

**Single Service Award**

The Single Service Award is presented to the Circle K club which has produced the best Single Service Project during the past administrative year. A qualifying project shall be defined as a club service project that is 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.

Guidelines

* Read the entire form carefully before beginning work on your application.
* Read and adhere to all information mentioned in the Contest Overview Guide. **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, 2023, until the start of District Convention.
* No single event can be listed in more than one category.
* The entry shall be a complete document reporting all details of the project. This form should accompany the supplemental material.
* One award is presented at the District Convention.
* Each narrative for this award should be no more than 500 words each, plus a maximum of five (5) supplemental materials submitted for this award.
* Total Points of the Award – 70 points possible
  + Club participation 15 points max
  + Need for the project 15 points max
  + Planning and execution of the project 25 points max
  + Publicity 15 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 |  |
| Project Name |  |

**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 Participation**

Provide the percentage of club membership involved in the project and the total number of service hours spent in the following categories.

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| --- | --- |
| Overall Percentage of Membership Involved in the Project  (Total number of members involved in project divided by total number of dues paid members in club) |  |
| Planning Time |  |
| Actual Project Time |  |

**IV. Narratives**

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

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| **Need for the project:** Describe why this project was necessary and the project’s merit to the campus or community. |
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| **Planning and execution of the project:** Describe necessary planning involved and what happened during the execution of the project. Include supplemental materials such as emails, flyers, or other documentation. Limit of 5 total supplemental items for this award. |
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| **Publicity:** Describe how the publicity was arranged for the project. Include supplementary materials such as emails, flyers, or other documentation. Limit of 5 total supplemental items for this award. |
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