

# CIRCLE K INTERNATIONAL AWARDS MANUAL 2025-26

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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 15, 2026:** All Distinguished awards due.

**Friday, May 1, 2026:** All club awards and individual awards due.

## Contact Information:

If you have any questions regarding international awards, please reach out to International Vice President Neha Pasupuleti at [vicepresident@circlek.org](mailto: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?**

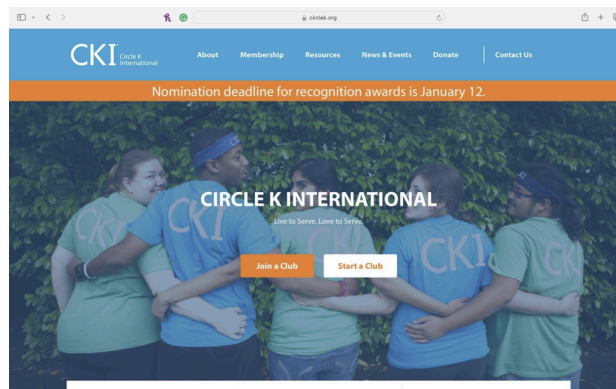
Applying for Circle K International Awards is one of the highest honors a member, club, or district can receive. These awards highlight the impact you've made throughout the year, including your service, your leadership, and your commitment to strengthening CKI.

Every club in Circle K International is eligible to apply, and earning one of these awards is a remarkable achievement. Submitting an application not only celebrates your hard work, but also elevates your club and district by showcasing the dedication and growth you've contributed to the organization.

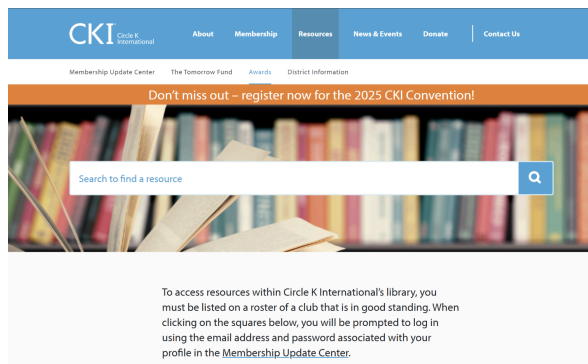
International awards also stand out on resumes, too. They demonstrate excellence, which is something employers and graduate programs value. Award recipients are recognized during the Circle K International Awards Session at CKI's annual convention, and honorees are celebrated on CKI's social media platforms. Depending on the award, recipients receive either a crystal or a certificate to commemorate their accomplishment.

# 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 Engage. If you have never used the portal, you will need to create an account using your CKI email.

## Kiwanis<sup>®</sup> Engage

English ▾

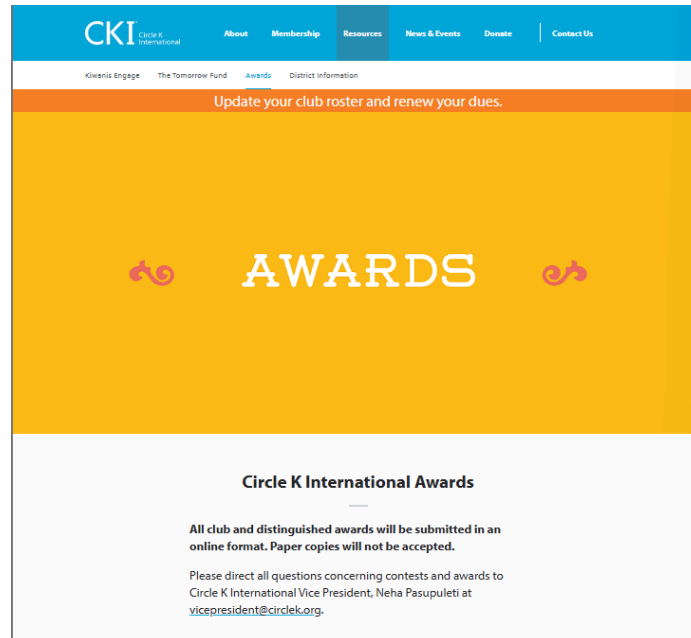
**Sign in to your account**

Email

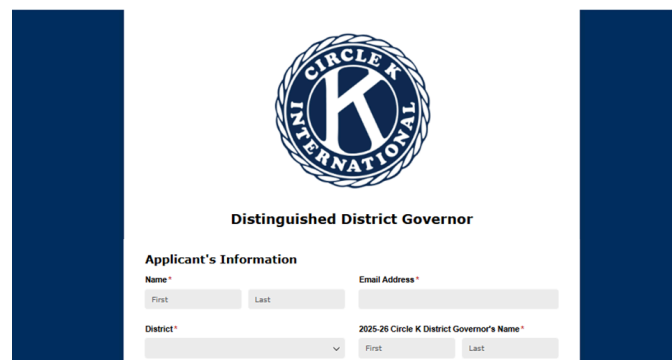
Password

[Forgot Password?](#)

**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.



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



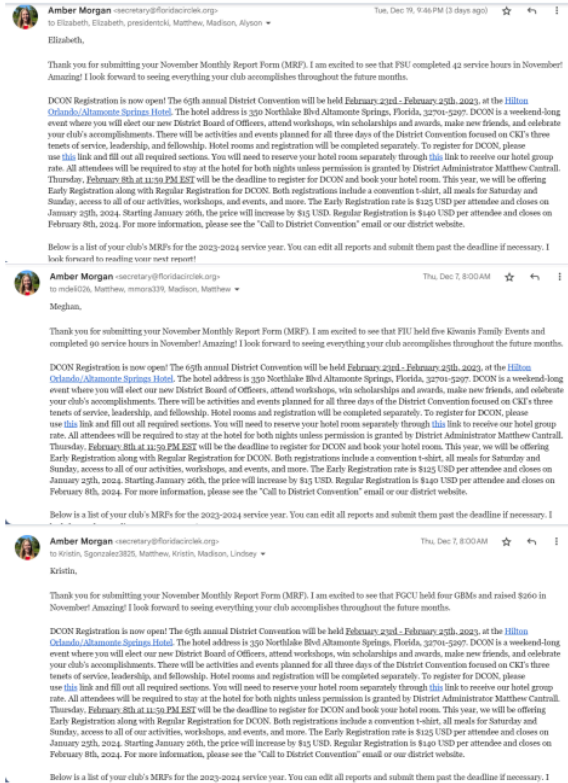
**Step 6:** Submit your application.

Keep the deadline in mind. As soon as you've completed the form and upload all files, save your progress, and submit! You'll receive a copy of your submission to your email.



# What Counts as Evidence?

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



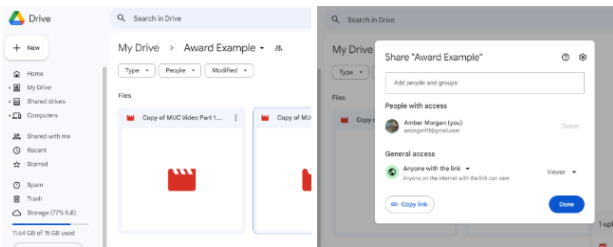
PowerPoint presentation converted into a pdf.



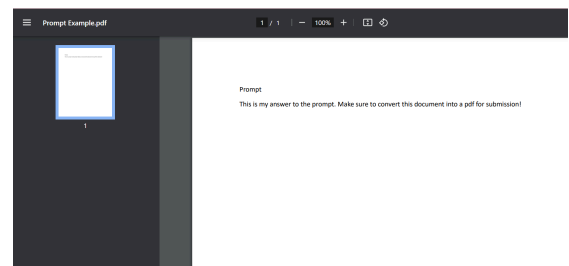
KIWANIS FAMILY	FLORIDA CHAMPIONS	VIDEO GAMES	STARTS WITH C	CKI FACTS	FL DISTRICT BASKETS
\$200	\$200	\$200	\$200	\$200	\$200
\$400	\$400	\$400	\$400	\$400	\$400
\$600	\$600	\$600	\$600	\$600	\$600
\$800	\$800	\$800	\$800	\$800	\$800
\$1000	\$1000	\$1000	\$1000	\$1000	\$1000



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.



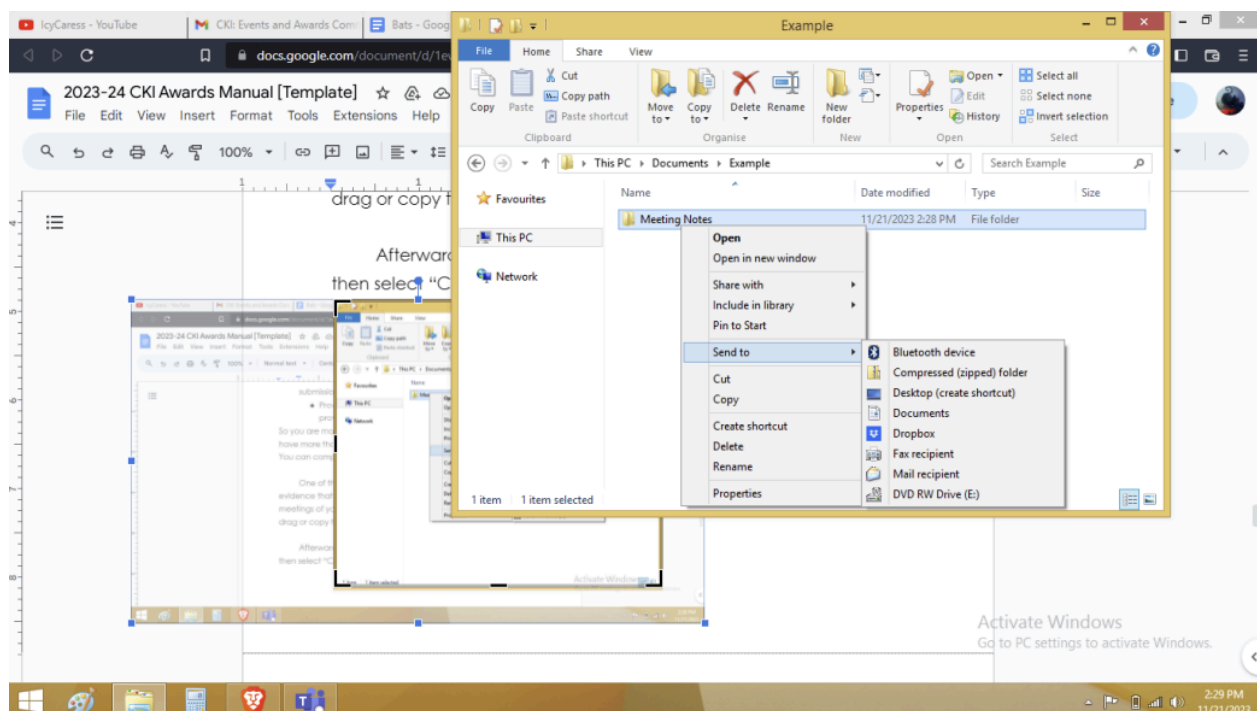
# How to Compress Files and Create PDFs for your Submission

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.

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 receive 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 CognitoForms?

- Questions can be directed to the International Vice President, Neha Pasupuleti 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 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: npasupuleti\_16.1\_recletter1, npasupuleti\_16.1\_recletter2 or npasupuleti\_2.4\_comm1... etc. when saving finalized documents 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.