**Outstanding Club Newsletter Award**

The Outstanding Club Newsletter Award is presented to Circle K clubs that produce a high-quality newsletter on a regular basis and therefore providing an effective communication tool for the club and its members.

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.
* One (1) copy of each of four (4) issues of the newsletter must be submitted with the entry form.
* The newsletter may be produced *only by* electronic form in **PDF format**.
* All phases of the work of publication must have been performed by a Circle K member or members who are in good standing with both the District and International. Non-Circle K members may act only in an advisory capacity.
* First, Second, Third, and Honorable Mention shall be awarded at the District Convention.
* Total Points of the Award -- 150
  + General Appearance 10 points each per criteria – 50 points max
  + Newsletter Content 10 points each per criteria – 50 points max
  + Distribution 10 points each per criteria – 50 points max

**I. General Information**

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

|  |  |
| --- | --- |
| Newsletter Name |  |
| Circle K Club Editor Name |  |

**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. Submitted Club Newsletters**

Please document where in your newsletters the following is shown.

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Description | Max Points | Location in Newsletters or Details  (Include Month/Year of Issues and Page for Each Location) |
| General Appearance | Layouts are consistent, neat, and easy to read. | 10 |  |
| Masthead designs are creative, inspiring, and easy to read. | 10 |  |
| Newsletters contain images (such as photos & clip art). | 10 |  |
| Newsletters are original, unique, fun, and thematic. | 10 |  |
| Newsletters are concise and professional. | 10 |  |
| Newsletter Content | Newsletters contain information on the District Service Project or Circle K International Initiatives. | 10 |  |
| Newsletters contain a membership spotlight. | 10 |  |
| Newsletters contain information about recruitment and retention of members. | 10 |  |
| Newsletters contain information on Kiwanis Family. | 10 |  |
| Newsletters contain information on a calendar of events (international, district, and division events included) | 10 |  |
| Distribution (include supporting documentation distribution) | Newsletters were distributed to club members. | 10 |  |
| Newsletters were distributed to the Lt. Governor. | 10 |  |
| Newsletters were distributed to the Kiwanis Club / Kiwanis Advisor. | 10 |  |
| Newsletters were distributed to the Circle K District Editor. | 10 |  |
| Newsletters were distributed to the Faculty Advisor. | 10 |  |

**IV. Narrative (Optional)**

Please answer the following question. The narrative should be at least 250 words but no more than 500 words.

|  |
| --- |
| If your club newsletters do not adequately show the above criteria, please explain below in detail. |
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