**Single Service Award**

The Single Service Award is presented to the Circle K club which, through dedication and unselfish effort, has produced the best Single Service Project during the past administrative year. A qualifying single service project shall be defined as a club service project, planned, organized, and produced by the Circle K club occurring on a single day or consecutive days, or recurring on different days. In the case of a recurring project, it is the same project that must be repeated for a purpose of achieving the same service goal.

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.
* Only one service project may be entered by a club.
* Service project must have been planned, organized, and hosted between April 1st, 2019 until the start of District Convention 2020.
* The entry shall be a complete document reporting all details of the project. This form should accompany the supplemental material.
* First, Second, Third, and Honorable Mention Awards are presented by Membership Division Categories at the District Convention.
* Supporting material must be typed pages as well as single-spaced, Times New Roman, 12-point font.
* Please answer all short answer questions in fewer than 500 words unless otherwise specified.
* Total Points of the Award – 150 points possible
  + Section1: Description of Projects 40 points max
  + Section 2: Need for Projects 20 points max
  + Section 3: Planning and Execution 55 points max
  + Section 4: Collaboration and Promotion 15 points max
  + Section 5: Club Participation 20 points max

**I. General Information**

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

|  |  |
| --- | --- |
| Project 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. Details**

**Section 1 – Description of the Project (40 Points)**

|  |  |  |
| --- | --- | --- |
| Describe the outstanding project your club organized. Also note if it has a relationship to the Circle K International Preferred Charities, Circle K International Service Partners, or the Pennsylvania District Service Project. (35 points) | | |
|  | | |
| **Supporting Documentation**: Upload supplementary material to assist the judges in validating and scoring your project(s). Materials include emails, flyers, or other documentation. (5 points)   * Label as “Section 1 – Need for the project” | Put an “x” in the field to the right to mark that file is included. |  |

**Section 2 – Need for the Project (20 Points)**

|  |  |  |
| --- | --- | --- |
| Describe how the club evaluated the need within the community for the project and how the need was addressed. (500 words or less) (15 points) | | |
|  | | |
| **Supporting Documentation**: Upload supplementary material to assist the judges in validating and scoring your project(s). Materials include emails, flyers, or other documentation. (5 points)   * Label as “Section 2 – Need for the Project” | Put an “x” in the field to the right to mark that file is included. |  |

**Section 3 – Planning and Execution (55 Points)**

|  |  |  |
| --- | --- | --- |
| **Type** | **Point Value or Response** | **Indication** |
| Briefly describe the planning process. (15 points) | | |
|  | | |
| If yes, did the club involvement members in the planning processes? (yes or no) (5 points) |  | |
| If yes, describe how members were involved. (10 points) |  | |
| Percentage of club officers that were involved in the planning processes. (5 points) |  | |
| If yes, describe how officers were involved. (10 points) |  | |
| Did you include the club advisor in the project and planning? (5 points) |  | |
| **Supporting Documentation**: Upload supplementary material to assist the judges in validating and scoring your project(s). Materials include emails, flyers, or other documentation. (5 points)   * Label as “Section 3 – Planning and Execution” | Put an “x” in the field to the right to mark that file is included. |  |
| **Subtotal (Max of 55):** | |  |

**Section 4 – Collaboration and Promotion (15 Points)**

|  |  |  |  |
| --- | --- | --- | --- |
| Describe any involvement with the Kiwanis Family, other campus organizations, other non-profit organizations or other organizations that benefitted from your club’s project. (5 points) | | | |
|  | | | |
| Detail how the project was promoted to your target audience (5 points max – 1 point per item below) | | | |
| E-mail |  | | |
| Flyers |  | | |
| Photos |  | | |
| Social Media |  | | |
| Other (Describe) |  | | |
| **Supporting Documentation**: Upload supplementary material to assist the judges in validating and scoring your project(s). Materials include emails, flyers, or other documentation. (5 points)   * Label as “Section 4 – Collaboration and Promotion” | | Put an “x” in the field to the right to mark that file is included. |  |

**Section 5 – Club Participation (20 Points)**

|  |  |
| --- | --- |
| Type | Details |
| Total number of dues paid member in the club for the 2019-20 year |  |
| Total number of dues paid members involved in the project |  |
| Calculation of Club Participation: Total number of dues paid members involved in the project / Total number of dues paid member in the club for the 2019-20 year:   * 0-25% = 5 points * 25-50% = 10 points * 50-75% = 15 points * 75%+ = 20 points |  |