



The 46th Annual Ohio District Circle K Convention

THE LINDA M. STIEGLER OUTSTANDING SECRETARY AWARD

Name of Nominee _____

Circle K Club of _____

This award is given to the outstanding secretary who has fulfilled their duties to the highest capacity. The secretary shall have recorded the minutes of all official meetings of the club and board. They shall have submitted club monthly reports in a timely and complete manner. They shall have served as the official representative of the club at such functions as the president may determine and shall have performed additional responsibilities as assigned by the president. They must have remained active in club activities.

The Outstanding Secretary should be nominated by their home club.

The Ohio District Board will base their decision on the following criteria:

1. Club involvement
2. Contributions to the club above and beyond their written duties
3. Performance of secretarial duties (monthly reports, minutes, club directory, etc.) (**Please submit samples**)
4. Promotion and exemplification of Circle K ideals, themes, and objectives
5. Attendance at Club and Kiwanis Family projects
6. Other information you feel makes your secretary outstanding

Submission of above information must be short answer essays for each of the six criteria by a Kiwanian, Kiwanis or Faculty Advisor, or a Circle K club member.

Nine Monthly Reports (must be submitted to the District Secretary by January 25, 2003) must be included with this award.