

**Outstanding Club Achievement Award**

The Club Achievement Award is designed to recognize and honor those Circle K clubs that have excelled in all aspects of operation, including member recruitment and retention, fundraising, service to the community, Kiwanis Family relations, and leadership development.

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| Circle K Club of |  |

**Guidelines**

* Read and adhere to all information mentioned in the Awards Overview in the District Convention Mailing and this form. **Not adhering to items in the guide will lead to disqualification.**
* 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.
* Repetitious reporting of activities, pictures, etc. will not be taken into consideration.
* One award is presented at the District Convention.
* The time period covered by entries should be from April 1, 2024, to District Convention.
* Total Points of this Award – 100
  + 1 – Club Meetings 5 points
  + 2 – Articles 5 points
  + 3 – District and International Dues 5 points
  + 4 – District and Division Development 5 points
  + 5 – Club Communication 5 points
  + 6 – Education and Development Programs 2 points
  + 7 – Convention Attendance 5 points
  + 8 – Membership Activities 5 points
  + 9 – Membership Retention and Growth 5 points
  + 10 – Leadership Development 5 points
  + 11 – District and International Involvement 2 points
  + 12 – Sponsoring Kiwanis Involvement 5 points
  + 13 – Extended Kiwanis Family 5 points
  + 14 – Service Projects 5 points
  + 15 – Service Hours 5 points
  + 16 – Fundraising 5 points
  + 17 – Only the Best 20 points
  + 18 – Leadership, Fellowship and Kiwanis Narratives 6 points
  + 19 – Above and Beyond 10 points
* Completed award forms must be submitted before judging at District Convention starts to the judges or District Administrator.
* This is an international award and clubs are encouraged to submit for the Outstanding Club Achievement Award at International Convention. The criteria are the same, but you must fill out a new form. Please contact [administrator@pacirclek.org](mailto:administrator@pacirclek.org) for more information, if interested.

**Signatures**

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| --- | --- | --- | --- |
| Position | Print Name | Signature | Date |
| Circle K  Club President |  |  |  |
| Circle K  Club Secretary |  |  |  |

**1. Club Meetings**

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| --- | --- | --- |
| Criteria | Points | Subtotal |
| Number of meetings attended by a Kiwanis and/or Staff Advisor | 50%-80% of meetings = 0.5 points  81%-100% of meetings = 1 point |  |
| Number of special meetings (Banquets, ceremonies, installations, etc.) | 0.5 points per meeting  (Max of 1 point) |  |
| Number of club board meetings | 1-6 meetings = 0.5 points  6-12 meetings = 1 |  |
| Average club meeting attendance as a percentage of dues paid members | 40%-79% = 0.5 points  80%-100% = 1 point |  |
| Number of monthly report forms submitted **on time** to the District. | 7-9 reports = 0.5 points  10+ reports = 1 point |  |
| Please include at least two (2) pieces of evidence of club meetings | | |
| Subtotal (5 points) | |  |

**2. Articles**

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| Criteria | Points | Subtotal |
| Were any articles submitted to the District Editor? Please include at least one piece of timestamped evidence. | Yes = 3 points |  |
| Were any articles included in the district newsletter, *The Krier*? Please include at least one piece of evidence. | Yes = 2 points |  |
| Subtotal (3 points) | |  |

**3. District and International Dues**

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| Criteria | Points | Subtotal |
| By which date were dues postmarked or paid? Please include at least one piece of timestamped evidence. | November 1st = 5 points  December 1st = 3 points  After Dec. 1st = 0 points |  |
| Subtotal (5 points) | |  |

**4. District and Division Development**

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| --- | --- | --- |
| Criteria | Points | Subtotal |
| Did your club participate in Division or District wide Officer Training? | Yes = 0.5 points |  |
| Did your club participate in a Division or District wide service project? | Yes = 0.5 points |  |
| Number of District events your club attended | 1 event = 0.5 points  2+ events = 1 point |  |
| Number of Division events your club attended | 1 event = 0.5 points  2+ events = 1 point |  |
| Number of Division or District wide service projects attended | 1-3 projects = 0.5 points  4+ projects = 1 point |  |
| Number days your club participated in CKI Week (shared social media posts, hosted a project, etc. | 1-4 days = 0.5 points  5+ days = 1 point |  |
| Please include at least one piece of evidence of your participation in all of the above events and projects. Include a timestamp, if possible. | | |
| Subtotal (5 points) | |  |

**5. Club Communication**

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| Criteria | Point Value | Subtotal |
| Did the club release at least four (4) issues of a newsletter online or through email to its members? Please include up to four (4) examples of your club newsletter. | 1 point per newsletter (4 points max) |  |
| Did the club use an email for general inquiries or prospective members? | Yes = 0.5 points |  |
| Does the club have a club website that was updated year round? Include the URL:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Yes = 0.5 points |  |
| Subtotal (5 points) | |  |

**6. Education and Development Programs**

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| Criteria | Point Value | Subtotal |
| Did the club host a New Member Ceremony or Program? Please include one piece of evidence. Include a timestamp, if possible. | Yes = 1 point |  |
| Did the club provide a formal program for new member orientation/ education? | Yes = 1 point |  |
| Subtotal (2 points) | |  |

**7. Convention Attendance**

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| Criteria | Point Value | Subtotal |
| Did the club have two (2) voting delegates at the District Convention 2025? | Yes = 1 point |  |
| Did the Staff/Kiwanis Advisor or sponsoring Kiwanis Club members attend the District Convention 2025? | Yes = 1 point |  |
| Percentage of club members that attended District Convention 2025. | 25%-49% of membership = 0.5 points  50% or more = 1 point |  |
| Did the club have two (2) voting delegates at the International Convention 2024? | Yes = 1 point |  |
| Did the club have at least two non-voting delegate club members attend International Convention 2024? | Yes = 1 point |  |
| Subtotal (5 points) | |  |

**8. Membership Activities**

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| Criteria | Point Value | Subtotal |
| Number of fellowship activities/events held for all club members. | 0.25 points per event (3 points max) |  |
| Number of interclubs attended and/or hosted with other Circle K International clubs. | 0.2 points per interclub (2 points max) |  |
| Please include at least one piece of evidence of your participation in all of the above events. Include a timestamp, if possible. | | |
| Subtotal (5 points) | |  |

**9. Membership Retention and Growth**

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| Criteria | Point Value | Subtotal |
| Number of dues paid members of March 31, 2024 \_\_\_\_\_\_\_ |  |  |
| Number of dues paid members of District Convention 2025. \_\_\_\_\_\_\_\_ | 1%-5% increase = 1 point  6%-9% increase = 2 points  10%+ increase = 3 points |  |
| Number of recruitment events each semester (club fairs, recruitment week, etc.) | 1 event = 0.5 points  2 events = 1 point  3+ events = 2 points |  |
| Please include at least one piece of evidence of your participation in all of the above events. Include a timestamp, if possible. | | |
| Subtotal (5 points) | |  |

**10. Leadership Development**

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| Criteria | Point Value | Subtotal |
| Did the club participate in or conduct a formal club officer training? | Yes = 2 points |  |
| Did the Staff and/or Kiwanis advisor participate in the club officer training? | Yes = 1 point |  |
| Did the club conduct an officer and member leadership retreat or service year planning session? | Yes = 1 point |  |
| Did the club attend InterPACK with four (4) or more members? | Yes = 1 point |  |
| Please include at least one piece of evidence of your participation in all of the above events. | | |
| Subtotal (5 points) | |  |

**11. District and International Involvement**

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| Criteria | Point Value | Subtotal |
| Did the club have a **CANDIDATE** for District or International Office? | Yes = 0.5 points |  |
| Did the club have a District Officer or District Chairperson? | Yes = 0.5 points |  |
| Did the club have an International Officer? | Yes = 0.5 points |  |
| Did the club have a member who served on a District or International Committee or Task Force? | Yes = 0.5 points |  |
| Please include at least one piece of evidence (committee application, certificate of election, etc.) for this section. | | |
| Subtotal (2 points) | |  |

**12. Sponsoring Kiwanis Involvement**

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| Criteria | Point Value | Subtotal |
| Number of CKI meetings where Kiwanis Club members, besides Kiwanis Advisor, attended. | 1-4 times = 1 point  5+ times = 2 points |  |
| Number of times two (2) or more CKI members attended a Kiwanis Club meeting. | 1-3 times = 0.5 points  4+ times = 1 point |  |
| Number of joint service projects between the Circle K club and the sponsoring Kiwanis Club. | 1-3 times = 0.5 points  4+ times = 1 point |  |
| Did the club host a joint service project with the sponsoring Kiwanis Club **AND** a different Kiwanis Family organization? | Yes = 0.5 points |  |
| Did the club host a social or fundraiser with its sponsoring Kiwanis Club? | Yes = 0.5 points |  |
| Subtotal (5 points) | |  |

**13. Extended Kiwanis Family**

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| Criteria | Point Value | Subtotal |
| Did the club have a service project with a Kiwanis Club other than its sponsor? Briefly describe the best project. Please include evidence of this event. | Yes = 1 point |  |
| Did the club have a service project with an Aktion Club? Briefly describe the best project. Please include evidence of this event. | Yes = 1 point |  |
| Did the club have a service project with an Key Club? Briefly describe the best project. Please include evidence of this event. | Yes = 1 point |  |
| Did the club have a service project with an Builder’s Club? Briefly describe the best project. Please include evidence of this event. | Yes = 1 point |  |
| Did the club have a service project with an K-Kids Club? Briefly describe the best project. Please include evidence of this event. | Yes = 1 point |  |
| Subtotal (5 points) | |  |

**14. Service Projects**

List the service projects (maximum of 20 projects) involving the greatest number of members and service hours that the CKI Club has completed during the year. The projects should be organized by month. For a recurring project, treat the project as a single event for each month. (1 point per 5 service projects, 4 points max).

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| Project | Brief Description | Month | Paid Members  Attended | Total Service Hours |
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| Criteria | Point Value | Subtotal |
| The Tomorrow Fund helps fund service projects across Circle K International. Did your club **APPLY** for the Tomorrow Fund? | Yes = 1 point |  |

**15. Service Hours**

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| Criteria | Amount |
| Total service hours for the 2024-2025 year |  |
| Total dues paid members in the club as of March 31, 2025 |  |
| Divide the total service hours by the total paid members |  |
| Average 4 hours per member = 1 point  Average 8 hours per member = 2 points  Average 12 hours per member = 3 points  Average 16 hours per member = 4 points  Average 20 hours per member = 5 points  Please include one piece of evidence regarding service hours reporting. |  |

**16. Fundraising**

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| Criteria | Amount |
| Total money raised for charitable purposes for the 2024-2025 year |  |
| Total dues paid members in the club as of March 31, 2025 |  |
| Divide the USD total by the total paid members |  |
| Average $10.00-$19.99 per member = 1 point  Average $20.00-$29.99 per member = 2 points  Average $30.00-$39.99 per member = 3 points  Average $40.00-$49.99 per member = 4 points  Average $50.00+ per member = 5 points  Please include one piece of evidence regarding fundraising (flyer, photo, etc.) |  |

**17. Only the Best**

In each of the subsections below, please describe the project and be sure to include photos, news articles, flyers, or any other concrete evidence of these events. Also include the number of members participating and the total number of service hours performed. No project may be listed under more than one category. Complete each prompt in 250 words or fewer.

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| Did you execute a project involving one or more of the Preferred International Service Initiatives? If yes, describe the best project involving one or more of the Preferred International Service Initiatives and which initiative(s) it addresses. Please include evidence of this event. (5 points) |
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| Did you execute a project providing service to the campus. If yes, describe the best project providing service to the campus. Please upload evidence of this event. (5 points) |
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| Did you execute a project benefitting the larger community. If yes, describe the best project benefitting the larger community. Please upload evidence of this event. (5 points) |
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| Did you execute a joint service project held with any organization, club, or society on your school campus? If yes, describe the best project involving another organization, club, or society. Please upload evidence of this event. (5 points) |
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**18. Leadership, Fellowship, and Kiwanis**

Complete each prompt in 250 words or fewer.

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| Leadership – Explain how the club developed the leadership potential of its members and club officers and how the club provided leadership opportunities for non-CKI members on campus and in the community. (2 points) |
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| Fellowship – Describe how the club promoted fellowship among its members and other Kiwanis Family Members. (2 points) |
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| Kiwanis Family Relations – Describe how the club promoted good Kiwanis Family Relations. Be sure to include any Kiwanis Family mentorship programs and Kiwanis Family events attended. (2 Points) |
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**19. Above and Beyond**

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| To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-18 of this application. (Up to 2 points per evidence, max of 10 points)  For each piece of evidence, please write no more than 100 words as to why you have included it in “Above and Beyond” and what significance it adds to your application. |
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| If you did not meet any of the criteria covered in Sections 1-18 of this application and have valid reasons why you feel you should be exempt, please explain why in 100 words or less per criteria missed. |
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