

**THE CARIBBEAN DISTRICT OF
CIRCLE K INTERNATIONAL CLUB AND CLUB OFFICER
RECOGNITION PROGRAM**

The Club and Officer Recognition Program is designed to recognize those Circle K Clubs and officers that excel in fulfilling their roles within the organization. To qualify for these awards, individuals elected to Club office positions should work creatively to best meet the needs of the members within the Club. Officers are encouraged to apply new methods to strengthen membership within the Club.

Though the ultimate goal of the Club board is to provide service that will strengthen and sustain membership within the Club, the needs of each Club vary and the means by which Clubs' accomplish this goal also vary. Therefore, this award program is designed to enable Club officers to fulfill the criteria expected of their positions by utilizing the resources and strategies most beneficial to each Club's situation.

To effectively compete for the award, Club officers must review all the criteria required for recognition in their position. Throughout the year, the officers should maintain examples of work they have completed that best demonstrates how they fulfilled each of the criteria in a manner that should distinguish them. When finally compiling the award information, the applicants should ask, "What they did to fulfill their position requirements qualifies them to be distinguished."

To qualify for an outstanding Club officer award, one component must be completed at the start of an officer's term and submitted to the Caribbean District of Circle K International Office within the first 4 months from the start of an officer's term of office.

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Please READ the following checklist thoroughly before applying for individual and club awards.

Checklist for Completing Club and Club Officer Recognition Program Applications

1. Give examples of all work that best demonstrates how the officer/club qualifies as a distinguished Club/Officer in the criteria areas noted in this packet. Such as pictures, clippings and any other supplementary materials.
2. PROOF OF PAYMENT OF District DUES and International CLUB FEE. PAYMENT must be received by District Treasurer Office received dues by **February 14 ,2017**
3. Maintain minimum membership requirements ie. 20 paid members.
4. Include name, title of office, email address, Division, and name of home club on front cover of award application.
5. Plan ahead to secure the appropriate original signatures on the Certification Form to verify that the information in the award application is correct.
6. Complete award application using a binder/folder. Each award must be placed in its individual folder and Label all award application according to the criteria headings noted for the corresponding award.
7. The Caribbean District of Circle K International **MUST** receive each award by the **stated deadline** this can be given ANY District Board member **but preferably the District Secretary**.
8. Once applications have been reviewed and judged, the applications will be returned at the District Convention. **Judges Decisions are final.**

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PROGRAM DESCRIPTIONS AND CRITERIA

For the distinguished Club and Outstanding Club officer awards noted in this booklet, examples of work demonstrating successful completion of the criteria are required. Such examples might include, but are not limited to, the following.

- Written testimonies from clubs describing how the Club or Club officer assisted the club in accomplishing its goals
- Outlines of workshops conducted at Club/District events
- Agendas from divisional rallies
- Club board meeting agendas
- Club publications
- Newspaper clippings
- Articles submitted to Circle K Magazine and the District publication (whether published or not)
- Written correspondence to District Officers, Club Officers, Club Advisors, International Board/Counselor, Kiwanis-family members
- Percentage of existing clubs increase in membership by at least one member for the dues year starting October 1.
- Kiwanis-family events visited by Club Officers
- Kiwanis-family events organized by Club Officers
- Newsletters
- Efforts to encourage more community service
- Club committee administration
- Ongoing training resources
- Reports at board meetings
- Monthly reports
- Visits to Circle K, Key Club, Kiwanis clubs and Circle K Alumni
- Articles in newsletters pertaining to convention, Club leadership training conference, service initiative, District/International Convention, special events, cultural awareness, leadership development
- Articles submitted to Kiwanis, Key Club and Circle K District Bulletins.
- Inquiry to Circle K, Key Club, and Kiwanis Club board members and Circle K clubs requesting articles
- Club bulletin distribution list
- Home club attendance/participation records
- News releases
- Public service announcements
- Meeting minutes
- Phone calls
- Post cards
- Club directory/leadership structure
- Club mailing
- E-mail documentation
- Budget
- Dues incentive programs
- Financial reports
- Year end report

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PROGRAM CONTENTS

THE FOLLOWING AWARDS ARE CONTAINED WITHIN THIS PACKAGE:

These Awards must be submitted on February 25, 2017

Section A: Personal Awards

Distinguished President Award
Distinguished Vice President Award
Distinguished Secretary Award
Distinguished Treasurer Award
Distinguished Bulletin Editor
Distinguished Chairperson Award
Distinguished Faculty Advisor Award
Distinguished Kiwanis Advisor Award
Circle K'er of the year Award
Rookie of the Year Award

Section A: Club Awards

Annual Achievement Report
Outstanding Website Award
Outstanding Social Media Award
Outstanding Kiwanis Family Relation Award
Outstanding Club Newsletter Award/Bulletin Award

This Award must be submitted on March 11,2017

Single Service Award

These awards must be submitted on March 24, 2017 first day of DCON 2017:

Section B: Club Awards -Onsite

Traditional Scrapbook Award
Non- Traditional Scrapbook Award
Video Contest
Outstanding T-Shirt Award
Talent Contest Award
Oratorical Contest Award
Impromptu Contest Award

The Caribbean District of Circle K International also offers the following awards. They are listed but cannot be applied for; they are given base on the information tabulated by the District Office from the monthly report. They are as follows:

Monthly Reporting (Per Quarter)
Service Hours
Inter-clubbing Award
Kiwaniis Family Relation
Dues Payment: Early Bird
Membership Growth Award
District Participation/ Attendance