



# Outstanding Club Achievement Award

Award Application: 2020 District Convention

**Deadline: Monday, February 3, 2020 at Midnight**



Circle K Club of: \_\_\_\_\_

This award is presented to the top three clubs in the District that have excelled in all aspects of club operation.

**This form, including the attached written portion, must be electronically submitted via the district website into the Google Drive Awards submission folder by Monday, February 3, at midnight in order to be considered for the award. Your club also must be at charter strength according to International and District dues.**

Judging will be awarded based on points scored in the following areas. No minimum number of points is required to submit this award form and be eligible for the award.

<b>Part 1: Club Information (Point-Based Answers)</b>	<b>Total 250 Points</b>
Club Administration	70 points
Club Membership	50 points
Leadership Development	40 points
Kiwanis-Family Involvement	30 points
Service Hours	40 points
Service Fundraising	20 points
<b>Part 2: Club Achievements (Essay Questions)</b>	<b>Total 200 Points</b>
<b>Service Projects</b>	60 points
Leadership	50 points
Fellowship	50 points
Kiwanis-Family Relations	40 points

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: \_\_\_\_\_ Secretary: \_\_\_\_\_

## **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 with the individuals listed on this application and obtain the proper signatures of certification. Without all proper signatures, the entry will be disqualified.
2. PART ONE of this award consists of rubric-style points-based questions evaluating your club status. You will answer questions and write the according point totals in the spaces provided. Club members should total the number of points for each section and enter the overall total for Part One of the report.
  - 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 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 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.)

*Responses to section I are limited to three sides of an 8.5 x 11" page - typed / double-spaced. Responses to section II are limited to one side of an 8.5 x 11" page - typed / double-spaced. Responses to section III are limited to one side of an 8.5 x 11" page - typed / double-spaced. Responses to section IV are limited to one side of an 8.5 x 11" page - typed / double-spaced.*

## RULES GOVERNING CIRCLE K CLUB ACHIEVEMENT REPORT

1. The report should include activities undertaken during the period of the previous DCon to the specified due date.
2. Part Two of the report must be typed. (See details above for length of responses. Points will be subtracted 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: one-way travel of at least 30 minutes, 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 – 70 Points Possible	#	Scoring Instructions	Point Total
<b>1. Club Meetings</b>			
How many club meetings were held that fit the following?			
a. Attended by a Kiwanis or faculty advisor?		1 pt each, max 5 pts	
b. Feature a guest speaker		1 pt each, max 10 pts	
c. Special meetings (banquets, ceremonies, etc (not socials))		1 pt each, max 5 pts	
d. Board Meetings		10+ meetings, 5 pts 5-9 meetings, 3 pts	
<b>2. Public Relations</b>			
Were articles sent to the campus newspaper?	Y/N	If yes, 2 points	
Were articles sent to the community newspaper?	Y/N	If yes, 3 points	
Did the club have any publicity through radio/television?	Y/N	If yes, 5 points	

<b>3. Dues Payment</b>			
What date did your club finish submitting their dues (i.e. the date your dues were postmarked by)		By Oct 30, 5 pts By Nov 30, 3 pts	
<b>4. District Involvement</b>			
How many monthly reports were submitted to the district ON TIME (before 11:59 pm on the 5th of each month)		1 pt each, max 10 pts	
Were at least three articles submitted to the district bulletin editor?	Y/N	If yes, 5 pts	
Did at least five of your club members attend FLTC 2019?	Y/N	If yes, 5 pts	
<b>5. Club Communication</b>			
Did the club utilize any of these forms of communication?			
a. Club Newsletter with a minimum of 4 issues	Y/N	If yes, 3 pts	
b. Club website (not including school club directory page)	Y/N	If yes, 3 pts	
c. Club groupchat (any platform)	Y/N	If yes, 3 pts	
d. Club Social Network (any platform)	Y/N	If yes, 2 pts	
<b>TOTAL YOUR SCORE FOR SECTION A</b>		<b>Total for Section A:</b>	

<b>B. Club Membership - 50 Points Possible</b>			
<b>1. Education and Development Programs</b>			
Did your club provide a new member induction program, including a ceremony and pin presentation?	Y/N	By Oct 30, 5 pts By Nov 30, 3 pts	
Did your club provide a formal program for member orientation and education, including presenting the new member handbook, etc.?	Y/N		
<b>2. Convention Attendance</b>			
Percentage of total paid members that will be attending DCON 2020:	%	1 pt each, max 10 pts	
Will a club advisor be in attendance at DCON 2020?	Y/N	If yes, 5 pts	
How many voting delegates attended the 2019 International Convention?		If yes, 5 pts	
<b>3. Membership Activities</b>			
How many club social events were held for club members?			

How many joint meetings / interclub events were held with other Circle K clubs?			
<b>4. Membership Growth</b>		<b>If yes, 3 pts</b>	
What is the % increase in the number of dues paid members over the previous year? (If zero or negative, write N/A)	%	If yes, 3 pts	
Average paid member meeting attendance as a percentage of total paid members (only count newly paid members in your calculation for meetings occurring AFTER they paid their dues)	%	If yes, 3 pts	
<b>TOTAL YOUR SCORE FOR SECTION B</b>	<b>Total for Section B:</b>		

<b>C. Leadership Development - 40 points possible</b>			
<b>1. Officer Training</b>			
Did your club participate in or conduct a formal officer training?	Y/N	If yes, 5 pts	
Did the faculty or Kiwanis advisor participate in this officer training?	Y/N	If yes, 2 pts	
Has your club conducted a club officer and membership leadership retreat?	Y/N	If yes, 3 pts	
Did you have a minimum of one officer attend FLTC?	Y/N	If yes, 5 pts	
<b>2. Committees</b>			
Were the following committees active during this year? (If slight variation, please specify)			
a. Service Project Committee	Y/N	If yes, 2 pts	
b. Advertising / Public Relations Committee	Y/N	If yes, 2 pts	
c. Fundraising Committee	Y/N	If yes, 2 pts	
d. Membership Program Committee (Education/Development)	Y/N	If yes, 2 pts	
e. Kiwanis-Family Committee	Y/N	If yes, 2 pts	
<b>3. Club Leadership</b>			
What percentage of members have served in club leadership positions including: officers, board members, committee heads, and/or project chairs during the past administrative year?		50% or more, 5 pts 40-49%, 4 pts 30-39%, 3 pts 20-29%, 2 pts 10-19%, 1 pt	
Has the club had one of the following during the past year?			

a. A candidate for District or International Office (2019)?	Y/N	If yes, 2 pts	
b. A District Officer or committee chairman (2019-2020 term)	Y/N	If yes, 3 pts	
c. An International Officer or International committee member?	Y/N	If yes, 5 pts	
<b>TOTAL YOUR SCORE FOR SECTION C</b>	<b>Total for Section C:</b>		

<b>D. Kiwanis-Family Involvement - 30 points possible</b>			
<b>1. Meetings</b>			
How many Circle K Meetings have had at least two of the sponsoring Kiwanis Club members in attendance?		10+, 4 pts 5-9, 3 pts 1-4, 2 pts	
How many times did at least two Circle K members attend the sponsoring Kiwanis Club's meetings?		10+, 4 pts 5-9, 3 pts 1-4, 2 pts	
<b>2. Service Projects</b>			
How many joint service projects have the Circle K and sponsoring Kiwanis Club conducted together (at least two members from each club in attendance)?		3 or more, 4 pts 1-2, 2 pts	
Has the Circle K Club participated in at least one service project with any of the following?	----- -		----- -
a. Key Club	Y/N	If yes, 2 pts	
b. Builders Club	Y/N	If yes, 2 pts	
c. K-Kids	Y/N	If yes, 2 pts	
d. Aktion Club	Y/N	If yes, 2 pts	
<b>3. Above and Beyond</b>			
Has your Circle K club participated in a social event with any of the Kiwanis Family Clubs?	Y/N	If yes, 5 pts	
Has your Circle K club presented a program at a Builder's Club, K-Kids, or Key Club Meeting?	Y/N	If yes, 2 pts	
Has your Circle K club jointly sponsored a Builders Club, K-Kids, or Aktion Club, with its sponsoring Kiwanis Club?	Y/N	If yes, 3 pts	
<b>TOTAL YOUR SCORE FOR SECTION D</b>	<b>Total for Section D:</b>		

<b>E. Service Hours - 40 pts possible</b>			
Total your club service hours for the year. Enter this figure in the box to the right. (Count hours from last DCON to this DCON)			----
Enter the total number of dues paid members in your club in the box to the right.			-----
Divide the total service hours by the number of members in your club, rounded to the nearest whole number. Enter this number in the box to the right.		1 average service hour is 1 point, Max 40	
<b>TOTAL YOUR SCORE FOR SECTION E</b>		<b>Total for Section E:</b>	

<b>F. Service Fundraising - 20 points possible</b>			
Total money raised by the Circle K club for non-profit donations and other charitable purposes. Enter this figure in the box to the right.			----- -
Enter the total number of dues paid members in your club in the box to the right.			----- -
Divide the dollar figure by the number of members in your club, rounded to the nearest whole number. Enter this number in the box to the right.		1 Dollar Per Member is 1 pt, max 20	
<b>TOTAL YOUR SCORE FOR SECTION F</b>		<b>Total for Section F:</b>	

Part 1 - Sections A through G Total Score	
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**Part 2: Service, Leadership Fellowship, and Kiwanis-Family**

**COMPLETE, BUT DO NOT SCORE PART II OF THIS REPORT! THE JUDGES WILL INSERT POINT TOTALS FOR SECTION II AND THE OVERALL REPORT SCORE.**

<b>H. Essay Questions - 200 Points Possible</b> Please write a short report limited to the number of pages specified for each section, detailing your club's accomplishments in the areas of Service Projects, Leadership, Fellowship, and Kiwanis Family Relations. For each new section, please begin a new page and title the top of the page with the section header.		
<b>I. Service Project - 60 Points Possible</b> (Limit your response to 3 sides of 8.5 x 11" pages -- typed and double-spaced.)		
In each of the categories under this section, please describe the project and be sure to		

<p>include the number of members participating and the total number of service hours performed. No project can be listed under more than one category.</p> <p>Give a description of your club's best service project to the campus <b>(20 Points Possible)</b>.</p> <p>Give a description of your club's best service project to the community <b>(20 Possible Points)</b>.</p> <p>Give a description of one other unique service project that your club is proud of <b>(20 Points Possible)</b>.</p>	
<p><b>II. Leadership - 50 Points Possible</b> <b>(Limit your response to 1 side of an 8.5 x 11" page -- typed and double-spaced.)</b></p>	
<p>Explain how the club developed the leadership potential of its members and club officers. Be sure to include specific details, events, and programs.</p>	
<p><b>III. Fellowship - 50 Points Possible</b> <b>(Limit your response to 1 side of an 8.5 x 11" page -- typed and double-spaced.)</b></p>	
<p>Describe how the club promoted fellowship among its members and other K-Family members. Be sure to include specific details, events, and programs.</p>	
<p><b>IV. Kiwanis-Family Relations - 40 Points Possible</b> <b>(Limit your response to 1 side of an 8.5 x 11" page -- typed and double-spaced.)</b></p>	
<p>Describe how the club promoted good Kiwanis-Family relations. Be sure to include specific details, events, and programs.</p>	
<p><b>JUDGES TOTAL SCORE FOR PART II</b></p>	

**THIS CONCLUDES THE OUTSTANDING CLUB ACHIEVEMENT AWARD APPLICATION**