**New Jersey Kiwanis Foundation Outstanding Kiwanis Family Relations 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:**

* 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.
* 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, at least two (2) members from one club must attend an event with at least two (2) members from another club.

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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 Total” 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 |  |  | 1-2 meetings – 2 pts. |  |  |  |
| # |  | 3-5 meetings – 5 pts. |  |  |  |
|  | club has attended |  |  |  |  |  |
|  |  |  |  | 6+ meetings – 10 pts. |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 2. Number of Kiwanis Family service |  |  |  | 1 project – 2 pts. |  |  |  |
|  | # |  | 32-3 projects – 5 pts. |  |  |  |
|  | projects your club has attended |  |  |  |  |  |
|  |  |  |  | 4+ projects – 10 pts. |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 3. Number of Kiwanis Family interclubs your |  |  | 1-2 interclubs – 2 pts. |  |  |  |
| # |  | 3-6 interclubs – 5 pts. |  |  |  |
|  | club has attended |  |  |  |  |  |
|  |  |  |  | 7+ interclubs – 10pts. |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *Did your club participate in:* |  | **YES** |  | **NO** |  |  |  |  |  |  |
| 1. Kiwanis One Day? |  |  |  |  | If, yes 10 pts. |  |  |  |
|  |  |  |  |  |  | **Total Points for Section A** |  |  |  |  |

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

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

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