

Carolinas District Convention Awards Packet 2019-2020

These awards are a wonderful opportunity to recognize the work of your members and board this year. Please read through all guidelines thoroughly to ensure that your club is properly recognized for its achievements at the annual District Convention for the Carolinas District.

Guidelines

1. Any Carolinas District Circle K Club in good standing with Circle K International and the Carolinas District is eligible to apply for the awards. To be considered in good standing with both Circle K International and the Carolinas District of Circle K, your club must have sent in both District and International dues. The number of paid members per District and International must match. Members reported must be in good standing as reported to the Carolinas District and Circle K International.
2. All Club Monthly Reports (CMRs) from April 2019 to January 2020 must be received by the District Secretary through the MUC. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted.
3. The activities described within this packet may cover any event taking place between April 1, 2019 and the 2020 District Convention.
4. The awards cover sheet must be signed by the Circle K Club President, the Circle K Club Secretary, the Kiwanis Club President, and the Circle K Club Faculty or Kiwanis advisor in order to be considered eligible. Failure to obtain proper signatures will result in the disqualification of all awards. All signatures must be original or via facsimile. No electronic signatures will be accepted.
5. **Awards are due at the time of the check-in at District Convention.** Your club does not need to be in attendance at District Convention to apply for awards. However, all materials must be submitted by the deadline to Assistant District Administrator Dawn Puderbaugh Hodges. If awards are turned in early, they should be post marked at least two weeks prior to District Convention to ensure arrival.

Mail to:

Dawn Puderbaugh Hodges, Assistant District Administrator

4 Harper Lane

Greenwood, SC 29649

6. Read the entire form carefully before beginning work on your application. All applications may be written or typed. Please write legibly. Judges reserve the right to disqualify illegible submissions.

Circle K Club _____

Sponsoring Kiwanis Club _____

Circle K Club President _____ (name)

_____ (signature)

Circle K Club Secretary _____ (name)

_____ (signature)

Kiwanis Club President _____ (name)

_____ (signature)

Kiwanis or Faculty Advisor _____ (name)

_____ (signature)

*******Only one copy of this signature page is required for all awards submitted.*******

NOTE: If you would like special consideration for any of the criteria, please include a letter of explanation signed by the Governor, and place it in the front of your binder.

Club Name:

Permanent Club Mailing Address:

Awards Submitted (Please check all that apply)

- Club Achievement
- Herbert W. Hennig Single Service Project
- Lee Hyatt Interclub
- Lloyd E. Coffey Traditional Club Scrapbook
- Lloyd E. Coffey Non Traditional Scrapbook & Member Recruitment Video
- Outstanding Club Newsletter
- Outstanding Club Website
- Outstanding Club T-shirt Design
- Outstanding Club Promotional Video Award
- H.C. Evans Outstanding Kiwanis Family Relations
- Vic Vickery Outstanding Sponsoring Kiwanis Club
- James G. Griffin Outstanding Kiwanis Advisor
- Dr. Wayne T. Adams Distinguished Faculty Advisor
- Robert G. Prongay Distinguished Circle K member
- Distinguished Non-Circle K Member
- Outstanding Club President
- Outstanding Club Vice President
- Outstanding Club Secretary
- Outstanding Club Treasurer
- Outstanding Club Committee Chair

The following awards do not require entry but will be awarded at District Convention:

District Convention Attendance Award
Albert Cox Most Improved Club Award
Outstanding New/Reactivated Club Award
Outstanding District Officer Award
Outstanding District Committee Chair Award
Governor's Cup Award

Club Achievement Award

Club Name:

The Club Achievement Award is designed to recognize and honor those Circle K clubs that have excelled in all aspects of club operation.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor for this award to be considered valid.
2. All club monthly reports (CMRs) from April 2019 to January 2020 must be received by the District Secretary through the MUC. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted.
3. Strive to complete all sections in the space provided. If it is necessary to continue the report, do so on separate 8½" x 11" sheets of white paper, typed, double-spaced, and one-sided. Indicate on each additional sheet which section(s) is being continued. Complete the remainder of the form using club minutes, report forms sent to the district and to Circle K International, project report forms, other completed awards forms and club records.
4. Use specific statements showing definite accomplishments and the month and year in which the activities were carried out. State the exact extent of participation by the club, such as "cooperated," "aided," or "assisted." List activities performed by the club, but not those performed by individual members on their own initiative or as members of other school or community groups. In any area(s) or question(s) that does not apply to the individual club, please write "N/A" in the space provided. Repetitious reporting of activities, fancy bindings, pictures, etc. will not be taken into consideration.
5. Total service hours for each activity shall be reported by area: planning, travel, actual project time, and follow-up. A service hour is sixty (60) minutes of work performed by a member of a CKI club on a service project approved by the club or club board of officers.
6. Clubs considered to be "active" are those with a minimum of 15 dues-paid members (4-year institutions) or 10 dues-paid members (2-year institutions or schools with less than 1,000 students). **[CKI Policy Codes Sec. D7]**

I. Circle K Administration

Club Name:

Please indicate the number of members in your club below. This number should match that in the MUC.

<input type="checkbox"/> Gold Division (61+ Members)	<input type="checkbox"/> Silver Division (36-60 Members)	<input type="checkbox"/> Bronze Division (35 or less Members)
---	---	--

1. Total dues paid members as of December 1, 2019
 - a. District
 - b. International
 - c. Percent of paid members compared to previous year

To calculate: (Subtract the current number from last year's number and divide the difference by last year's number. Multiply that value by 100 and round to nearest whole number) (For example: 35-25 = 10/25 = .40 x 100 = 40%)
2. Average club meeting attendance percentage (regular club meetings only)

3. Meetings

- a. Number of club meetings per month
- b. Number of regular meetings
- c. Number of summer meetings
- d. Number of board meetings
- e. Number of other/special meetings

4. Meeting organization

Indicate those items your club possesses and utilizes

Yes/No

- a. Newsletter
- b. Agendas
- c. Files
- d. Up-to-date club bylaws
- e. Website
- f. Facebook (or other social media site)
- g. Group list serve
- h. Banner/Bell/Gavel (any or all three)
- i. Scrapbook
- j. Mascot

5. Number of meetings attended by:

- a. Faculty Advisor
- b. Kiwanis Advisor
- c. Non-Member Students

6. Membership Education

- a. Briefly explain programs for membership recruitment and development.

b. How many new members were inducted between April 2019 and 2020 District Convention?

c. Briefly explain programs for the Circle K education of the following:

i. New members

ii. Club officers and committee chairmen

d. Briefly explain how your club implements and utilizes minimum membership requirements.

7. Fellowship

- a. List activities designed to promote fellowship in which your club participated.

- b. List ideas and programs used to promote attendance by members at meetings and activities.

8. Public Relations

- a. List the different situations in which your club used public relations to promote its projects and activities.
 - i. On Your Campus

 - ii. In the Community

- b. Describe your club's public relations campaign, including any material used.

9. List the number of articles and/or press releases that were submitted to:

- a. The campus newspaper
- b. The community newspaper
- c. The District Publication
- d. Non-Circle K publications (*items listed in 9a or 9b cannot count in 9d*)

10. List any coverage received by your club from:

- a. Television

- b. Radio (Campus and Community)

- c. Official School Website or School Social Media Page (ex: Facebook, Twitter, or Instagram)

Club Achievement Award

II. Kiwanis-Family Relations and Interclubs

1. Circle K Interclubs

List interclub meetings, projects, and socials in which your club participated or acted as host with other Circle K clubs. *(Interclub is a meeting or event organized by two or more CKI clubs, including CKI clubs-in-information, in which at least two members from each CKI club attend)*

Type of Meeting	Names of Other Clubs Involved	Date	Total Present	Number of your club members present	Service Hours

2. Kiwanis Family Relations

List Kiwanis, Key Club, Builders Club, Aktion Club, and K-Kids meetings and events in which your club participated in as an interclub. *(Kiwanis Family Relation - A meeting or event organized by at least one CKI club and at least one other level of the Kiwanis Family, including clubs-in-information, in which at least two members from each club attend)*

Type of Meeting	Names of Other Clubs Involved	Date	Total Present	Number of your club members present	Service Hours

- a. What programs has your club initiated to specifically promote Kiwanis-family relations?

- b. How has your club implemented the Key to College program designed by the District?

- c. How did your club participated in Kiwanis One Day 2019? *(If so, indicate how many members)*

Club Achievement Award

III. Relations to the District

1. Date initial district dues were paid
2. Number of CMRs sent to district
3. District Convention Attendance
 - a. Number of paid members at the time of the 2020 district convention
 - b. Number of paid members attending the 2020 district convention
 - c. Percent of paid membership attending the 2020 district convention
4. International Convention Attendance
 - a. Number of paid members attending the 2019 International convention
 - b. Number of voting delegates attending the 2019 International convention (0-2)

Indicate which awards you have applied for at this convention.

- Club Achievement
- Herbert W. Hennig Single Service Project
- Lee Hyatt Interclub
- Lloyd E. Coffey Traditional Club Scrapbook
- Lloyd E. Coffey Non-Traditional Scrapbook/ Recruitment Video
- Outstanding Club Newsletter
- Outstanding Club Website
- Outstanding Club T-shirt Design
- Outstanding Club Promotional Video Award
- H.C. Evans Outstanding Kiwanis Family Relations
- Vic Vickery Outstanding Sponsoring Kiwanis Club
- James G. Griffin Outstanding Kiwanis Advisor
- Dr. Wayne T. Adams Distinguished Faculty Advisor
- Robert G. Prongay Distinguished Circle K Member
- Outstanding Club President
- Outstanding Club Vice President
- Outstanding Club Secretary
- Outstanding Club Treasurer
- Outstanding Club Committee Chair

5. District Events (*Indicate if your club participated in the following*)
 - a. District Convention 2019
 - b. District Leadership Training (LeadCon) 2019
 - c. Carolinas District Spring Large Scale Service Project 2019
 - d. International Convention (CKlx) 2019
 - e. Carolinas District Fall Large Scale Service Project (DLSSP) 2019
 - f. Carolinas District Fall Call Conference (FCC) 2019

Yes/No

IV. Club Leadership Development

1. How many officers & committee chairs attended the District Club Officer Training (LeadCon) on March 16, 2019? (Do not include elected District Board members)
2. Did a Faculty or Kiwanis Advisor attend LeadCon 2019? (Yes or No)
3. Did your club hold a leadership retreat in 2019? (Yes or No)
4. Were the following committees active this term? (Yes/No)
 - a. Service Initiative Committee
 - b. Public Relations Committee
 - c. Kiwanis Family Relations Committee
 - d. Social Committee
 - e. Membership Development & Education Committee
 - f. Other Additional Committees (List below, if none put n/a)

5. How many members served in leadership positions in 2019-2020
(including club/district officers, club/district committee chairs, International officers)
 - a. How many elected Club Officers?
 - b. How many elected District Officers?
 - c. How many appointed club committee chairs?
 - d. How many appointed district committee chairs?
 - e. How many elected International Officers?
 - f. How many appointed international committee chairs?
6. Do you have members running for an Elected District Office (Yes/No)
 - a. How many members are running for an elected District Office?

7. Do you have members applying for a District Committee Chair position (Yes/No)
 - a. How many members are applying for a District Committee Chair position?
8. Do you have members are candidates for International Office (Yes/No)
 - a. How many members are candidates for International Office?
9. How many members are representatives on Student Government?
10. Describe how the club has developed the leadership potential of its members and club officers and how the club provided leadership opportunities for Circle K members on campus and in the community. Please limit your response to 200 words total.

V. Service Projects

1. Total number of service hours for your club membership as reported on CMRs

2. Total number of service projects your club membership participated/hosted

3. Average number of service hours each member performed
To calculate: total service hours/number of members

4. Total number of service projects devoted to International Focus and Service Partners.

5. Give a brief description of your two (2) best projects from each of the following areas. Please tally total service hours also. Note: Fund-raising events from which funds are donated to another (non-Kiwanis-family) charity or service organization are considered service projects. Do not report projects under more than one category.

a. Service to Campus

Describe Project	Who Benefited	# of members participating	Service Hours	# of K-family participating, note any non-K-family	Amount of Money Raised (if applicable)

b. Service to Community

Describe Project	Who Benefited	# of members participating	Service Hours	# of K-family participating, note any non-K-family	Amount of Money Raised (if applicable)

c. Other Service

Describe Project	Who Benefited	# of members participating	Service Hours	# of K-family participating, note any non-K-family	Amount of Money Raised (if applicable)

Herbert W. Hennig Single Service Project Award

Club Name:

Please indicate the number of members in your club below.

<input type="checkbox"/> Gold Division (61+ Members)	<input type="checkbox"/> Silver Division (36-60 Members)	<input type="checkbox"/> Bronze Division (35 or less Members)
---	---	--

This award is designed to recognize and honor Circle K clubs that have produced the best single project or service during the year through dedication and selfless efforts.

Guidelines

The Single Service Award will be awarded to that Circle K Club which, through dedication and unselfish efforts, has produced the most original and innovative project or service during the year.

- The awards cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club Secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor for this award to be considered valid.
- All club monthly reports (CMRs) from April 2019 to January 2020 must be sent in to the District Secretary. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted
- Each club should enter its most outstanding single service activity, whether it is an on-going project or a one-day event. **Only ONE** service activity per club is allowed in this competition.
- The entry essay must be typewritten, double-spaced, on only one side of 8½" x 11" white paper and limited to 2,000 words (Entries which has over 2,000 words may be considered ineligible).
- Complete the remainder of the form using club minutes, report forms sent to the district and to Circle K International, project report forms, and other club records.
- Use specific statements showing definite accomplishments and the month and year in which the activities were carried out. State the exact extent of participation by the club, such as "cooperated," "aided," or "assisted." List activities performed by the club, but not those performed by individual members on their own initiative or as members of other school or community groups. In any area or question that does not apply to the individual club, please write "N/A" in the space provided.
- A maximum of ten (10) items of supplemental material may be included. Examples of supplemental items include letters, reports, brochures, pictures, or newspaper clippings. Please list the supplemental materials below:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Herbert W. Hennig Single Service Project Award

10%

30%

30%

20%

10%

Entries will be judged based upon these criteria:

Description

Describe the service project.

Need for the Project

Describe why this project was necessary.

Planning and Execution of the Project

Describe necessary planning involved and what actually happened during the execution of the project.

Club Participation

Include total service hours employed in the following categories: planning, travel, actual project time, and follow-up.

Publicity

Briefly describe the way in which the publicity was arranged for the project. Was a description of the project submitted to the CIRCLE K magazine and the district bulletin?

Lee Hyatt Interclub Award

Club Name:

The Interclub Award will be awarded to that Circle K Club that excels in building and sustaining friendships with other clubs in Circle K International.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor in order for this award to be considered valid.
2. All club monthly reports (CMRs) from April 2019 to January 2020 must be sent in to the District Secretary. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted
3. An interclub is defined as a meeting or event (i.e. social or service project) staged by two or more Circle K clubs (including clubs in formation), in which at least two or more members from each Circle K club attend. Do not double-count interclubs.
4. Division, district, and international events DO NOT count as interclubs because they are NOT club-hosted.
6. DO NOT record the number of members for all of the clubs in attendance. Instead, record ONLY the number of your club's members who participated in the event.
7. Each entry shall list the club or event visited, the distance traveled (TO the service project), the number of ONLY its club's members in attendance, the number of hours participated, and the appropriate interclub factor (see table below). If an event has multiple types, please add the interclub factors and then multiply as necessary (see example for details).

<u>Type of Event</u>	<u>Interclub Factor</u>
Social	1
Meeting or other special event	1
Service project	2
If event is over 50 miles away	Multiply total factor by 2

Example: Club A has an interclub with Club B who is the event host. 2 members from Club A and 2 members from Club B are in attendance (this is the base requirement). The event is a service project and social which lasts 3 hours. Club A drives 50 miles to Club B. Club A would record 2 members, 3 hours, and an interclub factor of 6 (1 for the social + 2 for the service project = total of 3 multiplied by 2 (doubled) because the distance traveled was over 50 miles). With 2 members in attendance for 3 hours, times a factor of 6, Club A's interclub total would be 36 (2 x 3 x 6).

Lloyd E. Coffey Traditional Club Scrapbook Award

Club Name:

The Lloyd E. Coffey Traditional Club Scrapbook Award will be awarded to that Circle K Club which has best created a scrapbook that documents the club's activities in an innovative, engaging format. Scrapbooks will be judged for craftsmanship, layout, content, and creativity.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club Secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor for this award to be considered valid.
2. All club monthly reports (CMRs) from April 2019 to January 2020 must be sent in to the District Secretary. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted
3. Each Circle K Club may enter a scrapbook containing pictures, souvenirs, examples, newspaper clippings, etc., of its activities (both service and social) between the period of the past District Convention and the current District Convention. No audio-visual or computer equipment are allowed as part of the entry for the traditional scrapbook.
4. The size, be it width or length, is limited to 18" by 27". In case of irregularly shaped scrapbooks, the dimensions of the cover are not to exceed 468 square inches. Content and general format of the scrapbook are left to the discretion of the individual club.
5. Judging of the scrapbook will be based on the following equally weighted criteria:

<i>General content (K-Family, Service, Leadership)</i>	<i>25 points</i>
<i>Organization of materials</i>	<i>25 points</i>
<i>Reference to international & district service focus</i>	<i>25 points</i>
<i>Originality</i>	<i>25 points</i>

Lloyd E. Coffey Club Non-Traditional Scrapbook & Promotional Video Award

Club Name: _____ Name of person submitting award: _____

The Lloyd E. Coffey Non-Traditional Club Scrapbook & Promotional Video Award will be awarded to that Circle K Club which has best created a scrapbook video that documents the club's activities in an innovative, engaging format. Scrapbooks will be judged for craftsmanship, layout, content, and creativity. It is also aligned with the video recruitment award from International.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club Secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor for this award to be considered valid.
2. All club monthly reports (CMRs) from April 2019 to January 2020 must be sent in to the District Secretary. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted
3. Materials included in the video scrapbook and promotional video should occur between the period of the past District Convention and the current District Convention.
4. The size of the non-traditional scrapbook is not limited to any size or format. Audio-visual and computer equipment are allowed as part of the entry for the traditional scrapbook. The club entering the scrapbook shall be responsible for all supplemental materials related to the entry.
5. Submissions must be in a common video format (vmv, mpeg, mp4, mpg).
6. Promotional Contest Rules
 - The maximum length of the completed video is three (3) minutes.
 - All entries will become public property of Carolinas District of CKI. The District has the right to share on social media, websites or at District events. FlashDrives/CDs will be returned.
 - 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.
5. Judging of the scrapbook will be based on the following equally weighted criteria:
 - Explain in 250 words or less how the club has utilized this video for member recruitment and/or retention. Be sure to comment on the success and effect that this video has had on the club. (25 points)
 - Originality (10 points)
 - Creativity (10 points)
 - Promotion of Circle K International (25 points)
 - Clarity of Message (10 points)
 - Quality of Production
 - Sound Quality (5 points)
 - Video Quality (5 points)
 - Overall Impression (10 points)

Outstanding Club Website Award

Club name:

Name of Chairperson/Webmaster/Webmistress:

This award is presented to the top club with the most outstanding webpage based on appearance, content and usage, organization, and promotion of district events.

A. URL of Club Website:

B. Alternate URL of Club Website (in the event the above URL is a redirect):

RULES PERTAINING TO THE OUTSTANDING WEBSITE AWARD

1. Each Circle K club may enter one website for judging.
2. First, second, and third place winners shall be selected.
3. Websites must be designed and maintained by Circle K members.

Judging Standards

I. Content & Usage (55 points)

- A. Does your site contain a list/calendar of upcoming events? Yes No
- B. Does the site list the club officers and their contact information? Yes No
- C. Does the site link to other Kiwanis Family sites (e.g. Sponsoring Kiwanis)? Yes No
- D. Does the site link to the Circle K International site? Yes No
- E. Does the site link to the Carolinas District site? Yes No
- F. Does the site link to the Divisional site (if available)? Yes No
- N/A
- G. Does the site link to other Circle K club sites? Yes No
- H. Does the site have links to photos and/or other media showcasing the activities of the club? Yes No
- I. Does the site use the official Circle K International logo? Yes No
- J. Does the site use the official District logo? Yes No
- K. Is the school name identified, consistent with school regulations? Yes No
- L. How often is the site updated?
- M. What unique and worthwhile features does your club website contain?
- N. Explain how your site educates members and potential members about Circle K (its history, its purpose, the Kiwanis Family, etc)?
- O. How often are club members encouraged to visit the site?
- P. Other notable elements of content.

II. Promotion of District and Divisional Events (10 points)

Explain how your club's site promotes District events (LSSP, Fall Call, K-Fam Conference, DCON, COTC, etc.) and other events that occur within your division.

- A. Page or link to Fall Call Conference information
- B. Page or link to District Convention information
- C. Page or link to other District, Divisional or International event information

III. Appearance (20 points)

- A. Use of original graphics
- B. Use of clip art
- C. Use of colors

IV. Organization (15 points)

- A. Accessibility of important information such as events and contact information.
- B. Ease of navigation

Outstanding Club T-shirt Award

Club name:

Name of T-Shirt Designer:

This award is presented to the top three clubs that have a creative and innovative club T-shirt promoting Circle K.

Guidelines

1. All phases of the design, except for professional services required for printing, must have been performed by a Circle K member or members who are in good standing with the Carolinas District and Circle K International. Non-members may only act in an advisory capacity.
2. A club may submit more than one entry. Each entry requires a separate application form. All entries are eligible to receive this award even if submitted by the same school.

THE T-SHIRT MUST BE SUBMITTED WITH THIS FORM IN PERSON AT THE REGISTRATION TABLE at the beginning of District Convention.

1. Is the Circle K International emblem clearly visible on the T-shirt? (10 points) Yes No
2. Is your school name clearly visible on the T-shirt? (5 points) Yes No
3. Was every member in your club given the opportunity to purchase your club T-shirt? (5 points) Yes No
4. When was this T-shirt first available to be worn by club members (approximate date)? (10 points)
5. Briefly describe what incentive(s)/requirement(s) the club used to encourage members to wear the club T-shirt as much as possible? (i.e. members have to wear it to every service project, reward for everyone who wears it to five or more activities in a quarter, etc.) (20 points)
6. Briefly describe how the writing and graphics design on the T-shirt serve to promote your club and the tenets of Circle K International. (25 points)
7. Creativity and overall attractiveness (25 points) will be taken into consideration when judging your club's T-shirt.

An actual T-shirt **must** be submitted with this form. **Please pick up t-shirt submissions at Closing Session on Sunday morning.**

H.C. Evans Outstanding Kiwanis Family Relations Award

Club Name:

The Outstanding Kiwanis Family Relations Award will be awarded to that Circle K Club which shows excellence in fostering friendships in all of the Kiwanis Family organizations, partnering with Kiwanis Family members in projects and events, and working with all toward the Kiwanis mission to change the world one child at a time.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor for this award to be considered valid.
2. All club monthly reports (CMRs) from April 2019 to January 2020 must be sent in to the District Secretary. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted
3. A Kiwanis Family Relation is defined as a meeting or event organized by at least one CKI club and at least one other level of the Kiwanis Family, including clubs-in-formation, in which at least two members from each club attend.
 - a. The other levels of the Kiwanis Family are K-Kids, Builder's Club, Key Club International, Kiwanis International, and Aktion Club.
 - b. Each CKI club that satisfy these requirements will have completed one Kiwanis Family Relation and will be recorded as one Kiwanis Family Relation.

<u>Type of Event</u>	<u>Relation Factor</u>
Social	1
Meeting or other special event	2
Service project	3

Please complete the following:

Relations with the Kiwanis Family

I. Administration

Circle K Club of

Date	Club or event visited	Percentage of Your Club Members	X	Relation Factor	=	Total
			X		=	
			X		=	
			X		=	
			X		=	

			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	

Grand total of Kiwanis Family Relations: _____

II. Projects/Programs

List and briefly describe (one sentence per project) each K-Family service project.

Vic Vickery Outstanding Sponsoring Kiwanis Club Award

Club Name: _____

The Vic Vickery Outstanding Sponsoring Kiwanis Club Award shall be awarded to the Kiwanis Club who shows overwhelming support to their Circle K club(s), who provide Circle K members with all the guidance, encouragement, and resources to reach their fullest potential, and who excel in promoting unity in the Kiwanis Family.

The Circle K District Outstanding Sponsor Award is a competitive application process with the award presented at the District Convention to the Kiwanis club or clubs (in case of a tie) judged to be the top sponsor in the district.

The application must be completed by the sponsoring Kiwanis club and may be written or typed.

Sponsoring Kiwanis Club _____

City _____ State _____

Circle K Club(s) sponsored: _____

Total Kiwanis Club Membership: _____

Is the sponsored Circle K club(s) in good standing (at least 15 dues paid members) with both the District & International? Yes No

Number of paid Circle K members at the time of the application _____

We certify that the information contained in this application is correct to the best of our knowledge.

Kiwanis Club President Date

Circle K Club Kiwanis Advisor Date

Circle K Club President Date

Vic Vickery Outstanding Sponsoring Kiwanis Club Award

As part of the chartering process, the Kiwanis club agreed to annually support the following Requirements of Sponsorship for the Circle K club.

1. Appoint a Kiwanis advisor to the club and ensure this person receives adequate orientation. Name the Kiwanis advisor to the club. Describe the orientation and training this member received this year. Did the Kiwanis advisor attend LeadCon on March 16, 2019? How long has this person served in this role as the advisor?

2. Ensure the advisor attends every meeting or event. How many general meetings, board meetings, and events did the CKI club have? How many did the advisor attend?

3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the CKI club.

Did the Kiwanis club provide financial support for the following?

International Convention (CKIx)	<input type="checkbox"/> Yes <input type="checkbox"/> No
District Convention	<input type="checkbox"/> Yes <input type="checkbox"/> No
International, District, and/or Club dues	<input type="checkbox"/> Yes <input type="checkbox"/> No
General funds/miscellaneous	<input type="checkbox"/> Yes <input type="checkbox"/> No
CKI Leadership Conference (ie. SPARK)	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Work with the college/university administration to secure a faculty advisor for the Circle K club. Does the club have a faculty advisor? How long has that person served in the role? How does the Kiwanis advisor work with the faculty advisor? Briefly describe what the Kiwanis club is doing to support the Faculty advisor if that individual is not a Kiwanian.

5. Ensure that all Circle K members pay annual fees and dues, and that an active membership of at least 15 members is maintained. Do all members pay dues? What is the active membership? Describe how the Kiwanis club helps the CKI club with member recruitment, including offering training and advice.

6. Ensure club officers receive proper training following election. Which new officers attended the LeadCon on March 16, 2019? What other training was provided to the new club officers, particularly for those new officers unable to attend LeadCon? Briefly describe the training and the date.

7. Hold a planning session involving the leadership of the Kiwanis club and the Circle K club officers. Was a joint planning session held? If so, what was the date? Describe what the session entailed and who was in attendance.

8. Host or participate in joint activities involving the membership of the CKI Club and the Kiwanis club.

Describe any joint activities involving both members of the CKI club and the Kiwanis club. List any Circle K and Kiwanis joint service projects: this may include fundraisers for charities. Give the activity description, date, number of members from each club attending, and if any other branches of the Kiwanis family were invited or participated.

9. Invite CKI Club members to attend sponsoring Kiwanis club meetings.

Describe how CKI members were invited and encouraged to attend the Kiwanis meetings. Were CKI members invited to speak at the Kiwanis meeting? Detail the number of meetings attended, the number of CKIers attending those meetings, and the sharing opportunities for the CKI members.

10. Ensure CKI club members attend conventions and conferences.

How many of the CKI members attended conventions and conferences? Describe how the Kiwanis club encourage and support the CKI members' attendance.

James G. Griffin Outstanding Kiwanis Advisor Award

Club Name:

Kiwanis Advisor Name:

The James G. Griffin Outstanding Kiwanis Advisor Award shall be awarded to that Circle K Kiwanis Advisor who goes above and beyond in guiding the club from the Kiwanis perspective, providing resources from the sponsoring Kiwanis club, and actively supporting Circle K activities and events.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor for this award to be considered valid.
2. All club monthly reports (CMRs) from April 2019 to January 2020 must be sent in to the District Secretary. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted.
3. Any Carolinas Circle K Kiwanis Advisor of a club in good standing with Circle K International and the Carolinas District of Circle K may be nominated.
4. Judges shall consider only those contributions made by the candidate to the local Circle K club since the last District Convention. Work on the District or International levels shall not be considered.

Please complete the following:

1. Percentage of Club Board Meetings attended: _____ %
 2. Percentage of Club meetings attended: _____ %
 3. Percentage of Club service projects and fundraisers attended: _____ %
 4. Did the advisor set up a Circle K program at a Kiwanis meeting? _____
 5. Did the advisor report to the Kiwanis Club on Circle K matters? _____
 6. Did the advisor encourage attendees to attend Kiwanis meetings, District club officer training and convention, and International Convention? _____
 7. Did the advisor work with the Kiwanis Club board officers to ensure funds for the CKI club are in the Kiwanis Club budget? _____
1. Type and attach a brief summary, not to exceed 200 words, on any additional contributions that you feel makes this advisor outstanding. Include how this advisor was a liaison between the Circle K club and the Kiwanis club.

Dr. Wayne T. Adams Outstanding Faculty Advisor Award

Club name:

Faculty Advisor Name:

The Dr. Wayne T. Adams Outstanding Faculty Advisor Award shall be awarded that Circle K Faculty Advisor who excels in consistent guidance and support for his/her Circle K club.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor for this award to be considered valid.
2. All club monthly reports (CMRs) from April 2019 to January 2020 must be sent in to the District Secretary. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted
3. Any Carolina Circle K Faculty Advisor of a club in good standing with Circle K International and the Carolinas District of Circle K may be nominated.
4. Judges shall consider only those contributions made by the candidate to the local Circle K club since the last District Convention. Work on the District or International levels shall not be considered.

Please complete the following:

1. Percentage of Club Board Meetings attended: _____ %
 2. Percentage of Club meetings attended: _____ %
 3. Did the advisor assist in creating a Circle K budget? _____
 4. Did the advisor assist in planning Circle K events? _____
2. Type a brief summary, **not to exceed 200 words**, on any additional contributions that you feel makes this advisor outstanding. Include how this advisor was a liaison between the school and the club and how the advisor encouraged attendance at district events..

Robert G. Prongay Distinguished Circle K Member Award

Circle K Club:

Circle K Member Nominee:

The Robert G. Prongay Distinguished Member Award shall be awarded to one Circle K Club member across the Carolinas District who shows an outstanding commitment to club activities, a positive, encouraging attitude toward other members, and a passion for Circle K International.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor for this award to be considered valid.
2. All club monthly reports (CMRs) from April 2019 to January 2020 must be sent in to the District Secretary. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted
3. Any Carolinas Circle K member in good standing (i.e., your club must have sent in both District and International dues), with the exception of elected club officers, District Board members, and International Board members, shall be eligible for this award. The number of paid members to District and International must match.
4. This distinguished member must have participated in the minimum of the following activities since the previous District Convention:

- 🌐 Five service projects
- 🌐 One interclub
- 🌐 One club social
- 🌐 One K-Family event

Answer the following questions either on a separate piece of paper or typed below:

Briefly describe how this member participated in the club by attending meetings, service projects, fundraisers and socials. Percentages and other data are helpful to describe their attendance. **(200 words or less)**

Briefly describe how this member participated in District events as well as International events or committees. **(200 words or less)**

Briefly describe how this member supported Kiwanis Family Relations by attending Kiwanis family events, meetings and service projects. **(200 words or less)**

In an essay written by a CKI member, please describe what makes this member outstanding and how their involvement has enhanced your Circle K Club's experience. The letter must be signed by a club officer. **(No more than 500 words)**

Outstanding Club President Award

Club Name :

Circle K Club President:

The Outstanding Club President Award shall be awarded to that Circle K Club president who excels in leading his/her club to success, represents and helps connect the club to the District, Circle K International and the Kiwanis Family, and embodies the Circle K International tenets of leadership, fellowship, and service.

1. The award cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor for this award to be considered valid.
2. All club monthly reports (CMRs) from April 2019 to January 2020 must be sent in to the District Secretary through the MUC. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted

Please complete the following:

I. Education

A. Did you attend the District Office Leadership Training (LeadCon)? Yes No

B. Did you initiate any other training or education for club officers? Yes No

If so, explain.

C. Did you initiate any other training for committee chairs or the club's membership? Yes No

If so, explain.

II. Membership

A. In what ways does your club recruit new members?

B. What was your role in membership recruitment and retention?

C. Did the club hold a fall term membership drive? Yes No

III. Circle K Spirit

A. How did you personally promote knowledge of the International Service Initiative?

B. How did your club participate in Circle K Week?

C. How did you promote spirit among your club's members?

Outstanding Club President Award

IV. Administration

A. Since April 1, 2019:

1. Over how many meetings did you preside? _____

2. Were there any programs given at the meetings? _____

If so, list topics.

B. Does your club have a working committee structure?

If so, in what ways have you supported an individual committee and/or the overall committee structure?

C. Did your club submit information to the Carolinian?

If so, please list articles or events reported.

D. Did your club submit information to the Circle K International Magazine?

If so, please list events reported.

E. Did you keep in contact with your Lt. Governor?

If so, in what ways and how often?

F. Did you keep in contact with the District Governor?

If so, in what ways and how often?

G. Did you initiate any programs (original, District, or International) at the club level that were not in place the previous year? If so, explain.

H. Did you attend any of your sponsoring Kiwanis Club meetings?

If so, how many?

V. Projects

A. Statistics

1. Number of service projects completed by your club _____

2. Number of fundraisers (for club use) completed _____

- 3. Number of socials held by club _____
- 4. Number of membership recruitment drives _____
- Total Number of activities (number 1 through 4) _____
- 5. Number of activities from above total that:
 - a. You personally attended and participated in? _____
 - b. Included other Circle K Clubs? _____
 - c. Included Kiwanis? _____
 - d. Included Key Club? _____
 - e. Included Builders Club? _____
 - f. Included K-Kids? _____
 - g. Included Aktion Clubs? _____

Outstanding Club President Award

VI. Conventions, Conferences, and Meetings

- A. Did you attend
- | | |
|--|--|
| 1. 2019 District Convention? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. District officer training (LeadCon)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. International Convention? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Fall Call? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Did your LTG plan a meeting or conference call and if so, did you attend? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Other (please describe below) | |

B. How did you help promote conventions and conferences within your club?

VII. Additional Information

- A. Please have a fellow executive officer write and sign a typed evaluation no longer than two pages explaining why you deserve the Outstanding Club President's Award. This evaluation should include:
1. A brief description of your responsibilities
 2. Examples of your leadership abilities
 3. Personal statement concerning your dedication to the position
- B. Please attach a sample of a meeting agenda at the end of the nomination.

Outstanding Club Vice President Award

Club Name:

Circle K Club Vice President:

The Outstanding Club Vice President Award shall be awarded to that Circle K Club Vice President who goes above and beyond in assistance to the president and other officers, the committees, and the club as a whole, and who excels in the unique responsibilities the role of the office entails.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor for this award to be considered valid.
2. All club monthly reports (CMRs) from April 2019 to January 2020 must be sent in to the District Secretary. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted

Please complete the following:

I. Education

A. How does your club educate its members about Circle K International?

B. Did you implement a formal training of your members to educate them on Circle K International?

Briefly describe the role you played in educating members and how many members participated in this training. **(200 words or less)**

II. Administration

A. How many club meetings were held? (Include summer meetings)

B. Of these, how many did you attend?

C. How many club board meetings were held?

D. Of these, how many did you attend?

E. In what percentage of the club's projects did you participate?

F. Specifically, how did you support your Club President?

G. What was your role in getting new members to join your club?

III. Conference & Conventions

A. In the past year, did you attend:

1. 2019 District Convention?

Yes No

2. District Club Officer Training (LeadCon)?

Yes No

Outstanding Club Vice President Award

3. International Convention? Yes No
4. Fall Call? Yes No
5. Other (please describe below) Yes No

B. How did you help promote conventions and conferences within your club?

IV. K-Family

A. Did you attend your sponsoring Kiwanis Club Meetings?
If so, how many? Yes No

B. Did you attend any other Kiwanis SLP meetings (including
Key Club, Builders' Club, K-Kids, and aKtion Club)?
If so, how many? Yes No

C. How did you help to promote K-Family Relations within your club?

V. Additional Information

- A. Please submit a typed evaluation no longer than one page explaining and listing the duties that you were expected to carry out and how you fulfilled these responsibilities. Be sure to include anything that indicates your enthusiasm for and dedication to Circle K. This evaluation must be written and typed by the Vice President being nominated.
- B. Please have a fellow executive officer write and sign a typed evaluation no longer than one page explaining how you have fulfilled your duties and why you deserve the Outstanding Club Vice President's Award.

Outstanding Club Secretary Award

Club Name:

Circle K Club Secretary:

The Outstanding Club Secretary Award shall be awarded to the Circle K Club Secretary who best helps the organization run efficiently by the maintaining of records, correspondences, and club communication; who submits regular reports in a timely manner in addition to his/her duties as a member.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor for this award to be considered valid.
2. All club monthly reports (CMRs) from April 2019 to January 2020 must be sent in to the District Secretary. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted.

Please complete the following: I.

Administration

- A. How many club meetings were held? (Include summer meetings)
- B. Of these, how many did you attend?
- C. How many of these meetings did you take minutes?
- D. How many club board meetings were held?
- E. Of these, how many did you attend?
- F. How many of these meetings did you take minutes?
- G. In what percentage of the club's projects did you participate?
- H. Of the CMRs that you submitted to the District Secretary, how many were turned in on time (by the 5th of the month)?

II. Conference & Conventions

A. In the past year, did you attend:

- | | |
|--|--|
| 1. 2019 District Convention? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. District Club Officer Training (LeadCon)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. International Convention? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Fall Call? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Other (please describe below) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

B. How did you help promote conventions and conferences within your club?

III. Additional Information

- A. Please submit a typed evaluation no longer than one page explaining and listing the duties that you were expected to carry out and how you fulfilled these responsibilities. Be sure to include anything that indicates your enthusiasm for and dedication to Circle K. This evaluation must be written and typed by the Secretary being nominated.

- B. Please have a fellow executive officer write and sign a typed evaluation no longer than one page explaining how you have fulfilled your duties and why you deserve the Outstanding Club Secretary Award.

Outstanding Club Treasurer Award

Club Name:

Circle K Club Treasurer:

The Outstanding Club Treasurer Award shall be awarded to the Circle K Club Treasurer who excels in bookkeeping, keeping members and his/her sponsoring Kiwanis Club informed of the club's financial status, and helping to encourage and maintain the financial health of the club.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor for this award to be considered valid.
2. All club monthly reports (CMRs) from April 2019 to January 2020 must be sent in to the District Secretary. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted

Please complete the following: I.

Administration

- A. How many club meetings were held? (Include summer meetings)
- B. Of these, how many did you attend?
- C. How many club board meetings were held?
- D. Of these, how many did you attend?
- E. In what percentage of the club's projects did you participate?

II. Membership

A. Date initial dues were paid:

1. District
2. International

If dues were delinquent (paid after December 1, 2019), please explain.

B. What was your role in recruiting new members?

C. How did you inform new members of exactly how their dues are utilized at the club, district and international levels?

Outstanding Club Treasurer Award

III. Financial Reports & Job Responsibilities

- A. Did you assist in drafting the budget for your club?

- B. What is the date the budget was approved?

- C. Did you maintain appropriate records of all the financial business transactions for your club? Please explain your bookkeeping system.

- D. How did you keep your fellow board officers informed of the club's financial standing?

- E. How did you keep the club members informed of the club's financial standing?

- F. Did you correspond with your sponsoring Kiwanis Club to keep them informed of your club's financial status? If so, please explain what you did and how often.

- G. How did you maintain contact with district officers, especially the district treasurer?

Outstanding Club Treasurer Award

IV. Conference & Conventions

- | | |
|--|--|
| A. Did you attend | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 1. 2019 District Convention? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. District officer training (LeadCon)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. International Convention? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Fall Call? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Did your LTG plan a meeting or conference call and if so, did you attend? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Other (please describe below) | |

V. Additional Information

- A. Please submit a typed evaluation no longer than one page explaining and listing the duties that you were expected to carry out and how you fulfilled these responsibilities. Be sure to include anything that indicates your enthusiasm for and dedication to Circle K. This evaluation must be written and typed by the Treasurer being nominated.
- B. Please have a fellow executive officer write and sign a typed evaluation no longer than one page explaining how you have fulfilled your duties and why you deserve the Outstanding Club Treasurer's Award.
- C. Please include at least one, but no more than two, financial reports and/or budgets you have prepared during your term.

Outstanding Club Committee Chair Award

Club Name:

Circle K Club Committee Chair:

The Outstanding Club Committee Chair Award shall be awarded to that Circle K Club Committee Chair who goes above and beyond in assistance to the president and other officers, the committees, and the club as a whole, and who excels in the unique responsibilities the role of his/her office entails.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor for this award to be considered valid.
2. All club monthly reports (CMRs) from April 2019 to January 2020 must be sent in to the District Secretary. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted

Please complete the following:

I. Committee Role and Responsibilities

- A. Briefly describe your committee within the club.
- B. Explain the purpose of this committee and the necessity of this committee to the improvement of the club.

II. Administration

- A. How many club meetings were held? (Include summer meetings)
- B. Of these, how many did you attend?
- C. How many committee members did you have?
- D. Explain how you led your committee, the goals you set at the beginning of the year, how you implemented those goals and how you structured your committee to complete those goals. Explain how you utilized the committee members.

III. Conference & Conventions

- | | |
|---|--|
| A. Did you attend | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 1. 2019 District Convention? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. District officer training (LeadCon)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. 2019 International Convention? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Fall Call? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

IV. Additional Information

- A. Please submit a typed evaluation no longer than one page explaining and listing the duties that you were expected to carry out and how you fulfilled these responsibilities. Be sure to include anything that indicates your enthusiasm for and dedication to Circle K. This evaluation must be written and typed by the Committee Chair being nominated.
- B. Please have a fellow executive officer write and sign a typed evaluation no longer than one page explaining how you have fulfilled your duties and why you deserve the Outstanding Club Committee Chair's Award.

Outstanding Club Newsletter Award

Club Name:

Club Newsletter Editor:

The Club Newsletter Award will be awarded to that Circle K club that shows excellence in the area of Club Newsletter publication, creating an outstanding product that is both informative and engaging to keep members current with club activities.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K Club president, the Circle K Club Secretary, the Kiwanis Club president, and the Circle K Club faculty or Kiwanis advisor for this award to be considered valid.
2. All club monthly reports (CMRs) from April 2019 to January 2020 must be sent in to the District Secretary. Clubs that have not submitted all CMRs will be graded on a scale according to the number of CMRs submitted
3. This award is for excellence in the area of Club Newsletter publication, via print or electronic means. It shall be given to clubs which show outstanding achievement in the area of club newsletter publication since the last District Convention.
4. All phases of the work of the publication, except for the professional services that may be required for printing or posting, must have been performed by a Circle K member.
5. Those clubs wishing to enter must submit one hardcopy of up to four issues of the club newsletter for judging. The judges will look for excellence in the following areas:

<i>General appearance: Layout, head design, typography, etc.</i>	<i>25 points</i>
<i>Editorial content: variety of information, originality, etc.</i>	<i>25 points</i>
<i>Value to members and to the club as a whole</i>	<i>25 points</i>
<i>Inclusion of Circle K International programs (i.e., International Service Initiative, CKI week, etc.)</i>	<i>25 points</i>

Please complete the following:

1. Number of issues produced
2. Average number of pages per issue
3. Describe method of sharing the newsletter.
4. List dates of publication (since last District Convention)
5. Did you publish a calendar of events?
6. Did you publish a list of club officer addresses/phone numbers?
7. Was a list of divisional and/or district events included?

Was a copy sent to:

12. Your Lt. Governor?

13. The District Governor?

14. Your International Sub-region Representative?

15. Your Faculty Advisor?

16. Your Kiwanis Advisor?

17. Your Kiwanis Club?

18. Other K-family members?