

### *INSTRUCTIONS FOR KIWANIS CLUBS*

- Club participation is optional.
- Kiwanis clubs that choose to participate will direct applicants to the district website to complete form beginning November 1, 2020 until February 1, 2021.
- All students between the ages of 13-18 (not yet age 19) who currently reside in DC, DE, MD or VA are encouraged to apply. There should be no other mandated criteria for applicants other than the age and residence, i.e., current or former SLP membership, Key Leader attendance, etc.
- Clubs will receive applications seeking their club nomination from their LTG no later than February 1, 2021 by email. Applicants may possibly include students from an area without a Kiwanis club. Should this occur:
  - Option A – Include this application with those received from teens who specified your club on their application.
  - Option B – Refer the application back to the LTG for action. Another club may be more appropriate or better equipped to deal with the application.
- Clubs may use an internal or external judging panel to select their club's nominee. A judging rubric has been developed and is recommended for use to ensure the process is as objective as possible.
- Once the nominee is selected, the club president and secretary will complete the certification of club nominee form and send to the LTG no later than March 1, 2021.
- Clubs may provide recognition items and events at their own discretion. Please do not publish the value of any monetary amounts awarded as clubs may vary in their award amounts.
- Failure to submit the club certification form by March 1<sup>st</sup> will result in forfeiture of the club nomination.

### *INSTRUCTIONS FOR KIWANIS LT. GOVERNORS*

- The LTG will get all applications for applicants within the division through the online website process.
- The LTG will forward applications to the clubs for that club's area.
  - Option A – LTG may waive the club certification and include in the division pool of applications for teens where there is no local club.
  - Option B – LTG may forward the application to a club that has no applications for consideration.
- LTG will send the application for each certified club nominee to a judging committee for review to determine the division nominee. A judging rubric has been developed and is recommended for use to ensure the process is as objective as possible.

- Once the division nominee is determined, the LTG will complete the certification of division nominee form and send to the ToY District Chair no later than April 5, 2021.
- Divisions may provide recognition items and events at their own discretion. Please do not publish the value of any monetary amounts awarded as divisions may vary in their award amounts.
- Failure to submit the certification of division form to the ToY District Chair by April 5, 2021 will result in the forfeiture of the division nomination.

#### *INSTRUCTIONS FOR TOY DISTRICT CHAIR*

The ToY district chair will forward all division nominee applications and certifications to a committee for review to select the District Teenager of the Year no later than April 10, 2021. The certification of district form with the name of the winning teen will be submitted to the Governor no later than May 1, 2021.