

## Awards – General Questions

### 1. How do I receive E-Signatures?

Send an email to respective people you would like to receive signatures from, asking permission whether you may include their names as proof of your efforts. After their approval, you may input their names. There is no physical signature. It is the name and contact information of the necessary individuals, typed.

### 2. For the Certification of Originality where I need to get E-Signatures, what if my Kiwanis Advisor is also the Kiwanis Lt. Governor? Do I put his/her name twice?

| INITIAL | POSITION             | E-SIGNATURE   | E-MAIL                     | PHONE W/ AREA CODE |
|---------|----------------------|---------------|----------------------------|--------------------|
| L.P.    | Faculty Advisor      | Leann Pham    | Awardschair1415@gmail.com  | (555) 555-5555     |
|         | Kiwanis Advisor      |               |                            |                    |
| JF      | KIWIN'S Lt.          | Jeff Fielding | Turquoiseltg1415@gmail.com | (444) 444-444      |
|         | Kiwanis Lt. Governor |               |                            |                    |

No, only put that person's name once if he/she happens to fill both those positions. You will need to find another individual (either the Faculty Advisor or KIWIN'S Lt. Governor) to provide his/her E-Signature.

### 3. What does "CC" mean?

CC stands for carbon copy. To carbon copy is to send an identical e-mail to a given recipient. To do so, when sending e-mail out, there will be a button with the letters "CC" and by clicking it, you will be enabled to type in the address you would like to copy to, in this case, yourself.



### 4. On what application do I make the E-Portfolio and how do I convert it to PDF file?

Microsoft Word is a good application to use, and you can also use Publisher and PowerPoint. When saving a file in Microsoft Word 2007, go to save as, and you will see the PDF option:

If your version does not have this function, your E-portfolio is all complete on a Word DOC. use a PDF file converter online to transform your Word Doc E-Portfolio to a PDF Portfolio.

You can use this website to do so:

<http://www.freepdfconvert.com/>



## 5. How do I merge two or more separate PDF files into one?

Use online applications, such as [www.pdfmerge.com](http://www.pdfmerge.com).

## 6. How do I compress PDFs and photos?

PDF's: <http://smallpdf.com/>

Photos: <http://jpeg-optimizer.com/>

(Keep in mind, a "JPEG" photo is already small enough, and would not need any compressions).

## 7. What are DIVIDERS?

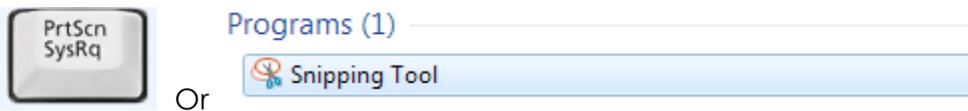
Dividers are pages inserted between each section in which you are showcasing your work. For example for the President Contest, the dividers will be used between sections 5-10. These serve to make the distinguishing between sections, for judges, easier and more organized. Please indicate the section title on each divider.

## 8. From whom do I receive letters of recommendation?

Anyone who has seen your growth and efforts in your KIWIN'S Club term will be an adequate person to write the recommendation. It may be a faculty advisor, Kiwanis advisor, another club officer, your Lieutenant Governor, and any other person who can vouch for your efforts in KIWIN'S. You must include your recommender e-Signature (Include name, contact number, and position) at the bottom of your recommendation letter.

## 9. How do I showcase e-mails in COMMUNICATION?

Use the screenshot functions on your computer. A keyboard should have a key with the words, "PrtSc" or some variation of it, which you can use to screenshot. Go to the email, screenshot it, crop out any unnecessary parts of the picture, and paste it onto your document. You can scan letters and paste them to your document as well.



## 10. How do I transfer the forms provided on this file, such as the Nomination Form or the Proof of Attendance, to my E-Portfolio?

You can download a PDF converter at [www.dopdf.com](http://www.dopdf.com) that allows you to "print" pages into PDF format. With this tool, you can select specific pages in a document, such as the page of the Nomination Form, to individually transfer to PDF format.

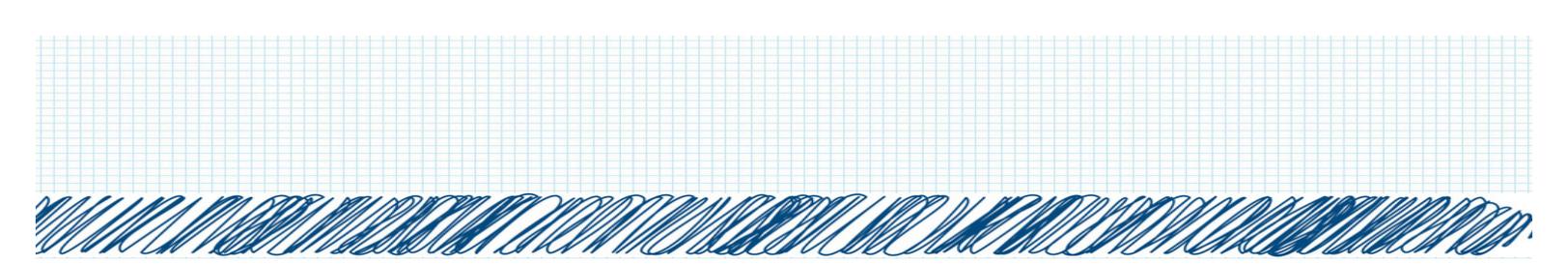
## 11. Do all the sections of the portfolio need to utilize graphic standards?

All of the pages that you make on your own can utilize graphic standards. These include the Cover Page, the Dividers, the Agendas, the Letters of Recommendation, and any documents you may include in the "Miscellaneous" section. This means that the appropriate fonts, colors, and graphics must be utilized throughout your E-Portfolio. A guide to Key Club graphic standards can be found at <http://keyclub.org/fad/cm/brand.aspx>.

However, this is not mandatory.

## 12. For clarification matters, many of the awards do not specifically say there is a page limit, do we assume that there is none or is there a preference?

If the page limit is not specified, the applicant is free to add as many pages as long as it is in reasonable taste (More pages does not mean better).



**13. For some of the awards (such as the Service Award), at the end of the submission overview, there is a certification section for signatures. Would you like us to turn in the submission overview at the beginning of the award in order to include the signature portion?**

Yes this is needed.

**14. How do I determine my clubs membership count?**

Membership count must correspond with the number of paid members with the 2014-2015 year (note seniors who graduated in 2014, DO NOT count as members).

**Distinguished Awards - General**

**1. For the proof of attendance table, are we only limited to 40 events? May we add more lines to the chart if we have attended more than 40?**

You may add as much as long as you do not exceed the two-page limit.

**3. For the service hour's portion, does that include the hours spent planning the event or only the hours spent working or is it a combination of both?**

The Service hours portion may only consist of hours spent actually working the event and serving the community; Hours spent planning the event may not be included.

**4. For the first column (Project, Activity, Event), would the committee like a short explanation of the event?**

No, just the name will be acceptable.

**5. Does this column extend to International Convention meaning does that count as a project, activity, or event attendance?**

International Convention is an acceptable even for the Proof of Attendances.

**6. In the "Level of Activity" section, would the committee like us to imply which one level of activity it is by an "X" or is there a preference?**

X

**7. Since there is a table of contents with page numbers, would the committee like us to number all pages of the e-portfolio?**

If you wish to number the pages, you may, as it would be helpful. However it is not necessary.

**8. Can I write my own statement of nomination?**

Anyone who has seen your growth and efforts in your KIWIN'S Club term will be an adequate person to write the recommendation. It may be a faculty advisor, Kiwanis advisor, another club officer, your Lieutenant Governor, and any other person who can vouch for your efforts in KIWIN'S.

**9. Can I list socials, committee meetings, DCMs/OTC/KTC under the projects attended for the proof of attendance sheet? If yes, what would I list under the service hours for socials? Do I also list Key Leader, Fall Rally, and ICON?**

Yes. For service hours, leave this blank. Key Leader, Fall Rally, and ICON are all acceptable.

**10. Also, regarding the “personal creation” aspect of the distinguished: if my club's tech chair created a cover page template for everyone and we just typed in all the information ourselves would it be deemed as a disqualification?**

No, you may use a template created by your club's tech chair.

**Sandy Nininger Medal (Letter of Recommendation Form Required)**

This award has been added to the newly revised Awards Manual. The Awards Committee apologizes for any inconveniences.

It can be found at: <http://www.kiwins.org>

**Distinguished Club (Key Club International)**

**1. What is a Distinguished Diamond Club?**

The Distinguished Club Award is graded on a point system. If your club reaches a certain number of points it will be recognized as a Distinguished Diamond Club.

### **Distinguished Club President (E-Submission)**

#### **1. What do I include in Section 6 Agendas?**

Include an exemplary agenda from either a board or general meeting from the quarter of your choice. You MUST include the DATE, CALL TO ORDER, and ADJOURNMENT TIME. Yes, also include the Key Club Pledge in your Agenda. This agenda will illustrate your organization and ability to administer.

Does the nominee make a weekly agenda that is informative and useful?

### **Distinguished Club Vice President (E-Submission)**

#### **1. For the Vice President checklist, would the committee like a different table for every different person who initials or should all individuals initial in the same table?**

All individuals should initial the same table.

#### **2. Where should I put the e-signature of the individuals who have initialed the checklist? Do I put their names in the Certification of Originality table?**

Yes, the certification of Originality.

#### **3. If my advisor and Lt. Governor are not the ones who have initialed the checklist, do I still need to include their information?**

Yes, please provide their position and all other necessary information needed to contact this person(s).

### **Distinguished Club Secretary/Secretarial Team (E-Submission)**

#### **1. If there are two secretaries (Corresponding and Recording), will the signatures for "KIWIN'S Secretary" on several awards be on the same line or should the line be duplicated so there are two "KIWIN'S Secretary" lines or does only one secretary have to sign it?**

One Secretary's Signature will be accepted.

**2. For the award, will the pages such as nominee information or proof of attendance be duplicated due to the existence of two secretaries? Is there a specific way the Awards and Recognition Committee would prefer?**

For Nominee Information, you can put both on the same page. Proof of Attendances should be duplicated.

Try your best to not have too many pages. (If you can fit nom. Info on one page that would be better)

**KIWIN'S Week**

**1. How should the Membership Involvement of Section 2 be determined as in the average of the days or is there a preference?**

Membership involvement is the percentage determined by the amount of people who participated divided by the total amount of members.

**Most Improved Club**

**1. For the involved members, do we take the average or the highest?**

The average number of members.

**Most Interclub**

**1. Does Fall Rally, the ELIMANTE Concert or District Convention count as an interclub?**

No, those events may not be counted, as a club does not host them.

**Sid Smith Award**

These awards MUST be new and innovative. What did your club do differently to impact your community?

An event that was done the year before may not be eligible for this award, as it must be a NEW event.