

Georgia District Convention 2017-2018 Awards Packet

1. Any Circle K Club in good standing with Circle K International and the Georgia District is eligible to apply for these awards. To be considered in good standing with both Circle K International and the Georgia District of Circle K, your club must have sent in dues to the International office. Members reported must be in good standing as reported to Circle K International as of the last available dues report from Circle K International prior to the District Convention.
2. All Club Monthly Reports (CMRs) from April 2017 to January 2018 must be submitted to the Membership Update Center. Any secretaries having issues with access or submissions need to email sectreas@georgiacirclek.org.
3. The activities described within this packet may cover any event taking place between the 2017 District Convention and the 2018 District Convention.
4. The awards cover sheet must be signed by the Circle K Club President, the Circle K Club Secretary, the Sponsoring Kiwanis Club President, and the Circle K Club faculty or Kiwanis advisor for the award packet 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. Some awards require additional signatures. Please read each award carefully for these requirements.
5. Your club does not need to attend District Convention to apply for awards. However, all materials must be turned in before the convention begins.
6. Awards are due one week BEFORE check-in at District Convention. Awards should be sent in the mail to the address below. The entire packet MUST be completed and all additional material (i.e. scrapbook, t-shirt, newsletters, etc.) should be included. The packet must be post-marked 1 week prior to District Convention weekend to ensure enough time for arrival. That date is Friday, February 16, 2018.
Please send the packet to: GACKI Awards - 2018
c/o Stacey Fountain or stacey@georgiacirclek.org
175 Marshall Rd.
Milledgeville, GA 3016
7. Read the entire packet 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.
8. Awards of different categories must not be printed double-sided (i.e. the Vice President award should not be printed on the back of the President award) as the awards are judged separately. *Failure to follow this guideline can result in disqualification of some awards.*

NOTE: there is some duplication in the date required for several of the awards that may be submitted for consideration. The reason for the duplication is that these forms closely resemble those of Circle K International's, and the intent is for all clubs to be able to enter international contests without much additional effort. DO NOT use the district awards forms in place of the international awards forms. Your submission(s) could be rejected.

We, the undersigned, acknowledge that the awards checked on this form are being submitted for consideration by the Georgia District of Circle K International. We also acknowledge that we have read and understood the prerequisites as outlined above.

Signatures:

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)

Please indicate the number of members in your club below.

Gold Division

61+ members

Silver Division

26-60 members

Bronze Division

25 or less members

Please check all boxes corresponding to the awards that your club is applying for:

Check all that apply:

- Jack E. McGraw Club Achievement Award
- Troy Holcomb Single Service Award
- Alice D. Stacey Passion for Service Award
- Keith Bailey Outstanding Club President Award
- Ali D. Tabatabai Outstanding Club Vice President Award
- Outstanding Club Secretary Award
- Outstanding Club Treasurer Award
- John C. Thompson Distinguished Member Award
- George C. Martin Outstanding Faculty Advisor Award
- George C. Martin Outstanding Kiwanis Advisor Award
- Outstanding Sponsoring Kiwanis Club Award
- Interclub Award
- Outstanding K-Family Relations Award
- Outstanding Club T-Shirt Award
- Outstanding Club Website Award
- Duncan McClusky Club Scrapbook Award
- Club Newsletter Award

(For Awards chair use only)

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

District Convention Attendance Award, Most Improved Club Award, Ray Cambers Outstanding New/Reactivated Club Award, Carolyn S. Richard Outstanding District Officer Award, Dia S. Kelly Outstanding District Committee Chair Award, Katie Hunley Willis Service Award, Governor’s Cup Award, David A. Kelly Hall of Fame Induction, Georgia Sherriffs’ Youth Homes Award, and Governor’s Project Award.

Jack E. McGraw Achievement Award

The Jack E. McGraw 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 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 2017 to January 2018 must be sent to the District Secretary.
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 and double-spaced, and one-sided. Indicate on each additional sheet which section 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.

Please complete the following:

I. Circle K Administration

A. Total dues paid members as of December 1, 2017

B. Average club meeting attendance percentage

_____ %

C. Meetings

1. Number of club meetings per month

2. Number of regular meetings in the year

3. Number of summer meetings in the year

4. Number of board meeting in the year

5. Number of other/special meetings

6. Percentage of meetings attended by:

a. Faculty advisor

_____ %

b. Kiwanis advisor

_____ %

c. Non-Member students

_____ %

7. Meeting organization

(Indicate those items your club possesses and utilizes)

(Yes/No)

a. Newsletter

b. Agendas

c. Files

d. Up-to-date club bylaws

D. Membership Education (Please refer to guideline #4)

1. Briefly explain programs for membership recruitment and development.

2. How many new members were inducted between the 2017 and 2018 District Conventions?

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

a. New members

b. Club officers and committee chairmen

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

E. Fellowship

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

2. List ideas and programs used to promote attendance by members of meetings and activities.

F. Public Relations

1. List the different situations in which your club used public relations to promote its projects and activities. Be as specific as possible.

- a. On Your Campus

- b. In the Community

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

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

- a. The campus newspaper

- b. The community newspaper

- c. The Kronicle

- d. Non-Circle K publications (items listed in 3a or 3b cannot count in 3d)

4. List any coverage received by your club from:

- a. Television

- b. Radio (campus and community)

II. Kiwanis-Family Relations and Interclubs

A. Circle K

List interclub meetings, projects, and socials in which your club participated or acted as host with other Circle K clubs. (**Interclub** - a meeting or event organized by two or more CKI clubs, including CKI clubs-in-formation, 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 performed

B. Kiwanis Family Relations

- List Kiwanis, Key Club, Builders Club, aKtion Club, K-Kids, Key Leader, and/or Kiwanis Junior 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-formation, 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 performed

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

3. How has your club implemented the Key to College program?

III. Relations to the District

A. Date initial district dues were paid

B. Number of CMRs sent to district

C. District Convention attendance

1. Number of paid members at the time of the 2018 District Convention

2. Number of paid members attending the 2018 District Convention

3. Percent of paid membership attending the 2018 District Convention

_____ %

D. Indicate which awards you have applied for at this convention

(Yes/No)

1. Jack E. McGraw Club Achievement Award

2. Troy Holcomb Single Service Award

3. Alice D. Stacey Passion for Service Award

4. Keith Bailey Outstanding Club President Award

5. Ali D. Tabatabai Outstanding Club Vice President Award

6. Outstanding Club Secretary Award

7. Outstanding Club Treasurer Award

8. John C. Thompson Distinguished Member Award

9. George C. Martin Outstanding Faculty Advisor Award

10. George C. Martin Outstanding Kiwanis Advisor Award

11. Outstanding Sponsoring Kiwanis Club Award

12. Interclub Award

13. Outstanding K-Family Relations Award

14. Outstanding Club T-Shirt Award

15. Outstanding Club Website Award

16. Duncan McClusky Club Scrapbook Award

17. Club Newsletter Award

E. List type and number of reports or press releases sent to the district publication, *The Kronicle*

Type of Report (service project, member/club spotlight, etc.)	Content (briefly)	Date Sent	Published? (Y/N)

F. List events (divisional or district) attended as a club as well as the number of members attending the event, indicate “host” where appropriate.

Type of Event	Location	Number of Members attending	Host? (Y/N)

G. Identify any club member(s) who held a district office during the current administrative year and their title(s).

- 1.
- 2.
- 3.
- 4.
- 5.

H. List contacts with district officers, excluding official reports and district events.

Type of Contact	Title of District Officer	Content (briefly)	Date of Contact

IV. Relations to Circle K International

A. How many members attended the 2017 International Convention? _____

B. List any contests your club entered at the 2017 Circle K International Convention.

1. _____
2. _____
3. _____
4. _____
5. _____

C. List all activities to promote and celebrate Circle K Week/Kiwanis-family month (November) that your club initiated and/or participated in.

Describe Activity	Date	Number of members participating	Service Hours (if applicable)

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Achievement/7

V. SERVICE PROJECTS

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?	Number of members participating	Service Hours	Amount of money raised (if applicable)

B. Service to Community

Describe Project	Who benefited?	Number of members participating	Service Hours	Amount of money raised (if applicable)

C. Other Service

Describe Project	Who benefited?	Number of members participating	Service Hours	Amount of money raised (if applicable)

VI. Non-Service Projects AND Activities

Give a brief description of your **one** best project from each of the following areas.

A. Social Events (non-service): Briefly describe the project including the nature of the activity, number of members and other guests who participated, and other pertinent information.

activity, number of hours involved in the actual execution of the project, amount raised, and other pertinent information.

VII. Leadership Development

A. How has your club developed the leadership potential of its members? Describe leadership activities, seminars, or workshops implemented by the club.

B. How has your club offered leadership development opportunities for non-Circle K students on your campus and in the community? Describe leadership activities, seminars, or workshops implemented by the club.

VIII. District Service Implementation

A. How has your club promoted the District Service Projects?

B. What projects and activities has the club planned and executed relating to the District Service Projects?

Troy Holcomb Single Service Award

The Troy Holcomb 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.

Name of Project _____

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K 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 2017 to January 2018 must be sent to the District Secretary.
3. 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.
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. 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. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

6. Entries will be judged based upon these criteria:

Need for the Project	10 points
<i>Briefly describe why this project was necessary.</i>	
Planning and Execution of the Project	25 points
<i>Briefly describe necessary planning involved and what happened during the execution of the project.</i>	
Club Participation	25 points
<i>Include total service hours employed in the following categories: planning, travel, actual project time, and follow-up.</i>	
Publicity	15 points
<i>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 Kronicle (the district bulletin)?</i>	
Evaluation of the Project	10 points
<i>Include the project's merit to campus or community.</i>	
Relationship to Service Initiative Program(s)	10 points
<i>Briefly describe how, if at all, the project was related to either the Georgia District or the Circle K International Service Initiative Program(s).</i>	
Program	5 points
<i>Briefly describe how, if at all, the project was related to the Circle K International Preferred Charities.</i>	

Alice D. Stacey Passion for Service Award

Circle K Club _____

Name of
Nominee _____

Name of
Nominator _____

The Alice D. Stacey Passion for Service Award will be awarded to one exceptional Circle K member in Georgia who exhibits a passion for service, a selfless devotion to Circle K, a bulldog determination to see projects through, the ability to overcome obstacles in his/her life to continue serving others, all the while maintaining a positive attitude.

Alice Stacey was all this and more. Alice, while legally blind and legally deaf, remained active in Circle K throughout her collegiate career. A student at the University of West Georgia, she attended numerous Georgia Circle K district events and taught many Circle Kers that while her disabilities might describe her physically, in her heart she was all about serving others through and through. Alice's selfless devotion to Circle K was evident in all she did. On her campus, she was known as an advocate and champion for others with disabilities. Many depended on her for her sense of humor and her spiritual strength. Alice passed away on May 26, 2006 at the young age of 25. Her imprint on Circle K and her campus can never be duplicated.

To qualify for the Alice D. Stacey Passion for Service Award:

1. The nominee must be a Circle K member in good standing (i.e. your club must pay dues).
2. The person who is nominated for the award may not nominate his/herself. Only a Circle K member who is in good standing may nominate any other qualified Circle K member.
3. The nominator must write an essay (no more than 1,000 words) about the person they are nominating describing why they deserve this honor and how they exhibit the qualities Alice exhibited in her everyday life.
4. This award will be judged at the District Convention by an independent panel of judges and the recipient will receive recognition and an engraved plaque at the President's Banquet on Saturday night.

Keith Bailey Outstanding Club President Award

Circle K Club President _____

The Keith Bailey 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 awards cover sheet (included in the awards packet) must be signed by the Circle K 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 2017 to January 2018 must be sent to the District Secretary.

Please complete the following:

I. Education

- A. Did you attend the Club Office Leadership Training (COLT)? _____
- B. Did you initiate any other training or education for your club officers (i.e. through school resources)? _____
- C. Did you initiate any other training for committee chairs or the club's membership? _____
If so, explain.

II. Membership

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

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

- B. Did your club hold an official:
 1. Fall term membership drive? _____
 2. Winter/spring term membership drive? _____

III. Circle K Spirit

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

B. How did you personally promote knowledge of the Georgia District Service Initiatives (HOME, GSYH, and HEALTHY)?

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

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

IV. Administration

A. Since April 1, 2017:

1. Over how many meetings did you preside?

2. Were there any programs given at the meetings?

If so, list the 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 Kronicle?

If so, please list the events reported.

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

If so, please list the 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, please explain the program. _____

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 if membership recruitment drives _____

Total number of activities (sum of 1-4)

- 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? _____

VI. Conventions, Conferences, and Meetings

A. Did you attend...

1. 2017 District Convention?
2. Club Office Leadership Training (COLT)?
3. 2017 International Convention?
4. Fall Membership Retreat (FMR)?
5. 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 office write and sign a typed evaluation no longer than two pages explaining why you deserve the Keith Bailey Outstanding 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.

Ali D. Tabatabai Outstanding Vice President Award

Circle K Club Vice President _____

The Ali D. Tabatabai 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, 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 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 2017 to January 2018 must be sent to the District Secretary.

Please complete the following:

I. Education

A. Were you trained on how to present the District's Membership Education Leadership Training (MELT) program to your club? _____

B. Did you implement this program in your club? _____
If so, how did you implement it?

C. If you were not trained on how to present MELT, how does your club educate its members about Circle K International?

D. If you were not trained on how to present MELT, how did you personally help to educate your club's members?

II. Administration

- I. How many club meetings were held since April 1, 2017?
(include summer meetings) _____
- II. Of these, how many did you attend? _____
- III. How many club board meetings were held? _____
- IV. Of these, how many did you attend? _____
- V. In what percentage of the club's projects did you participate? _____ %

VI. Specifically, how did you support your club president?

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

III. Conference & Conventions

A. Did you attend...

1. 2017 District Convention?
2. Club Office Leadership Training (COLT)?
3. 2017 International Convention?
4. Fall Membership Retreat (FMR)?
5. Other (please described below)

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

IV. K-Family

A. How many of your sponsoring Kiwanis Club meetings did you attend? _____

B. How many meetings of the other K-Family groups did you attend? (Key Club, Builders Club, K-Kids, and aKtion Club) _____

C. How did you personally 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 office write and sign a typed evaluation no longer than one page explaining how you have fulfilled your duties and why you deserve the Ali D. Tabatabai Outstanding Club Vice President's Award.

Outstanding Club Secretary Award

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 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 2017 to January 2018 must be sent to the District Secretary.

Please complete the following:

I. Administration

- I. How many club meetings were held since April 1, 2017?
(include summer meetings) _____
- II. Of these, how many did you attend? _____
- III. How many of these meetings did you take minutes? _____
- IV. How many club board meetings were held since April 1, 2017? _____
- V. Of these, how many did you attend? _____
- VI. How many of these meetings did you take minutes? _____
- VII. In what percentage of your club's projects did you participate? _____ %
- VIII. Of the CMRs that you submitted to the District Secretary, how many were turned in on time (by the 5th of every month)? _____

II. Conference & Conventions

- A. Did you attend...
 1. 2017 District Convention? _____
 2. Club Office Leadership Training (COLT)? _____
 3. 2017 International Convention? _____
 4. Fall Membership Retreat (FMR)? _____
 5. Other (please describe below) _____

B. How did you personally 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 office 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's Award.

Outstanding Club Treasurer Award

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 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 2017 to January 2018 must be sent to the District Secretary.

Please complete the following:

I. Administration

A. How many club meetings were held since April 1, 2017?

(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 through the Membership Update Center (MUC):

If dues were delinquent, please explain.

B. Total dues paid members as of February 1, 2017:

C. What was your role in recruiting new members?

D. How did you inform new members of exactly how their dues are utilized in the club?

E. How did you inform new members of exactly how their dues are utilized in the Georgia District?

F. How did you inform new members of exactly how their dues are utilized in Circle K International?

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Treasurer/1

III. Financial Reports & Job Responsibilities

- I. Did you set up a budget and utilize it during your term in office?

- II. When was the budget set up (specific date required) and what other officers (if any) helped?

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

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

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

- VI. 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.

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

IV. Conference & Conventions

A. Did you attend...

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1. 2017 District Convention?
2. Club Officer Leadership Training (COLT)?
3. 2017 International Convention?
4. Fall Membership Retreat (FMR)?
5. Other (please describe below)

Treasurer/2

B. How did you help promote conventions and conferences 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 Treasurer being nominated.
- B. Please have a fellow executive office 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's Award.
- C. Please include at least one, but no more than two, financial reports and/or budgets you have prepared during your term.

John C. Thompson Distinguished Member Award

Circle K Club _____
Number of members in club _____

The John C. Thompson Distinguished Member Award shall be awarded to Circle K members who show an outstanding commitment to club activities, a positive, encouraging attitude toward other members, and a passion for Circle K.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K 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 2017 to January 2018 must be sent to the District Secretary.
3. Any Georgia Circle member in good standing (i.e., your club must have sent in dues), apart from club officers, District Board members, and International Board members, shall be eligible for this award.
4. Each distinguished member must have participated in at least one of the following activities since the previous District Convention:
 - ✓ Five (5) service projects
 - ✓ One (1) interclub
 - ✓ One (1) club social
 - ✓ One (1) Kiwanis/Key Club event
5. The number of eligible members per club is determined by the following:

Paid membership	<u>10-15</u>	<u>16-25</u>	<u>26-35</u>	<u>36-45</u>	<u>46-over</u>
Number of awards	2	3	4	5	6

Name of recipients (please type or print clearly):

1.

2.

3.

4.

5.

6.

George Martin Outstanding Faculty Advisor Award

Faculty Advisor Name _____

The George Martin Outstanding Faculty Advisor Award shall be awarded to 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 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 2017 to January 2018 must be sent to the District Secretary.
3. Any Georgia Circle K Faculty Advisor of a club in good standing with Circle K International and the Georgia 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 s/he assist in creating a Circle K budget? _____
4. Did s/he assist in planning Circle K events? _____
5. Type a 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.

George Martin Outstanding Kiwanis Advisor Award

Kiwanis Advisor Name _____

The George Martin 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 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 2017 to January 2018 must be sent to the District Secretary.
3. Any Georgia Circle K Kiwanis Advisor of a club in good standing with Circle K International and the Georgia 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 s/he set up a Circle k program at a Kiwanis meeting? _____
4. Did s/he maintain contact with the Circle K club officers outside of established Circle K or Kiwanis functions? _____
5. Did s/he report to the Kiwanis Club on Circle K matters? _____
6. Type and attach a 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.

Outstanding Sponsoring Kiwanis Club Award

The Outstanding Sponsoring Kiwanis Club Award shall be awarded to the Kiwanis Club(s) who show overwhelming support to their Circle K clubs, 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(s) presented at the District Convention to the Kiwanis club or clubs judged to be the top sponsor(s) in the district.

The application must be completed by the sponsoring Kiwanis club and may be written or typed. The 1st place winner of each participating district is qualified to be entered the Circle K International Outstanding Sponsoring Kiwanis Club Award competition. The Circle K International Outstanding Sponsor Award will be presented to the 1st, 2nd, and 3rd place winning Kiwanis clubs at the Circle K International Convention.

Sponsoring Kiwanis Club _____

City _____ State _____ District _____

Circle K Club(s) sponsored: _____

Total Kiwanis Club Membership: _____

Is the sponsored Circle K Club(s) in good standing? _____

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 Circle K Club Secretary Date

Please complete the following:

I. Attendance

(100 points possible, one point for each time a Kiwanis member, including your Kiwanis Advisor, attended an event)

- 1. General Circle K meetings? (1 point per person) _____
- 2. Circle K Board meetings? (1 point per person) _____
- 3. Circle K New Office and/or Advisor Training Session? (1 point per person) _____
Briefly describe training and provide date: _____

- 4. Joint Kiwanis and Circle K planning session? (1 point per person) _____
Date(s) of planning session(s): _____

- 5. Circle K member education or recruitment program? (1 point per person) _____
(May include tabling, new member orientation, or education presented at a Circle K meeting)

- 6. Kiwanis interclub at a Circle K event or meeting? (4 points per interclub) _____

- 7. Kiwanis member attended a Circle K Division, District or International event? (1 point per person) _____
List the names of the Kiwanians attending each event: _____

- 8. Other events: (please specify) (1 point per person)

II. Financial Support

Did the Kiwanis club provide financial support for the following? (20 points each) (Yes/No)

- 1. International Convention _____
- 2. District Convention _____
- 3. Membership Recruitment activities _____
- 4. General funds/miscellaneous _____
- 5. Non-monetary Gifts (Please describe) _____

III. Project Participation

(Each project may be given up to 10 points each with a maximum total of 100 points possible)

List any Circle K and Kiwanis joint service projects (this may include fundraisers for charities)

IV. Kiwanis Family Relations

(A maximum total of 100 points possible for this section.)

1. Briefly describe events held that demonstrate how the Kiwanis Club promoted Kiwanis Family Relations with the Circle K Club(s). This may include (but not necessarily limited to) events such as: observances of Circle K Week, vocational guidance programs, recognition of Circle K members at Kiwanis meetings, Kiwanis Club members' attendance at Circle K sponsored conferences and District/International conventions, etc. (a maximum of 75 points may be awarded)
2. Name the Kiwanis member appointed to serve as the Kiwanis Advisor for the Circle K Club and how long that Kiwanian has served in that role. Briefly describe the type of involvement by this individual. (a maximum of 10 points may be awarded)
3. Please name the Faculty member who serves as the Faculty Advisor for the Circle K Club and how long that Faculty member has served in that role. Briefly describe what the Kiwanis club is doing to support the Faculty advisor if that individual is not a Kiwanian. (a maximum of 15 points maybe awarded)

V. Essay

(100 points possible)

On a separate sheet of paper in 300 words or less, explain the relationship between your Kiwanis Club and your Circle K Club. Also, please explain how this relationship has developed within the past year.

Interclub Award

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 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 2017 to January 2018 must be sent to the District Secretary.
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. The Service Social Tour (SST) is an exception to this rule and counts as an interclub because it is a club-hosted event.
5. 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.
6. 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	2
Service Project	3

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 8 (1 for the social + 3 for the service project = total of 4 multiplied by 2 (doubled) because the distance traveled was over 50 miles). With 2 members in attendance for 3 hours, times a factor of 8, Club A's interclub total would be 48 (2 x 3 x 8). Club B would record 2 members, 3 hours, and an interclub factor of 4 (1 for the social + 3 for the service project) totaling 24 (2 x 3 x 4).

7. Use additional pages as necessary.

Grand Total for Interclubs (all pages) _____

Interclubs with other Circle K Clubs
Meetings, Projects, and Events

Event Information			Interclub Calculation						
Date	Club or Event visited	Distance Traveled (miles)	Number of members	X	Length of Event (hours)	X	Interclub Factor	=	Total
				X		X		=	
				X		X		=	
				X		X		=	
				X		X		=	
				X		X		=	
				X		X		=	
				X		X		=	
				X		X		=	
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				X		X		=	
				X		X		=	
				X		X		=	
				X		X		=	
				X		X		=	
				X		X		=	
				X		X		=	
				X		X		=	

Total (this page) _____

Total other pages (if used) _____

Outstanding Kiwanis Family Relations Award

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 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 2017 to January 2018 must be sent to the District Secretary.
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-information, in which as least two members from each club attend.
 - a. The other levels of the Kiwanis Family are K-Kids, Builder's Club, Key Club International, Key Leader, Kiwanis Junior, Kiwanis International, Young Professionals, Golden K, and Aktion Club.
 - b. Each CKI club that satisfies 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
Division, District, and International Events	4

4. Use additional pages as necessary.

Please complete the following:

- I. Projects/Programs
 - A. List and briefly describe (one sentence per project) each K-Family service project.

 - B. Briefly explain how your club implemented the Key to College Program.

C. Please describe any K-Family special events, conferences, and conventions organized for the purpose of promoting K-Family relations.

II. Administration

Relations with the Kiwanis Family

Date	Club or Event visited	Number of members	X	Miles	X	Relation Factor	=	Total
			X		X		=	
			X		X		=	
			X		X		=	
			X		X		=	
			X		X		=	
			X		X		=	
			X		X		=	
			X		X		=	
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			X		X		=	
			X		X		=	
			X		X		=	
			X		X		=	
			X		X		=	
			X		X		=	
			X		X		=	
			X		X		=	

Grand Total of Kiwanis Family Relations _____

Outstanding Club T-Shirt Award

Name of T-shirt

Designer: _____

The Outstanding Club T-Shirt Award is presented to the Circle K Club who have a creative and innovative T-shirt promoting their Circle K Club.

THE T-SHIRT MUST BE PRESENTED WITH THIS FORM TO BE ELIGIBLE FOR JUDGING.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K 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 2017 to January 2018 must be sent to the District Secretary.
3. The scoring is as follows:

- | | | | | | |
|---|-------------|--------------------------|-----|--------------------------|----|
| A. Is the Circle K International emblem clearly visible on the t-shirt? | (5 points) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| B. Is the GACKI logo clearly visible on the t-shirt? | (5 points) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| C. Is the school name clearly visible on the t-shirt? | (10 points) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| D. Was every club member given the chance to purchase the t-shirt? | (10 points) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

When was the t-shirt first available to be worn by club members? (approx. date) _____

- E. 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 must wear it to every service project, reward for everyone who wears it to five or more activities in a semester, etc.) (20 points)

- F. 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)

- G. Creativity and overall attractiveness will be taken into consideration during judging. (25 points)

Please pick-up your t-shirt after Sunday morning closing session.

Outstanding Club Website Award

Name of
 Chairperson/Webmaster/Webmistress: _____
 Website URL: _____
 Alternate URL: _____

The Outstanding Club Website award is presented to the Circle K Club with the most outstanding webpage based on appearance, content and usage, organization, and promotion of district events.

1. The awards cover sheet (included in the awards packet) must be signed by the Circle K 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 2017 to January 2018 must be sent to the District Secretary.
3. Websites must be designed and maintained by Circle K members of your club.
4. The scoring is as follows:

I. Content & Usage (55 points)

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| A. Does your website contain a list/calendar of upcoming events? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| B. Does your website list the club officers and their contact information? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| C. Does your website link to other Kiwanis Family sites? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| D. Does your website link to the Circle K International webpage? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| E. Does your website link to the Georgia District webpage? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| F. Does your website link to other Circle K club sites? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| G. Does your website have links to photos showcasing your club? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| H. Does your website use the official Circle K International logo? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| I. Does your website use the official Georgia District logo? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| J. Is the school identified, consistent with school regulations? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| K. How often is the website updated? | | | | |
| L. What unique and useful features does your club website contain? | | | | |

M. Explain how your website educates members and potential members about Circle K (history, purpose, the Kiwanis Family, etc.)

N. How often are club members encouraged to visit the website?

O. Other notable elements of content...

Rev 1/18

Website/1

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

Explain how your club's website promotes District events (FMR, DCON, COLT, SST) and International events (LSSP/ICON). Please list the corresponding URLs.

- A. Page or link to Fall Membership Retreat (FMR) information
- B. Page or link to District Convention (DCON) information
- C. Page or link to other district events
- D. Page or link to International events

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

Duncan McClusky Club Scrapbook Award

The Duncan McClusky 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 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 2017 to January 2018 must be sent to the District Secretary.
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.
4. There is no limitation on scrapbooks.
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(es)</i>	<i>25 points</i>
<i>Originality</i>	<i>25 points</i>

Club Newsletter Award

Circle K 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 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 2017 to January 2018 must be sent to the District Secretary.
3. 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 club member.
4. Those clubs wishing to enter must submit one (1) hard copy of up to four issues of the club newsletter for judging.
5. Newsletters include any publication that explains the activities of the club that is available for members to access. (i.e. printed newsletter, website page, flyer posted on Facebooks, formatted emails, etc.)
6. The judges will look for excellence in the following areas:

General Appearance (layout, head design, typography, etc.) 25 points

Editorial content (variety of information, originality, etc.) 25 points

Value to members and to the club as a whole 25 points

Inclusion of Circle K International programs (International Service Week, CKI Week, service focus, etc.) 25 points

