

DECEW-PHEE OUTSTANDING DISTRICT AWARD

Objective

- To challenge the district executive to achieve outstanding leadership and administration in their district and thus, by fulfilling the requirements, be an effective Council in the Association
- To promote a standard of excellence for district administration and activities

Eligibility

- Presented to the District that completes the mandatory requirements of Section A and attains the highest combined ratings in Section B and C
- The District must complete the affidavit and submit to National Headquarters, on or before July 15th

Management:

1. The Governor is required to maintain their affidavit
2. Each District that wishes to compete must prepare a submission using the award submission form found below (add pages as required)
3. You will need to document your responses to Sections A & B
4. Section C will be judged by the National Awards Committee, in consultation with headquarters staff where appropriate
5. The Award will be judged by Kin's Executive Director in consultation with the National Awards committee, staff and the National Board where appropriate
6. To qualify, your submission must be received by National Headquarters by July 15 ATTENTION: Executive Director

Judges:

- Kin Canada's Executive Director, National Awards Committee, National Headquarters staff and National Board

Reward:

- A keeper plaque with the name of the district and the governor(s) will be awarded
- The winning district along with the names of the governor(s) will be announced at National Convention and will be added to the national plaque

OUTSTANDING DISTRICT AWARD AFFIDAVIT

District Governor's Name: _____ District _____

Purpose: To challenge the District Executive to achieve outstanding leadership and administration of their district and thus, be an effective Council in the Association.

Rules:

- This award is presented to the District Council who complete the mandatory requirements of Section A and attain the highest combined ratings in B, C & D.
- Each District that wishes to compete must prepare a submission using award submission form (add pages as required). Be as specific in your answers.
- You will need to document your responses to Sections A & B.
- .The Award will be judged by Kin's Executive Director in consultation with the National Awards committee, staff and the National Board where appropriate.
- To qualify, your submission must be received by National Headquarters by July 15, Attention Executive Director
- The winner will be announced at National Convention.

A. MANDATORY REQUIREMENTS

MANDATORY REQUIREMENTS	Signature certifying completion
1. Prepare and submit an operational plan for your term to the Executive Director (as per Section C).	District Secretary
2. Arrange for and participate in a District Leadership Seminar prior to taking office as Governor.	District Secretary
3. Arrange for and participate in a District Preterm meeting.	District Secretary
4. Arrange for and participate in Fall Leadership Conference	District Secretary
5. Arrange for and participate in a District Midterm Meeting.	District Secretary
6. Arrange for and participate in District Convention.	District Secretary
7. Submit, in paper or electronic form, a copy of current District House Rules to all clubs in your District and to the Executive Director, highlighting any changes from previous years.	HQ
8. Circulate District Resolutions as per District House Rules, with copies to Executive Director and National President.	HQ
9. Submit a copy of the audited (or professionally reviewed) District financial statements from the previous Kin year to National HQ. If the financial statements from previous year are not available submit an explanation of your efforts to obtain them.	HQ

B. OPTIONAL POINTS

(i) Participation

	MAXIMUM POINTS	EARNED POINTS
1. Participate in face-to-face meetings or teleconference calls with the team of Governors, other than National Convention and #4 (5 points each – provide dates)	10	
2. Participate in face-to-face meetings or teleconference meetings with District Executive <u>other than those covered in Section A.</u> (5 points each; provide dates and list of attendees for each)	15	
3. Participate in face-to-face meetings or teleconference meetings with District Deputy Governor team <u>other than those covered in Section A.</u> (5 points each; provide dates & attendees for each)	20	

4. Participate in face-to-face meetings or teleconference calls with the National Board, National President or Executive Director, other than National Convention (5 points each – provide dates)	15	
5. Attend National Convention	15	
6. Visit Clubs/Special Events/Zone functions/Media Presentations (2 points each - provide dates and name or brief description of each event.	40	
Section (i) Total	115	

(ii) Efficiency

MAXIMUM POINTS EARNED POINTS

1. Send to National HQ listing of clubs absent from:		
a. FLC	5	
b. Zone Conferences	5	
c. District Convention	5	
2. Send to National HQ District Officers listing/updates by National Convention	15	
3. Send to National HQ District Award Winners and Submissions within 10 days of District Convention	10	
4. Club Insurance Forms sent to National HQ (1 point for each 10% of the total clubs in the district being completed by the required deadlines)	15	
5. Club Incorporation papers sent to National HQ (1 point for each 10% of the total clubs in the district being completed by the required deadlines)	15	
6. Submission of other requests from National Board, Executive Director &/or HQ on time.	15	
Section (ii) Total	85	

(iii) Communications (in print or electronic format)

MAXIMUM POINTS EARNED POINTS

1. District Newsletter sent to all clubs (5 points ea.)	20	
2. Create alternative/e-based opportunities for communication between DEC and District members	10	
3. Communicate main goals and initiatives from your Operational Plan to members (3 points ea. occurrence)	15	
4. District Convention Agenda circulated to all clubs, National President and National HQ	10	
5. District meeting minutes circulated as per district house rules, copying National HQ	15	
6. Submit articles about your District to KIN Magazine (5 points ea.; list)	15	
7. Submit updated list of District member emails to HQ periodically (5 points ea.)	15	
Section (iii) Total	100	
Optional Points Total	300	

Sections C and D relate to the Operational Plan that all districts had to submit in October 2008 in order to be eligible for the DeCew-Phee Outstanding District Award, and to the required contents that were set out in the *Operational Plan Guideline* that was issued last fall.

C: OPERATIONAL PLAN

Assessment of the following parts of the Operational Plan

	MAXIMUM POINTS	AWARDED POINTS
1. Comprehensiveness of Plan (all required areas properly covered)	50	
2. Innovativeness of Plan	50	
3. Fully aligned with National strategies and initiatives	50	
4. Effectively addressed issues that are specific to the District	50	
5. Submitted to National HQ by deadline (extended to Oct. 30, 2008 – 10 points deducted for every week late)	50	
Operational Plan Total	250	

D. YEAR-END RESULTS

(i) General Assessment of Success in Carrying Out Plan

	MAXIMUM POINTS	AWARDED POINTS
1. Degree of Plan execution – how close to the plan did you stay & how much of it did you accomplish?	25	
2. Evidence of resulting progress in the areas of:		
a. Product improvement (club culture; effective clubs; focus on service)	10	
b. Strengthening club base (helping weak clubs; charter opportunities)	10	
c. Communications	10	
d. District objectives	10	
3. Bonus points: Support & promotion of National priorities (revenue generation/partner programs/Kin Sales; PR tools & resources – 5 points for ea. occurrence)	20	
4. Success in addressing challenges	20	
5. Observations that could help future district teams	15	
Section (i) Total	120	

(ii) Results Against Your Plan's Specific Targets

	TARGET	RESULT	MAXIMUM POINTS	AWARDED POINTS
1. Membership	+ or - _____ %	+ or - _____ %	25	
2. # of clubs restored to health			15	
3. # of charter opportunities identified			10	
4. Donations to:				
a. Cystic Fibrosis	\$	\$	15	
b. HREF/Kin Bursaries	\$	\$	15	
c. Kin Canada Foundation	\$	\$	15	
d. National Disaster Fund	\$	\$	15	
e. Other	\$	\$	10	
f. Total service dollars raised in district	\$	\$	10	
Section (ii) Total			130	

Year End Report Total

250

SCORING SUMMARY

From previous sections	MAXIMUM POINTS	EARNED & AWARDED POINTS
B. Optional Points	300	
C. Operational Plan	250	
D. Year End Report	250	
TOTAL POINTS	800	