**Outstanding Club Achievement Award**

The Club Achievement Award is designed to recognize and honor those Circle K clubs that have excelled in all aspects of operation, including member recruitment and retention, fundraising, service to the community, Kiwanis Family

relations, and leadership development with International and the District.

General Contest Guidelines:

* Read the entire form carefully before beginning work on your application.
* Read and adhere to all information mentioned in the Contest Overview Guide. Note: Not adhering to items in the guide will lead to disqualification.
* Use specific supporting documentation and statements showing definite accomplishments of asked activities including the month and year in which the activities were conducted.
* State the exact extent of the participation by the club, such as “cooperated”, “aided”, “assisted”, etc.
* List activities performed by the club, but not those performed by individual members on their own initiative or as members of other school or community groups.
* Repetitious reporting of activities, fancy bindings, pictures, etc. will not be taken into consideration.
* Total service hours for each activity shall be reported by area: planning, travel, actual project time, and follow-up. A service hour is sixty (60) minutes of work performed by a member of a CKI club on a service project approved by the club or club board of officers.
* First, Second, Third, and Honorable Mention Awards are presented by Membership Division Categories at the District Convention.
* The time period covered by entries should be from April 1, 2019 to the start of District Convention.
* Total Points of this Award – 435
  + Section 1 – Club Meetings (34 points)
  + Section 2 – Articles (5 points)
  + Section 3 – District Dues and International Fees (8 points)
  + Section 4 – District and Division Development (21 points)
  + Section 5 – Club Communication (12 points)
  + Section 6 – Education and Development Programs (6 points)
  + Section 7 – Convention Attendance (17 points)
  + Section 8 – Membership Activities (10 points)
  + Section 9 – Membership Retention and Growth (12 points)
  + Section 10 – Leadership Development (26 points)
  + Section 11 – District and International Involvement (4 points)
  + Section 12 – Sponsoring Kiwanis Involvement (17 points)
  + Section 13 – Extended Kiwanis Family (8 points)
  + Section 14 – Service Projects (25 points)
  + Section 15 – Service Hours (25 points)
  + Section 16 – Fundraising (10 points)
  + Section 17 – Only the Best (120 points)
  + Section 18 – Leadership, Fellowship, and Kiwanis Narratives (75 points)
  + Section 19 – Above and Beyond (20 points) \*Bonus

**I. General Information**

|  |  |
| --- | --- |
| Circle K Club of |  |

**II. Verification Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| Type | First and Last Name | Signature | Date |
| Circle K  Club President |  |  |  |
| Circle K  Club Secretary |  |  |  |
| Circle K Kiwanis or Faculty Advisor |  |  |  |

**III. Award Details**

**Section 1 - Club Meetings:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Number** | **Point Value** | **Sub-Total** |
| # Meetings attended by a Kiwanis and/or Faculty Advisor |  | * *1 point for every 2 meetings* * *Max 11 Points* |  |
| # Special Meetings (Banquets, Ceremonies, Installations, etc.) |  | * *2 point for every meeting* * *Max 6 Points* |  |
| # Board Meetings held: |  | * *13+ is 7 Points* * *9-12 is 6 Points* * *5-8 is 4 Points* * *1-4 is 2 Points* |  |
| Average club meeting attendance as a percentage of dues-paid members: |  | * *80%+ is 6 Points* * *60-79% is 4 Points* * *40-59% is 2 Points* |  |
| # Monthly Reports submitted ON TIME to the District |  | * *10+ is 5 Point* * *7-9 is 3 Points* |  |
| **Supporting Documentation**: Please include at least one piece of evidence of club meetings.   * Label as “Section 1 – Club Meeting” | | Put an “x” in the field to the right to mark that file is included. |  |
| **Subtotal (Max of 34):** | | |  |

**Section 2 – Articles:**

|  |  |  |
| --- | --- | --- |
| **Type** | **Point Value** | **Sub-Total** |
| Were any articles submitted to the District Editor? | * *3 Points if yes* |  |
| **Supporting Documentation**: If yes, please include at least one piece of evidence of submission. Include a timestamp.   * Label as “Section 2 – Articles” | Put an “x” in the field to the right to mark that file is included. |  |
| Were any articles included in district publications (e.g. The Krier)? | * *2 points if yes* |  |
| **Subtotal (Max of 5):** | |  |

**Section 3 – District Dues & International Fees:**

|  |  |  |
| --- | --- | --- |
| **Type** | **Point Value** | **Sub-Total** |
| By which date were dues postmarked or paid? | * *November 1st is 8 Points* * *December 1st is 4 Points* * *Later is 0 Points* |  |
| **Supporting Documentation:** Please include at least one piece of evidence of submission. Include a timestamp.   * Label as “Section 3 – District Dues and International Fees” | Put an “x” in the field to the right to mark that file is included. |  |
| **Subtotal (Max of 8):** | |  |

**Section 4 – District & Division Development:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Date of Event or Number** | **Point Value** | **Sub-Total** |
| Did your club participate in Division or District-Wide Officer Training? |  | * *3 Points if yes* |  |
| Did your club participate in a Division or District-Wide Service Project? |  | * *3 Points if yes* |  |
| # of District Events your club attended |  | * *2+ is 3 Points* * *1 is 1 Point* |  |
| # of Division Events your club attended |  | * *2+ is 4 Points* * *1 is 2 Point* |  |
| # of Division or District-Wide Service projects attended |  | * *5+ is 5 Points* * *2-4 is 3 Points* * *1 is 1 Point* |  |
| # of Days your club participated in CKI Week (shared social media posts, hosted a project, etc.): |  | * *6+ days is 3 Points* * *3-5 days is 2 Points* * *1-2 days is 1 Point* |  |
| **Supporting Documentation:** Please include at least one piece of evidence of your participation in these events. Include a timestamp.   * Label as “Section 4 – District and Division Development” | | Put an “x” in the field to the right to mark that file is included. |  |
| **Subtotal (Max of 21):** | | |  |

**Section 5 – Club Communication:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | | **Point Value** | **Sub-Total** |
| Did the club release at least four (4) issues of a newsletter? | | * *4 Points/1pt per newsletter* |  |
| **Supporting Documentation** If yes, please upload up to four (4) examples of your club newsletter.   * Label as “Section 5 – Club Communication” | | Put an “x” in the field to the right to mark that file is included. |  |
| Did the club use an e-mail for general inquiries or prospective members? | | * *3 Points* |  |
| Did the club have a club website that was updated year-round? | | * *5 Points is yes* |  |
| If yes, what is the URL? |  | | |
| **Subtotal (Max of 12):** | | |  |

**Section 6 – Education and Development Programs:**

|  |  |  |
| --- | --- | --- |
| **Type** | **Point Value** | **Sub-Total** |
| Did the club host a New Member Ceremony or Program? | * *3 Points is yes* |  |
| **Supporting Documentation:** Please include at least one piece of evidence. Include a timestamp.   * Label as “Section 6 – Education and Development – Part 1” | Put an “x” in the field to the right to mark that file is included. |  |
| Did the club provide a formal program for New Member Orientation/Education? | * *3 Points if yes* |  |
| **Supporting Documentation:** Please include at least one piece of evidence. Include a timestamp.   * Label as “Section 6 – Education and Development – Part 2” | Put an “x” in the field to the right to mark that file is included. |  |
| **Subtotal (Max of 6):** | |  |

**Section 7 – Convention Attendance:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Number** | **Point Value** | **Sub-Total** |
| # Voting Delegates at the 2020 District Convention: |  | * *2 Points per voting delegate* * *Max of 4 Points* |  |
| Did the Faculty or Kiwanis Advisor attend the 2020 District Convention? | | * *2 Points if yes* |  |
| # Club Members that attended the 2020 District Convention |  | * *50%+ membership or 20+ members is 5 points* * *25-49% or 10-19 members is 3 point* |  |
| # Voting Delegates at the 2019 Circle K International Convention (CKIx19) |  | * *2 Points per voting delegate* * *Max of 4 Points* |  |
| # Non-Voting Delegates at the 2019 Circle K International Convention (CKIx19) |  | * *1 Point per member* * *Max of 2 Points* |  |
| **Subtotal (Max of 17):** | | |  |

**Section 8 – Membership Activities:**

|  |  |  |
| --- | --- | --- |
| **Type** | **Point Value** | **Sub-Total** |
| # Social activities held for all club members: | * *1 Point per 2 socials* * *Max 5 Points* |  |
| # Interclubs attended and/or hosted with other Circle K clubs: | * *1 Point per 2 interclubs* * *Max 5 Points* |  |
| **Supporting Documentation:** Please include at least one piece of evidence of your participation in these events. Include a timestamp.   * Label as “Section 8 – Membership Activities” | Put an “x” in the field to the right to mark that file is included. |  |
| **Subtotal (Max of 10):** | |  |

**Section 9 – Membership Retention & Growth**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Number** | **Point Value** | **Sub-Total** |
| # of dues-paid members as of March 31, 2019. |  | * *N/A* |  |
| # of dues-paid members as of March 31, 2020. |  | * *10%+ increase is 8 Point* * *6-9% is 6 Points* * *1-5% is 4 Points* |  |
| # of Recruitment events (e.g. Club Fairs, Recruitment Week, etc.): |  | * *3+ events is 4 Points* * *2 events is 3 Points* * *1 event is 2 Points* |  |
| **Supporting Documentation:** Please include at least one piece of evidence of your participation in these events. Include a timestamp.   * Label as “Section 9 – Membership Retention and Growth” | | Put an “x” in the field to the right to mark that file is included. |  |
| **Subtotal (Max of 12):** | | |  |

**Section 10 – Leadership Development**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Number** | **Point Value** | **Sub-Total** |
| Did the club participate in or conduct a formal officer training? | | * *3 Points if yes* |  |
| Did the Faculty and/or Kiwanis Advisor participate in the club officer training? | | * *2 Points if yes* |  |
| Did the club conduct an officer and member leadership retreat or service year planning session? | | * *4 Points if yes* |  |
| Did the club attend the District Fall Conference with 4 or more members? | | * *4 Points if yes* |  |
| How many committees did the club have during the year? |  | * *List at most 4 of them below* * *2 Points for each committee* * *Max of 8 Points* |  |
| What percentage of members have served in leadership positions (board or committee members)? |  | * *50%+ is 5 Points* * *40-49% is 4 Points* * *30-39% is 3 Points* * *20-29% is 2 Points* * *10-19% is 1 Point* |  |
| **Supporting Documentation**: Please include at least one piece of evidence of your participation in these events.   * Label as “Section 10 - Leadership Development” | | Put an “x” in the field to the right to mark that file is included. |  |
| **Subtotal (Max of 26):** | | |  |

**Section 11 – District & International Involvement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Details or Number** | **Point Value** | **Sub-Total** |
| Did the club have a candidate for District or International Office? |  | * *1 Point if yes* |  |
| Did the club have a District Officer or District Chairperson? |  | * *1 Point if yes* |  |
| Did the club have an International Officer? |  | * *1 Point if yes* |  |
| Did the club attend the District Fall Conference with 4 or more members? |  | * *4 Points if yes* |  |
| How many committees did the club have during the year? |  | * *List at most 4 of them below* * *2 Points for each committee* * *Max of 8 Points* |  |
| What percentage of members have served in leadership positions (board or committee members)? |  | * *50%+ is 5 Points* * *40-49% is 4 Points* * *30-39% is 3 Points* * *20-29% is 2 Points* * *10-19% is 1 Point* |  |
| **Supporting Documentation:** Please include at least one piece of evidence of your participation in these events.   * Label as “Section 11 – District and International Involvement” | | Put an “x” in the field to the right to mark that file is included. |  |
| **Subtotal (Max of 4):** | | |  |

**Section 12 – Sponsoring Kiwanis Involvement:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Details or Number** | **Point Value** | **Sub-Total** |
| # CKI Meetings where Kiwanis Club members attended: |  | * *10+ is 4 Points* * *5-9 is 3 Points* * *1-4 is 2 Points* |  |
| # Times CKI Members attended a Kiwanis Club’s meeting: |  | * *10+ is 4 Points* * *5-9 is 3 Points* * *1-4 is 2 Points* |  |
| # Joint service projects between the Circle K club and the sponsoring Kiwanis Club: |  | * *5+ is 5 Points* * *1-4 is 3 Points* |  |
| Did the club host a joint service project with the sponsoring Kiwanis Club AND a different Kiwanis Family organization? |  | * *2 Points if yes* |  |
| Did the club host a social or fundraiser with its sponsoring Kiwanis Club? |  | * *2 Points if yes* |  |
| **Subtotal (Max of 17):** | | |  |

**Section 13 – Extended Kiwanis Family:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Details** | **Point Value** | **Sub-Total** |
| Did the club have a service project with a Kiwanis Club other than its sponsor? |  | * *2 Points if yes* |  |
| Did the club have a service project with an Aktion Club? |  | * *2 Points if yes* |  |
| Did the club have a service project with a Key Club? |  | * *2 Points if yes* |  |
| Did the club have a service project with a Builders Club or K-Kids Club? |  | * *2 Points if yes* |  |
| **Subtotal (Max of 8):** | | |  |

**Section 14 – Service Projects:**

|  |  |  |
| --- | --- | --- |
| **Type** | **Point Value** | **Sub-Total** |
| List the service projects (maximum of 20) involving the greatest number of members and service hours that the CKI Club has completed during the year. The projects should be organized by month. For a recurring project, treat the project as a single event for each month. | * *1 point per project with a maximum of 20 points* |  |
| **Month of Project** | **Name** | |
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|  |  | |
| The Tomorrow Fund helps fund service projects across Circle K International. Did your club apply for the Tomorrow Fund? | * *5 Points if yes* |  |
| **Subtotal (Max of 25):** | |  |

**Section 15 – Service Hours:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Number** | **Point Value** | **Sub-Total** |
| Total service hours for the 2018-2019 term: |  | * *N/A* |  |
| Total number of dues-paid members in the club: |  | * *Each hour per member is 1 Point. (As in the goal is average of 25 hours per member)* |  |
| **Supporting Documentation:** Please include one piece of evidence regarding service hours reporting.   * Label as “Section 15 – Service Hours” | | Put an “x” in the field to the right to mark that file is included. |  |
| **Subtotal (Max of 25):** | | |  |

**Section 16 – Fundraising:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Details** | **Point Value** | **Sub-Total** |
| Total money raised for charitable purposes for the 2018-2019 term: |  | * *N/A* |  |
| Total number of members in the club: | | * *Each dollar raised per member is 1 Point.* |  |
| **Supporting Documentation:** Please include one piece of evidence regarding fundraising (e.g. a flyer or photo from a fundraiser).   * Label as “Section 16 – Fundraising” | | Put an “x” in the field to the right to mark that file is included. |  |
| **Subtotal (Max of 10):** | | |  |

**Section 17 – Only the Best:**

In each of the subsections below, please describe the project and be sure to include photos, news articles, flyers, or any other concrete evidence of these events. Also include the number of members participating and the total number of service hours performed. No project may be listed under more than one category. Complete each prompt in 250 words or fewer.

|  |  |  |
| --- | --- | --- |
| **Type** | **Point Value** | **Sub-Total** |
| Did you execute a project involving one or more of the Preferred Charities or Service Partners? | * *10 Points if yes* |  |
| Describe the best project involving one or more of the Preferred  Charities. | * *10 Points* |  |
|  | | |
| **Supporting Documentation:** Please upload concrete evidence of this event.   * Label as “Section 17 – Only the Best – Part 1” | Put an “x” in the field to the right to mark that file is included |  |
| Did you execute a project providing service to the campus? | * *10 Points if yes* |  |
| Describe the best project providing service to the campus. | * *10 Points* |  |
|  | | |
| **Supporting Documentation:** Please upload concrete evidence of this event.   * Label as “Section 17 – Only the Best – Part 2” | Put an “x” in the field to the right to mark that file is included |  |
| Did you execute a project benefitting the larger community? | * *10 Points if yes* |  |
| Describe the best project benefitting the larger community. | * *10 Points* |  |
|  | | |
| **Supporting Documentation:** Please upload concrete evidence of this event.   * Label as “Section 17 – Only the Best – Part 3” | Put an “x” in the field to the right to mark that file is included |  |
| Did you execute a joint service project with a Kiwanis Club? | * *10 Points if yes* |  |
| Describe the best project with a Kiwanis Club. | * *10 Points* |  |
|  | | |
| **Supporting Documentation:** Please upload concrete evidence of this event.   * Label as “Section 17 – Only the Best – Part 4” | Put an “x” in the field to the right to mark that file is included |  |
| Did you execute a project held mentioned in Subsection D? | * *10 Points if yes* |  |
| Describe the best project with any member of the Kiwanis Family other than the Kiwanis Club. | * *10 Points* |  |
|  | | |
| **Supporting Documentation:** Please upload concrete evidence of this event.   * Label as “Section 17 – Only the Best – Part 5” | Put an “x” in the field to the right to mark that file is included |  |
| Did you execute a joint service project held with any organization, club or society on your school campus? | * *10 Points if yes* |  |
| Describe the best project involving another organization, club, or society. | * *10 Points* |  |
|  | | |
| **Supporting Documentation:** Please upload concrete evidence of this event.   * Label as “Section 17 – Only the Best – Part 6” | Put an “x” in the field to the right to mark that file is included |  |
| **Subtotal (Max of 120):** | |  |

**Section 18 – Leadership, Fellowship, and Kiwanis:**

Complete each prompt in 250 words or fewer.

|  |  |  |
| --- | --- | --- |
| **Type** | **Point Value** | **Sub-Total** |
| **Leadership** - Explain how the club developed the leadership potential of its members and club officers and how the club provided leadership opportunities for non-CKI members on campus and in the community. | * *25 Points* |  |
|  | | |
| **Fellowship** - Describe how the club promoted fellowship among its  members and other Kiwanis Family Members | * *25 Points* |  |
|  | | |
| **Kiwanis Family Relations** - Describe how the club promoted good Kiwanis Family Relations. Be sure to include any Kiwanis Family mentorship programs and Kiwanis Family events attended | * *25 Points* |  |
|  | | |
| **Subtotal (Max of 75):** | |  |

**Section 19 – Above and Beyond:**

|  |  |  |
| --- | --- | --- |
| **Type** | **Point Value** | **Sub-Total** |
| To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-18 of this application. | * *Up to 4 points per evidence, max of 20 points* |  |
| Supporting Documentation: File Upload   * Label as “Section 18 – Above and Beyond – Part 1” * Label as “Section 18 – Above and Beyond – Part 2” * Label as “Section 18 – Above and Beyond – Part 3” * Label as “Section 18 – Above and Beyond – Part 4” * Label as “Section 18 – Above and Beyond – Part 5” | Put an “x” in the field to the right to mark that file is included |  |
| For each piece of evidence, please write no more than 100 words  about as to why you have included it in “Above and Beyond” and  what significance it adds to your application. | * *N/A* |  |
|  | | |
| **Subtotal (Max of 20):** | |  |