



Distinguished Club Award Application

Award provides recognition to individual Key Clubs for their overall performance in the combined areas of club administration, membership and leadership development, K-family involvement, service, and fundraising.

Key Club Name	Division
School, City, State	Faculty Advisor
Report the total number of paid club members as of:	
December 1 _____	February 1 _____
Key Club Administration	
1a. How many club meetings were held:	
a) During the school year that were attended by a faculty advisor?	_____
b) During the school year that had a speaker or a program?	_____
c) During the summer (or other break period)?	_____
d) As special meetings (banquet, etc.)?	_____
e) As board meetings?	_____
1b. Average club meeting attendance percentage:	_____
2. Reports completed and submitted on time:	
a) Monthly Report Forms	Yes No
b) Club Election	Yes No
3. Dues payment date: _____	
4. Activities in which the club participated:	
a) Division Training Conference	Yes No
b) Presidents or Divisional Council meetings	Yes No
c) Division-wide rally or service project	Yes No
5. Did the club utilize either of these forms of communications for members?	
a) Club newsletter with a minimum of six issues	Yes No
b) Club web site	Yes (Address: _____) No
Club Membership	
1. Did the club provide a special program for new-member induction, including a ceremony, and pin presentation? Yes No	
2. Did the club provide a formal program for member orientation and education including the new-member handbook, Key Club magazine, videos, etc.? Yes No	

3. How many attended the prior year's DCLC? _____

a) Voting Delegates _____

b) Advisors _____

4. How many attended the prior year's International Convention?

a) Voting delegates _____

b) Advisors _____

5. How many club social activities were held for all club members? _____

6. How many interclub activities were held with other Key Clubs? _____

7. What is the increase/decrease of paid members over the previous year? _____

Leadership Development

1. Did your club participate in a formal officer training? Yes No

2. Did the faculty and/or Kiwanis advisor participate in the club officer training?
Yes No

3. Did the president and secretary attend a division or district club officer training workshop or conference? Yes No

4. Has your club conducted or participated in:

a) District or division leadership conference or retreat? Yes No

b) Key Leader event? Yes No

c) A club officer/member leadership retreat? Yes No

5. What percentage of members has served in leadership positions including officers, board members, and committee/project chairpersons? _____

6. During the past year, has the club included:

a) A candidate for district or international office? Yes No

b) A District Officer or committee member? Yes No

c) An International Officer or committee member? Yes No

Kiwanis-Family Involvement

1. Have sponsoring Kiwanis club members attended a minimum of 15 Key Club meetings? Yes No

2. Have Key Club members attended a minimum of 15 meetings of the sponsoring Kiwanis club? Yes No

3. Has the Key Club participated in joint service projects with the sponsoring Kiwanis club? Yes No

4. Has the Key Club jointly sponsored a Builders Club or K-Kids with its sponsoring Kiwanis club? Yes No (Club name _____)

5. Has the Key Club participated in at least one service project with a Kiwanis club (other than its sponsor), CKI, Builders Club, K-Kids or other Kiwanis-family organization?
Yes No

6. Has the Key Club presented a program at a Builders Club or K-Kids meeting?
Yes No

7. Has the Key Club participated in at least one interclub with a Kiwanis club (other than its sponsoring Kiwanis club), CKI, Builders Club, K-Kids, or other Kiwanis-family organization?
Yes No

List all service projects and activities the Key Club has completed during the administrative year. The projects should be organized by month. For a recurring project (for example, daily raising and lowering of school flags) treat the project as a single project for each month. Attach a separate sheet of paper, allowing only one line for each project. Provide the following information:

- Brief project description
 - Month of project
 - Number of members participating
 - Number of service hours produced by Key Club members during the month.
- The list must be a) typed or b) completed as a computer printed document.

Total the money raised by the Key Club for non-profit, educational, and other charitable purposes: \$_____

These signatures signify the validity and accuracy of the information reported.

Club President's Signature

Date

Kiwanis Advisor's Signature

Date

Faculty Advisor's Signature

Date

This application and supporting documents must be received at the office of the District Administrator no later than February 15. Original and emailed copies will be accepted.