

New Jersey District of Circle K International Club Awards and Honors Packet 2011-2012

Description

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 New Jersey District.

Guidelines

- The club and all members reported must be in good standing according to the district and Circle K International.
- Club awards should be completed using information from club minutes, monthly reports to the district, and other club records.
- Unless otherwise indicated, the eligible period for all reported accomplishments is from April 1, 2011 to February 14, 2012.
- All pre-judged awards must be **hand delivered or postmarked** by February 20, 2012 to **Jen Hsieh, 9 Danberry Lane, Bridgewater, New Jersey 08807**
- All awards that will be judged at the convention are due on March 23, 2012 at the registration table by the close of Opening Session at District Convention 2012. No late awards will be accepted for judging.
- Please be sure to read the special directions on some of the forms that require for earlier due dates or alternative recipients.
- All activities reported are to be performed by the club, not individual members' activities as performed out of their own initiative or as members of other school or community groups.
- Decisions are final, and no changes or re-calculations will take place after the results have been certified.
- All information must be accurate. Falsification of information will result in immediate disqualification.



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A Message from the Laws, Regulations, and Awards Committee-

Dear New Jersey CKI Members-

Welcome to the most magical place in New Jersey....the 48th Annual NJ CKI Convention this March. There will be a number of workshops to attend, awards to be given out, and a dance (so don't forget to bring your Cinderella heels!) District Convention Awards/Honors/Contests gives clubs the chance to showcase everything they have done this year from achievements to dedication and service. There are numerous contests available for your club to enter, ranging from contests judged at convention and contests that occur during convention like the talent show and oratorical contest. With amazing choices from website and t-shirt contests to bulletin contests there really is a contest for every club. We strongly urge every club to enter at least one contest. They are a great way to show off your talents and they provide the possibility of bringing home a prize to show off to your home, school, and community. Here is your chance to show the New Jersey District of CKI what your club has done this year! This packet is your own personal passport through the state of contests, providing all the information you will need. In the packet you will find a general description of each contest, the rules and guidelines, requirements, and deadlines which all must be met for your submissions to be considered. Carefully read the descriptions, rules, regulations and deadlines for all contests to ensure that your contest will be in proper format, have all requirements met, and sent in *on time*. Awards/Contests make District Convention even more fun and exciting as you can have your club recognized and be awarded for everything you have accomplished this year! They are an awesome way for your club to participate during the sessions and the entire weekend as well as a way to show the New Jersey District what your club has to offer! Do not be hesitant or afraid to get involved. Start working on contests today and pay close attention to all deadlines and requirements. Get creative, have fun, and I look forward to seeing you all at the 2012 District Convention as we all have a experience "The Wonderful World of Service"!

Yours in Service, Leadership & Fellowship,

Jen Hsieh
Jen Hsieh, District Governor

Maria Russo
Maria Russo, Committee Chairperson

William Paterson Outstanding Club Achievement Award

Description: This award will be given to clubs whom demonstrate phenomenal overall club achievement in the areas of service, leadership, and fellowship. Clubs may be judged based on, but not limited to: membership, club growth, membership recruitment and retention, number of small and large service events, interclub interaction, participation in events at the district level, and any other factors presentable.)

Club Name: _____

Guidelines

- Award must be hand delivered or postmarked by February 20th, 2012.
- All guidelines presented in the Club Awards Packet section are applicable.
- Use specific statements showing definite accomplishments, stating the exact participation by the club, such as “cooperated,” “aided,” “assisted,” etc, where applicable.
- All clubs that receive 750 points out of the possible 932 points will be recognized as Outstanding Clubs. The highest scoring club will be recognized as Distinguished Club.
- In any area or question that does not apply to your club, please write “N/A” in the space provided.
- 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.
- 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]

Section A of this award will be scored by the applicant. See the “Scoring” column for reference on how to properly record your points and put down the total in the “Point Totals” column. Judges will double-check your scoring to ensure that your totals were recorded properly.

A. Circle K Club Administration (762 points possible)			Scoring	Point Total
I. Club Meetings			95 points possible	
1. # of general body meetings held from 4/1/11 to 2/20/12		#	0-9 meetings – 0 pts. 10-17 meetings – 10 pts. 18+ meetings – 20 pts.	
2. # of board meetings held from 4/1/11 to 2/20/12		#	0-6 meetings – 0 pts. 7-12 meetings – 10 pts. 13+ meetings – 20 pts.	
3. # of meetings that were attended by a faculty advisor		#	1 point per meeting, 10 pts. maximum	
4. # of meetings that were attended by a Kiwanis advisor		#	1 point per meeting, 10 pts. maximum	
5. # of meetings that featured a guest speaker/program		#	1 point per meeting, 10 pts. maximum	
6. # of meetings held over academic year breaks/holidays		#	1 point per meeting, 5 pts. maximum	
7. # of special meetings (banquets, ceremonies, etc)		#	1 point per meeting, 5 pts. maximum	
8. Average general body meeting attendance as a percentage of dues-paid membership (rounded to nearest whole number)		%	0-39% – 0 pts. 40-59% – 5 pts. 60-79% – 10 pts. 80+% – 15 pts.	
II. Club Communications and General Materials			60 points possible	
Does your club have the following:			Y N	
1. Club Newsletter (minimum of 2)?			If yes, 5 pts.	
2. Club Website?			If yes, 5 pts.	
3. Club Listserv/Reflector?			If yes, 5 pts.	
4. Club Meeting Agendas?			If yes, 5 pts.	
5. Club Banner (official Circle K felt banner)?			If yes, 5 pts.	

6. Club Bell?			If yes, 5 pts.	
7. Club Scrapbook?			If yes, 5 pts.	
8. Club Mascot?			If yes, 5 pts.	
9. Up-to-date Club Bylaws (attach at the end of this form)?			If yes, 10 pts. If yes with attachment, 20 pts.	
III. Club Reports and Public Relations			45 points possible	
<i>Were articles and/or ads from your club membership:</i>			Y	N
1. Submitted to the District Bulletin Editor?			If yes, 5 pts.	
2. Published in the District Bulletin?			If yes, 5 pts.	
3. Submitted to the CKI Magazine?			If yes, 5 pts.	
4. Published in the CKI Magazine?			If yes, 5 pts.	
5. Submitted to the campus newspaper?			If yes, 5 pts.	
6. Published in the campus newspaper?			If yes, 5 pts.	
7. Submitted to the community newspaper?			If yes, 5 pts.	
8. Published in the community newspaper?			If yes, 5 pts.	
9. Did your club have any publicity through radio/television?			If yes, 5 pts.	
IV. Club Dues Payment			30 points possible	
<i>Was your club considered an "active club" by:</i>			Y	N
1. October 15, 2012 (early bird dues)?			If yes, 20 pts.	
2. November 30, 2012 (on-time dues)?			If yes, 10 pts.	
V. Events Involvement			57 points possible	
<i>Did your club participate in the following:</i>			Y	N
1. Lieutenant Governor (LTG) hosted Divisional Event(s)			If yes, 5 pts.	
2. International Large Scale Service Project (LSSP) 2011			If yes, 10 pts.	
3. International Convention (ICON) 2011			If yes, 10 pts.	
4. New Jersey District Spring District Large-Scale Service Project 2011 & Fall District Large-Scale Service Project 2012			If yes, 5 pts each.	
5. New Jersey District Fall INSIGHT 2011			If yes, 5 pts.	
6. New Jersey Winter Social 2012			If yes, 5 pts.	
7. New Jersey Kiwanis Family Picnic 2011			If yes, 7 pts.	
8. Y'all Conference 2012 or Holiday Embrace 2012			If yes, 10 pts each.	
VI. Club Membership			120 points possible	
<i>Education and Development Programs</i>			Y	N
1. Did the club provide a special program for new member inductions, including a ceremony and pin presentation?			If yes, 10 pts.	
2. Did the club provide a formal program for member orientation and education, including new member handbooks and other resources?			If yes, 10 pts.	
<i>Convention Attendance</i>				
1. How many dues-paid members are registered to attend the 2012 New Jersey District Convention (DCON)?		#	0-1 members - 0 pts. 2-3 members - 5 pts. 4-7 members - 10 pts. 8+ members - 15 pts.	
2. How many voting delegates are registered to attend the 2012 New Jersey District Convention (DCON)?		#	0 delegates - 0 pts. 1 delegate - 3 pts. 2 delegates - 6 pts. 3 delegates - 10 pts.	
3. How many voting delegates attended the 2011 Circle K International Convention (ICON)?		#	0 delegates - 0 pts. 1 delegate - 5 pts. 2 delegates - 10 pts.	

<i>Membership Activities</i>				
1. How many club-hosted social activities were held?		#	1-3 events – 5 pts. 4-7 events – 10 pts. 8+ events – 15 pts.	
2. How many joint meetings were held with other Circle K clubs?		#	1-3 meetings – 5 pts. 4-7 meetings – 10 pts. 8+ meetings – 15 pts.	
3. How many interclubs with other Circle K clubs did your club attend?		#	1-3 interclubs – 5 pts. 4-7 interclubs – 10 pts. 8+ interclubs – 15 pts.	
<i>Membership Growth</i>				
1. What is the % increase in the number of dues-paid members over the previous year? (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)		%	Negative % – 0 pts. 0% – 5 pts. 1-25% – 10 pts. 26-50% – 15 pts. 51+% – 20 pts.	
VII. Leadership Development			130 points possible	
1. How many officers & committee chairs attended the Club Officer Training Conference (COTC) 2011? (Do not include elected District Board members)		#	0-1 attendees – 0 pts. 2-3 attendees – 5 pts. 4+ attendees – 10pts.	
	Y	N		
2. Did an advisor attend COTC 2011?			If yes, 5 pts.	
3. Did your club hold a leadership retreat?			If yes, 5 pts.	
4. Were the following committees active this term:	Y	N		
a. Service Initiative Committee?			If yes, 5 pts.	
b. Public Relations Committee?			If yes, 5 pts.	
c. Kiwanis Family Relations Committee?			If yes, 5 pts.	
d. Social Committee?			If yes, 5 pts.	
e. Membership Development & Education Committee?			If yes, 5 pts.	
5. How many additional committees does the club have?		#	1-2 committees – 5 pts. 3-5 committees – 10 pts. 6+ committees – 15 pts.	
6. How many members have served in leadership positions (including club and/or district officers and club and/or district committee chairs) this term?		#	4-10 officers – 5 pts. 11-15 officers – 10 pts. 16+ officers - - 15 pts.	
7. How many dues-paid members from the club have held the following positions this term:				
a. Candidate for 2012-2013 International Office		#	5 pts. per at 15 pts. max	
b. District Officer (includes committee chairs)		#	2 pts. per at 10 pts. max	
c. International Officer (includes international and subregion committee chairs)		#	2 pts. per at 10 pts. max	
d. Candidate for 2012-2013 District Office		#	2 pts. per at 10 pts. max	
e. Representative for student government		#	2 pts. per at 10 pts. max	
VIII. Kiwanis Family Involvement			95 points possible	
1. How many Circle K meetings have Kiwanis members attended (not including advisors)		#	1-2 meetings – 5 pts. 3-5 meetings – 10 pts. 6+ meetings – 15 pts.	
2. How many Kiwanis club meetings have your club members attended?		#	1-2 meetings – 5 pts. 3-5 meetings – 10 pts. 6+ meetings – 15 pts.	
3. How many joint service projects has your club conducted with your sponsoring Kiwanis club?		#	1-2 projects – 5 pts. 3-4 projects – 10 pts. 5+ projects – 15 pts.	

4. How many K-Kids, Key Club, Builders Club, or Aktion Club meetings has your club members attended?		#	1-2 meetings – 5 pts. 3-5 meetings – 10 pts. 6+ meetings – 15 pts.	
5. Has your club:	Y	N		
a. Presented a program at a Kiwanis meeting of your sponsoring club?			If yes, 5 pts.	
b. Presented a program at a K-Kids, Key Club, Builders Club, Aktion Club, or Kiwanis (other than your sponsoring one) meeting?			If yes, 5 pts.	
c. Conducted a service project with K-Kids, Key Club, Builders Club, Aktion Club, or Kiwanis Club (other than your sponsoring one)?			If yes, 5 pts.	
d. Conducted an interclub with K-Kids, Key Club, Builders Club, Aktion Club, or Kiwanis Club (other than your sponsoring one)?			If yes, 5 pts.	
e. Joint-sponsored another Kiwanis Family club with your sponsoring Kiwanis Club?			If yes, 10 pts.	
f. Participated in Kiwanis One Day (April 10, 2011)?			If yes, 5 pts.	
IX. Service Projects			130 points possible	
1. How many service hours did your club membership do?		#	Gold Division 1050-1680 hours – 5 pts. 1681-2380 hours – 10 pts. 2381-3080 hours – 15 pts. 3081-3780 hours – 20 pts. 3781+ hours – 25 pts.	
2. How many service projects did your club membership have?		#	0-10 projects – 0 pts. 11-20 projects – 5 pts. 21-30 projects – 10 pts. 31-40 projects – 15 pts. 41-50 projects – 20 pts. 51+ projects – 25 pts.	
3. What is the average number of service hours each member did? (Divide the total service hours by number of members.)		#	0-9 hours – 0 pts. 10-19 hours – 5 pts. 20-24 hours – 10 pts. 25-29 hours – 15 pts. 30-34 hours – 20 pts. 35+ hours – 25 pts.	
4. Provide a typed list in a separate document at the end of this form of all service projects your club has completed during this term. The projects should be organized by month. For a recurring project (ex. daily or weekly projects), treat the project as a single project for each month. Allow only one line per project. Provide the month, project name, number of members participating, and number of service hours produced by the Circle K members during the month (an example is provided below). For recurring projects, if the same member attended the project more than once, count him each time as an additional member (ex. if member A went to project B on the 1 st and 3 rd week of the month for 2 hours each time, this would count as 2 members for a total of 4 hours).			Each project will earn the club 1 point at a maximum of 50 points to be earned. If there is not a list attached or it is not in the right format, the club will be deducted 15 points.	

EXAMPLE:				
APRIL 2011				
Reading Buddies	12	48		
School Trash Pick-Up	17	34		
MAY 2011				
Bake Sale	20	30		
Pen Pals	15	35		
Reading Buddies	11	44		
	Y	N		
5. Did your club participate in CKI Service Week? (April 4-10, 2011)?			If yes, 5 pts.	
Total Points Section A				

Section B of this award will be scored by the Judges. Do NOT score this section of the award! Any unauthorized markings will lead to disqualification of this award.

B. Circle K Club Involvement (170 points possible)		Scoring	Point Total
<u>I. SERVICE</u>			
For the following categories, please describe a service project that was scheduled, planned, and completed by your club (not by another club, the District, or International). Include the date of the project, the number of members who participated, and the number of service hours performed. No project can be listed under more than one category. Limit your responses per category to 200 words. Your descriptions should be attached at the end of this form as a separate document with a label to indicate which category each response addresses. If you do not have a project with which you can address one of the categories, please write "N/A" under its label.		100 points possible	
1.	The CKI Service Initiative, "Focusing on the Future: Children," is a program designed to encourage clubs to be actively involved in the growth and development of children ages 6-13. Give a description of the best project involving the CKI Service Initiative.	20 points possible	
2.	Give a description of the best service project to the campus.	20 points possible	
3.	Give a description of the best service project to the community.	20 points possible	
4.	Give a description of the best joint service project held with your sponsoring Kiwanis Club.	15 points possible	
5.	Give a description of the best joint service project held with any member of the Kiwanis Family other than the sponsoring Kiwanis Club. (May include other Circle K clubs)	15 points possible	
6.	Give a description of the best joint service project held with any organization, club, or society on campus.	10 points possible	
<u>II. LEADERSHIP</u>			
Explain how the club 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. Your response should be attached as a separate document at the end of this form with proper labeling.		30 points possible Leadership potential of its members - 10 pts. Leadership potential of its officers - 10 pts. Opportunities on campus - 5 pts. Opportunities in community - 5pts.	

<p>III. FELLOWSHIP Describe how the club promoted fellowship among its members and other Kiwanis Family members. Please limit your response to 200 words total. Your response should be attached as a separate document at the end of this form with proper labeling.</p>		<p>20 points possible Fellowship among members - 15 pts. Fellowship among Kiwanis Family members - 5 pts.</p>	
<p>IV. KIWANIS FAMILY RELATIONS Describe how the club promoted good Kiwanis Family relations. Be sure to include any Key to College programs and Kiwanis Family events (meetings included) attended. Please limit your response to 200 words total. Your response should be attached as a separate document at the end of this form with proper labeling.</p>		<p>20 points possible Kiwanis Family events and programs - 15 pts. Kiwanis Family correspondence - 5 pts. Education to members - 5 pts.</p>	
Total Points Section B			



Morris Silver Distinguished Single Service Project Award

Club Name: _____

Description

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

- Award must be hand delivered or postmarked by February 20th, 2012.
- All guidelines presented in the Club Awards Packet section are applicable.
- Use specific statements showing definite accomplishments, stating the exact participation by the club, such as “cooperated,” “aided,” “assisted,” etc, where applicable.
- In any area or question that does not apply to your club, please write “N/A” in the space provided.
- 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.
- A qualifying single service project shall be defined as a club service project, 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 the purpose of achieving the same service goal.
- Only one service project may be entered by each club.

Section A of this award will be scored by the applicant. See the “Scoring” column for reference on how to properly record your points and put down the total in the “Point Totals” column. Judges will double-check your scoring to ensure that your totals were recorded properly.

A. Project Information (285 points possible)		Scoring	Point Total
I. Involvement		285 points possible	
<i>Percentage of membership involved:</i>			
1. Planned	%	0-25% – 5 pts. 26-50% – 10 pts. 51-75% -- pts. 76-99% – 20 pts. 100% – 30 pts.	
2. Attended	%	0-25% – 5 pts. 26-50% – 10 pts. 51-75% -- pts. 76-99% – 20 pts. 100% – 30 pts.	
<i>Service hours involved in:</i>			
1. Planning	#	1 pt. per at 50 pts. max	
2. Travel	#	1 pt. per at 50 pts. max	
3. Actual project	#	1 pt. per at 100 pts. max	
4. Follow-up	#	1 pt. per at 25 pts. Max	
Total Points Section A			

Section B of this award will be scored by the Judges. Do NOT score this section of the award! Any unauthorized markings will lead to disqualification of this award.

B. Project Significance (165 points possible)		Scoring	Point Total
I. The figures listed above cannot fully display the work your club has put into your project. Address the following six (6) topics in responses of no more than 2,000 words total with each section labeled properly by topic and marked with word count. Your response should be attached as a separate document at the end of this form.		165 points possible	
1. Need for the project (Describe why this project was necessary.)		35 points possible	
2. Planning and execution of the project (Describe the necessary planning involved and what actually happened during the execution of the project.)		50 points possible	
3. Club participation (Describe club participation in the project and include any outside participation such as Kiwanis Family members, community members, or other organizations.)		25 points possible	
4. Publicity (Describe the way in which the publicity was arranged for the project. Was a description of the project submitted to the District bulletin and Circle K International magazine?)		20 points possible	
5. Evaluation of the project (Describe the project's merit to the campus and community served.)		25 points possible	
6. Relationship to Circle K International Service Initiative (Describe how, if at all, the project was related to "Focusing on the Future: Children.")		20 points possible	
Total Points Section B			

Section C of this award will be scored by the Judges. Do NOT score this section of the award! Any unauthorized markings will lead to disqualification of this award.

C. Supplementary Materials (50 points possible)		Scoring	Point Total
I. A maximum of five (5) supplementary materials may be included as separate documents at the end of this form.		50 points possible	
Total Points Section C			

Club President Awards

Name: _____ Home Club: _____

Guidelines

- Award must be hand delivered or postmarked by February 20th, 2012.
- Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the International, District and Club Bylaws. The nominee's home club must also be in good standing with the New Jersey District and Circle K International.
- All applicants who accumulate a total of at least 827 points out of the 997 possible points will be recognized as Outstanding, with the highest scoring individual being recognized as Distinguished.
- Information must be submitted in no more than one binder/folder, not to exceed three inches, keeping the information in accordance with each individual section. All criteria for this award are to be divided into tabs and be typed; all applicants should attach each section sheet to the front of their sections in their binders for judging.
- All materials covered in this binder should be from April 1, 2011 and February 14, 2012.

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

Qualifying Criteria

Did the club president pay dues by December 1 of his/her term of office? [] Yes [] No

Will the club president be attending the 2012 Circle K district convention? [] Yes [] No

Did the club president meet or surpass his or her home club minimum membership requirements? [] Yes [] No

The following individuals certify that all information included with this application is factually correct and is the work of the CKI Club President.

Signed: _____ Date _____
2011-12 Club Vice-President

Signed: _____ Date _____
2011-12 Club Faculty Advisor

Signed: _____ Date _____
2011-12 Club Kiwanis Advisor

Signed: _____ Date _____
2011-12 Division Lieutenant Governor

Section 1. Membership- 35 Points Possible	Points Awarded
1. Were dues submitted for at least 15 members by December 1 st , 2011? [10 members for community college or 2-year institution] [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No	1) If Yes, 15 points. ____
2. Compute the following: 2a. Club Membership total as of March 31, 2012: _____ 2b. Club Membership total as of February 25, 2012: _____ 2c. Subtract (2a) from (2b): _____ 2d. Divide total of (c) by total of (a): _____ 2e. Multiply (d) by 100: _____%	2) If negative%: 0 points If 0%: 5 points If 1-25%: 10 points If 26-50%: 15 points If 51+: 20 points
Note: Membership numbers must coincide with the numbers registered through the international database. Please contact the District Treasurer if you need assistance referencing this information.	
Total Points Section One _____	

Section 2. Club Meetings- 95 Points Possible	Points Awarded
1. Attendance 1a. Number of Club Meetings held: _____ 1b. Percentage of Club Meetings attended: _____ 2. Please describe how you facilitated club meetings and incorporated a variety of activities. [max 150 words] 3. Compile all examples of club meeting agendas and include with submission. Number each agenda. 3a. Percentage of club meetings with agendas: _____	1a. If 0-9: 0 points If 10-17: 10 points If 18+: 20 points 1b. If 0-79%: 0 points If 80-89%: 10 points If 90-99%: 20 points If 100%: 30 points 2. 25 points to be awarded by judges 3a. If 0-79%: 0 points If 80-99%: 10 points If 100%: 20 points Points to be awarded by judges: _____
Total Points Section Two	_____

Section 3. Board Meetings- 95 Points Possible	Points Awarded
1. Attendance 1a. Number of Board Meetings held: _____ 1b. Percentage of Board Meetings attended: _____ 2. Please describe how you facilitated board meetings. [max 150 words] 3. Compile all examples of board meeting agendas and include with submission. Number each agenda. 3a. Percentage of board meetings with agendas: _____	1a. If 0-6: 0 points If 7-12: 10 points If 13+: 20 points 1b. If 0-79%: 0 points If 80-89%: 10 points If 90-99%: 20 points If 100%: 30 points 3. 25 points to be awarded by judges 3a. If 0-79%: 0 points If 80-99%: 10 points If 100%: 20 points Points to be awarded by judges: _____
Total Points Section Three	_____

Section 4. Club Communication- 65 Points Possible	Points Awarded
1. Compile all examples of your communication with the club and include them with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication. 2. Please indicate below which correspondence each of the following topics were addressed: 2a. Club Meetings: _____ 2b. Service Projects: _____ 2c. District and International Events: _____ 2d. Other: _____ 3. Professionalism of communication, including clarity, language and usefulness.	2a. If present: 15 points 2b. If present: 15 points 2c. If present: 10 points 2d. If present: 10 points 3. 15 points to be awarded by judges. Points to be awarded by judges: _____
Total Points Section Four	_____

Section 5. Board Communication- 65 Points Possible	Points Awarded
1. Compile all examples of your communication with the board of officers and include with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication. 2. Please indicate below which correspondence each of the following topics were addressed: 2a. Meetings: _____ 2b. Planning of Events: _____ 2c. Officer Responsibilities: _____ 2d. Other: _____ 3. Professionalism of communication, including clarity, language and usefulness.	2a. If present: 15 points 2b. If present: 15 points 2c. If present: 10 points 2d. If present: 10 points 3. 15 points to be awarded by judges. Points to be awarded by judges: _____
Total Points Section Four	_____

Section 6. District Communication- 75 Points Possible	Points Awarded
1. Compile all examples of your communication with the district and include with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication. 2. Please indicate below which correspondence each of the following topics were addressed: 2a. Club Administration: _____ 2b. District Events: _____ 2c. Other: _____ 3. Professionalism of communication, including clarity, language and usefulness. 4. Club Monthly Reports: 4a. Number of Club Monthly Reports submitted (max 10): _____ 4b. Multiply (4a) by 2: _____	2a. If present: 15 points 2b. If present: 15 points 2c. If present: 10 points 3. 15 points to be awarded by judges. 4. Place value of (4b) here: _____ Points to be awarded by judges: _____
Total Points Section Six	_____

Section 7. Event Attendance- 72 Points Possible	Points Awarded
1. Did you attend the following events: 1a. Kiwanis Family Picnic? <input type="checkbox"/> Yes <input type="checkbox"/> No 1b. INSIGHT <input type="checkbox"/> Yes <input type="checkbox"/> No 1c. District Convention at the beginning of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1d. District Convention at the end of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1e. District Large Scale Service Project? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Did you attend the following International Events: 2a. Large Scale Service Project (LSSP)? <input type="checkbox"/> Yes <input type="checkbox"/> No 2b. International Convention (ICON)? <input type="checkbox"/> Yes <input type="checkbox"/> No 2c. Y'all Conference or Holiday Embrace? <input type="checkbox"/> Yes <input type="checkbox"/> No	1a. If yes, 5 points ____ 1b. If yes, 5 points ____ 1c. If yes, 5 points ____ 1d. If yes, 12 points ____ 1e. If yes, 15 points ____ 2c. If yes, 10 points ____ 2c. If yes, 10 points ____ 2c. If yes, 10 points ____
Total Points Section Seven	_____

Section 8. Training- 20 Points Possible	Points Awarded
1. Did you attend the following events: 1a. Club Officers Training Conference (COTC) during your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1b. President's Workshop at the 2011 District Convention (DCON)? <input type="checkbox"/> Yes <input type="checkbox"/> No	1a. If yes, 15 points If no, -5 points ____ 1b. If yes, 5 points ____
Total Points Section Eight	_____

Section 9. Service- 120 Points Possible	Points Awarded
1. How many hours of community service did you perform during your term in office through Circle K Activities?: _____ 2. Service Projects 2a. Number of service projects held by club: _____ 2b. Percentage of service projects attended: _____	1. _____points (1 point per service hour; max 100 points) 2b. If 0-25%: 0 points If 26-50%: 5 points If 51-75%: 10 points If 76-99%: 15 points If 100%: 20 points
Total Points Section Nine	_____

Section 10. Social- 20 Points Possible	Points Awarded
1. Social Events 1a. Number of service projects held by club: _____ 1b. Percentage of service projects attended: _____	1b. If 0-25%: 0 points If 26-50%: 5 points If 51-75%: 10 points If 76-99%: 15 points If 100%: 20 points
Total Points Section Ten	_____

Section 11. Kiwanis Family- 60 Points Possible	Points Awarded
1. How many meetings did you attend during your term in office: 1a. Kiwanis: _____ 1b. Key Club: _____ 1c. Other Kiwanis Family member (not including CKI): _____ 2. How many events did you attend during your term in office: 2a. Kiwanis: _____ 2b. Key Club: _____ 2c. Other Kiwanis Family member (not including CKI): _____	1a. If 0-1: 0 points If 2-3: 5 points If 4+: 10 points 1b. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 1c. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 2a. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 2b. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 2c. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points
Total Points Section Eleven	_____

Section 12. Position Goals- 75 Points Possible	Points Awarded
1. Did you set goals at the beginning of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. List the goals that you set for the year at the beginning of your term. Describe how each goal was met. If a goal was not achieved explain what you learned as a result of not accomplishing this goal.	1. If yes, 25 points : _____ 2. Evaluation of goals, 50 points possible . Points to be awarded by judges. _____
Total Points Section Twelve	_____

Section 13. Lieutenant Governor Recommendation- 100 Points Possible	Points Awarded
<p>1. Did you request a letter of recommendation from your division Lieutenant Governor? If yes, please attach the e-mail request. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Note: Letters of Recommendation will be sent directly to the Awards Chair. Please verify with Awards Chair that the recommendation was received. If your Lieutenant Governor is nonresponsive, please contact the Governor.</p>	<p>1. If yes, 15 points: ____</p> <p>2. Evaluation of content, 85 points possible. Points to be awarded by judges. ____</p>
Total Points Section Thirteen	_____

Section 14. Above and Beyond- 100 Points Possible	Points Awarded
<p>Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. The first five pieces of evidence will be reviewed.</p>	<p>100 points possible. Points to be awarded by judges. ____</p>
Total Points Section Thirteen	_____



Club Vice President Awards

Name: _____ Home Club: _____

Guidelines

- Award must be hand delivered or postmarked by February 20th, 2012.
- Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the International, District and Club Bylaws. The nominee's home club must also be in good standing with the New Jersey District and Circle K International.
- All applicants who accumulate a total of at least 785 points out of the 927 possible points will be recognized as Outstanding, with the highest scoring individual being recognized as Distinguished.
- Information must be submitted in no more than one binder/folder, not to exceed three inches, keeping the information in accordance with each individual section. All criteria for this award are to be divided into tabs and be typed; all applicants should attach each section sheet to the front of their sections in their binders for judging.
- All materials covered in this binder should be from April 1, 2011 and February 14, 2012.

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

Qualifying Criteria

Did the club vice president pay dues by December 1 of his/her term of office? [] Yes [] No

Will the club vice president be attending the 2012 Circle K district convention? [] Yes [] No

Did the club vice president meet or surpass his or her home club minimum membership requirements? [] Yes [] No

The following individuals certify that all information included with this application is factually correct and is the work of the CKI Club Vice President.

Signed: _____ Date _____
2011-12 Club President

Signed: _____ Date _____
2011-12 Club Faculty Advisor

Section 1. Club Meetings- 55 Points Possible	Points Awarded
1. Attendance 1a. Number of Club Meetings held: _____ 1b. Percentage of Club Meetings attended: _____	1b. If 0-79%: 0 points If 80-89%: 10 points If 90-99%: 20 points If 100%: 30 points
2. Please describe the role you played in the facilitation of club meetings. [max 100 words]	2. 25 points to be awarded by judges Points to be awarded by judges: _____
Total Points Section One	_____

Section 2. Board Meetings- 55 Points Possible	Points Awarded
1. Attendance 1a. Number of Board Meetings held: _____ 1b. Percentage of Board Meetings attended: _____	1b. If 0-79%: 0 points If 80-89%: 10 points If 90-99%: 20 points If 100%: 30 points
2. Please describe the role you placed in the facilitation of club board meetings. [max 75 words]	3. 25 points to be awarded by judges Points to be awarded by judges: _____
Total Points Section Two	_____

PLEASE NOTE: IF CLUB HAS MORE THAN ONE CLUB PRESIDENT: THE CLUB PRESIDENTS THAT ARE NOT IN CHARGED OF COMMITTEES SHALL COMPLETE SECTION 11 TO FULFILL POINTS MISSED FOR ALL INTERACTION WITH COMMITTEES SECTIONS

Section 3. Club Communication- 40 Points Possible	Points Awarded
1. Compile all examples of your communication with the club and include them with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication. 2. Please indicate below which correspondence each of the following topics were addressed: 2a. Committees: _____ 2b. Other: _____ 3. Professionalism of communication, including clarity, language and usefulness.	2a. If present: 15 points 2b. If present: 10 points 3. 15 points to be awarded by judges. Points to be awarded by judges: _____
Total Points Section Three	_____

Section 4. Board Communication- 40 Points Possible	Points Awarded
1. Compile all examples of your communication with the board of officers and include with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication. 2. Please indicate below which correspondence each of the following topics were addressed: 2a. Committees: _____ 2b. Other: _____ 3. Professionalism of communication, including clarity, language and usefulness.	2a. If present: 15 points 2b. If present: 10 points 3. 15 points to be awarded by judges. Points to be awarded by judges: _____
Total Points Section Four	_____

Section 5. Committee Communication- 55 Points Possible	Points Awarded
1. Compile all examples of your communication with the committee chairs and include with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication. 2. Please indicate below which correspondence each of the following topics were addressed: 2a. Committee Responsibilities: _____ 2b. Meetings and Events: _____ 2c. Other: _____ 3. Professionalism of communication, including clarity, language and usefulness.	2a. If present: 15 points 2b. If present: 15 points 2c. If present: 10 points 3. 15 points to be awarded by judges. Points to be awarded by judges: _____
Total Points Section Five	_____

Section 6. District Communication- 40 Points Possible	Points Awarded
1. Compile all examples of your communication with the district and include with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication. 2. Please indicate below which correspondence each of the following topics were addressed: 2a. Officer Responsibilities: _____ 2c. Other: _____ 3. Professionalism of communication, including clarity, language and usefulness.	2a. If present: 15 points 2b. If present: 10 points 3. 15 points to be awarded by judges. Points to be awarded by judges: _____
Total Points Section Six	_____

Section 7. Event Attendance- 72 Points Possible	Points Awarded
1. Did you attend the following events: 1a. Kiwanis Family Picnic? <input type="checkbox"/> Yes <input type="checkbox"/> No 1b. INSIGHT <input type="checkbox"/> Yes <input type="checkbox"/> No 1c. District Convention at the beginning of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1d. District Convention at the end of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1e. District Large Scale Service Project? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Did you attend the following International Events: 2a. Large Scale Service Project (LSSP)? <input type="checkbox"/> Yes <input type="checkbox"/> No 2b. International Convention (ICON)? <input type="checkbox"/> Yes <input type="checkbox"/> No 2c. Y'all Conference or Holiday Embrace? <input type="checkbox"/> Yes <input type="checkbox"/> No	1a. If yes, 5 points ____ 1b. If yes, 5 points ____ 1c. If yes, 5 points ____ 1d. If yes, 12 points ____ 1e. If yes, 15 points ____ 2c. If yes, 10 points ____ 2c. If yes, 10 points ____ 2c. If yes, 10 points ____
Total Points Section Seven	_____

Section 8. Training- 20 Points Possible	Points Awarded
1. Did you attend the following events: 1a. Club Officers Training Conference (COTC) during your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1b. Vice President's Workshop at the 2011 District Convention (DCON)? <input type="checkbox"/> Yes <input type="checkbox"/> No	1a. If yes, 15 points If no, -5 points ____ 1b. If yes, 5 points ____
Total Points Section Eight	_____

Section 9. Service- 120 Points Possible	Points Awarded
1. How many hours of community service did you perform during your term in office through Circle K Activities?: _____ 2. Service Projects 2a. Number of service projects held by club: _____ 2b. Percentage of service projects attended: _____	1. _____points (1 point per service hour; max 100 points) 2b. If 0-25%: 0 points If 26-50%: 5 points If 51-75%: 10 points If 76-99%: 15 points If 100%: 20 points
Total Points Section Nine	_____

Section 10. Committees- 75 Points Possible	Points Awarded
1. List all active committees. Next to each committee name have each committee chair sign their name, recognizing the Vice-President's involvement with each committee. If a chair does not sign the form, a statement from the chair(s) must be included. 2. Submit a report on the activities of each committee throughout the year. [max 75 words per committee]	1. If present with all signatures 25 points . If present with partial signatures points to be awarded by judges. 2b. 50 points to be awarded by the judges Points to be awarded by judges: _____
Total Points Section Ten	_____

Section 11. Other Responsibilities- 160 Points Possible	Points Awarded
<p>[ONLY if your club has more than one Vice-President] The Vice-President who is not in charge of committees is to fill out this section, include a letter of special consideration signed by the Club President at the beginning of this binder and disregard all sections regarding committees. Only one Vice-President per club can fill this section out.</p> <p>1. Attach a list of officer responsibilities, signed by the club president. [] Yes [] No</p> <p>2. Include an essay on how you fulfilled each responsibility. [max 750 words]</p> <p>Note: Total possible points for this section equals all possible points regarding committee interactions listed in other sections.</p>	<p>2. 160 points to be awarded by the judges</p> <p>Points to be awarded by judges: _____</p>
Total Points Section Eleven	_____

Section 12. Social- 20 Points Possible	Points Awarded
<p>1. Social Events</p> <p>1a. Number of service projects held by club: _____</p> <p>1b. Percentage of service projects attended: _____</p>	<p>1b. If 0-25%: 0 points If 26-50%: 5 points If 51-75%: 10 points If 76-99%: 15 points If 100%: 20 points</p>
Total Points Section Twelve	_____

Section 13. Kiwanis Family- 60 Points Possible	Points Awarded
<p>3. How many meetings did you attend during your term in office:</p> <p>1a. Kiwanis: _____</p> <p>1b. Key Club: _____</p> <p>1c. Other Kiwanis Family member (not including CKI): _____</p> <p>4. How many events did you attend during your term in office:</p> <p>2a. Kiwanis: _____</p> <p>2b. Key Club: _____</p> <p>2c. Other Kiwanis Family member (not including CKI): _____</p>	<p>1a. If 0-1: 0 points If 2-3: 5 points If 4+: 10 points</p> <p>1b. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points</p> <p>1c. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points</p> <p>2a. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points</p> <p>2b. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points</p> <p>2c. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points</p>
Total Points Section Thirteen	_____

Section 14. Position Goals- 75 Points Possible	Points Awarded
<p>3. Did you set goals at the beginning of your term? [] Yes [] No</p> <p>4. List the goals that you set for the year at the beginning of your term. Describe how each goal was met. If a goal was not achieved explain what you learned as a result of not accomplishing this goal.</p>	<p>3. If yes, 25 points: _____</p> <p>4. Evaluation of goals, 50 points possible. Points to be awarded by judges. _____</p>
Total Points Section Fourteen	_____

Section 15. Nomination Letter- 100 Points Possible	Points Awarded
<p>1. Please submit a letter of nomination from a committee chair that addresses the following topics: [max 1 page, 12 point font]</p> <p>1a. The nominee's involvement in one service project and how the individual motivated others to participate.</p> <p>1b. The nominee's involvement in the leadership of the club.</p> <p>1c. The nominee's involvement in promoting fellowship amongst the membership.</p> <p>1d. In letter format, meeting the page limit requirement.</p>	<p>1a. 30 points possible. Points to be awarded by judges: ____</p> <p>1b. 30 points possible. Points to be awarded by judges: ____</p> <p>1c. 30 points possible. Points to be awarded by judges: ____</p> <p>1d. 10 points if met.</p>
Total Points Section Fifteen	_____

Section 16. Above and Beyond- 100 Points Possible	Points Awarded
<p>Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. The first five pieces of evidence will be reviewed.</p>	<p>100 points possible. Points to be awarded by judges. ____</p>
Total Points Section Sixteen	_____



Club Secretary Awards

Name: _____ Home Club: _____

Guidelines

- Award must be hand delivered or postmarked by February 20th, 2012.
- Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the International, District and Club Bylaws. The nominee's home club must also be in good standing with the New Jersey District and Circle K International.
- All applicants who accumulate a total of at least 788 points out of the 937 possible points will be recognized as Outstanding, with the highest scoring individual being recognized as Distinguished.
- Information must be submitted in no more than one binder/folder, not to exceed three inches, keeping the information in accordance with each individual section. All criteria for this award are to be divided into tabs and be typed; all applicants should attach each section sheet to the front of their sections in their binders for judging.
- All materials covered in this binder should be from April 1, 2012 and February 14, 2012.

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

Qualifying Criteria

Did the club secretary pay dues by December 1 of his/her term of office? [] Yes [] No

Will the club secretary be attending the 2012 Circle K district convention? [] Yes [] No

Did the club secretary meet or surpass his or her home club minimum membership requirements? [] Yes [] No

The following individuals certify that all information included with this application is factually correct and is the work of the CKI Club Secretary.

Signed: _____ Date _____
2011-12 Club President

Signed: _____ Date _____
2011-12 Club Faculty Advisor

Section 1. Club Meetings- 55 Points Possible	Points Awarded
1. Attendance 1a. Number of Club Meetings held: _____ 1b. Percentage of Club Meetings attended: _____	1b. If 0-79%: 0 points If 80-89%: 10 points If 90-99%: 20 points If 100%: 30 points
2. Please describe the role you played in the facilitation of club meetings. [max 100 words]	4. 25 points to be awarded by judges Points to be awarded by judges: _____
Total Points Section One	_____

Section 2. Board Meetings- 55 Points Possible	Points Awarded
1. Attendance 1a. Number of Board Meetings held: _____ 1b. Percentage of Board Meetings attended: _____	1b. If 0-79%: 0 points If 80-89%: 10 points If 90-99%: 20 points If 100%: 30 points
2. Please describe the role you placed in the facilitation of club board meetings. [max 75 words]	5. 25 points to be awarded by judges Points to be awarded by judges: _____
Total Points Section Two	_____

Section 3. Club Communication- 55 Points Possible	Points Awarded
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<p>1. Compile all examples of your communication with the club and include them with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication.</p> <p>2. Please indicate below which correspondence each of the following topics were addressed: 2a. Meeting Minutes: _____ 2b. Service Hours: _____ 2c. Other: _____</p> <p>3. Professionalism of communication, including clarity, language and usefulness.</p>	<p>2a. If present: 15 points 2b. If present: 15 points 2c. If present: 10 points</p> <p>3. 15 points to be awarded by judges.</p> <p>Points to be awarded by judges: _____</p>
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Total Points Section Three

Section 4. Board Communication- 55 Points Possible	Points Awarded
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<p>1. Compile all examples of your communication with the board of officers and include with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication.</p> <p>2. Please indicate below which correspondence each of the following topics were addressed: 2a. Meeting Minutes: _____ 2b. Service Hours: _____ 2c. Other: _____</p> <p>3. Professionalism of communication, including clarity, language and usefulness.</p>	<p>2a. If present: 15 points 2b. If present: 15 points 2c. If present: 10 points</p> <p>3. 15 points to be awarded by judges.</p> <p>Points to be awarded by judges: _____</p>
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Total Points Section Four

Section 5. Club Meeting Minutes- 55 Points Possible	Points Awarded
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<p>1. Compile all examples of your club meeting minutes.</p> <p>2. Meeting Minutes: 2a. Number of Club Meetings Held: _____ 2b. Number of Club Meeting Minutes Produced: _____ 2c. Percentage of club meetings with minutes: _____</p> <p>3. Professionalism of communication, including clarity, language and usefulness.</p>	<p>2c. If 0-79%: 0 points If 80-99%: 10 points If 100%: 20 points</p> <p>3. 15 points to be awarded by judges.</p> <p>Points to be awarded by judges: _____</p>
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Total Points Section Five

Section 6. District Communication- 55 Points Possible	Points Awarded
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<p>1. Compile all examples of your communication with the district and include with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication.</p> <p>2. Please indicate below which correspondence each of the following topics were addressed: 2a. Officer Responsibilities: _____ 2b. Club Monthly Reports: _____ 2c. Other: _____</p> <p>3. Professionalism of communication, including clarity, language and usefulness.</p>	<p>2a. If present: 15 points 2b. If present: 15 points 2c. If present: 10 points</p> <p>3. 15 points to be awarded by judges.</p> <p>Points to be awarded by judges: _____</p>
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Total Points Section Six

Section 7. Event Attendance- 72 Points Possible	Points Awarded
1. Did you attend the following events: 1a. Kiwanis Family Picnic? <input type="checkbox"/> Yes <input type="checkbox"/> No 1b. INSIGHT <input type="checkbox"/> Yes <input type="checkbox"/> No 1c. District Convention at the beginning of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1d. District Convention at the end of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1e. District Large Scale Service Project? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Did you attend the following International Events: 2a. Large Scale Service Project (LSSP)? <input type="checkbox"/> Yes <input type="checkbox"/> No 2b. International Convention (ICON)? <input type="checkbox"/> Yes <input type="checkbox"/> No 2c. Y'all Conference or Holiday Embrace? <input type="checkbox"/> Yes <input type="checkbox"/> No	1a. If yes, 5 points ____ 1b. If yes, 5 points ____ 1c. If yes, 5 points ____ 1d. If yes, 12 points ____ 1e. If yes, 15 points ____ 2c. If yes, 10 points ____ 2c. If yes, 10 points ____ 2c. If yes, 10 points ____
Total Points Section Seven	_____

Section 8. Training- 20 Points Possible	Points Awarded
1. Did you attend the following events: 1a. Club Officers Training Conference (COTC) during your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1b. Secretary Workshop at the 2011 District Convention (DCON)? <input type="checkbox"/> Yes <input type="checkbox"/> No	1a. If yes, 15 points If no, -5 points ____ 1b. If yes, 5 points ____
Total Points Section Eight	_____

Section 9. Service- 120 Points Possible	Points Awarded
1. How many hours of community service did you perform during your term in office through Circle K Activities?: _____ 2. Service Projects 2a. Number of service projects held by club: _____ 2b. Percentage of service projects attended: _____	2. _____ points (1 point per service hour; max 100 points) 2b. If 0-25%: 0 points If 26-50%: 5 points If 51-75%: 10 points If 76-99%: 15 points If 100%: 20 points
Total Points Section Nine	_____

Section 10. Club Monthly Report Forms- 60 Points Possible	Points Awarded
1. Number of Club Monthly Reports submitted (max 10): _____ 2. Number of Club Monthly Reports submitted on time (max 10): _____	1. If 0-8: 10 points If 10: 30 points 2. If 0: 0 points If 1-3: 5 points If 4-6: 15 points If 7-10: 30 points
Total Points Section Ten	_____

Section 11. Social- 20 Points Possible	Points Awarded
1. Social Events 1a. Number of service projects held by club: _____ 1b. Percentage of service projects attended: _____	1b. If 0-25%: 0 points If 26-50%: 5 points If 51-75%: 10 points If 76-99%: 15 points If 100%: 20 points
Total Points Section Eleven	_____

Section 12. Kiwanis Family- 60 Points Possible	Points Awarded
1. How many meetings did you attend during your term in office: 1a. Kiwanis: _____ 1b. Key Club: _____ 1c. Other Kiwanis Family member (not including CKI): _____ 2. How many events did you attend during your term in office: 2a. Kiwanis: _____ 2b. Key Club: _____ 2c. Other Kiwanis Family member (not including CKI): _____	1a. If 0-1: 0 points If 2-3: 5 points If 4+: 10 points 1b. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 1c. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 2a. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 2b. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 2c. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points
Total Points Section Twelve	_____

Section 13. Position Goals- 75 Points Possible	Points Awarded
1. Did you set goals at the beginning of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. List the goals that you set for the year at the beginning of your term. Describe how each goal was met. If a goal was not achieved explain what you learned as a result of not accomplishing this goal.	5. If yes, 25 points: _____ 6. Evaluation of goals, 50 points possible. Points to be awarded by judges. _____
Total Points Section Thirteen	_____

Section 14. Nomination Letter- 100 Points Possible	Points Awarded
1. Please submit a letter of nomination from the club president that addresses the following topics: [max 1 page, 12 point font] 1a. The nominee's involvement in one service project and how the individual motivated others to participate. 1b. The nominee's involvement in the leadership of the club. 1c. The nominee's involvement in promoting fellowship amongst the membership. 1d. In letter format, meeting the page limit requirement.	1a. 30 points possible. Points to be awarded by judges: _____ 1b. 30 points possible. Points to be awarded by judges: _____ 1c. 30 points possible. Points to be awarded by judges: _____ 1d. 10 points if met.
Total Points Section Fourteen	_____

Section 15. Above and Beyond- 100 Points Possible	Points Awarded
Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. The first five pieces of evidence will be reviewed.	100 points possible. Points to be awarded by judges. _____
Total Points Section Fifteen	_____

Gina Marie Durham Club Treasurer Awards

Name: _____ Home Club: _____

Guidelines

- Award must be hand delivered or postmarked by February 20th, 2012.
- Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the International, District and Club Bylaws. The nominee's home club must also be in good standing with the New Jersey District and Circle K International.
- All applicants who accumulate a total of at least 848 points out of the 1,002 possible points will be recognized as Outstanding, with the highest scoring individual being recognized as Distinguished.
- Information must be submitted in no more than one binder/folder, not to exceed three inches, keeping the information in accordance with each individual section. All criteria for this award are to be divided into tabs and be typed; all applicants should attach each section sheet to the front of their sections in their binders for judging.
- All materials covered in this binder should be from April 1, 2011 and February 14, 2012.

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

Qualifying Criteria

Did the club treasurer pay dues by December 1 of his/her term of office? [] Yes [] No

Will the club treasurer be attending the 2012 Circle K district convention? [] Yes [] No

Did the club treasurer meet or surpass his or her home club minimum membership requirements? [] Yes [] No

The following individuals certify that all information included with this application is factually correct and is the work of the CKI Club Treasurer.

Signed: _____ Date _____
2012-12 Club President

Signed: _____ Date _____
2012-12 Club Faculty Advisor

Section 1. Club Meetings- 55 Points Possible	Points Awarded
3. Attendance 1a. Number of Club Meetings held: _____ 1b. Percentage of Club Meetings attended: _____ 4. Please describe the role you played in the facilitation of club meetings. [max 100 words]	1b. If 0-79%: 0 points If 80-89%: 10 points If 90-99%: 20 points If 100%: 30 points 6. 25 points to be awarded by judges Points to be awarded by judges: _____
Total Points Section One	_____

Section 2. Board Meetings- 55 Points Possible	Points Awarded
3. Attendance 1a. Number of Board Meetings held: _____ 1b. Percentage of Board Meetings attended: _____ 4. Please describe the role you placed in the facilitation of club board meetings. [max 75 words]	1b. If 0-79%: 0 points If 80-89%: 10 points If 90-99%: 20 points If 100%: 30 points 7. 25 points to be awarded by judges Points to be awarded by judges: _____
Total Points Section Two	_____

Section 3. Club Communication- 55 Points Possible	Points Awarded
1. Compile all examples of your communication with the club and include them with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication.	2a. If present: 15 points 2b. If present: 15 points 2c. If present: 10 points
2. Please indicate below which correspondence each of the following topics were addressed: 2a. Dues: _____ 2b. Reimbursements: _____ 2c. Other: _____	4. 15 points to be awarded by judges. Points to be awarded by judges: _____
3. Professionalism of communication, including clarity, language and usefulness.	
Total Points Section Three	

Section 4. Board Communication- 55 Points Possible	Points Awarded
1. Compile all examples of your communication with the board of officers and include with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication.	2a. If present: 15 points 2b. If present: 15 points 2c. If present: 10 points
2. Please indicate below which correspondence each of the following topics were addressed: 2a. Dues: _____ 2b. Club Budget: _____ 2c. Other: _____	4. 15 points to be awarded by judges. Points to be awarded by judges: _____
3. Professionalism of communication, including clarity, language and usefulness.	
Total Points Section Four	

Section 5. Dues- 80 Points Possible	Points Awarded
1. Were early bird dues, for at least 15 members, submitted by October 15th? [10 members for community college or 2-year institution] <input type="checkbox"/> Yes <input type="checkbox"/> No	1. If yes, 30 points 2. If yes, 50 points
2. Were dues, for at least 15 members, submitted by December 1st? [10 members for community college or 2-year institution] <input type="checkbox"/> Yes <input type="checkbox"/> No	
Note: If the answer to question #1 is yes, then points are also awarded for question #2.	
Total Points Section Five	

Section 6. District Communication- 55 Points Possible	Points Awarded
1. Compile all examples of your communication with the district and include with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication.	2a. If present: 15 points 2b. If present: 15 points 2c. If present: 10 points
2. Please indicate below which correspondence each of the following topics were addressed: 2a. Dues: _____ 2b. Officer Responsibilities: _____ 2c. Other: _____	3. 15 points to be awarded by judges. Points to be awarded by judges: _____
3. Professionalism of communication, including clarity, language and usefulness.	
Total Points Section Six	

Section 7. Event Attendance- 72 Points Possible		Points Awarded
1. Did you attend the following events: 1a. Kiwanis Family Picnic? <input type="checkbox"/> Yes <input type="checkbox"/> No 1b. INSIGHT <input type="checkbox"/> Yes <input type="checkbox"/> No 1c. District Convention at the beginning of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1d. District Convention at the end of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1e. District Large Scale Service Project? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Did you attend the following International Events: 2a. Large Scale Service Project (LSSP)? <input type="checkbox"/> Yes <input type="checkbox"/> No 2b. International Convention (ICON)? <input type="checkbox"/> Yes <input type="checkbox"/> No 2c. Y'all Conference or Holiday Embrace? <input type="checkbox"/> Yes <input type="checkbox"/> No	1a. If yes, 5 points ____ 1b. If yes, 5 points ____ 1c. If yes, 5 points ____ 1d. If yes, 12 points ____ 1e. If yes, 15 points ____ 2c. If yes, 10 points ____ 2c. If yes, 10 points ____ 2c. If yes, 10 points ____	
Total Points Section Seven		_____

Section 8. Training- 20 Points Possible		Points Awarded
1. Did you attend the following events: 1a. Club Officers Training Conference (COTC) during your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1b. Treasurer Workshop at the 2011 District Convention (DCON)? <input type="checkbox"/> Yes <input type="checkbox"/> No	1a. If yes, 15 points If no, -5 points ____ 1b. If yes, 5 points ____	
Total Points Section Eight		_____

Section 9. Service- 120 Points Possible		Points Awarded
1. How many hours of community service did you perform during your term in office through Circle K Activities?: _____ 2. Service Projects 2a. Number of service projects held by club: _____ 2b. Percentage of service projects attended: _____	1. _____points (1 point per service hour; max 100 points) 2b. If 0-25%: 0 points If 26-50%: 5 points If 51-75%: 10 points If 76-99%: 15 points If 100%: 20 points	
Total Points Section Nine		_____

Section 10. Finances- 80 Points Possible		Points Awarded
1. Attach a copy of the club budget with the budgeted and actual financial account of the club. 1a. Coherence 1b. Specificity 1c. Fiscal Accountability 2. Explain the reimbursement policy you implemented during your term in office. [Max 100 words]. 3. Describe how you impacted the fundraising efforts of your club. [Max 100 words]	1a. 10 points possible. Points to be awarded by judges: ____ 1b. 10 points possible. Points to be awarded by judges: ____ 1c. 10 points possible. Points to be awarded by judges: ____ 2. 10 points possible. Points to be awarded by judges: ____ 3. 10 points possible. Points to be awarded by judges: ____	
Total Points Section Ten		_____

Section 11. Social- 20 Points Possible	Points Awarded
1. Social Events 1a. Number of service projects held by club: _____ 1b. Percentage of service projects attended: _____	1b. If 0-25%: 0 points If 26-50%: 5 points If 51-75%: 10 points If 76-99%: 15 points If 100%: 20 points
Total Points Section Eleven	_____

Section 12. Kiwanis Family- 60 Points Possible	Points Awarded
1. How many meetings did you attend during your term in office: 1a. Kiwanis: _____ 1b. Key Club: _____ 1c. Other Kiwanis Family member (not including CKI): _____ 2. How many events did you attend during your term in office: 2a. Kiwanis: _____ 2b. Key Club: _____ 2c. Other Kiwanis Family member (not including CKI): _____	1a. If 0-1: 0 points If 2-3: 5 points If 4+: 10 points 1b. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 1c. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 2a. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 2b. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 2c. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points
Total Points Section Twelve	_____

Section 13. Position Goals- 75 Points Possible	Points Awarded
3. Did you set goals at the beginning of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 4. List the goals that you set for the year at the beginning of your term. Describe how each goal was met. If a goal was not achieved explain what you learned as a result of not accomplishing this goal.	7. If yes, 25 points: ____ 8. Evaluation of goals, 50 points possible. Points to be awarded by judges. ____
Total Points Section Thirteen	_____

Section 14. Nomination Letter- 100 Points Possible	Points Awarded
1. Please submit a letter of nomination from the club president that addresses the following topics: [max 1 page, 12 point font- single spaced] 1a. The nominee's involvement in one service project and how the individual motivated others to participate. 1b. The nominee's involvement in the leadership of the club. 1c. The nominee's involvement in promoting fellowship amongst the membership. 1d. In letter format, meeting the page limit requirement.	1a. 30 points possible. Points to be awarded by judges: ____ 1b. 30 points possible. Points to be awarded by judges: ____ 1c. 30 points possible. Points to be awarded by judges: ____ 1d. 10 points if met.
Total Points Section Fourteen	_____

Section 15. Above and Beyond- 100 Points Possible	Points Awarded
Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. The first five pieces of evidence will be reviewed.	100 points possible. Points to be awarded by judges. ____
Total Points Section Fifteen	_____



Brian C. Kull Club Editor Awards

Name: _____ Home Club: _____

Guidelines

- Award must be hand delivered or postmarked by February 20th, 2012.
- Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the International, District and Club Bylaws. The nominee's home club must also be in good standing with the New Jersey District and Circle K International.
- All applicants who accumulate a total of at least 788 points out of the 942 possible points will be recognized as Outstanding, with the highest scoring individual being recognized as Distinguished.
- Information must be submitted in no more than one binder/folder, not to exceed three inches, keeping the information in accordance with each individual section. All criteria for this award are to be divided into tabs and be typed; all applicants should attach each section sheet to the front of their sections in their binders for judging.
- All materials covered in this binder should be from April 1, 2011 and February 14, 2012.

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

Qualifying Criteria

Did the club editor pay dues by December 1 of his/her term of office? Yes No
 Will the club editor be attending the 2012 Circle K district convention? Yes No
 Did the club editor meet or surpass his or her home club minimum membership requirements? Yes No

The following individuals certify that all information included with this application is factually correct and is the work of the CKI Club Editor.

Signed: _____ Date _____
 2011-12 Club President

Signed: _____ Date _____
 2011-12 Club Faculty Advisor

Section 1. Club Meetings- 55 Points Possible	Points Awarded
1. Attendance 1a. Number of Club Meetings held: _____ 1b. Percentage of Club Meetings attended: _____ 2. Please describe the role you played in the facilitation of club meetings. [max 100 words]	1b. If 0-79%: 0 points If 80-89%: 10 points If 90-99%: 20 points If 100%: 30 points 2. 25 points to be awarded by judges Points to be awarded by judges: _____
Total Points Section One	_____

Section 2. Board Meetings- 55 Points Possible	Points Awarded
1. Attendance 1a. Number of Board Meetings held: _____ 1b. Percentage of Board Meetings attended: _____ 2. Please describe the role you placed in the facilitation of club board meetings. [max 75 words]	1b. If 0-79%: 0 points If 80-89%: 10 points If 90-99%: 20 points If 100%: 30 points 2. 25 points to be awarded by judges Points to be awarded by judges: _____
Total Points Section Two	_____

Section 3. Club Communication- 55 Points Possible	Points Awarded
1. Compile all examples of your communication with the club and include them with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication. 2. Please indicate below which correspondence each of the following topics were addressed: 2a. Newsletter: _____ 2b. Public Relations/Updates: _____ 2c. Other: _____ 3. Professionalism of communication, including clarity, language and usefulness.	2a. If present: 15 points 2b. If present: 15 points 2c. If present: 10 points 3. 15 points to be awarded by judges. Points to be awarded by judges: _____
Total Points Section Three	

Section 4. Board Communication- 55 Points Possible	Points Awarded
1. Compile all examples of your communication with the board of officers and include with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication. 2. Please indicate below which correspondence each of the following topics were addressed: 2a. Newsletter: _____ 2b. Public Relations/Updates: _____ 2c. Other: _____ 3. Professionalism of communication, including clarity, language and usefulness.	2a. If present: 15 points 2b. If present: 15 points 2c. If present: 10 points 3. 15 points to be awarded by judges. Points to be awarded by judges: _____
Total Points Section Four	

Section 5. Club Newsletter- 100 Points Possible	Points Awarded
1. How many issues of your club newsletter did you publish? _____ 2. Were they sent out to all club members? <input type="checkbox"/> Yes <input type="checkbox"/> No	1. If 2-4: 15 Points If 5: 30 Points If 6-7: 45 Points If 8-9: 60 Points If 10+: 75 Points 2. If yes, 25 Points If no, 0 points
Total Points Section Five	

Section 6. District Communication- 55 Points Possible	Points Awarded
1. Compile all examples of your communication with the district and include with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication. 2. Please indicate below which correspondence each of the following topics were addressed: 2a. Submission to District Newsletter: _____ 2b. Officer Responsibilities: _____ 2c. Other: _____ 3. Professionalism of communication, including clarity, language and usefulness.	2a. If present: 15 points 2b. If present: 15 points 2c. If present: 10 points 3. 15 points to be awarded by judges. Points to be awarded by judges: _____
Total Points Section Six	

Section 7. Event Attendance- 72 Points Possible	Points Awarded
1. Did you attend the following events: 1a. Kiwanis Family Picnic? <input type="checkbox"/> Yes <input type="checkbox"/> No 1b. INSIGHT <input type="checkbox"/> Yes <input type="checkbox"/> No 1c. District Convention at the beginning of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1d. District Convention at the end of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1e. District Large Scale Service Project? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Did you attend the following International Events: 2a. Large Scale Service Project (LSSP)? <input type="checkbox"/> Yes <input type="checkbox"/> No 2b. International Convention (ICON)? <input type="checkbox"/> Yes <input type="checkbox"/> No 2c. Y'all Conference or Holiday Embrace? <input type="checkbox"/> Yes <input type="checkbox"/> No	1a. If yes, 5 points ____ 1b. If yes, 5 points ____ 1c. If yes, 5 points ____ 1d. If yes, 12 points ____ 1e. If yes, 15 points ____ 2c. If yes, 10 points ____ 2c. If yes, 10 points ____ 2c. If yes, 10 points ____
Total Points Section Seven	_____

Section 8. Training- 20 Points Possible	Points Awarded
1. Did you attend the following events: 1a. Club Officers Training Conference (COTC) during your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 1b. Editor Workshop at the 2011 District Convention (DCON)? <input type="checkbox"/> Yes <input type="checkbox"/> No	1a. If yes, 15 points If no, -5 points ____ 1b. If yes, 5 points ____
Total Points Section Eight	_____

Section 9. Service- 120 Points Possible	Points Awarded
1. How many hours of community service did you perform during your term in office through Circle K Activities?: _____ 2. Service Projects 2a. Number of service projects held by club: _____ 2b. Percentage of service projects attended: _____	2. _____ points (1 point per service hour; max 100 points) 2b. If 0-25%: 0 points If 26-50%: 5 points If 51-75%: 10 points If 76-99%: 15 points If 100%: 20 points
Total Points Section Nine	_____

Section 10. Social- 20 Points Possible	Points Awarded
1. Social Events 1a. Number of service projects held by club: _____ 1b. Percentage of service projects attended: _____	1b. If 0-25%: 0 points If 26-50%: 5 points If 51-75%: 10 points If 76-99%: 15 points If 100%: 20 points
Total Points Section Ten	_____

Section 11. Kiwanis Family- 60 Points Possible	Points Awarded
1. How many meetings did you attend during your term in office: 1a. Kiwanis: _____ 1b. Key Club: _____ 1c. Other Kiwanis Family member (not including CKI): _____ 2. How many events did you attend during your term in office: 2a. Kiwanis: _____ 2b. Key Club: _____ 2c. Other Kiwanis Family member (not including CKI): _____	1a. If 0-1: 0 points If 2-3: 5 points If 4+: 10 points 1b. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 1c. If 0-1: 0 points If 1-2: 5 points

	<p>If 3+: 10 points</p> <p>2a. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points</p> <p>2b. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points</p> <p>2c. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points</p>
Total Points Section Eleven	

Section 12. Position Goals- 75 Points Possible	Points Awarded
<p>5. Did you set goals at the beginning of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. List the goals that you set for the year at the beginning of your term. Describe how each goal was met. If a goal was not achieved explain what you learned as a result of not accomplishing this goal.</p>	<p>9. If yes, 25 points: ____</p> <p>10. Evaluation of goals, 50 points possible. Points to be awarded by judges. ____</p>
Total Points Section Twelve	

Section 13. Nomination Letter- 100 Points Possible	Points Awarded
<p>1. Please submit a letter of nomination from the club president that addresses the following topics: [max 1 page, 12 point font- single spaced]</p> <p>1a. The nominee's involvement in one service project and how the individual motivated others to participate.</p> <p>1b. The nominee's involvement in the leadership of the club.</p> <p>1c. The nominee's involvement in promoting fellowship amongst the membership.</p> <p>1d. In letter format, meeting the page limit requirement.</p>	<p>1a. 30 points possible. Points to be awarded by judges: ____</p> <p>1b. 30 points possible. Points to be awarded by judges: ____</p> <p>1c. 30 points possible. Points to be awarded by judges: ____</p> <p>1d. 10 points if met.</p>
Total Points Section Thirteen	

Section 14. Above and Beyond- 100 Points Possible	Points Awarded
<p>Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. The first five pieces of evidence will be reviewed.</p>	<p>100 points possible. Points to be awarded by judges. ____</p>
Total Points Section Fourteen	

Club Committee Chairperson Awards

Name: _____ Home Club: _____

Guidelines

- Award must be hand delivered or postmarked by February 20th, 2012.
- Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the International, District and Club Bylaws. The nominee's home club must also be in good standing with the New Jersey District and Circle K International.
- All applicants who accumulate a total of at least 695 points out of the 822 possible points will be recognized as Outstanding, with the highest scoring individual being recognized as Distinguished.
- Information must be submitted in no more than one binder/folder, not to exceed three inches, keeping the information in accordance with each individual section. All criteria for this award are to be divided into tabs and be typed; all applicants should attach each section sheet to the front of their sections in their binders for judging.
- All materials covered in this binder should be from April 1, 2011 and February 14, 2012.

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

Qualifying Criteria

Did the committee chair pay dues by December 1 of his/her term of office? Yes No
 Will the committee chair be attending the 2012 Circle K district convention? Yes No
 Did the committee chair meet or surpass his or her home club minimum membership requirements? Yes No

The following individuals certify that all information included with this application is factually correct and is the work of the CKI Club Committee Chair.

Signed: _____ Date _____
 2011-12 Club President

Signed: _____ Date _____
 2011-12 Club Faculty Advisor

Section 1. Club Meetings- 55 Points Possible	Points Awarded
1. Attendance 1a. Number of Club Meetings held: _____ 1b. Percentage of Club Meetings attended: _____ 2. Please describe the role you played in the facilitation of club meetings. [max 100 words]	1b. If 0-79%: 0 points If 80-89%: 10 points If 90-99%: 20 points If 100%: 30 points 2. 25 points to be awarded by judges Points to be awarded by judges: _____
Total Points Section One	_____

Section 2. Committee Meetings- 55 Points Possible	Points Awarded
1. Attendance 1a. Number of Committee Meetings held: _____ 1b. Percentage of Committee Meetings attended: _____ 2. Please describe the role you played in the facilitation of club committee meetings. [max 100 words]	1b. If 0-79%: 0 points If 80-89%: 10 points If 90-99%: 20 points If 100%: 30 points 2. 25 points to be awarded by judges Points to be awarded by judges: _____
Total Points Section Two	_____

Section 3. Committee Involvement- 60 Points Possible	Points Awarded
1. Explain the purpose of this committee and the necessity of this committee to the improvement of the club. 2. Committee Members: 2a. How many members are in the committee: _____ 2b. Describe how committee members are utilized in the implementation of committee goals. [max 75 words]	1. 40 points to be awarded by judges. 2b. 15 points to be awarded by judges. Points to be awarded by judges: _____
Total Points Section Three	

Section 4. Committee Communication- 55 Points Possible	Points Awarded
1. Compile all examples of your communication with your committee and include with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication. 2. Please indicate below which correspondence each of the following topics were addressed: 2a. Committee Responsibilities: _____ 2b. Meetings and Events: _____ 2c. Other: _____ 3. Professionalism of communication, including clarity, language and usefulness.	2a. If present: 15 points 2b. If present: 15 points 2c. If present: 10 points 3. 15 points to be awarded by judges. Points to be awarded by judges: _____
Total Points Section Four	

Section 5. Vice President Communication- 30 Points Possible	Points Awarded
1. Compile all examples of your communication with the committee and include with your submission. Acceptable forms of communication include email, newsletter or written correspondence. Number each form of communication. 2. Professionalism of communication, including clarity, language and usefulness.	1a. If present: 15 points 2a. 15 points to be awarded by judges. Points to be awarded by judges: _____
Total Points Section Five	

Section 6. Event Attendance- 72 Points Possible	Points Awarded
1. Did you attend the following events: 1a. Kiwanis Family Picnic? [] Yes [] No 1b. INSIGHT [] Yes [] No 1c. District Convention at the beginning of your term? [] Yes [] No 1d. District Convention at the end of your term? [] Yes [] No 1e. District Large Scale Service Project? [] Yes [] No 2. Did you attend the following International Events: 2a. Large Scale Service Project (LSSP)? [] Yes [] No 2b. International Convention (ICON)? [] Yes [] No 2c. Y'all Conference or Holiday Embrace? [] Yes [] No	1a. If yes, 5 points ____ 1b. If yes, 5 points ____ 1c. If yes, 5 points ____ 1d. If yes, 12 points ____ 1e. If yes, 15 points ____ 2c. If yes, 10 points ____ 2c. If yes, 10 points ____ 2c. If yes, 10 points ____
Total Points Section Six	

Section 7. Training- 20 Points Possible	Points Awarded
1. Did you attend the following events: 1a. Club Officers Training Conference (COTC) during your term? [] Yes [] No 1b. Committee Chair Workshop at the 2011 District Convention (DCON)? [] Yes [] No	1a. If yes, 15 points If no, -5 points ____ 1b. If yes, 5 points ____
Total Points Section Seven	_____

Section 8. Service- 120 Points Possible	Points Awarded
1. How many hours of community service did you perform during your term in office through Circle K Activities?: _____ 2. Service Projects 2a. Number of service projects held by club: _____ 2b. Percentage of service projects attended: _____	_____points (1 point per service hour; max 100 points) 2b. If 0-25%: 0 points If 26-50%: 5 points If 51-75%: 10 points If 76-99%: 15 points If 100%: 20 points
Total Points Section Eight	_____

Section 9. Social- 20 Points Possible	Points Awarded
1. Social Events 1a. Number of service projects held by club: _____ 1b. Percentage of service projects attended: _____	1b. If 0-25%: 0 points If 26-50%: 5 points If 51-75%: 10 points If 76-99%: 15 points If 100%: 20 points
Total Points Section Nine	_____

Section 10. Kiwanis Family- 60 Points Possible	Points Awarded
1. How many meetings did you attend during your term in office: 1a. Kiwanis: _____ 1b. Key Club: _____ 1c. Other Kiwanis Family member (not including CKI): _____ 2. How many events did you attend during your term in office: 2a. Kiwanis: _____ 2b. Key Club: _____ 2c. Other Kiwanis Family member (not including CKI): _____	1a. If 0-1: 0 points If 2-3: 5 points If 4+: 10 points 1b. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 1c. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 2a. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 2b. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points 2c. If 0-1: 0 points If 1-2: 5 points If 3+: 10 points
Total Points Section Ten	_____

Section 11. Position Goals- 75 Points Possible	Points Awarded
7. Did you set goals at the beginning of your term? [] Yes [] No 8. List the goals that you set for the year at the beginning of your term. Describe how each goal was met. If a goal was not achieved explain what you learned as a result of not accomplishing this goal.	11. If yes, 25 points: ____ 12. Evaluation of goals, 50 points possible. Points to be awarded by judges. ____
Total Points Section Eleven	_____

Section 12. Nomination Letter- 100 Points Possible	Points Awarded
1. Please submit a letter of nomination from the club vice president that addresses the following topics: [max 1 page, 12 point font- single spaced] 1a. The nominee's involvement in one service project and how the individual motivated others to participate. 1b. The nominee's involvement in the leadership of the club. 1c. The nominee's involvement in promoting fellowship amongst the membership. 1d. In letter format, meeting the page limit requirement.	1a. 30 points possible. Points to be awarded by judges: ____ 1b. 30 points possible. Points to be awarded by judges: ____ 1c. 30 points possible. Points to be awarded by judges: ____ 1d. 10 points if met.
Total Points Section Twelve	_____

Section 13. Above and Beyond- 100 Points Possible	Points Awarded
Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. The first five pieces of evidence will be reviewed.	100 points possible. Points to be awarded by judges. ____
Total Points Section Thirteen	_____



Interclub Award

Club Name: _____

Description

This award is designed to recognize and honor Circle K clubs that have demonstrated excellence in the area of interclubbing with other Circle K clubs. These can include participation at divisional events but do not include those hosted by the Carolinas District or Circle K International.

Guidelines

- Award is due at the Convention Registration Desk prior to the Opening Session.
- All guidelines presented in the Club Awards Packet section are applicable.
- Use specific statements showing definite accomplishments, stating the exact participation by the club, such as “cooperated,” “aided,” “assisted,” etc, where applicable.
- 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.
- Clubs considered to be “active” are those with a minimum of 20 dues-paid members (4-year institutions) or 15 dues-paid members (2-year institutions or schools with less than 1,000 students). [CKI Policy Codes Sec. D7]
- An interclub is an event done with at least one other Circle K club. For an event to count as an interclub, a certain number of members must attend from each club –
 - a. At least two (2) members from a club of less than 20 dues-paid members
 - b. At least three (3) members from a club of 20-30 dues-paid members
 - c. At least four (4) members from a club of 31 or more dues-paid members
- Contact District Treasurer, Elisabeth Breen, if you are not sure of the total membership of the club with whom you were interclubbing to ensure that the event in question qualifies.

This award will be scored by the applicant. See the “Scoring” column for reference on how to properly record your points and put down the total in the “Point Totals” column. Judges will double-check your scoring to ensure that your totals were recorded properly.

Circle K Club Interclubs	Scoring	Point Total
Provide a typed list of each interclub event in which your club participated. A template is provided below with all of the information which must be included for each entry on the list. Your list should be attached as a separate document at the end of this form. 1. Date of event: Clubs involved (list all clubs): Total # of members that attended (from each club): Type of event: Brief description of event (25 words max.):	Each event is worth 10 pts. Each additional member from your club over the minimum requirement is worth 1 pt.	
Total Points		

Club Scrapbook Award

Club Name: _____

Description

This award is designed to recognize and honor Circle K clubs that have produced a high quality scrapbook chronicling their activities.

Guidelines

- Award is due to the Convention Registration Desk prior to the Opening Session.
- No audio-visual or computer equipment is allowed as part of the entry for the traditional scrapbook.
- The time period covered by the scrapbook shall be from District Convention 2011 to submission at District Convention 2012.

This award will be scored by the Judges. Do NOT score this award! Any unauthorized markings will lead to disqualification of this award.

Circle K Club Scrapbook (120 points possible)			Scoring	Point Total
I. General Content			60 points possible	
1. Service to campus			10 points possible	
2. Service to community			10 points possible	
3. Fundraising			10 points possible	
4. Kiwanis Family			10 points possible	
5. Service Initiative				
6. Miscellaneous				
a. Club Board of Officers			2 points possible	
b. Meetings			2 points possible	
c. Socials			2 points possible	
d. Special events (banquets, ceremonies, etc)			2 points possible	
e. District & International events			2 points possible	
II. Organization of Material			30 points possible	
1. Logical order (chronological or other)			15 points possible	
2. Proper labeling of each page/event			15 points possible	
III. Originality			30 points possible	
1. Creativity/uniqueness			10 points possible	
2. Artistic value			10 points possible	
3. Use of an overall theme			10 points possible	
Total Points				

Brian C. Kull Outstanding Club Newsletter Award

Club Name: _____

Description

This award is designed to recognize and honor Circle K clubs that have produced a high quality newsletter, on a regular basis, providing an effective communication tool for the club and its members.

Guidelines

- Award must be hand delivered or postmarked by February 20th, 2012.
- All guidelines presented in the Club Awards Packet section are applicable.
- All phases of the publications, 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 New Jersey District and Circle K International. Non-members may only act in an advisory capacity.
- One copy of each newsletter must be attached as a separate document to the end of this form.
- Clubs must have produced and distributed a minimum of two (2) newsletters in the Circle K International administrative year to be eligible.
- To qualify for the International Club Newsletter Award, a minimum of four (4) issues must have been published. Additionally, content to qualify should also include club building, recruitment and retention, and information on the Tomorrow Fund.

Section A of this award will be scored by the applicant. See the “Scoring” column for reference on how to properly record your points and put down the total in the “Point Totals” column. Judges will double-check your scoring to ensure that your totals were recorded properly.

A. General Information (100 points possible)			Scoring	Point Total
I. Data			20 points possible	
1. Number of issues produced		#	0-1 issues - 0 pts. 2-4 issues - 5 pts. 5+ issues - 10pts.	
2. Average number of pages per issue		#	1-2 pages - 0 pts. 3-5 pages - 5 pts. 6+ pages - 10 pts.	
3. Number of copies distributed		#	No point value	
4. Cost per issue			No point value	
II. Content			20 points possible	
<i>Did each issue include:</i>	Y	N		
1. Calendar of events (including District and International events)?			If yes, 5 pts.	
2. List of club leadership contact information?			If yes, 5 pts.	
3. District and International information/news?			If yes, 10 pts.	
III. Distribution			60 points possible	
<i>Was a copy of each issue:</i>	Y	N		
1. Available for all members of your club?			If yes, 10 pts.	
2. Sent to your faculty advisor?			If yes, 5 pts.	
3. Sent to your Kiwanis advisor?			If yes, 5 pts.	
4. Sent to your sponsoring Kiwanis club?			If yes, 5 pts.	
5. Sent to your Lieutenant Governor?			If yes, 5 pts.	
6. Sent to the District Bulletin Editor?			If yes, 5 pts.	
7. Sent to the Governor?			If yes, 5 pts.	
8. Sent to your International representative?			If yes, 5 pts.	

9. Sent to the District Administrator?			If yes, 5 pts.	
10. Sent to the International President?			If yes, 5 pts.	
11. Sent to other Kiwanis-Family members?			If yes, 5 pts.	
Total Points Section A				

Section B of this award will be scored by the Judges. Do NOT score this section of the award! Any unauthorized markings will lead to disqualification of this award.

B. Appearance and Content (150 points possible)			Scoring	Point Total
I. General Appearance			60 points possible	
1. Layout (consistent, neat, easy to read)			10 points possible	
2. Use of graphic standards			10 points possible	
3. Use of images			10 points possible	
4. Originality			15 points possible	
5. Conciseness and effectiveness for audience			15 points possible	
II. Content			90 points possible	
1. Service projects			25 points possible	
2. Service Initiative			10 points possible	
3. Fundraising			10 points possible	
4. Socials			10 points possible	
5. Kiwanis Family			15 points possible	
6. Extra content (member encouragement, articles, school news, interactive pieces, etc)			20 points possible	
Total Points Section B				

Outstanding Club Website Award

Club Name: _____

Club Website Address: _____

Description

This award is designed to recognize and honor Circle K clubs that have produced a high quality website which is able to deliver valuable information to members and non-members.

Guidelines

- Award must be hand delivered or postmarked by February 20th, 2012.
- All guidelines presented in the Club Awards Packet section are applicable.
- All phases of the website, except for professional services required for hosting, must have been performed by a Circle K member or members who are in good standing with the New Jersey District and Circle K International. Non-members may only act in an advisory capacity.

Section A of this award will be scored by the applicant. See the "Scoring" column for reference on how to properly record your points and put down the total in the "Point Totals" column. Judges will double-check your scoring to ensure that your totals were recorded properly.

A. General Information (75 points possible)	Scoring		Point Total
I. Maintenance and Content	75 points possible		
How often is the site updated (weekly, bi-weekly, monthly, annually)?		Weekly - 15 pts. Bi-weekly - 10 pts. Monthly - 5pts. Annually - 0 pts.	
<i>Does your site:</i>	Y	N	
1. Contain a list/calendar of upcoming events?		If yes, 10 pts.	
2. Give the location and time of your club meetings?		If yes, 10 pts.	
3. Contain general Circle K information (ex. the pledge, tenets, structure, etc)?		If yes, 10 pts.	
4. List club officers and their contact information?		If yes, 5 pts.	
5. Include pictures of the club and its events?		If yes, 5 pts.	
6. Include club resources (ex. minutes, applications, etc)?		If yes, 5 pts.	
7. Link to the New Jersey District website?		If yes, 5 pts.	
8. Link to the Circle K International website?		If yes, 5 pts.	
9. Link to other Kiwanis Family sites (ex. sponsoring Kiwanis club, etc)?		If yes, 5 pts.	
Total Points Section A			

Section B of this award will be scored by the Judges. Do NOT score this section of the award! Any unauthorized markings will lead to disqualification of this award.

B. Appearance and Organization (90 points possible)		Scoring	Point Total
I. General Appearance		25 points possible	
1. Use of graphics		5 points possible	
2. Use of font (legibility)		5 points possible	
3. Use of color		5 points possible	
4. Overall design		10 points possible	
II. Organization		40 points possible	
1. Intuitive site organization		20 points possible	
2. Ease of navigation		20 points possible	
III. Features		25 points possible	
Choose five (5) features that make your website unique and useful to your members. Provide a description of each feature with an explanation on how its inclusion in the website enhances the user's experience and knowledge. Features such as a service hour database, contact form, forum section, and so forth are examples of features you may think of describing. Please limit your responses to 100 words per feature at a total of no more than 500 words. Your response should be attached as a separate document at the end of this form and labeled properly.		Each feature described is 5 points at a maximum of five (5) features described for 25 points.	
Total Points Section B			

Outstanding Club T-Shirt Award

Club Name: _____

Description

This award is designed to recognize and honor Circle K clubs that have produced a high quality t-shirt with creativity, relevance, and talent.

Guidelines

- Award is due to the Convention Registration Desk prior to the Opening Session.
- 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 New Jersey District and Circle K International. Non-members may only act in an advisory capacity.
- 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.
- A photograph or digital image of the t-shirt showing the design (front and back) will count as an entry provided that it is attached as a separate document. An actual t-shirt does not have to be submitted but will be accepted.
- If you provide an actual t-shirt (size small/medium) and your t-shirt is the winner, the District Governor will wear your shirt during one of the sessions.

This award will be scored by the Judges. Do NOT score this section of the award! Any unauthorized markings will lead to disqualification of this award.

Circle K Club T-shirt (100 points possible)			Scoring	Point Total
I. General Appearance			40 points possible	
1. Originality			15 points possible	
2. Aesthetics (color, layout, etc)			10 points possible	
3. Creativity			10 points possible	
4. Complexity			5 points possible	
II. Information			30 points possible	
<i>Does the t-shirt include the following:</i>			Y	N
1. Circle K International's tenets				
a. Service			If yes, 5 pts.	
b. Leadership			If yes, 5 pts.	
c. Fellowship			If yes, 5 pts.	
2. Circle K insignia/logo(s)			If yes, 10 pts.	
3. Club name			If yes, 5 pts.	
III. Relevance			30 points possible	
Provide a description of the reason your shirt was produced. Please limit your responses to 200 words. Your response should be attached as a separate document at the end of this form.				
Total Points				

District Convention Member Mile Award

Club Name: _____

Description

This award is designed to recognize and honor Circle K clubs that have traveled the furthest to District Convention 2012 with the greatest percentage of its Circle K dues-paid membership.

Guidelines

- Award is due to the Convention Registration Desk prior to the Opening Session.
- All guidelines presented in the Club Awards Packet section are applicable.
- Because the number of attendees will not be known until the club has arrived at convention, this award form does not have to be typed.
- The number used in determining percentage will be the number of attendees who physically show up to District Convention divided by the club membership.

This award will not be scored. The club with the highest final number will win. Judges will double-check your calculations to ensure that your totals were recorded properly.

Member Mileage		Total
Address of the District Convention 2012 hotel	110 Davidson Avenue, Somerset NJ 08873	
Mailing address of club or university's student union		
Miles traveled to District Convention 2012 hotel		
Percentage of club membership attending District Convention (in decimal form)	Attendees: _____ Membership: _____	
Total Member Mileage (multiply miles traveled by % attending)		

New Jersey Kiwanis Foundation Outstanding Kiwanis Family Relations Award

Club Name: _____

Description

This award is designed to recognize and honor Circle K clubs that have participated in activities and events to enhance Kiwanis Family relations. Dedication need not be limited solely to the sponsoring Kiwanis club or sponsored clubs.

Guidelines

- Award must be hand delivered or postmarked by February 20th, 2012.
- All guidelines presented in the Club Awards Packet section are applicable.
- Use specific statements showing definite accomplishments, stating the exact participation by the club, such as “cooperated,” “aided,” “assisted,” etc, where applicable.
- In any area or question that does not apply to your club, please write “N/A” in the space provided.
- 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.
- An interclub is an event done with at least one other Kiwanis Family club. For an event to count as an interclub, a certain number of members must attend from each club -
 - a. At least two (2) members from a club of less than 20 dues-paid members
 - b. At least three (3) members from a club of 20-30 dues-paid members
 - c. At least four (4) members from a club of 31 or more dues-paid members
- Contact District Secretary, Jacqueline Zakaras , if you are not sure of the total membership of the Circle K club with whom you were interclubbing to ensure that the event in question qualifies. Contact the appropriate club presidents of other Kiwanis Family clubs with whom you were interclubbing.

Section A of this award will be scored by the applicant. See the “Scoring” column for reference on how to properly record your points and put down the total in the “Point Totals” column. Judges will double-check your scoring to ensure that your totals were recorded properly.

A. General Information (40 points possible)			Scoring	Point Total
I. Attendance			40 points possible	
1. Number of Kiwanis Family meetings your club has attended		#	1-3 meetings - 0 pts. 4-7 meetings - 5 pts. 8+ meetings - 10pts.	
2. Number of Kiwanis Family service projects your club has attended		#	1 project - 0 pts. 2-3 projects - 5 pts. 4+ projects - 10 pts.	
3. Number of Kiwanis Family interclubs your club has attended		#	1-4 interclubs - 0 pts. 5-8 interclubs - 5 pts. 9+ interclubs - 10pts.	
<i>Did your club participate in:</i>		Y	N	
1. Kiwanis One Day (April 10, 2011)?			If yes, 5 pts.	
2. Kiwanis Family Conference?			If yes, 5 pts.	
Total Points Section A				

Section B of this award will be scored by the Judges. Do NOT score this section of the award! Any unauthorized markings will lead to disqualification of this award.

B. Circle K Club Involvement (60 points possible)		Scoring	Point Total
I. The figures listed above cannot fully display the relations your club has made. Address at least three (3) of the following four (4) topics in responses of no more than 200 words each. Your responses should be attached as a separate document at the end of this form and properly labeled.		3 responses at 20 points maximum per, 60 total points possible	
1. Kiwanis Family Service Projects (List and briefly describe all Kiwanis Family service projects. Indicate the club's involvement and which members of the Kiwanis Family participated.)		<u>20 points possible</u> List and descriptions - 5 pts. Kiwanis Family participation - 5 pts. Club involvement - 10 pts.	
2. Key to College Program (Explain how the club implemented the program and the results of the program.)		<u>20 points possible</u> Program implementation - 10 pts. Program planning - 5 pts. Program results - 5 pts.	
3. Kiwanis Family Special Events, Conferences, and Conventions (Describe all special events organized for the purpose of promoting Kiwanis Family relations and the involvement of the club in each.)		<u>20 points possible</u> List and descriptions - 5 pts. Club involvement - 5 pts. Purpose and participation - 10 pts.	
4. Kiwanis Family Interclubs (List and briefly describe all interclubs [includes meeting attendance] with Kiwanis Family organizations other than Circle K. Indicate the level of involvement of the club.)		<u>20 points possible</u> List and descriptions - 5 pts. Kiwanis Family participation - 5 pts. Club involvement - 10 pts.	
Total Points Section B			

Outstanding Kiwanis Sponsorship Award

Club Name: _____

Sponsoring Kiwanis Club Name: _____

Description

This award is designed to recognize and honor sponsoring Kiwanis clubs that have provided exception support to its sponsored Circle K club.

Guidelines

- Award must be hand delivered or postmarked by February 20th, 2012.
- All guidelines presented in the Club Awards Packet section are applicable.
- Use specific statements showing definite accomplishments, stating the exact participation by the club, such as “cooperated,” “aided,” “assisted,” etc, where applicable.
- In any area or question that does not apply to your club, please write “N/A” in the space provided.
- Contributions that were made to sponsor only the activities of the 2011-2012 Circle K administrative year are to be considered (ex. a donation given in March for a project in May would be eligible).
- An interclub is an event done with at least one other Kiwanis Family club. For an event to count as an interclub, a certain number of members must attend from each club –
 - a. At least two (2) members from a club of less than 20 dues-paid members
 - b. At least three (3) members from a club of 20-30 dues-paid members
 - c. At least four (4) members from a club of 31 or more dues-paid members

Section A of this award will be scored by the applicant. See the “Scoring” column for reference on how to properly record your points and put down the total in the “Point Totals” column. Judges will double-check your scoring to ensure that your totals were recorded properly.

A. General Information (200 points possible)			Scoring	Point Total
I. Attendance			200 points possible	
1. Number of Kiwanis club meetings your club attended		#	5 pts. per at 25 pts, max.	
2. Number of Circle K meetings your Kiwanis attended		#	5 pts. per at 25 pts, max.	
3. Number of joint Kiwanis-Circle K meetings held (minimum of 4 members per club)		#	5 pts. per at 25 pts, max.	
4. Number of joint Kiwanis-Circle K board meetings held		#	5 pts. per at 25 pts, max.	
5. Number of joint Kiwanis-Circle K service projects held (minimum of 4 members per club)		#	5 pts. per at 25 pts, max.	
6. Number of joint Kiwanis-Circle K fundraisers held (minimum of 4 members per club)		#	5 pts. per at 25 pts, max.	
7. Number of joint Kiwanis-Circle K socials held (minimum of 4 members per club)		#	5 pts. per at 25 pts, max.	
Total Points Section A				

Section B of this award will be scored by the Judges. Do NOT score this section of the award! Any unauthorized markings will lead to disqualification of this award.

B. Involvement (160 points possible)	Scoring	Point Total
<p>I. The figures listed above cannot fully display the relations your sponsoring Kiwanis club has made. In an essay of no more than 500 words, please describe what makes your sponsoring Kiwanis club outstanding and how its involvement has enhanced your Circle K club's experience. Your responses should be attached as a separate document at the end of this form.</p>	<p><u>160 total points possible</u> Mentorship - 25 pts. Collaboration between boards of officers - 25 pts. Attendance, Programming, and Participation - 25 pts. Interclub/Event Implementation - 25 pts. Efforts for Unity - 25 pts. Financial Sponsorship - 15 pts. Above & Beyond - 20 pts.</p>	
Total Points Section B		

Ronald J. Weber Outstanding Kiwanis Advisor Award

Club Name: _____

Sponsoring Kiwanis Club Name: _____

Candidate's Name: _____

Description

This award is designed to recognize and honor Kiwanis advisors who have contributed the most to the betterment of Circle K. This is an award given on the basis of contributions over more than one year and, accordingly, is an award given for life and can only be awarded to a person once. The award may cover any contributions made by the candidate to Circle K with an emphasis on contributions made during the current Circle K administrative year.

Guidelines

- Award must be hand delivered or postmarked by February 20th, 2012.
- All guidelines presented in the Club Awards Packet section are applicable.
- Use specific statements showing definite accomplishments, stating the exact participation by the club, such as “cooperated,” “aided,” “assisted,” etc, where applicable.
- In any area or question that does not apply to your club, please write “N/A” in the space provided.

Section A of this award will be scored by the applicant. See the “Scoring” column for reference on how to properly record your points and put down the total in the “Point Totals” column. Judges will double-check your scoring to ensure that your totals were recorded properly.

A. General Information (240 points possible)			Scoring	Point Total
I. Attendance			240 points possible	
1. Percentage of Circle K club meetings attended		%	0-24% – 5 pts. 25-49% – 10 pts. 50-74% – 15 pts. 75-99% –20 pts. 100% – 25 pts.	
2. Number of service projects attended in 2011-2012 term			5 pts. per at 50 pts. max	
3. Number of socials attended in 2011-2012 term			5 pts. per at 25 pts. max	
4. Number of fundraisers attended in 2011-2012 term			5 pts. per at 25 pts. max	
5. Number of special events (ceremonies, banquets, etc) attended in 2011-2012 term			5 pts. per at 20 pts. max	
Did the advisor attend:	Y	N		
1. COTC 2011			If yes, 5 pts.	
2. Circle K International LSSP 2011			If yes, 10 pts.	
3. Circle K International ICON 2011			If yes, 10 pts.	
4. INSIGHT 2011			If yes, 5 pts.	
5. Winter Social 2012			If yes, 5 pts.	
6. DLSSP 2012			If yes, 5 pts.	
7. Kiwanis District Convention 2011			If yes, 10 pts.	
8. Holiday Embrace or Y'ALL Conference 2012			If yes, 10 pts.	
9. District Convention 2012			If yes, 15pts.	
10. Divisional Events (including PCMs)			5 pts. per at 20 pts. max	
Total Points Section A				

Section B of this award will be scored by the Judges. Do NOT score this section of the award! Any unauthorized markings will lead to disqualification of this award.

B. Involvement (60 points possible)	Scoring	Point Total
<p>I. The figures listed above cannot fully display the relations your Kiwanis advisor has made. In an essay of no more than 500 words, please describe what makes your Kiwanis advisor outstanding and how his/her involvement has enhanced your Circle K club's experience. Your responses should be attached as a separate document at the end of this form.</p>	<p><u>60 total points possible</u> Meeting participation - 10 pts. Event participation - 10 pts. Club leadership collaboration - 10 pts. Positive relationship promotion between Kiwanis and Circle K clubs - 10 pts. Kiwanis Family relationship education - 10 pts. Above & beyond - 10 pts.</p>	
Total Points Section B		

Bruce E. Marich Outstanding Faculty Advisor Award

Club Name: _____

Candidate's Name: _____

Description

This award is designed to recognize and honor faculty advisors who have contributed the most to the betterment of Circle K. This is an award given on the basis of contributions over more than one year and, accordingly, is an award given for life and can only be awarded to a person once. The award may cover any contributions made by the candidate to Circle K with an emphasis on contributions made during the current Circle K administrative year.

Guidelines

- All guidelines presented in the Club Awards Packet section are applicable.
- Use specific statements showing definite accomplishments, stating the exact participation by the club, such as “cooperated,” “aided,” “assisted,” etc, where applicable.
- In any area or question that does not apply to your club, please write “N/A” in the space provided.

Section A of this award will be scored by the applicant. See the “Scoring” column for reference on how to properly record your points and put down the total in the “Point Totals” column. Judges will double-check your scoring to ensure that your totals were recorded properly.

A. General Information (220 points possible)			Scoring	Point Total
I. Attendance			240 points possible	
1. Percentage of Circle K club meetings attended		%	0-24% - 5 pts. 25-49% - 10 pts. 50-74% - 15 pts. 75-99% - 20 pts. 100% - 25 pts.	
2. Number of service projects attended in 2011-2012 term			5 pts. per at 50 pts. max	
3. Number of socials attended in 2011-2012 term			5 pts. per at 25 pts. max	
4. Number of fundraisers attended in 2011-2012 term			5 pts. per at 25 pts. max	
5. Number of special events (ceremonies, banquets, etc) attended in 2011-2012 term			5 pts. per at 20 pts. max	
<i>Did the advisor attend:</i>	Y	N		
1. COTC 2011			If yes, 5 pts.	
2. Circle K International LSSP 2011			If yes, 10 pts.	
3. Circle K International ICON 2011			If yes, 10 pts.	
4. INSIGHT 2011			If yes, 5 pts.	
5. Winter Social 2012			If yes, 5 pts.	
6. DLSSP 2012			If yes, 5 pts.	
7. NJ District Convention 2012			If yes, 15pts.	
8. Divisional Events (including PCMs)			5 pts. per at 20 pts. max	
Total Points Section A				

Section B of this award will be scored by the Judges. Do NOT score this section of the award! Any unauthorized markings will lead to disqualification of this award.

B. Involvement (60 points possible)	Scoring	Point Total
<p>I. The figures listed above cannot fully display the relations your faculty advisor has made. In an essay of no more than 500 words, please describe what makes your faculty advisor outstanding and how his/her involvement has enhanced your Circle K club's experience. Your responses should be attached as a separate document at the end of this form.</p>	<p><u>60 total points possible</u> Meeting participation - 10 pts. Event participation - 10 pts. Club leadership collaboration - 10 pts. Positive relationship promotion between the campus and Circle K club - 10 pts. Campus relationship education - 10 pts. Above & beyond - 10 pts.</p>	
Total Points Section B		

Robert Hawthorne Distinguished Circle K Member Award

Club Name: _____

Candidate's Name: _____

Description

This award is designed to recognize and honor a club member who has contributed greatly to his/her Circle K club. This member's activities should exemplify the vision of Circle K International.

Guidelines

- Award must be hand delivered or postmarked by February 20th, 2012.
- All guidelines presented in the Club Awards Packet section are applicable.
- Use specific statements showing definite accomplishments, stating the exact participation by the club, such as "cooperated," "aided," "assisted," etc, where applicable.
- In any area or question that does not apply, please write "N/A" in the space provided.
- 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.
- A club may nominate one member for this award and the nominee cannot hold an elected office in Circle K.
- All nominees that receive 553 points out of the possible 650 points will be recognized as Outstanding Circle K Members. The highest scoring member will be the recipient of the award.
- The nominee must have complied with all aspects of the International, District and Club Bylaws and be in good standing. The home club must also be in good standing with the Carolinas District and Circle K International.

Qualifying Criteria

- Did the member pay dues by December 1? Yes No
- Did the club member meet or surpass his/her home club minimum membership requirements? Yes No
- Does the nominee hold an elected office in Circle K? Yes No

Section A of this award will be scored by the nominator. See the "Scoring" column for reference on how to properly record points and put down the total in the "Point Totals" column. Judges will double-check your scoring to ensure that your totals were recorded properly.

A. General Information (points possible)			Scoring	Point Total
I. Membership & Involvement			20 points possible	
<i>Is the member:</i>	Y	N		
1. A new member (2011 dues were first ever paid)?			If yes, 5 pts.	
2. A club committee chair?			If yes, 5 pts.	
3. A district (sub-) committee chair?			If yes, 5 pts.	
4. A member of an International or subregion committee?			If yes, 5 pts.	
II. Club Attendance			125 points possible	
1. Percentage of club meetings attended		%	0-79% - 0 pts. 80-89% - 10 pts. 90-99% - 20 pts. 100% - 30 pts.	
2. Number of club service projects attended		#	0-4 projects - 0 pts. 5-10 projects - 5 pts. 11-15 projects - 10 pts. 20+ projects - 15 pts.	
3. Percentage of club service projects attended		%	0-25% - 0 pts. 26-50% - 5 pts.	

			51-75% - 10 pts. 76-99% - 15pts. 100% - 20 pts.	
4. Number of club socials attended		#	0-1 socials - 0 pts. 2-4 socials - 5 pts. 5+ socials - 10 pts.	
5. Percentage of club socials attended		%	0-25% - 0 pts. 26-50% - 5 pts. 51-75% - 10 pts. 76-99% - 15pts. 100% - 20 pts.	
6. Number of club fundraisers attended		#	0-1 fundraisers - 0 pts. 2-4 fundraisers - 5 pts. 5+ fundraisers - 10 pts.	
7. Percentage of club fundraisers attended		%	0-25% - 0 pts. 26-50% - 5 pts. 51-75% - 10 pts. 76-99% - 15pts. 100% - 20 pts.	
III. Event Attendance			45 points possible	
<i>Did the member attend the following:</i>	Y	N		
1. Circle K International LSSP 2011			If yes, 5 points	
2. Circle K International ICON 2011			If yes, 5 points	
3. 2011 INSIGHT			If yes, 5 points	
4. 2012 Winter Social			If yes, 5 points	
5. 2012 DLSSP			If yes, 5 points	
6. 2011 COTC			If yes, 5 points	
7. Y'all Conference 2012 or Holiday Embrace 2012			If yes, 5 points	
8. NJ District Convention 2012			If yes, 5 points	
9. LTG-hosted Divisional Event(s)			If yes, 5 points	
IV. Service			250 points possible	
1. Number of service hours served		#	1 pt. per hour, maximum 250 pts.	
V. Kiwanis Family Involvement			60 points possible	
1. Number of Kiwanis meetings attended		#	0-1 meetings - 0 pts. 2-3 meetings - 5 pts. 4+ meetings - 10 pts.	
2. Number of Key Club meetings attended		#	0 meetings - 0 pts. 1-2 meetings - 5 pts. 3+ meetings - 10 pts.	
3. Number of other Kiwanis Family meetings attended (not including other Circle K clubs)		#	0 meetings - 0 pts. 1-2 meetings - 5 pts. 3+ meetings - 10 pts.	
4. Number of Kiwanis projects/events attended		#	0 events - 0 pts. 1-2 events - 5 pts. 3+ events - 10 pts.	
5. Number of Key Club projects/events attended		#	0 events - 0 pts. 1-2 events - 5 pts. 3+ events - 10 pts.	
6. Number of other Kiwanis Family projects/events		#	0 events - 0 pts.	

attended (not including other Circle K clubs)		1-2 events - 5 pts. 3+ events - 10 pts.	
Total Points Section A			

Section B of this award will be scored by the Judges. Do NOT score this section of the award! Any unauthorized markings will lead to disqualification of this award.

B. Letter of Recommendation (150 points possible)	Scoring	Point Total
<p>I. The figures listed above cannot fully display the contributions this member has made. In an essay of no more than 500 words written by the <u>club president</u>, please describe what makes this member outstanding and how his/her involvement has enhanced your Circle K club's experience. Your responses should be attached as a separate document at the end of this form.</p>	<p><u>150 total points possible</u> Club activities and meetings - 35 pts. District and International event participation - 25 pts. Participation in one particular project and how the member motivated others to participate - 30 pts. In being an active leader in the club - 30 pts. Promotion of fellowship among members - 30 pts.</p>	
Total Points Section B		

Ralph J. Gour Distinguished New Circle K Member Award

Club Name: _____

Candidate's Name: _____

Description

This award is designed to recognize and honor a new club member who has contributed greatly to his/her Circle K club. This member's activities should exemplify the vision of Circle K International.

Guidelines

- Award must be hand delivered or postmarked by February 20th, 2012.
- All guidelines presented in the Club Awards Packet section are applicable.
- Use specific statements showing definite accomplishments, stating the exact participation by the club, such as "cooperated," "aided," "assisted," etc, where applicable.
- In any area or question that does not apply, please write "N/A" in the space provided.
- 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.
- A club may nominate one member for this award and the nominee cannot hold an elected office in Circle K.
- All nominees that receive 553 points out of the possible 650 points will be recognized as Outstanding New Circle K Members. The highest scoring member will be the recipient of the award.
- The nominee must have complied with all aspects of the International, District and Club Bylaws and be in good standing. The home club must also be in good standing with the New Jersey District and Circle K International.

Qualifying Criteria

- Did the member pay dues by December 1? Yes No
- Did the club member meet or surpass his/her home club minimum membership requirements? Yes No
- Does the nominee hold an elected office in Circle K? Yes No

Section A of this award will be scored by the nominator. See the "Scoring" column for reference on how to properly record points and put down the total in the "Point Totals" column. Judges will double-check your scoring to ensure that your totals were recorded properly.

A. General Information (points possible)			Scoring	Point Total
I. Membership & Involvement			20 points possible	
<i>Is the member:</i>	Y	N		
5. A new member (2011 dues were first ever paid)?			If yes, 5 pts.	
6. A club committee chair?			If yes, 5 pts.	
7. A district (sub-) committee chair?			If yes, 5 pts.	
8. A member of an International or subregion committee?			If yes, 5 pts.	
II. Club Attendance			125 points possible	
8. Percentage of club meetings attended		%	0-79% - 0 pts. 80-89% - 10 pts. 90-99% - 20 pts. 100% - 30 pts.	
9. Number of club service projects attended		#	0-4 projects - 0 pts. 5-10 projects - 5 pts. 11-15 projects - 10 pts. 20+ projects - 15 pts.	
10. Percentage of club service projects attended		%	0-25% - 0 pts. 26-50% - 5 pts.	

			51-75% - 10 pts. 76-99% - 15pts. 100% - 20 pts.	
11. Number of club socials attended		#	0-1 socials - 0 pts. 2-4 socials - 5 pts. 5+ socials - 10 pts.	
12. Percentage of club socials attended		%	0-25% - 0 pts. 26-50% - 5 pts. 51-75% - 10 pts. 76-99% - 15pts. 100% - 20 pts.	
13. Number of club fundraisers attended		#	0-1 fundraisers - 0 pts. 2-4 fundraisers - 5 pts. 5+ fundraisers - 10 pts.	
14. Percentage of club fundraisers attended		%	0-25% - 0 pts. 26-50% - 5 pts. 51-75% - 10 pts. 76-99% - 15pts. 100% - 20 pts.	
III. Event Attendance			45 points possible	
<i>Did the member attend the following:</i>	Y	N		
1. Circle K International LSSP 2011			If yes, 5 points	
2. Circle K International ICON 2011			If yes, 5 points	
3. 2011 INSIGHT			If yes, 5 points	
4. 2011 COTC			If yes, 5 points	
5. 2012 Winter Social			If yes, 5 points	
6. 2012 DLSSP			If yes, 5 points	
7. Y'all Conference 2012 or Holiday Embrace 2012			If yes, 5 points	
8. NJ District Convention 2012			If yes, 5 points	
9. LTG-hosted Divisional Event(s)			If yes, 5 points	
IV. Service			250 points possible	
2. Number of service hours served		#	1 pt. per hour, maximum 250 pts.	
V. Kiwanis Family Involvement			60 points possible	
7. Number of Kiwanis meetings attended		#	0-1 meetings - 0 pts. 2-3 meetings - 5 pts. 4+ meetings - 10 pts.	
8. Number of Key Club meetings attended		#	0 meetings - 0 pts. 1-2 meetings - 5 pts. 3+ meetings - 10 pts.	
9. Number of other Kiwanis Family meetings attended (not including other Circle K clubs)		#	0 meetings - 0 pts. 1-2 meetings - 5 pts. 3+ meetings - 10 pts.	
10. Number of Kiwanis projects/events attended		#	0 events - 0 pts. 1-2 events - 5 pts. 3+ events - 10 pts.	
11. Number of Key Club projects/events attended		#	0 events - 0 pts. 1-2 events - 5 pts. 3+ events - 10 pts.	
12. Number of other Kiwanis Family projects/events		#	0 events - 0 pts.	

attended (not including other Circle K clubs)		1-2 events - 5 pts. 3+ events - 10 pts.	
Total Points Section A			

Section B of this award will be scored by the Judges. Do NOT score this section of the award! Any unauthorized markings will lead to disqualification of this award.

B. Letter of Recommendation (150 points possible)	Scoring	Point Total
<p>I. The figures listed above cannot fully display the contributions this member has made. In an essay of no more than 500 words written by the <u>club president</u>, please describe what makes this member outstanding and how his/her involvement has enhanced your Circle K club's experience. Your responses should be attached as a separate document at the end of this form.</p>	<p><u>150 total points possible</u> Club activities and meetings - 35 pts. District and International event participation - 25 pts. Participation in one particular project and how the member motivated others to participate - 30 pts. In being an active leader in the club - 30 pts. Promotion of fellowship among members - 30 pts.</p>	
Total Points Section B		

Oratorical Contest

Club Name: _____

Competitor's Name: _____

Description

This contest is designed to encourage Circle K members to share their attitudes, beliefs, and experiences regarding the organization through a prepared speech, develop public speaking skills, and provide inspiration.

Guidelines

- The competition will be held Saturday afternoon. The exact time and location will be announced during Opening Session on February 25, 2012. Judging will be open to the public.
- A club may submit more than one orator. Each orator requires a separate application form.
- The presentation must be original and completely developed by the orator, who must be a member in good standing according to the New Jersey District and Circle K International.
- Each orator will be allowed a maximum of seven (7) minutes for the presentation. No more than two (2) of the seven (7) minutes can be used for presenting quotations.
- Each orator must attach a complete manuscript of the oration, in English, to the end of this form.
- Each orator may use notes on index cards no larger than 5" x 7".
- The first place winner will present his/her oration during the awards ceremony on Saturday night. Second and third place winners will be recognized but will not present their orations.
- The topic of District Convention 2012 is **“The three levels of Circle K (club, district, and international) work together to better its members’ experiences. Explain how these three levels have helped you embrace the Circle K International motto of “Live to Serve, Love to Serve” in your everyday life.”**

This award will be scored by the Judges. Do NOT score this section of the award! Any unauthorized markings will lead to disqualification of this award.

Circle K Oratorical Contest (100 points possible)			Scoring	Point Total
I. Speech			75 points possible	
1.	Clarity of message and projection of idea		20 points possible	
2.	Organization		20 points possible	
3.	Originality		10 points possible	
4.	Depth		10 points possible	
5.	Grammar and word choice		10 points possible	
6.	Answers prompt		5 points possible	
II. Delivery			25 points possible	
1.	Posture (composure, gestures, etc)		10 points possible	
2.	Voice (tone, effectiveness, pronunciation, volume, etc)		10 points possible	
3.	Attention of Audience		5 points possible	
Total Points				

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, 2011 to December 31, 2011. A service hour is defined as 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. Preparation and travel time for service projects are counted as service hours.

A service project is a voluntary act by 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.

Selection

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 CKI district convention. Recipients also will be recognized each year at Circle K International convention.

This award must be either emailed to NJCKICater@att.net, along with a mailed signatures sheet to District Administrator Bill Cater OR completely mailed to and received by District Administrator Bill Cater.

ALL PARTS MUST BE RECEIVED BY February 1st, 2012. There will be NO EXCEPTIONS.

If you are mailing this award, it must be mailed to: Bill Cater, NJCKI Administrator;

ATTN: District Awards; 34 West Grover Street, Flanders NJ 07836

Service Recognition Award Application

Name of Nominee: _____

Address: _____

Telephone _____

Email _____

CKI club of: _____

Applications must be received by the CKI district administrator by **February 1st, 2012**. 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: CKI 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 CKI club.

Eligibility Verification (Nominator to complete)

Is the nominee a CKI 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, 2011 to December 31, 2011? 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 _____

Circle K International Society of Distinguished Collegians

Since the first CKI club was established in 1947, members of the organization have risen to the challenge of becoming involved in both their campuses and communities by serving others. In the process, members have experienced tremendous personal growth and satisfaction. The Society of Distinguished Collegians was established to recognize those members of Circle K International who strive for excellence in academics, service to campus and community, and commitment to the local club.

Eligibility

To qualify for consideration for induction into the Society of Distinguished Collegians, 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 for at least one full academic year.
2. Individual must be a member of a club in good standing with Circle K International and the district.
3. Individual must have completed the minimum membership requirements established by the home club each year of membership.
4. Individual must have attended at least 80 percent of home club meetings throughout his or her membership. (Note: Attendance at other Kiwanis-family meetings may be substituted for up to 20 percent of this requirement.)
5. Individual must have participated in at least 60 percent of home club service and fund-raising projects throughout his or her membership. (Note: Attendance at other Kiwanis-family service and fund-raising projects may be substituted for up to 20 percent of the requirement.)
6. Individual must have completed 250 hours of service* during their tenure as members in their home club. A service hour is defined as 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. Preparation and travel time for service projects are counted as service hours.
7. Individual must have the equivalent of the grade point average of 3.0 on a 4.0 scale, "B," or 80 percent.

Selection

Each district is responsible for establishing an impartial committee for the sole purpose of selecting members for induction into the society. A district is entitled to induct up to 2 percent of its total membership into the society on an annual basis. Induction into the society is permanent, and those not selected for membership may reapply.

Recognition

Each inductee receives a special membership pin and certificate of recognition. New members are inducted and receive these awards at the annual district convention. Additionally, members of the Society are recognized each year at the Circle K International convention and listed in an issue of CIRCLE K magazine.

This award must be either emailed to NJCKICATER@att.net, along with the according **mailed signatures** to District Administrator Bill Cater OR completely mailed to and received by District Administrator Bill Cater. **ALL PARTS MUST BE RECEIVED BY February 1st, 2012. There will be NO EXCEPTIONS.**

If you are mailing this award, it must be mailed to: Bill Cater, NJCKI Administrator; ATTN: District Awards; 34 West Grover Street, Flanders NJ 07836

Society for Distinguished Collegians Application

Name of Nominee _____

Address of Nominee _____

Telephone _____

Email _____

CKI Club of _____

The nominator must be a member of the Kiwanis family or a Circle K club faculty advisor. Applications must be received by the CKI district administrator by **February 1, 2012**. This application and eligibility verification form must be accompanied by the following items:

1. Three letters of reference stating specifically how the accomplishments of the nominee make him or her eligible for membership in the Society of Distinguished Collegians. There must be one letter from three of the four categories: CKI member, Kiwanis member, school administrator, or a general character reference such as a professor or employer.
2. A general, two-page, typed, double-spaced statement of why the nominee is a leader of outstanding quality. This requirement is to be completed by the nominator.
3. A list of other activities, including leadership positions and accomplishments in these activities.

Eligibility Verification (Nominator to complete)

Has nominee been a CKI member in good standing for at least one full academic year? Yes No

Is nominee's cumulative grade point average equivalent to at least a 3.0 on a 4.0 scale ("B" or 80 percent)? Yes No

Has nominee completed the minimum membership requirements set by the home club during each year of membership? Yes No

Has nominee attended at least 80 percent of home club meetings throughout his/her membership? Yes No

Has nominee performed at least 250 hours of service throughout his/her membership? Yes No

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

Nominee _____

Date _____

Nominator _____

Date _____

School Registrar (for GPA verification) _____

Date _____

Robert J. Mascenik Most Service Hours by a Single Member

Club Name: _____

Name: _____

Description

- Award must be hand delivered or postmarked by February 20th, 2012.

This award will be given to a Circle K member who has quantitatively performed the largest amount of service hours throughout the service year based upon their recorded hours and signature for a club executive board member.

1. Number of hours volunteered by member _____ hrs.
2. Please provide written proof of service hours verified by the club secretary.
3. Please provide a brief description of your service activities and experiences (no more than 250 words).

International Service and Awareness Award

Club Name: _____

Name: _____

This award will be given to a club who extends their initiative above and beyond the required outreach and exhibits commitment to benefiting international service projects and organizations in the areas of advocating, fundraising, and service.

- Award must be hand delivered or postmarked by February 20th, 2012.

1. Briefly describe your experience and how it has increased your understanding of Circle K as an international organization and its potential to serve the global community. (500 words)
2. Include a letter of recommendation preferably from someone who was also involved in the program or project.
3. Please include any other information you feel is relevant i.e. a brochure describing the organization, a newspaper article covering the issue etc.

CARTHAGE PULLMAN SOCIETY INDUCTION OPPORTUNITY

In honor of Carthage College, the campus where Circle K began, and the Pullman, Washington Kiwanis club, which helped build the concept of a campus service club, the Circle K International Board of Trustees created the Carthage-Pullman Society.

Each year the New Jersey District Board inducts one new member into the society. New Carthage-Pullman Society members receive a medallion hanging from a blue and white ribbon, a lapel pin, and a recognition plaque.

Prospective members of the society wishing to be chosen by the New Jersey District Board of Trustees must be nominated.

Each nominee's packet must include the nominator's letter along with two to three additional letters of recommendation from individuals knowing the nominee's background in Service, Leadership, and Fellowship. Nominators must submit the letters to **in a folder, with single sided 8.5' by 11' white paper.**

All packets must be sent to:

**Jen Hsieh, Governor
New Jersey District Circle K
9 Danberry Lane
Bridgewater, NJ 08807**

All packets must be postmarked by February 1st, 2012.

For more information on the Tomorrow Fund and the Carthage Pullman Society please visit www.circlek.org. If you are interested in honoring someone at convention with an induction into the Carthage Pullman Society- please contact Governor Jen.



Club Fellowship Award

Identification:

- Circle K Club:
- Division:
- Email Address:
- Mailing Address:

Nomination and Certification:

We, the undersigned, hereby nominate the above named club for the Club Fellowship Award by submitting this completed award entry. We certify that all work done on this report is correct and was performed by official Circle K members. Our signatures certify that we are familiar with the contents of this report and with the rules governing.

(Please sign this on the hard copy of the application.)

Club President Date

Club Secretary Date

Club Fellowship Award

- 1.) When did the fellowship event take place? Date: _____
- 2.) Where did the fellowship event take place? Place: _____
- 3.) How many members were present? _____ members
- 4.) How long was the event? _____ minutes / hours
- 5.) Who organized the event? Name: _____

Please answer the following:

- 1.) What service projects were done during this fellowship event?
- 2.) What fellowship activities were offered?
- 3.) One to two paragraphs from a general member who attended the event commenting on how it went.
(Letter should be sealed in an envelope with member's name written on the opening of the envelope)

Applications must be postmarked by:

Monday, February 20th, 2012

And sent to:

Jen Hsieh

9 Danberry Lane

Bridgewater, NJ 08807