



Circle K International

Distinguished District Governor Recognition Program

Name: _____

Please mail binder to: (Address): _____

District: _____ Home Club: _____

Guidelines

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between district officers, but recognition of an individual's performance.
- 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 officer.
- Nominations must be postmarked by May 1st.
- All nominees must serve a minimum term of six months. In order to be considered for this award, the nominee must accumulate a total of at least 1,480 points out of the 1,850 possible points. All nominees must have completed at least eight board communications and six club communications to be considered for this award.
- Information must be submitted in no more than one binder, not to exceed three inches, keeping the information in accordance with each individual described below.
- Only twenty percent of those eligible will receive this recognition.

Qualifying Criteria

- Did the district governor serve a minimum of six months in office? Yes No
- Did the district governor attend the 2006 Circle K district convention? Yes No
- Did the district governor attend the 2007 Circle K district convention? Yes No
- Did the district governor attend the Circle K district board training conference? Yes No
- Did the district governor attend all Circle K district board meetings? Yes No
- Did the district governor attend the Circle K district leadership training conference? Yes No
- Did the district governor pay district dues by November 30 (US) or January 31 (non-US) of his/her term of office? Yes No
- Did the district governor attend the 2006 International Convention? Yes No
- Did the district governor meet or surpass his or her home club minimum membership requirements? Yes No

The following individuals certify that all information included with this application is factually correct and is the work of the Circle K Governor. In addition, the following signatures also certify that the governor being considered for recognition submitted all monthly reports during his/her term in office; with at least 80% submitted on time.

Signed: _____ Date _____
2006-07 Club President

Signed: _____ Date _____
2006-07 CKI District Secretary

Signed: _____ Date _____
2006-07 CKI Administrator

Signed: _____ Date _____
2006-07 Kiwanis District Governor

The following criteria combined duties of the position with expectations from the organization. The result is a distinguished awards program, which recognizes the annual accomplishments of a district and its officers.

Section 1. Club Communication	Points Awarded
<p>1. List the number of club communications made to club presidents during your term as governor. Acceptable forms of communication include e-mail, newsletter or written correspondence. Number of club communications with presidents: _____</p> <p>2. Compile all examples of club correspondence and mark them as 'Appendix A' to your award submission. Also, please indicate below which correspondence each of the following topics were addressed:</p> <p>2a. Service Initiative: _____ 2b. Tomorrow Fund: _____ 2c. Kiwanis Family: _____ 2d. New Club Building: _____ 2e. District Convention: _____ 2f. International Convention: _____ 2g. Dues Collection Education: _____ 2h. Service Hour Reporting: _____</p>	<p>If 6 or more communications: 90 points. If 5 communications: 75 points. If 4 communications: 60 points. If 3 communications: 45 points. If 2 communications: 30 points. If 1 communication: 15 points.</p>
Total Points Section One	_____

Section 2. Board Communication	Points Awarded
<p>1. List the number of monthly communications to the district board. Acceptable forms of communication include e-mail, newsletter or written correspondence. Number of communications to district board: _____</p> <p>2. Compile all examples of club correspondence and mark them as 'Appendix B' to your award submission. Also, please indicate below which correspondence each of the following topics were addressed:</p> <p>2a. Service Initiative: _____ 2b. Tomorrow Fund: _____ 2c. Kiwanis Family: _____ 2d. New Club Building: _____ 2e. District Convention: _____ 2f. International Convention: _____ 2g. Dues Collection Education: _____ 2h. Service Hour Reporting: _____</p>	<p>If 10 or more communications: 90 points. If 9 communications: 81 points. If 8 communications: 72 points. If 7 communications: 63 points. If 6 communications: 54 points. If 5 communications: 45 points. If 4 communications: 36 points. If 3 communications: 27 points. If 2 communications: 18 points. If 1 communications: 9 points.</p>
Total Points Section Two	_____

Section 3. Board Meeting Agenda	Points Awarded
<p>1. List the number of district board meetings that were held during your term and the number of official agendas you distributed for each district board meeting. Number of Board Meetings: _____ Number of Board Meetings with official agendas distributed at least three weeks prior to the meeting: _____</p> <p>2. Please compile all these examples district board-meeting agendas and mark them as 'Appendix C' to your award submission. Also in this appendix, please include e-mail samples of agenda distribution.</p>	<p>4 or more board meetings with agenda distributed three weeks in advance: 40 points Three board meetings with agenda distributed three weeks in advance: 30 points 2 board meetings with agenda distributed three weeks in advance: 20 points One board meetings with agenda distributed three weeks in advance: 10 points</p>
Total Points Section Three	_____

Section 4. District Officer Training	Points Awarded
1. Did you develop and institute a training program for district officers? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. In your training program or through another means, did you inform your board of the following? (a) Service Initiative <input type="checkbox"/> Yes <input type="checkbox"/> No (b) Tomorrow Fund <input type="checkbox"/> Yes <input type="checkbox"/> No (c) Kiwanis Family <input type="checkbox"/> Yes <input type="checkbox"/> No (d) Suggested Calendar <input type="checkbox"/> Yes <input type="checkbox"/> No (e) Position Responsibilities <input type="checkbox"/> Yes <input type="checkbox"/> No (f) Emphasis on Club Building and Reactivation <input type="checkbox"/> Yes <input type="checkbox"/> No (g) Communication <input type="checkbox"/> Yes <input type="checkbox"/> No (h) Goal Setting <input type="checkbox"/> Yes <input type="checkbox"/> No (i) Dues Collection Education <input type="checkbox"/> Yes <input type="checkbox"/> No (j) Service Hour Reporting <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Please compile all examples of training and mark them as 'Appendix D' to your award submission.	1. If yes, 25 points. _____ 2 (a) If yes, 10 points. _____ 2 (b) If yes, 10 points. _____ 2 (c) If yes, 10 points. _____ 2 (d) If yes, 10 points. _____ 2 (e) If yes, 10 points. _____ 2 (f) If yes, 10 points. _____ 2 (g) If yes, 10 points. _____ 2 (h) If yes, 10 points. _____ 2 (i) If yes, 10 points. _____ 2 (j) If yes, 10 points. _____
Total Points Section Four	_____

Section 5. Committee Directives	Points Awarded
1. Did you have the following committees and provide written directives for them? (a) Kiwanis Family Relations <input type="checkbox"/> Yes <input type="checkbox"/> No (b) Membership Development <input type="checkbox"/> Yes <input type="checkbox"/> No (c) Service Initiative <input type="checkbox"/> Yes <input type="checkbox"/> No (d) Convention Committee <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Did you thoroughly explain each committee's responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Did you schedule committee meetings at district board meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Did you provide follow-up directives on a quarterly basis? <input type="checkbox"/> Yes <input type="checkbox"/> No 5. Did you use a committee report form and record in district minutes? <input type="checkbox"/> Yes <input type="checkbox"/> No 6. Please compile all these examples to support the existence of these committees and their directives and mark them as 'Appendix E' to your award submission.	1 (a) If yes, 10 points. _____ 1 (b) If yes, 10 points. _____ 1 (c) If yes, 10 points. _____ 1 (d) If yes, 20 points. _____ 2. If yes, 20 points. _____ 3. If yes, 20 points. _____ 4. If yes, 20 points. _____ 5. If yes, 20 points. _____
Total Points Section Five	_____

Section 6. Required Attendance	Points Awarded
1. Did you attend the following: (a) District Convention at beginning and end of your term as governor? <input type="checkbox"/> Yes <input type="checkbox"/> No (b) Governor/Administrator Training Conference? <input type="checkbox"/> Yes <input type="checkbox"/> No (c) International Convention during term in office? <input type="checkbox"/> Yes <input type="checkbox"/> No (d) All International Council meeting(s) during term in office? <input type="checkbox"/> Yes <input type="checkbox"/> No (e) All district board meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No (f) Kiwanis district convention and/or Mid-Winter Conference during term in office? <input type="checkbox"/> Yes <input type="checkbox"/> No (g) Key Club District Convention, or other KCI district event during term in office? <input type="checkbox"/> Yes <input type="checkbox"/> No	1 (a) If yes, 25 points. _____ 1 (b) If yes, 25 points. _____ 1 (c) If yes, 25 points. _____ 1 (d) If yes, 25 points. _____ 1 (e) If yes, 25 points. _____ 1 (f) If yes, 25 points. _____ 1 (g) If yes, 25 points. _____
Total Points Section Six	_____

Section 7. Active Clubs as of March 31 st	Points Awarded
1. Compute the following: (a) Number of active clubs at end of 2005-06 year: _____ (b) Number of active clubs on March 31, 2007: _____ (c) Subtract (a) from (b): _____ (d) Divide (c) by (a): _____ (e) Multiply (d) by 100 = _____% 2. Did you create and distribute materials to help promote new club building? 3. Please compile and provide examples of materials used in new club building and mark them as 'Appendix F' to your award submission.	1a. If 1 (e) is greater than 7%, 20 points. _____ OR If 1 (e) is greater than 5%, 10 points. _____ 1b. If 1 (b) is greater than or equal to 1 (a), 10 points. _____ 2. If yes, 20 points. _____
Total Points Section Seven	_____

Section 8. Membership	Points Awarded
1. Compute the following: (a) District membership total at the end of 2005-06 year: ____ (b) District membership total as of April 15, 2007: ____ (c) Subtract (a) from (b): ____ (d) Divide total of (c) by total of (a): ____ (e) Multiply (d) by 100: ____%	If 1 (e) is greater than 3%, 20 points. ____
Total Points Section Eight _____	

Section 9. Percentage of Dues Collected by November 30 th	Points Awarded
1. Did half of your district's chartered clubs have their dues postmarked by November 30 th , 2006? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Did you provide at least three forms of publicity or promotion of dues collection outside of e-mailed Invoice and Membership Rosters? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Please compile and provide examples of the forms of publicity and promotions of the collection of dues and mark them as 'Appendix G' to your award submission.	1. If yes, 25 points. ____ 2. If yes, 25 points. ____
Total Points Section Nine _____	

Section 10. Kiwanis Family Relations	Points Awarded
1. Did you do the following: (a) Hold at least one meeting with Kiwanis governor? <input type="checkbox"/> Yes <input type="checkbox"/> No (b) Hold at least one meeting with Key Club governor? <input type="checkbox"/> Yes <input type="checkbox"/> No (c) Attend at least one Kiwanis District Board Meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No (d) Attend at least one Key Club District Board Meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No (e) Organize a district wide Kiwanis family event, where at least three branches of the Kiwanis family were present? <input type="checkbox"/> Yes <input type="checkbox"/> No	1 (a). If yes, 25 points. ____ 1 (b). If yes, 25 points. ____ 1 (c). If yes, 25 points. ____ 1 (d). If yes, 25 points. ____ 1 (e). If yes, 50 points. ____
Total Points Section Ten _____	

Section 11. Club Officer Training	Points Awarded
1. Did you provide effective training of club presidents? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Did you implement CKI Club Leadership Education (CLE)? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Please compile and provide examples of club officer training materials used and mark them as 'Appendix H' to your award submission.	1. If yes, 50 points. ____ 2. If yes, 10 points. ____
Total Points Section Eleven _____	

Section 12. Divisional Visits	Points Awarded
1. Compute the following: (a) Number of divisions visited officially (outside of district events, and board meetings that are held in a particular division): ____ (b) Number of divisions: ____ (c) Divide (a) by (b): ____ (d) Multiply (c) by 100: ____% (e) Divide (d) by 2: ____	Number from 1 (e): ____ points.
Total Points Section Twelve _____	

Section 13. International Board Liaison	Points Awarded
1. Did you provide written directives for your board liaison? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Did you provide time at board meetings for liaison's report? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Did you communicate at least two times per month with board liaison? <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Did you provide opportunities for liaison to address attendees at events where he/she was present? <input type="checkbox"/> Yes <input type="checkbox"/> No 5. Please compile and provide examples of written directives for the liaison and mark them as 'Appendix I' to your award submission.	1. If yes, 25 points. ____ 2. If yes, 25 points. ____ 3. If yes, 25 points. ____ 4. If yes, 25 points. ____
Total Points Section Thirteen _____	

Section 14. Reporting	Points Awarded
1. List number of monthly reports required by CKI filed on time: ____ <i>(Judges will determine points.)</i>	1. If 12 reports filed on time, 125 points. If 6-11 reports filed on time, 65 points. If 1-5 reports filed on time, 30 points. Points to be determined by CKI judges. _____
Total Points Section Fourteen	_____

Section 15. Administrator	Points Awarded
1. Did you contact administrator prior to each board meeting to prepare agenda? [] Yes [] No 2. Did you communicate at least three times per month with administrator? [] Yes [] No Please compile and provide examples of communication with district administrator and mark them as 'Appendix J' to your award submission.	1. If yes, 50 points. _____ 2. If yes, 75 points. _____
Total Points Section Fifteen	_____

Section 16. Service	Points Awarded
a. How many hours of community service did you perform during your term as governor through Circle K Activities? _____	1. _____ points. (1 point for each hour; maximum of 200 pts)
Total Points Section Sixteen	_____

Section 17. Home Club Involvement	Points Awarded
*For this section, do not include meetings missed due to class, district board meetings, or up to one official visit to another club in the district. a. Number of Home Club Meetings: _____ b. Number of Home Club Meetings attended: _____ c. Divide (a) by (b): _____ d. Multiply (c) by 100: _____	If (d) equals 100%, 100 points. _____
Total Points Section Seventeen	_____

Section 18. Setting and Achieving Goals	Points Awarded
1. Did you submit a copy of your goal sheet to CKI for the current year within 45 days of taking office? [] Yes [] No 2. Please provide a copy of the goal sheet you submitted to CKI and mark it as 'Appendix I' to your award submission. On a separate piece 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.	1. If yes, 25 points. _____ Evaluation of goals, 75 points. Points to be determined by Circle K International judges. _____
Total Points Section Eighteen	_____

Section 19. Above and Beyond	Points Awarded
Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. The first five pieces of evidence will be reviewed.	1. 100 points possible. Points to be determined by Circle K International judges. _____
Total Points Section Nineteen	_____

Section Number	1	2	3	4	5	6	7	8	9
Points Awarded									

10	11	12	13	14	15	16	17	18	19	TOTAL
				(Judges will enter score)				(Judges will enter score)	Judges will Enter score.)	