

Circle K International Awards Manual 2024-25

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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. **

Tuesday, April 15, 2025: All Distinguished awards due.

Thursday, May 1, 2025: All club awards and individual awards due.

Contact Information:

If you have any questions regarding international awards, please reach out to International Vice President Madison Burt at vicepresident@circlek.org.

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 Chair

The Distinguished International Chair Award was designed to recognize appointed Circle K International Chairs who go above and beyond their assigned responsibilities in benefitting all Circle K members and the organization entirely. International Chairs 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

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

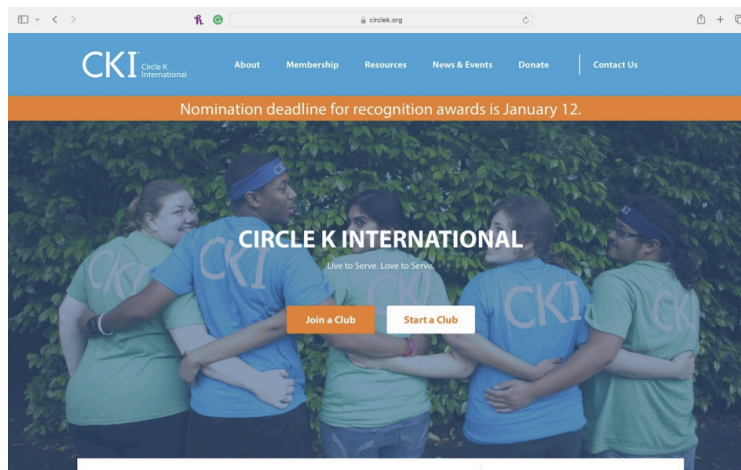
The Outstanding International Committee Member Award recognizes outstanding committee members of Circle K International. These members are active on an International Committee and continue to work diligently to attend committee meetings and support the committee in completing their tasks.

Why Should You Apply for International Awards?

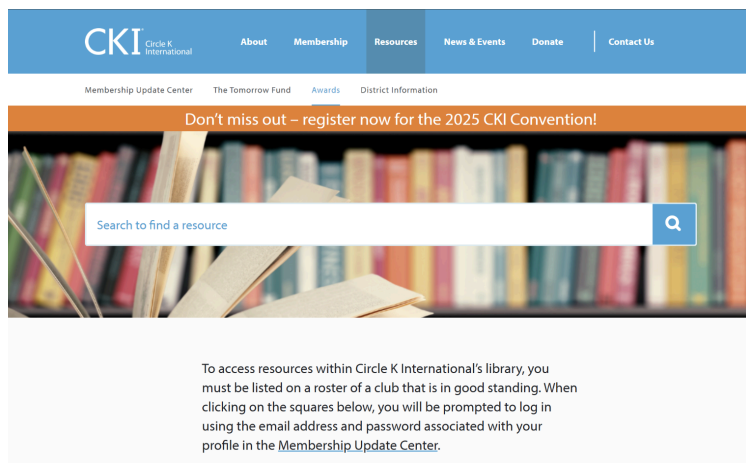
Applying for International awards is one of the biggest honors that you can receive in Circle K. The awards that you will be recognized for highlight what the district, district officers and clubs do throughout the year. These prestigious awards are available for all clubs in Circle K International so receiving one of these awards is 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 International. 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?

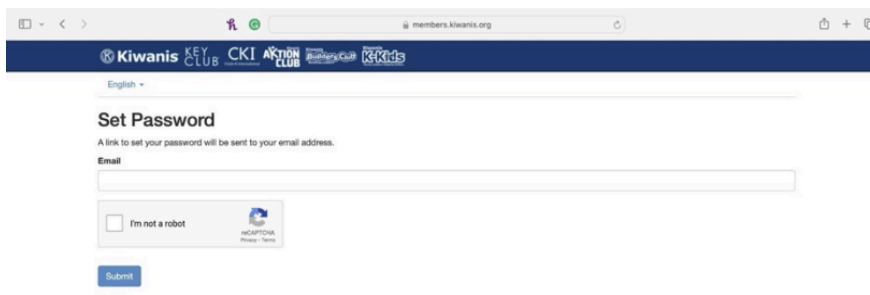
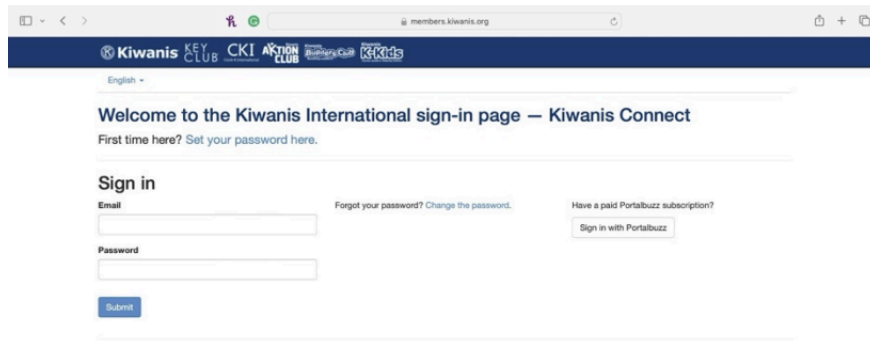
Step 1: Visit the CKI website from your web browser <http://circlek.org>



Step 2: Navigate to the top header that says 'Resources'. Once you have opened the Resources page, click 'Awards' at the top of the page.



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).



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.

CKI Circle K International

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[Membership Update Center](#)
[The Tomorrow Fund](#)
[Awards](#)
[District Information](#)

Don't miss out – register now for the 2025 CKI Convention!

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, Madison Burt at vicepresident@circlek.org.

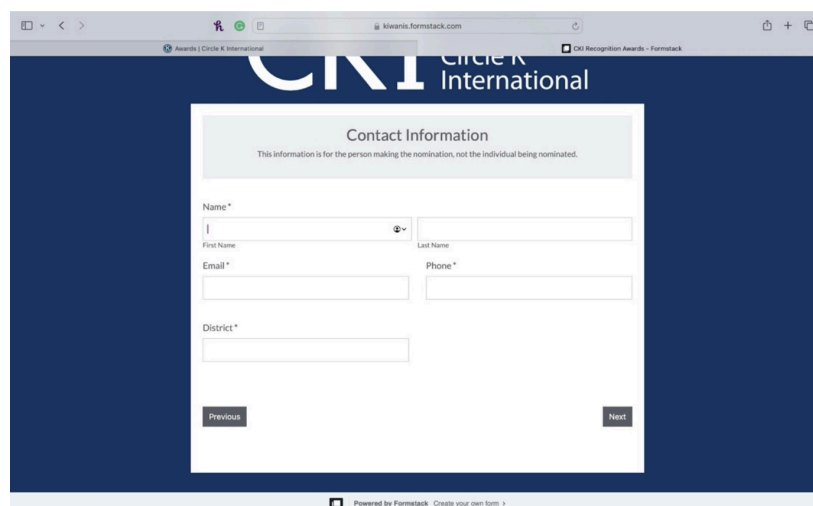
Step 5: Start completing the form.

Each award form will first ask you to include your contact information, club, and/or District information followed. The applications range from short answers, '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 with the URL 'kivaris.formstack.com'. The page title is 'Awards | Circle K International'. The main content is a form titled 'Contact Information' with a sub-header 'This information is for the person making the nomination, not the individual being nominated.' The form has the following fields: 'Name*' (with a dropdown arrow), 'First Name', 'Last Name', 'Email*', 'Phone*', and 'District*'. At the bottom of the form are 'Previous' and 'Next' buttons. 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.

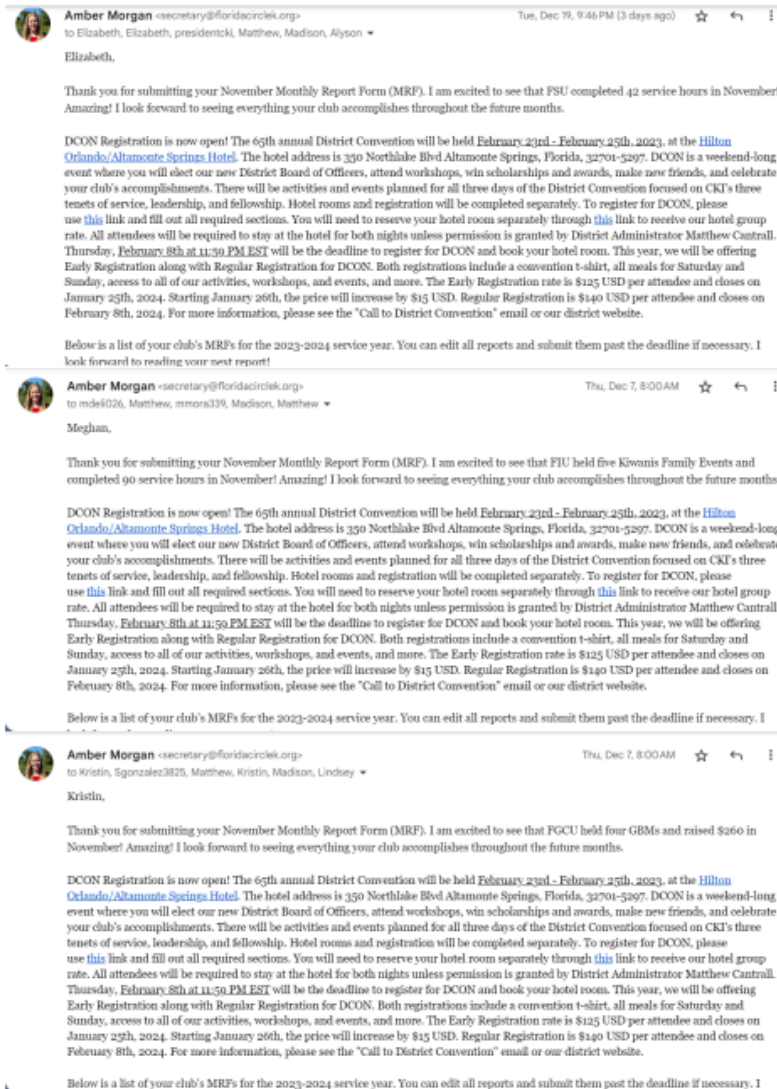
Step 6: Submit your application.

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 Pittsburgh, Pennsylvania 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.

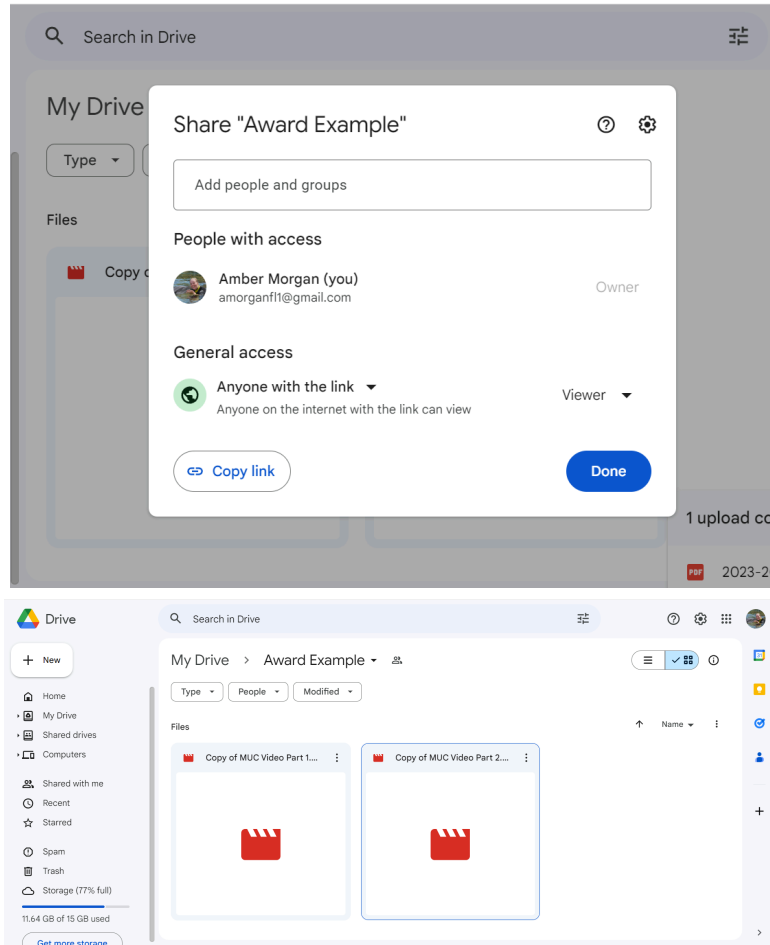


A Jeopardy! game board panel with a blue background and a colorful sunset border. The word "PANEL" is at the top center. Below it is a table with six columns and five rows. The columns are labeled with categories and the rows with dollar amounts.

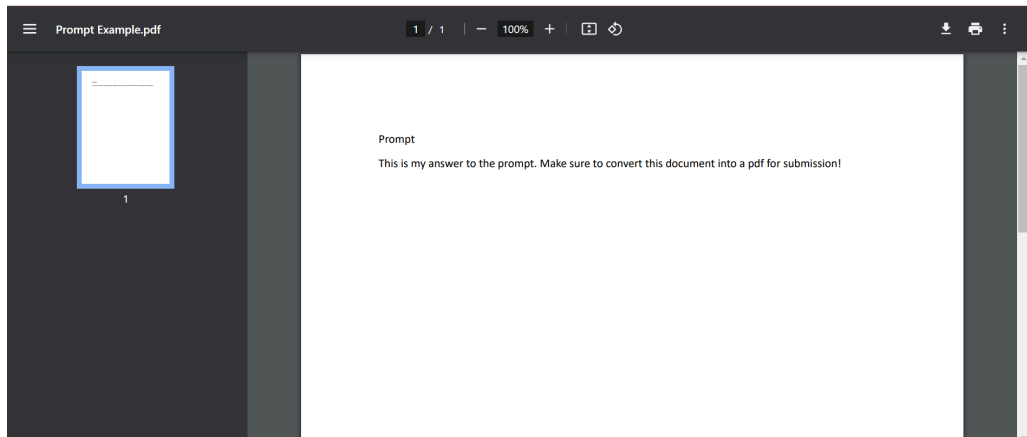
KIWANIS FAMILY	FLORIDA GOVERNORS	VIDEO GAMES	STARTS WITH CYBER	CKI FACTS	FL DISTRICT MASCOTS
\$200	\$200	\$200	\$200	\$200	\$200
\$400	\$400	\$400	\$400	\$400	\$400
\$600	\$600	\$600	\$600	\$600	\$600
\$800	\$800	\$800	\$800	\$800	\$800
\$1000	\$1000	\$1000	\$1000	\$1000	\$1000



- 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.

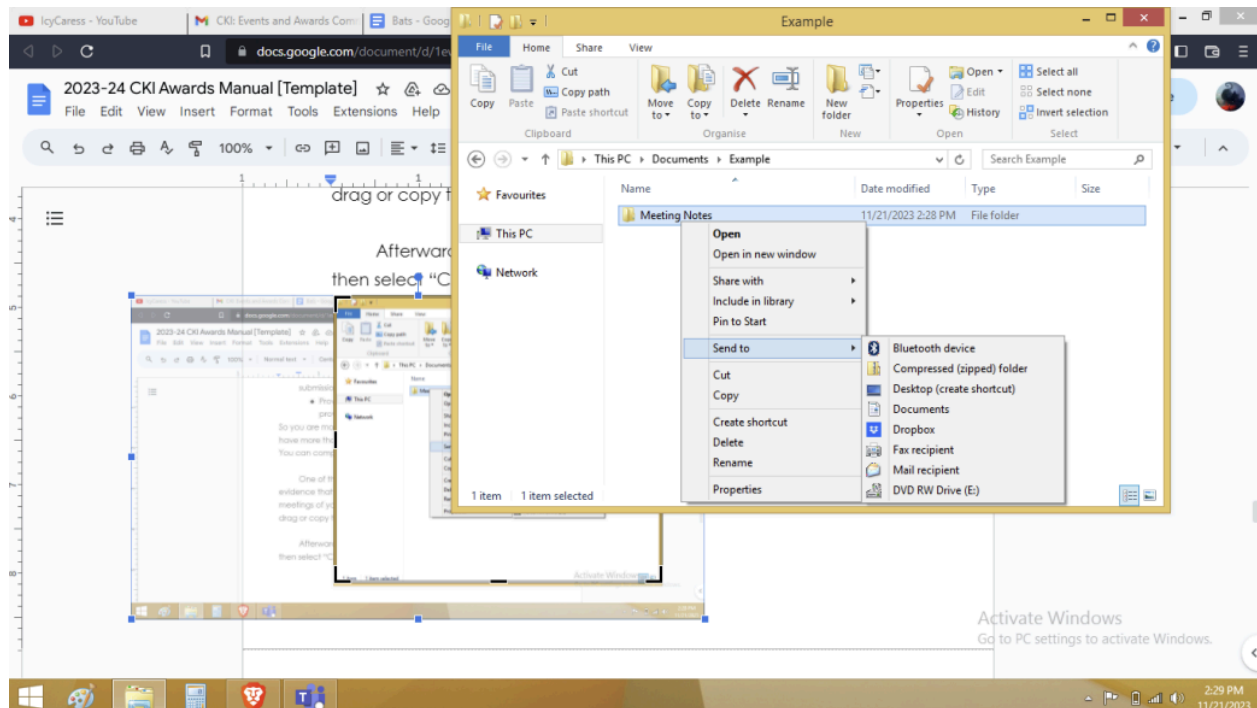


- Link to your District's website that directs to the page needed (typed into a pdf if needed)
 - Example: Resources page of Circle K International's Website:
<https://www.circlek.org/resources-main/>

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.

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?

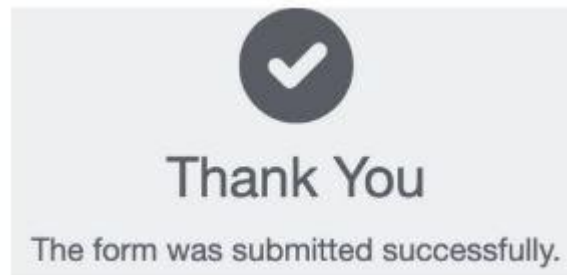
- Questions can be directed to the International Vice President, Madison Burt at vicepresident@circlek.org.

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.