

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:

Section A:	/30 Points
Section B:	/8 Points
Section C:	/20 Points
Section D:	/ 20 Points
Section E:	/ 10Points

TOTAL: /88Points