



Distinguished Secretary

Award Application: 2020 District Convention

Deadline: Wednesday, February 26 at 11:59 PM CST



Circle K Club of: _____

This award is presented to each Circle K Club Secretary who demonstrates excellent achievement in his/her role. The award illustrates the distinguished secretary's dedication, participation, and contributions to Circle K.

To be eligible for this award, the nominee must have served a minimum of 6 months.

In order to be recognized as Distinguished Club Secretary, **135 of the 200 points** must be achieved.

Part 1: Club Information (Point-Based Answers)	Total 130 Points
Club Administration	55 points
Kiwanis-Family Interaction	15 points
Attendance	60 points

Part 2: Letter of Recommendation and Essay Questions	Total 70 Points
-------------------------------------------------------------	------------------------

This form, including the attached written portion and letter of recommendation, must be electronically submitted via the district website into the Google Drive Awards submission folder by Wednesday, February 26 at 11:59 PM CST in order to be considered for the award. Your club also must be at charter strength according to International and District Dues.

This certifies that all work on this application is factually correct and was performed by Circle K dues paid members in good standing with the Minnesota-Dakotas and Circle K International. Your signature certifies that you are familiar with the contents of this application and the rules governing this award. In addition, it certifies that you are aware that any fraudulent information included in this application results in disqualification.

Print Name: _____ Signature: _____

Position/Title: _____ Date: _____

This award will be sent to your President, Vice President, and Kiwanis Advisor, and one of these members needs to sign off on your award via email. Please provide the email of each below:

President: _____ Vice President: _____

Kiwanis Advisor: _____

GUIDELINES FOR THE COMPLETION OF THIS FORM

1. In any area or question that does not apply to the individual club, please write "N/A" in the space provided. Review the award submission that the individuals listed on this application and obtain the proper sign-off of certification. **Without a proper sign-off (detailed above), the entry will be disqualified.**
2. **PART ONE** of this award consists of rubric-style points-based questions evaluating your work. You will answer questions and write the according point totals in the spaces provided. You should total the number of points for each section and enter the overall total for Part One of the report. Take note that Part One ALSO includes the very last page of this form, where you will need to verify your number of completed service hours.
 - a. Write each answer in the blank space directly to the right of each question. Possible answers include filling in a number of service hours or members, a percentage of some kind, or a YES/NO. For any Y/N questions, feel free to indicate your answer however you like. One possible method would be to **BOLD** either the Y or N.
 - b. Score these answers according to the instructions directly to the right of your answer, and write your point totals in the blank column directly to the right of the scoring instructions, being careful to pay attention to point maximums for each question.
3. **PART TWO** of this award consists of acquiring a letter of recommendation that adheres to the rules on the page, and your completion of three of four short essay-based questions that must be answered in the format below. Part Two **should not** be scored by you. The scoring section in Part Two is reserved for the judges' use and any unauthorized markings **will lead to disqualification** of the award.
 - a. Your report must be **TYPED, DOUBLE-SPACED, TIMES NEW ROMAN, FONT SIZE 12**. To keep things clean, begin each new section of the report on a new page, with the title of the section at the top of the page.
 - b. Part Two of this award consists of essay-based questions. **(Points will be subtracted if the response exceeds the number of pages indicated. Five points will be subtracted for each additional page.)**
 - c. Responses to each question are limited to **250 words**.
 - d. Each essay answer should be titled with the question as the first line by itself.

RULES GOVERNING REPORTING

1. The report should include activities undertaken during the period of February 21, 2019 to February 28, 2020 (last District Convention to current District Convention).
2. Part Two of the report must be typed. (See details above for length of responses. Points will be deducted if the response exceeds the number of pages indicated.)
3. Repetitious reporting of activities, fancy 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.

Decisions of the judges are final, and no changes, alterations, or re-calculations will take place after the results have been certified by the contest committee members, the chairman of the contest committee, and the Circle K International Board Member of the contest.

PART 1: CLUB INFORMATION

A. Circle K Club Administration - 55 Points Possible	#	Scoring Instruction	Point Totals
1. Club Officers and Committees			
Did the nominee educate and train the incoming secretary with a designated training session or time period?	Y / N	If yes, 5 points	
Did the nominee educate members about Milky Way Points?	Y / N	If yes, 3 points	
Did the nominee educate club members about service hours? (What counts as a service hour, how to record service hours, etc.)		If yes, 3 points	
2. New Members			
Did the club provide a special program for new member induction, including a ceremony and pin presentation?	Y / N	If yes, 3 points	
Did the club provide new member orientation and education?	Y / N	If yes, 3 points	
Percentage of increased dues paid membership in the club during the year. (Number of dues paid members as of April 1, 2019: _____. Number of dues paid membership as of January 31, 2020: ____.)	____%	10% or more, 5 points 6-9%, 4 points 1-5%, 3 points	
3. Communication			
Number of club monthly reports submitted on time:		8-10, 5 points 5-7, 3 points	

Were all reports submitted to District Governor, District Secretary, and the Lieutenant Governor?	Y / N	If yes, 4 points	
What date did your club finish submitting (postmarking) due?		By Oct. 15, 5 pts. By Nov 30, 3 pts.	
4. Club Meetings			
What percentage of club meetings did the nominee attend? (Club meetings held: ____, Club meetings nominee attended: ____).		91-100%, 5 pts. 81-90%, 3 pts. 71-80%, 2 pts.	
What percentage of club meetings did the nominee record meeting minutes? (Club meetings held: ____, Club meetings nominee recorded minutes: ____).		91-100%, 5 pts. 81-90%, 3 pts. 71-80%, 2 pts.	
5. Board Meetings			
During the year, how many board meetings did the club hold?		1 point for every 3 mtgs., max 5 pts.	
What percentage of board meeting did the nominee attend? (Board meetings club held: ____, Board meeting nominee attended: ____)	____%	91-100%, 4 pts. 81-90%, 3 pts. 71-80%, 2 pts	
TOTAL YOUR SCORE FOR SECTION A		Total for Section A:	

B. Kiwanis-Family Interaction - 15 Points Possible	#	Scoring Instruction	Point Totals
How many times did the nominee attend the sponsoring Kiwanis club's meetings?		10+, 5 points 5-9, 4 points 1-4, 3 points	
How many joint service projects have the Circle K and sponsoring Kiwanis club conducted?		3+, 5 points 1-2, 3 points	
Has the Circle K club participated in at least one service project with another Circle K Club, Key Club, Builders Club, K-Kids, or Aktion Club?	Y / N	If yes, 2 points	
Did the nominee present a Circle K program or speech at its sponsoring Kiwanis Club meetings?	Y / N	If yes, 3 points	
TOTAL YOUR SCORE FOR SECTION B		Total for Section B:	

C. Attendance - 60 Points Possible	#	Scoring Instruction	Point Totals
1. District/International Involvement			
Did the nominee attend Fall Leadership Training Conference (FLTC) 2019?	Y / N	If yes, 5 points	
Did the nominee attend International Convention (ICON)?	Y / N	If yes, 2 points	
2. Club Involvement			
Number of service hours the nominee performed: <i>On the very last page titles Nominee's Service Hours, list all projects attended, dates, and hours of service. **If the amount of service projects exceeds one page, use as many pages as necessary using the provided format to complete the list.** MAX 50 HOURS FOR THIS FORM</i>		1 service hour is 1 point, 50 points maximum	
Number of Circle K socials the nominee attended throughout the year:		3+, 3 points 1-2, 2 points	
TOTAL YOUR SCORE FOR SECTION C		Total for Section C:	

PART 1 - TOTAL FOR SECTIONS A THROUGH C	
------------------------------------------------	--

PART TWO: LETTER OF RECOMMENDATION/ESSAYS - 70 Points Possible

A. ONE letter of recommendation must be submitted with this application **from an officer of the nominee's home club**, signed by that officer **AND** signed by either of the following: Kiwanis Advisor, Faculty Advisor.

- a. The letter should be no more than two double-spaced pages in length in 12 point font and signed by the writer. Be sure the following criteria are included:
 - i. Leadership and initiative in uniting the club.
 - ii. Organization and ability to administrate.
 - iii. Contribution to the club in relation to character and attitude.
 - iv. Describe how the secretary interacted and worked with club members, the club's executive board members, the club's committee chairs (if applicable), Kiwanians, and faculty advisor.
 - v. Growth and achievement of the club during the year.
 - vi. Overall participation in the club's activities.

B. Three out of four short answer essays of no longer than 250 words must be submitted with this application, **written by the nominee**. Please follow the format instructions below:

- a. How did you personally promote Circle K education to your club and your campus/community?
- b. How have you personally promoted fellowship, club spirit, and motivation to club members?
- c. How have you personally promoted district events, international events, and joint club activities with Kiwanis Family?
- d. How has being the Secretary of your club helped you grow as a leader over the course of the year?

*Each essay answer should be titled with the question as the first line by itself. Please type in double spaced, Times New Roman font, size 12. Each essay answer should be no longer than **250 words**.*

