

# Cal-Nev-Ha Circle K District Awards Manual 2009-2010



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## Why Should I Fill Out Awards?



Many Circle K'ers may wonder: "Why in the world would I spend my time filling out awards applications when I could be doing service??"

There are three main reasons why any club would want to fill out awards applications:

### Reason 1

**To get recognized in front of the entire Cal-Nev-Ha District at Fall Training Conference and District Convention for all the hard work done throughout the year.**

CNH Circle K clubs put a tremendous amount of work into planning service projects, socials, and fundraisers in order to better the world around them and have an amazing time doing it. Work like this deserves to be recognized in front of the whole district, and this is exactly what awards are for. Doesn't running up to a stage to receive an award in front of all of CNH just sound like so much fun!?

### Reason 2

**To get a cool patch for your banner/certificate or plaque to hang on your wall.**

Each Circle K club receives a massive banner once they are chartered. Now you didn't think this was just to hang during your meetings did you? The reason banners are so huge is so that clubs can put the patches they win through the awards process on there. These reminders of what the club has accomplished stay on forever for future generations of members to see and admire. Also, if a member gets a personal award, it's a great addition to any wall or collection of Circle K memories.

### Reason 3

**To compare your club with all others and evaluate your progress.**

District Awards are a great way to see how well your club is doing and to compare yourself to other clubs of your level. This is a good indicator of areas that your club is excelling in and areas that your club needs work in.

# Tips & Tricks for Completing Awards

## Use your resources

- ❖ Don't leave any questions unanswered! Don't hesitate to e-mail the District Awards Chair at [awards@cnhcirclek.org](mailto:awards@cnhcirclek.org) to clarify any confusing terms that you come across. Be cautious of information passed on from another member or club as it can be inaccurate or reflect old information.

## Don't wait until the last minute to do them!

- ❖ Look over the awards application packet now. This can be found on the [Cal-Nev-Ha District Website](#) under "Resources." Become familiar with the application requirements, deadlines, and refer to them as many times as needed throughout the year to set a **BASIC** goal standard for your club.
- ❖ Start writing *no later than* a month before they are due. Watch for those deadlines! Filling out the awards will take longer than you think. It is actually a process you are doing now...monthly reports, attendance, etc.
- ❖ If an award calls for a letter or recommendation to be written, give the person who needs to write the letter plenty of time to do so. This includes district officers, Kiwanians, Faculty advisors, and other club members.

## Don't have only one person do them.

- ❖ Everyone should be involved! Have an awards party where you have a social while doing the awards at the same time.
- ❖ Let committee chairs and officers do their particular awards, etc.
- ❖ Remember to help each other!

## Do use the talented writers in your club to answer open - ended questions.

- ❖ There are several short answer/essay questions included in many of the applications. Use your talented writers to convey the information necessary in a straightforward, clear and concise way.

## Refer to your (very *accurately kept*) records.

- ❖ Keep good records of everything (i.e., copies of monthly reports, service projects and hours, etc) so you can use these materials to your advantage when the time comes to fill out the applications. It is very important to have these records so you have accurate information during the awards process.

- ❖ Besides the date and name of the event, you will also need to know how many people were present and the number of clubs that were involved, when the events occurred, if there was an interclub, etc.

**Follow the directions! READ THE DIRECTIONS AND AWARDS CRITERIA CAREFULLY**

- ❖ **WATCH THOSE DEADLINES!!!!** Be sure to check the official deadlines for the different awards since they are not all due at the same time of the year. There will be no exceptions made to those applications not submitted on time.
- ❖ Fill in all the applicable spaces completely, following all directions. ***Not following directions will lead to disqualification.***
- ❖ Get the signatures from the necessary people!

**Do not include any undocumented information, even though it may be tempting.**

- ❖ We've been watching you this whole time! Remember we use copies of your MRFs during the judging process.
- ❖ Be concise, yet, tell as much as you can about the particular event. Do not go over the designated word limit if one has been set for a particular award.

**Answer EVERY Question!**

- ❖ Every answer will get you points! Think of this as a short answer essay, partial points are always better than no points. Even if you feel as though it's a flimsy answer, it's better than no answer at all!

**DO NOT PUT THE AWARD APPLICATIONS IN BINDERS OR FOLDERS. USE CLIPS OR STAPLES TO HOLD MATERIAL TOGETHER FOR EACH INDIVIDUAL AWARD.**

## Rules Governing All Awards Applications

1. Each Circle K club must use the appropriate forms to submit entries. Do not put your awards in a different format.
2. The Award Application Endorsements sheet must be completed in full with all necessary signatures and must be submitted with the applications in order to qualify for consideration by the judges.
3. Each club must be in good standing with the California-Nevada-Hawaii District and Circle K International. A club in good standing is one that submits timely dues and reports its annual membership information in accordance to [CKI Policy Code](#) Section D.7.a-b
4. All award forms should cover activities between **March 1, 2009 and February 28, 2010** (exception: DLSSP South on March 6<sup>th</sup>, 2010 should be counted). **No activities previously submitted for competition should be included.**
5. In the writing of all reports:
  - a. Follow directions very carefully and be specific. Include dates, number of service hours, and/or any other data relevant to the subject.
  - b. State the exact extent of club participation (i.e. “initiated”, “aided”, “participated”, etc.)
  - c. **Type the report. Failure to type the report will result in disqualification. Use no smaller than 12-point Arial font.**
  - d. Fraudulent reporting will result in automatic disqualification.
  - e. If there is an area that does not apply to your club, please indicate with N/A. Do not just leave it blank.
  - f. Applications are outlines and should not be limited to the space provided when it comes to essays; however sections requiring a narrative response **must not exceed** designated word limits.
  - g. **Events should not be listed more than once within one award application. The same events should not be included in multiple sections within a single award application.**



6. For those awards that require a certain number of people, events, or meetings, list only what is required. For example, if a question requires two membership drives, then list only two.
7. Circle K'ers nominated for any individual award must have District and International dues paid by February 28, 2010.
8. **ONE COPY** of all twelve monthly report forms (March 2009 to February 2010) must be on file with the District Secretary. If you have not submitted ALL TWELVE report forms, please send in those MRFs not yet submitted to the District Secretary postmarked by *February 28, 2010*. Failure to do so will lead to disqualification. FOUR of the twelve MRFs must have been turned in on time to be able to qualify for awards. The only exceptions to the “four out of twelve MRFs rule” are for clubs chartered in the 2009-2010 Circle K year. **DO NOT** submit Monthly Report Forms with your award applications.
9. Amended Monthly Report Forms may not be submitted more than thirty (30) days after the original report is submitted.
10. Non-Circle K events may not be included. Only events that are open and made available to all members of your Circle K Club should be included.
11. “Service hours” includes planning, executing, and traveling for service projects. Service hours do not include your club board meetings but you should include meetings held specifically to plan a project or event. For more specific rules on service hours, please refer to [CKI Policy Code](#) Section J.3-4.
12. **DO NOT PUT THE AWARDS APPLICATIONS IN BINDERS OR FOLDERS. USE CLIPS OR STAPLES TO HOLD MATERIAL TOGETHER FOR EACH AWARD APPLICATION.**

All mailed awards must be **RECEIVED** by 4:30pm on the due date, **NO EXCEPTIONS!** All award forms must be submitted to

8360 Red Oak Street, Suite 201  
Rancho Cucamonga, CA 91730



*Failure to submit the awards to the designated address will result in automatic disqualification. **Faxing, emailing or personal delivery** of awards materials is not allowed.*

## Fall Training Conference Awards

Applications for the following awards must be submitted in person by 9:00 am on Saturday, **November 7, 2009**

Name of Award	Description
Outstanding Club T-Shirt	This award is presented to the top three clubs which have a creative and innovative club T-shirt promoting Circle K.
Outstanding Club Video	This award is presented to the top three clubs that create a high quality, creative, and original video promoting Circle K.

## District Convention Awards

Applications for the following awards must be received by 4:30 pm on Wednesday, **March 10, 2010** at the Kiwanis District Office.

Awards with an asterisk (\*) are due November 20, 2009

### AWARDS PRESENTED TO CLUBS AND DIVISIONS

Name of Award	Description
Total Achievement	Presented to the top three clubs in three categories (Blue, Yellow, White) that have excelled in all aspects of club operation. <ul style="list-style-type: none"> <li>• <i>Automatic entry into Distinguished Club Award.</i></li> <li>• <i>Requires submission of Distinguished MD&amp;E and Kiwanis Family applications, which require Hall of Fame application and Kiwanian of the Year award application, respectively.</i></li> </ul>
Distinguished Membership, Development and Education (MD&E)	Presented to all clubs that have excelled in the area of membership retention, development, public relations, and club growth. <i>Requires submission of Hall of Fame application.</i>
Distinguished Kiwanis Family Relations	Presented to all clubs that show excellence in their Kiwanis Family relations. This award demonstrates the club's involvement in maintaining a strong relationship with the Kiwanis Family.
Outstanding Interclubbing Award	Presented to the top three clubs that have shown unity and fellowship through the implementation and participation of events with other Circle K clubs and Kiwanis Family clubs.
Mei Po Wong Overall Service	Presented to the top three clubs with the overall best club service program in each of three categories. (Blue, Yellow, Gold)
Outstanding Single Service	Presented to the top three clubs that have produced the best overall club service project throughout the year.
Distinguished Club Improvement	Presented to all clubs that have demonstrated growth and improvement within the current year as well as from the previous. <i>Recipients of previous year's Total Achievement Award are not eligible for this award.</i>

Outstanding Newsletter	Presented to the top three clubs that regularly produce a high quality newsletter that serves as an effective communication tool for the club and its members.
Distinguished Divisional Unity	Presented to all divisions that show excellence in unifying members and clubs within the division, as well as commitment to promotion of district activities at the divisional level. <i>Application must be submitted by Lt. Governor.</i>
Outstanding Website <i>*(Due 11/20/09)</i>	Presented to the top three clubs with the most outstanding webpage based on appearance, content and usage, organization, and promotion of district events. <i>This award must be submitted via e-mail to <a href="mailto:awards@cnhcirclek.org">awards@cnhcirclek.org</a></i>

### AWARDS PRESENTED TO INDIVIDUALS

Name of Award	Description
Hall of Fame	Presented to a member of the California-Nevada-Hawaii District who, through his or her contributions and achievements, has demonstrated outstanding dedication to the principles and ideals of Circle K.
Kiwanian of the Year	Presented to a Kiwanian who has displayed outstanding support to Circle K during the past year and exemplifies the spirit of fellowship within the Kiwanis Family. <i>MRF submission is not required.</i>
Faculty Advisor of the Year	Presented to the faculty advisor who has been a valuable resource and liaison for their club and Circle K in general and is someone who exemplifies the spirit of fellowship in his/her actions and words.
Distinguished Club President	Presented to the Presidents who have demonstrated excellent achievement in their role as club president.
Distinguished Club Vice President	Presented to the Vice-Presidents who have demonstrated excellent achievement in their role as club vice president.
Distinguished Club Secretary	Presented to the Club Secretaries who have demonstrated excellent achievement in their role as club secretary.
Distinguished Club Treasurer	Presented to the Club Treasurers who have demonstrated excellent achievement in their role as club treasurer.

Applications for the following awards must be submitted **in person** by 7:00 pm on Friday, **March 26, 2010** at DCON.

Name of Award	Description
Outstanding Traditional Scrapbook	Presented to the top three clubs with the best compilation of pictures, newspaper articles and other memorabilia chronicling the activities of the club throughout the year and presented in a traditional style.
Outstanding Non-Traditional Scrapbook	Presented to the top three clubs with the best compilation of pictures, newspaper articles and other memorabilia chronicling the activities of the club throughout the year and presented in a non-traditional style.
Oratorical Contest	Presented to the top three members who produce a high-quality, creative and innovative speech promoting Circle K, sharing their attitudes, beliefs, and experiences regarding the organization.
Talent Show	Presented to the top three talent acts at District Convention. <i>Refer to convention packet for application.</i>
Convention Spirit Competition	Presented to ONE club that shows the most spirit throughout convention. <i>Refer to convention packet for application.</i>

**SPECIFICATIONS PERTAINING TO THE SPIRIT COMPETITION:**

This award is designed to encourage spirit not only with the individual club but towards other clubs as well. Spirit items should convey Circle K ideals, and the spirit of fellowship.

**Rules and Regulations**

- All cheers, giveaways and other spirit items must not be vulgar or taint the Circle K name in any way, shape or form.
- No more than \$150 may be used in the purchasing of convention spirit items.
- Divisions are not qualified for this award. Submissions must be from individual clubs only.

Any club not in compliance with the above stated rules will be disqualified from the competition.

The competition will begin at Friday’s Opening Session and end Saturday evening. The winner will be announced at the Sunday closing session.

## Automatic Entry Awards: Awards presented to clubs and/or individuals that do not require an application.

Name of Award	Description
Monthly Reports on Time	Presented to all clubs that turned in all of their Monthly Report Forms on time.
Convention Attendance by Number	Presented to the club that has the highest number of members in attendance at District Convention. <i>Club must have 20 or more dues paid members to qualify</i>
Convention Attendance by Ratio	Presented to the club that has the highest ratio of members attending convention to total membership of the club. <i>Club must have 20 or more dues paid members to qualify</i>
Most Travel Miles to the Convention	Presented to the club with the highest combined total of miles traveled by the club's convention attendees. <i>Club must have 20 or more dues paid members to qualify</i>
Growth Enhances Membership	Presented to all clubs that have shown positive growth in membership over the past year in four categories. This program was instituted to recognize clubs that achieved success in membership growth as compared to the previous year's statistics (From March 1, 2008 to February 28, 2009).

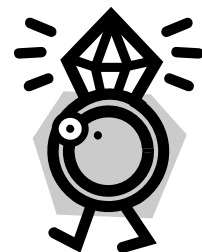
### SPECIFICATIONS PERTAINING TO THE G.E.M. AWARD GROUPS:

**RUBY** - clubs with 1-19 members during previous year, but 20 or more members during current year

**SAPPHIRE** - clubs with 20-40 members during previous year

**EMERALD** - clubs with 41-65 members during previous year

**DIAMOND** - clubs with more than 65 members during previous year



A percentage increase will be computed in each group, and the club with the highest percentage increase in each group will be recognized with a banner medallion. All other clubs will receive a certificate.

**The total dues that a club pays by February 28, 2010 will determine the winners.**



### Acknowledgements:

Long Nguyen – Past District Awards Chair  
Tiffany Nguyen – District Bulletin Editor  
Kathleen Wong – District Secretary  
Nina Yang – FTC Chair

For more District Awards information, please visit:

Cal-Nev-Ha District Circle K Website  
[www.cnhcirclek.org](http://www.cnhcirclek.org)

Got Questions? Contact **Cal-Nev-Ha District Awards Chair**  
Dmitriy Shapiro  
[awards@cnhcirclek.org](mailto:awards@cnhcirclek.org)

