

# Circle K International Awards Manual 2023-2024

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## Due Dates for International Awards:

*\*Please be aware of these due dates, and make sure to submit your international award forms early to avoid any issues with your submission. \**

**Wednesday, April 10, 2024:** Distinguished Governor, Distinguished District, and Distinguished Administrator awards due.

**Wednesday, April 17, 2024:** All remaining Distinguished awards due.

**Wednesday, May 15, 2024:** All club awards and individual awards due.

## Award Trackers:

The Circle K International Events and Awards Committee has made it even easier to help you make sure you are on your way to earning yourself an international award. Utilize the award trackers by clicking [HERE](#). Simply make a copy of the international award you would like to apply for and keep track of your progress as you follow the award criteria.

Good luck on applying!

# A Letter from the Circle K International Events and Awards Committee

Dear Circle K International,

My name is Matthew Yuro, and I am serving as the 2023-2024 Circle K International Events and Awards Committee Chair. The committee has been hard at work on creating an all-new 2023-2024 awards manual, which details the award offerings for the 2023-2024 service year, why you should apply for international awards, how to apply for international awards, what counts as evidence, how to compress and create small files, how international awards are graded, frequently asked questions, and an awards application checklist at the end of the manual.

Make sure to utilize our new award trackers, which list the necessary criteria required to receive the award when graded. International awards are a great way to get recognized for all your hard work and accomplishments as a leader within Circle K International. All award recipient winners will be recognized at Circle K International's 2024 International Convention, happening in Denver, Colorado from July 3<sup>rd</sup>-5<sup>th</sup>.

If you have any questions regarding international awards, please reach out to International Vice President Katie Lynch at [vicepresident@circlek.org](mailto:vicepresident@circlek.org).

Sincerely,  
2023-2024 Events and Awards Committee

## **2023-2024 Events and Awards Committee**

Matthew Yuro, Committee Chair  
Jasper Makowski, Committee Vice Chair  
Hannah Riley, International Trustee and Committee Member  
Trudy Ann Stirling, International Trustee and Committee Member  
Catharina de Mey, Committee Member  
Amber Morgan, Committee Member  
Liana Opitz, Committee Member  
Kendall Stokes, Committee Member  
Aleisa Tobin, Committee Member  
Ella Powell, Committee Member  
Katie Lynch, International Vice President

# CKI International Award Offerings

## Distinguished Awards

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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 to bring success to their district.

### **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.

### **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.

## **Club Awards**

### **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.

### **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!

### **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.

### **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.

### **Outstanding Single Service Award**

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

## **Individual Awards**

### **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.

### **Outstanding International Committee Member**

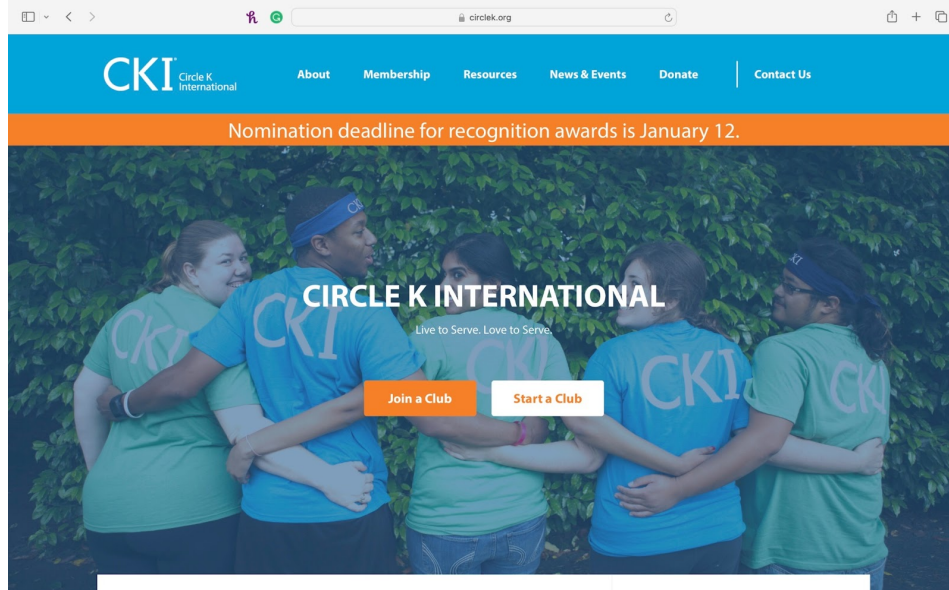
The Outstanding International Committee Member Award was designed to recognize members who serve on International Committees and/or Task Forces and excel in their respective positions, going above and beyond their assigned responsibilities.

## **Why Should You Apply for International Awards?**

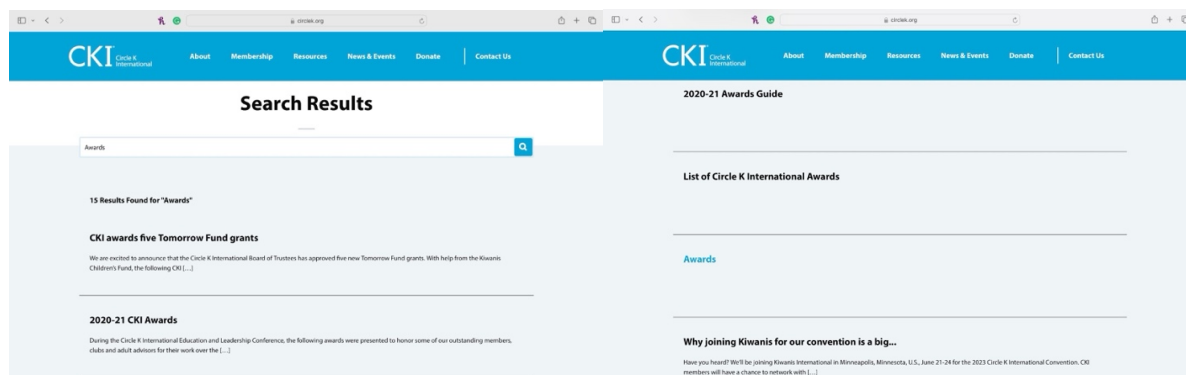
Applying for International awards is one of the biggest honors that you can receive in Circle K. The awards that you will be recognized for highlight what the district, district officers and clubs do throughout the year. These prestigious awards are available for all clubs in Circle K so receiving one of these awards are an amazing honor. You should apply for these awards because it helps to give yourself, your club, and your district the honor they deserve for a year of hard work and dedication to the growth and development of Circle K. These awards also look outstanding on job resumes because they are highly distinguished and honored awards. When winning an award all award recipients will be announced at the Circle K International Awards session to be recognized. After the event the announcements are then posted on Facebook and Instagram for everyone to see the results of each award. Each person will also get either a crystal or certificate depending on what award you apply for.

# How Do You Apply for International Awards?

**Step 1:** Visit the CKI website from your web browser <http://circlek.org>



**Step 2:** Use the search bar and search 'Awards'. Scroll until you see 'Awards' or 'Scholarships and Awards' and then click on it.



**Step 3:** You may be prompted to sign into Kiwanis Connect. If you have never used the portal, you will need to create an account using your CKI email. (This is the email uploaded on your club's MUC).



Welcome to the Kiwanis International sign-in page — Kiwanis Connect

First time here? Set your password here.

**Sign in**

Email

Password

[Forgot your password? Change the password.](#)

[Have a paid Portabuzz subscription? Sign in with Portabuzz](#)

[Submit](#)

**Set Password**

A link to set your password will be sent to your email address.

Email

☐ I'm not a robot

[Submit](#)

**Step 4:** Select the Award you wish to apply for. Each award application will have a link directing you to the specific award form. Select the award you're seeking to apply for.

Nominations deadline for recognition awards is January 12.

**Circle K International Awards**

**Circle K International Awards**

All club and distinguished awards will be submitted in an online format. Paper copies will not be accepted.

Please direct all questions concerning contests and awards to Circle K International Vice President, Katie Lynch at [vicepresident@ckilek.org](mailto:vicepresident@ckilek.org).

**Endorsement Sheets**

This year, CKI chose to forgo collecting District Endorsement sheets. A document request feature has been implemented during the submission process for the "Letters of Recommendation" section to ensure the validity of responses.

Please be aware: upon submission of award applications, you

**Step 5:** Start completing the form.

Each award form will first ask you to include your contact information, club, and/or District information followed. The applications range from short answer, 'yes' or 'no, 'selects all that apply' and file-upload questions.

Note that some forms may take longer a longer time to complete so ensure you give yourself adequate time to gather all the evidence you need and put them together for the application. Once you begin, you will be able to save the progress you've made and continue later, however, this **MUST** be before the deadline.

The points for all sections are listed.

Note: Some awards require letters of recommendation, reach out as early as possible to ensure you receive these recommendations in time to submit your application.

The screenshot shows a web browser window displaying a form titled "Contact Information" from CKI Recognition Awards. The form is set against a dark blue background with the CKI logo. The form itself is white with a light blue header. The header text reads "Contact Information" and "This information is for the person making the nomination, not the individual being nominated." Below this, there are several input fields: "Name \*" (split into "First Name" and "Last Name"), "Email \*" and "Phone \*", and "District \*". At the bottom of the form section are two buttons: "Previous" and "Next". The footer of the page says "Powered by Formstack - Create your own form >".

**Step 5:** Compress Files before uploading.

It is important to note that all forms have a size limit for uploads. We request that you compress all files (evidence and/or recommendations) before you seek to upload, to ensure a successful submission. Failure to do this may lead to the form crashing.

You may use the function on your device or secondary applications such as Adobe Acrobat, Smallpdf and more.

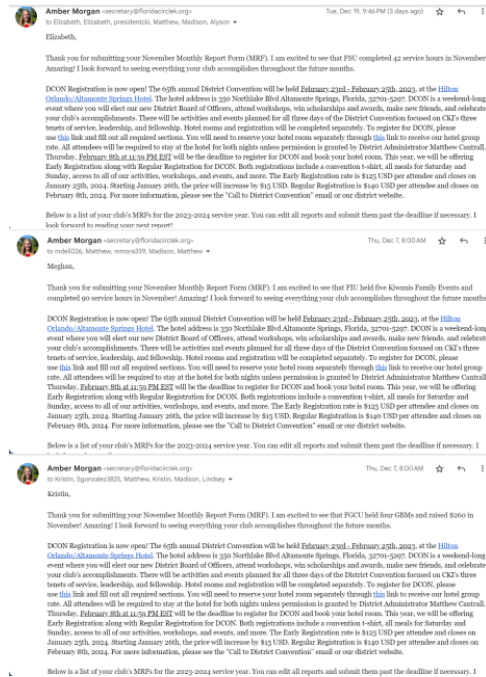
**Step 6:** Submit your application.

Keep the deadline in mind. As soon as you've completed the form and uploaded all files, save your progress, and submit!

Attend International Convention in Denver, Colorado to see if you were successful!

# What Counts as Evidence?

- Screenshots of communications (like emails, texts, etc.) combined into a pdf document.



- PowerPoint presentation converted into a pdf.

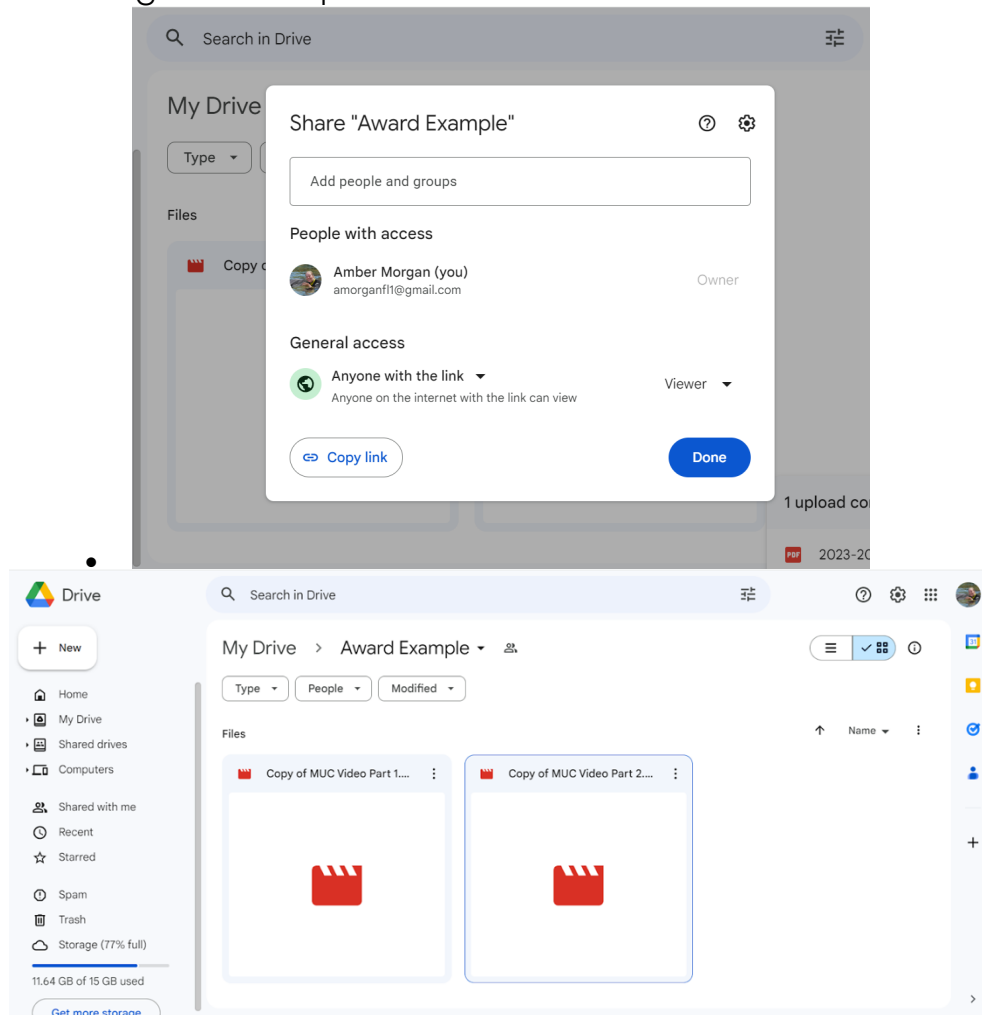


A Jeopardy! game board grid with 6 columns and 5 rows. The columns are labeled: KIWANIS FAMILY, FLORIDA GOVERNORS, VIDEO GAMES, STARTS WITH CYBER, CKI FACTS, and FL DISTRICT MASCOTS. Each cell contains a dollar amount from \$200 to \$1000. The background is a vibrant blue and purple gradient with a starry space theme.

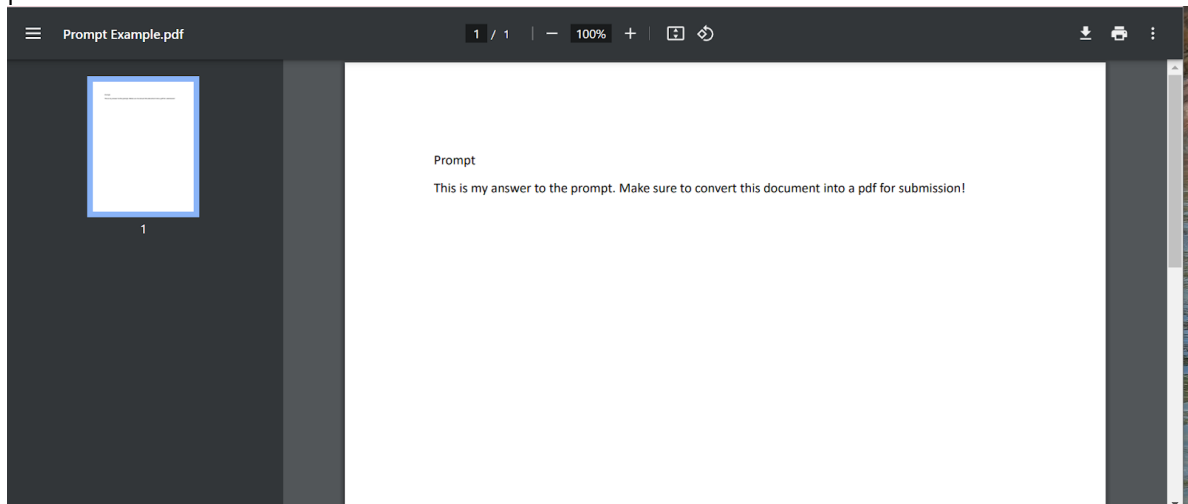
KIWANIS FAMILY	FLORIDA GOVERNORS	VIDEO GAMES	STARTS WITH CYBER	CKI FACTS	FL DISTRICT MASCOTS
\$200	\$200	\$200	\$200	\$200	\$200
\$400	\$400	\$400	\$400	\$400	\$400
\$600	\$600	\$600	\$600	\$600	\$600
\$800	\$800	\$800	\$800	\$800	\$800
\$1000	\$1000	\$1000	\$1000	\$1000	\$1000



- Link to a video in a Google Drive (make sure it is viewable to everyone), put the sharing link into a pdf that can be submitted if needed.



- Word document with answered prompts converted to pdf.

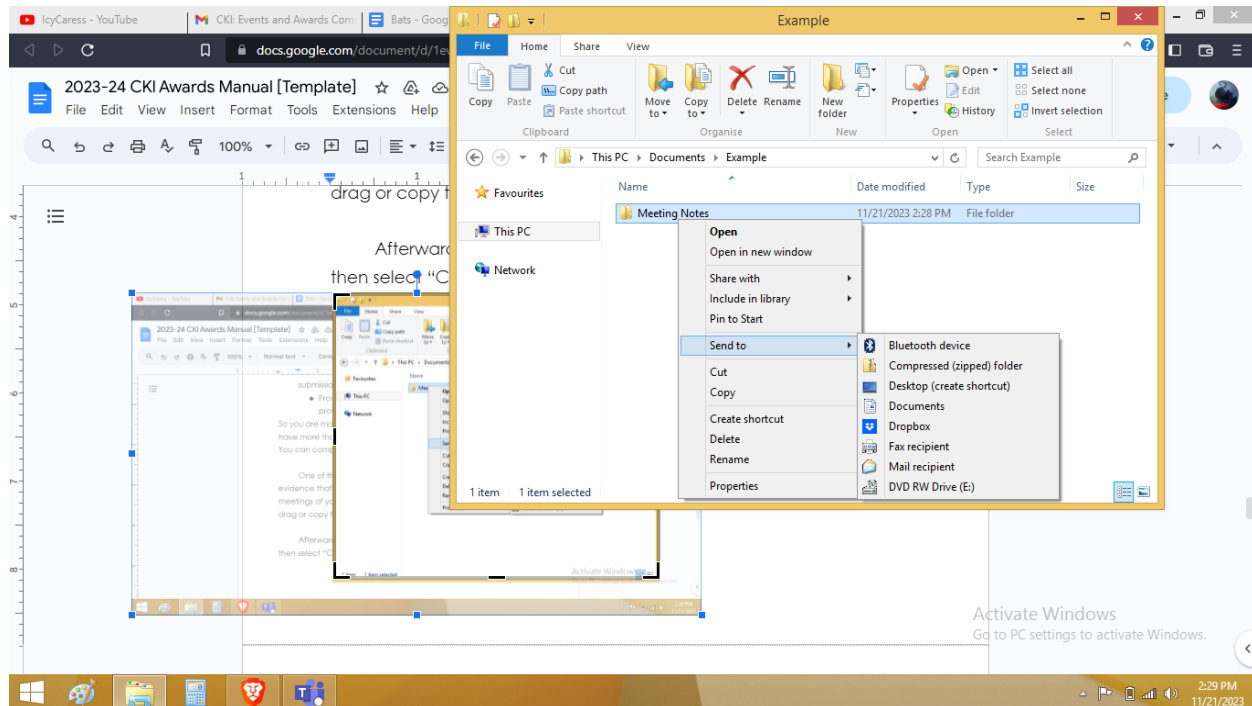


- Link to your District's website that directs to the page needed (typed into a pdf if needed)
  - Example: Resources page of Circle K International's Website: <https://www.circlek.org/resources-main/>

# How to Compress Files and Create PDFs for your Submission

One of the ways to do it is making a folder for each type of evidence that you plan to submit. For example: You attended meetings of your club. So, you make a folder of “club meetings” and drag or copy to all the meeting notes that you attended.

**Windows 7:** Afterwards you right click on the needed folder, search for “sent to” then select “Compressed (zipped) Folder”. Once clicked on, the compressed version of the file is made!



**Mac computer:** Instructions for this would be to select the documents you would like to combine, right clicking on the selection, select “Quick Actions” and then clicking on “Create PDF”.



# A Look into the Award Grading Process

To grade awards accurately and fairly, each award has been given a set of criteria that is worth a set number of points. To receive points for a certain criterion, you must meet the requirement and submit evidence where necessary. To win the award, you must accumulate at least 90 out of 100 points and you must submit the proper documentation. To learn more about evidence, please see page 12.

Most distinguished and all individual awards are graded by Kiwanis Staff and the process is kept confidential for fairness and privacy purposes. But to help you understand how awards are graded, I have included a theoretical example of a "Distinguished District" submission and how it was graded.

Question	Answer	Judges Score
Time	Timestamped	0
Name (First)	Jane	0
Name (Last)	Doe	0
Email Address	JaneDoe@mydistrict.org	0
Select Your District	My District	0
Governor's Name (First)	Jane	0
Governor's Name (Last)	Doe	0
Governor's Email Address	JaneDoe@mydistrict.org	0
District Administrator's Name (First)	Joe	0
District Administrator's Name (Last)	Johnson	0
District Administrator's Email Address	JoeJohnson@mydistrict.org	0

In the first section, the award asks you for your information, which is not worth any points. However, here we can see the yellow column is where the judges can enter the points the submission earned.

<b>Section 1 - Communication</b>		
1. List the total number of communications made to the district's clubs during the term. (0.25 points per communication, max 5 points overall if proper evidence is submitted)	32	5
Please upload evidence for each of the communications from the above question with timestamps.	ClubCommunications.pdf	
2. Did the district correspond to the district's clubs regarding International Service Initiatives? (1 point if proper evidence is submitted)	Yes	1
Please combine files and provide two (2) examples of club correspondence regarding International Service Initiatives. Include a timestamp for each piece of evidence.	ServiceInitiative.pdf	
3. Did the district correspond with the district's clubs regarding The Tomorrow Fund? (1 point if proper evidence is submitted)	Yes	1
Please combine files and provide two (2) examples of club correspondence regarding The Tomorrow Fund. Include a timestamp for each piece of evidence.	TomorrowFundEmails.pdf	
4. Did the district correspond with the district's clubs regarding the Kiwanis Family? (1 point if proper evidence is submitted)	Yes	1
Please combine files and provide two (2) examples of club correspondence regarding the Kiwanis Family. Include a timestamp for each piece of evidence.	KFamEmails.pdf	
5. Did the district communicate to the district's clubs regarding Club Building (ie. Chartering, reactivation, and or retention)? (1 point if proper evidence is submitted)	Yes	1
Please combine files and provide two (2) examples of club correspondence regarding Club Building. Include a timestamp for each piece of evidence.	ClubBuilding.pdf	
6. Did the district correspond to the district's clubs regarding District Convention? (1 point if proper evidence is submitted)	Yes	1
Please combine files and provide two (2) examples of club correspondence regarding District Convention. Include a timestamp for each piece of evidence.	DCONCommunications.pdf	
7. Did the district communicate with the district's clubs regarding Other District Events? (1 point if proper evidence is submitted)	Yes	1
Please combine files and provide two (2) examples of club correspondence regarding Other District Events. Include a timestamp for each piece of evidence.	OtherDistrict.pdf	
8. Did the district communicate with the district's clubs regarding Circle K International Convention? (1 point if proper evidence is submitted)	Yes	1
Please combine files and provide two (2) examples of club correspondence regarding Circle K International Convention. Include a timestamp for each piece of evidence.	ICONEmail.pdf	
9. Did the district communicate with the district's clubs regarding Dues Collection Education? (1 point if proper evidence is submitted)	Yes	1
Please combine files and provide two (2) examples of club correspondence regarding Dues Collection Education. Include a timestamp for each piece of evidence.	DuesEmails.pdf	
10. Did the district communicate to the district's clubs regarding reporting Service Hours in the Membership Update Center? (1 point if proper evidence is submitted)	Yes	1
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.	MUCService.pdf	
11. Did the district communicate with the district's CKI District Administrator in regards to the District? (1 point if proper evidence is submitted)	Yes	0
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.		

Section 1 is the first place the district could receive points. Each category was answered with a yes and proper evidence was submitted for each category. Note that if no evidence was submitted, even if the category was answered yes, no points were awarded. This can be seen in the 11th category of Section 1 where the evidence was not submitted.

Section 2 - Website		
1. Does your district have a District Website that is updated monthly/quarterly?? (If no, not eligible for rest of points)	Yes	
2. If your district does have a website, what is the URL?	<a href="http://Mydistrict.org">Mydistrict.org</a>	
3. Does the website provide adequate and timely information regarding the District Board? (.5 points)	Yes	0.5
4. Does the website provide adequate and timely information regarding District Resources? (.5 points)	Yes	0.5
5. Does the website provide adequate and timely information regarding District Convention? (.5 points)	Yes	0.5
6. Does the website provide adequate and timely information regarding other District Events? (.5 points)	Yes	0.5
7. Does the website provide adequate and timely information regarding Circle K International Convention? (.5 points)	Yes	0.5
8. Does the website provide adequate and timely information regarding dues collection information? (.5 points)	Yes	0.5

In Section 2, the district earned points for their district website. Note that no evidence had to be submitted here because the judges were able to review the website to award points. The district got full points here.

Section 3 - Kiwanis International Communication		
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)	4	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.	KiwanisDistrict.pdf	

Section 3 is an example of what it might look like if full points are not awarded. In this example, to get full points, there needed to be 10 articles submitted to get full points, but the district only had 4 articles. Using the 0.5 point per article calculation, the district was awarded partial points instead of losing all points.

Section 4 - District Committees		
1. How many committees did the District have during the year?	#	
2. List at most five District Committees that the District had during the year.	Names of Committees	
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)	The committees functioned like this. Members were chosen this way. Tasks were assigned using this method, Directives were carried out this way. Progress was measured using this metric.	15

Section 4 has to do with District Committees. This part is very specific to a district, but this is an example where points are awarded based on the judge's discretion after reviewing the response.

Section 5 - District Events		
1. Did your District host a fall event? (5 points)	Yes	5
2. At your district events, did your events utilize fun aspects such as a theme or fellowship activities? (1 point if proper evidence is submitted)	Yes	1
Please compile and provide two (2) examples of theme or fellowship activities during District Events.	Fellowship.pdf	
3. At your district events, did your events utilize business aspects such as workshops and forums? (1 point if proper evidence is submitted)	Yes	1
Please compile and provide two (2) examples of workshops or forums during District Events.	Workshops.pdf	
4. At your district events, did you provide service opportunities for attendees? (1.5 points if proper evidence is submitted)	Yes	1.5
Please compile and provide two (2) examples of service opportunities during District Events.	DistrictService.pdf	
5. At your district events, did you allow other members of the Kiwanis family to get involved? (1.5 points if proper evidence is submitted)	Yes	1.5
Please provide two (2) examples of how other members of the Kiwanis Family got involved.	KFamInvolement.pdf	

6. In 500 words or less, describe the events, including the planning process, in detail.	During the event, we did these things. To plan them, we worked on these tasks.	5
7. 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)	102 days	5
Please provide an example of the first notice of Convention information and registration to the club leadership and members. Include a timestamp.	DCONAnnouncement.pdf	

Section 5 is about convention planning that includes several ways of earning points: evidence-based points, judge evaluation of a response, and a point calculation based on some type of metric. This section is an example of a section with all proper evidence submitted.

<b>Section 6 - Participation at Events</b>		
1. How many active clubs did your district have during the 2023-2024 year?	#	
2. How many active clubs attended the 2023 Circle K District Convention?	#	
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)	#+25%	3
4. How many active clubs had representation at the 2022 Circle K International Conference?* (3 points, 1-10% = 1 point, 10-20% = 2 points, 20-100% = 3 points)	#	3
5. Did two or more members of District Leadership attend the 2022 Kiwanis DCON? (1 point)	Yes	1
6. Did two or more members of District Leadership attend the 2023 Key Club DCON? (1 point)	Yes	1

Section 6 is based on percentages and comparisons between years. The excel sheet can calculate the total points earned if all numbers are inputted accurately. In this example, the district did not have the percentage needed to get full points, but they received partial points based on the scale given.

<b>Section 7 - Fees Collection</b>		
1. Did at least half (½) of the District's chartered clubs have their International club fees and District dues postmarked by November 30th, 2023? (3 points)	Yes	3
2. Did at least three-fourths (¾) of the District's chartered clubs have their International club fees and District dues postmarked by November 30th, 2023? (2 points)	Yes	2
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)	Yes	2
Please compile and provide at least three (3) examples of publicity or promotion of fee collection outside of e-mailed invoices and membership rosters.	FeeCollection.pdf	

Section 7 is like past sections and is based on evidence. Some categories do not require evidence submission since the judges have access to the information needed.

<b>Section 8 - Active Clubs</b>		
1. Number of active (do not include inactive or suspended) clubs at the end of the 2022-2023 service year.	#	
2. Number of active clubs as of March 31, 2024. (1 point for each additional charter/reactivation, max 5 points)	#+5	5
<b>Section 9 - Membership</b>		
1. District membership total at the end of the 2022-2023 service year.	#	
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)	#+20%	10

Section 8 and 9 are based on growth calculations. The calculations can be done through the excel sheet if proper numbers are submitted. In this example, the district earned full points.

<b>Section 10 - Setting &amp; Achieving Goals</b>		
1. Was a copy of the District's goals submitted to CKI by June 16th, 2022? (2 points)	Yes	2
2. Please submit a copy of the goal sheet you submitted to CKI.	DistrictGoals.pdf	
3. Were the goals explained, in 300 words or less? (2 points)	Yes	2
4. If you did not submit your goal sheet to CKI, please explain why not, what your goals were, and how you achieved them.		
5. Was Goal #1 met? (2 points)	Yes	2
6. Was Goal #2 met? (2 points)	Yes	2
7. Was Goal #3 met? (2 points)	Yes	2
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.		

Section 10 is based on the goals of the district. Most awards have a section for goals. To earn full credit, the district had to submit their goal sheet by a previous deadline. There is a section that allows for points to be potentially earned back in the sheet was not submitted previously. To earn points, the district had to meet the goals on the sheet. In this example, all goals were met, and full points were earned, but points can still be earned if the goal was not achieved, and the applicant explains what they learned from not achieving the goal. This section is up to the judge's discretion.

<b>Section 11 - Above and Beyond</b>		
Evidence #1		
Evidence #2		
Evidence #3		
Evidence #4		
Evidence #5		
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. 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.		
<b>Total Points:</b>		95

The last section, Section 11, is an opportunity to earn bonus points. In this example, the district did not submit anything here, but this is a great opportunity to earn back lost points. This section is up to the judge's discretion as well. At the very bottom of the submission, we can see the total points earned. They received over 90% of points and would theoretically get the award, even though they did not get 100% of points in all sections.

# Frequently Asked Questions

## 1. How should I receive and upload a letter of recommendation?

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

## 2. How can I contact Circle K International through Formstack?

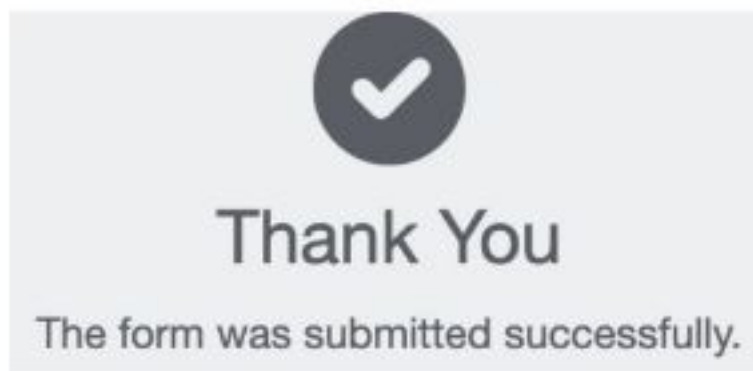
- Questions can be directed to the International Vice President, Katie Lynch at [vicepresident@circlek.org](mailto:vicepresident@circlek.org).

## 3. How do I use the “save and resume later” feature?

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

## 4. How do I know if my award was submitted?

- You should be taken to a page which displays the following message:



## 5. What is evidence and how do we submit it?

- Evidence is required throughout various award applications. Some application sections may need evidence, including Communication, Accomplishing Tasks, and Above and Beyond.

- Examples of proper evidence include:
  - Emails/Instant Messages/Text Messages (including timestamps)
  - Social Media Posts/Event Pages
  - Monthly Report Forms
  - Attendance Sheets
  - Event Registration Confirmations
  - Meeting Agendas/Minutes
  - Photos
  - Letters of Recommendations
- Evidence is submitted within the award application using a file upload. Each question has a set limit of files that may be uploaded. This limit will be specified on each question. Accepted file formats are listed below each question.
- Some Mac users may experience issues with file upload. Please resave your file and ensure it ends with the correct file extension (i.e. “.pdf”).

## Award Checklist & Tips

- Did you make sure to submit your award EARLY? At least a week early is acceptable to ensure that your submission for your award applications goes through the system. You SHOULD NOT wait until the night before or even hours before.
- Did you make sure to compress your attached documents and resave your images to a small size since you are uploading so many at a time?
- Did you rename your uploaded and compressed file? Files should be named: matthewyuro\_letter\_of\_rec\_1, matthewyuro\_letter\_of\_rec\_2 or matthewyuro\_admin\_comm\_1... etc. when saving finalized document to your device.
- Did you follow all the criteria for the award you are applying to? Make sure to reference the award trackers and read carefully to make sure you are answering all the required questions on the award application.
- Is your award application filled with no grammatical errors? Make sure to always double check your spelling and grammar before submitting.