

Circle K International

2024 Awards Criteria

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CHARTER OF THE YEAR

This award seeks to recognize those clubs who have gone above and beyond in the development or chartering of a new Circle K International club and have dedicated themselves to establishing the tenets of our organization on their campus.

General Guidelines:

- An evaluation will be made on the basis of the criteria set forth. Up to three (3) newly chartered clubs with the highest total points will be recognized at ICON 2024.
- Only clubs who have chartered their Circle K Club between March 31st, 2023, and April 1st, 2024 are eligible for nomination. Nominees must also have been recognized at their respective 2024 District Convention (if such recognition exists).
- In order to be eligible for this award, the nominee(s) must have complied with all aspects of the Circle K International Bylaws, Policy Code, and respective District Bylaws and Policy Codes.
- All applications will be judged holistically, and the clubs who best exemplify the tenets of Circle K International will be recognized as a Charter of the Year Club.
- All applications must be submitted online by the deadline stated at the top of this application. No late submissions will be considered.

Summary of Award

- Section 1 - Qualifying Criteria
- Section 2 - Charter Timeline Overview (20 points)
- Section 3 - Recruitment and Retention (20 points)
- Section 4 - Member / Officer Roles (10 points)
- Section 5 - Service (20 points)
- Section 6 - Kiwanis Family Relations (20 points)
- Section 7 - Letters of Recommendation (10 points)
- Section 8 - Above and Beyond (10 makeup points)

Section 1 - Eligibility

Qualifying Criteria

Name (First and Last)

Email

District

Newly Chartered Circle K International Club Name

Was the club chartered between April 1st, 2023 – March 31st, 2024?

Please provide verification of the charter of the club with Circle K International

23'- 24' Governor's Name (First)

23'- 24' Governor's Name (Last)

23'- 24' Governor's Email Address

23'- 24' District Administrator's Name (First)

23'- 24' District Administrator's Name (Last)

23'- 24' District Administrator's Email Address

Section 2 - Charter Timeline Overview (20 points)

1. Describe the timeline of your charter process. When did you begin the charter process and what have you accomplished at the time of this application? (0-20 points)

Section 3 - Recruitment and Retention (20 points)

2. What techniques did your club use to recruit new members and promote the club each term? This could include university-sponsored events, informational meetings, open houses, etc. (8 points)
 - a. Please attach evidence of your recruitment techniques used.
3. What techniques did your club use to retain members and promote the club each term? This could include member recognition programs, induction ceremonies, awards, leadership opportunities etc. (8 points)
 - a. Please attach evidence of your techniques used for retaining members.
4. How many members did your club have at the time of the official charter? (4 points)
5. What portion of these members remained active at the end of the Circle K International year on March 31st, 2024?

Section 4 - Member/Officer Roles (10 points)

6. Who were the initiating member(s) of the charter process? Who did the initial member(s) recruit to be a part of the charter process along with them? (5 points)
7. How were tasks and responsibilities relating to the charter process delegated and shared amongst participants? Were officers appointed, and used? Please describe. (5 points)

Section 5 - Service (20 points)

1. How many service projects did your club complete in the first half of the academic year? Please note if circumstances did not allow you to do service in the fall in the last question of this application. 1-3 = 3 points. 2-6 = 5 points. 7+ = 8 points.
2. How many service projects did your club complete in the second half of the academic year? Please note if circumstances did not allow you to do service in the fall in the last question of this application. 1-3 = 3 points. 2-6 = 5 points. 7+ = 8 points.
3. Did your club sponsor a service project on campus or virtually that was open to non-members or co-sponsored a service project with another campus organization? Explain. (4 points)
4. Please provide proof of service projects completed.

Section 6 - Kiwanis Family Relations (20 points)

1. Did your club partner with your sponsoring Kiwanis Club this service year? List and describe any projects, meetings, or other events with your Kiwanis Club that helped your club in the charter process. (0-20 points)

Section 7 - Letters of Recommendation (10 points)

1. You must also include two (2) letters of recommendation for the club's Charter of the Year nomination. Your sponsoring Kiwanis Club or a District Board member may write one of the two letters, but at least one letter has to be from a member of the club. These letters should be no more than 750 words each and highlight reasons why the club deserves to be highlighted as a club Charter of the Year.

Section 11 - Above and Beyond (10 points)

1. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-10 of this application. (Up to 2 points per piece of evidence, max of 10 points)
 - a. *File Upload*
 - 1a. For each piece of evidence, please write no more than 100 words about as to why you have included it in "Above and Beyond" and what significance it adds to your application.
 - i. *File Upload*
 2. If you did not meet any of the criteria covered in Sections 1-10 of this application and have valid reasons why you feel you should be exempt, please explain why in 100 words or less per criteria missed.
 - a. *Free Response*

Circle K International Promotional Video Award

The Circle K International Promotional Video Contest is designed to recognize and honor clubs with exceptional promotional videos that promote Circle K International and our #CHOOSECKI hashtag!

General Guidelines

- To be eligible for this contest, a club must be in **GOOD STANDING** with its home district as well as Circle K International.
- The decisions of the judges are final and no changes, alterations, or recalculations will take place.
- Submissions must be in a common video format (vmv, mpeg, mp4, mpg) and submitted online via the 2023-24 **Circle K International Club/Individual Awards Submission Portal**.
- Those three (3) submissions which accumulate the highest points overall will be recognized.
- All applications must be submitted online by the deadline stated at the top of this application. No late submissions will be considered.

Promotional Contest Rules

- The maximum length of the completed video is two (2) minutes.
 - All entries will become the public property of Circle K International, will not be returned to the clubs, and will be potentially used as promotional videos for the organization.
 - All entries shall be in good taste and appropriate to the standards set by the Objects of Circle K International.
 - All submissions that violate copyright images, design, aesthetics, etc., will be subjected to a 10-point deduction. Images that are created from scratch, but resemble the copyrighted design are still in violation of copyright. However, images that utilize elements of a copyrighted image in an original way will be accepted. Copyright infringement also extends to the infringement of music without permission. If permission has been granted, please include a document of proof with your submission.
-

Name of person submitting this application:

Club:

District:

Promotional Video Contest Judging Criteria

- Explain in 250 words or less how the club has utilized this video for member recruitment and/or retention and how this video promotes Circle K

International as a whole. Be sure to comment on the success and effect that this video has had. (20 points)

- Free Response
- Originality (15 points) – Awarded by judges
- Creativity (15 points) – Awarded by judges
- Promotion of Circle K International (10 points) – Awarded by judges
- Clarity of Message (10 points) – Awarded by judges
- Quality of Production – Awarded by judges
 - Projection of Idea (5 points)
 - Sound Quality (5 points)
 - Video Quality (5 points)
- Overall Impression (15 points) – Awarded by judges

CKI HALL OF FAME

The CKI Hall of Fame Award recognizes distinguished members of Circle K International who, through years of dedication, commitment, and service, have exemplified the tenets, principles, and motto of the organization, and have made significant contributions to Circle K as a whole.

General Guidelines:

- A holistic evaluation will be conducted in conjunction with the criteria set forth. Two winners with the highest total points shall be inducted into the Circle K Hall of Fame each year.
- Only members who have been dues-paid for at least three (3) CKI service terms are eligible for this award.
- In order to be eligible for this award, the nominee must have complied with all aspects of the Circle K International Bylaws, Policy Code, and respective District Bylaws, Policy Codes, and Operating Procedures.
- **All applications must be submitted online by the deadline stated at the top of this application. No late submissions will be considered.**

Circle K international at:

Name of Nominee:

Name of Applicant:

Email of Applicant:

Qualifying Criteria

- Has the nominee been a dues-paid member of Circle K International for at least 3 years?
 - Multiple Choice (Y/N)
- Did the nominee pay District Dues by December 1st, 2023?
 - Multiple Choice (Y/N)
- Please provide verification that you qualify as a member in good standing of your home club.
 - File Upload

Section 1 – Involvement (40 points)

- I. Attendance (25 points)
 - A. Did the nominee attend their district's 2023 District Convention? (5 points)
 1. Multiple Choice (Y/N)

- B. Did the nominee attend their district's 2024 District Convention? (5 points)
 - 1. Multiple Choice (Y/N)
- C. Did the nominee attend their district's Fall Conference? (If your district did not hold a fall conference, note this in the exemption section at the end of the application) (5 points)
 - 1. Multiple Choice (Y/N)
- D. Did the nominee attend ICON 2023 in Minneapolis, Minnesota? (5 points)
 - 1. Multiple Choice (Y/N)
- E. Did the nominee attend a majority of their home club's general meetings? (5 points)
 - 1. Multiple Choice (Y/N)
- II. Leadership Positions (15 points)
 - A. Please list any past position(s) that the nominee has held during their time in Circle K. Please also include the term in which the position was held (e.g. "Club President (2021-2022)"). (0.5) points per position, max 5 points)
 - 1. Free Response Field
 - B. Describe how the member fulfilled the duties and responsibilities of each of the above positions. CKI judges will award 0-5 points.
 - 1. Free Response
 - C. Describe other opportunities in which the nominee demonstrated their leadership experience. This may include, but are not limited to: serving on a District or International Committee, hosting a workshop or webinar, or chairing a service project. CKI Judges will evaluate the response to this section and award 0-5 points.
 - 1. Free Response Field

Section 2 - Letters of Recommendation (60 points)

- I. In the space below, answer the following question:
 - A. How has the nominee substantially contributed to Circle K International, and how has the nominee become a role model in their community? CKI Judges will evaluate the response to this section and award 0-20 points.
 - 1. Free Response Field
- II. In the space below, indicate any criteria that was not met by the nominee and why. Judges may award up to 5 bonus points.
- III. Two (2) Letters of Recommendation **must** be submitted with this award. One (1) must come from a member of Kiwanis, and one (1) must come from the nominee's home Club Board of Officers or the nominee's current or former District Board of Officers. Up to 20 points each

A. File Upload/Email Submission

Outstanding Club Achievement Award

The Club Achievement Award is designed to recognize and honor those Circle K clubs that have excelled in all aspects of operation, including member recruitment and retention, fundraising, service to the community, Kiwanis Family relations, and leadership development.

GENERAL GUIDELINES

- To be eligible for this contest, a club must be in GOOD STANDING with its home district as well as with Circle K International.
- Judges' decisions are final and no changes, alterations, or recalculations will take place.
- Submissions must be uploaded online by the deadline. No late submissions will be accepted for judging.
- The 1st, 2nd, and 3rd highest scoring clubs per division shall be recognized.
- A total of 100 points can be earned. Clubs can make up points from missed criteria in Sections 1-18 in the Above and Beyond Section. The top three (3) clubs with the highest scores in each division will be recognized.

CLUB DIVISION DETERMINATION

- How many members did your club have on April 1st, **2023**:
 - (Free Response Area)
- How many members did your club have on March 31st, **2024**:
 - (Free Response Area)
- Based on these numbers, your club is in the: _____ Division

(Division determination is based on the average of members on April 1st, 2023 and March 31st, 2024. Bronze 1-30, Silver 31-55, Gold 56-80, Platinum 81+)

Summary of Award

- Section 1 – Club Meetings (5 points)**
- Section 2 – Articles (5 points)**
- Section 3 – District Dues & International Fees (5 points)**
- Section 4 – District and Division Development (5 points)**
- Section 5 – Club Communication (5 points)**
- Section 6 – Education and Development Programs (2 points)**
- Section 7 – Convention Attendance (5 points)**
- Section 8 – Membership Activities (5 points)**
- Section 9 – Membership Retention and Growth (5 points)**
- Section 10 – Leadership Development (5 points)**
- Section 11 – District and International Involvement (2 points)**

- Section 12 – Sponsoring Kiwanis Involvement (5 points)**
 - Section 13 – Extended Kiwanis Family (5 points)**
 - Section 14 – Service Projects (5 points)**
 - Section 15 – Service Hours (5 points)**
 - Section 16 – Fundraising (5 points)**
 - Section 17 – Only the Best (20 points)**
 - Section 18 – Leadership, Fellowship, and Kiwanis Narratives (6 points)**
 - Section 19 – Above and Beyond (10 points)**
-

Name of person completing this application:

Club:

District:

Section 1 - Club Meetings (5 points)

1. Number of meetings attended by a Kiwanis advisor and/or Faculty Advisor (**50%-80% of meetings = 0.5 points, 81-100% of meetings = 1 point**)
 - i. Free Response
2. Number of special Meetings (Banquets, Ceremonies, Installations, etc.) (**0.5 points per meeting, 1 point max**)
 - i. Free Response
3. Number Club Board Meetings held (**1-6 meetings = 0.5 points, 6-12 meetings = 1 point**)
 - i. Free Response
4. Average club meeting attendance as a percentage of dues-paid members (40-79% attendance = 0.5 points, **80% attendance = 1 point**)
 - i. Free Response
5. Number Monthly Reports Forms (MRFs) submitted ON TIME to the district (7-9 reports = 0.5 points, 10+ reports = 1 point)
 - i. Free Response
6. Please include at least two (2) pieces of evidence of club meetings.
 - i. File Upload

Section 2 – Articles (5 points)

1. Were any articles submitted to the District Editor? (**3 Points**)
 - a. (Yes/No)
 - b. 1a. Please include at least one piece of evidence of submission. Include a timestamp.
 - i. File Upload
2. Were any articles included in district publications? (**2 Points**)
 - ii. (Yes/No)

- ii. 2a. Please include at least one piece of evidence of publication.
 - 1. File upload

Section 3 - District Dues & International Fees (5 points)

- 1. By which date were dues postmarked or paid?
 - i. Drop Down List
 - 1. November 1st, 2023 (5 points)
 - 2. December 1st, 2023 (3 points)
 - 3. Later than December 1st, 2023 (0 points)
- 2. Please include at least one piece of evidence of submission of dues fees. Include a timestamp.
 - 1. File Upload

Section 4 - District & Division Development (5 points)

- 3. Did your club participate in Division or District-Wide Officer Training, if offered? **(0.5 points)**
 - i. **(Yes/No/Not Offered)**
- 4. Did your club participate in a Division or District-Wide Service Project, if offered? **(0.5 points)**
 - i. **(Yes/No/Not Offered)**
- 5. Number of District Events your club attended (1 event = 0.5 points, 2+ events = 1 point)
 - i. Free Response
- 6. Number of Division Events your club attended (if not offered, please put "N/A") (1 event = 0.5 points, 2+ events = 1 point)
 - i. Free Response
- 7. Number of Division or District-Wide Service projects attended (if not offered, please put "N/A") (1-3 projects = 0.5 points, 4+ projects = 1 point)
 - i. Free Response
- 8. Number of Days your club participated in CKI Week (shared social media posts, hosted a project, etc.) (1-4 days = 0.5 points, 5+ days = 1 point)
 - i. Free Response
- 9. Please include at least one piece of evidence of your participation in all of the above events and projects. Include a timestamp.
 - 1. File Upload

Section 5 - Club Communication (5 points)

- 1. Did the club release at least four (4) issues of a newsletter online or through email to its members? **(1 point per newsletter, 4 points max)**

1. **Y/N**
 - 1a. Please upload up to four (4) examples of your club newsletter.
File Upload
2. Did the club use an e-mail for general inquiries or prospective members?
(0.5 points)
 1. **Y/N**
 2. If yes, please include the club email.
 - i. Free Response
3. Does the club have a club website that was updated year-round? **(0.5 Point)**
 1. **Y/N**
 - 3a. What is the URL?
Free Response

Section 6 - Education and Development Programs (2 points)

1. Did the club host a New Member Ceremony or Program? **(1 point)**
 1. **(Yes/No)**
 - 1a. Please include at least one piece of evidence. Include a timestamp.
 - i. File Upload
2. Did the club provide a formal program for New Member Orientation/Education? **(1 point)**
 1. **(Yes/No)**
 - 2a. Please include at least one piece of evidence. Include a timestamp.
 - i. File Upload

Section 7 - Convention Attendance (5 points)

1. Did the club have two (2) Voting Delegates at its district's **2024** District Convention? **(1 point)**
 1. **Y/N**
2. Did the Faculty/Staff advisor or sponsoring club members or Kiwanis advisor attend the **2024** District Convention? **(1 point)**
 1. **(Yes/No)**
3. Select the percentage of club members that attended your district's **2024** District Convention:
 1. **25-49% of membership (0.5 points)**
 2. **50% of membership or more (1 point)**
4. Did the club have two (2) Voting Delegates at the **2023** Circle K International Convention (**ICON 2023**)? **(1 point)**
 1. **Y/N**

5. Did the club have at least two Non-Voting Delegate club members at the **2023** Circle K International Convention (**ICON 2023**)? **(1 point)**

1. **Free Response**

Section 8 - Membership Activities (5 points)

1. Number Fellowship activities/events held for all club members (0.25 points per event, 3 points max)

1. **Free Response**

2. Number Interclubs attended and/or hosted with other Circle K **International** clubs **(0.2 points per interclub, 2 points max)**

1. **Free Response**

3. Please include at least one piece of evidence of your participation in each of the above events. Include a timestamp.

i.File Upload

Section 9 - Membership Retention & Growth (5 points)

1. Number of dues-paid members as of March 31, **2023**.

1. Free Response

2. Number of dues-paid members as of March 31, **2024**. NOTE: 1-5% increase = 1 point, 6-9% increase = 2 points, 10% or more increase = 3 points

1. Free Response

3. Number of Recruitment events each semester (e.g. Club Fairs, Recruitment Week, etc.) NOTE: 1 event = 0.5 points, 2 events = 1 point, 3+ events = 2 points)

1. Free Response

4. Please include at least one piece of evidence of your participation in each of the above events. Include a timestamp.

i.File Upload

Section 10 - Leadership Development (5 points)

1. Did the club participate in or conduct formal club officer training? **(2 points)**

1. **(Yes/No)**

2. Did the Faculty and/or Kiwanis Advisor participate in the club officer training? **(1 point)**

1. **(Yes/No)**

3. Did the club conduct an officer and member leadership retreat or service year planning session? **(1 point)**

1. **(Yes/No)**

4. Did the club attend the District Fall Conference with 4 or more members? (If your district did not hold a fall conference, note this in the exemption section at the end of the application) **(1 point)**

1. **(Yes/No)**
5. Please include at least one piece of evidence of your participation in each of the above events.
 - i. File Upload

Section 11 - District & International Involvement (2 points)

1. Did the club have a **CANDIDATE** for District or International Office? **(0.5 points)**
 1. **(Yes/No)**
2. Did the club have a District Officer or District Chairperson? **(0.5 points)**
 1. **(Yes/No)**
3. Did the club have an International Officer? **(0.5 points)**
 1. **(Yes/No)**
4. Did the club have a member who served on a District or International Committee or Task Force? **(0.5 points)**
 1. **(Yes/No)**
5. Please include at least one piece of evidence for this subsection. For example, a committee application or certificate of election would suffice.
 1. File Upload

Section 12 - Sponsoring Kiwanis Involvement (5 points)

1. Number of CKI Meetings where Kiwanis Club members, besides the Kiwanis advisor, attended (1-4 times is 1 point, 5+ times is 2 points)
 1. **Free Response**
2. Number of times 2 or more CKI Members attended a Kiwanis Club meeting (1-3 times is 0.5 points, 4+ times is 1 point)
 1. **Free Response**
3. Number of joint service projects between the Circle K club and the sponsoring Kiwanis Club: (1-3 times is 0.5 points, 4+ times is 1 point)
 1. **Free Response**
4. Did the club host a joint service project with the sponsoring Kiwanis Club **AND** a different Kiwanis Family organization? **(0.5 points)**
 1. **(Yes/No)**
5. Did the club host a social or fundraiser with its sponsoring Kiwanis Club? **(0.5 points)**
 1. **(Yes/No)**

Section 13 - Extended Kiwanis Family (5 points)

1. Did the club have a service project with a Kiwanis Club other than its sponsor? **(1 point)**
 1. Describe the best project with a Kiwanis Club.

- Free Response
 - 2. Please upload evidence of this event.
File Upload
- 2. Did the club have a service project with an Aktion Club? **(1 point)**
 - 1. Describe the best project with an Aktion Club.
Free Response
 - 2. Please upload evidence of this event.
File Upload
- 3. Did the club have a service project with a Key Club? **(1 point)**
 - 1. Describe the best project with a Key Club.
Free Response
 - 2. Please upload evidence of this event.
File Upload
- 4. Did the club have a service project with a Builder's Club? **(1 point)**
 - 1. Describe the best project with a Builder's Club.
Free Response
 - 2. Please upload evidence of this event.
File Upload
- 5. Did the club have a service project with a K-Kids Club? **(1 point)**
 - 1. Describe the best project with a K-Kids Club.
Free Response
 - 2. Please upload evidence of this event.
File Upload

Section 14 - Service Projects (5 Points)

- 1. List the service projects (maximum of 20 projects) involving the greatest number of members and service hours that the CKI Club has completed during the year. The projects should be organized by month. For a recurring project, treat the project as a single event for each month. **(1 point per 5 service projects, 4 points max)**
 - 1. Free Response
- 2. The Tomorrow Fund helps fund service projects across Circle K International. Did your club APPLY for the Tomorrow Fund? **(1 point)**
 - 1. **(Yes/No)**

Section 15 - Service Hours (5 Points)

- 1. We will now calculate the service hours per member for your club. Please fill in all values below in order to make the appropriate calculations.
 - 1. Total service hours for the **2023-2024** term:
 - i. Free Response
 - 2. Total number of dues-paid members in the club as of March 31st, 2024:

i. Free response

- 5 points max = average of 20hr per member
- 4 points = avg 16hr per member
- 3 points = avg 12hr per member
- 2 points = avg 8hr per member
- 1 point = avg 4hr per member

ii. Free Response

3. Please include one piece of evidence regarding service hours reporting.

i. File Upload

Section 16 - Fundraising (5 Points)

We will now calculate the average amount raised per member for your club. Please fill in all values below in order to make the appropriate calculations.

1. Total money raised for charitable purposes for the **2023-2024** term:

i. Free Response

2. Total number of dues-paid members in the club as of March 31st, 2023:

i. Free response

ii. 5 points max = greater than \$50 raised per member,

iii. 4 points = \$40-\$49.99 raised per member,

iv. 3 points = \$30-\$39.99 raised per member,

v. 2 points = \$20-\$29.99 raised per member,

vi. 1 point = \$10-\$19.99 raised per member,

vii. 0.5 points = \$0-\$9.99 raised per member

Please include one piece of evidence regarding fundraising (e.g. a flyer or photo from a fundraiser).

Section 17 - Only the Best (20 Points)

In each of the subsections below, please describe the project and be sure to include photos, news articles, flyers, or any other concrete evidence of these events. Also include the number of members participating and the total number of service hours performed. No project may be listed under more than one category. **Complete each prompt in 250 words or fewer.**

1. Did you execute a project involving one or more of the Preferred International Service Initiatives? (5 points)

viii. Yes/No

- 1a. Describe the best project involving one or more of the Preferred International Service Initiatives and which initiative(s) it addresses.
Free Response
- 1b. Please upload evidence of this event.
File Upload
2. Did you execute a project providing service to the campus? (5 points)
ix. Yes/No
- 2a. Describe the best project providing service to the campus.
Free Response
- 2b. Please upload concrete evidence of this event.
File Upload
3. Did you execute a project benefitting the larger community? (5 points)
x. Yes/No
- 3a. Describe the best project benefitting the larger community.
Free Response
- 3b. Please upload concrete evidence of this event.
File Upload
4. Did you execute a joint service project held with any organization, club, or society on your school campus? (5 points)
xi. Yes/No
- 4a. Describe the best project involving another organization, club, or society.
Free Response
5. Please upload evidence of the aforementioned events. NOTE: Four (4) pieces of evidence
File Upload

Section 18 - Leadership, Fellowship, and Kiwanis (6 Points) - Complete each prompt in 250 words or fewer.

1. Leadership - Explain how the club developed the leadership potential of its members and club officers and how the club provided leadership opportunities for non-CKI members on campus and in the community. (2 Points)
i. Free Response
2. Fellowship - Describe how the club promoted fellowship among its members and other Kiwanis Family Members. (2 Points)
i. Free Response
3. Kiwanis Family Relations - Describe how the club promoted good Kiwanis Family Relations. Be sure to include any Kiwanis Family mentorship programs and Kiwanis Family events attended. (2 Points)

i.Free Response

Section 19 - Above and Beyond

4. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-18 of this application. (Up to 2 points per evidence, max of 10 points)

1. File Upload

4a. For each piece of evidence, please write no more than 100 words as to why you have included it in "Above and Beyond" and what significance it adds to your application.

2. *Free Response*

5. If you did not meet any of the criteria covered in Sections 1-18 of this application and have valid reasons why you feel you should be exempt, please explain why in 100 words or less per criteria missed.

ii.*Free Response*

Distinguished Administrator

The A. Doug Wasson Distinguished District Administrator Award was designed to recognize District Administrators who go above and beyond serving the Circle K International District Board of Officers by encouraging change, fostering growth, and being a source of support throughout the term.

GENERAL GUIDELINES

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between Administrators, but recognition of an individual's performance.
- In order to be eligible for this award, the nominee must have complied with all aspects of the Circle K International Bylaws, Policy Code, and respective District Bylaws, Policy Codes, and Operating Procedures.
- All nominees must be in "Good Standing" status by completing the following:
 - Background check up to date
 - (6) Praesidium abuse prevention courses completed
- Out of 100 possible points, the nominee must accumulate a total of at least 90 points (90%). Applicants can make up no more than 10 "extra credit" points from missed criteria from Sections 1-6 in the Above & Beyond Section.
- Supplements submitted cannot exceed one hundred (100) pages in total.
- Acceptable forms of communication include emails, instant messages (including Facebook, Slack, etc.), newsletters, phone conversations, or written correspondence.
- If you would like special consideration for any of the criteria due to circumstances beyond your control, please include a letter of explanation in the appropriate response field in the Above & Beyond Section.
- All applications must be submitted online by the deadline stated at the top of this application. No late submissions will be considered.

Summary of Award:

- Section 1 – Attendance (10 points)**
- Section 2 – Completion of duties (10 points)**
- Section 3 – Board Support (15 points)**
- Section 4 – Communication (20 points)**
- Section 5 – Leadership Development and Education (25 points)**
- Section 6 – Representation (10 points)**
- Section 7 – Above and Beyond (10 points)**

Name:

District:

Section 1 - Attendance (10 Points)

1. Indicate the Administrator's attendance at the following events during the term. Select all that apply.
 - a. **2023** CKI District Convention? (1 points)
 - b. **2024** CKI District Convention? (1 points)
 - c. **ICON 2023 in Minneapolis, Minnesota?** (1 points)
 - d. **At** least 80% of the District Board meetings? (2 points)
 - e. **At** least one Kiwanis District Board meeting? (1 points)
 - f. Governor and Administrator Training Conference? (2 points)
 - g. Kiwanis Convention 2023 (1 points)
 - h. Kiwanis Mid-Year (1 Points)

Section 2 - Completion of Duties (10 Points)

1. Please provide written documentation of the duties of the Administrator as explained by the CKI District Bylaws or as expected by the CKI District Board of Officers.
 1. File Upload
2. In 300 words or fewer, explain how the Administrator completed their duties (10 Points).
 1. Free Response

Section 3 - Board Support (15 Points)

1. Explain how the Administrator provided guidance, counsel, and advice to the CKI District Board of Officers throughout the term (15 Points). Note: You may wish to elaborate on one or more of the following areas: Team-Building, Leadership Development, and Membership Recruitment.
 1. Free Response

Section 4 - Communication (20 Points)

1. Did the Administrator correspond with club/facility and Kiwanis advisors (2 points per communication, max 10 points)
 1. File Upload
2. Did the Administrator correspond about various tasks with the entire CKI District Board? (2.5 points if evidence is provided)
 1. Multiple Choice (Y/N)

2a. Please provide up to two (2) examples of correspondence with the entire CKI District Board. Include a timestamp for each piece of evidence.

i. File Upload

3. Did the Administrator correspond about various tasks with the CKI District Governor, specifically? (2.5 points if evidence is provided)

1. Multiple Choice (Y/N)

3a. Please provide up to two (2) examples of correspondence with the CKI District Governor. Include a timestamp for each piece of evidence.

1. File Upload

1. Did the Administrator correspond about various tasks or the promotion of CKI with the Assistant Administrators, Kiwanis Board, or Committee? (2.5 points if evidence is provided)

1. Multiple Choice (Y/N)

4a. Please provide up to two (2) examples of correspondence with the Kiwanis Board or Committee. Include a timestamp for each piece of evidence.

i. File Upload

5. Did the Administrator correspond about various tasks with CKI Club Advisors? (2.5 points if evidence is provided)

1. Multiple Choice (Y/N)

5a. Please provide up to two (2) examples of correspondence with CKI Club Advisors. Include a timestamp for each piece of evidence.

ii. File Upload

Section 5 - Leadership Development and Education (25 Points)

1. Attend (2) monthly DA calls (5 points per call)

1. File Upload

2. Host (1) club/facility/Kiwanis advisor training (5 points)

a. File Upload

3. Describe how the District Administrator assisted in the leadership development and education of the CKI District Board of Officers (10 points). *Note: You may wish to elaborate on one or more of the following areas: Attendance and participation at Kiwanis events, communication with Kiwanis District Leadership, Submission of CKI Information to the Kiwanis District Bulletin Editor, and Utilization of Kiwanis Committee on CKI.*

1. Free Response

Section 6 - Representation (10 Points)

1. List the total number of communications the District Administrator made to the Kiwanis District Board actively representing Circle K **International**. (10 Points max/ 2 points per 3 communications).
 1. Free Response
2. Please provide up to five (5) specific examples of the District Administrator's promotion of Circle K **International** to the Kiwanis District. Please reference the Cover Page for acceptable forms of communication.
 1. File Upload

Section 7 - Above and Beyond (10 Points)

1. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-6 of this application. (Up to 2 points per evidence, max of 10 points)
 - 1a) For each piece of evidence, please write no more than 100 words about as to why you have included it in "Above and Beyond" and what significance it adds to your application.
 1. *File Upload*
1. If the committee member did not meet any of the criteria covered in Sections 1-6 of this application and have valid reasons why you feel they should be exempt, please explain why in 100 words or less per criteria missed.
 1. *Free Response (max 1000 words)*

Distinguished District

The Hodges and Rodehorst Distinguished District Award was designed to recognize Districts that, during an administrative year, have excelled through a high degree of achievement through membership growth, increase in event attendance, and projects carried out by the District Board of Officers.

General Guidelines

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between District Officers but rather recognition of an individual's performance.
- Out of 100 possible points, the nominee must accumulate a total of at least 90 points (90%). Applicants can make up no more than 10 "extra credit" points from missed criteria from Sections 1-10 in the Above & Beyond Section.
- Application and supplements submitted cannot exceed one hundred (100) pages total.
- Acceptable forms of communication include emails, instant messages (including Facebook, Slack, etc.), newsletters, phone conversations or written correspondence.
- If you would like special consideration for any of the criteria, please include a letter of explanation signed by your District Administrator and place it at the end of your submission.
- All applications must be submitted online by the deadline stated at the top of this application. No late submissions will be considered.

Summary of Award:

- Section 1 – Club Communication (15 points)**
- Section 2 – District Website (3 points)**
- Section 3 – Kiwanis International Communication (5 points)**
- Section 4 – District Committees (15 points)**
- Section 5 – District Events (20 points)**
- Section 6 – Participation in Events (10 points)**
- Section 7 – Fees Collection (7 points)**
- Section 8 – Active Clubs (5 points)**
- Section 9 – Membership (10 points)**
- Section 10 - Setting and Achieving Goals (10 points)**
- Section 11 - Above and Beyond (10 points)**

Name of person completing this application:

District:

Section 1 - Club Communications (15 points)

1. List the total number of communications made to the district's clubs during the term. Note: Communications are independent conversations, not individual messages. (0.25 points per communication, max 5 points overall)

Free Response Field

1. Please provide evidence.

File Upload

2. Did the district correspond to your clubs regarding International **Service Initiatives**? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

2a. Please combine files and provide two (2) examples of club correspondence regarding International **Service Initiatives**. Include a timestamp for each piece of evidence.

File Upload

3. Did the district correspond with your clubs regarding The Tomorrow Fund? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

3a. Please combine files and provide two (2) examples of club correspondence regarding The Tomorrow Fund. Include a timestamp for each piece of evidence.

File Upload

4. Did the district correspond with your clubs regarding the Kiwanis Family? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

4a. Please combine files and provide two (2) examples of club correspondence regarding the Kiwanis Family. Include a timestamp for each piece of evidence.

File Upload

5. Did the district communicate to your clubs regarding Club Building (ie. Chartering, reactivation, and or retention)? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

5a. Please combine files and provide two (2) examples of club correspondence regarding Club Building. Include a timestamp for each piece of evidence.

File Upload

6. Did the district correspond to your clubs regarding District Convention? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

6a. Please combine files and provide two (2) examples of club correspondence regarding District Convention. Include a timestamp for each piece of evidence.

File Upload

7. Did the district communicate with the district's clubs regarding Other District Events? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

7a. Please combine files and provide two (2) examples of club correspondence regarding Other District Events. Include a timestamp for each piece of evidence.

File Upload

8. Did the district communicate to your clubs regarding International Convention (CKIx)? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

8a. Please combine files and provide two (2) examples of club correspondence regarding Circle K International Convention. Include a timestamp for each piece of evidence.

File Upload

9. Did the district communicate with the district's clubs regarding Dues Collection Education? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

9a. Please combine files and provide two (2) examples of club correspondence regarding Dues Collection Education. Include a timestamp for each piece of evidence.

File Upload

10. Did the district communicate to your clubs regarding reporting Service Hours in the Membership Update Center? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

10a. Please combine files and provide two (2) examples of club correspondence regarding reporting Service Hours in the Membership Update Center. Include a timestamp for each piece of evidence.

File Upload

11. Did the district communicate with your CKI District Administrator in regards to the District? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

11a. Please combine files and provide two (2) examples of correspondence with your CKI District Administrator regarding your District. Include a timestamp for each piece of evidence.

File Upload

Section 2 - District Website (3 points)

1. Does your district have a monthly/quarterly updated District Website? (If no, not eligible for rest of points)

Multiple Choice (Y/N)

2. If your district does have a website, what is the URL?

Free Response Field

3. Does the website provide adequate and timely information regarding the District Board? (0.5 points)

Multiple Choice (Y/N)

4. Does the website provide adequate and timely information regarding District Resources? (0.5 points)

Multiple Choice (Y/N)

5. Does the website provide adequate and timely information regarding District Convention? (0.5 points)

Multiple Choice (Y/N)

6. Does the website provide adequate and timely information regarding Other District Events? (0.5 points)

Multiple Choice (Y/N)

7. Does the website provide adequate and timely information regarding International Convention (CKIx)? (0.5 points)

Multiple Choice (Y/N)

8. Does the website provide adequate and timely information regarding Dues Collection Information? (0.5 points)

Multiple Choice (Y/N)

Section 3 - Kiwanis International Communication (5 points)

1. List the total number of articles submitted to the Kiwanis District for publication in the Kiwanis District Bulletin or on the website. (0.5 points per article, 5 points max)

Free Response Field

2. Please combine and upload all examples of articles. All pieces of evidence MUST include timestamps to ensure validity. A lack of timestamps will result in 0 points.

File Upload

Section 4 - District Committees (15 points)

1. How many committees did the District have during the year?

Free Response Field

2. List at most five District Committees that the District had during the year.

Free Response Field

3. Briefly describe how committees functioned throughout the year. Include how members were chosen, how tasks were assigned, how directives were carried out, and how progression was measured. (15 points max)

Free Response

Section 5 - District Events (20 points)

1. Did your District host a fall event? (If your district did not hold a fall conference, note this in the exemption section at the end of the application) (5 points)

Multiple Choice (Y/N)

2. At your district events, did your events utilize fun aspects such as a theme? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

2a. Please compile and provide two (2) examples of the utilization of a theme during District Events.

File Upload

3. At your District events, did your events utilize fun aspects such as fellowship activities? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

3a. Please compile and provide two (2) examples of fellowship activities during District Events.

File Upload

4. At your district events, did your events utilize business aspects such as workshops and forums? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

4a. Please compile and provide two (2) examples of workshops or forums during District Events.

File Upload

5. At your district events, did you provide service opportunities for attendees? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

5a. Please compile and provide two (2) examples of service opportunities during District Events.

File Upload

6. At your district events, did you allow other members of the Kiwanis family to get involved? (1 point if proper evidence is submitted)

Multiple Choice (Y/N)

6a. Please compile and provide two (2) examples of other members of the Kiwanis Family to get involved.

File Upload

7. In 500 words or less, describe the events, including the planning process, in detail. This is a 5 point “general judges impression” section.

Free Response

8. How much notice was given to clubs regarding District Convention registration and information? (5 points: Below 30 days = 1 point, 30-60 days = 3 points, 60-90 days = 4 points, 90+ days = 5 points) Note: regards the number of days before the start of the convention

Multiple Choice (0-30 days, 30-60 days, 60-90 days, 90+ days)

8a. Please provide an example of the first notice of Convention information and registration to the club leadership and members. Include a timestamp.

File Upload

Section 6 - Participation at Events (10 points)

1. How many **active clubs** did your district have during the 2023-2024 year?

Free Response Field

2. How many **active clubs** attended the 2023 Circle K District Convention?

Free Response Field

3. How many **active clubs** attended the 2024 Circle K District Convention? (5 points, Increase between 2023 to 2024: 1-10% = 1 point, 10-20% = 2 points, 20-30% = 3 points, 30-40% = 4 points, 40-100% = 5 points, 1 point if you exceeded your count from 2023)

Free Response Field

4. How many **active clubs** had representation at the 2023 Circle K International Convention?* (3 points, 1-10% = 1 point, 10-20% = 2 points, 20-100% = 3 points)

Free Response Field

5. Did two or more members of District Leadership attend the 2023 Kiwanis DCON? (1 point)

Multiple Choice (Y/N)

6. Did two or more members of District Leadership attend the 2024 Key Club DCON? (1 point)

Multiple Choice (Y/N)

Note: Two or more members per club = one club in attendance.

Section 7 - Fees Collection (7 points)

1. Did at least half (½) of the District’s chartered clubs have their International club fees and District dues postmarked by **December 1st, 2023?** (3 points)

Multiple Choice (Y/N)

2. Did at least three-fourths ($\frac{3}{4}$) of the District's chartered clubs have their International club fees and District dues postmarked by **December 1st, 2023?** (2 points)

Multiple Choice (Y/N)

3. Did the District provide at least three (3) forms of publicity or promotion of fee collection outside of e-mailed invoices and membership rosters? (2 points)

Multiple Choice (Y/N)

3a. Please compile and provide at least three (3) examples of publicity or promotion of fee collection outside of e-mailed invoices and membership rosters.

File Upload

Section 8 - Active Clubs (5 Points)

1. Number of active (do not include inactive or suspended) clubs at the end of the 2022-2023 service year.

a. Free Response Field

2. Number of active clubs as of March 31, 2024. (1 point for each additional charter/reactivation, max 5 points)

a. Free Response Field

Section 9 - Membership (10 points)

1. District membership total at the end of the 2022-2023 service year.

a. Free Response Field

2. District membership total as of March 31, 2024. (20% or more = 10 points, 15-20% = 8 points, 10-15% = 6 points, 5-10% = 4 points, 1-5% = 2 points, 0% (stable) = 1 point, negative = 0 points)(Ex. In the 2021-22 service year, the total membership was 235 members. As of March 2023, membership was 250, causing an 11% increase in membership. 2023 membership - 2022 membership divided by 2022 membership equals percentage. $(250 - 235) / 235 \times 100 = \%)$

a. Free Response Field

Section 10 - Setting and Achieving Goals (10 points)

1. Was a copy of the District's goals submitted to CKI by June 16th, 2023? (2 points)

Multiple Choice (Y/N)

2. Please submit a copy of the goal sheet you submitted to CKI.

File Upload

3. Were the goals explained, in 300 words or less? (2 points)

Multiple Choice (Y/N)

4. If you did not submit your goal sheet to CKI, please explain why not, what your goals were, and how you achieved them. (Can make up 1.5 points lost in question 1 if judges deem response appropriate)

5. Was Goal #1 met? (2 points)

Multiple Choice (Y/N)

6. Was Goal #2 met? (2 points)

Multiple Choice (Y/N)

7. Was Goal #3 met? (2 points)

Multiple Choice (Y/N)

8. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal in 150 words or less per goal. (Can make up 1.5 points per goal if judges deem response sufficient)

Free Response Field

Section 11 - Above and Beyond (10 points)

1. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-10 of this application. (Up to 2 points per piece of evidence, max of 10 points)

a. *File Upload*

1a) For each piece of evidence, please write no more than 100 words about as to why you have included it in "Above and Beyond" and what significance it adds to your application.

i. Free Response

2. If you did not meet any of the criteria covered in Sections 1-10 of this application and have valid reasons why you feel you should be exempt, please explain why in 100 words or less per criteria missed.

a. *Free Response*

Distinguished District Chairperson

The Distinguished District Chairperson Award was designed to recognize District Chairpersons who selflessly dedicate their time alone to benefitting the members of their district in a specific area.

GENERAL GUIDELINES:

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between District Officers but rather a recognition of an individual's performance.
- Only persons elected or officially appointed to the position of District Chairperson and who have served a minimum of six (6) months in office may submit applications for consideration.
- In order to be eligible for this award, the nominee must have complied with all aspects of the Circle K International Bylaws, Policy Code, and respective District Bylaws, Policy Codes, and Operating Procedures.
- Out of 100 possible points, the nominee must accumulate a total of at least 90 points (90%). Applicants can make up no more than 10 "extra credit" points from missed criteria from Sections 1-8 in the Above & Beyond Section.
- Supplements submitted cannot exceed one hundred (100) pages total.
- Acceptable forms of communication include emails, instant messages (including Facebook, Slack, etc.), newsletters, phone conversations, or written correspondence.
- If you would like special consideration for any of the criteria due to circumstances beyond your control, please include a letter of explanation in the appropriate response field in the Above & Beyond Section.
- All applications must be submitted online by the established deadline. No late submissions will be considered.

Summary of Award:

- Section 1 - Eligibility
- Section 2 - Chairperson Duties (25 points)
- Section 3 - Reporting (10 points)
- Section 4 - Attendance (5 points)
- Section 5 - Service (20 points)
- Section 6 - Home Club Involvement (10 points)
- Section 7 - Setting and Achieving Goals (10 points)
- Section 8 - Letters of Recommendation (20 points)
- Section 9 - Above and Beyond (10 points)

Name:

District:

Section 1 - Eligibility

1. Did you serve a minimum of six (6) months in office?
 - a. *Multiple Choice (Y/N)*
2. Did you pay District Dues by November 30th, **2023**?
 - a. *Multiple Choice (Y/N)*
3. Please provide verification that you qualify as a member in good standing of your home club. (Ex: Roster on MUC Screenshot, Signed Letter from Club President)
 - a. *File Upload*

Section 2 - Chairperson Duties (25 points)

1. In the space below, describe your responsibilities and how you were able to accomplish each of them without the help of a committee. (25 points)
 1. Free Response

Section 3 - Reporting (10 Points)

1. Enter the appropriate values in the table below to calculate the percentage of reports filed while in office. (10 Points Max). (50-74% - 8 points, 75-99% - 9 points, 100% - 10 points)
 1. Number of District Board Meetings were you invited to
 1. Free Response
 2. Number of official District Board meetings attended:
 1. Free Response
 3. Number of Committee Chair reports presented at all official District Board **Meetings** while in office:
 1. Free Response
2. Upload reports submitted for official District Board Meetings
 1. File Upload

Section 4 - Required Attendance (5 Points)

1. Indicate your attendance at the following events during your term. Select all that apply. (1 pt each)
 1. **2023** District Convention?
 2. **2024** District Convention?

3. **2023** District's Fall Conference? (If your district did not hold a fall conference, note this in the exemption section at the end of the application)
 4. **ICON 2023 in Minneapolis, Minnesota?**
 5. District Board Training Conference? (If your district did not hold a District Board Training Conference, note this in the exemption section at the end of the application)
2. If you were unable to attend and explain how you overcame setbacks from not attending these events. (Missed points awarded if judges deem responses provide sufficient reasoning)
 1. *Free Response Field*

Section 5 – Service (20 points)

1. How many hours of community service did you perform during your term as a District Chairperson through CKI activities between April 1, **2023**, and March 31, **2024**? (0.5 pts/hour) (20 pts max)
 1. Free response

Section 6 – Home Club Involvement (10 Points Total)

1. The number of total home club meetings hosted by the club. (Note: Subtract meetings missed due to class, exams, sickness, District Board meetings, work, or other club visitations)
 - a. *Free Response Field*
2. The number of home club meetings attended. (Note: do not disqualify meetings missed due to class, exams, work, sickness, District Board meetings, or other club visitations.) (Add all meetings missed due to these to the meeting attended total) (Points awarded as a percentage of total meetings attended. Ex: 50% of meetings attended results is 5 points)
 - a. *Free Response Field*

Section 7 - Setting and Achieving Goals (10 Points)

1. Did you submit a copy of your goal sheet to CKI for the current year within 45 days of taking office? (5 points)
 1. *Multiple Choice (Y/N)*
 - 1a. Please submit a copy of the goal sheet you submitted to CKI.
 1. *File Upload*
 - 1b. If you did not submit your goal sheet to CKI, please explain why not, what your goals were, and how you achieved them. (Can make up 5 points lost in question 1 if judges deem response appropriate)
 2. *Free Response Field*
2. Was Goal #1 met? (1 point)
 1. *Multiple Choice (Y/N)*

3. Was Goal #2 met? (1 point)
 1. *Multiple Choice (Y/N)*
4. Was Goal #3 met? (1 point)
 1. *Multiple Choice (Y/N)*
5. Was Goal #4 met? (1 point)
 1. *Multiple Choice (Y/N)*
 6. Was Goal #5 met? (1 point)
 1. *Multiple Choice (Y/N)*

7. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal in 150 words or less per goal. (Can make up 5 points per goal if judges deem response sufficient)

1. *Free Response Field*

Section 8 - Letters of Recommendation (20 points)

1. You must also include two (2) letters of recommendation from your District Board of Officers. One letter must come from your District Governor. These letters should be no more than 750 words each and highlight personal and professional reasons as to why you deserve to be recognized as a Distinguished District Chairperson. (10 points each)
 1. Letter of Rec feature

Section 9 - Above and Beyond (10 points)

1. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-7 of this application. (Up to 2 points per evidence, max of 10 points)
 - a. *File Upload*
 - 1a) For each piece of evidence, please write no more than 100 words about why you have included it in "Above and Beyond" and what significance it adds to your application.
 - i. *Free Response*
2. If you did not meet any of the criteria covered in Sections 1-7 of this application and have valid reasons why you feel you should be exempt, please explain why in 100 words or less per criteria missed.
 - a. *Free Response*

Distinguished District Committee Chair

The Distinguished District Committee Chair Award was designed to recognize District Committee Chairs who selflessly dedicate their time with a committee to benefit the members of their district in a specific area.

GENERAL GUIDELINES:

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between District Officers but rather a recognition of an individual's performance.
- Only persons elected or officially appointed to the position of District Chairperson and who have served a minimum of six (6) months in office may submit applications for consideration.
- In order to be eligible for this award, the nominee must have complied with all aspects of the Circle K International Bylaws, Policy Code, and respective District Bylaws, Policy Codes, and Operating Procedures.
- Out of 100 possible points, the nominee must accumulate a total of at least 90 points (90%). Applicants can make up no more than 10 "extra credit" points from missed criteria from Sections 1-8 in the Above & Beyond Section.
- Supplements submitted cannot exceed one hundred (100) pages in total.
- Acceptable forms of communication include emails, instant messages (including Facebook, Slack, etc.), newsletters, phone conversations, or written correspondence.
- If you would like special consideration for any of the criteria due to circumstances beyond your control, please include a letter of explanation in the appropriate response field in the Above & Beyond Section.
- All applications must be submitted online by the established deadline. No late submissions will be considered.

Summary of Award:

Section 1 - Eligibility

Section 2 - Chair Person Duties (30 points)

Section 3 - Reporting (15 points)

Section 4 - Attendance (5 points)

Section 5 - Service (20 points)

Section 6 - Home Club Involvement (10 points)

Section 7 - Setting and Achieving Goals (10 points)

Section 8 - Letters of Recommendation (10 points)

Section 9 - Above and Beyond (10 points)

Name:

District:

Section 1 - Eligibility

1. Did you serve a minimum of six (6) months in office?
 - a. *Multiple Choice (Y/N)*
2. Did you pay District Dues by November 30th, **2023**?
 - a. *Multiple Choice (Y/N)*
3. Please provide verification that you qualify as a member in good standing of your home club. (Ex: Roster on MUC Screenshot, Signed Letter from Club President)
 - a. *File Upload*

Section 2 - Chairperson Duties (30 points)

1. What is the number of committee meetings held throughout the term? (2 points per meeting, 10 points max)
 1. Free Response
2. What is the number of agendas you distributed to committee members? (1 point per agenda, 5 points max)
 1. Free Response, file upload (bulk)
 - 2a. Please upload up to five (5) examples of meeting agendas. Include a timestamp for each piece of evidence.
 1. File upload
3. Did you (or a secretary/executive assistant) take minutes at each meeting? (1 point per agenda, 5 points max)
 1. Upload files
4. How did you monitor committee progress this year? How did you keep your committee members on task during all meetings? (10 points if proper evidence is submitted)
 1. Free Response
 2. File upload

Section 3 - Reporting (15 Points)

1. Enter the appropriate values in the table below to calculate the percentage of reports filed while in office. (10 Points). (50-74% - 8 points, 75-99% - 9 points, 100% - 10 points)
 1. Number of District Board Meetings you were invited to
 1. Free Response
 2. Number of official District Board meetings attended:
 1. Free Response

3. Number of Committee Chair reports presented at all official District Board **Meetings** while in office:
 1. Free Response
2. Upload reports submitted for official District Board Meetings (1 point per report, 5 points max)
 1. File Upload

Section 4 - Required Attendance (5 Points)

1. Indicate your attendance at the following events during your term. Select all that apply. (1 pt each)
 1. **2023** District Convention?
 2. **2024** District Convention?
 3. **2024** District's Fall Conference?
 4. **ICON 2023 in Minneapolis, Minnesota?**
 5. District Board Training Conference?
2. If you were unable to attend and explain how you overcame setbacks from not attending these events. (Missed points awarded if judges deem responses provide sufficient reasoning)
 1. *Free Response Field*

Section 5 – Service (20 points)

1. How many hours of community service did you perform during your term as a district chairperson through CKI activities between April 1, **2023**, and March 31, **2024**? (.25 pts/hour) (20 pts max)
 1. Free response

Section 6 – Home Club Involvement (10 Points Total)

1. The number of total home club meetings hosted by the club.
 - a. *Free Response Field*
2. The number of home club meetings attended. (Note: do not disqualify meetings missed due to class, exams, work, sickness, District Board meetings, or other club visitations.) Add all meetings missed due to these to the meeting attended total) (Points awarded as a percentage of total meetings attended. Ex: 50% of meetings attended results is 5 points)
 - a. *Free Response Field*

Section 7 - Setting and Achieving Goals (10 Points)

1. Did you submit a copy of your goal sheet to CKI for the current year within 45 days of taking office? (5 points)
 1. *Multiple Choice (Y/N)*
- 1a. Please submit a copy of the goal sheet you submitted to CKI.

1. *File Upload*

1b. If you did not submit your goal sheet to CKI, please explain why not, what your goals were, and how you achieved them. (Can make up 5 points lost in question 1 if judges deem response appropriate)

2. *Free Response Field*

2. Was Goal #1 met? (1 point)

1. *Multiple Choice (Y/N)*

3. Was Goal #2 met? (1 point)

1. *Multiple Choice (Y/N)*

4. Was Goal #3 met? (1 point)

1. *Multiple Choice (Y/N)*

5. Was Goal #4 met? (1 point)

1. *Multiple Choice (Y/N)*

6. Was Goal #5 met? (1 point)

1. *Multiple Choice (Y/N)*

7. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal in 150 words or less per goal. (Can make up 5 points per goal if judges deem response sufficient)

1. *Free Response Field*

Section 8 - Letters of Recommendation (10 points)

1. You must also include two (2) letters of recommendation from your District Board of Officers. Your District Governor/Kiwanis Committee Member may write one of the two letters, but at least one letter has to be from a CKI member from your committee. These letters should be no more than 750 words each and highlight personal and professional reasons as to why you deserve to be recognized as a Distinguished District Chairperson. (5 points each)

1. Letter of Rec upload

Section 9 - Above and Beyond (10 points)

1. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-7 of this application. (Up to 2 points per evidence, max of 10 points)

a. *File Upload*

1a) For each piece of evidence, please write no more than 100 words about why you have included it in "Above and Beyond" and what significance it adds to your application.

i. Free Response

2. If you did not meet any of the criteria covered in Sections 1-7 of this application, and have valid reasons as to why you feel you should be exempt, please explain why in 100 words or less per criteria missed.

a. Free Response

Distinguished District Editor

The George H. “Dad” Gray Distinguished Editor Award was designed to recognize District Editors who effectively reach members of their district through newsletters, promotional material, graphics, and other mediums to promote the activities of the district as well as the values of Circle K International.

GENERAL GUIDELINES:

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between District Officers but rather a recognition of an individual’s performance.
- Only persons elected or officially appointed to the position of District Editor and who have served a minimum of six (6) months in office may submit applications for consideration.
- In order to be eligible for this award, the nominee must have complied with all aspects of the Circle K International Bylaws, Policy Code, and respective District Bylaws, Policy Codes, and Operating Procedures.
- Out of 100 possible points, the nominee must accumulate a total of at least 90 points (90%). Applicants can make up no more than 10 “extra credit” points from missed criteria from Sections 1-9 in the Above & Beyond Section.
- Supplements submitted cannot exceed one hundred (100) pages in total.
- Acceptable forms of communication include emails, instant messages (including Facebook, Slack, etc.), newsletters, phone conversations, or written correspondence.
- If you would like special consideration for any of the criteria due to circumstances beyond your control, please include a letter of explanation in the appropriate response field in the Above & Beyond Section.
- All applications must be submitted online by the established deadline. No late submissions will be considered.

Summary of Award:

- Section 1 - Eligibility
- Section 2 - Communication (10 points)
- Section 3 - District Publications (25 points)
- Section 4 - Reporting (15 points)
- Section 5 - Attendance (5 points)
- Section 6 - Service (15 points)
- Section 7 - Home Club Involvement (10 points)
- Section 8 - Setting and Achieving Goals (10 points)
- Section 9 - Letters of Recommendation (10 points)

Section 10 - Above and Beyond (10 points)

Name:

District:

Section 1 - Eligibility

1. Did you serve a minimum of six (6) months in office?
 - a. *Multiple Choice (Y/N)*
2. Did you pay District Dues by November 30th, 2022?
 - a. *Multiple Choice (Y/N)*
3. Please provide verification that you qualify as a member in good standing of your home club. (Ex: Roster on MUC Screenshot, Signed Letter from Club President)
 - a. *File Upload*

Section 2 - Communication (10 points)

1. What is the total number of communications made to clubs during your term as District Editor? (1 point per 3 communications, max 5 points)
 - a. *Free Response Field*
2. Did you correspond to the District Board regarding a Call for Articles? (3 points if proper evidence is submitted)
 - a. *Multiple Choice (Y/N)*
 - 2a. Please combine files and provide five (5) examples of District Board correspondence regarding a Call for Articles. Include a timestamp for each piece of evidence.
 - a. *File Upload*
3. Did you correspond with the District Board regarding District Publication Promotion? (2 points if proper evidence is submitted)
 - a. *Multiple Choice (Y/N)*
 - 3a. Please combine files and provide two (2) examples of District Board correspondence regarding District Publication Promotion. Include a timestamp for each piece of evidence.
 - a. *File Upload*

Section 3 - District Publications (25 points)

1. Please provide at most four (4) issues of the District Publication. Please also include the date of publication of each issue. (1 point per Publication)
 1. *File Upload*
2. Did you include the **CKI Mission Statement** in at least two (2) of your publications? (2 points if proper evidence is submitted) Please indicate

the issue and the page number where you included the **CKI Mission Statement**. Separate each issue with commas.

1. Free Response
3. Did you include a **Club and/or Member Spotlight** in at least two (2) of your publications? (2 points if proper evidence is submitted) Please indicate the issue and the page number where you included a **Club and/or Member Spotlight**. Separate each issue with commas.
 1. Free Response
4. Did you include the **International Service Partners** in at least two (2) of your publications? Please indicate the issue and the page number where you included the **International Service Partners**. Separate each issue with commas. (2 points if proper evidence is submitted)
 1. Free Response
5. Did you include any other **District Events Promotion** in at least one (1) of your publications? Please indicate the issue and the page number where you included other **District Events Promotion**. Separate each issue with commas. (1 point if proper evidence is submitted)
 1. Free Response
6. Did you include any other **District Events Summation** in at least one (1) of your publications? Please indicate the issue and the page number where you included other **District Events Summation**. Separate each issue with commas. (1 point if proper evidence is submitted)
 1. Free Response
7. Did you include **District Convention Promotion** in at least one (1) of your publications? Please indicate the issue and the page number where you included **District Convention Promotion**. Separate each issue with commas. (1 point if proper evidence is submitted)
 1. Free Response
8. Did you include **District Convention Summation** in at least one (1) of your publications? Please indicate the issue and the page number where you included **District Convention Summation**. Separate each issue with commas. (1 point if proper evidence is submitted)
 1. Free Response
9. Did you include an **International Convention (ICON) Promotion** in at least one (1) of your publications? Please indicate the issue and the page number where you included the **International Convention (ICON) Promotion**. Separate each issue with commas. (2 points if proper evidence is submitted)
 1. Free Response
10. Did you include an **International Convention (ICON) Summary** in at least one (1) of your publications? Please indicate the issue and the page number where you included the **International Convention (ICON)**

Summary. Separate each issue with commas. (1 point if proper evidence is submitted)

1. Free Response

11. Did you include the **International and District Dues Fees Collection** in at least one (2) of your publications? Please indicate the issue and the page number where you included the **International and District Dues Fees Collection**. Separate each issue with commas. (2 points if proper evidence is submitted)

1. Free Response

12. Did you include **Service Hour Reporting** in at least one (1) of your publications? Please indicate the issue and the page number where you included **Service Hour Reporting**. Separate each issue with commas. (1 point if proper evidence is submitted)

1. Free Response

13. Did you include **Club Building / Recruiting** in at least one (2) of your publications? Please indicate the issue and the page number where you included **Club Building/Recruiting**. Separate each issue with commas. (2 points if proper evidence is submitted)

1. Free Response

14. Did you include the **Kiwanis Family** in at least one (2) of your publications? Please indicate the issue and the page number where you included the **Kiwanis Family**. Separate each issue with commas. (2 points if proper evidence is submitted)

1. Free Response

Section 4 - Reporting (15 points)

1. Enter the appropriate values in the table below to calculate the percentage of reports filed while in office. (15 Points max if proper evidence is provided) (51-74% - 8 points, 75-99% - 12 points, 100% - 15 points)

a. Number of official District Board meetings attended:

1. Free Response

b. Number of Editor reports presented at all official District Board Meetings while in office:

1. Free Response

2. Combine and upload board meeting minutes or reports submitted for official District Board Meetings.

1. File Upload

Section 5 - Required Attendance (5 points)

1. Did you attend your district's 2023 District Convention? (1 points)

1. *Multiple Choice (Y/N)*
2. Did you attend your district's 2024 District Convention? (1 points)
 1. *Multiple Choice (Y/N)*
3. Did you attend your district's Fall Conference? (If your district did not hold a fall conference, note this in the exemption section at the end of the application)(1 points)
 1. *Multiple Choice (Y/N)*
4. The 2023 Circle K International Convention in Minneapolis, Minnesota (1 points)
 1. *Multiple Choice (Y/N)*
5. Did you attend 100% of your District Board meetings? (1 points)
 1. *Multiple Choice (Y/N)*
6. Did you attend the District Board Training Conference? (1 points)
 1. *Multiple Choice (Y/N)*
7. Were you elected or appointed following the dates of any of the above events?
 1. *Multiple Choice (Y/N)*
8. If you were unable to attend and explain how you overcame setbacks from not attending these events. (Missed points awarded if judges deem responses provide sufficient reasoning)
 1. Free Response Field

Section 6 - Service (15 points)

1. How many hours of community service did you perform during your term as District Editor through Circle K activities between April 1, 2023 and March 31, 2024? (0.25 pts per hour; 15 points max)
 1. Free Response Field

Section 7 - Home Club Involvement (10 Points)

1. Number of total home club meetings hosted by your home club.
 1. *Free Response Field*
2. Number of home club meetings attended, adding all meetings missed due to class, exams, work, sickness, District Board meetings, or other club visitations to the meeting attended total. (Points awarded as a percentage of total meetings attended. Ex: 50% of meetings attended results is 5 points)
 1. *Free Response Field*

Section 8 - Setting and Achieving Goals (10 points)

1. Did you submit a copy of your goal sheet to CKI for the current year within 45 days of taking office? (5 points)
 1. *Multiple Choice (Y/N)*

2. Please submit a copy of the goal sheet you submitted to CKI.
 1. *File Upload*
3. If you did not submit your goal sheet to CKI, please explain why not, what your goals were, and how you achieved them. (Can make up 5 points lost in question 1 if judges deem response appropriate)
 1. *Free Response Field*
4. Was Goal #1 met? (1 point)
 1. *Multiple Choice (Y/N)*
5. Was Goal #2 met? (1 point)
 1. *Multiple Choice (Y/N)*
6. Was Goal #3 met? (1 point)
 1. *Multiple Choice (Y/N)*
7. Was Goal #4 met? (1 point)
 1. *Multiple Choice (Y/N)*
8. Was Goal #5 met? (1 point)
 1. *Multiple Choice (Y/N)*

9. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal in 150 words or less per goal. (Can make up points per goal if judges deem response sufficient)
 1. *Free Response Field*

Section 9 - Letters of Recommendation (10 points max / 5 points each)

1. You must also include two (2) letters of recommendation from your District Board of Officers. Your District Governor/Kiwanis Committee Member may write one of the two letters, but at least one letter has to be from a CKI member. These letters should be no more than 750 words each and highlight personal and professional reasons as to why you deserve to be recognized as a Distinguished Editor. (5 points each)
 1. Letter of Rec Feature

Section 10 - Above and Beyond

1. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-9 of this application. (Up to 2 points per evidence, max of 10 points)
 1. For each piece of evidence, please write no more than 100 words about as to why you have included it in "Above and Beyond" and what significance it adds to your application.
 2. *File Upload*

2. If you did not meet any of the criteria covered in Sections 1-9 of this application and have valid reasons why you feel you should be exempt, please explain why in 100 words or less per criteria missed.
 1. *Free Response*

Distinguished District Governor

The Frank B. Fulton Distinguished District Governor Award was designed to recognize District Governors who provide guidance to their fellow District Board Officers, opportunities for members throughout their District, and inspiration for any member who seeks to change the world.

GENERAL GUIDELINES:

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between District Officers but rather a recognition of an individual's performance.
- Only persons elected or officially appointed to the position of District Governor and who have served a minimum of six (6) months in office may submit applications for consideration.
- In order to be eligible for this award, the nominee must have complied with all aspects of the Circle K International Bylaws, Policy Code, and respective District Bylaws, Policy Codes, and Operating Procedures.
- Out of 100 possible points, the nominee must accumulate a total of at least 90 points (90%). Applicants can make up no more than 10 "extra credit" points from missed criteria from Sections 1-16 in the Above & Beyond Section.
- Supplements submitted cannot exceed one hundred (100) pages in total.
- Acceptable forms of communication include emails, instant messages (including Facebook, Slack, etc.), newsletters, phone conversations, or written correspondence.
- If you would like special consideration for any of the criteria due to circumstances beyond your control, please include a letter of explanation in the appropriate response field in the Above & Beyond Section.
- All applications must be submitted online by the established deadline. No late submissions will be considered.

Summary of Award:

- Section 1 - Eligibility
- Section 2 - Club Communication (10 points)
- Section 3 - District Board Communication (10 points)
- Section 4 - District Board Meetings (5 points)
- Section 5 - Attendance (5 points)
- Section 6 - Active Clubs (5 points)
- Section 7 - Membership (5 points)
- Section 8 - Kiwanis Family Relations (5 points)
- Section 9 - Club President Training (5 points)

- Section 10 - Visitations (5 points)**
- Section 11 - International Relations (5 points)**
- Section 12 - Monthly Reports (5 points)**
- Section 13 - Service (15 points)**
- Section 14 - Home Club Involvement (5 points)**
- Section 15 - Setting and Achieving Goals (5 points)**
- Section 16 - Letters of Recommendation (10 points)**
- Section 17 - Above and Beyond (10 points)**

Name:
District:

Section 1 - Eligibility

1. Did you serve a minimum of six (6) months in the office?
 a. *Multiple Choice (Y/N)*
2. Did you pay District Dues by November 30th, 2023?
 a. *Multiple Choice (Y/N)*
3. Please provide verification that you qualify as a member in good standing of your home club, which must be signed by the club president and secretary.
 a. *File Upload*

Section 2 - Club Communication (10 points)

1. What is the total number of communications made to clubs during your term as District Governor? (1 point per 3 communications, max 5 points)
 a. *Free Response Field*
2. Did you correspond with your clubs regarding International Service Partners? (1 point if proper evidence is submitted)
 a. *Multiple Choice (Y/N)*
 2a) Please combine files and provide two (2) examples of club correspondence regarding International Service Partners. Include a timestamp for each piece of evidence.
 i. *File Upload*
3. Did you correspond with your clubs regarding The Tomorrow Fund? (1 point if proper evidence is submitted)
 a. *Multiple Choice (Y/N)*
 3a. Please combine files and provide two (2) examples of club correspondence regarding The Tomorrow Fund. Include a timestamp for each piece of evidence.
 i. *File Upload*
4. Did you correspond with your clubs regarding the Kiwanis Family? (1 point if proper evidence is submitted)

- a. *Multiple Choice (Y/N)*
 - 4a. Please combine files and provide four (4) examples of club correspondence regarding the Kiwanis Family. Include a timestamp for each piece of evidence. (0.25 points for each)

i.File Upload

- 5. Did you correspond with your clubs regarding District Convention? (1 point if proper evidence is submitted)

- a. *Multiple Choice (Y/N)*
 - 5a. Please combine files and provide up to four (4) examples of club correspondence regarding the District Convention. Include a timestamp for each piece of evidence. (0.25 points for each)

i.File Upload

- 6. Did you correspond with your clubs regarding Circle K International Convention (ICON)? (1 point if proper evidence is submitted)

- a. *Multiple Choice (Y/N)*
 - 6a) Please combine files and provide two (2) examples of club correspondence regarding International Convention (ICON). Include a timestamp for each piece of evidence.

i.File Upload

Section 3 - District Board Communication (10 points)

- 1. What is the total number of communications made to District Board members during your term as District Governor? (1 point per 3 communications, max 4 points)

a. *Free Response Field*

- 2. Did you correspond with your District Board Members regarding International Service Partners? (1 point if proper evidence is submitted)

- a. *Multiple Choice (Y/N)*
 - 2a. Please combine files and provide two (2) examples of board correspondence regarding International Service Partners. Include a timestamp for each piece of evidence.

i.File Upload

- 3. Did you correspond with your District Board regarding the Tomorrow Fund? (1 point if proper evidence is submitted)

- a. *Multiple Choice (Y/N)*
 - 3a. Please combine files and provide one (1) example of board correspondence regarding The Tomorrow Fund. Include a timestamp for each piece of evidence.

i.File Upload

- 4. Did you correspond with your District Board regarding the Kiwanis Family? (1 point if proper evidence is submitted)

a. *Multiple Choice (Y/N)*

4a. Please combine files and provide two (2) examples of board correspondence regarding the Kiwanis Family. Include a timestamp for each piece of evidence.

i. File Upload

5. Did you correspond with your District Board regarding Club Building? (1 point if proper evidence is submitted)

a. *Multiple Choice (Y/N)*

5a. Please combine files and provide two (2) examples of board correspondence regarding Club Building. Include a timestamp for each piece of evidence.

i. File Upload

6. Did you correspond with your District Board regarding District Convention? (1 point if proper evidence is submitted)

a. *Multiple Choice (Y/N)*

6a. Please combine files and provide two (2) examples of board correspondence regarding the District Convention. Include a timestamp for each piece of evidence.

i. File Upload

7. Did you correspond with your District Board regarding International Convention (ICON)? (1 point if proper evidence is submitted)

a. *Multiple Choice (Y/N)*

7a. Please combine files and provide two (2) examples of board correspondence regarding International Convention (CKIx). Include a timestamp for each piece of evidence.

i. File Upload

Section 4 - District Board Meetings (5 points)

1. Number of District Board meetings you held with an official agenda distributed at least one week prior to the meeting. (1 point per meeting if proper evidence is submitted, 5 points max)

a. *Free Response Field*

1a. Compile and provide examples of District Board meeting agendas as proof. All pieces of evidence must include timestamps to ensure validity.

b. File Upload

Section 5 - Required Attendance (5 points)

1. Indicate your attendance at the following events during your term. Select all that apply.

a. Your district's 2023 District Convention? (0.5 points)

b. Your district's 2024 District Convention? (0.5 points)

- c. Your district's Fall Conference? (If your district did not hold a fall conference, note this in the exemption section at the end of the application) (0.5 points)
- d. 2023 Circle K International Convention in Minneapolis, Minnesota? (1 point)
- e. 100% of your District Board meetings? (1 point)
- f. District Board Training Conference? (If your district did not hold a District Board Training Conference, note this in the exemption section at the end of the application) (0.5 points)
- g. Governor's and Administrator's Training Conference (GATC)? (1 point)
 - 2. If you were unable to attend and explain how you overcame setbacks from not attending these events. (Missed points awarded if judges deem responses provide sufficient reasoning)
- a. Free Response Field

Section 6 - Active Clubs (5 Points)

- 1. Number of active (do not include inactive or suspended) clubs at the end of the 2022-2023 service year.
 - a. *Free Response Field*
- 2. Number of active clubs (do not include inactive or suspended clubs) as of March 31st, 2024. (1 point for each additional charter/reactivation, max 5 points)
 - a. *Free Response Field*

Section 7 - Membership (5 points)

- 1. District membership total at the end of the 2022-2023 service year.
 - a. *Free Response Field*
- 2. District membership total as of March 31, 2024. (20% or more = 5 points, 15-20% = 4 points, 10-15% = 3 points, 5-10% = 2 points, 1-5% = 1.5 points, 0% (stable) = 1 points, negative = 0 points (Ex. In the 2021-22 service year, the total membership was 235 members. As of March 2023, membership was 250, causing an 11% increase in membership. 2023 membership minus 2022 membership divided by 2022 membership equals percentage. $(250 - 235) / (235) \times 100 = \%$)
 - a. *Free Response Field*

Section 8 - Kiwanis Family Relations (5 points)

- 1. Did you attend two (2) or more Kiwanis District Board meetings? (2 points)
 - Multiple Choice (Y/N)*
 - a. Please provide two (2) pieces of evidence of your attendance at Kiwanis District Board meetings. All pieces of evidence must include timestamps to ensure validity.

File Upload

2. Did you attend one (1) or more Key Club District Board meetings? (1 point)
Multiple Choice (Y/N)

a. Please provide one (1) piece of evidence of your attendance at a Key Club District Board Meeting. All pieces of evidence must include timestamps to ensure validity.

File Upload

3. Did you attend the Kiwanis District Convention or other Kiwanis events? (1 point)

Multiple Choice (Y/N)

a. Please provide one (1) piece of evidence of your attendance at other Kiwanis events. All pieces of evidence must include timestamps to ensure validity.

File Upload

4. Did you attend the Key Club District Convention or other Key Club District events? (1 point)

Multiple Choice (Y/N)

a. Please provide one (1) piece of evidence of your attendance at a Key Club District event. All pieces of evidence must include timestamps to ensure validity.

File Upload

Section 9 - Club President Training (5 points)

1. In your training of club presidents, did you inform them of the following? (0.5 points each if proper evidence is submitted) *(Select all that apply)*

- a. International Preferred Charities/Service Partners
- b. International Convention (ICON)
- c. Tomorrow Fund
- d. Kiwanis Family
- e. Role of the Club President
- f. Communication Responsibilities
- g. Goal Setting/Preparing Transition Materials
- h. Dues Collection Education/Process
- i. Service Hour Reporting
- j. Involvement within the District

1a) Please compile and provide at least one (1) piece of evidence for each of the topics above that were included in your training of club presidents.

i. File Upload

Section 10 - Visitations (5 points)

1. Does your district have divisions?

a. Multiple choice (y/n)

- b. If your District has Divisions...
 - i. How many Divisions are in the District you serve?
 - 1. *Free Response Field*
 - ii. How many Divisions did you visit at least once during your term? (Points awarded based on the percentage of divisions visited. Ex: 50% of divisions visited results in 2.5 points)
 - 1. *Free Response Field*
- c. If your District DOES NOT have Divisions...
 - i. How many clubs are in the District you serve?
 - 1. *Free Response Field*
 - ii. How many clubs did you visit at least once during your term? (Points awarded based on the percentage of clubs visited. Ex: 50% of clubs visited results in 2.5 points)
 - 1. *Free Response Field*

Section 11 - International Relations (5 points)

- 1. Did your Trustee speak during at least one District Board Meeting? (2 points if proper evidence is submitted)
 - a. *Multiple Choice (Y/N)*
Please compile and provide at least one (1) piece of evidence of attendance.
 - b. *File Upload*
- 2. Did you communicate with your Trustee four (4) times during the service year? (0.5 points per communication, 2 points max)
 - a. *Multiple Choice (Y/N)*
- 3. Did your Trustee attend and speak during at least one district-wide event either virtually or in person? (1 point if proper evidence is submitted)
 - a. *Multiple Choice (Y/N)*
- 4. Please compile and provide at least one (1) piece of evidence of your Trustee's attendance at a district-wide event.
 - a. *File Upload*

Section 12 - Monthly Reports (5 points)

- 1. Number of Governor Monthly Report Forms (MRFs) submitted ON TIME to Circle K International. (1-3 reports submitted = 1 point, 4-7 reports submitted = 2 points, 8-12 reports submitted = 5 points)
 - a. *Free Response Field*
- 2. Please compile and provide one (1) piece of evidence for each MRF submission.
 - a. *File Upload*

Section 13 - Service (15 points)

1. How many total hours of community service did you perform during your term as District Governor through Circle K activities between April 1st, 2023 and March 31, 2024? (0.25 pts per hour, 10 points max)
 - a. *Free Response Field*
2. How many hours of community service specifically WITH OTHER KIWANIS FAMILY MEMBERS did you perform during your term as District Governor through Circle K activities between April 1, 2023 and March 31, 2024? (0.2 points per hour, max of 5 points/25 hours)
 - a. *Free Response Field*
3. Please compile verification of service hours completed via Monthly Reports, etc., and include it with your submission.
 - a. *File Upload*

Section 14 - Home Club Involvement (5 points)

1. Number of total home club meetings hosted by your home club.
 - a. *Free Response Field*
2. Number of home club meetings attended, adding all meetings missed due to class, exams, work, sickness, District Board meetings, or other club visitations to the meeting attended total. (Points awarded as a percentage of total meetings attended. Ex: 50% of meetings attended results is 2.5 points)
 - a. *Free Response Field*

Section 15 - Setting and Achieving Goals (5 points)

1. Did you submit a copy of your goal sheet to CKI for the current year within 45 days of taking office?
 - a. *Multiple Choice (Y/N)*
2. Please submit a copy of the goal sheet you submitted to CKI.
 - a. *File Upload*
3. If you did not submit your goal sheet to CKI, please explain why not, what your goals were, and how you achieved them. (Can make up 5 points lost in question 1 if judges deem response appropriate)
 - a. *Free Response Field*
4. Was Goal #1 met? (1 point)
 - a. *Multiple Choice (Y/N)*
5. Was Goal #2 met? (1 point)
 - a. *Multiple Choice (Y/N)*
6. Was Goal #3 met? (1 point)
 - a. *Multiple Choice (Y/N)*
7. Was Goal #4 met? (1 point)
 - a. *Multiple Choice (Y/N)*
8. Was Goal #5 met? (1 point)

a. *Multiple Choice (Y/N)*

9. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal in 150 words or less per goal. (Can make up 1 point per goal if judges deem response sufficient)

a. *Free Response Field*

Section 16 - Letters of Recommendation (10 points max/ 5 points each)

1. You must also include two (2) letters of recommendation from your District Board of Officers. Your District Administrator may write one of the two letters, but at least one letter has to be from a CKI member who served on your District Board. These letters should be no more than 750 words each and highlight personal and professional reasons as to why you deserve to be recognized as a Distinguished Governor. (5 points each)

a. *Letter of Rec Feature*

Section 17 - Above and Beyond

1. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-15 of this application. (Up to 2 points per piece of evidence, 10 points max)

a. *File Upload*

1a) For each piece of evidence, please write no more than 100 words about as to why you have included it in "Above and Beyond" and what significance it adds to your application.

i. Free Response

2. If you did not meet any of the criteria covered in Sections 1-15 of this application and have valid reasons why you feel you should be exempt, please explain why in 100 words or less per criteria missed.

a. *Free Response*

Distinguished District Secretary

The R.P. “Reg” Merridew Distinguished District Secretary Award was designed to recognize District Secretaries who thoroughly detail the matters of the District Board meetings, communicate with and assist club secretaries with Monthly Report forms, and assist the District Board with effective reporting methods.

GENERAL GUIDELINES:

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between District Officers but rather a recognition of an individual’s performance.
- Only persons elected or officially appointed to the position of District Secretary and who have served a minimum of six (6) months in office may submit applications for consideration.
- In order to be eligible for this award, the nominee must have complied with all aspects of the Circle K International Bylaws, Policy Code, and respective District Bylaws, Policy Codes, and Operating Procedures.
- Out of 100 possible points, the nominee must accumulate a total of at least 90 points (90%). Applicants can make up no more than 10 “extra credit” points from missed criteria from Sections 1-10 in the Above & Beyond Section.
- Supplements submitted cannot exceed one hundred (100) pages in total.
- Acceptable forms of communication include emails, instant messages (including Facebook, Slack, etc.), newsletters, phone conversations, or written correspondence.
- If you would like special consideration for any of the criteria due to circumstances beyond your control, please include a letter of explanation in the appropriate response field in the Above & Beyond Section.
- All applications must be submitted online by the established deadline. No late submissions will be considered.

Summary of Award:

- Section 1 – Eligibility
- Section 2 – Club Communications (10 points)
- Section 3 – District Board Communication (10 points)
- Section 4 – Board Meeting Minutes (15 points)
- Section 5 – Reporting (20 points)
- Section 6 – Required Attendance (5 points)
- Section 7 – Service (15 points)
- Section 8 – Home Club Involvement (5 points)
- Section 9 – Setting and Achieving Goals (10 points)
- Section 10 – Letters of Recommendation (10 points)

Section 11 – Above & Beyond (10 points)

Name:

District:

Section 1 – Eligibility

1. Did you serve a minimum of six (6) months in office?
 - a. *Multiple Choice (Y/N)*
2. Did you pay District Dues by December 1st, 2023?
 - a. *Multiple Choice (Y/N)*
3. Please provide verification that you qualify as a member in good standing of your home club.
 - a. *File Upload*

Section 2 – Club Communications (10 points)

1. List the total number of communications made to club secretaries during your term as District Secretary. Please see the Cover Page for acceptable forms of communication. (1 point per 3 communications, 4 points max) NOTE:

Communications are independent conversations, not individual messages

i. Free Response Field

1a. Please combine files and provide up to twelve (12) examples of club secretary communications. Include a timestamp for each piece of evidence.

1. File Upload

2. Did you correspond to club secretaries regarding the role of the club secretary? (1 point if proper evidence is submitted)

ii. Multiple Choice (Y/N)

2a. Please combine files and provide two (2) examples of club correspondence regarding the role of club secretaries. Include a timestamp for each piece of evidence.

1. File Upload

3. Did you correspond with your clubs regarding Service Hour Reporting? (1 point if proper evidence is submitted)

iii. Multiple Choice (Y/N)

3a. Please combine files and provide two (2) examples of club correspondence regarding service hour reporting. Include a timestamp for each piece of evidence.

1. File Upload

4. Did you correspond with your clubs regarding the Club Officer Directory? (1 point if proper evidence is submitted)

iv. Multiple Choice (Y/N)

4a. Please combine files and provide one (1) example of club correspondence regarding the club officer directory. Include a timestamp for each piece of evidence.

1. *File Upload*

5. Did you correspond to your clubs regarding Club Monthly Report Form (MRF) Reminders? (1 point if proper evidence is submitted)

v. *Multiple Choice (Y/N)*

5a. Please combine files and provide three (3) examples of club correspondence regarding the Monthly Report Form. Include a timestamp for each piece of evidence.

1. *File Upload*

6. Did you correspond with your clubs regarding reporting Kiwanis Family Relations and Interclubs? (1 point if proper evidence is submitted)

vi. *Multiple Choice (Y/N)*

6a. Please combine files and provide two (2) examples of club correspondence regarding Kiwanis Family Relations and Interclubs. Include a timestamp for each piece of evidence.

1. *File Upload*

7. Did you correspond with your clubs regarding the responsibilities of club secretaries? (1 point if proper evidence is submitted)

i. *Multiple Choice (Y/N)*

7a. Please combine files and provide two (2) examples of club correspondence regarding other responsibilities of club secretaries. Include a timestamp for each piece of evidence.

1. *File Upload*

Section 3 – District Board Communications (10 points)

1. List the total number of communications with District Board members during your term as District Secretary. Please see the Cover Page for acceptable forms of communication. (1 point per 3 communications, 4 points max) NOTE: Communications are independent conversations, not individual messages

1. *Free Response Field*

2. Did you correspond with your District Board Members regarding Monthly Report Forms (MRFs)? (1 point if proper evidence is submitted)

2. *Multiple Choice (Y/N)*

2a. Please combine files and provide two (2) examples of District Board correspondence regarding Monthly Report Forms. Include a timestamp for each piece of evidence.

a. *File Upload*

3. Did you correspond with your District Board regarding reporting Interclubs? (1 point if proper evidence is submitted)

3. *Multiple Choice (Y/N)*

- 3a. Please combine files and provide two (2) examples of District Board correspondence regarding Interclubs. Include a timestamp for each piece of evidence.
 - a. *File Upload*
 - 4. Did you correspond with your District Board regarding reporting Kiwanis Family Relations? (1 point if proper evidence is submitted)
 - 4. *Multiple Choice (Y/N)*
- 4a. Please combine files and provide two (2) examples of District Board correspondence regarding Kiwanis Family Relations. Include a timestamp for each piece of evidence.
 - a. *File Upload*
 - 5. Did you correspond with your District Board regarding Service Hour Reporting? (1 point if proper evidence is submitted)
 - 5. *Multiple Choice (Y/N)*
- 5a. Please combine files and provide two (2) examples of District Board correspondence regarding service hour reporting. Include a timestamp for each piece of evidence.
 - a. *File Upload*
- 6. List the number of District Statistics correspondence with District Board members. (This can include MRF submission charts, club service hour totals, interclub totals, Kiwanis Family relation totals, and other totals of items that will help in reaching District Goals) (2 points if proper evidence is submitted).
 - ii. *Free Response*
- 6a. Please combine files and provide four (4) examples of District Statistics correspondence with the District Board.
 - 1. *File Upload*

Section 4 - Board Meeting Minutes (15 Points)

- 1. How many official board meetings were held?
 - Free Response*
- 2. Please provide the total number of meeting minutes provided to the District Board within each of the following timeframes: NOTE: Points awarded if proper evidence is submitted.
 - 4. 1-15 days (15 points)
 - a. *Free Response*
 - 5. 16-30 days (10 points)
 - a. *Free Response*
 - 6. 31-45 days (5 points)
 - a. *Free Response*

- 7. 46-60 days (2 points)
 - a. Free Response
- 8. 61 days or above (0 points)
 - a. Free Response

2a. Please compile and provide examples of District Board meeting minutes as proof. For each example, mark it as "Board Meeting Minutes." Include dates and timestamps.

- a. File upload

Section 5 - Reporting (20 Points)

1. Please enter the appropriate values in the table below to calculate the percentage of District Board Reports filed while in office. (10 points max as a percentage of reports given)

1a. Number of District Secretary reports presented at all official District Board meetings while in office: x

- b. Free Response

1b. Number of official District Board meetings while in office: y

$x/y * 10 = \text{point value}$

- c. Free Response

Example: 5 reports, 6 meetings = $5/6 * 10 = 8.33$

2. Please enter the appropriate values in the table below to calculate the percentage of Club Monthly Report Forms received while in office. (10 Points max as a percentage of reports received)

1. Number of active clubs in your district: x

- b. Free Response

2. Number of months in which you asked for reports (Either 12 or the number of months held office): y

A. Free Response

3. Total number of MRFs you received from all clubs: z

A. Free Response

$z/(x*y) * 10 \text{ points}$

Example:

Number of clubs: 30

Number of months you asked for reports: 12

Total number of MRFs: 340

$340 / (30 * 12) = .9444 * 10 \text{ points} = 9.44$

Total points for reporting section: $8.33 + 9.44 = 17.77$ out of 20 points

Section 6 - Required Attendance (5 Points)

1. Indicate your attendance at the following events during your term. Select all that apply.

- A. 2023 District Convention? (1 point)
- B. 2024 District Convention? (1 point)
- C. District Fall Conference? (If your district did not hold a fall conference, note this in the exemption section at the end of the application) (0.5 points)
- D. 2023 Circle K International Convention in Minneapolis, Minnesota? (1 point)
- E. 100% of your District Board meetings? (1 point)
 - F. District Board Training Conference? (If your district did not hold a District Board Training Conference, note this in the exemption section at the end of the application) (0.5 points)

2. If you were unable to attend and explain how you overcame setbacks from not attending these events. NOTE: Missed points can be earned back if judges deem responses provide sufficient reasoning

- B. Free Response Field

Section 7 - Service (15 points)

1. How many hours of community service did you perform during your term as District Secretary through Circle K activities between April 1st, 2023 and March 31st, 2024? (0.25 pts per hour; 15 points max)

- 1. Free Response

Section 8 - Home Club Involvement (5 Points)

- 1. Number of total home club meetings hosted by your home club
 - a. *Free Response Field*
- 2. Number of home club meetings attended, adding all meetings missed due to class, exams, work, sickness, District Board meetings, or other club visitations to the meeting attended total. (Points awarded as a percentage of total meetings attended. Ex: 50% of meetings attended results is 2.5 points)
 - a. *Free Response Field*

Section 9 - Setting and Achieving Goals (10 Points)

1. Did you submit a copy of your goal sheet to CKI for the current year within 45 days of taking office?
 - a. *Multiple Choice (Y/N)*
 2. Please submit a copy of the goal sheet you submitted to CKI.
 - a. *File Upload*
 3. If you did not submit your goal sheet to CKI, please explain why not, what your goals were, and how you achieved them.
 - a. *Free Response Field*
 4. Was Goal #1 met? (2 points)
 - a. *Multiple Choice (Y/N)*
 5. Was Goal #2 met? (2 points)
 - a. *Multiple Choice (Y/N)*
 6. Was Goal #3 met? (2 points)
 - a. *Multiple Choice (Y/N)*
 7. Was Goal #4 met? (2 points)
 - a. *Multiple Choice (Y/N)*
 8. Was Goal #5 met? (2 points)
 - a. *Multiple Choice (Y/N)*
9. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal in 150 words or less per goal. NOTE: Applicant can earn back points per goal if judges deem response sufficient.
- a. *Free Response Field*

Section 10 - Letters of Recommendation (10 Points)

1. You must also include two (2) letters of recommendation from your District Board of Officers. Your District Governor/Kiwanis Committee Member may write one of the two letters, but at least one letter has to be from a CKI member. These letters should be no more than 750 words each and highlight personal and professional reasons as to why you deserve to be recognized as a Distinguished Secretary. (5 points each)
 - a. Letter of Rec Feature

Section 11 - Above and Beyond (10 points)

1. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-10 of this application. (Up to 2 points per piece of evidence, max of 10 points)
 - a. *File Upload*

1a. For each piece of evidence, please write no more than 100 words about as to why you have included it in "Above and Beyond" and what significance it adds to your application.

i. File Upload

2. If you did not meet any of the criteria covered in Sections 1-10 of this application and have valid reasons why you feel you should be exempt, please explain why in 100 words or less per criteria missed.

a. *Free Response*

Distinguished District Secretary-Treasurer

The R.P. “Reg” Merridew Distinguished Secretary-Treasurer Award was designed to recognize District Secretary-Treasurers who undertake the enormous responsibilities of both District Secretary and Treasurer, assisting scores of club officers and analyzing trends in fundraising and service among other crucial tasks.

GENERAL GUIDELINES:

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between District Officers but rather a recognition of an individual's performance.
- Only persons elected or officially appointed to the position of District Secretary-Treasurer and who have served a minimum of six (6) months in office may submit applications for consideration.
- In order to be eligible for this award, the nominee must have complied with all aspects of the Circle K International Bylaws, Policy Code, and respective District Bylaws, Policy Codes, and Operating Procedures.
- Out of 100 possible points, the nominee must accumulate a total of at least 90 points (90%). Applicants can make up no more than 10 “extra credit” points from missed criteria from Sections 1-11 in the Above & Beyond Section.
- Supplements submitted cannot exceed one hundred (100) pages in total.
- Acceptable forms of communication include emails, instant messages (including Facebook, Slack, etc.), newsletters, phone conversations, or written correspondence.
- If you would like special consideration for any of the criteria due to circumstances beyond your control, please include a letter of explanation in the appropriate response field in the Above & Beyond Section.
- All applications must be submitted online by the established deadline. No late submissions will be considered.

Summary of Award:

Section 1 – Eligibility

Section 2 – Club Communications (10 points)

Section 3 – District Board Communication (10 points)

Section 4 – Fees Collection and Notification (15 points)

Section 5 – Board Meeting Minutes (15 points)

Section 6 – Reporting (10 points)

Section 7 – Required Attendance (5 points)

Section 8 – Service (15 points)

Section 9 – Home Club Involvement (5 points)

Section 10 – Setting and Achieving Goals (5 points)
Section 11 – Letters of Recommendation (10 points)
Section 12 – Above & Beyond (10 points)

Name:

District:

Section 1 – Eligibility

1. Did you serve a minimum of six (6) months in office?
a. Multiple Choice (Y/N)
2. Did you pay District Dues by November 30th, 2023?
a. Multiple Choice (Y/N)
3. Please provide verification that you qualify as a member in good standing of your home club. *File Upload*

Section 2 – Club Communication (10 Points)

1. List the total number of communications made to club secretaries during your term as District Secretary-Treasurer. Please see the Cover Page for acceptable forms of communication. (1 point per 6 communications, 2 points max)NOTE: Communications are independent conversations, not individual messages.

i. Free Response Field

2. Did you correspond with your club secretaries regarding the role of the club secretary? (1 point if proper evidence is submitted)

i. Multiple Choice (Y/N)

2a. Please combine files and provide two (2) examples of club correspondence regarding the role of club secretaries. Include a timestamp for each piece of evidence.

1. File Upload

3. Did you correspond with your clubs regarding Service Hour Reporting? (1 point if proper evidence is submitted)

ii. Multiple Choice (Y/N)

3a. Please combine files and provide two (2) examples of club correspondence regarding service hour reporting. Include a timestamp for each piece of evidence.

1. File Upload

4. Did you correspond with your clubs regarding the Club Officer Directory? (1 point if proper evidence is submitted)

iii. Multiple Choice (Y/N)

4a. Please combine files and provide two (2) examples of club correspondence regarding the club officer directory. Include a timestamp for each piece of evidence.

1. *File Upload*

5. Did you correspond with your clubs regarding Monthly Report Form (MRF) Reminders? (1 point if proper evidence is submitted)

iv. *Multiple Choice (Y/N)*

5a. Please combine files and provide two (2) examples of club correspondence regarding Monthly Report Form reminders. Include a timestamp for each piece of evidence.

1. *File Upload*

6. Did you correspond with your clubs regarding reporting Kiwanis Family Relations and Interclubs? (1 point if proper evidence is submitted)

v. *Multiple Choice (Y/N)*

6a. Please combine files and provide two (2) examples of club correspondence regarding reporting Kiwanis Family Relations and Interclubs. Include a timestamp for each piece of evidence.

1. *File Upload*

7. Did you correspond with your clubs regarding the responsibilities of club secretaries? (0.5 points if proper evidence is submitted)

i. *Multiple Choice (Y/N)*

7a. Please combine files and provide two (2) examples of club correspondence regarding other responsibilities of club secretaries. Include a timestamp for each piece of evidence.

1. *File Upload*

8. Did you correspond with your clubs regarding the responsibilities of the club treasurer? (0.5 points if proper evidence is submitted)

vi. *Multiple Choice (Y/N)*

8a. Please combine files and provide two (2) examples of club correspondence regarding the role of the club treasurer. Include a timestamp for each piece of evidence.

1. *File Upload*

9. Did you correspond with your clubs regarding International and District Dues Fees? (1 point if proper evidence is submitted)

vii. *Multiple Choice (Y/N)*

9a. Please combine files and provide two (2) examples of club correspondence regarding District Dues. Include a timestamp for each piece of evidence.

1. *File Upload*

10. Did you correspond with your clubs regarding fundraising project ideas? (1 point if proper evidence is submitted)

viii. *Multiple Choice (Y/N)*

10a. Please combine files and provide two (2) examples of club correspondence regarding Fundraising Project Ideas. Include a timestamp for each piece of evidence.

1. *File Upload*

Section 3 – District Board Communications (10 Points)

1. List the total number of communications with District Board members during your term as District Secretary-Treasurer. Please see the Cover Page for acceptable forms of communication. (1 point per 6 communications, 2 points max) NOTE: Communications are independent conversations, not individual messages.

1. *Free Response Field*

2. Did you correspond with your District Board Members regarding Monthly Report Forms (MRFs)? (1 point if proper evidence is submitted)

2. *Multiple Choice (Y/N)*

2a. Please combine files and provide two (2) examples of District Board correspondence regarding Monthly Report Forms. Include a timestamp for each piece of evidence.

a. *File Upload*

3. Did you correspond with your District Board regarding reporting Kiwanis Family Relations? (1 point if proper evidence is submitted)

3. *Multiple Choice (Y/N)*

3a. Please combine files and provide two (2) examples of District Board correspondence regarding reporting Kiwanis Family Relations. Include a timestamp for each piece of evidence.

a. *File Upload*

4. Did you correspond with your District Board regarding Service Hour Reporting? (1 point if proper evidence is submitted)

4. *Multiple Choice (Y/N)*

4a. Please combine files and provide two (2) examples of District Board correspondence regarding service hour reporting. Include a timestamp for each piece of evidence.

a. *File Upload*

5. Did you correspond with your District Board regarding other responsibilities? (1 point if proper evidence is submitted)

5. *Multiple Choice (Y/N)*

5a. Please combine files and provide two (2) examples of District Board correspondence regarding other responsibilities. Include a timestamp for each piece of evidence.

a. *File Upload*

6. Did you correspond with your District Board regarding the Procedure for Vouchers/Expense Reports? (1 point if proper evidence is submitted)

1. *Multiple Choice (Y/N)*

6a. Please combine files and provide two (2) examples of District Board correspondence regarding the procedure for vouchers/expense reports. Include a timestamp for each piece of evidence.

a. *File Upload*

7. Did you correspond with your District Board regarding Dues Collection Information and Process? (1 point if proper evidence is submitted)

1. *Multiple Choice (Y/N)*

7a. Please combine files and provide two (2) examples of District Board correspondence regarding Dues Collection Information. Include a timestamp for each piece of evidence.

a. *File Upload*

8. Did you correspond with your District Board regarding membership reports? (1 point if proper evidence is submitted)

1. *Multiple Choice (Y/N)*

8a. Please combine files and provide two (2) examples of District Board correspondence regarding membership reports. Include a timestamp for each piece of evidence.

a. *File Upload*

9. List the number of District Statistics correspondence with District Board members. (This can include MRF submission charts, club service hour totals, interclub totals, Kiwanis Family relation totals, and other totals of items that will help in reaching District Goals) (1 point if proper evidence is submitted).

ii. *Free Response*

9a. Please combine files and provide two (2) examples of District Statistics correspondence with the District Board.

1. *File Upload*

Section 4 - Fees Collection and Notifications (15 Points)

1. Did you issue a call for International and District Per-Member Dues Fees prior to **November 1st, 2023? (5 points)** NOTE: A “call for fees” should include information sent to every club in the district about the fee amounts, fee deadlines, benefits of submitting fees, and consequences of not submitting fees.)

a. *Multiple choice (y/n)*

1a. Please upload proof of the call for dues and fees. Include a timestamp.

Upload proof (File upload)

2. How many active clubs in your District paid dues by November 31st, 2023? (50-74% - 1 point, 75-99% - 3 points, 100% - 5 points)

a. *Free Response*

3. Did you notify club presidents, treasurers, and respective advisors (if applicable) by **November 30th, 2023** regarding their club's status? **(3 points)**
 - a. Multiple Choice (Y/N)
 - 3a. Please upload proof of notification of club status. Include timestamp.
 1. (File upload)
4. Did you notify club presidents, treasurers, and respective advisors (if applicable) by **January 1st, 2024** regarding their club/s status? **(2 points)**
 - a. Multiple Choice (Y/N)
 - 4a. Please upload proof of notification. Include timestamp.
 2. (File upload)

Section 5 - Board Meeting Minutes (15 Points)

1. How many official board meetings were held?
 - b. Free Response
2. Please provide the total number of meeting minutes provided to the District Board within each of the following timeframes:
 - II. 1-15 days (15 points)
 - A. Free Response
 - II. 16-30 days (10 points)
 - B. Free Response
 - II. 31-45 days (5 points)
 - C. Free Response
 - II. 46-60 days (1 point)
 - D. Free Response
 - II. 61 days or above (0 points)
 - E. Free Response
- 2a. Please compile and provide examples of District Board meeting minutes as proof. For each example, mark it as "Board Meeting Minutes." Include dates and timestamps.

Section 6 - Reporting (10 Points)

1. Please enter the appropriate values in the table below to calculate the percentage of reports filed while in office. (5 points max as a percentage of reports given)
 - 1a. Number of District Secretary-Treasurer reports presented at all official District Board meetings while in office: x
 - c. Free Response
 - 1b. Number of official District Board meetings while in office: y
 - x/y * 5 = point value
 - d. Free Response
- Example: 5 reports, 6 meetings = $\frac{5}{6} * 5 = 4.17$

2. Please enter the appropriate values in the table below to calculate the percentage of Club Monthly Report Forms received while in office. 5 points max as a percentage of reports given)

- VII. Number of clubs in your district: x
 - A. Free Response
 - VII. Number of months in which you asked for reports (Either 12 or number of months held in office): y
 - B. Free Response
 - VII. Total number of MRFs you received from all clubs: z
 - C. Free Response
- $z/(x*y) * 5$ points

Example:

Number of clubs: 30

Number of months you asked for reports: 12

Total number of MRFs: 340

$340 / (30 * 12) = .9444 * 5$ points = 4.72

Total points for reporting section: 4.17 + 4.72 = 8.89 out of 10 points

Section 7 - Required Attendance (5 Points Total)

1. Indicate your attendance at the following events during your term. Select all that apply.

- A. Your district's 2023 District Convention? (1 point)
- B. Your district's 2024 District Convention? (1 point)
- C. Your district's 2023 Fall Conference? (If your district did not hold a fall conference, note this in the exemption section at the end of the application) (0.5 points)
- D. 2023 Circle K International Convention in Minneapolis, Minnesota? (1 point)
- E. 100% of your District Board meetings? (1 point)
- F. District Board Training Conference? (If your district did not hold a District Board Training Conference, note this in the exemption section at the end of the application) (0.5 points)

2. If you were unable to attend and explain how you overcame setbacks from not attending these events. Missed points can be earned back if judges deem responses provide sufficient reasoning.

- A. Free Response Field

Section 8 - Service (15 Points)

1. How many hours of community service did you perform during your term as District Secretary-Treasurer through Circle K activities between April 1st, 2023 and March 31st, 2024? (0.25 pts per hour; 15 points max)

- 1. Free Response

Section 9 - Home Club Involvement (5 Points)

1. Number of total home club meetings hosted by your home club.

- a. *Free Response Field*

2. Number of home club meetings attended, adding all meetings missed due to class, exams, work, sickness, District Board meetings, or other club visitations to the meeting attended total. (Points awarded as a percentage of total meetings attended. Ex: 50% of meetings attended results is 2.5 points)

- a. *Free Response Field*

Section 10 - Setting and Achieving Goals (5 Points)

1. Did you submit a copy of your goal sheet to CKI for the current year within 45 days of taking office?

- A. *Multiple Choice (Y/N)*

2. Please submit a copy of the goal sheet you submitted to CKI.

- A. *File Upload*

3. If you did not submit your goal sheet to CKI, please explain why not, what your goals were, and how you achieved them.

- A. *Free Response Field*

4. Was Goal #1 met? (1 point)

- A. *Multiple Choice (Y/N)*

5. Was Goal #2 met? (1 point)

- A. *Multiple Choice (Y/N)*

6. Was Goal #3 met? (1 point)

- A. *Multiple Choice (Y/N)*

7. Was Goal #4 met? (1 point)

- A. *Multiple Choice (Y/N)*

8. Was Goal #5 met? (1 point)

- A. *Multiple Choice (Y/N)*

9. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal in 150 words or less per goal. Applicant can make up points per goal if judges deem response sufficient.

- A. *Free Response Field*

Section 11 - Letters of Recommendation (10 points)

1. You must also include two (2) letters of recommendation from your District Board of Officers. Your District Governor/Kiwanis Committee Member may write one of the two letters, but at least one letter has to be from a CKI member. These letters should be no more than 750 words each and highlight personal and professional reasons as to why you deserve to be recognized as a Distinguished Secretary-Treasurer. (5 points each)
 - A. Letter of Rec Feature

Section 12 - Above and Beyond (10 points)

- B. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-11 of this application. (Up to 2 points per evidence, max of 10 points)
 1. For each piece of evidence, please write no more than 100 words about as to why you have included it in "Above and Beyond" and what significance it adds to your application.
 2. *File Upload (up to 5)*
- B. If you did not meet any of the criteria covered in Sections 1-11 of this application and have valid reasons why you feel you should be exempt, please explain why in 100 words or less per criteria missed.
 3. *Free Response (max 1000 words)*

Distinguished District Treasurer

The R.P. “Reg” Merridew Distinguished District Treasurer Award was designed to recognize District Treasurers who go above and beyond the call of duty, fulfilling their responsibilities and serving their district and membership to the best of their abilities.

GENERAL GUIDELINES:

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between District Officers but rather a recognition of an individual’s performance.
- Only persons elected or officially appointed to the position of District Treasurer and who have served a minimum of six (6) months in office may submit applications for consideration.
- In order to be eligible for this award, the nominee must have complied with all aspects of the Circle K International Bylaws, Policy Code, and respective District Bylaws, Policy Codes, and Operating Procedures.
- Out of 100 possible points, the nominee must accumulate a total of at least 90 points (90%). Applicants can make up no more than 10 “extra credit” points from missed criteria from Sections 1-10 in the Above & Beyond Section.
- Supplements submitted cannot exceed one hundred (100) pages in total.
- Acceptable forms of communication include emails, instant messages (including Facebook, Slack, etc.), newsletters, phone conversations, or written correspondence.
- If you would like special consideration for any of the criteria due to circumstances beyond your control, please include a letter of explanation in the appropriate response field in the Above & Beyond Section.
- All applications must be submitted online by the established deadline. No late submissions will be considered.

SUMMARY OF AWARD

Section 1 – Eligibility

Section 2 – Club Communications (10 points)

Section 3 – District Board Communication (10 points)

Section 4 – Fees Collection and Notification (20 points)

Section 5 – Reporting (10 points)

Section 6 – Required Attendance (5 points)

Section 7 – Service (15 points)

Section 8 – Home Club Involvement (10 points)

Section 9 – Setting and Achieving Goals (10 points)

Section 10 – Letters of Recommendation (10 points)

Section 11 – Above & Beyond (10 points)

Name:

District:

Section 1 – Eligibility

1. Did you serve a minimum of six (6) months in office?
 - a. *Multiple Choice (Y/N)*
2. Did you pay District Dues by December 1st, 2023?
 - a. *Multiple Choice (Y/N)*
3. Please provide verification that you qualify as a member in good standing of your home club.
 - a. *File Upload*

Section 2 – Club Communications (10 Points)

1. List the total number of communications made to your club treasurers during your term as District Treasurer. Please see the Cover Page for acceptable forms of communication. (1 point per 3 communications, 4 points max) NOTE: Communications are independent conversations, not individual messages.

i. Free Response Field

2. Did you correspond with your club treasurers regarding the role of the club treasurer? (1 point if proper evidence is submitted)
 - i. Multiple Choice (Y/N)*
 - 2a. Please combine files and provide two (2) examples of club correspondence regarding the role of the club treasurer. Include a timestamp for each piece of evidence.
 1. *File Upload*
3. Did you correspond with your clubs regarding International and District Dues? (1 point if proper evidence is submitted)
 - ii. Multiple Choice (Y/N)*
 - 3a. Please combine files and provide two (2) examples of club correspondence regarding International and District Dues. Include a timestamp for each piece of evidence.
 1. *File Upload*
4. Did you correspond with your clubs regarding the fundraising project ideas? (1 point if proper evidence is submitted)
 - i. Multiple Choice (Y/N)*
 - 4a. Please combine files and provide two (2) examples of club correspondence regarding fundraising project ideas. Include a timestamp for each piece of evidence.

1. *File Upload*

5. Did you correspond with your clubs regarding other responsibilities as club treasurers? (1 point per 2 communications, 3 points max if proper evidence is submitted)

ii. *Multiple Choice (Y/N)*

5a. Please combine files and provide up to six (6) examples of club correspondence regarding other responsibilities of club treasurers. Include a timestamp for each piece of evidence.

1. *File Upload*

Section 3 – District Board Communications (10 Points)

1. List the total number of communications with District Board members during your term as District Treasurer. Please see the Cover Page for acceptable forms of communication. (1 point per 3 communications, 5 points max) NOTE: Communications are independent conversations, not individual messages.

1. *Free Response Field*

2. Did you correspond with your District Board Members regarding the Procedure for Vouchers/Expense Reports? (1 point if proper evidence is submitted)

2. *Multiple Choice (Y/N)*

2a. Please provide one (1) example of District Board correspondence regarding the Procedure for Vouchers/ Expense Reports. Include a timestamp for each piece of evidence.

a. *File Upload*

3. Did you correspond with your District Board regarding Dues Collection Information and Process? (2 points if proper evidence is submitted)

3. *Multiple Choice (Y/N)*

3a. Please provide three (3) examples of District Board correspondence regarding Dues Collection Information and Process. Include a timestamp for each piece of evidence.

a. *File Upload*

4. Did you correspond with your District Board regarding membership reports? (2 points if proper evidence is submitted)

4. *Multiple Choice (Y/N)*

4a. Please provide two (2) examples of District Board correspondence regarding membership reports. Include a timestamp for each piece of evidence.

b. *File Upload*

Section 4 - Fees Collection and Notifications (20 Points)

1. Did you issue a call for International and District Per-Member Dues Fees prior to **November 1st, 2023? (5 Points) Note:** a “call for fees” should

include information sent to every club in the district about the fee amounts, fee deadlines, benefits of submitting fees, and consequences of not submitting fees.

- a. Multiple choice (y/n)
 - 1a. Please upload proof of the call for dues and fees. Include a timestamp.
 - b. Upload proof (File upload)
 - 2. How many active clubs in your District paid dues by November 31st, 2023? (50-74% - 3 points, 75-99% - 7 points, 100% - 10 points)
 - a. Free Response
 - 3. Did you notify club presidents, treasurers, and respective advisors (if applicable) by **November 30th, 2023** regarding their club's status? **(3 Points)**
 - a. Multiple Choice (Y/N)
 - 3a. Please upload proof of notification of club status. Include timestamp.
 - 1. (File upload)
 - 4. Did you notify club presidents, treasurers, and respective advisors (if applicable) by **January 1st, 2024** regarding their club's status? **(2 Points)**
 - a. Multiple Choice (Y/N)
 - 4a. Please upload proof of notification. Include timestamp.
 - 2. (File upload)

Section 5 - Reporting (10 Points)

- 1. Please enter the appropriate values in the table below to calculate the percentage of reports filed while in office. (10 points possible out of a calculated percentage rounded to the nearest point if proper evidence is submitted)
 - 1a. Number of District Treasurer reports presented at all official District Board meetings while in office:
 - a. Free Response
 - 1b. Number of official District Board meetings while in office:
 - b. Free Response
 - 1c. Combine files and upload board meeting mins or reports submitted for official District Board Meetings.
 - c. File Upload

Section 6 - Required Attendance (5 Points)

- 1. Indicate your attendance at the following events during your term. Select all that apply.
 - a. Your district's 2023 District Convention? (1 pt)
 - b. Your district's 2024 District Convention? (1 pt)

- c. Your district's Fall Conference? (If your district did not hold a fall conference, note this in the exemption section at the end of the application) (0.5 pt)
 - d. 2023 Circle K International Convention in Minneapolis, Minnesota? (1 pt)
 - e. 100% of your District Board meetings? (1 pt)
 - f. District Board Training Conference? (If your district did not hold a District Board Training Conference, note this in the exemption section at the end of the application) (0.5 pt)
2. If you were unable to attend and explain how you overcame setbacks from not attending these events. Missed points can be earned back if judges deem responses provided sufficient reasoning.
- g. Free Response Field

Section 7 - Service (15 Points)

- 1. How many hours of community service did you perform during your term as District Treasurer through Circle K activities between April 1st, 2023 and March 31st, 2024? (0.25 pts per hour; 15 points max)
- 5. Free Response

Section 8 - Home Club Involvement (10 Points)

- 1. Number of total home club meetings hosted by home club.
 - a. *Free Response Field*
- 2. Number of home club meetings attended, adding all meetings missed due to class, exams, work, sickness, District Board meetings, or other club visitations to the meeting attended total. (Points awarded as a percentage of total meetings attended. Ex: 50% of meetings attended results is 5 points)
 - a. *Free Response Field*

Section 9 - Setting and Achieving Goals (10 Points)

- 1. Did you submit a copy of your goal sheet to CKI for the current year within 45 days of taking office?
 - 1. *Multiple Choice (Y/N)*
- 2. Please submit a copy of the goal sheet you submitted to CKI.
 - 1. *File Upload*
- 3. If you did not submit your goal sheet to CKI, please explain why not, what your goals were, and how you achieved them.
 - 1. *Free Response Field*
- 4. Was Goal #1 met? (2 points)
 - 1. *Multiple Choice (Y/N)*

- 5. Was Goal #2 met? (2 points)
 - 1. *Multiple Choice (Y/N)*
- 6. Was Goal #3 met? (2 points)
 - 1. *Multiple Choice (Y/N)*
- 7. Was Goal #4 met? (2 points)
 - 1. *Multiple Choice (Y/N)*
- 8. Was Goal #5 met? (2 points)
 - 1. *Multiple Choice (Y/N)*

9. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal in 150 words or less per goal. Applicant can earn back 2 points per goal if judges deem response sufficient.

- 1. *Free Response Field*

Section 10 - Letters of Recommendation (10 points)

1. You must also include two (2) letters of recommendation from your District Board of Officers. Your District Governor/Kiwanis Committee Member may write one of the two letters, but at least one letter has to be from a CKI member. These letters should be no more than 750 words each and highlight personal and professional reasons as to why you deserve to be recognized as a Distinguished Treasurer. (5 points each, 10 points max)

- A. Letter of Rec Feature

Section 11 - Above and Beyond (10 points)

I. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-10 of this application. (Up to 2 points per evidence, max of 10 points)

- 1. For each piece of evidence, please write no more than 100 words about as to why you have included it in "Above and Beyond" and what significance it adds to your application.
- 2. *File Upload (up to 5)*

II. If you did not meet any of the criteria covered in Sections 1-10 of this application and have valid reasons why you feel you should be exempt, please explain why in 100 words or less per criteria missed.

- Free Response (max 1000 words)*

Distinguished International Chairperson

The Distinguished International Chairperson Award was designed to recognize appointed Circle K International Chairpersons who go above and beyond their assigned responsibilities in benefitting all Circle K members and the organization entirely. International Chairpersons who served on an International Committee or an International Task Force can apply for this award.

GENERAL GUIDELINES:

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between District Officers but rather a recognition of an individual's performance.
- Only persons officially appointed to the position of International Chairperson and who have served a minimum of six (6) months in office may submit applications for consideration.
- In order to be eligible for this award, the nominee must have complied with all aspects of the Circle K International Bylaws, Policy Code, and respective District Bylaws, Policy Codes, and Operating Procedures.
- Out of 100 possible points, the nominee must accumulate a total of at least 90 points (90%). Applicants can make up no more than 10 "extra credit" points from missed criteria from Sections 1 - 7 in the Above & Beyond Section.
- Supplements submitted cannot exceed one hundred (100) pages in total.
- Acceptable forms of communication include emails, instant messages (including Facebook, Slack, etc.), newsletters, phone conversations, or written correspondence.
- If you would like special consideration for any of the criteria due to circumstances beyond your control, please include a letter of explanation in the appropriate response field in the Above & Beyond Section.
- All applications must be submitted online by the established deadline. No late submissions will be considered.

Summary of Award:

Section 1 – Eligibility

Section 2 – Communication (15 points)

Section 3 – Accomplishing Tasks (25 points)

Section 4 - Attendance (5 points)

Section 5 - Service (25 points)

Section 6 - Home Club Involvement (10 points)

Section 7 - Letters of Recommendation (20 points)

Section 8 - Above and Beyond (10 points)

Name:

District:

Section 1 - Eligibility

1. Did you serve a minimum of six (6) months in office?
 - a. *Multiple Choice (Y/N)*
2. Did you pay District Dues by November 30th, 2023?
 - a. *Multiple Choice (Y/N)*

Section 2 - Communication (15 Points)

1. If you held meetings, did you attend at least 80% of your committee's meetings? (5 points)
 1. *Multiple Choice (Y/N/Did not hold meetings)*
2. If you held meetings, did you communicate updates with the Circle K International Vice President (IVP), including but not limited to emails, direct message conversations, and meeting agendas/minutes? (5 points)
 - i. *Multiple Choice (Y/N/did not hold meetings)*
 - 2a. Please combine files and provide four (4) examples of communication with the IVP regarding committee updates. Include a timestamp for each piece of evidence.
 - i. *File Upload*
3. Did you attend at least 80% of International Chairperson Meetings? If you were excused from a meeting and provided sufficient follow-up deemed by the IVP, those missed meetings will not count against your total. (5 points)
 - i. *Multiple choice (Y/N)*

Section 3 - Accomplishing Tasks (25 Points)

1. Please combine and upload your goals and directives for the term. (5 points)
 - i. *File Upload*
2. Did you follow up on your Committee/Task Force goals? (5 points if proper evidence is submitted)
 - Multiple Choice (Y/N)*
 - 2a. If you answered "Yes" to the question above: Provide examples of follow-ups, label them as "Goals & Directives" and upload them below. This may include written testimonials, emails, or other documentation recognizing the progress of accomplishing your tasks.
 - i. *File Upload*
3. In 500 words or fewer describe how your goals were met. These goals should be the same as the ones submitted in Section 3, Question

1. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal. (5 points)
 - i. Free Response
4. How many committee meeting agendas did you distribute to Committee/Task Force members? (1 point per agenda, 5 points max)
 - 4a. Please combine and upload up to five (5) examples of meeting agendas. Include a timestamp for each piece of evidence.
 1. File upload
5. Did you or the International Committee Sub Chair or International Committee Vice Chair take minutes at each meeting? (5 points if proper evidence is submitted)
 - i. Multiple Choice (Y/N)
 - 5a. Please combine files and provide four (4) examples of meeting minutes. Include a timestamp for each piece of evidence.
 1. File Upload

Section 4 - Attendance (5 Points)

1. Indicate your attendance at the following events during your term. Select all that apply.
 1. Your district's 2023 District Convention? (1 point)
 2. Your district's 2024 District Convention? (1 point)
 3. Your district's 2023 District's Fall Conference? (If your district did not hold a fall conference, note this in the exemption section at the end of the application) (1 point)
 4. 2023 Circle K International Convention in Minneapolis, Minnesota? (1 point)
 5. International Chairperson Training? (If no training was offered, note this in the exemption section at the end of the application) (1 point)
2. If you were unable to attend any of the events above, please explain how you overcame setbacks from not attending these events. Missed points can be earned back if judges deem responses provide sufficient reasoning.
 1. Free Response Field

Section 5 - Service (25 Points)

1. How many hours of community service did you perform during your term as an International Chairperson through Circle K International activities between April 1, 2023 and March 31, 2024? (0.5 points per hour, 25 points max) NOTE: To earn full points, you need to have served at a least a total of 50 hours this service year.
 1. Free Response

Section 6 - Home Club Involvement (10 Points)

1. The number of total home club meetings hosted by your home club.
 - a. *Free Response Field*
2. Number of home club meetings attended, adding all meetings missed due to class, exams, work, sickness, District Board meetings, or other club visitations to the meeting attended total. (Points awarded as a percentage of total meetings attended. Ex: 50% of meetings attended results is 5 points)
 - a. *Free Response Field*

Section 7 - Letters of Recommendation (20 Points)

1. You must include two (2) letters of recommendation. The International Vice President or a Trustee from your committee or task force may write one of the two letters, but at least one letter has to be from a member of your committee or task force who isn't an International Board member. These letters should be no more than 750 words each and highlight personal and professional reasons as to why you deserve to be recognized as a Distinguished International Chairperson. (10 points each)
 Letter of rec feature

Section 8 - Above and Beyond (10 Points)

1. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1 - 7 of this application. (Up to 2 points per piece of evidence, 10 points max)
 - a. *File Upload*
 - 1a) For each piece of evidence, please write no more than 100 words about as to why you have included it in "Above and Beyond" and what significance it adds to your application.
- i. *Free Response*
 2. If you did not meet any of the criteria covered in Sections 1-8 of this application and have valid reasons why you feel you should be exempt, please explain why in 100 words or less per criteria missed.
 - a. *Free Response*

Distinguished Kiwanis Committee Member

The Distinguished Kiwanis Committee Member Award was designed to recognize members of Kiwanis who greatly assist in the moral, technical, and physical support of their assigned Circle K District Board of Officers in order to bring success to their district.

GENERAL GUIDELINES

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between Kiwanis Committee Members, but a recognition of an individual's performance.
- In order to be eligible for this award, the nominee must have complied with all aspects of the Circle K International Bylaws, Policy Code, and respective District Bylaws, Policy Codes, and Operating Procedures.
- Out of 100 possible points, the nominee must accumulate a total of at least 90 points (90%). Applicants can make up no more than 10 "extra credit" points from missed criteria from Sections 1-5 in the Above & Beyond Section
- Supplements submitted cannot exceed one hundred (100) pages in total.
- Acceptable forms of communication include emails, instant messages (including Facebook, Slack, etc.), newsletters, phone conversations, or written correspondence.
- If you would like special consideration for any of the criteria due to circumstances beyond your control, please include a letter of explanation in the appropriate response field in the Above & Beyond Section.
- All applications must be submitted online by the deadline stated at the top of this application. No late submissions will be considered.

Summary of Award:

- Section 1 – Attendance (10 points)
- Section 2 – Completion of Duties (20 points)
- Section 3 – Board Support (20 points)
- Section 4 – Communication (25 points)
- Section 5 – Leadership Development and Education (25 points)
- Section 6 - Above and Beyond (10 points)

Name:
District:

Section 1 - Attendance (10 Points)

1. Indicate the Kiwanis Committee Member's attendance at the following events during the term. Select all that apply.

- a. The 2023 CKI District Convention? (2 points)
 - b. The 2024 CKI District Convention? (2 points)
 - c. The 2023 Circle K International Convention in Minneapolis, Minnesota? (2 points)
 - d. At least 80% of the CKI District Board meetings? (2 points)
 - e. The Kiwanis District Convention (1 point)
 - f. The 2024 Kiwanis Mid-Year Convention (1 point)
2. If you were unable to attend and explain how you overcame setbacks from not attending these events. Missed points can be earned back if judges deem responses provide sufficient reasoning.
- a. *Free Response Field*

Section 2 - Completion of Duties (20 Points)

- 1. Please provide written documentation of the duties of the Kiwanis Committee Member as explained by the CKI District Bylaws or as expected from the CKI District Board of Officers.
 - a. File Upload
- 2. In 300 words or fewer, explain how the Kiwanis Committee Member completed their duties (20 points).
 - a. Free Response

Section 3 - Board Support (20 Points)

- 1. Explain how the Kiwanis Committee Member provided guidance, counsel, and advice to the CKI District Board of Officers throughout the term. (20 points) Note: You may wish to elaborate on one or more of the following areas: Team-Building, Leadership Development, and Membership Recruitment.
 - a. Free Response

Section 4 - Communication (25 Points)

- 1. List the total number of communications the Kiwanis committee members made to the District Board member(s) they were tasked with working with. Please see the Cover Page for acceptable forms of communication. (1 point per communication, 25 points max) NOTE: Communications are independent conversations, not individual messages.
 - a. Free Response
- 2. Please combine files and provide at least five (5) examples of correspondence that shows effective communication between the Kiwanis committee member and members of the District Board/District Administrator. Include timestamps for each piece of evidence.
 - a. File Upload

Section 5 - Leadership Development and Education (25 Points)

1. Describe how the Kiwanis Committee Member assisted in the leadership development and education of the CKI District Board of Officers. (25 points) Note: You may wish to elaborate on one or more of the following areas: Attendance and participation at Kiwanis events, communication with Kiwanis District Leadership, Submission of CKI Information to the Kiwanis District Bulletin Editor, and Utilization of Kiwanis Committee on CKI.
 - a. Free Response

Section 6 - Above and Beyond (10 Points)

1. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-5 of this application. (Up to 2 points per evidence, max of 10 points)
 - a. For each piece of evidence, please write no more than 100 words about as to why you have included it in "Above and Beyond" and what significance it adds to your application.
 - b. *File Upload (up to 5)*
2. If the committee member did not meet any of the criteria covered in Sections 1-5 of this application and have valid reasons why you feel they should be exempt, please explain why in 100 words or less per criteria missed.
 - a. *Free Response (max 1000 words)*

Distinguished Lieutenant Governor

The J.N. Emerson Distinguished Lieutenant Governor Award was designed to recognize lieutenant governors who serve their division in the greatest capacity, act as role models among other District Board Officers, and offer encouragement for club growth throughout their term.

GENERAL GUIDELINES:

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between District Officers but rather a recognition of an individual's performance.
- Only persons elected or officially appointed to the position of District Lieutenant Governor and who have served in office for a minimum of six (6) months may submit applications for consideration.
- In order to be eligible for this award, the nominee must have complied with all aspects of the Circle K International Bylaws, Policy Code, and respective District Bylaws, Policy Codes, and Operating Procedures.
- Out of 100 possible points, the nominee must accumulate a total of at least 90 points (90%). Applicants can make up no more than 10 "extra credit" points from missed criteria from Sections 1-11 in the Above & Beyond Section.
- Supplements submitted cannot exceed one hundred (100) pages in total.
- Acceptable forms of communication include emails, instant messages (including Facebook, Slack, etc.), newsletters, phone conversations, or written correspondence.
- If you would like special consideration for any of the criteria due to circumstances beyond your control, please include a letter of explanation in the appropriate response field in the Above & Beyond Section.
- All applications must be submitted online by the established deadline. No late submissions will be considered.

Summary of Award:

- Section 1 - Eligibility
- Section 2 - Communication (15 points)
- Section 3 - Dues Payment (5 points)
- Section 4 - Club Building (5 points)
- Section 5 - Divisional Events (10 points)
- Section 6 - Kiwanis Family Involvement (5 points)
- Section 7 - Reporting (5 points)
- Section 8 - Attendance (5 points)
- Section 9 - Service (20 points)

- Section 10 - Home Club Involvement (10 points)**
- Section 11 - Setting and Achieving Goals (10 points)**
- Section 12 - Letters of Recommendation (10 points)**
- Section 13 - Above and Beyond (10 points)**

Name:

District:

Section 1 - Eligibility

1. Did you serve a minimum of six (6) months in office?
 - a. *Multiple Choice (Y/N)*
2. Did you pay District Dues by December 1st, 2023?
 - a. *Multiple Choice (Y/N)*
3. Please provide verification that you qualify as a member in good standing of your home club. (Ex: Roster on MUC Screenshot, Signed Letter from Club President)
 - a. *File Upload*

Section 2 - Communication (15 Points)

1. What is the total number of communications made to clubs during your term as Lt. Governor? (1 point per 3 communications, 4 points max)
 - a. *Free Response Field*
2. Did you correspond with your clubs regarding International Preferred Charities/Service Partners? (1 point if proper evidence is submitted)
 - a. *Multiple Choice (Y/N)*
 - 2a. Please combine files and provide up to two (2) examples of club correspondence regarding International Service Partners and Preferred Charities. Include a timestamp for each piece of evidence.
 - b. *File Upload (up to 2)*
3. Did you correspond with your clubs regarding The Tomorrow Fund? (1 point if proper evidence is submitted)
 - a. *Multiple Choice (Y/N)*
 - 3a. Please combine files and provide up to two (2) examples of club correspondence regarding The Tomorrow Fund. Include a timestamp for each piece of evidence.
 - b. *File Upload (up to 2)*
4. Did you correspond with your clubs regarding any of the following Kiwanis Family branches? Select all that apply.
 - i. Kiwanis (0.5 points)
 - ii. Key Club (0.5 points)
 - iii. Builder's Club/K-Kids (0.5 points)

iv. Aktion Club (0.5 points)

4a. Please combine files and provide at least two (2) examples of club correspondence regarding the Kiwanis Family. Include a timestamp for each piece of evidence.

b. *File Upload (up to 2)*

5. Did you correspond with your clubs regarding Club Building/Recruitment? (1 point if proper evidence is submitted)

a. *Multiple Choice (Y/N)*

5a. Please combine files and provide up to two (2) examples of club correspondence regarding Club Building/Recruitment. Include a timestamp for each piece of evidence.

b. *File Upload (up to 2)*

6. Did you correspond with your clubs regarding District Events? (2 points if proper evidence is submitted)

a. *Multiple Choice (Y/N)*

6a. Please combine files and provide up to two (2) examples of club correspondence regarding District Events. Include a timestamp for each piece of evidence.

b. *File Upload (up to 2)*

7. Did you correspond with your clubs regarding International Convention (ICON)? (1 point if proper evidence is submitted)

a. *Multiple Choice (Y/N)*

7a. Please combine files and provide up to two (2) examples of club correspondence regarding International Convention (ICON). Include a timestamp for each piece of evidence.

b. *File Upload (up to 2)*

8. Did you correspond with your clubs regarding dues payment? (1 point if proper evidence is submitted)

a. *Multiple Choice (Y/N)*

8a. Please combine files and provide up to two (2) examples of club correspondence regarding dues payment. Include a timestamp for each piece of evidence.

b. *File Upload (up to 2)*

9. Did you correspond with your clubs regarding Service Hour reporting? (1 point if proper evidence is submitted)

a. *Multiple Choice (Y/N)*

9a. Please combine files and provide up to two (2) examples of club correspondence regarding service hour reporting. Include a timestamp for each piece of evidence.

b. *File Upload (up to 2)*

10. Did you correspond with your clubs regarding CKI Week? (1 point if proper evidence is submitted)

i. *Multiple Choice (Y/N)*

10a. Please combine files and provide up to two (2) examples of club correspondence regarding CKI Week. Include a timestamp for each piece of evidence.

ii. *File Upload (up to 2)*

Section 3 - Dues Payment (5 Points)

1. How many active clubs were there in your division by March 31st, 2023?
a. Free Response
2. How many active clubs in your division paid dues by November 30th, 2023? (Do not include clubs chartered after this date) (50-74% - 3 points, 75-99% - 4 points, 100% - 5 points)
a. Free Response

Section 4 - Club Building (5 Points)

1. Number of active (do not include inactive or suspended) clubs in your division) at the end of the 2022-2023 service year.
a. *Short Response Field (number)*
2. Number of active clubs as of March 31, 2024. (1 point for each additional charter/reactivation, max 5 points)
a. *Short Response Field (number)*

Section 5 - Divisional Events (10 Points)

1. What is the number of divisional events (such as Division Council meetings online or in person, Divisional Service projects, etc.) held where there was a majority of clubs present by one member or more? (1 point per event, 10 points max).
a. Free Response
 - b. 1a. Please combine files and provide at least one (1) and no more than two (2) pieces of evidence for each divisional event held. Include a timestamp for each piece of evidence.
- i. File upload

Section 6 - Kiwanis Family Involvement (5 Points)

1. Did you attend at least one of your club's Sponsoring Kiwanis Club meetings or events? (1 point)
a. Multiple Choice (Y/N)
2. Did you attend at least one local Key Club meeting or event with at least two (2) Key Club members present? (1 point)
a. Multiple Choice (Y/N)

- 3. Did you attend at least one service project with other Kiwanis Family members? (1 Point)
 - a. Multiple Choice (Y/N)
- 4. How many CKI interclubs did you participate in? (1 point per interclub, 2 points max)
 - a. Free Reponse

Section 7 - Reporting (5 Points)

- 1. Enter the appropriate values in the table below to calculate the percentage of reports filed while in office. (50-74% - 1 point, 75-99% - 3 points, 100% - 5 points, points awarded if proper evidence is submitted)
 - a. Number of official District Board meetings attended:
 - i. Free Response
 - b. Number of Lieutenant Governor reports presented at all official District Board meetings while in office:
 - i. Free Response
- 2. Upload reports submitted for official District Board Meetings
 - a. File Upload

Section 8 - Required Attendance (5 Points)

- 1. Indicate your attendance at the following events during your term. Select all that apply.
 - a. Your district's 2023 District Convention? (1 point)
 - b. Your district's 2024 District Convention? (1 point)
 - c. Your district's 2023 Fall Conference? (If your district did not hold a fall conference, note this in the exemption section at the end of the application) (0.5 points)
 - d. 2023 Circle K International Convention in Minneapolis, Minnesota? (1 point)
 - e. 100% of your District Board meetings? (1 point)
 - f. District Board Training Conference? (If your district did not hold a District Board Training Conference, note this in the exemption section at the end of the application) (0.5 points)
- 2. If you were unable to attend and explain how you overcame setbacks from not attending these events. Missed points can be earned back if judges deem responses provide sufficient reasoning.
 - a. Free Response Field

Section 9 - Service (20 Points)

1. How many hours of community service did you perform during your term as Lieutenant Governor through Circle K International activities between April 1st, 2023 and March 31st, 2024? (0.25 points per hour, max 20 points)
NOTE: To earn full points, you must have served at least 80 total hours in the service year.

a. Free Response Field

Section 10 - Home Club Involvement (10 Points)

1. Number of total home club meetings hosted by your home club
2. Number of home club meetings attended, adding all meetings missed due to class, exams, work, sickness, District Board meetings, or other club visitations to the meeting attended total. (Points awarded as a percentage of total meetings attended. Ex: 50% of meetings attended results is 5 points)

a. Free Response Field

Section 11 - Setting and Achieving Goals (10 Points)

1. Did you submit a copy of your goal sheet to CKI for the current year within 45 days of taking office?

a. Multiple Choice (Y/N)

- 1a. Please submit a copy of the goal sheet you submitted to CKI.

c. File Upload

- 1b. If you did not submit your goal sheet to CKI, please explain why not, what your goals were, and how you achieved them.

e. Free Response Field

2. Was Goal #1 met? (2 points)

a. Multiple Choice (Y/N)

3. Was Goal #2 met? (2 points)

a. Multiple Choice (Y/N)

4. Was Goal #3 met? (2 points)

a. Multiple Choice (Y/N)

5. Was Goal #4 met? (2 points)

a. Multiple Choice (Y/N)

6. Was Goal #5 met? (2 points)

a. Multiple Choice (Y/N)

7. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal in 150 words or less per goal. Applicant can make up 1 point per goal if judges deem response sufficient.

a. Free Response Field

Section 12 - Letters of Recommendation (10 Points)

1. You must also include two (2) letters of recommendation from your District Board of Officers. Your District Governor/Kiwanis Committee Member may write one of the two letters, but at least one letter has to be from a CKI member. These letters should be no more than 750 words each and highlight personal and professional reasons as to why you deserve to be recognized as a Distinguished Lt. Governor. (5 points each)
 - a. Letter of Rec Feature

Section 13 - Above and Beyond (10 Points)

1. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-11 of this application. (Up to 2 points per evidence, max of 10 points)
 - a. For each piece of evidence, please write no more than 100 words about as to why you have included it in "Above and Beyond" and what significance it adds to your application.
 - b. *File Upload (up to 5)*
 2. If you did not meet any of the criteria covered in Sections 1-11 of this application and have valid reasons why you feel you should be exempt, please explain why in 100 words or less per criteria missed.
- a. *Free Response (max 1000 words)*

Outstanding District Newsletter/Bulletin

The Circle K International Outstanding District Newsletter and Bulletin is designed to recognize Districts, which within an administrative year, have crafted an exceptional district newsletter or bulletin for the education and promotion of Circle K International and their home Districts.

General Guidelines

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between District Officers but rather a recognition of an individual's performance.
- Out of 100 possible points, the nominee must accumulate a total of at least 90 points (90%). Applicants can make up no more than 10 "extra credit" points from missed criteria from Sections 1-9 in the Above & Beyond Section.
- The decisions of the judges are final and no changes, alterations, or recalculations will take place.
- All applications must be submitted online by the deadline stated at the top of this application. No late submissions will be considered.

Summary of Award:

- Section 1 - Inclusions (16 points)**
- Section 2 - District & International Events (11 points)**
- Section 3 - CKI Week (7 points)**
- Section 4 - Dues (10 points)**
- Section 5 - Service (14 points)**
- Section 6 - Kiwanis Family (5 points)**
- Section 7 - Recruitment & Retention (10 points)**
- Section 8 - Member Involvement (7 points)**
- Section 9 - Impact (20 points)**
- Section 10 - Above & Beyond (10 points)**

Name of Person Completing Application:

District:

Section 1- Inclusions (16 Points)

1. How many Newsletters/Bulletins did the District send out?(0.5 per newsletter/bulletin, 3 points max)
 - a. Free Response
2. Did the newsletter include contact information for District Officers? (3 points)

- a. (Y/N)
- 3. Did the newsletter include the Circle K International Mission Statement? (2 points)
 - a. (Y/N)
- 4. Did the newsletter include the Circle K International Vision Statement? (2 points)
 - a. (Y/N)
- 5. Did the newsletter include the Circle K International Motto? (2 points)
 - a. (Y/N)
- 6. Did the newsletter include the Circle K International Pledge? (2 points)
 - a. (Y/N)
- 7. Did the newsletter include the Circle K International Objectives? (2 points)
 - a. (Y/N)
- 8. Please compile and include at least one (1) piece of time stamped evidence for each question.
 - a. File Upload

Section 2 - District & International Events (11 Points)

- 1. Did the newsletter promote the Fall Conference?(If your district did not hold a fall conference, note this in the exemption section at the end of the application) (2 points)
 - a. (Y/N)
- 2. Did the newsletter promote the District Convention? (2 points)
 - a. (Y/N)
- 3. Did the newsletter promote the Spring Officer Training? (2 points)
 - a. (Y/N)
- 4. Did the newsletter promote the International Convention? (3 points)
 - a. (Y/N)
- 5. Did the newsletter promote Sister District Events? (2 points)
 - a. (Y/N)
- 6. Please compile and include at least one (1) piece of time stamped evidence for each question.
 - a. File Upload

Section 3 - CKI Week (7 Points)

- 1. Did the newsletter promote CKI Week? (2 points)
 - a. (Y/N)
- 2. How did the newsletter highlight member and club involvement in CKI Week? (5 points)

- a. Free Response
- 3. Please include one (1) piece of time stamped evidence.
 - a. File Upload

Section 4 - Dues (10 Points)

- 1. How did the newsletter educate clubs on how to pay dues and the importance of dues? (5 points)
 - a. Free Response
- 2. How did the newsletter remind clubs of the early bird and final dues deadlines? (5 points)
 - a. Free Response
- 3. Please compile and include at least one (1) piece of time stamped evidence for each question.
 - a. File Upload

Section 5 - Service (14 Points)

- 1. Did the newsletter highlight the District Service Project? (2 points)
 - a. (Y/N)
- 2. How did the newsletter highlight service projects from the clubs and divisions, if your district has divisions? (5 points)
 - a. Free Response
- 3. How did the newsletter highlight the Circle K International Service Initiatives? (5 points)
 - a. Free Response
- 4. Did the newsletter highlight the Circle K International Service Partners? (2 points)
 - a. (Y/N)
- 5. Please compile and include at least one (1) piece of time stamped evidence for each question.
 - a. File Upload

Section 6 - Kiwanis Family (5 Points)

- 1. Did the newsletter highlight any Kiwanis Family Events? (2 points)
 - a. (Y/N)
- 2. Did the newsletter educate members about the branches of the Kiwanis Family? (3 points)
 - a. (Y/N)
- 3. Please compile and include at least one (1) piece of time stamped evidence for each question.
 - a. File Upload

Section 7 - Recruitment & Retention (10 Points)

1. How did the newsletter assist and educate clubs about membership recruitment and retention? (10 points)
 - a. Free Response
2. Please include one (1) piece of time stamped evidence.
 - a. File Upload

Section 8 - Member Involvement (7 Points)

1. How did the District allow for members to submit material to be in the newsletter? (2 points)
 - a. Free Response
2. How did the newsletter highlight outstanding members in the District? (5 points)
 - a. Free Response
3. Please compile and include at least one (1) piece of time stamped evidence for each question.
 - a. File Upload

Section 9 - Impact (20 Points)

1. In 250 words or less, explain how the district has utilized this newsletter for member recruitment and/or retention and how this newsletter promotes Circle K International as a whole. Be sure to comment on the success and effect that this newsletter has had. (20 points)
 - a. Free Response

Section 10 - Above & Beyond (10 Points)

1. In 500 words or fewer, describe how the District Newsletter has impacted the District in ways other than described in the above sections. (Judge can award up to 10 possible bonus points in this section if deemed appropriate.)

Outstanding International Committee Member

The Outstanding International Committee Member Award was designed to recognize members who serve on International Committees and/or Task Forces and excel in their respective positions, going above and beyond their assigned responsibilities.

General Guidelines

- An International Chairperson or Sub/Vice Committee Chairs are the only individuals who may apply for this award on behalf of their Committee or Task Force Members.
- A maximum of two (2) applications per Committee or Task Force will be considered.
- In order to be eligible for this award, the nominee must have complied with all aspects of the Circle K International Bylaws, Policy Code, and respective District Bylaws, Policy Codes, and Operating Procedures.
- The nominee(s) must accumulate a total of at least 90 out of the 100 possible points (90%). Applicants can make up no more than 10 “extra credit” points from missed criteria from Sections 1-3 in the Above & Beyond Section.
- Acceptable forms of communication include emails, instant messages (e.g., Facebook, Slack, etc.), newsletters, phone conversations, video calls, or written correspondence.
- All applications must be submitted online by the deadline stated at the top of this application. No late submissions will be considered.

Circle K International at:

Name of Nominee:

Name of Applicant:

Email of Applicant:

Summary of Award:

Section 1 - Eligibility

Section 2 - Tasks and Assignments (25 points)

Section 3 - Attendance (25 points)

Section 4 - Communication (20 points)

Section 5 - Letters of Recommendation (30 points)

Section 6 - Above and Beyond (10 points)

Qualifying Criteria

1. Did the nominee serve a minimum of six (6) months in the office?
 - a. Multiple Choice (Y/N)
2. Did the nominee pay District Dues by November 30th, 2023?
 - a. Multiple Choice (Y/N)
3. Please provide verification that the nominee can qualify as a member in good standing of your home club.
 - a. File Upload

Section 1 - Tasks and Assignments (25 points)

1. What is the nominee's official position on the Committee/Task Force?
 - a. Free Response
2. Please list the official tasks the Committee/Task Force Chair assigned to the Committee Member/Task Force Member.
 - a. Free Response
3. What percentage of the assigned tasks did the member complete? (10 points for 100%, 8 for 75-99%, 5 for 50-74%, 1 for 1-49%)
 - i. Free Response
 - a. Please provide at least two (2) examples of task completion for each task completed. Include a timestamp for each piece of evidence.

i. File Upload

4. In 300 words or less, explain how the member's contributions helped the committee/Task Force achieve its goals. Please also detail what was expected from the nominee and how they completed and expectations. (15 points)
 - a. Free Response

Section 2 - Attendance (25 points)

1. How many meetings did the Committee/Task Force hold?
2. How many meetings did the nominee attend, adding meetings for which the nominee was excused due to class, exams, work, sickness, District Board meetings, or other club visitations? (25 points for 100-99%, 20 points for 99-80%, 15 points for 80-70%, 10 points for 70-60%, 5 points for 60-50%, 3 points for below 50%)

Section 3 - Communication (20 points)

1. Please provide the number of communications between the chairperson and the nominee. Please refer to the Award Guidelines for acceptable

forms of communication. (2 points per 3 communications, max of 20 points)

- a. Free Response (number)

Section 4 - Letters of Recommendation (30 points, 15 points each)

1. You must also include two (2) letters of recommendation for the nominee. The Committee/Task Force Chair may write one of the two letters, but at least one letter has to be from a member of the committee. These letters should be no more than 750 words each and highlight personal and professional reasons as to why they deserve to be an Outstanding International Committee Member. (15 points each)

Section 5 - Above and Beyond (10 points)

1. To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-3 of this application. (Up to 2 points per evidence, max of 10 points)
 - a. File Upload
2. For each piece of evidence, please write no more than 100 words about why you included it in "Above and Beyond" and what significance it adds to your application.
 - a. Free Response
3. If you did not meet any of the criteria covered in Sections 1-3 of this application and have valid reasons why you feel you should be exempt, please explain why in 100 words or less per criteria missed.
 - a. Free Response

Outstanding Service Initiative Involvement Award

- **The Circle K International Outstanding Service Initiative Involvement Award is designed to recognize clubs that have specifically participated in International Service Initiatives, showcasing the planning, execution, and impact of an International Service Initiative Project.**

General Guidelines

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between clubs but rather a recognition of an individual's performance.
- Out of 100 possible points, the nominee must accumulate a total of at least 90 points (90%). Applicants can make up no more than 10 "extra credit" points from missed criteria from Sections 1-4 in the Above & Beyond Section.
- The decisions of the judges are final and no changes, alterations, or recalculations will take place.
- All applications must be submitted online by the deadline stated at the top of this application. No late submissions will be considered.

Summary of Award:

- Section 1 - Service Initiative (60 points)**
- Section 2 - Organization Involvement (5 points)**
- Section 3 - Club Member Involvement (15 points)**
- Section 4 - Club Contribution (20 points)**
- Section 5 - Above & Beyond (10 points)**

Name of Person Completing Application:

District:

Section 1 - Service Initiative (60 Points)

1. Select an International Service Initiative
 - a. Childhood Development
 - b. Environmental Justice
 - c. Food and Housing Insecurity
 - d. Mental Health
2. Please describe the project or event the club participated in. (30 points max)
 - a. Free Response

3. Describe the impact of the project or event in relation to the Service Initiative. (30 points max)
 - a. Free Response

Section 2 - Organization Involvement (5 Points)

1. Did the project involve a specific organization?
 - a. (Y/N)
2. If yes, what is the organization called? (1 point)
 - a. Free Response
3. How does the organization relate and impact the project of the selected Service Initiative? (4 points)
 - a. Free Response
4. Please compile and include at least one (1) piece of time stamped evidence relating to the organization's involvement and impact.
 - a. File Upload

Section 3- Club Member Involvement (15 Points)

1. Who was involved from the club to plan the project/event? (5 points)
 - a. Free Response
2. How many active members does the club have?
 - a. Free Response
3. How many active club members participated in the project/event? (10 points max, percent of active members that participated in the project, 50% = 5 points)
 - a. Free Response

Section 4- Club Contribution (20 Points)

1. How many service hours did the club contribute to the project? (20 points)
 - a. Free Response
2. Please provide time stamped evidence.
 - a. File Upload

Section 5- Above & Beyond (10 Points)

1. Did the club fundraise any money for this project/event?(3 points)
 - a. (Y/N)
2. If yes, how much?
 - a. Free Response
3. Please provide evidence of donation of funds raised or how funds were spent in the name of the service project.
 - a. File upload

4. Please describe the impact of this project/event in your club and community. (7 points)
 - a. Free Response

Outstanding Single Service Award

The Outstanding Single Service Award is designed to recognize clubs producing the best single projects or services during the term.

General Guidelines

- To be eligible for this award, a club must be in good standing with its home district as well as with Circle K International.
- The total amount of points possible is 100.
- The three (3) submissions with the highest point accumulation will be recognized.
- The decisions of the judges are final and no changes, alterations or recalculations will take place.
- **Please answer all short answer questions in fewer than 500 words, unless otherwise specified.**
- All applications must be submitted online by the deadline stated at the top of this application. No late submissions will be considered.

Qualifying Criteria

- Project(s) must have been planned, organized, and hosted between April 1st, **2023** to March 31st, **2024**.
- Only one submission per club will be accepted. You may choose to Answer each section prompt individually. Be sure to indicate and label supplementary material.

Summary of Award

Section 1 – Project Descriptions (20 points)

Section 2 – Need for Projects (15 points)

Section 3 – Planning and Execution (35 points)

Section 4 – Collaboration and Promotion (15 points)

Section 5 – Club Participation (15 points)

Name of person submitting this application:

Club:

District:

Section 1: Description of Projects (20 Points)

1. Describe the outstanding project(s) your club organized in relation to Circle K International. (15 points)
 - a. Free Response

2. Upload supplementary material to assist the judges in validating and scoring your project(s). Materials include emails, flyers, or other documentation. (5 points)
 - a. File Upload

Section 2: Need for the Projects (15 pts)

1. Describe how the club evaluated the need within the community for the project(s) and how the need was addressed. (500 words or less) (10 points)
 - a. Free Response
2. Upload supplementary material to assist the judges in validating and scoring your project(s). Materials include emails, flyers, or other documentation. (5 points)
 - a. File Upload

Section 3: Planning and Execution (35 pts)

1. Briefly describe the planning process (10 points)
 - a. Free Response
 2. Did the club involve the members in the planning process?
 - a. Y/N
 - 2a. Describe how members were involved (10 points)
- i.Free Response
3. Percentage of club officers that were involved in the planning process? (5 points)
 - a. Free Response
 - 3a. Describe how officers were involved. (9 points)
- i.Free Response
4. Did you include the club advisor in the project and planning? (1pt)
- i.Multiple Choice (Y/N)
5. Upload supplementary material to assist the judges in validating and scoring your project(s). Materials include emails, flyers, or other documentation.
 - a. File Upload

Section 4: Collaboration and Promotion (15 Points)

1. Describe any involvement with the Kiwanis Family, other campus organizations, other non-profit organizations, or other organizations that benefitted from your club's project(s) (10 Points).
 - a. Free Response
 2. Detail how the project was promoted to your target audience (5 pts)
 - a. Select all that apply: (1 point per choice, if proper evidence is given)
- i.Email

- ii. Flyers
 - iii. Photos
 - iv. Social media
 - v. Other
- 3. Upload supplementary material to assist the judges in validating and scoring your project(s). Materials include emails, flyers, or other documentation.
 - a. File Upload

Section 5: Club Participation (15 Points)

- 1. Total number of dues paid members in the club
 - a. Enter Value
 - 2. Total number of dues-paid members involved in the project
 - a. Enter Value
- (0-25% = 1 points, 25-50% = 5 points, 50-75% = 10 points, 75%+ = 15 points)