



Circle K International

Distinguished District Bulletin Editor 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 1,192 points out of the 1,490 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 bulletin editor serve a minimum of six months in office? Yes No
- Did the district bulletin editor attend the 2006 Circle K district convention? Yes No
- Did the district bulletin editor attend the 2007 Circle K district convention? Yes No
- Did the district bulletin editor attend the Circle K district board training conference? Yes No
- Did the district bulletin editor attend all Circle K district board meetings? Yes No
- Did the district bulletin editor attend the Circle K district leadership training conference? Yes No
- Did the district bulletin editor pay district dues by November 30 (US) or January 31 (non-US) of his/her term of office?
 Yes No
- Did the district bulletin editor 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 Bulletin editor. In addition, the following signatures also certify that the bulletin editor 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. 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. <i>Number of communications to district board:</i> _____</p> <p>2. Compile all examples of board 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. <i>Role of club bulletin editor:</i> _____ 2b. <i>Importance of Club Newsletters:</i> _____ 2c. <i>Content covered throughout the year:</i> _____ 2d. <i>District publication promotion:</i> _____ 2e. <i>Upcoming district and International events:</i> _____</p>	<p>If 5 or more communications: 70 points.</p> <p>If 4 communications: 56 points.</p> <p>If 3 communications: 42 points.</p> <p>If 2 communications: 28 points.</p> <p>If 1 communications: 14 points.</p>
Total Points Section One	_____

Section 2. Kiwanis International Communication	Points Awarded
<p>1. List the number of monthly articles submitted to the Kiwanis district office for publication in the Kiwanis district bulletin. Acceptable forms of communication include e-mail, newsletter or written correspondence. <i>Number of communications to Kiwanis district:</i> _____</p> <p>2. Compile all examples of articles submitted to Kiwanis district bulletin and mark them as 'Appendix B' to your award submission.</p>	<p>1. If 8 or more articles submitted, 120 points. _____</p> <p>If 6 or more articles submitted, 75 points. _____</p> <p>If 4 or more articles submitted, 35 points. _____</p>
Total Points Section Two	_____

Section 3. District Publications	Points Awarded
<p>1. List the number of district publications that were produced and distributed: _____.</p> <p>2. Compile all examples of district publications and mark them as 'Appendix B' of your award submission. Also, please indicate below if you addressed each of the following topics in each publication. If yes, note where at in each publication the subject is addressed.</p> <p>2a. <i>CKI Mission:</i> [] Yes [] No <i>If yes, note where:</i> _____ 2b. <i>Club and Member Spotlight:</i> [] Yes [] No <i>If yes, note where:</i> _____ 2c. <i>Service Initiative:</i> [] Yes [] No <i>If yes, note where:</i> _____ 2d. <i>Tomorrow Fund:</i> [] Yes [] No <i>If yes, note where:</i> _____ 2e. <i>Kiwanis Family:</i> [] Yes [] No <i>If yes, note where:</i> _____ 2f. <i>New Club Building:</i> [] Yes [] No <i>If yes, note where:</i> _____ 2g. <i>District Convention:</i> [] Yes [] No <i>If yes, note where:</i> _____ 2h. <i>International Convention:</i> [] Yes [] No <i>If yes, note where:</i> _____ 2i. <i>District Initiatives:</i> [] Yes [] No <i>If yes, note where:</i> _____ 2j. <i>Other District Events:</i> [] Yes [] No <i>If yes, note where:</i> _____</p> <p>3. Also, please indicate below if you addressed the following topics in at least one publication. If yes, note which publication it was addressed.</p> <p>3a. <i>District Convention Promo:</i> [] Yes [] No <i>If yes, note where:</i> _____ 3b. <i>District Convention Summation:</i> [] Yes [] No <i>If yes, note where:</i> _____ 3c. <i>CKI Convention Promotion:</i> [] Yes [] No <i>If yes, note where:</i> _____ 3d. <i>CKI Convention Summation:</i> [] Yes [] No <i>If yes, note where:</i> _____ 3e. <i>Dues Collection:</i> [] Yes [] No <i>If yes, note where:</i> _____ 3f. <i>Service Hour Reporting:</i> [] Yes [] No <i>If yes, note where:</i> _____ 3g. <i>Club and District Officer Training:</i> [] Yes [] No <i>If yes, note where:</i> _____</p>	<p>1. If 3 or more, 300 points. _____</p> <p>2a-2j. If no, deduct 10 points each. _____</p> <p>3a-3g. If no, deduct 10 points each. _____</p>
Total Points Section Three	_____

Section 4. Club Bulletin Editors Workshop	Points Awarded
1. Did you develop and institute a training program for newly elected club bulletin editors 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 D' to your award submission.	1. If yes, 100 points. _____
Total Points Section Four	_____

Section 5. Required Attendance	Points Awarded
1. Did you attend the following: (a) District Convention at beginning and end of your term as bulletin editor? <input type="checkbox"/> Yes <input type="checkbox"/> No (b) International Convention during term in office and attend the bulletin editor forum at convention? <input type="checkbox"/> Yes <input type="checkbox"/> No (c) All district board meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No (d) Did you attend District Officer Training Conference? <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. _____
Total Points Section Five	_____

Section 6. Reporting	Points Awarded
1. List the number of Bulletin Editor Reports that you presented at all official Board meetings: _____. 2. Please compile all examples of these reports and mark them as 'Appendix E' 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.
Total Points Section Six	_____

Section 7. Circle K Magazine	Points Awarded
1. List the number of articles submitted to the Circle K magazine concerning club, division, and/or district service and leadership events: _____. 2. Please compile all examples of these articles 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.
Total Points Section Six	_____

Section 8. Service	Points Awarded
1. Compute the following: a. How many hours of community service did you perform during your term as bulletin editor 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)
Total Points Section Eight	_____

Section 9. 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. _____
Total Points Section Nine	_____

Section 10. 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, 25 points . _____ Evaluation of goals, 75 points . Points to be determined by Circle K International judges. _____
Total Points Section Ten	_____

Section 11. 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. 100 points possible . Points to be determined by Circle K International judges. _____
Total Points Section Eleven	_____

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

Section 6	Section 7	Section 8	Section 9	Section 10	Section 11	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.