

Distinguished District Committee Member Award

- A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest; it is recognition of an individual's performance.
- B. Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district chairman.
- C. Nominations must be received at Circle K International no later than May 1st.
- D. All nominees must have completed a minimum term of six months. Copies of all required e-mails and documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of a least 914 points out of the 1,015 possible points.
- E. Information must be submitted in no more than one binder, not to exceed three inches, keeping the information in accordance with each individual heading described below.
- F. If the criteria requests proof of attendance at an event, provide a copy of a registration form, program, or an agenda, which documents your attendance. If this is not available, a signed document from the district administrator confirming your attendance at the event is acceptable.
- G. Only 20% of those eligible will receive this recognition.
- H. Criteria

1. Committee Goals and Directives (165 points maximum)

- Provide a copy of committee goals for the year. *(25 points)*
- Provide a copy of committee directives to accomplish these goals. *(25 points)*
- Provide a schedule of committee meetings. *(25 points)*
- Provide follow-up committee directives on quarterly basis. *(10 pts each up to 40)*
- Provide copies of committee minutes for (3) three most productive meetings. *(25 points)*
- Provide examples of follow-through and evaluation of committee goals. *(25 points)*

2. Communication with committee members (100 points maximum)

- Provide copies of 4 committee agendas and confirmation that agendas were provided to committee members at least 10 days before the proposed meeting. *(25 points each)*

3. Communication with CKI district board (100 points maximum)

- Provide (4) four copies of committee reports to CKI district board.

4. Documentation of Outcome (100 points maximum)

- In this section, include documentation of the end result of your committee's assignment. Items in this section should include:

- Steps taken to implement your end product *(25 points)*
- Evaluations conducted during the process *(25 points)*
- Committee communications *(25 points)*
- Final product report and/or program *(25 points)*

5. Attendance (75 points maximum)

- The committee member is encouraged to attend the following: (Please provide registration receipts illustrating attendance.)

- District convention during his/her term *(25 points)*
- Two district board meetings *(25 points)*
- International Convention *(25 points)*

- 6. Service (200 points maximum - Deduct 5 points if less than 50 hours of service was completed.)**
Perform at least 50 hours of service through Circle K activities. Verification shall consist of a description of service performed certified by the club president or secretary and faculty or Kiwanis advisor.
- 7. Setting and Achieving Goals (100 points maximum)**
- a. Provide a copy of the goal sheet submitted to CKI for the current year. *(25 points)*
 - b. On a separate sheet of paper in 300 words or less, describe how each goal was met. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal. *(75 points)*
- 8. Home club involvement (75 points maximum)**
Provide proof of attendance at club events and meetings.
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|-------------------------|--------------------|
| 75% or more attendance: | <i>(75 points)</i> |
| 50% or more attendance: | <i>(50 points)</i> |
| 25% or more attendance: | <i>(25 points)</i> |
| below 25% attendance: | <i>(0 points)</i> |
- 9. Above and beyond (20 points per document with 100 points maximum. No more than 5 documents may be submitted.)**
Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria.

Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.