



Circle K International

# Distinguished District Treasurer 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 1<sup>st</sup>.
- 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 1,176 points out of the 1,470 possible points.
- 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 treasurer serve a minimum of six months in office?  Yes  No

Did the district treasurer attend the 2006 Circle K district convention?  Yes  No

Did the district treasurer attend the 2007 Circle K district convention?  Yes  No

Did the district treasurer attend the Circle K district board training conference?  Yes  No

Did the district treasurer attend all Circle K district board meetings?  Yes  No

Did the district treasurer attend the Circle K district leadership training conference?  Yes  No

Did the district treasurer pay district dues by November 30 (US) or January 31 (non-US) of his/her term of office?

Yes  No

Did the district treasurer 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 Treasurer. In addition, the following signatures also certify that the treasurer 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 CKI 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. Dues Collection	Points Awarded
1. Did you issue a call for district and International dues by November 30 <sup>th</sup> ? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. List the percentage of clubs that turned in dues by November 30 <sup>th</sup> : _____. 3. Please compile all examples of your call for district and International dues and mark them as 'Appendix A' to your award submission.	1. If yes, <b>50 points.</b> ____ 2. If 100%, <b>200 points.</b> ____ If 75-99%, <b>150 points.</b> ____ If 50-74%, <b>100 points.</b> ____ If 25-49%, <b>50 points.</b> ____ If 1-24%, <b>25 points.</b> ____
<b>Total Points Section One</b>	_____

Section 2. Financial and Dues Reports	Points Awarded
1. List the number of dues reports that you submitted to the district board: _____. 2. List the number of financial reports that you submitted to the district board: _____. 3. Please compile all examples of financial and dues reports, and mark them as 'Appendix B' to your award submission.	1. Number of dues reports x 20 <b>points: _____ points.</b> (max 100 points) 2. Number of financial reports x 20 <b>points: _____ points.</b> (max 100 points)
<b>Total Points Section Two</b>	_____

Section 3. Board Communication	Points Awarded
1. List the number of monthly communications to the district board. Acceptable forms of communication include e-mail, newsletter or written correspondence. <i>Number of communications to district board: _____</i>  2. Compile all examples of board correspondence and mark them as 'Appendix C' to your award submission. Also, please indicate below which correspondence each of the following topics were addressed: 2a. <i>Role of club treasurer:</i> _____ 2b. <i>District and International Dues Collection:</i> _____ 2c. <i>Fundraising project ideas:</i> _____ 2d. <i>Upcoming district and International Events:</i> _____ 2e. <i>Other responsibilities/duties of club treasurer:</i> _____	1. If 8 or more communications: <b>60 points.</b> If 6 or more communications: <b>40 points.</b> If 4 or more communications: <b>20 points.</b> If 2 or more communications: <b>10 points.</b> If 1 communication: <b>5 points.</b>
<b>Total Points Section Three</b>	_____

Section 4. Club Communication	Points Awarded
1. List the number of club communications made to all club treasurers during your term as treasurer. Acceptable forms of communication include e-mail, newsletter or written correspondence. <i>Number of club communications with treasurers: _____</i>  2. Compile all examples of club correspondence and mark them as 'Appendix D' to your award submission. Also, please indicate below which correspondence each of the following topics were addressed: 2a. <i>Role of club treasurer:</i> _____ 2b. <i>District and International Dues Collection:</i> _____ 2c. <i>Fundraising project ideas:</i> _____ 2d. <i>Upcoming district and International Events:</i> _____ 2e. <i>Other responsibilities/duties of club treasurer:</i> _____	1. If 6 or more communications: <b>60 points.</b> If 5 communications: <b>50 points.</b> If 4 communications: <b>40 points.</b> If 3 communications: <b>30 points.</b> If 2 communications: <b>20 points.</b> If 1 communication: <b>10 points.</b>
<b>Total Points Section Four</b>	_____

Section 5. Club Treasurer's Workshop	Points Awarded
1. Did you develop and institute a training program for newly elected club treasurers at the end of your term? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Please compile all examples of training materials and mark them as 'Appendix E' to your award submission.	1. If yes, <b>100 points.</b> ____
<b>Total Points Section Five</b>	_____

Section 6. First Delinquent Dues Notification	Points Awarded
1. Did you send notification status to Circle K presidents and faculty advisors by December 15 <sup>th</sup> ? [ ] Yes [ ] No	1. If yes, 100 points. _____
<b>Total Points Section Six</b>	_____

Section 7. Second Delinquent Dues Notification	Points Awarded
1. Did you send notification status to the Circle K president and president of sponsoring Kiwanis club by January 15 <sup>th</sup> ? [ ] Yes [ ] No	1. If yes, 100 points. _____
<b>Total Points Section Seven</b>	_____

Section 8. Required Attendance	Points Awarded
1. Did you attend the following: (a) District Convention at beginning and end of your term as treasurer? [ ] Yes [ ] No (b) International Convention during term in office and attend the treasurer forum at convention? [ ] Yes [ ] No (c) All district board meetings? [ ] Yes [ ] No (d) Did you attend Leadershape? [ ] Yes [ ] 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 bonus. _____
<b>Total Points Section Eight</b>	_____

Section 9. Reporting	Points Awarded
1. List the number of Treasurer Reports that you presented at all official Board meetings: _____. 2. Please compile all examples of these reports and mark them as 'Appendix F' to your award submission.	1. If 4 or more reports presented, 100 points. If 3 reports presented, 75 points. If 2 reports presented, 50 points. If 1 report presented, 25 points.
<b>Total Points Section Nine</b>	_____

Section 10. Service	Points Awarded
1. Compute the following: a. How many hours of community service did you perform during your term as treasurer through Circle K activities? ____ b. Multiply (a) by 2: ____ I. If (a) is less than 50: Subtract five points from (b) for every hour under 50: ____ II. If (a) is equal to or greater than 50, enter (b) here: ____	1. Number from b (I) or b (II): _____ points. (max 200 pts)
<b>Total Points Section Ten</b>	_____

Section 11. Home Club Involvement	Points Awarded
*For this section, do not include meetings missed due to class or district board meetings. 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. _____ If (d) is between 75-99%, 75 points. _____ If (d) is between 50-74%, 50 points. _____ If (d) is between 25-49%, 25 points. _____
<b>Total Points Section Eleven</b>	_____

Section 12. 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? <input type="checkbox"/> Yes <input type="checkbox"/> No  2. Please provide a copy of the goal sheet you submitted to CKI and mark it as 'Appendix G' 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, <b>25 points</b> . _____  Evaluation of goals, <b>75 points</b> . Points to be determined by Circle K International judges. _____
<b>Total Points Section Twelve</b>	_____

Section 13. Above and Beyond	Points Awarded
1. 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. Mark these materials in 'Appendix H' of the award submission.	1. <b>100 points possible</b> . Points to be determined by Circle K International judges. _____
<b>Total Points Section Thirteen</b>	_____

Section Number	Section 1	Section 2	Section 3	Section 4	Section 5	Section 6
<i>Points Awarded</i>						

Section 7	Section 8	Section 9	Section 10	Section 11	Section 12	Section 13	TOTAL
					(Judges will enter score)	(Judges will enter score)	

**NOTE:** If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator, and place it in the front of your binder.