



CNH | KEY CLUB

Division Judging Application

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

Contact your Division Lt. Governor

E-MAIL SUBMISSIONS TO:

d##.cnhkc.ltg@gmail.com

Subject: Division Judging Application

Body Text: List attachments

CC: Copy yourself

Note: Emails may vary for each LTG.

Division Judges review all contests judged on the division level. These contests are Advisor of the Year, Club Attire, Club of the Year, Member of the Year, and Most Improved Club.

1. Read and understand the Division Judging Application guidelines.
2. Complete your application on the next page and save it as a PDF.
3. Your Division Lt. Governor may request further information from you. Be sure to check with him/her to ensure that you have completed everything requested.
4. E-mail the application to your Division Lt. Governor (d##.cnhkc.ltg@gmail.com) before the deadline.

DIVISION JUDGING APPLICATION GUIDELINES

RULES GOVERNING THE APPLICANT'S QUALIFICATIONS

- (1) The CNH Key Club District Contests & Awards program is designed to honor individuals who have demonstrated overall excellence throughout the past District Administrative year. It is a privilege to serve as a judge. Please do not take these responsibilities lightly. To be eligible to serve as a division judge, the applicant must pertain to the following:
 - A current Key Club member in good standing—paid dues to Key Club International and provided at least 50 hours of service
 - Have a general knowledge about the levels of Key Club as well its focus and mission
 - Have the ability to work with a team and deadlines
- (2) Judging requires time to review submissions. Be sure to set aside a few hours to review submissions.
- (3) Judges must remain un-biased, level-headed, and focused.
- (4) Judges are not allowed under any circumstances to share or discuss any information or submissions with anyone else; this includes other judges.
- (5) Applicants are to complete the application on the following page and submit it as a PDF file by the deadline specified above.
- (6) **E-SIGNATURES:** This application requires electronic signatures (e-signatures) by the applicant, Club President of the applicant, and Faculty or Kiwanis Advisor. E-Signatures for this application are defined as names and contact information provided onto the form. E-Signatures represent the fact that individuals listed have approved the application and supporting documentation. These individuals may be contacted for further verification. Please do not use digital signatures.
- (7) Applicants are to answer a short answer prompt given in the application in 1,000 characters, including spaces, or less. Short Answer must be authentic work written by the applicant and no one else. Include the response in your submission.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Annaleigh Nguyen | Member Recognition Chair | cnhkc.mr@gmail.com

DIVISION JUDGING APPLICATION

APPLICANT INFORMATION

Applicant's Name: _____ Position: _____
 Key Club: Club #: _____ District: **California-Nevada-Hawaii**
 Division: _____ Region: _____
 Contact E-mail: _____
 Contact Phone: _____

CHECKLIST

INITIALS	ITEMS AND REQUIREMENTS
	<i>Club Standards</i>
	Membership: Paid club membership dues by December 1 st
	Service: Provided a minimum of 50 hours of service
	Club Status: Home Club is in good standing and has paid dues
	<i>Qualifications</i>
	Has actively attended club events and activities
	Has actively attended club meetings and Division Council Meetings
	Has helped with club events and functions
	Has actively promoted the Key Club core values

CERTIFICATION OF ORIGINALITY

This certifies that we, the undersigned, verify the completion of the aforementioned requirements by the individual named on this application. All appropriate criteria have been identified on this form.

Identified requirements must be met in order to be eligible for this recognition. It is also understood that the decisions of the judges are final and no changes, alteration or re-judging will take place after the judges and the Member Recognition Chair have certified the results. NOTE: All names, initials and contact information are ONLY required if used as verification.

REMEMBER: There must be at least 2 out of 4 people verifying task completion. Signatures from the school representative and the Kiwanis club representative may not be by the same person.

***You may only include those who are verifying completion of the checklist items. ***

INITIALS	POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
	Club President			
	Club Secretary			
	Faculty Advisor			
	Kiwanis Advisor			

SHORT ANSWER

The following must be answered in 1,000 characters (including spaces) or less.

As a Key Club member, how and why does recognition play an important role in this organization?

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Annaleigh Nguyen | Member Recognition Chair | cnhkc.mr@gmail.com