**Interclub Award**

**HELLO NEW JERSEY CKI,**

Every year, the New Jersey District of Circle K International gathers for the Annual District Convention. At convention, we recognize and honor the success of our membership throughout the service year. All the necessary information required to apply for awards are listed in this packet. Please read through all guidelines thoroughly to ensure that your club is properly recognized for its achievements! The club and all reported members must have complied with all aspects of the International, District and Club Bylaws. Only dues-paid members and clubs that have paid their district and international dues are eligible to receive the award.

 Unless otherwise indicated, the eligible period for all reported accomplishments is from April 1, 2019, to January 24, 2020. **THIS AWARD IS DUE TO THE CONVENTION REGISTRATION DESK PRIOR TO OPENING SESSION**. All awards are to be submitted via “Google Forms” with the relevant PDF attachments. All information must be accurate. If you would like special consideration for any of the criteria, please include a letter of explanation signed by your Kiwanis or Faculty Advisor, and place it in front of your PDF submission. Club Awards should be completed using information from District Monthly Reports (MRFs), club minutes, and other club records. Please be sure to read all special directions on the forms that require for earlier due dates (Pre-Judged Awards) or alternative recipients.

**MERGE PDF:** https://smallpdf.com/merge-pdf

**COMPRESS PDF:** https://smallpdf.com/compress-pdf

For Club Officers, Committee Chairs, and Committee Members, the application is the same for “Distinguished” and “Outstanding”. Those who meet and/or excel in the qualifying criteria will be awarded OUTSTANDING. The individual who receives the most points out of all the applicants in his/her category will be awarded DISTINGUISHED. Tiered Club Awards are based on the number of dues-paid members in the club. The DIAMOND TIER applies to clubs with more than 25 dues-paid members dues-paid members. The SAPPHIRE TIER applies to clubs with 25 or less dues-paid members dues-paid members. the application is the same for “Diamond” and “Sapphire”.

 Please only submit ONE application per Google Form; if you are applying to more than one award, you may submit more than one Google Form. All supplementary documents must be submitted as a COMPRESSED PDF < https://smallpdf.com/compress-pdf > . Before submitting the Google Form, make sure that you have completed and uploaded the Verification Waiver and that all letter(s) of recommendation (if applicable) are uploaded — electronic signatures are preferred — Decisions are final and no changes or re-calculations will take place after the results have been certified.

**NO LATE AWARDS WILL BE ACCEPTED FOR JUDGING**

**BE SURE TO SAVE A COPY FOR YOUR RECORDS.**

**APPLICATIONS WILL NOT BE RETURNED.**

**FALSIFICATION WILL RESULT IN IMMEDIATE DISQUALIFICATION!**

Club Name:



**Award Description and Guidelines:**

* 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]**
* An interclub is an event done with at least one other Circle K club. For an event to count as an interclub, at least two (2) members from one club must attend an event with at least two (2) members of another Circle K Club.
* Contact District Treasurer, Haylie Hennigan (hayliehennigan.cki@gmail.com), 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.
* Award is due at the Convention Registration Desk prior to the Opening Session.

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 Total” 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** | Each event is worth 10 |  |  |  |
| **a separate document at the end of this form.** | pts. Each additional |  |  |  |
|  |  |  | member from your |  |  |  |
|  | 1. Date of event: | club over the minimum |  |  |  |
|  | Clubs involved (list all clubs): | requirement is worth 1 |  |  |  |
|  | Total # of members that attended (from each | pt. |  |  |  |
|  | club): |  |  |  |  |  |  |
|  | Type of event: |  |  |  |  |  |  |
|  | Brief description of event (25 words max): |  |  |  |  |  |  |
|  |  |  |  | **Total Points** |  |  |  |  |

*© 2019 New Jersey District Circle K International*