



## **EASTERN CANADA DISTRICT OF KEY CLUB INTERNATIONAL**

### **RULES GOVERNING DISTINGUISHED KEY CLUB SECRETARY'S AWARD**

This award may be given to all Key Club Secretaries who have met the following criteria and have distinguished themselves as Key Club leaders in the District. The awards will be presented at the District Convention.

1. A completed nomination form may be submitted by any active member of the nominee's home club.
2. A maximum of five (5) letters of recommendation may be attached to the nomination, with preferably one from each of the following: Sponsoring Kiwanis Club, High School Principal, and your Key Club Lieutenant Governor.
3. The nominee must have attend the Secretaries' Workshop at the District Convention and at the Regional Training Conference for his/her division (if one was held).
4. Both District and International dues must have been paid by December 15<sup>th</sup>.
5. The Club's Monthly Reports, postmarked by the 7<sup>th</sup> of every month must have submitted to your Lieutenant Governor and the District Secretary. No fewer than nine (9) reports must have been submitted.
6. The nominee must have taken minutes at all club meetings.
7. The nominee must report the names and addresses of the newly elected club officers to your Lieutenant Governor no later than three (3) weeks prior to the District Convention.
8. The nominee must have been in office at least seven (7) months prior to the District Convention.
9. Extenuating circumstances which prevent the nominee from meeting and of the above criteria should be explained in a letter attached to the nomination.
10. The Key Club District Board of Trustees shall select the recipient(s) of this award from the nominations received. Their decision shall be final.
11. Your Key Club's nomination form and supporting documents should be brought to convention



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**OF KEY CLUB INTERNATIONAL**

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**DISTINGUISHED KEY CLUB**  
**SECRETARY'S AWARD**

**NOMINATION FORM**

The Key Club of: \_\_\_\_\_  
Sponsored by the Kiwanis Club of: \_\_\_\_\_

Takes pride in nominating: \_\_\_\_\_ for the  
Distinguished Key Club Secretary's Award.

Number of years in Key Club: \_\_\_\_\_ Number of years in high school: \_\_\_\_\_  
Number of months in office as club president: \_\_\_\_\_

Attended District Leadership Training Conference? YES \_\_\_ NO \_\_\_

Date Dues were Paid: District \_\_\_\_\_ International \_\_\_\_\_  
Total Paid Membership: \_\_\_\_\_

Minimum of nine (9) monthly reports submitted to Lieutenant Governor and District  
Secretary by the 7<sup>th</sup> of each month? YES \_\_\_ NO \_\_\_  
Minutes taken at all club meetings? YES \_\_\_ NO \_\_\_

Reported names and addresses of newly elected club officers at least three weeks prior  
to district convention? YES \_\_\_ NO \_\_\_

**To the best of our knowledge, the information in this nominated and the  
attached endorsements are correct.**

Signature:  
Key Club President: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

High School Principal: \_\_\_\_\_

Sponsoring Kiwanis Club President: \_\_\_\_\_