



DCON

Awards MANUAL

**Created by 2017-2018 District Member
Recognition Committee**

**Updated on January 2, 2019 by 2018-2019
District Member Recognition Committee**

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WHY APPLY FOR AWARDS?

"Although it's just a paper, you're able to reflect on everything you've accomplished in a term. Applying for awards makes you remember all the great things during your term, and allows you to celebrate all of your and your club's accomplishments."

Tracy Liu | University of the Pacific Capital Division

"It's a good way to vindicate all of the hard work and commitment that you've put into the past year (or half year for FTC) and it's really cool to get recognized with your fellow board members and friends from throughout the district."

Bill Truong | UC Santa Barbara Central Coast Division

"Because not only will it show others that they have accomplished things during the term, but it will give them something to aim for and also provide a way to put their school out on the map and gain support district wide!"

Isaac Miller | CSU Northridge Metro Division

"Members should apply for these awards because it gives them the chance to reflect on their work and their experiences in CKI over the course of the term, allowing them to express their passion and celebrate their accomplishments among others within the district as individuals and/or collectively as a club/division."

Josephine Molina | Folsom Lake College Capital Division

"It's a chance to recognize and celebrate members' hard work at a divisional/district level and for other schools to see individual schools' work and activity. Awards can also motivate for general members to strive towards when they see members of their home clubs receive awards."

Serena Hinh | UC Santa Cruz Sunset Division

"Winning awards is one way of showing validation to those who didn't believe in their abilities. Most people go in thinking they're not good enough and it's great that a majority of them are recognized by the district to show that YEAH YOU ARE GOOD ENOUGH. But it's also good for other schools to see who is recognized and sometimes being able to see what they do to get recognized and applying that to their own school. When you win you have a system that works and maybe that system can help others and that's a good reason to apply. Also it brings prestige to home club and helps to measure how the club has grown, most of the time."

Jennifer Hoang | CSU Fullerton Magic Kingdom Division



"It's a great opportunity to be recognized for all the hard work that they did for the club and showcase what they've been working on during the term that helps the club a lot. Applying for FTC and DCON awards does help members showcase the hard work that they done during the past year while being recognized for that."

**Emmanuel Escobal | CSU East Bay
Golden Gate Division**

"Members should apply for FTC and DCON awards because it is a great way to be recognized on a higher level and can inspire other members in the district to set goals for themselves to go above and beyond their unexpected capabilities. This would be very accomplishing because it allows them to take the moment to reflect on all their hard work that they have put into better themselves. Being recognized increases their confidence and enjoy the tasks they do."

**Sandy Liang | CSU Northridge
Metro Division**

"Members should definitely apply to FTC and DCON Awards it is a great way to achieve awards at divisional and district level.

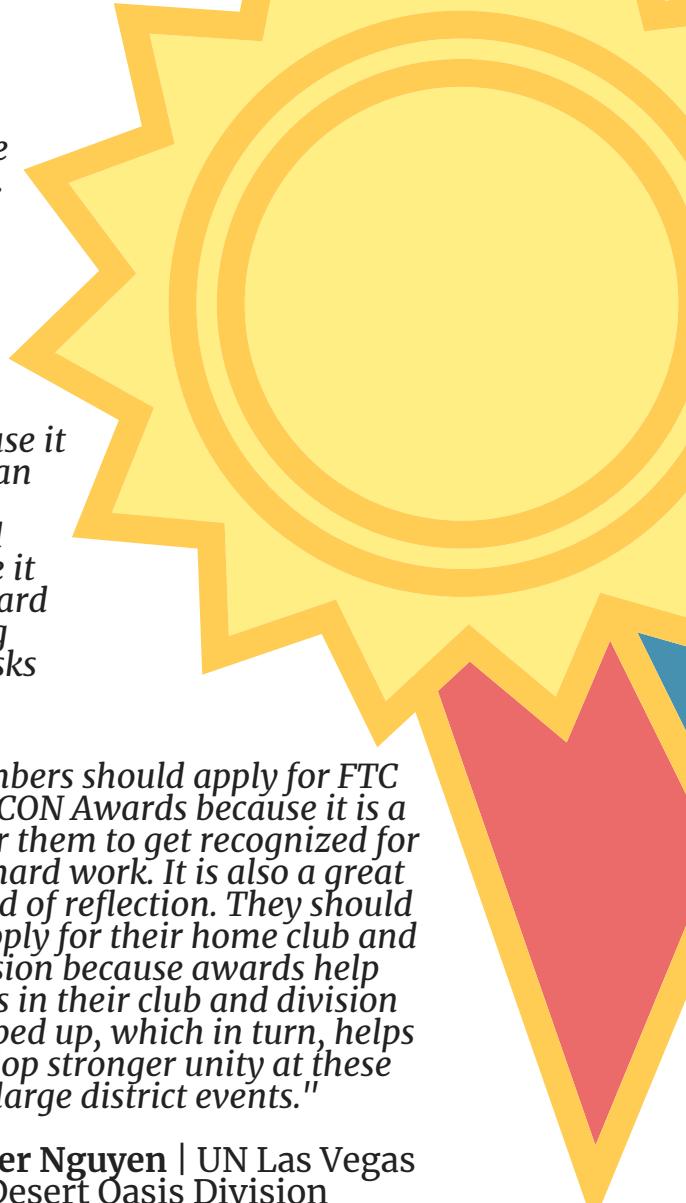
Awards definitely showcase all the individual's and club's hard work and dedication throughout the year. It also reflects the member's and club's growth and achievements within that year as well.

Furthermore, it allows many to bond and celebrate their achievements throughout the district."

**Vi Hoang | Orange Coast College
Magic Kingdom Division**

"Members should apply for FTC and DCON Awards to look back at all the hard work they've done for not only their club, but for the organization as a whole. When you're a board officer, it's amazing how quick a term has passed, and you don't really realize how much work you've done or how many events you've been to. It doesn't hurt to fill out an award in the end."

**Katelyn Duch | Orange Coast College
Magic Kingdom Division**



"Members should apply for FTC and DCON Awards because it is a way for them to get recognized for their hard work. It is also a great method of reflection. They should also apply for their home club and division because awards help others in their club and division get hyped up, which in turn, helps develop stronger unity at these large district events."

**Jennifer Nguyen | UN Las Vegas
Desert Oasis Division**

"While we're busy managing CKI events, getting a higher education, and trying to get a foot into the world, it's very easy to forget about the impacts of what we're actually doing. Without any positive reinforcement, we can lose the motivation to keep our heads up. Awards are a physical representation of a, 'Hey, you're excellent. Kudos to you!' They help remind members that the effort put their club was not forgotten. Even just applying shows the district that you are committed and passionate about your service. During FTC and DCON, the energy in the awards ceremony is simply electrifying... You'll feel fantastic cheering your friends on that you'll aim to be the very best you can be too!"

**Jakob Woo-Ming | CSU San Marcos
Paradise Division**

OVERALL TIPS AND TRICKS

1. START EARLY

Many of the awards require some time to fill out the application and the earlier you start, the earlier you will be able to double-check any mistakes and get feedback from others. If there are any errors with your submissions, you are able to go back and change any errors so that you won't receive any point deductions or disqualifications. Also, awards like the Total Achievement Award require lots of time and preparation.

2. READ ALL RULES AND DIRECTIONS

All rules regarding awards are displayed on the cover pages of the application. Please take the time to read all rules and direction so that you will not get penalized or even disqualified. If you are unclear about any rules and directions, please contact any of the District Member Recognition Committee members.

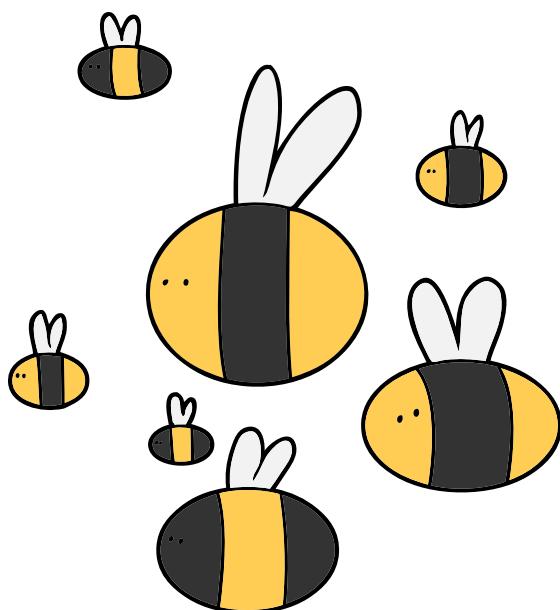
3. DELEGATE THE WORK

Work together with your board officers and members. They can give you suggestions on how to make the award applications better and that you are following the criteria for the awards. Some awards also require the help of multiple board officers such as the series Distinguished Board Officer Awards, where you will need letters of recommendation and Club Event Report Forms.

4. UTILIZE ALL RESOURCES

Resources such as the Master Records Sheet and the Monthly Report Form will help you fill your awards out more efficiently and thoroughly. Awards like the series of Distinguished Board Officer Awards will require you to submit an individual member's spreadsheet from the Master Records Sheet. In addition, your past and current board members and fellow Kiwanians are also great help when it comes to awards as they can help you with specific awards that pertain to them.

In addition, the District Member Recognition Committee is here for all of you! If you have any questions, contact any of the committee members and we will get to you as soon as possible. Also, we will be hosting office hours towards the District Convention award due dates, so keep an eye out for that.



DISTRICT CONVENTION AWARDS





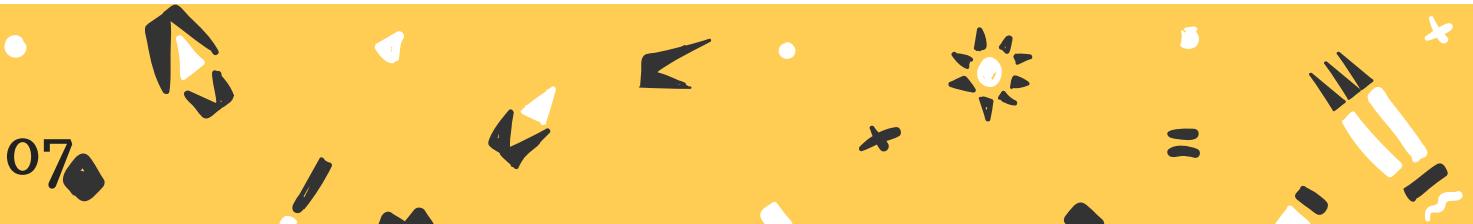
INTRODUCTION TO DISTRICT CONVENTION

Every year, the California-Nevada-Hawai'i District of Circle K International comes together for District Convention, where members celebrate all their achievements of the past year and transition into the new term. During Awards Night on Saturday, members show appreciation for one another and cheer each other on. It will be a night full of tears and reflection for all the hard work you have put in this year. The District Convention section of this manual will help guide you through the award applications with tips, tricks, deadlines and motivational messages. Again, please contact us if you have any questions.



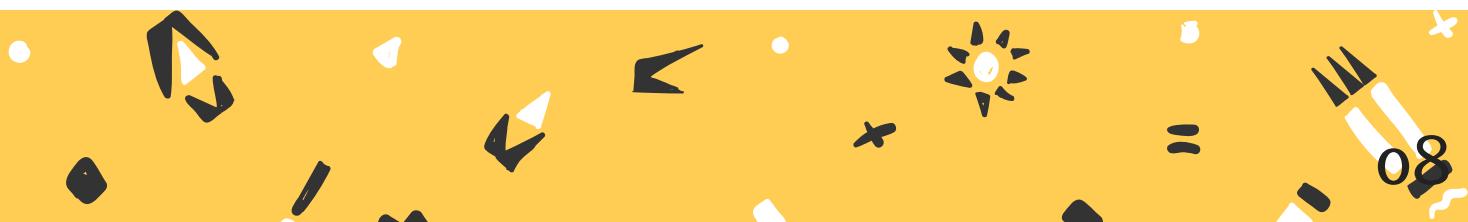
DISTRICT CONVENTION AWARDS RULES

1. Each Circle K Club must use the appropriate form to submit entries. Awards should not be structured in a different format document or template. All 2018-2019 District Awards Applications can be downloaded on the CNH Circle K Website cnhcirclek.org. Please follow all directions located on the cover page of each award.
2. The Endorsement Sheet must be completed in full with all necessary signatures, which should be asked for in advance. After completing the endorsement sheet, please scan a copy of it and submit it via the online submission system with all of your awards files. For specific details on the submission process, please view the Online Submission Process part of the District Convention Awards section.
3. All activities must fall between March 1, 2018, and February 28, 2019. Any activity that was already submitted or outside these dates should not be included in your award. Only list what is required based on the award.
4. Each club must be in good standing with the CNH District and Circle K International. A club in good standing is one that submits dues on-time and reports its annual membership information in accordance to CKI Policy Code D.7.a-b.
5. Circle K members nominated for any individual award must have District and International dues paid by February 28, 2019.
6. In the writing of all reports:
 - a. Please follow direction very carefully and be specific.
 - b. State the exact extent of club participation (i.e. initiated, aided, participated, etc.)
 - c. Fraudulent reporting will result in automatic disqualification.
 - d. If there is a section of an award that does not apply to your club or the individual, please state "N/A." Please do not leave any section blank.
 - e. Applications are outlines and should not be limited to the space provided when it comes to essays. Thus, with the Excel award applications, you may add rows, expand essay sections, or attach essay responses as separate PDF documents when submitting the award. Please do not forget to stay within the word count as well.



- f. Events should not be listed more than once in each award application. Thus, the same events should not be included in multiple sections of a single award application.
7. Each club must have one copy of the twelve Monthly Report Forms submitted from March 2018 through February 2019 on file with the District Secretary.
- a. If the club secretary has not submitted all 12 Monthly Report Forms, please send them to the District Secretary by February 28, 2019. Failure to do so will result in disqualification.
 - b. Four of the twelve Monthly Report Forms must have been turned in on time to be able to qualify for awards. The only exception to this rule are for clubs chartered in the 2018-2019 Circle K Year. Please **DO NOT** submit Monthly Report Forms with your award applications.
 - c. Revised Monthly Report Forms must not be submitted more than thirty (30) days after the original report is submitted.
8. 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.
9. Service hours include hours spent planning and executing service projects. Service hours should not include your club board meetings, but you should include meetings held specifically to plan a project or event. Hours at a fundraiser may be counted for service hours **if and only if 100%** of the proceeds go to the charitable entity and it satisfies the service definition. Fundraisers for administration and attendance at conventions are not service fundraisers and thus may not be counted for service hours. For more specific rules on service hours, please refer to CKI Policy Code Sections 3-4.
10. Please remember that awards (with the exception of the Outstanding Traditional Scrapbook Award and Outstanding Non-Traditional Scrapbook Award) will be submitted online. The "Online Submission Process" section of this manual details instructions on turning in your awards. They will no longer be mailed to the District Office. All files should be submitted as PDF with proper file names. Directions on naming of awards files can be found on the cover page of each award.
- i. Proper file name examples include:
 1. 2018-2019 Distinguished Kiwanis Family Relations_**CSU Long Beach**
 2. 2018-2019 Distinguished Club Secretary_**CSU Long Beach_Katelyn Duch**
11. **No late submissions will be accepted.** Please be sure to submit all applications in proper format by their respective deadlines.

BEST OF LUCK!



ONLINE SUBMISSION PROCESS

GUIDELINES

- All club awards must be submitted in one **zip folder** written in the format "2019 District Convention Awards_School Name" (ex. 2019 District Convention Awards_Circle K University) via the online submissions system. Refrain from submitting supplements that are not required in the award applications because this may result in zip folders that are too big to submit via the submission system.
- The Divisional Excellence Award must be submitted via e-mail to **cki.kduch@gmail.com** and **msantiago.cki@gmail.com** using the proper naming format stated in the application. Refrain from submitting supplements that are not required in the award application because this may result in the file being too big to submit via e-mail.
- All awards in the zip folder must be in PDF format and follow the naming convention stated in the cover page of each award.
- Each award and its supplements must be merged into one PDF. There is a maximum of one PDF submitted per award, with the exception of the Distinguished Secretary Award and Outstanding Club Newsletter Award. This means that multiple files cannot be submitted for each award.

• EXCEPTIONS

- > **Distinguished Secretary Award:** The maximum number of files that can be submitted is three, one PDF and two Microsoft Excel files. The two Microsoft Excel files are limited to the Club Event Report Forms (CERFs) submitted as supplements. All additionally required supplements must be submitted as one PDF with the award application.
- > **Outstanding Club Newsletter Award:** The maximum number of files that can be submitted is one plus the number of newsletters being submitted. Note that a minimum of 4 newsletters must be submitted to be considered for this award. All files must be in PDF format.
- The zip folder will be submitted by the **club president** and must be submitted via the online submission system. A link to the system will be emailed out to the club president by late January.
- Only one submission may be submitted per school using the online submissions system. If multiple submissions are received, only the first submission will be accepted for judging.
- Only one submission may be submitted per division using e-mail. If multiple submissions are received, only the first submission will be accepted for judging.
- Any club awards submitted via email or formats other than the online submissions system will not be considered for judging.
- Failure to follow the guidelines for online submissions may result in disqualification.



DISTRICT CONVENTION AWARDS

For any award that needs to be turned in via the online submission system or e-mail, please refer to the “Online Submission Process” section of this manual regarding the submission process. Failure to follow these directions may result in disqualification.

DIVISIONAL AWARDS

Deadline: Friday, March 1, 2019 at 11:59PM via email
(see "Online Submission Process" for more information)

1. Divisional Excellence

Description: "The Distinguished Divisional Excellence award is presented to all Circle K divisions that show excellence in unifying members and clubs within the division. This award demonstrates the division's commitment to creating divisional unity and promotion of divisional unity and promotion of district activities at the divisional level."

Tips

- i. Save any files that you have created during your term as Lieutenant Governor.
- ii. Keep track of the way you promoted education at Divisional Council Meetings.

DISTINGUISHED CLUB OFFICER AWARDS

General Description: "The Distinguished Club Officer awards are presented to each Circle K International board member who demonstrate excellent in his or her role and illustrate their dedication, participation, and contribution to Circle K. The following positions are able to apply: President, Vice President, Secretary, Treasurer, and Appointed Board Officers."

Deadline: Friday, March 1, 2019 via online submissions system
(see "Online Submission Process" for more information)

Overall Tips:

- > Ask for your letters of recommendation as early as possible. It takes time for people to write these letters, especially if they are occupied with other awards or are in generally very busy.
- > Make sure that you receive your individual member record from the Master Records Sheet since you will be required to merge it with your award.

1. Distinguished Appointed Board Officer

Tips

- i. Kiwanis Family and Membership Development and Education Chairs can apply for this award.
- ii. Keep track of all committee meetings you host throughout the year and take minutes at all committee meetings you host.

2. Distinguished President

Tips

- i. Keep track of all activities done throughout your term as president. Questions on this award contain content such as our District Service Initiative and the District Fundraising Initiatives.

3. Distinguished Vice President (Administration/Service)

Tips

- i. There are three types of Vice Presidents, so please aware of the sections that pertain to you.

4. Distinguished Secretary

Tips

- i. Keep all files in a safe place since you will need to submit proof of meeting agendas, proof of attendance, meeting minutes (club and board), etc. All supplements except for the CERF's should be merged into one PDF with the award application.

5. Distinguished Treasurer

Tips

- i. Keep all files such as receipts, budget sheets, statements, etc. that you can compile into your award. Merge all supplements and the awards application into one PDF.

NO APPLICATION NEEDED

6. Growth Enhances Membership (GEM)

Description: “This award is presented to all clubs that have shown positive growth in membership over the past year in four categories for club size. This program was institutionalized to recognize clubs that have achieved success in membership growth as compared to the previous year’s statistics.”

Tips

- i. The award is based on number of members from last year and this year.
- ii. The club size categories follow Circle K International tier names, which are Ruby, Sapphire, Emerald, and Diamond.

7. Outstanding Club Website

Description: “The Outstanding Club Video is presented to the top three clubs that produce a high-quality, creative, and innovative video promoting Circle K to potential new members.”

Tips

- i. Although the application was submitted along with the Fall Training Conference Awards, this award will be presented at District Convention 2019.
- ii. Remember to maintain and update your club’s website throughout the 2018–2019 Circle K term.
- iii. Incorporate graphic standards onto the website and utilize them properly. For more information on the branding guide, check out (www.circlek.org/brandguide) for more information. Also, check out the CNH Style Guide for the most recent mastheads and logos. The Style Guide can be found on the district website under the resources section.
- iv. Finally, be aware of copyright; if your creation resembles a copyrighted design, you may be subjected to point deductions.

8. District Convention Spirit

Description: “The District Convention Spirit award is presented to a Circle K division of the California–Nevada–Hawai’i District that encompasses the essence of fellowship through spirit at District Convention by bringing unity and strength to the clubs, divisions, and district.”

Tips

- i. Voting will be done by one representative from every club during Scrapbook Spotlight on Saturday Night.
- ii. Each club will send a representative and he or she will judge all divisions with the exception of their own division.
- iii. Judging will be based on the following criteria: cheering, spirit attire, and fellowship.

CLUB AWARDS

**Deadline: Friday, March 1, 2019 via online submissions system
(see “Online Submission Process” for more information)**

9. Distinguished Club Improvement

Description: “The Distinguished Club Improvement award is presented to the Circle K clubs in the California-Nevada-Hawai’i district that have demonstrated growth, development, and improvement from the previous year.”

Tips

- i. Utilize the Monthly Report Form since it contains most of the information needed to fill this award out.
- ii. The following clubs are not eligible for this award:
 1. Recipients of last year's Outstanding Total Achievement Award as well as recipients of last year's Distinguished Club Improvement Award if they have remained in the same club division.
 2. Newly chartered clubs.
- iii. List all new events in chronological order and have a brief description of each event.

10. Distinguished Kiwanis Club

Description: “The Distinguished Kiwanis Club award is presented to Kiwanis clubs who have strong ties with their Circle K club(s). These Kiwanis clubs exemplify the spirit of fellowship within the Kiwanis Family. A Kiwanis club may be nominated by a Circle K club or by an individual Circle K member.”

Tips

- i. A Kiwanis club may be nominated by a Circle K club or by an individual Circle K member.
- ii. The Kiwanis Club you choose to nominate does not have to be your sponsoring club.

11. Don Hull Distinguished Kiwanis Family Relations

Description: “The Don Hull Distinguished Kiwanis Family Relations award is presented to Circle K clubs that have shown excellence in their Kiwanis Family relations. This award demonstrates the club’s involvement in maintaining a strong relationship with the diverse branches of the Kiwanis family such as Kiwanis, California–Nevada–Hawai’i and KIWIN’S District of Key Club, etc.”

Tips

- i. The points needed to receive this award has increased, as well as the creation of a tiered system; the following are the points needed to receive this award:
 1. 80 out of 120 points for clubs with 50 members or less
 2. 90 out of 120 points for clubs with 51 members or more
- ii. There are several questions regarding the following events: Kiwanis One Day, Kiwanis Family Month, and Key to College. Make sure that your club participates in these events.
- iii. Utilize your Club Event Report Forms (CERF) to determine which Kiwanis Family clubs were present at events.

12. John Woodall Distinguished Membership Development & Education

Description: “The John Woodall Distinguished Membership Development and Education award is presented to any Circle K in the district in recognition of its performance in the areas of membership recruitment, retention, development, and education.”

Tips

- i. The points needed to receive this award has increased, as well as the creation of a tiered system; the following are the points needed to receive this award:
 1. 67 out of 100 points for clubs with 50 members or less
 2. 75 out of 100 points for clubs with 51 members or more
- ii. Make sure to have pictures and other supplements of your member installation since they are required for the award.
- iii. The award mentions “drive,” which refers to how you attract members to your Circle K club through tabling and welcome week.

13. Mei Po Wong Overall Service

Description: “This award is named after Mei Po Wong, a Circle K member from Mt. San Antonio College, who was killed in an accident caused by a drunk driver. This award is given to honor her extraordinary commitment to service and the Kiwanis Family.”

Tips

- i. An event may be listed only once in the entire application. If you list the same event in multiple sections, that event will not be counted. An event that can be listed in multiple sections should be put in the section that best fits that section’s criteria.
- ii. Utilize the Master Records Sheet since you are able to view what tags pertain to each event.

14. Outstanding Single Service

Description: “The Outstanding Single Service award is presented to the top three clubs that, through dedication and selfless efforts, have produced the best overall club service project completed between March 1, 2018, and February 28, 2019.”

Tips

- i. The project submitted for the award is limited to a one-week time period.
- ii. Observe the word limit of 2,000 words for Section II of the award. This is an average of 400 words per prompt.

15. Outstanding Interclubbing

Description: “The Outstanding Interclubbing award is presented to the top three Circle K clubs that have shown unity and fellowship through the implementation and participation of events with other Circle K clubs and Kiwanis Family clubs.”

Tips

- i. Utilize the Interclub tab on the Master Records Sheet to document all attendance of interclub events. All interclub events are tagged as IN.

16. Outstanding Newsletter

Description: “The Outstanding Newsletter award is presented to the top three Circle K clubs that regularly produce a high quality newsletter, serving as an effective communication tool for the club and its members.”

Tips

- i. A minimum of four newsletters **MUST** be finished by February 28, 2019 and submitted with your award application.
- ii. Send your newsletters to the specified recipients on the award within 7 days of the release date.
- iii. Upload your newsletters on ISSUU.

17. Camille Goulet Distinguished Club and Outstanding Total Achievement

Description: “The Camille Goulet Distinguished Club and Outstanding Total Achievement Awards are presented to Circle K clubs that have excelled in all aspects of club operation.”

Tips

- i. The John Woodall Membership Development and Education and the Don Hull Distinguished Kiwanis Family Awards must be submitted as supplements for this application.
- ii. There are numerous essays in the application. Start early and work together with your board officers to complete this application.

INDIVIDUAL AWARDS

Deadline: Friday, March 1, 2019 via online submissions system.
(see "Online Submission Process" for more information)

18. Faculty Advisor of the Year

Description: "The Faculty Advisor of the Year award is presented to the faculty advisor who has been a valuable resource and liaison for a club and Circle K in general. He or she is someone who exemplifies the spirit of fellowship in both words and actions."

Tips

- i. A faculty advisor may be nominated by a Circle K club or by an individual Circle K member.
- ii. Even though this award can be received more than once in a nominee's lifetime, the 2018 recipient(s) of the Faculty Advisor of the Year Award is(are) not eligible to win for the 2018-2019 term.
- iii. You will need one letter of recommendation, so make sure to ask for one in advance.

19. Hall of Fame

Description: "The Hall of Fame award is presented to a Circle K member of the California-Nevada-Hawai'i District who, through his or her contributions and achievements, has demonstrated outstanding dedication to the principle and ideals of Circle K International."

Tips

- i. This award requires three letters of recommendation from the following people: a Kiwanian, a co-worker or school faculty member, and a fellow Circle K member who understands your contributions in Circle K International. Make sure that you ask for these letters in advance.
- ii. The nominee must be a graduating student. It is highly recommended that they are present at District Convention 2019.

20. John Nichelson Kiwanian of the Year

Description: "The John Nichelson Kiwanian of the Year award is presented to the Kiwanian who best exemplifies the spirit of fellowship within the Kiwanis Family. To a Kiwanian, this is California-Nevada-Hawai'i Circle K's highest honor."

Tips

- i. A Kiwanian may be nominated by a Circle K club or by an individual Circle K member.
- ii. To qualify for this award, your club **MUST** submit the Don Hull Distinguished Kiwanis Family Relations award.

21. New Member of the Year

Description: “The New Member of the Year award is presented to one new member of Circle K International in the California–Nevada–Hawai’i District, who through his or her contributions and achievements, has demonstrated outstanding dedication to the principles and ideals of Circle K.”

Tips

- i. It is highly recommended that nominees attend District Convention 2019.
- ii. Ask for your letters of recommendation as early as possible, since letters require a lot of time to write.

22. Returning General Member of the Year

Description: “The Returning General Member of the Year award is presented to one returning general member of Circle K International in the California–Nevada–Hawai’i District who, through his or her contributions and achievements, has demonstrated outstanding dedication to the principles and ideals of Circle K.”

Tips

- i. It is highly recommended that nominees attend District Convention.
- ii. Ask for your letters of recommendation as early as possible, since letters require a lot of time to write.

23. Outstanding District Committee Member

Description: "This award is presented to a District Committee member who demonstrates excellent achievement in their role. The award illustrates the outstanding District Committee members's dedication, participation, and contribution to Circle K."

Tips

- i. There is a section where a District Chair must write a short supplement, so be sure to ask them ahead of time alongside the letter of recommendations.
- ii. This award mimics the Distinguished Appointed Board Officer Award.

AWARDS DUE ON-SITE AT DCON

General Description: “The Traditional and Non-Traditional Scrapbook awards are presented to the top three clubs that produce a high-quality, creative, and innovative scrapbooks chronicling the activities of the Circle K.”

Deadline: Friday, March 22, 2019 by 6PM on-site at District Convention

Reminder: In order to successfully turn in your scrapbook on-site, you MUST turn in both your printed award application and the actual scrapbook together. No late submissions will be accepted.

24. Outstanding Non-Traditional Scrapbook

- Tips**
- i. Your scrapbook cannot exceed the size of 20”x 20”x 20”.
 - ii. The only electronic equipment you can have on your scrapbook are LED lights.
 - iii. Scrapbook budgets are USD \$250. Any materials you received a donations or for free must be budgeted for.
 - iv. Keep your receipts and attach them to your physical award application.

25. Outstanding Traditional Scrapbook

- Tips**
- i. The scrapbook cannot exceed the size of 18”x 17”.
 - ii. Electronic equipment is not allowed to be on the scrapbook.
 - iii. Keep your receipts and attach them to your physical award application.



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