



Circle K International Service Recognition Award

The Circle K International Service Recognition Award is designed to recognize those members from each district who have had a significant impact in the area of service to their campuses and communities.

Eligibility

To qualify for consideration for the Service Recognition Award, a member must meet or exceed the following criteria.

1. Individual must be a member in good standing, having paid International, district, and club dues.
2. Individual must be a member of a club in good standing with International and the district.
3. Individual must have completed the minimum membership requirements established by his or her home club.
4. Individual must have completed at least 250 hours of service* on behalf of his or her home club in the time period January 1 to December 31. A service hour is defined as sixty (60) minutes of work performed by a member of a Circle K club on a service project approved by the club or club board of officers. Preparation and travel time for service projects are counted as service hours.

A service project is a voluntary act by members of a Circle K club for the sole benefit of an individual or group of individuals who possess a basic need for said services. All proceeds raised during a fund-raising activity must be applied toward a charitable entity for the fund-raiser to be considered a service project.

Selection

Selection for receipt of the Service Recognition Award is made by Circle K members. Each district is responsible for establishing an impartial committee for the sole purpose of selecting members for the recognition. Districts may recognize as many individuals as qualify and are nominated for this award.

Recognition

Each recipient is recognized with an award certificate, which is presented at the annual Circle K district convention. Recipients also will be recognized each year at Circle K International convention.

Service Recognition Award Application

Name of Nominee: _____

Address: _____

Telephone _____ Email _____

Circle K Club of: _____

Applications must be received by the Circle K district administrator by February 15.

This application and eligibility verification form must be accompanied by the following items:

1. Two letters of reference stating specifically how the accomplishments of the nominee make him or her eligible for the Service Recognition Award. There must be one letter from two of the four categories: Circle K member, Kiwanis member, school administrator, or a general character reference such as a professor or employer.
2. A two-page, typed, double-spaced letter of nomination from a member of the nominee's home Circle K club.

Eligibility Verification (Nominator to complete)

Is the nominee a Circle K member in good standing? Yes No

Has nominee completed the minimum membership requirements set by his or her home club? Yes No

Has nominee performed at least 250 hours of service from the time period January 1 to December 31? Yes No

The following signatures verify that all information contained in this nomination is accurate. Supporting documents must be made available upon request.

Nominee _____

Date _____

Nominator _____

Date _____

Club President _____

Date _____

Club Secretary _____

Date _____

SERVICE HOURS (as defined in the Circle K International Policy Code, effective October 1, 2003.)

Section E: Service Hours, Administrative Hours, and Interclubs

1. Policy Definitions
 - a. A voluntary act is one for which no payment is received for service rendered.
 - b. A fund-raising activity is one for which payment, profit, or donations are received.
 - i. Preparation time consists of time spent coordinating a particular service project, such as coordinating a project with a community agency, acquiring project supplies or conducting necessary pre-project volunteer training.
 - ii. Travel time consists of time spent in travel to a service project or other event at which the primary purpose is service. Time spent on the journey other than travel or service, such as mealtime, social time, or overnight stops, does not count as service hours. For cases in which service is performed at an event but the primary purpose of the event is not service, such as a district or International convention, travel time to the event should not be counted as service hours. (9/00)
 - c. Total club service hours on a project are to be reported as the sum of each member's individual hours on the project.
 - d. A charitable entity is an organization that provides service or monetary assistance to an individual or group of individuals who possess a basic need for said services. (9/00)
 - e. A Kiwanis-family function is any project, meeting, banquet, rally, conference, or convention of CKI, Kiwanis, Key Club, Builders Club, or other Kiwanis-sponsored organization. Approval of the service project shall include an invitation to all club members to participate in the said service project.
 - f. A service hour is 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.
2. Service Hours
 - a. A service project is a voluntary act by one or more members of a CKI club for the sole benefit of an individual or group of individuals who possess a basic need for said services. All proceeds raised during a fund-raising activity must be applied toward a charitable entity for the fund-raiser to be considered a service project.
 - b. Preparation and travel time for service projects are considered service hours, not administrative hours.
 - c. Hours expended by non-CKI members such as faculty advisors, members of the sponsoring Kiwanis club, and honorary members shall not be counted as service hours performed by the club.
3. Administrative Hours
 - a. An administrative hour is 60 minutes of work performed by a member of a CKI club on the behalf of that club.
 - b. Fund-raising activities where the proceeds raised are for the general club budget are considered administrative hours, not service hours.
 - c. General communication with community agencies other than planning a particular service project is considered administrative hours, not service hours. (9/00)

Circle K International seeks an accurate measure of the service hours performed by our members, clubs, and districts. As club leaders, you are in the position to ensure that reporting for your club's service hours is in line with Circle K International's reporting standards. Listed below is a rule-of-thumb guide to help you determine how to accurately report your hours.

- **Preparation time** is considered service time. Preparation time consists of time spent coordinating a particular service project. Examples are coordinating the project with the charitable agency, acquiring supplies, or conducting necessary pre-project volunteer training.
- **Administrative time** is *not* considered service time. Administrative time consists of time spent on Circle K other than planning or executing a particular service project. Examples are member recruitment, event publicity, or communication with charitable agencies other than planning a particular service project.
- **Travel time** for a service project, as described below, is considered service time. Travel time consists of time spent in travel to a service project or to an event at which the primary purpose is service (such as a service retreat). However, time spent on the journey other than travel or service, such as meal time, social time, or overnight stops, may *not* be counted in any instance. Additionally, for cases in which service is performed at an event but the primary purpose of the event is not the service project, such as a district or International convention, travel time to the event should *not* be counted.
- **Fund-raising time** is considered service time if the money raised directly benefits a charitable entity. Examples of charitable entities are the Worldwide Service Project, a district charity cause, or a local charitable agency. However, time spent on fund-raisers that support the general operating budget of a club or district is considered administrative, and hence *not* service time.
- **Multi-club service projects:** Time spent in service with members of other clubs *may be* dually counted as inter-club time, when applicable, and as service time.
- Total service hours on a project are to be reported as the **sum** of each member's individual hours on the project. For example, 10 members working for two hours apiece equals 20 service hours.
- Service hours performed by **non member guests**, honorary members, or members of other Kiwanis-family organizations may be recorded for club purposes but *may not* be counted in service hour reports to the district or International.