**Morris Silver Distinguished Single Service Project 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 BY** **JANUARY 24, 2020 at 11:59 p.m. EST**. 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:** Only one service project may be entered by each club.

* All projects that accumulate a total of at least 400 out of the 500 possible points will be recognized as Outstanding, with the highest scoring project being recognized as Distinguished.
* 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.

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| **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** |  |
| *Percentage of membership involved:* |  |  |  |  |
| 1. Planned |  | **%** | 0-25% – 5 pts.26-50% – 10 pts.51-75% -– 15 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. |  |
| *Service hours involved in:* |  |  |  |  |
| 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** |  |  |  |  |

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|  | **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.) |  |  | 40 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** |  |  |  |  |

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|  | **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** |  |  |  |  |