2016 – 2017 Distinguished Club Secretary Award Application

NAME: 
EMAIL: 
CLUB: 
DIVISION: 

Background
This award was designed by the Circle K Caribbean District board to recognize those secretaries who have made an outstanding contribution to the aims and objectives of Circle K International beyond that normally expected for their position.

SECTION A. CLUB MEETING AND EVENT ATTENDANCE – 30 points possible

CLUB MEETINGS

1. How many regular club meetings were held beginning with the secretary’s term in office, and concluding with this report’s submission? _____ (A)
   a. How many meetings did the secretary attend? _____ (B)
   b. Divide blank (B) by blank (A) to get a percentage of meetings attended (round to the nearest whole number). _____%

2. How many club board meetings were held during the secretary’s term to date? _____ (A)
   a. How many meetings did the secretary attend? _____ (B)
   b. Divide blank (B) by blank (A) to get a percentage of meetings attended (round to the nearest whole number). _____%

CLUB SERVICE PROJECTS

3. How many service projects did the club hold from April 1, 2016 to the current date? _____ (A)
   a. How many projects did the secretary attend? _____ (B)
   b. Divide blank (B) by blank (A) to get a percentage of projects attended (round to the nearest whole number). _____%

CLUB EVENT ATTENDANCE

4. How many interclub events has the club participated in during the current year to date? _____ (A)
   a. How many interclubs did the club secretary attend? _____ (B)
   b. Divide blank (B) by blank (A) to get a percentage of interclubs attended (round to the nearest whole number). _____%

5. How many social events has the club held during the current year to date? _____ (A)
   a. How many social events did the club secretary attend? _____ (B)
   b. Divide blank (B) by blank (A) to get a percentage of socials attended (round to the nearest whole number). _____%
6. How many Kiwanis Family events has the club participated in to date? ____ (A)
a. How many Kiwanis Family Events did the club secretary attend? ____ (B)
b. Divide blank (B) by blank (A) to get a percentage of Kiwanis Family events attended (round to the nearest whole number.) ____ (%)  

SECTION B. DISTRICT AND INTERNATIONAL EVENTS – 8 points possible

DISTRICT EVENTS
1. Did the secretary attend the 2016 District Club Officer Training Conference? ______
2. Did the secretary attend the 2016 District Leadership Fall Conference? ______
3. Did the secretary submit any articles for the district publication? ______

INTERNATIONAL EVENTS
5. Did the secretary attend the Circle K International Convention? ______
6. Did the secretary submit any articles to the Circle K Magazine? ______

SECTION C. OTHER ADMINISTRATION – 20 points possible
1. How many club reports has the secretary submitted to the District Secretary ON TIME (by the fifth of every month?) ______
2. Did the secretary provide minutes from the meetings to club members? ______
3. Was attendance taken at every meeting? ______

SECTION D. ESSAY -20 points possible
In essay format describe why this individual should receive the honour of Distinguished Secretary.

SECTION E. PHYSICAL EVIDENCES -10 points possible
Include any pertinent information such as photos, clippings and any other supplemental materials to support your application.
Mark Sheet

Part 1:

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<thead>
<tr>
<th>Section</th>
<th>Points</th>
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<tbody>
<tr>
<td>Section A:</td>
<td>/30 Points</td>
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<td>Section B:</td>
<td>/8 Points</td>
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<tr>
<td>Section C:</td>
<td>/20 Points</td>
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<td>Section D:</td>
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<td>Section E:</td>
<td>/ 10 Points</td>
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TOTAL: /88 Points