

2016 – 2017 Club Achievement Award Application

NAME:
EMAIL:
CLUB:
DISTRICT:

BACKGROUND

- The Club Achievement Award is designed to recognize and honour those CKI clubs that have excelled in all aspects of club operation.

GENERAL GUIDELINES

- To be eligible for this award, a club must be in good standing with both International and their District.
- Decisions of the judges are final and no changes, alterations, or recalculations will take place.
- **Submission must be**

How many members did you have on:

April 1, 2016 (A):

March 1, 2017 (B):

Add (A) + (B) = Divide by 2 =

Based on the value in the last box above, what is your club's division?

- Platinum Division (86 or more members)
- Gold Division (61 to 85 members)
- Silver Division (36 to 60 members)
- Bronze Division (35 or fewer members)

The following signatures are required for submission:

2016–2017 CKI Club President Signature: _____
Printed Name: _____ Date: _____

2016–2017 CKI Club Secretary Signature: _____
Printed Name: _____ Date: _____

2016–2017 CKI Club Faculty or
Kiwaniis Advisor Signature: _____
Printed Name: _____ Date: _____

COMPLETION OF THIS FORM

- Complete the remainder of the form using club minutes, report forms sent to the district, project report forms, and other club records.
- Use specific statements showing definite accomplishments and the month and year in which the activities were conducted.
- State the exact extent of participation by the club, such as “cooperated,” “aided,” “assisted,” etc.
- 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.
- In any area or in relation to a question that does not apply to the individual club, please write “N/A” in the space provided.
- Repetitious reporting of activities, fancy bindings, and pictures will not be taken into consideration when judging entries.
- 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.

PART ONE of this award consists of point-based questions. Club members answer questions and write the point total in the space provided. Club members should total the number of points for each section in **PART ONE** and enter the overall total for **PART ONE** of the report.

Please include requested evidence for each section in **PART ONE** in order to receive full points.

PART TWO of this award consists of essay-based questions. The scoring section in **PART TWO** is reserved for the judges’ use, and any unauthorized markings **will lead to disqualification** of the award. Please do not score yourself! **PART TWO** must be typed and points will be subtracted if the response exceeds the number of pages indicated.

The time period covered by entries should be from April 1st, 2016 to March 1,2017 .

Please indicate by using Yes or No or the number required for question asked. **NB – Do not put points**

Section A: Circle K Club Administration

Club Meetings:

How many club meetings can be described as the following:

Attended by a Kiwanis and/or Faculty Advisor	<i>1 point for every 2 meetings Max of 11 points</i>	
Attended by a guest speaker	<i>1 point for every meeting Max of 3 points</i>	
Held during the holidays or other break periods, including summer.	<i>1 point for every meeting Max of 5 points</i>	
Special Meetings (banquets, ceremonies, etc.)	<i>1 point for each meeting Max of 5 points</i>	
Board Meetings	<i>13 or more is 7 points 9 – 12 is 6 points 5 – 8 is 4 points 1 – 4 is 2 points</i>	
Average club meeting attendance as a percentage of dues paid members (round to the nearest whole number)	<i>80% or more is 6 points 60 – 79% is 4 points 40 – 59% is 2 points</i>	

Club Reports:

How many monthly reports were submitted on time to the District?	<i>10 – 12 Reports is 5 points 8 – 10 Reports is 3 points</i>	
Were any articles submitted to the District Bulletin Editor?	<i>3 point if yes</i>	
Were any articles printed in the District Bulletin?	<i>2 point if yes</i>	
Were any articles sent to the campus newspaper or magazine?	<i>2 point if yes</i>	

Dues Payment:

When were dues postmarked?	<i>November 1- 4 points December 1- 3 points</i>	
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District & Division Involvement:

Did the club participate in the following activities:

Division/District-Wide Training	<i>3 points if yes</i>	
Division/District-Wide Event	<i>3 points if yes</i>	
Division/District-Wide Meeting/President's Council Meeting	<i>3 points if yes</i>	
Division/District-Wide Service Project	<i>3 points if yes</i>	
CKI Service Week Participation (shared social media, held project, etc.)	<i>6 – 7 days is 3 points 3 – 5 days is 2 points 1 – 2 days is 1 point</i>	

Club Communication

Did the club utilize a:

Club Newsletter (Minimum of 4 Issues)	<i>3 points if yes</i>	
Club Website	<i>3 points if yes</i>	
Club Directory	<i>2 points if yes</i>	
Club E-Mail	<i>3 points if yes</i>	

Total Points for Part 1, Section A: Points / 80 Points

Evidence for Part 1 Section A needed: Please include at least one piece of evidence regarding each bolded sub-section (i.e. “Club Communications”) and place it behind this tab.

Section B: Circle K Club Membership

Education & Development Programs

Did the club provide a special program for new members including a ceremony and pin presentation?	<i>3 points if yes</i>	
Did the club provide a formal program for new member orientation and education?	<i>3 points if yes</i>	

Convention Attendance

Voting Delegates at the 2016 District Convention	<i>2 points per voting delegate Max of 4 points</i>	
Did either the Faculty or Kiwanis Advisor attend the 2016 District Convention?	<i>2 points if yes Max of 2 points</i>	
Club Members attendance at 2016 District Convention	<i>If over 50% or over 20 members - 2 points If between 25 – 50% or between 10 – 20 members- 1 point</i>	
Voting Delegates at 2016 International Convention	<i>2 points per voting delegate Max of 4 points</i>	
Non-Voting delegates of 2016 International Convention	<i>1 point per member Max of 2 points</i>	

Membership Activities

How many social activities held for all club members?	<i>1 point per 2 socials Max 4 points</i>	
How many interclubs did your club attend and/or host with other Circle K Clubs?	<i>8 or more interclubs- 4 points 5 – 8 interclubs- 3 points 1 – 4 interclubs- 2 points</i>	

MEMBERSHIP GROWTH

What is the percent increase of dues paid members over the previous year?	<i>If 10% or more- 4 points If between 6-9%- 3 points If between 1-5%- 2 points If 0% or below- 0 points</i>	
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Total Points for Part 1, Section B: Points / 32 Points

Evidence for Part 1 Section B needed: Please include at least one piece of evidence regarding each bolded sub-section (i.e. “Membership Growth”) and place it behind this tab.

Section C: Leadership Development

Leadership Development:

Did the club participate in or conduct a formal officer training?	<i>3 points if yes</i>	
Did the faculty and/or Kiwanis advisor participate in the club officer training?	<i>2 points if yes</i>	
Has your club conducted a club officer and member leadership retreat or service year planning session?	<i>4 points if yes</i>	
Did your club attend the District Fall Conference (minimum of 4 members)?	<i>4 points if yes</i>	
Which committees did your club have during the year?	<i>2 points for each committee (Max of 8)</i>	
1. 2. 3. 4.		
What percentage of members have served in leadership positions (board or committee members, etc.) during the past service year?	<i>50% or more- 5 points 40 – 49%- 4 points 30 – 39%- 3 points 20 – 29%- 2 points 10 – 19%- 1 point</i>	

Has the club had one of the following during the past service year:

A candidate for District or International Office	<i>1 point if yes</i>	
A District Officer or District Chairperson	<i>1 point if yes</i>	
An International Officer	<i>1 point if yes</i>	
Did the club sponsor a leadership program on campus?	<i>1 point if yes</i>	

Total Points for Part 1, Section C: Points / 30 Points

Evidence for Part 1 Section C needed: Please include at least one piece of evidence regarding Leadership Development (i.e. a committee application or list of activities accomplished by a committee) and place it behind this tab.

Section D: Kiwanis Family Involvement

Kiwanis Family Involvement

How many CKI Meetings have Kiwanis Club members attended?	<i>10 or more - 4 points 5 – 9 Meetings - 3 points 1 – 4 meetings - 2 points</i>	
How many times did CKI Members attend a Kiwanis Club’s Meetings?	<i>10 or more - 4 points 5 – 9 Meetings - 3 points 1 – 4 meetings - 2 points</i>	
How many joint service projects have the CKI and sponsoring Kiwanis Club conducted?	<i>5 or more - 5 points 1 – 4 projects - 3 points</i>	
K-Kids, or Aktion Club, with its sponsoring Kiwanis Club?	<i>3 points if yes</i>	

Has the CKI Club participated in at least one service project with:

A Kiwanis Club other than its sponsor?	<i>2 points if yes</i>	
An Aktion Club?	<i>2 points if yes</i>	
A Key Club?	<i>2 points if yes</i>	
Builder’s Club or K-Kids?	<i>2 points if yes</i>	

Total Points for Part 1, Section D: Points / 24 Points

Evidence for Part 1 Section D needed: Please include at least one piece of evidence regarding Kiwanis Family Involvement (i.e. short description of a service project your club attended with a Kiwanis Club) and place it behind this tab.

Section E: Service Projects

Service Projects

List the service projects (maximum of 25) involving the greatest number of members and service hours that the CKI Club has completed during the service year. The projects should be organized by month. For a recurring project treat the project as a single project for each month.

Project Title/Brief Description	Month	Number of Members	Total Service Hours
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

12.			
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13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

1 Point per project with a maximum of 25 Points

Total Points for Part 1, Section E: Points / 25 Points

Section F: Service Hours

Total Service Hours for the year:

Total number of members in the club:
(Use the number calculated on the first page)

Divide the total service hours by the number of members:

1 Service hour is 1 point with a maximum of 40 points.

Total Points for Part 1, Section F: Points / 40 Points

Evidence for Part 1 Section F needed: Please include at least one piece of evidence regarding service hours recording for your club and place it behind this tab.

Section G: Service Fundraising

Service Fundraising

Total money raised by the CKI Club for non-profit, education, and other charitable purposes:

Total number of members in the club:
(Use the number calculated on the first page)

Divide the \$US by the number of members:
Round to the nearest whole number.

1 \$USD is 1 point with a maximum of 20 points.

Total Points for Part 1, Section G: Points / 20 Points

Evidence for Part 1 Section G needed: Please include at least one piece of evidence regarding service fundraising (i.e. information about a fundraiser your club hosted) and place it behind this tab.

TOTAL POINTS FOR PART 1	<u> </u>/250 POINTS
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Section A: Service Projects

In each of the categories under this section, please describe the project and be sure to include photos, news articles, flyers, or any other concrete evidence of these events. As well, include the number of members participating and the total number of service hours performed. No project can be listed under more than one category.

- A. Give a description of the best project involving one or more of the Preferred Charities. **(20 points possible)**
- B. Give a description of the best service project to the campus. **(20 Possible Points)**
- C. Give a description of the best service project to the community. **(20 Possible Points)**
- D. Give a description of the best joint service project held with a Kiwanis club. **(15 Possible Points)**
- E. Give a description of the best joint service project held with any member of the Kiwanis Family other than the Kiwanis club mentioned in part D. **(15 Possible Points)**
- F. Give a description of the best joint service project held with any organization, club or society on your school campus. **(10 Points Possible)**

Please place responses A-F behind this tab.

Section B: Leadership

Use no more than ½ page to explain how the club developed the leadership potential of its members and club officers and how the club provided leadership opportunities for non- Circle K members on campus and in the community.

Section C: Fellowship

Use no more than ½ page to describe how the club promoted fellowship among its members and other Kiwanis Family members.

Section D: Kiwanis Family Relations

Use no more than ½ page to describe how the club promoted good Kiwanis Family relations. (Be sure to include any Kiwanis Family mentorship programs and Kiwanis Family events attended).

Judging Sheet

Part 1:

Section A:	/80 Points
Section B:	/32 Points
Section C:	/ 31 Points
Section D:	/ 23 Points
Section E:	/ 25 Points
Section F:	/ 40 Points
Section G:	/ 20 Points

Part 1 Total: /250 Points

Part 2:

Section A:	
Part A:	/ 20 Points
Part B:	/ 20 Points
Part C:	/ 20 Points
Part D:	/ 15 Points
Part E:	/ 15 Points
Part F:	/ 10 Points
Section B:	/ 50 Points
Section C:	/ 50 Points
Section D:	/ 50 Points

Part 2 Total: /250 Points

TOTAL: /500 Points