



2020-21 Awards Manual

Created by the 2020-21 Governing Documents & Awards Committee

NEW CHANGES FOR 2021

Formstack

This year, Circle K International (CKI) will be using Formstack to submit International Awards. Formstack is a data management system that allows users to collect information through online forms and applications, which makes it easy for applicants to review their application and submit their work.

COVID-19 Rework

This year, awards were updated to accommodate the unprecedented circumstances of the COVID-19 global pandemic. In award(s) there is ample space to explain why certain requirements weren't met due to COVID, as well as virtual service and a larger emphasis on membership retention.

Point Rework

This year the committee has decided to scale down the scoring to make award judging easier on our judges. All awards are now out of 100 points except for the Outstanding Club Achievement Award, which is out of 150 points.

TYPES OF AWARDS

The Circle K International Awards Program has three different types of awards which applicants may apply for: Distinguished, Club , and Individual Awards.

Distinguished Awards are offered to members serving on Circle K International District Boards or International Committees. While there is often no formal recognition of District Board members on the District level, the International Awards Program gives an opportunity to recognize these incredible leaders.

Distinguished Awards are as follows:

- Distinguished District



- Distinguished District Governor
- Distinguished District Administrator
- Distinguished District Secretary-Treasurer
- Distinguished District Secretary
- Distinguished District Treasurer
- Distinguished District Editor
- Distinguished District Chairperson
- Distinguished Lieutenant Governor
- Distinguished Kiwanis Committee Member
- Distinguished International Chairperson

Club Awards allow clubs throughout Circle K International to showcase their work and be recognized for their outstanding efforts and projects. Clubs may be able to showcase their accomplishments through service projects, recruitment efforts, fundraising initiatives, or total achievement.

Club Awards are as follows:

- Club Achievement Award
- Club Outstanding Kiwanis Family Relations Award
- Circle K International Promotional Video Award
- Outstanding Single Service Award
- Outstanding Club Recruitment Award
- Charter of the Year

Individual Awards offer individuals to be recognized for their exemplary contribution to Circle K International.

Individual Awards are as follows:

- CKI Hall of Fame Award
- New Member of the Year Award
- Returning Member of the Year Award
- Outstanding International Committee Member Award

SUBMITTING YOUR APPLICATIONS

STEP 1. Searching for awards

- Go to <https://www.circlek.org/awards>.
- Each award application will have its own link.



STEP 2. Filling out the form

- There are short answer, “yes” or “no,” “select all that apply”, and file-upload questions. Once you begin, you may save and resume the application at any time prior to the due date. Point totals are listed with each question and category.

STEP 3. File Uploads

- To upload a file for submission, please click the “Choose File” button and select the file that you would like to submit for the award.
- Please combine files when submitting evidence.
 - This can be done on a Mac computer by:
 - selecting the documents you would like to combine
 - right clicking
 - selecting “Quick Actions,”
 - selecting “Create PDF”
 - This can also be done with applications such as *Adobe Acrobat*, *Smallpdf* and more.

STEP 4. Letters of Rec

- Some awards require individuals to submit letters of recommendation on your behalf.
- Once you have received these letters, please upload letters of recommendation in the respective file upload section.
- You will need the letters of recommendation uploaded in the application before you are able to submit the award.

STEP 5. Submit

- Save your progress and submit!

FREQUENTLY ASKED QUESTIONS

- How should I receive and upload a letter of recommendation?

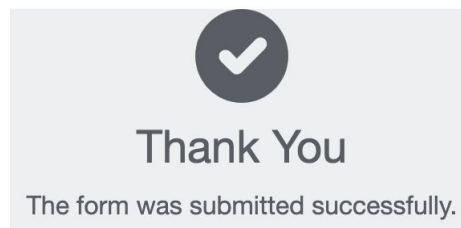


- Ask your recommenders several weeks prior to the due date if they are able to write you a letter of recommendation, and provide them with the criteria.
- Criteria for the recommendation letters may be found inside each award.
- Once you have received their letter, upload it onto the letter of recommendation section in the award application.

- How can I contact Circle K International through Formstack?
 - Questions can be directed to the Ad-Hoc Governing Documents and Awards Chair, Leah Reiser at leahreiser.cki@gmail.com.

- How do I use the “save and resume later” feature?
 - On the bottom of each application, there is a “Save and Resume Later” button.
 - Once you click the button, you will be given a unique link that will contain your answers for **up to 30 days**.
 - You also have the option for Formstack to email you the unique link.

- How do I know if my award was submitted?
 - You should be taken to a page which displays the following message:



- What is evidence and how do we submit it?
 - Evidence is required throughout various award applications. Some application sections may need evidence, including: Communication, Accomplishing Tasks, and Above and Beyond.
 - Examples of proper evidence include:
 - Emails/Instant Messages/Text Messages (including timestamps)
 - Social Media Posts/Event Pages
 - Monthly Report Forms
 - Attendance Sheets



- Event Registration Confirmations
 - Meeting Agendas/Minutes
 - Copies of Presentations/Documents Presented
 - Photos
 - Letters of Recommendations
- Evidence is submitted within the award application using a file upload. Each question has a set limit of files that may be uploaded. This limit will be specified on each question. Accepted file formats are listed below each question.
 - Some Mac users may experience issues with file upload. Please resave your file and ensure it ends with the correct file extension (i.e. “.pdf”).



APPLICATION DUE DATES

Distinguished award applications are due **Friday, April 16 at 12:00pm EST.**

Club and Individual award applications are due **Friday, May 14 at 12:00pm EST.**