- g. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International
- h. 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 the 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 be certified by the 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.
 - iii. An itemized listing of all costs associated with the video production, including the cost of the recording media, must be submitted.
- i. Failure to comply with these rules will result in disqualification.

D. Scoring/Judging

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

CRITERIA	POINTS
Originality	10
Promotion of Key Club	20
Clarity of Message	20
Sound Quality	10
Picture Quality	10
Overall Impression	30

CLUB VIDEO AWARD RUBRIC

CRITERIA	Distinguished	Proficient	Apprentice	Novice
Originality	The product shows significant evidence of originality and inventiveness. The majority of the content and many of the ideas are fresh, original, and inventive. 10 Points	While based on an extensive collection of other people's ideas, products, and images and inventions, the work extends beyond that collection to offer new insights. 7 Points	The work is an extensive collection and rehash of other people's ideas, products, images and inventions. There is little evidence of new thought or inventiveness. 4 Points	The work is a minimal collection or rehash of other people's ideas, products, images and inventions. No evidence of new thought. 0 Points
Promotion of Key Club	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
Clarity of Message	The message is clear, appropriate, and correct. 20 Points	Most of the message is clear, appropriate, and correct. 15 Points	Some of the messages are confusing or flawed. 10 Points	Message is confusing or flawed. 5 Points
Sound Quality	Audio quality was loud and clear at all times. 10 Points	Good audio quality is maintained throughout the video 7 Points	Better audio quality 4 Points	Poor quality audio. 0 Points
Picture Quality	Many different takes, camera angles, sound effects, and careful use of zoom provided more variety. Focus was excellent throughout.	More variation intakes, camera angles, sound effects, and careful use of zoom provided more variety. Good video quality maintained throughout the project.	Better use of camera angles, sound effects, and more careful use of zoom. Better video quality.	Most shots are taken from one camera angle and the zoom was not well used. Poor quality video components.

Overall Impression	Conveys a reflective personal message that speaks directly to the viewer	Makes a strong effort to share an original personal message that connects the purpose with the viewer	Tells a story but in a predictable way that gets the message across but does not speak directly to the viewer	Is not involved in sharing an experience with the viewer.
	30 Points	7 Points 20 Points	40 Points	0 Points 0 Points

- a. An award will be presented for first place only.
- b. To be eligible for the international contest, the entry that wins the districts contest must be received by the Key Club International office no later than the first Friday in May
- c. This contest shall be judged by a panel of five judges who will be appointed by the Contest 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 ring 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 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.

CRITERIA	Distinguished	Apprentice	Novice
The Need	A statement describing in what way the project deals with the Major Emphasis includes details such as how it is pursuant to the theme of "Children: Their Future, Our Focus" and highlights personal development and social interaction of children. 10 Points	A statement describing in what way the project deals with the Major Emphasis lacks details such as how it is pursuant to the theme of "Children: Their Future, Our Focus" and highlights personal development and social interaction of children. 5 Points	A statement describing in what way the project deals with the Major Emphasis is not included. 0 Points
The Plan	The plan is a well-developed statement describing how the project was organized and allows for maximum club participation, involvement with other Kiwanis family organizations, methods for raising awareness, goals, and details how to address the need. 10 Points	The plan is a well-developed statement describing how the project was organized. It may allow for maximum club participation, involvement with other Kiwanis family organizations, methods for raising awareness, goals, and/or details how to address the need but lacks detail in one or more categories. 5 Points	A statement describing how the project was organized is not included or lacks great detail. 0 Points

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. In the report specifically describe activities related to youth leadership development during the Key Club year. The report may include copies of news articles, photos, or other pertinent information. Both hands-on service projects and fundraising efforts are eligible for this award.
- 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.
- f. Only one winner in the district contest will be eligible to compete in the international convention competition.
- g. Failure to comply with these rules will result in disqualification.

D. Scoring/Judging

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

CRITERIA	POINTS
The Need	10
The Plan	10
The Implementation	20
Final Results	20

The Implementation	A statement describing the steps taken to implement the plan includes the formation of any committees, correspondence between all involved groups, a timeline of events, and any other actions taken to ensure the success of the project. 20 Points	A statement describing the steps taken to implement the plan includes some but not all of the following or lacks detail in one or more: the formation of any committees, meetings, correspondence between all involved groups, a timeline or events, and any other actions taken to ensure the success of the project. 10 Points	A statement describing the steps taken to implement the plan is not included or lacks great detail. 0 Points																						
Final Results	A statement describing the benefits of the service rendered is detailed and includes the number of people impacted by the project either directly as a recipient or indirectly as in spreading awareness, and total money/items collected. 25 Points	A statement describing the benefits of the service rendered is detailed and includes some but not all of the following: the number of people impacted by the project either directly as a recipient or indirectly as in spreading awareness, and total money/items collected. 12 Points	A statement describing the benefits of the service rendered is not included. 0 Points																						
Partnerships	A statement describing actions and partnerships formed includes detail such as what groups were involved and the extent to which each participated. The statement also includes how the project was publicized. 10 Points	A statement was included that described actions and partnerships formed or how the project was publicized but not both. 5 Points	A statement describing actions and partnerships formed as well as how the project was publicized was not included. 0 Points																						
Member Participation	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">PARTICIPATION POINTS</th> <th style="width: 50%;">POINTS</th> </tr> </thead> <tbody> <tr><td>1-9</td><td>1</td></tr> <tr><td>10-19</td><td>2</td></tr> <tr><td>20-29</td><td>3</td></tr> <tr><td>30-39</td><td>4</td></tr> <tr><td>40-49</td><td>5</td></tr> <tr><td>50-59</td><td>6</td></tr> <tr><td>60-69</td><td>7</td></tr> <tr><td>70-79</td><td>8</td></tr> <tr><td>80-89</td><td>9</td></tr> <tr><td>90-100</td><td>10</td></tr> </tbody> </table>			PARTICIPATION POINTS	POINTS	1-9	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
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90-100	10																								
Overall Results	A statement describing any other projects/programs your club implemented to address the Major Emphasis Program is detailed and thorough in regard to including the need, the plan, the implementation, awareness, and results for each additional project. 25 Points	A statement describing any other projects/programs your club implemented to address the Major Emphasis Program includes some but not all of the following for each additional project: the need, the plan, the implementation, awareness, and results. 12 Points	A statement describing any other projects/programs your club implemented to address the Major Emphasis Program is not included. 0 Points																						
Partnerships		10																							
Member Participation		10																							
Overall Results		25																							

- 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 Contest 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 the convention.

C. Rules

- a. The subject for all orations will be determined ahead of time and distributed to clubs via email and news stories on keyclub.org.
- a. The subject matter of the oration and the presentation must be original and developed independently by each orator.
- b. Each orator will be allowed a maximum of FIVE minutes (5) for their presentation. Exceeding the time limit by 10 seconds or more will result in a penalty unless extenuating circumstances exist. The orator may finish the sentence without penalty.
- c. During the convention, an elimination round will be held at a time and place 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. The first-place orator will be eligible to compete in the international oratorical contest and will win a flat \$300 credit that goes toward the school's Key Club. The attendees from the winning orator's club MUST travel with the District Tour at ICON.
- g. The \$300 credit, which T-O will provide, MUST be used for the ICON registration fee for the entire group that chooses to attend ICON from the winning orator's school.
- h. Each orator must be a member of a Key Club in good standing within Key Club International.
- i. Key Club International reserves the right to publish winning orations in any medium, providing appropriate credit to the orator.
- j. Failure to comply with these rules will result in disqualification.

D. Scoring/Judging

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

CONTENT	
Clarity of message and projection of ideas	25
Structure, grammar, transitions and flow	15
Depth	5
Originality	5
PRESENTATION	
Presence, posture, gestures and ability to engage the audience	15
Voice, tone, diction, effectiveness and pronunciation	15
Ease of presentation and intimacy with the audience	15
Attention to the audience	5

- b. An award 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 Contest and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this code.
- d. If a district does not hold a contest to determine its first-place orator by other means and certify them with the district administrator's signature by other means.

Section 6 Traditional Scrapbook Contest

A. Description

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.
- b. Note that a club may NOT compete for BOTH the Traditional Scrapbook Contest and the Digital Scrapbook Content (Year in Review).

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 tabbed accordingly, pages/slides must be numbered, and include a table of contents must be at the beginning of the scrapbook. Judges will deduct five points for missing divisions between categories or title slides and five points (5) for a missing table of contents.
- e. 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.
- f. 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.
- g. No audio/visual or computer equipment will be allowed as part of the entry.
- h. Only first and second place will be allowed to compete at the international convention.
- i. If a district does not hold a contest to determine its first-place scrapbook, the district may select an orator by other means and certify them with the district administrator's signature.
- j. The entry must be sturdy to allow handling by judges as necessary.
- k. Failure to comply with these rules will result in disqualification.

D. Scoring/Judging

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

VISUALS	
Artwork and decorations	15
News articles and photos	15
GENERAL CONTENT	
Service to school	20
Service to community	20
Fundraising projects	10
Assistance to Kiwanis Projects	10
Involvement with Major Emphasis Program	10
Miscellaneous	10

- 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 Contest and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this code.

Section 7 Digital Scrapbook Contest

A. Description

- a. This competition is intended to reward the club which presents the most original, creative, and artistic digital 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 included immediately after the front cover of the scrapbook. 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.
- b. Note that a club may NOT compete for BOTH the Traditional Scrapbook Contest and the Digital Scrapbook Contest (Year in Review).

C. Rules

- a. Each Key Club may enter a digital 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. Clubs are also to provide a back-up USB/Flash drive containing the (Scrapbook) resources/content needed to be judged in case the online submission is missing/cannot be accessed.
- c. The scrapbook must be produced by club members only at a cost not to exceed US \$300.
- d. 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
- e. For digital scrapbooks, PPT, PPTX, ODP, and PDF are all supported presentation file types.
- f. Each category must be separated accordingly, pages/slides must be numbered, and include a table of contents must be at the beginning of the scrapbook. Judges will deduct five points for missing divisions between categories or title slides and five points (5) for a missing table of contents.
- g. Failure to comply with these rules will result in disqualification.

D. Scoring/Judging

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

VISUALS	
Artwork and decorations	15
News articles and photos	15
GENERAL CONTENT	
Service to school	20
Service to community	20
Fundraising projects	10
Assistance to Kiwanis Projects	10
Involvement with Major Emphasis Program	10
Miscellaneous	10

- b. Awards will be presented for first and second place.
- c. Only the first- and second-place district winners in each category will be eligible to compete in the international contest. If a district does not hold a contest, it may select an entry by other means and certify it with the district administrator's signature.
- d. This contest shall be judged by a panel of five judges who will be appointed by the Contest 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. Membership 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

CRITERIA	Distinguished	Apprentice	Novice
Service Need	A statement describing in what way the project meets a significant need is elaborated and detailed. 10 Points	A statement describing in what way the project meets a need is included. 5 Points	A statement describing in what way the project meets a need is not included. 0 Points.
Project Plan	The plan is a well-developed statement describing how the project was organized and allows for maximum club participation, involvement with other Kiwanis family organizations, methods for raising awareness, goals, and details how to address the need. 20 Points	The plan is a statement describing how the project was organized. It may allow for maximum club participation, involvement with other Kiwanis family organizations, methods for raising awareness, goals, and/or details how to address the need but lacks detail in one or more categories. 10 Points	A statement describing how the project was organized is not included or lacks great detail. 0 Points
Project Implementation	A statement describing the steps taken to implement the plan includes the formation of any committees, meetings, correspondence between all involved groups, a timeline of events, and any other actions taken to ensure the success of the project. 20 Points	A statement describing the steps taken to implement the plan includes some but not all of the following or lacks detail in one or more: the formation of any committees, meetings, correspondence between all involved groups, a timeline of events, and any other actions taken to ensure the success of the project. 10 Points	A statement describing the steps taken to implement the plan is not included or lacks great detail. 0 Points

- 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 should be included in 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	POINTS
Service Need	10
Project Plan	20
Project Implementation	20

Final Results	25
Public Awareness	10
Member Participation	15

Final Results	A statement describing the benefits of the service rendered is detailed and includes the number of people impacted by the project either directly as a recipient or indirectly as in spreading awareness, and total money/items collected. 25 Points.	A statement describing the benefits of the service rendered is detailed and includes some but not all of the following: the number of people impacted by the project either directly as a recipient or indirectly as in spreading awareness, and total money/items collected. 12 Points.	A statement describing the benefits of the service rendered is not included. 0 Points																						
Public Awareness	A statement describing how the project was publicized includes a variety of formats that were designed to reach a wide and diverse audience. 10 Points	A statement describing how the project was publicized was included but lacked detail and variety. 5 Points	A statement describing how the project was publicized was not included. 0 Points																						
Member Participation	<table border="1"> <thead> <tr> <th>PARTICIPATION PERCENTAGE</th> <th>POINTS</th> </tr> </thead> <tbody> <tr> <td>1-9%</td> <td>1</td> </tr> <tr> <td>10-19%</td> <td>2</td> </tr> <tr> <td>20-29%</td> <td>3</td> </tr> <tr> <td>30-39%</td> <td>4</td> </tr> <tr> <td>40-49%</td> <td>5</td> </tr> <tr> <td>50-59%</td> <td>7</td> </tr> <tr> <td>60-69%</td> <td>9</td> </tr> <tr> <td>70-79%</td> <td>11</td> </tr> <tr> <td>80-89%</td> <td>13</td> </tr> <tr> <td>90-100%</td> <td>15</td> </tr> </tbody> </table>			PARTICIPATION PERCENTAGE	POINTS	1-9%	1	10-19%	2	20-29%	3	30-39%	4	40-49%	5	50-59%	7	60-69%	9	70-79%	11	80-89%	13	90-100%	15
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- 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 Contest 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 Schools Key Club.
- h. The credit will help to 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 be used for ICON.

D. Scoring/Judging

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

CRITERIA	POINTS
Content	20
Performance and Entertainment value	30
Poise and confidence	10
Audience Response	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 Contest 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 will be dually entered in the Distinguished Club program. Both parts of the report must be printed in black or blue ink or typed using Adobe. This report should be submitted to the Key Club district prior to its convention, as directed by the proper Key Club district official(s).
- c. Only activities which occur during the district administrative year shall be included in the report. Clubs existing within a nonrestricted 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 Contest 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. Their 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	POINTS
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. Description

- a. The Sandy Nininger award recipients shall be selected from the Leader of Leaders entries. The selection shall be at the discretion of the district administrator. (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.

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 website 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.