**Robert Hawthorne Distinguished New Member 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:



Name:



**Award Description and Guidelines:**

* 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 **480** points out of the possible **600** 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 New Jersey District and Circle K International.
* All materials covered in this PDF should be from April 1, 2019 through January 24, 2020.

**Qualifying Criteria**

Did the member pay dues by December 1st?

Did the member meet or surpass his or her home club minimum membership requirements?

|  |  |  |  |
| --- | --- | --- | --- |
| \_\_\_ | **YES** | \_\_\_ | **NO** |
| \_\_\_ | **YES** | \_\_\_ | **NO** |

The following individuals certify that all information included with this application is factually correct

|  |  |  |
| --- | --- | --- |
| Signed: |  | Date: |
|  | *2019-2020 Club President* |  |
| Signed: |  | Date: |
|  | *2019-2020 Club Faculty Advisor* |  |



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| **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** | **Points Total** |
| **Membership & Involvement** | **15 points possible** |  |
| *Is the member:* | **Y** | **N** |  |  |
| A club committee chair or on a club committee? |  |  | If yes, 5 pts. |  |
| A district committee chair or on a district committee? |  |  | If yes, 5 pts. |  |
| A member of an international committee? |  |  | If yes, 5 pts. |  |
| **Club Attendance** |  |  | **100 points possible** |  |
| Percentage of club meetings attended |  | **%** | 0-69% - 5 pts.70-79%- 10 pts.80-89% - 15 pts.90-99%-20 pts.100% - 25 pts. |  |
| Percentage of club service projects attended |  | **%** | 0-25% - 5 pts.26-50% - 10 pts.51-75% - 15 pts.76-99% - 20 pts.100% - 25 pts. |  |
| Percentage of club socials attended |  | **%** | 0-25% - 5 pts.26-50% - 10 pts.51-75% - 15 pts.76-99% - 20 pts.100% - 25 pts. |  |
| Percentage of club fundraisers attended |  | **%** | 0-25% - 5 pts.26-50% - 10 pts.51-75% - 15 pts.76-99% - 20 pts. 100%- 25 pts. |  |
| **Event Attendance** |  |  | **25 points possible** |  |
| *Did the member attend the following:* | **Y** | **N** |  |  |
| Circle  K International LSSP 2019 |  |  | If yes, 5 points |  |
| Circle K International ICON 2019 |  |  | If yes, 5 points |  |
| 2019 INSIGHT |  |  | If yes, 5 points |  |
| Club Rally 2019 |  |  | If yes, 5 points |  |
| NJ District Convention 2019 |  |  | If yes, 5 points |  |
| **Service** |  |  | **250 points possible** |  |
| Number of service hours performed |  | # | 1 pt. per hour, maximum of 250 pts. |  |
| **Kiwanis Family Involvement** |  |  | **60 points possible** |  |
| Number of Kiwanis meetings attended |  | # | 1-3 meetings – 5 pts.4+ meetings – 10 pts. |  |
| Number of Key Club meetings attended |  | # | 1-3 meetings – 5 pts.4+ meetings – 10 pts. |  |
| Number of other Kiwanis Family meetings attended (not including other Circle K clubs) |  | # | 1-3 meetings – 5 pts.4+ meetings – 10 pts. |  |
| Number of Kiwanis projects/events attended |  | # | 1-2 events – 5 pts.3+ events – 10 pts. |  |
| Number of Key Club projects/events attended |  | # | 1-2 events – 5 pts.3+ events – 10 pts. |  |
| Number of other Kiwanis Family projects/events attended (not including other Circle K clubs) |  | # | 1-2 events – 5 pts.3+ events – 10 pts. |  |
| **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. Letter of Recommendation (150 points possible)** | **Scoring** | **Point Total** |
| **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 club president, 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.** | **150 total points possible** 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. |  |
| **Total Points Section B** |  |  |