

50TH ANNUAL

NEW ENGLAND DISTRICT
CIRCLE K CONVENTION

FEBRUARY 26-FEBRUARY 28, 2010
CONCORD, NH

CLUB ACHIEVEMENT AWARD

The achievement award recognizes those clubs that work hard throughout the year in promoting the ideals of Circle K International. The award is divided into eight categories in which a club will be judged upon.

Rules Governing the Club Achievement Award:

1. Each club in good standing within the New England District of Circle K International is eligible for the Club Achievement Award.
2. Each club shall type all answers in 12 point font, Times New Roman with standard 1" margins, using this standard form for submission.
3. The submission shall include all club activities that occur between the previous and current District Conventions.
4. The following rules apply to this contest:
 - a. Use specific statements showing definite accomplishments.
 - b. State the exact extent of participation of your club, i.e., aided, planned, cooperated, participated, etc.
 - c. Repetitious reporting of activities, fancy bindings, pictures, etc., will not be taken into consideration.
5. List total service hours for each activity reported. A service hour is defined as sixty minutes of work performed by a dues paid Circle K member on a service project pre-approved by the club, including preparation, execution, and travel time.
6. If any question does not apply to your individual club, please write "N/A" in the space provided.
7. Any and all questions generated from answering this award submission should be directed to the District Governor prior to the close of the registration table on Friday night of District Convention.
8. First, Second, and Third place awards will be presented to each of the three divisions (Gold, Silver, Bronze).

Directions:

1. Fill out the information page.
Check the appropriate box for the number of dues paid members in good standing as of the start of District Convention.
2. Feel free to use club minutes, monthly report forms, project planning forms, etc. to help you fill out the submission.
3. Fill out the certification page with appropriate signatures. Please note that not all required signatures come from people who will be present at District Convention. Failure to obtain any of the required signatures will result the disqualification of this award.
4. This entry form is to be handed in **before the end of Registration on the Friday night of Convention.** Any submissions turned in after the close of registration on Friday night will not be considered.
 5. All decisions of the judges are final.

INFORMATION SHEET:

1. Circle K Club of: _____
2. Permanent Club Mailing Address: _____
3. Check only one.

☐ Gold Division 61+ members	☐ Silver Division 26-60 members	☐ Bronze Division 25 or fewer members
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CATEGORY I: CIRCLE K CLUB ADMINISTRATION N POINTS

- A. Total Dues Paid Members: _____ (10 points)
- B. Average percentage of dues paid members in attendance at meetings: _____ (5 points)
- C. Meeting Statistics (10 points)
 1. Number of meetings per month _____
 2. Number of board meetings per month _____
 3. Number of summer meetings _____
 4. Do you have (yes/no):
 - a. Circle K pledge _____
 - b. Banner, Bell and Gavel _____
 - c. Newsletter _____
 - d. Agendas _____
 - e. Greeters _____
 - f. Meeting Programs (speakers, etc.) _____
 - g. Up-to-date Club Bylaws _____
 5. Number of meetings attended by:
 - a. Faculty Advisor _____
 - b. Kiwanis Advisor _____
 - c. Key Club Members _____
- D. Membership Education
 1. Briefly explain programs on membership recruitment and development: (25 points)
 2. Briefly explain programs for the education of: (15 points)
 - a. New members:
 - b. Club Officers and committee chairs: (15 points)
- E. Fellowship
 1. List activities designed to promote fellowship in your club: (25 points)
 2. List concrete examples of programs used to promote activity attendance: (25 points)
- F. Public Relations
 1. List situations in which your club used public relations to promote Circle K:
 - a. On Campus: (5 points)
 - b. In the Community: (5 points)
 2. How has your club incorporated the District and International public relations kit? (10 points)
 3. List the number of articles that were submitted to: (10 points)
 - a. The campus newspaper _____

- b. The community newspaper _____
 - c. *Lobster Tales* _____
 - d. *Circle K* magazine _____
4. List any coverage received by your club from television or radio: (10 points)
5. Do you have a club scrapbook? If so, how do you use it (10 points)
for P.R. purposes?

CATEGORY II: KIWANIS FAMILY ACTIVITIES AND INTERCLUBS **50 POINTS**

- A. Circle K (25 points)
List interclub events. An interclub is considered an event in which two or more Circle K members from one club are together with at least 2 members of another club at a club meeting, club service project, club social event or District sponsored event. Along with the list of events, please provide the number of Circle K members from *your* club that attended, and the number of hours spent at the event.

Event Name	# of your members	Total hours (sum of all in attendance)
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- B. Kiwanis Family
1. List how many times at least one Circle K member attended: (20 points)
- a. Kiwanis meetings _____
 - b. Key Club meetings _____
 - c. Kiwanis activities (list project and service hours):
 - d. Key Club activities (list project and service hours):
2. What programs has your club initiated to specifically promote special relations within the Kiwanis Family? (5 points)

CATEGORY III: DISTRICT RELATIONS **50 POINTS**

- A. Number of monthly reports submitted to district _____ (5 points)
- B. Number of paid members as of District Convention _____ (5 points)
- C. Number of members attending InterNECK _____ (5 points)
- D. Number of members attending KPTI _____ (5 points)
- E. Number of paid members at district convention _____ (5 points)
- F. List all awards your club is applying for at district convention this year: (5 points)
- G. List number and title of article(s) submitted to *Lobster Tales* (5 points)
- H. List events hosted by *your* club that other clubs attended (10 points)
(Excluding InterNECK and District Convention)
- I. List club members holding district offices and their titles: (5 points)

CATEGORY IV: CIRCLE K INTERNATIONAL RELATIONS **50 POINTS**

- A. How many visits has *at least* one Circle K member attended a Circle K sponsored event outside the New England District. (10 points)
(International Convention does not count)
- B. How many members attended the most recent International Convention? (10 points)
- 1. _____ (10 points)
List all activities to promote and celebrate Circle K Week that your club initiated and/or participated in:
- D. List any awards your club submitted at the most recent International Convention: (5 points)
(Individual member awards such as Outstanding District Officer and Committee Awards are not applicable)

CATEGORY V: SERVICE PROJECTS/ FUNDRAISING 300 POINTS

A. Give a brief description of your two (2) best service projects from each of the following areas. Please include the number of members and guests in attendance.

Under each area, please limit the description to 250 words.

1. Service to Campus: (100 points)

2. Service to Community: (100 points)

B. Give a brief description of your two (2) best fundraising projects. (100 points)

Please describe the nature of the fundraising, the intended charity, and number of members and guests at each event. Please limit each description to 250 words.

CATEGORY VI: FELLOWSHIP 100 POINTS

A. Describe two fellowship-based club activities. (100 points)

What was the nature of the activity? What were the desired goals of the event and the actual outcome of the event? Please list the number of members and guests in attendance. Limit each activity description to 250 words.

CATEGORY VII: LEADERSHIP 100 POINTS

A. How has your club developed the leadership potential of its members? (100 points)

Describe leadership activities, seminars or workshops implemented by the club. Please include the goal(s) of each activity and the actual outcomes.

CATEGORY VIII: DISTRICT AND INT'L PROJECT IMPLEMENTATION 140 POINTS

A. How has your club promoted the current district projects?

1. KPTI (10 points)

2. Camp Sunshine (10 points)

3. Children of Peace International (10 points)

B. What projects, fund-raisers, and activities has your club planned and executed relating to the current district projects?

1. KPTI (25 points)

2. Camp Sunshine (25 points)

3. Children of Peace International (25 points)

C. How has your club promoted the International Service Initiative? (10 points)

D. What projects and activities has the club planned and executed relating to the International Service Initiative? (25 points)

Certification for Club Achievement Award

Circle K Club of: _____

Sponsoring Kiwanis Club of: _____

MANDATORY SIGNATURES:

By signing below I am certifying that all the information provided in the above award submission is accurate to the best of my knowledge.

Club President: _____

Club Secretary: _____

Faculty Advisor: _____

Kiwanis Advisor: _____

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DISTRICT PROJECT AWARD

The District Project Award is given to the Circle K club, which has unselfishly dedicated itself to one or all of the current District Projects over the past administrative year.

Rules Governing the District Project Award:

1. Each club in good standing with the New England District of Circle K may enter the District Project Award contest.
2. A typewritten, double-spaced essay should be submitted on an 8 1/2" x 11" (with 1" margins), sheet of white paper detailing how your club has dedicated itself to the District Project(s) during the current year. Include both educational and related service projects, along with how much money was raised for the District Project. Newspaper clippings, sustaining photographs, and any other materials, which would assist in judging, may be attached. The essay may not exceed 1 page double-spaced in length.
3. A maximum of 3 pages may be used in this report. The award nomination should be presented in paragraph form under the following headings:
 - a. Desire and reason for supporting this or these District Project(s) (15%)
Briefly describe why this project was chosen.
 - b. Planning and Execution (25%)
Briefly describe necessary planning involved and what actually happened during the execution of the project.
 - c. Club Participation (25%)
Include total service hours employed in the following categories: planning, travel, actual project time, and follow-up.
 - d. Publicity (10%)
Briefly describe the way in which the publicity for the project was arranged. Was a description of the project submitted to Lobster Tales and/or Circle K magazine?
 - e. Evaluation of the Project (15%)
Include project's merit to campus or community.
4. This entry form, signed by the club officers as factually correct, shall be submitted with your essay **before the end of Registration on the Friday night of Convention.**
5. First, Second, and Third place awards will be presented only if suitable applications are received. Failure to comply to with award criteria will result in disqualification. All decisions of the judges are final.

Certification for District Project Award

Circle K Club of: _____

Required Signatures:

Club President: _____

Club Secretary: _____

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CLUB NEWSLETTER AWARD

The Club Newsletter Award is designed to recognize and honor those Circle K clubs that produce a high-quality newsletter on a regular basis, providing an effective communication tool for the club and its members. The newsletter may be produced in paper or electronic form.

GUIDELINES FOR ENTERING THIS CONTEST

1. Read the entire form carefully before submitting your entry.
2. One copy of each of four (4) issues of the newsletter must be submitted with the entry form.
3. Reviews the entry with the individuals listed on the reverse side and obtain the proper signatures of certification. Without all proper signatures, the entry will be disqualified.
4. Present the entry **before the end of Registration on the Friday night of Convention.**

RULES GOVERNING CLUB NEWSLETTER AWARD

1. To be eligible for this contest, clubs must be in good standing with both International and the district.
2. The time period covered by entered newsletters shall be from April 1 through March 31.
3. One copy of each of four (4) issues of the newsletter must be submitted with the entry form.
4. Judging of the entries shall be based on these criteria:

General Appearance (10 points each – Possible 50 points)

Layout (consistent, neat, easy to read)
Masthead design (creative, inspiring, fun)
Use of images (photos & clip art)
Originality (unique, fun, thematic)
Concise (short, to the point)

Newsletter Content (10 points each – Possible 60 points)

Service Initiative
Club building
Recruitment and retention
Kiwanis family
Tomorrow Fund
Calendar of events (district and division events included)

Distribution (5 points each – Possible 40)

Club members
Lt. Governor
Governor
International Counselor
Kiwanis Club Advisor
Circle K District Bulletin Editor
Kiwanis family clubs in your immediate area
Faculty Advisor

5. First, Second, and Third place awards will be presented only if suitable applications are received. Failure to comply to with award criteria will result in disqualification. All decisions of the judges are final.
6. All phases of the work of the publication, except for the professional services required for printing, must have been performed by a Circle K member or members who are in good standing with the district and International. Non-Circle K members may act only in an advisory capacity.

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**Club Newsletter Award
ENTRY FORM
(PLEASE PRINT)**

Circle K Club of: _____ District: _____

Contact name, mailing address, phone number & e-mail address:

Publication Name: _____
Bulletin Editor: _____

CERTIFICATION

Each signature must be obtained:

Circle K Club President

Circle K Club Secretary

Circle K Club Faculty or Kiwanis Advisor

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TRADITIONAL SCRAPBOOK AWARD

PHILOSOPHY

The Club Scrapbook Award is designed to recognize and honor those Circle K clubs that produce a high-quality scrapbook chronicling the activities of the Circle K club.

GUIDELINES FOR ENTERING THIS CONTEST

1. Read the entire form carefully before submitting your entry.
2. The scrapbook entry form should accompany the scrapbook.
3. Review the scrapbook entry form with the individuals listed on the reverse side and obtain the proper signatures of certification. Without all proper signatures, the entry will be disqualified.
4. Present the entry to the registration table Friday night.

RULES GOVERNING TRADITIONAL CLUB SCRAPBOOK AWARD

1. To be eligible for this contest, clubs must be in good standing with both International and the district.
2. A Circle K club may enter a scrapbook containing pictures, souvenirs, examples, newspaper clippings, etc of its activities during the club administrative year. The administrative year covered by an entered scrapbook shall be from the 2008 district convention to the 2009 district convention.
3. The size of the scrapbook is limited to 18" x 27". Scrapbooks larger in size should be entered into the Non-Traditional Scrapbook Category.
4. Each scrapbook must be divided into the following categories: Service to Campus, Service to Community, Fundraising Projects, Assistance to Kiwanis Projects, involvement with the Service Initiative, and Miscellaneous. Each category must be tabbed accordingly. The pages must also be numbered with a table of contents included at the beginning of the scrapbook.
5. Judging of the entered scrapbooks shall be based on these criteria:

Format – 50 Points

Uniqueness of project presentation.....	10 points
Artistic value.....	10 points
Use of theme.....	10 points
News clippings and photographs.....	20 points

General Content – 60 Points

Service to Campus.....	10 Points
Service to community.....	10 Points
Fundraising projects.....	10 Points
Assistance to Kiwanis projects.....	10 Points
Involvement with the Service Initiative.....	10 Points
Miscellaneous.....	10 Points

6. No audio, visual, or computer equipment will be allowed as part of the entry for Traditional Scrapbook.
7. No club members are allowed to be directly presiding in a Circle K club's scrapbook submission.
8. First, second, and third place shall be awarded.
9. Decisions of the judges are final and no changes, alterations, or recalculations will take place after the results have been certified by the contest committee members and the chairman of the contest committee.

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**TRADITIONAL CLUB SCRAPBOOK AWARD
ENTRY FORM**
(PLEASE PRINT)

(Please attach this form to the inside page of the Scrapbook entry.)

Circle K Club of:

New England District

Contact name, mailing address, phone number & e-mail address:

*Estimate the cost involved with creating the club's scrapbook. Consider the following:
photographic materials, scrapbook binder, pages, decorative paper, decorative borders, stickers,
stamps, etc.*

Estimated cost:

CERTIFICATION

Each signature must be obtained:

Circle K Club President Date

Circle K Club Secretary Date

Circle K Club Faculty or Kiwanis Advisor Date

Above individuals shall have served in their positions during the 2009-2010 administrative year.

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NON-TRADITIONAL CLUB SCRAPBOOK AWARD

PHILOSOPHY

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GUIDELINES FOR ENTERING THIS CONTEST

1. Read the entire form carefully before submitting your entry.
2. The scrapbook entry form should accompany the scrapbook.
3. Review the scrapbook entry form with the individuals listed on the reverse side and obtain the proper signatures of certification. Without all proper signatures, the entry will be disqualified.
4. Present the entry to the registration table Friday night.

RULES GOVERNING NON-TRADITIONAL CLUB SCRAPBOOK AWARD

1. To be eligible for this contest, clubs must be in good standing with both International and the district.
2. A Circle K club may enter a scrapbook containing pictures, souvenirs, examples, newspaper clippings, etc of its activities during the club administrative year. The administrative year covered by an entered scrapbook shall be from the 2009 district convention to the 2010 district convention.
3. Scrapbooks larger than 18" x 27" or unusually shaped should be judged in the Non-Traditional Category.
4. Each scrapbook must be divided into the following categories: Service to Campus, Service to Community, Fundraising Projects, Assistance to Kiwanis Projects, involvement with the Service Initiative, and Miscellaneous. Each category must be tabbed accordingly. The pages must also be numbered with a table of contents included at the beginning of the scrapbook.
5. Judging of the entered scrapbooks shall be based on these criteria:

Format – 50 Points

Uniqueness of project presentation	10 points
Artistic Value.....	10 points
Use of theme.....	10 points
News clippings and photographs.....	20 points

General Content – 60 Points

Service to Campus.....	10 Points
Service to community.....	10 Points
Fundraising projects.....	10 Points
Assistance to Kiwanis projects.....	10 Points
Involvement with the Service Initiative.....	10 Points
Miscellaneous.....	10 Points

6. Audio, visual, or computer equipment will be allowed as part of the entry for the Non-Traditional Scrapbook. A Circle K club that enters a scrapbook using the mentioned equipment is responsible for all supplemental materials relating to that entry.
7. No club members are allowed to be directly presiding in a Circle K club's scrapbook submission.
8. First, second, and third place winners shall be awarded.

9. Decisions of the judges are final and no changes, alterations or recalculations will take place after the results have been certified by the contest committee members, the chairman of the contest committee.

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**NON-TRADITIONAL CLUB SCRAPBOOK AWARD
ENTRY FORM**
(PLEASE PRINT)

(Please attach this form to the Scrapbook entry.)

Circle K Club of:

New England District

Contact name, mailing address, phone number & e-mail address:

*Estimate the cost involved with creating the club's scrapbook. Consider the following:
photographic materials, scrapbook binder, pages, decorative paper, decorative borders, stickers,
stamps, etc.*

Estimated cost:

CERTIFICATION

Each signature must be obtained:

Circle K Club President Date

Circle K Club Secretary Date

Circle K Club Faculty or Kiwanis Advisor Date

Above individuals shall have served in their positions during the 2009-2010 administrative year.