

**Outstanding Single Service Award**

The Outstanding Single Service Award is presented to the Circle K club which has produced the best service project during the past administrative year. A qualifying project shall be defined as a club service project that is planned, organized, and produced by the Circle K club occurring on a single day or consecutive days, or recurring on different days. In the case of a recurring project, it is the same project that must be repeated for a purpose of achieving the same service goal.

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| Circle K Club of |  |
| Project Name |  |

**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.**
* Only one service project may be entered by a club.
* Service project must have been planned, organized, and hosted between April 1st, 2024, until the start of District Convention.
* This form should accompany the supplemental material.
* One award is presented at the District Convention.
* Each narrative for this award should be no more than 500 words each.
* Total Points of the Award – 100 points possible
  + Project Description 20 points
  + Need for Project(s) 15 points
  + Planning and Execution 35 points
  + Collaboration and Promotion 15 points
  + Club Participation 15 points
* Completed award forms must be submitted before the 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 Single Service 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 |  |  |  |

**Section 1 – Project Description**

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| Describe the outstanding project(s) your club organized in relation to Circle K International (15 points). Include supplementary materials (5 points). |
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**Section 2 – Need for the Project(s)**

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| Describe how the club evaluated the need within the community for the project(s) and how the need was addressed (10 points). Include supplementary materials (5 points). |
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**Section 3 – Planning and Execution**

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| Describe the planning process (10 points). |
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| Were club members involved in the planning process? How were they involved (10 points)? |
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| --- | --- |
| Percentage of club officers involved in planning process (5 points). |  |
| Describe how the officers were involved (9 points). | |
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| Did you include the club advisor(s) in the project and planning? (Y/N) (1 point) |  |

**Section 4 – Collaboration and Promotion**

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| Describe any involvement with the Kiwanis Family, other campus organizations, other non-profit organizations, or other organizations that benefitted from your club's project(s) (10 points). |
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| Detail how the project was promoted to your target audience (5 points). |
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| Promotion Supplemental Materials | |
| Email (Y/N) (1 point) |  |
| Flyers (Y/N) (1 point) |  |
| Photos (Y/N) (1 point) |  |
| Social Media (Y/N) (1 point) |  |
| Other (Y/N) (1 point) |  |

**Section 5 – Club Participation**

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| Total number of members involved in the project(s) |  |
| Total number of dues paid members in the club |  |
| Percentage of club members involved  0%-25% = 1 point  25%-50% = 5 points  50%-75% = 10 points  75%+ = 15 points |  |