**Outstanding Club Achievement Award**

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 and general activities in accordance with International and District guidelines.

Guidelines

* Read the entire form carefully before beginning work on your application.
* Read and adhere to all information mentioned in the Awards Overview in the District Convention Mailing. **Not adhering to items in the guide will lead to disqualification.**
* Use specific statements showing definite accomplishments and the month and year in which the activities were conducted.
* State the exact extent of the participation by the club, such as “cooperated”, “organized”, “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, 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. Travel time to the project should be included in the service hour count. Travel from a service project does not count.
* Narratives should not exceed 500 words.
* One award is presented at the District Convention.
* The time period covered by entries should be from April 1, 2023, to District Convention.
* Total Points of this Award – 500
	+ III. Club Information (250 points total)
		- A – Circle K Club Administration 79 points max
		- B – Club Membership 32 points max
		- C – Leadership Development 30 points max
		- D – Kiwanis Family Involvement 24 points max
		- E – Service Projects 25 points max
		- F – Service Hours 40 points max
		- G – Service Fundraising 20 points max
	+ IV. Narratives (250 points total)
		- A – Service 100 points max
		- B – Leadership 50 points max
		- C – Fellowship 50 points max
		- D – Kiwanis Family Relations 50 points max
* Completed award submissions can be emailed to administrator@pacirclek.org on or before Sunday, March 17, 2024.

**I. General Information**

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| Circle K Club of |  |

**II. Signatures**

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| --- | --- | --- | --- |
| **Position** | **Print Name** | **Signature** | **Date** |
| Circle K Club President |  |  |  |
| Circle K Club Secretary |  |  |  |
| Circle K Kiwanis or Faculty-Staff Advisor |  |  |  |

**III. Club Information**

**A. Club Administration**

**Club Meetings:** How many club meetings can be described as the following:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Point Value** | **Subtotal** |
| Attended by a Kiwanis and/or Faculty/Staff Advisor | 1 point for every 2 meetings(Max of 11 points) |  |
| Attended by a guest speaker | 1 point for every meeting(Max of 3 points) |  |
| Held during the holidays or other break periods (including summer break) | 1 point for every meeting(Max of 5 points) |  |
| Special meetings (banquets, ceremonies, etc.) | 1 point for each meeting(Max of 5 points) |  |
| Board Meetings | 13+ is 7 points9-12 is 6 points5-8 is 4 points1-4 is 2 points |  |
| Average club meeting attendance as a percentage of dues paid members (round to the nearest whole number) | 80% or more is 6 points60 -79% is 4 points40-59% is 2 points |  |
| **Subtotal (Max of 37)** |  |

**Club Reports**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Point Value** | **Subtotal** |
| How many club monthly reports were submitted on time to the district? | 10-12 Reports – 5 points8-10 Reports – 3 points |  |
| Were any articles submitted to the District Editor? | 3 points, if yes |  |
| Were any articles printed in the district newsletter, *The Krier*? | 2 points, if yes |  |
| Were any articles sent to the campus newspaper or magazine? | 2 points, if yes |  |
| **Subtotal (Max of 12)** |  |

**Dues Payment**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Point Value** | **Subtotal** |
| When were dues submitted by? | November 1st – 4 pointsDecember 1st – 3 points |  |
| **Subtotal (Max of 4)** |  |

**District and Division Involvement**

Did the club participate in the following activities:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Point Value** | **Subtotal** |
| Fall Division Rally | 5 points, if attended |  |
| Spring Division Rally | 5 points, if attended |  |
| InterPACK | 14 points, if attended  |  |
| CKI Service Week Participation (shared social media, held a project, etc.) | 6-7 days – 3 points3-5 days – 2 points1-2 days – 1 point |  |
| **Subtotal (Max of 27)** |  |

**Club Communication**

Did the club utilize a:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Point Value** | **Subtotal** |
| Club Newsletter with a minimum of four (4) issues | 3 points, if yes |  |
| Club Website | 3 points, if yes |  |
| Club Directory | 2 points, if yes |  |
| Club E-Mail Reflector | 3 points, if yes |  |
| **Subtotal (Max of 11)** |  |

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| **Total Points for Part 1, Section A (79 Points Total)** |  |

**Evidence for Part 1, Section A Needed**: Please include at least one piece of evidence regarding each of the following and place it behind this page.

1. Club Meetings
2. Club Reports
3. Dues Payment
4. District and Division Involvement
5. Club Communications

**Section B. Circle K Club Membership**

**Education and Development Programs**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Point Value** | **Subtotal** |
| Did the club provide a special program for new members including a ceremony and pin presentation? | 3 points, if yes |  |
| Did the club provide a formal program for new member orientation and education? | 3 points, if yes |  |
| **Subtotal (Max of 6)** |  |

**Convention Attendance**

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| --- | --- | --- |
| **Criteria** | **Point Value** | **Subtotal** |
| Voting Delegates at the 2023 District Convention | 2 points per voting delegate (Max of 4 points) |  |
| Did either the Faculty or Kiwanis Advisor attend the 2023 District Convention? | 2 points if yes |  |
| Club Members attendance at 2023 District Convention | If over 50% or over 20 members – 2 pointsIf between 25-50% or between 10-20 members – 1 point |  |
| Voting Delegates at 2023 International Convention | 2 points per voting delegate (Max of 4 points) |  |
| Non-Voting Delegates at 2023 International Convention | 1 point per member(Max of 2 points) |  |
| **Subtotal (Max of 14)** |  |

**Membership Activities**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Point Value** | **Subtotal** |
| How many Social Activities were held for all club members? | 1 point per 2 socials(Max 4 points) |  |
| How many Interclubs did your club attend and/or host with other Circle K Clubs? | 8+ interclubs – 4 points 5-7 interclubs – 3 points 1-4 interclubs – 2 points |  |
| **Subtotal (Max of 8)** |  |

**Membership Growth**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Point Value** | **Subtotal** |
| What is the percent increase in the number of dues paid members over the previous year? | If 10% or more – 4 pointsIf between 6-9% – 3 points If between 1-5% – 2 points |  |
| **Subtotal (Max of 4)** |  |

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| **Total Points for Part 1, Section B (32 Points Total)** |  |

**Evidence for Part 1, Section B Needed**: Please include at least one piece of evidence regarding each of the following and place it behind this page.

1. Education and Development Programs
2. Convention Attendance
3. Membership Activities
4. Membership Growth

**Section C. Leadership Development**

**Leadership Development**

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| --- | --- | --- |
| **Criteria** | **Point Value** | **Subtotal** |
| Were all club officers trained by a District Officer? | 10 points, if yes |  |
| Did the faculty and/or Kiwanis advisor participate in the club officer training? | 1 point, if yes |  |
| Has your club conducted a club officer and member leadership retreat or service year planning session? | 5 points, if yes |  |
| Which committees did your club have during the year?(list up to 3) |  |  |
|  1.  | 2 points |  |
|  2. | 2 points |  |
|  3. | 2 points |  |
| What percentage of members hold leadership positions (including elected officers, committee members, project chairs, etc.) during the past year? | 30-39% – 3 points20-29% – 2 points10-19% – 1 point |  |
| **Subtotal (Max of 25)** |  |

**District and International Board Leadership**

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| --- | --- | --- |
| **Criteria** | **Point Value** | **Subtotal** |
| Has the club had one of the following during the past year: |
| * A candidate for District or International Office
 | 1 point, if yes |  |
| * A District Officers or District Chairperson
 | 2 points, if yes |  |
| * An International Officer
 | 2 points, if yes |  |
| **Subtotal (Max of 5)** |  |

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| **Total Points for Part 1, Section C (30 Points Total)** |  |

**Evidence for Part 1, Section C Needed**: Please include at least one piece of evidence regarding each of the following and place it behind this page.

1. Leadership Development
2. District and International Board Leadership

**Section D. Kiwanis Family Involvement**

**Kiwanis Family Involvement**

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| --- | --- | --- |
| **Criteria** | **Point Value** | **Subtotal** |
| How many Circle K meetings have Kiwanis Club members attended?  | 10+ – 4 points5-9 meetings – 3 points1-4 meetings – 2 points |  |
| How many Kiwanis meetings have Circle K members attended? | 10+ – 4 points5-9 Meetings – 3 points1-4 meetings – 2 points |  |
| How many joint service projects have the Circle K and sponsoring Kiwanis Club conducted? | 5+ - 5 points1-4 projects - 3 points |  |
| Did the Circle K sponsor a K-Family Club with its sponsoring Kiwanis Club? | 3 points, if yes |  |
| **Subtotal (Max of 16)** |  |

**Has the Circle K club participated in at least one service project with:**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Point Value** | **Subtotal** |
| A Kiwanis Club other than its sponsor? | 2 points, if yes |  |
| A Key Club? | 2 points, if yes |  |
| A Builder’s Club or K-Kids? | 2 points, if yes |  |
| An Aktion Club? | 2 points, if yes |  |
| **Subtotal (Max of 8)** |  |

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| **Total Points for Part 1, Section D (24 Points Total)** |  |

**Evidence for Part 1, Section D Needed:** Please include at least one piece of evidence regarding Kiwanis Family Involvement (i.e., short description of a service project your club attended with a Kiwanis Club) and place it behind this page.

**Section E. Service Projects**

**Service Projects:** List the service projects (maximum of 25) involving the greatest number of members and service hours that the CKI Club has completed during the service year. The projects should be organized by month. For a recurring project, treat the project as a single project for each month. 1 point per project (25 points max).

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| --- | --- | --- | --- | --- |
| **Project** | **Brief Description** | **Month** | **Paid Members****Attended** | **Total Service Hours** |
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| **Total Points for Part 1, Section E (25 Points Total)** |  |

**Section F. Service Hours**

**Service Hours**

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| --- | --- |
| **Criteria** | **Amount** |
| Total service hours for the year |  |
| Total paid members in the club  |  |
| Divide the total service hours by the total paid members |  |

1 average service hour is 1 point. Maximum is 40 points.

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| **Total Points for Part 1, Section F (40 Points Total)** |  |

**Evidence for Part 1 Section F**: Please include at least one piece of evidence regarding service hours recording for your club and place it behind this page.

**Section G. Service Fundraising**

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| **Criteria** | **Amount** |
| Total money raised for non-profit or other charitable purposes |  |
| Total paid members in the club  |  |
| Divide the USD total by the total paid members |  |

1 average $1 USD is 1 point. Maximum is 20 points.

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| **Total Points for Part 1, Section G (20 Points Total)** |  |

**Evidence for Part 1 Section G**: Please include at least one piece of evidence regarding service fundraising (i.e., information about a fundraiser your club hosted) and place it behind this page.

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| **Total Points for Part 1 (250 Points Total)** |  |

**Part 2: Service, Leadership, Fellowship, and the Kiwanis Family Narratives**

**Each narrative should be no more than 500 words.**

**Section A: Service**

In each of the categories under this section, please describe the project and be sure to include the number of members participating and the total number of service hours performed. No project can be listed under more than one category.

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| 1. Give a description of the best project involving one or more of the Circle K International Preferred Charities or the District Service Project. (20 points max) |
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| 2. Give a description of the best service project to the campus. (20 points max) |
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| 3. Give a description of the best service project to the community. (20 points max) |
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| 4. Give a description of the best joint service project held with a Kiwanis club. (15 points max) |
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| 5. Give a description of the best joint service project held with any member of the Kiwanis Family other than the Kiwanis club mentioned in part D. (15 points max) |
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| 6. Give a description of the best joint service project held with any organization, club, or society on your school campus. (10 points max) |
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**Section B: Leadership**

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| Explain how the club developed the leadership potential of its members and club officers and how the club provided leadership opportunities for non-Circle K members on campus and in the community. (50 points max) |
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**Section C: Fellowship**

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| Describe how the club promoted fellowship among its members and other Kiwanis Family members. (50 points max) |
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**Section D: Kiwanis Family Relations**

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| Describe how the club promoted good Kiwanis Family relations. (Be sure to include any Kiwanis Family mentorship programs and Kiwanis Family events attended). (50 points max) |
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| **Total Points for Part 2 (250 Points Total)** |  |

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| **Total Points (500 Points total)** |  |