CAPITAL DISTRICT KIWANIS INTERNATIONAL

Quarterly Committee Report & Committee Evaluation

Committee: Teenager of the Year **Date:** 2/3/21

Chairperson: Judy Raiford Pantelides

To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.

1. COMMITTEE MEMBERSHIP

Committee fully staffed: Yes ☑ No ☐ [Note: Regions without representation below.]

2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete
Gather input from Kiwanians to ensure the application and process is as user-friendly as possible; develop a scoring rubric to help the clubs and divisions be as objective as possible; revise the application dates to provide more upfront time for clubs and	100%
Send the revised application, guidelines and rubric for updating on the district website; send the application and details to all Lt. Governors; ensure the information gets to all clubs and Kiwanis media sources by November 1	100%
Followup with Lt. Governors to ensure receipt and distribution of information and respond to questions from November 1 - March 1; select a representative group from across the district to serve as judging for the final submissions	100%
Ensure all clubs have received the applications and are reviewing them by February 1; ensure club winners are certified and submitted to LGs no later than March 1 and division winners are submitted to the TOY district chair no later than April 1	See below.
Committee will meet to review the division winners, select a winner and certify their name to the Governor by May 1	during April

3. **CHALLENGES OR ASSISTANCE NEEDED** (use continuation sheet if necessary):

4. **COMMENTS** (use continuation sheet if necessary):

Since November 1st, I presented at the December Five O'Clock session organized by Krista Latchaw to share about the award and answer questions. A personal email was sent to each applicant letting them know the application was received and if there are outstanding reference letters. I spoke to the LGs on their January call to answer questions and update everyone on the progress of the applications. An up-to-date list of applicants and the progress made on their completed applications was sent to LGs 1/26/21. By the due date of 2/1/21, we had 91 applications begun and 59 completed from 12 out of 17 divisions. Certification letters will be emailed to LGs. I will continue to make myself available to clubs and LGs for any questions once they begin the judging process. I am developing a survey for LGs and clubs to use to provide feedback on the process. Jeff Wolff and I have spoken about using a platform next year for uploading letters of recommendation so we don't so much email shuffling. Jeff and Elana have been great resources for this process and I appreciate their help.

SIGNED: Judy Raiford Pantelides

February 8, 2012