**Pennsylvania District Convention Contests Overview**

Thank you for your interest in the Pennsylvania District Circle K Contests. This section is aimed at providing helpful hints for filling out applications. A few items are highlighted below to help with the application process for contests.

* Your Circle K (or members) do not need to attend the annual District Convention to apply! Any Circle K (or member) is encouraged to apply by the designated deadlines located on each contest.
* Any Circle K (or members) applying must be in good standing (i.e. dues paid). A Circle K may not apply for any contests if the club’s current dues have not been paid. In addition, a member may not apply for individual award, if his/her membership dues have not been paid. Dues payments are subject to verification with Circle K International and the Pennsylvania District’s dues records.
* If a Circle K Club is more than two (2) months behind on submitting club officer monthly report forms (MRFs), the Circle K Club may not apply for any contests unless the reports have been submitted to the District.
* The time period for reported activities for Circle K contests are for activities that occurred after the start of 2018 convention (March 22, 2019) until the start of the 2020 convention (March 27, 2020). Please ensure that if you use a project, activity, article, certificate or letter that it falls between these designated dates. Items not used in this time frame can cause an entry to be disqualified.
* All contest entry forms must be typed. In addition, appropriate certifications are needed for most contests. Please make sure that all appropriate documentation and signatures are obtained before submission. Contests without appropriate documentation or signature will be disqualified.
* Treat the entries as you would a submission of a formal project or essay for class. Detailed and complete sentence with appropriate grammar should be included and checked in all entries.
* Certain contests have levels based on club membership. Award Levels for the 2019-20 year have been determined as followed: Silver: 1-19 members and Gold: 20+ members
* Entries are expected to be completed by Circle K members unless indicated otherwise. It is important that Circle K members are the primary contributors in all applications. While Circle K members may seek the advice or council of Faculty or Kiwanis Advisor(s)/Member(s), the Circle K members should be the primary contributors.
* Clubs may choose to submit contests entries before the District Convention by scanning and e-mailing all entry forms to convention@pacirclek.org by **Friday, March 13th.** The subject line should be: “The name of the award” – “Club/Member name”.
	+ >> NOTE: E-mailed entries will not be accepted after this date! All entries will need to be submitted at the District Convention after this date, including if a club is not attending the District Convention. If an entry requires submission at the convention (ex: scrapbook), but a club or individual is not attending, arrangements must be made with the District Administrator to secure the entry by **Friday, March 13th**.
* Entries that may be brought to the district convention for submission, need to be in the contest office before Friday’s General Session by 6:00 PM.
* Decisions of the judges are final and no changes, alterations, or recalculations will take place after the results have been certified.
* Entries that do not adhere to the above guidelines may be disqualified.

Last, we ask that all Circle K members, Faculty, and Kiwanis Advisor(s)/Member(s), please be respectful of all the contests offered by the Pennsylvania District. These are meant to recognize club and individual accomplishments and should be seen as “friendly competition”.

If you have any questions or concerns, please contact District Administrator Kelly Shaup (administrator@pacirclek.org).

Thanks and Good Luck!

Pennsylvania District Board and Kiwanis Committee

**Contests – Submit Form to Participate**

Clubs and Individual Members may participate in the following contests with a designated form submitted. Note: Some contests have multiple award levels.

| **Item** | **Presented To** | **Description** | **Notes** | **Presented During** |
| --- | --- | --- | --- | --- |
| Best Sponsoring Kiwanis Club Award | Club | The Best Sponsoring Kiwanis Club Award is presented to a sponsoring Pennsylvania District Kiwanis Club that has exhibited excellent working relationship with a Pennsylvania District Circle K Club. | One award is presented. | Saturday, March 28th – Kiwanis Family Lunch |
| David H. Baker Jr. Outstanding Kiwanis Family Relations Award | Club | The David H. Baker, Jr. Outstanding Kiwanis Family Relations Award is presented to those Circle K clubs that have participated in activities and events to enhance Kiwanis Family relations within the Pennsylvania District.  | One award is presented. | Saturday, March 28th – Kiwanis Family Lunch |
| Outstanding Club Achievement Award | Club | The Outstanding Club Achievement Award is presented to the Circle K club that has distinguished itself above all others in the Pennsylvania District in the areas of service, fellowship, and club administration. | First, Second, Third, and Honorable Mention Awards are presented by Membership Division Categories. | Saturday, March 28th – President’s Banquet |
| Outstanding Club Newsletter Award | Club | The Outstanding Club Newsletter Award is designed to recognize and honor those Circle K clubs that produce a high newsletter on a regular basis, providing an effective communication tool for the club and its members. The newsletter may be produced in paper or electronic form. | First, Second, Third, and Honorable Mention Awards are presented. | Saturday, March 28th – President’s Banquet |
| Outstanding Club T-Shirt Award | Club | The Outstanding Club T-Shirt Award is designed to recognize those clubs that achieve excellence in club t-shirt design and distribution. | First, Second, Third, and Honorable Mention Awards are presented. | Saturday, March 28th – President’s Banquet |
| Outstanding Club Traditional Scrapbook Award | Club | The Outstanding Club Traditional Scrapbook Award is designed to recognize and honor those Circle K clubs that produce a high-quality traditional scrapbook chronicling the activities of the Circle K club. | First, Second, Third, and Honorable Mention Awards are presented. | Saturday, March 28th – President’s Banquet |
| Outstanding Club Non-Traditional Club Scrapbook Award | Club | The Outstanding Club Non-Traditional Scrapbook Award is designed to recognize and honor those Circle K clubs that produce a high-quality non-traditional scrapbook chronicling the activities of the Circle K Club. | First, Second, Third, and Honorable Mention Awards are presented. | Saturday, March 28th – President’s Banquet |
| Outstanding Club Video Award | Club | The Club Video Award is designed to recognize and honor clubs that produce a high promotes all aspects of Circle K International. | First, Second, Third, and Honorable Mention Awards are presented. | Saturday, March 28th – President’s Banquet |
| Outstanding Club Website Award | Club | The Outstanding Club Website Award is designed to recognize and honor those Circle K club that has the best club website.  | First, Second, Third, and Honorable Mention Awards are presented. | Saturday, March 28th – President’s Banquet |
| Single Service Award | Club | 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. | First, Second, Third, and Honorable Mention Awards are presented by Membership Division Categories.  | Saturday, March 28th – President’s Banquet |
| Three Tenets Award | Club | The Three Tenets Award is designed to epitomize one of the three tenets of Circle K (service, leadership, and fellowship) through a photograph which excludes words.  | One award is presented. | Saturday, March 28th – President’s Banquet |
| Glenn and Sally Stevens Outstanding Faculty Advisor Award | Individual | The Glenn and Sally Stevens Outstanding Faculty Advisor Award is presented to a faculty advisor in the Pennsylvania District who has unselfishly contributed time and effort to promote Circle K during the past administrative year. Each club may nominate one (1) person for this award.  | One award is presented. | Saturday, March 28th – Kiwanis Family Lunch |
| George McCutcheon Outstanding Kiwanis Advisor Award | Individual | The George McCutcheon Outstanding Kiwanis Advisor Award is presented to the Kiwanis Advisor in the Pennsylvania District who has unselfishly contributed time and effort to promote Circle K during the past administrative year. Each club can nominate only one (1) person for this award.  | One award is presented. | Saturday, March 28th – President’s Banquet |
| Governor’s Distinguished Member Award | Individual | The Governor's Distinguished Member Award is presented to a Circle K member that has demonstrated outstanding work and service relating to the objectives and ideals of Circle K International. Club and District Officers are ineligible for this award. | One award is presented. | Saturday, March 28th – President’s Banquet |
| Service Achievement Award | Individual | This Service Achievement Award honors club members for the amount of service performed from District Convention until District Convention.  | Multiple awards are presented. | Saturday, March 28th – President’s Banquet |
| Thomas A. Muchler Outstanding Member Award | Individual | The Thomas A. Muchler Award is designed to recognize and honor a Circle K member who is an outstanding role model, not only to his or her club, but the entire Pennsylvania District. The person should have demonstrated outstanding work and service relating to the ideals and objectives of Circle K International. Club and district officers are ineligible for this recognition; however, club committee chairpersons are eligible. | One award is presented. | Saturday, March 28th – President’s Banquet |

**Contests – No Form Needed to Participate**

Clubs and Individual Members do not need to submit any forms to apply for the awards below.

| **Item** | **Presented To** | **Description** | **Notes** | **Presented During** |
| --- | --- | --- | --- | --- |
| Outstanding Club Interclub Achievement | Club | The Outstanding Interclub Award is presented to the Circle K club whose members participate actively in club projects, socials, meetings, or special club events hosted by any Kiwanis Family Club. | One award is presented. | Saturday, March 28th – Kiwanis Family Lunch |
| Outstanding Kiwanis Family Relations Award | Club | The Outstanding Kiwanis Family Relations Award is presented to the club with the highest Kiwanis Family Relations (KFR) total within the Circle K administrative year. | One award is presented. | Saturday, March 28th – Kiwanis Family Lunch |
| Big Ten Award | Club | The Big Ten Award is presented to those Circle K clubs that have increased their membership by ten percent or more since the last administrative year. | Multiple awards are presented. | Saturday, March 28th – President’s Banquet |
| Early Bird Award | Club | The Early Bird Award is presented to any Circle K club that has submitted dues for at least fifteen members by November 1st. | Multiple awards are presented. | Saturday, March 28th – President’s Banquet |
| Members in Long Excursions (M.I.L.E.) Award | Club | The M.I.L.E. Award is designed to recognize and honor the Circle K club that has the highest resulting number from multiplying district convention attendees’ times miles traveled to the convention site. | One award is presented. | Saturday, March 28th – President’s Banquet |
| Growth Award | Club | The Growth Award is presented to the Circle K club that has the largest membership percentage increase calculated from the beginning of this administrative year until District Convention.  | One award is presented. | Saturday, March 28th – President’s Banquet |
| Roll Call Award | Club | The Roll Call Award is presented to the Circle K club who shows the most spirit during the Roll Call cheer in Opening Session | One award is presented. | Saturday, March 28th – President’s Banquet |
| Honored & Distinguished Club Officers Awards* Presidents
* Vice Presidents
* Secretary
* Treasurer
* Editor
 | Individual | The Honored and Distinguished Club Officer Awards are presented to officers in good standing of a Circle K club in the Pennsylvania District and meet criteria as defined by the District Board.  | Multiple awards are presented. | Saturday, March 28th – President’s Banquet |
| Ron and Luida Shearer Unsung Hero Award | Individual | The Ron and Luida Shearer Unsung Hero Award is presented to a Circle K club member in each division who truly exemplifies the ideals of Circle K International. Each of these unsung heroes goes above and beyond the requirements of being a Circle K member and asks for little or no recognition for their hard work they put in throughout the year. | One award is presented per division. | Saturday, March 28th – President’s Banquet |
| Dr. James Hallman Outstanding Club President Award | Individual | The Dr. James Hallman Outstanding Club President Award is designed to recognize and honor one distinguished club president for their outstanding work and service to the Pennsylvania District and Circle K International.  | One award is presented. | Saturday, March 28th – President’s Banquet |
| Willi Schaefer Outstanding Vice President Award | Individual | The Willi Schaefer Outstanding Vice President Award is designed to recognize and honor one distinguished club vice president for their outstanding work and service to the Pennsylvania District and Circle K International. | One award is presented. | Saturday, March 28th – President’s Banquet |
| Kevin E. Thomas Outstanding Club Secretary Award | Individual | The Kevin E. Thomas Outstanding Club Secretary Award is designed to recognize and honor one distinguished club secretary for their outstanding work and service to the Pennsylvania District and Circle K International. | One award is presented. | Saturday, March 28th – President’s Banquet |
| Jack P. O'Carroll Jr. Outstanding Club Treasurer Award | Individual | The Jack P. O'Carroll Jr. Award is designed to recognize and honor one distinguished club treasurer for their outstanding work and service to the Pennsylvania District and Circle K International. | One award is presented. | Saturday, March 28th – President’s Banquet |
| Barry J. Halbritter Outstanding Club Editor Award | Individual | The Barry J. Halbritter Award is designed to recognize and honor one distinguished club editor for their outstanding work and service to the Pennsylvania District and Circle K International. | One award is presented. | Saturday, March 28th – President’s Banquet |