**William Paterson Outstanding Club Achievement 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 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.
* All clubs that receive 420 points out of the possible 525 points will be recognized as Outstanding Clubs. The highest scoring club will be recognized as Distinguished Club.
* 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]**

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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. Circle K Club Administration *(715 points possible)*** |  |  | **Scoring** |  |  | **Point Total** |  |
|  |  |  |  |  |  |
| **I. Club Meetings** |  |  |  |  |  | **70 points possible** |  |  |  |
|  |  |  |  |  |  |  |  | 0-6 meetings – 5 pts. |  |  |  |
| 1. | # of general body meetings held from | # |  | 7-12 meetings – 10 |  |  |  |
|  |  | 4/1/2019 to 1/24/2020 |  |  |  |  | pts. |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | 13+ meetings – 20 pts. |  |  |  |
| 2. | # of board meetings held from 4/1/2019 |  |  | 0-4 meetings – 5 pts. |  |  |  |
| # |  | 5-8 meetings – 10 pts. |  |  |  |
|  |  | to 1/24/2020 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | 9+ meetings – 20 pts. |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 3. | # of meetings that were attended by a | # |  | 1 point per meeting, |  |  |  |
|  |  | faculty advisor |  |  |  |  | 5 pts. maximum |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 4. | # of meetings that were attended by a | # |  | 1 point per meeting, |  |  |  |
|  |  | Kiwanis advisor |  |  |  |  | 5 pts. maximum |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 5. | # of special meetings (guest speaker, | # |  | 1 point per meeting, |  |  |  |
|  |  | program, banquet, ceremony, etc.) |  | 5 pts. maximum |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 7. | Average general body meeting |  |  |  |  |  | 0-39% – 5 pts. |  |  |  |
|  |  | attendance as a percentage of dues- | % |  | 40-59% – 5 pts. |  |  |  |
|  |  | paid membership (rounded to nearest |  | 60-79% – 10 pts. |  |  |  |
|  |  |  |  |  |  |  |
|  |  | whole number) |  |  |  |  |  | 80+% – 15 pts. |  |  |  |
| **II. Club Communications and General** |  |  | **35 points possible** |  |  |  |
| **Materials** |  |  |  |  |  |  |  |  |  |  |  |
| *Did your club have the following:* |  | **YES** |  | **NO** |  |  |  |  |  |  |  |
| 1. | Club Newsletter (minimum of |  |  |  |  |  | If, yes 5 pts. |  |  |  |
|  |  | 2)? |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. | Club Meeting Agenda? |  |  |  |  |  | If, yes 5 pts. |  |  |  |
| 3. | Club Banner? |  |  |  |  |  | If, yes 5 pts. |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. | Club Bell? |  |  |  |  |  | If, yes 5 pts. |  |  |  |
| 5. | Club Scrapbook? |  |  |  |  |  | If, yes 5 pts. |  |  |  |
| 6. | Up-to-date Club Bylaws |  |  |  |  |  | If yes with attachment, |  |  |  |
|  |  | (attach at the end of this |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | 10 pts. |  |  |  |
|  |  | form)? |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **III. Club Reports and Public Relations** |  |  |  | **20 points possible** |  |
| *Were articles and/or ads from your* |  | **YES** |  |  | **NO** |  |  |  |
| *club membership:* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. | Submitted to the District |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | Bulletin Editor? |  |  |  |  |  |  |  |  |
| 2. | Published in the District |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | Bulletin? |  |  |  |  |  |  |  |  |
| 5. | Submitted to the campus |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | newspaper? |  |  |  |  |  |  |  |  |
| 6. | Published to the campus |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | newspaper? |  |  |  |  |  |  |  |  |
| **IV. Club Dues Payment** |  |  |  |  |  |  | **20 points possible** |  |
| *Was your club considered an* |  | **YES** |  |  | **NO** |  |  |  |
| *“active club” by:* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. | November 1st, 2019 (early bird |  |  |  |  |  |  | If, yes 20 pts. |  |
|  | dues)? |  |  |  |  |  |  |  |  |
| 2. | December 1, 2019(on-time |  |  |  |  |  |  | If, yes 10 pts. |  |
|  | dues)? |  |  |  |  |  |  |  |  |
| **V. Events Involvement** |  |  |  |  |  |  | **25 points possible** |  |
| *Did your club participate in the* |  | **YES** |  |  | **NO** |  |  |  |
| *following:* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. | Lieutenant Governor (LTG) |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | hosted Divisional Event(s) |  |  |  |  |  |  |  |  |
| 3. | International Convention |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | (CKIx) 2019 |  |  |  |  |  |  |  |  |
| 5. | New Jersey District “INSIGHT” |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | 2019 |  |  |  |  |  |  |  |  |
| 7. | New Kersey Kiwanis Family |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | Picnic 2019 |  |  |  |  |  |  |  |  |
| 8. | New Jersey District Convention |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | 2019 |  |  |  |  |  |  |  |  |

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| **VI. Club Membership** |  |  |  |  |  | **70 points possible** |  |
| *Education and Development* |  | **YES** |  |  | **NO** |  |  |  |
| *Programs* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Did the club provide a special |  |  |  |  |  |  | If, yes 10 pts. |  |
| program for new member |  |  |  |  |  |  |  |  |
| inductions, including a |  |  |  |  |  |  |  |  |
| ceremony and pin |  |  |  |  |  |  |  |  |
| 2. Did the club provide a formal |  |  |  |  |  |  | If, yes 10 pts. |  |
| program for member |  |  |  |  |  |  |  |  |
| orientation and education, |  |  |  |  |  |  |  |  |
| including new member |  |  |  |  |  |  |  |  |
| handbooks and other |  |  |  |  |  |  |  |  |
| resources? |  |  |  |  |  |  |  |  |
| *Membership Activities* |  |  |  |  |  |  |  |
| 1. How many club-hosted social activities |  |  |  | 1 -3 events – 5 pts. |  |
| were held? |  |  | # |  |  | 4-7 events – 10 pts. |  |
|  |  |  |  |  |  |  | 8+ events – 15 pts. |  |
| 2. How many joint meetings and interclubs |  |  |  | 1 -5 meetings – 5 pts. |  |
| were held with other Circle K clubs? | # |  |  | 6-10 meetings – 10 pts. |  |
|  |  |  |  |  |  |  | 11+ meetings – 15 pts. |  |
| *Membership Growth* |  |  |  |  |  |  |  |
| 1. What is the % increase in the number of |  |  |  | Negative % – 0 pts. |  |
| dues-paid members over the previous |  |  |  | 0% – 5 pts. |  |
| year? (Subtract the current number from |  |  |  | 1-25% – 10 pts. |  |
| last year’s number and divide the |  |  | % |  |  | 26-50% – 15 pts. |  |
| difference by last year’s number. |  |  |  |  |  | 51+% – 20 pts. |  |
| Multiply that value by 100 and round to |  |  |  |  |  |
| nearest whole number) |  |  |  |  |  |  |  |

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| **VII. Leadership Development** |  |  |  |  |  |  | **55 points possible** |  |
| 1. How many officers & committee chairs |  |  |  | 0-1 attendees – 0 pts. |  |
| attended the Club Officer Training |  |  |  | # |  |  | 2-3 attendees – 5 pts. |  |
| Conference (COTC) 2019? (Do not |  |  |  |  |  | 4+ attendees – 10pts. |  |
|  |  |  |  |  |  |  |
| include elected District Board members) |  |  |  |  |  |
|  |  |  | **YES** |  |  |  | **NO** |  |  |  |
| 3. How many voting delegates |  |  |  |  |  |  |  | 0 delegates – 0 pts. |  |
| attended the 2019 Circle K |  |  |  |  |  |  |  | 1 delegate – 5 pts. |  |
| International Convention |  |  |  |  |  |  |  | 2 delegates – 10 pts. |  |
| (CKIx19)? |  |  |  |  |  |  |  |  |  |
| *4. Were the following committees* |  | **YES** |  |  |  | **NO** |  |  |  |
| *active this term:* |  |  |  |  |  |  |  |  |  |
| a. | Service Committee? |  |  |  |  |  |  |  | If, yes 5 pts. |  |
| b. | Public Relations |  |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | Committee? |  |  |  |  |  |  |  |  |  |
| c. | Kiwanis Family Relations |  |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | Committee? |  |  |  |  |  |  |  |  |  |
| d. | Social Committee? |  |  |  |  |  |  |  | If, yes 5 pts. |  |
| e. | Membership Development |  |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | & Education Committee? |  |  |  |  |  |  |  |  |  |
| 5. How many additional committees | does |  |  |  | 1-2 committees – 5 pts. |  |
| the club have? |  |  |  |  |  |  | 3-5 committees – 10 |  |
|  |  |  |  |  |  | # |  |  | pts. |  |

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| **VIII. Kiwanis Family Involvement** |  |  |  |  |  | **70 points possible** |  |
| 1. How many Circle K meetings have |  |  |  |  |  | 1-2 meetings – 5 pts. |  |
| Kiwanis members attended (not |  |  | # |  |  | 3-5 meetings – 10 pts. |  |
| including advisors)? |  |  |  |  |  |  |  |
| 2. How many Kiwanis club meetings have |  |  |  | 1-2 meetings – 5 pts. |  |
| your club members attended? |  |  | # |  |  | 3-5 meetings – 10 pts. |  |
|  |  |  |  |  |  |  |  |
| 3. How many joint service projects has your |  |  |  | 1-2 projects – 5 pts. |  |
| club conducted with your sponsoring | # |  |  | 3-4 projects – 10 pts. |  |
| Kiwanis club? |  |  |  |  |  | 5+ projects – 15 pts. |  |
| 4. How many K-Kids, Key Club, Builders |  |  |  | 1-2 meetings – 5 pts. |  |
| Club, or Aktion Club meetings have your | # |  |  | 3-4 meetings – 10 pts. |  |
| club members attended? |  |  |  |  |  | 5+ meetings – 15 pts. |  |
| *5. Has your club:* |  | **YES** |  |  | **NO** |  |  |  |
| b. | Presented a program at a |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | K-Kids, Key Club, Builders |  |  |  |  |  |  |  |  |
|  | Club, Aktion Club, or |  |  |  |  |  |  |  |  |
|  | Kiwanis (other than your |  |  |  |  |  |  |  |  |
|  | sponsoring one) meeting? |  |  |  |  |  |  |  |  |
| c. | Conducted a service |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | project with K-Kids, Key |  |  |  |  |  |  |  |  |
|  | Club, Builders Club, Aktion |  |  |  |  |  |  |  |  |
|  | Club, or Kiwanis Club |  |  |  |  |  |  |  |  |
|  | (other than your sponsoring |  |  |  |  |  |  |  |  |
|  | one)? |  |  |  |  |  |  |  |  |
| d. | Conducted an interclub |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | with K-Kids, Key Club, |  |  |  |  |  |  |  |  |
|  | Builders Club, Aktion Club, |  |  |  |  |  |  |  |  |
|  | or Kiwanis Club (other than |  |  |  |  |  |  |  |  |
|  | your sponsoring one)? |  |  |  |  |  |  |  |  |
| f. | Participated in Kiwanis One |  |  |  |  |  |  | If, yes 5 pts. |  |
|  | Day |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IX. Service Projects** |  |  |  |  |  |  |  | **50 points possible** |  |
| 1. How many service hours did your club |  |  |  | 0-250 hours – 5 pts. |  |
|  | members report? |  |  |  |  | # |  |  | 250-500 hours – 10 pts. |  |
|  |  |  |  |  |  |  |  |  |  | 500-750 hours – 15 pts. |  |
|  |  |  |  |  |  |  |  |  |  |  | 750-1,000 hours – 20 pts. |  |
|  |  |  |  |  |  |  |  |  |  |  | 1,000+ hours – 25 pts. |  |
| 3. What is the average number of service |  |  |  | 0-9 hours – 0 pts. |  |
|  | hours each member completed? |  |  |  |  |  | 10-19 hours – 5 pts. |  |
|  | (Divide the total service hours by |  |  | # |  |  | 20-24 hours – 10 pts. |  |
|  |  |  |  |  | 25-29 hours – 15 pts. |  |
|  | number of members.) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | 30-34 hours – 20 pts. |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | 35+ hours – 25 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 *(150 points possible)*** |  |  | **Scoring** |  |  |  | **Point Total** |  |
|  |  |  |  |  |  |  |
| **I. Service** |  | **50 points possible** |  |  |  |  |
| 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. |  |  |  |  |  |  |  |  |  |  |
| 2. Give a description of the best service project to |  | 10 points possible |  |  |  |  |
|  | the campus. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 3. Give a description of the best service project to |  | 10 points possible |  |  |  |  |
|  | the community. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 4. Give a description of the best joint service project |  | 10 points possible |  |  |  |  |
|  | held with your sponsoring Kiwanis Club. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 5. Give a description of the best joint service project |  |  |  |  |  |  |  |  |  |  |
|  | held with any member of the Kiwanis Family other |  | 10 points possible |  |  |  |  |
|  | than the sponsoring Kiwanis Club. (May include |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | other Circle K clubs) |  |  |  |  |  |  |  |  |  |  |
| 6. Give a description of the best joint service project |  |  |  |  |  |  |  |  |  |  |
|  | held with any organization, club, or society on |  | 10 points possible |  |  |  |  |
|  | campus. |  |  |  |  |  |  |  |  |  |  |
| **II. Leadership** |  | **20 points possible** |  |  |  |  |  |  |  |
| Explain how the club developed the leadership potential of its |  | Leadership potential of its |  |  |  |  |
|  | members – 5 pts. Leadership |  |  |  |  |
| members and club officers and how the club provided leadership |  |  |  |  |  |
|  | potential of its officers – 5 pts. |  |  |  |  |
| opportunities for Circle K members on campus and in the |  | Opportunities on campus – 5 pts. |  |  |  |  |
| community. Please limit your response to 200 words total. Your |  | Opportunities in community – 5pts. |  |  |  |  |
| response should be attached as a separate document at the end |  |  |  |  |  |  |  |  |  |  |
| of this form with proper labeling. |  |  |  |  |  |  |  |  |  |  |
| **III. Fellowship** |  | **20 points possible** |  |  |  |  |  |  |
| Describe how the club promoted fellowship among its members |  | Fellowship among members – |  |  |  |  |
|  | 15 pts. |  |  |  |  |
| and other Kiwanis Family members. Please limit your response to 200 |  |  |  |  |  |
|  | Fellowship among Kiwanis |  |  |  |  |
| words total. Your response should be attached as a separate |  |  |  |  |  |
|  | Family members – 5 pts. |  |  |  |  |
| document at the end of this form with proper labeling. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **IV. Kiwanis Family Relations** |  | **20 points possible** |  |  |  |  |  |
| Describe how the club promoted positive Kiwanis Family relations. |  | Kiwanis Family events |  |  |  |  |
| Be sure to describe any Kiwanis Family |  |  – 10 pts. |  |  |  |  |
|  |  |  |  |  |  |
| events (meetings included) attended. Please limit your response to |  |  |  |  |  |
|  |  |  |  |  |  |
| 200 words total. Your response should be attached as a separate |  |  |  |  |  |
|  | Education to members – 10 points |  |  |  |  |
| document at the end of this form with proper labeling. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Total Points for Section B** |  |  |  |  |  |
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