Each Key Club is required to complete and submit this report prior to its district convention, according to the guidelines set by its own district. PLEASE READ THE RULES BEFORE COMPLETING THIS FORM.

KEY CLUB INTERNATIONAL DISTINGUISHED CLUB RULES
1. The filing of the Annual Achievement Report is required for every Key Club, per Key Club International Board policies. Part One and Part Two of the report must be printed in black or blue ink, or typed.
2. Part Two report attachments must be produced as computer-printed documents.
3. Follow the instructions as indicated on this form. Failure to comply with any rule may result in disqualification from the contest.
4. The Annual Club Report should contain club activities occurring between the 2017 and 2018 district conventions.
5. Upon completion of the report, the club may score its own report according to the scoring directions shown in the right-hand column on each page; tabulate the scores from each section in Part Three.
6. This report should be submitted to the Key Club district prior to its convention, as directed by the proper Key Club district official(s).
7. The district may recognize clubs achieving predetermined scores as "Distinguished Club" or "Distinguished Club-Diamond Level."

Key Club: ___________________________________________________ Club ID Number: ____________
District: ___________________________________ Faculty advisor: ________________________________
School address: __________________________________ City: ________________________________
State/province: __________________________ Country: __________________________ Postal Code: ____________
Telephone: Business (_____) ________________________ Home (_____) ________________________

CLUB MEMBERSHIP
1. Enter the total number of actual club members as of (a) December 1, 2017 _______ (b) February 1, 2018 _______
2. Average the numbers entered in (a) and (b) above. Round to the nearest whole number and enter the average in the box. This is the number that will be used for calculations elsewhere in this report.

CERTIFICATION
These signatures certify the validity and accuracy of the information contained herein. The school and Kiwanis club signatures cannot be by the same person.

__________________________________________   _______________________________   _______________________________
Key Club president                       Kiwanis club president or advisor   Principal or faculty advisor

Part One: Club Information
A. KEY CLUB ADMINISTRATION - 23 Points Possible

CLUB MEETINGS
1a. How many club meetings were held:
   a. During the school year that were attended by faculty advisor? ________
   b. During the school year that had a presentation by the club’s Lt. Governor? ________
   c. During the summer (or other break period)? ________
   d. As board meetings? ________
1b. Average club meeting attendance percentage: ________%
(Include all regular club meetings, round to nearest whole number)

CLUB REPORTS
2. Reports completed and submitted on time:
   a. Monthly Activity (submitted monthly to district) YES NO
   b. Club Election (submitted to district) YES NO

DUES PAYMENT
3. Dues payment date: ____________

DIVISION INVOLVEMENT
4. Activities in which the club participated:
   a. Division or Region/Zone training conference YES NO
   b. Presidents or Divisional Council Meeting(s) YES NO
   c. Division-wide rally or service project YES NO

CLUB COMMUNICATIONS
5. Please indicate which, if any, of the following forms of communication with members the club utilized.
   a. Facebook __ Twitter and or Instagram ___ Other social media platform ___
   b. Club website ___ Messaging system ___ Club newsletter/other publication ___

B. CLUB MEMBERSHIP - 16 Points Possible

EDUCATION AND DEVELOPMENT PROGRAMS
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

CONVENTION ATTENDANCE
3. How many attended the 2017 district convention?
   Voting delegates: ________ Advisors: ________
4. How many attended the 2017 International convention?
   Voting delegates: ________ Advisors: ________

SCORING
Write Point Total Here

CLUB MEETINGS
1a. 1 point for every five meetings, to a maximum 5 points.
1b. 1 or more is 1 point.
c. 1 or more is 1 point.
d. 10 or more is 2 points, 5-9 is 1 point.
1b. 80% or more is 4 points, 60-79% is 3 points, 50-59% is 2 points, 40 – 49% is 1.

CLUB REPORTS
2a. If YES, 1 point.
b. If YES, 1 point.

DUES PAYMENT
3. By Nov 1st, 3 points

DIVISION INVOLVEMENT
4a. If YES, 1 point.
b. If YES, 1 point.
c. If YES, 1 point.

CLUB COMMUNICATIONS
5. If 3 or more used 2 points.

EDUCATION & DEVELOPMENT
1. If YES, 2 points.
2. If YES, 2 points.

CONVENTION ATTENDANCE
3. 1 point per voting delegate (2 points maximum).
3. An advisor is 1 point (maximum).
4. 1 point per voting delegate (2 points maximum).
4. An advisor is 1 point (maximum).
**MEMBERSHIP ACTIVITIES**

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

6. How many inter-clubs were held with other Key Clubs? __________

**MEMBERSHIP GROWTH**

7. What is the increase (decrease) of dues-paid members over the previous year? __________

**C. LEADERSHIP DEVELOPMENT - 9 Points Possible**

**KEY CLUB OFFICER TRAINING**

1. Did your club participate in a formal officer training? ___YES ___NO

2. Did the faculty and/or Kiwanis advisor participate in faculty advisor E-Learning training? ___YES ___NO

**KEY CLUB LEADERSHIP TRAINING AND DEVELOPMENT**

3. a. Indicate All of the following leadership development opportunities which your Club officers attend/participated in.

   ___ Regional Training Conferences (RTC) ___ Divisional events
   ___ District convention workshops ___ Fall Rally workshops

   b. Indicate all of the following leadership development opportunities which your club members attended/participated in.

   ___ Divisional events ___ District convention workshops
   ___ Key Leader event ___ Fall Rally workshops

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

   a. A candidate for district or International office? ___YES ___NO

   b. A district or international officer or committee member? ___YES ___NO

**NOTE:** *Candidates for office who were elected may only be counted once.*

**D. KIWANIS-FAMILY INVOLVEMENT - 12 Points Possible**

**SPONSORING KIWANIS CLUB INTERACTION**

1. Have sponsoring Kiwanis club members attended a minimum of 75% of Key Club meetings? ___YES ___NO

2. Have Key Club members attended a minimum of 7 meetings of the sponsoring Kiwanis club? ___YES ___NO

3. Has the Key Club participated in 2 or more joint service projects or interclubs 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? (Club name ________________) ___YES ___NO

5. Has the Key Club participated in at least one service project or interclub with a Kiwanis club (other than its sponsor), CKI, Builders Club, K-Kids or other Kiwanis-family organization? ___YES ___NO

**KIWANIS-FAMILY INTERACTION**

6. Has the Key Club presented 2 or more programs at a Builders Club or K-Kids meeting? ___YES ___NO

**SCORING**

<table>
<thead>
<tr>
<th>MEMBERSHIP ACTIVITIES</th>
<th>Write Point Total Here</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. 3 or more is 2 points.</td>
<td></td>
</tr>
<tr>
<td>1-2 is 1 point.</td>
<td></td>
</tr>
<tr>
<td>6. 5 or more is 2 points.</td>
<td></td>
</tr>
<tr>
<td>3-4 is 1 point.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEMBERSHIP GROWTH</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7. The greater of: 10 members or 10% is 2 pts; 5 members or 5% is 1 pt.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KEY CLUB OFFICER TRAINING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If YES, 2 points.</td>
<td></td>
</tr>
<tr>
<td>2. If YES, 1 point.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KEY CLUB LEADERSHIP TRAINING AND DEVELOPMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3. a. if 2 or more, 2 points.</td>
<td></td>
</tr>
<tr>
<td>3. b. if 2 or more, 2 points.</td>
<td></td>
</tr>
</tbody>
</table>

| 4a. If YES, 1 point. |
| 4b. If YES, 1 point. |

<table>
<thead>
<tr>
<th>Total for Section C.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4a. If YES, 1 point.</td>
<td></td>
</tr>
<tr>
<td>4b. If YES, 1 point.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPONSORING KIWANIS CLUB INTERACTION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If YES, 2 points.</td>
<td></td>
</tr>
<tr>
<td>2. If YES, 2 points.</td>
<td></td>
</tr>
<tr>
<td>3. If YES, 2 points.</td>
<td></td>
</tr>
<tr>
<td>4. If YES, 2 points.</td>
<td></td>
</tr>
<tr>
<td>5. If YES, 2 points.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KIWANIS-FAMILY INTERACTION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6. If YES, 2 points.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total for Section D.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6. If YES, 2 points.</td>
<td></td>
</tr>
</tbody>
</table>
Part Two: Club Service

A. SERVICE PROJECTS - 50 Points Possible

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.

Use separate sheets of paper, allowing only one line for each project. Provide the month, brief project description, number of members participating, and 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. See the example below.

Total the number of projects and enter the number in the scoring box below. Attach the list to this report.

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Month</th>
<th># Members</th>
<th>Service Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Read at primary school</td>
<td>April</td>
<td>12</td>
<td>10</td>
</tr>
<tr>
<td>2. School trash pick-up</td>
<td>April</td>
<td>17</td>
<td>44</td>
</tr>
<tr>
<td>3. Bake sale for UNICEF</td>
<td>April</td>
<td>18</td>
<td>36</td>
</tr>
<tr>
<td>4. Easter egg hunt</td>
<td>April</td>
<td>15</td>
<td>60</td>
</tr>
<tr>
<td>5. Set up for carnival</td>
<td>May</td>
<td>12</td>
<td>24</td>
</tr>
</tbody>
</table>

B. SERVICE HOURS - 60 Points Possible

Calculate the total of all service hours performed by members of the Key Club. Divide the service hour total by the number of members (listed in the membership box on the front page of this form). Round to the nearest whole number. Enter that number in the scoring box to the right.

C. SERVICE FUNDRAISING - 20 Points Possible

Total the money raised by the Key Club for nonprofit, educational, and other charitable purposes. Convert the funds raised to $US. Enter that figure on the blank to the right.

$US _______

Divide the $US figure by the number of members (listed in the membership box on the front page of this form). Enter that figure on the blank below.

$US/member _______

Round to the nearest whole number. Enter that number (maximum 20) in the scoring box to the right.

Part Three: Scoring

Transfer the total score for each Section to the proper box below. Note that there are separate point collection areas for Key Clubs with a Kiwanis sponsor and Key Clubs who do not have a Kiwanis sponsor. Be sure to enter your club’s scores in the correct location. Add the six Section totals to determine the report score. Enter this total in the REPORT SCORE box to the right of the chart below.

<table>
<thead>
<tr>
<th>Section:</th>
<th>A.</th>
<th>B.</th>
<th>C.</th>
<th>D.</th>
<th>A.</th>
<th>B.</th>
<th>C.</th>
<th>FINAL SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>POINTS</td>
<td>23</td>
<td>16</td>
<td>9</td>
<td>12</td>
<td>50</td>
<td>60</td>
<td>20</td>
<td>190 possible pts.</td>
</tr>
<tr>
<td>Sponsored by a Kiwanis Club</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POINTS</td>
<td>23</td>
<td>16</td>
<td>9</td>
<td>4</td>
<td>50</td>
<td>60</td>
<td>20</td>
<td>182 possible pts.</td>
</tr>
<tr>
<td>No sponsoring Kiwanis Club</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SCORE: ____________________________

Judging and Certification: ____________________________________________________________