

**Outstanding Club Public Relations Award**

The Outstanding Club Public Relations Award is presented to the Circle K club that has distinguished itself above all others in the Pennsylvania District in the areas of community and club public relations 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.**
* The time covered by entries should be from April 1, 2023, to the start of District Convention.
* Use specific statements showing definite accomplishments and the month and year in which the activities were conducted.
* 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.
* Excluding social media and website links, you may submit 8 supporting documents/newsletters.
* One award is presented at the District Convention.
* Total Points of the Award – 150
  + Internet presence 8 points max
  + External communications 10 points max
  + Club communications 10 points max
  + Creativity and quality 50 points max
  + Publications 72 points max
* Completed award submissions can be emailed to [administrator@pacirclek.org](mailto:administrator@pacirclek.org) on or before Sunday, March 17, 2024 or brought to the Convention Office before Friday, March 22, 2024 by 10:00 PM.

**I. General Information**

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

**II. Signatures**

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

**III. Internet Presence**

|  |  |  |
| --- | --- | --- |
| Facebook | 1 point |  |
| Instagram | 1 point |  |
| TikTok | 1 point |  |
| Twitter | 1 point |  |
| LinkedIn | 1 point |  |
| Website | 1 point |  |
| Other | 1 point |  |
| Other | 1 point |  |
| **Subtotal (8 points max)** | |  |

**IV. External Communications**

Please answer the following questions. The narratives should each be no more than 500 words.

|  |
| --- |
| Are any non-Circle K Members following your club? If so, please describe the types of people, organizations. How often does your club share information with the community? What have you found as the most effective way to spread the word of your good work with the community? |
|  |

**V. Club Communications**

Please answer the following questions. The narratives should each be no more than 500 words.

|  |
| --- |
| What is your primary means of communicating with Club members? How often do communications with membership get disseminated? |
|  |

|  |  |  |
| --- | --- | --- |
| What is your primary means of communicating with Club members? How often do communications with membership get disseminated? | | |
| Design/creativity | 15 points max |  |
| Grammar/spelling | 15 points max |  |
| Information quality | 15 points max |  |
| Promotion of District or International Initiatives | 5 points max |  |
| **Subtotal (50 points max)** | |  |

**VI. Publications**

Were any articles submitted to the following?

|  |  |  |
| --- | --- | --- |
| **Criteria** | | **Subtotal** |
| * District Editor? (max 4 articles) | 5 points each |  |
| * School newspaper or magazine? (max 2 articles) | 1 point each |  |
| * Club newsletters to membership? (max 10 newsletters) | 5 points each |  |
| **Subtotal (72 points max)** | |  |

**VII. Supporting Documents**

Submit copies of your:

1-Newsletters

2-Pulication articles

3-Miscellaneous