KEY CLUB

Key Club Annual Achievement Report 2018-19

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 2018 and 2019 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:	ub: Club ID Number:						
District:							
School address:	dress: City:						
State/province:	Country:Postal Co						
Telephone: Business ()	ness (Home ()						
CLUB MEMBERSHIP							
1. Enter the total number of actual clu	ub members as of (a) December 1, 20	018 (b) February 1, 2019					
2. Average the numbers entered in (a) the average in the box. This is the number of the same of the sa							
CERTIFICATION							
These signatures certify the validity ar signatures cannot be by the same personal transfer of t	•	ained herein. The school and Kiwanis club					
Key Club president	Kiwanis club president or advisor	Principal or faculty advisor					

Part One: Club Information

SCORING Write Point A. KEY CLUB ADMINISTRATION - 22 Points Possible **Total Here CLUB MEETINGS CLUB MEETINGS** 1a. 1 point for every 1a. How many club meetings were held: five meetings, to a a. During the school year that were attended by faculty advisor? maximum 5 points. b. 1 or more is 1 b. During the school year that had a presentation by the club's Lt. Governor? point. c. During the summer (or other break period)? c. 1 or more is 1 point. d. As board meetings? d. 10 or more is 2 1b. Average club meeting attendance percentage: points, 5-9 is 1 point. (Include all regular club meetings, round to nearest whole number) 1b. 80% or more is 4 points, 60-79% is 3 points, 50-59% is 2 points, 40 - 49% is 1. CLUB REPORTS **CLUB REPORTS** 2. Reports completed and submitted on time: 2a. If YES, 1 point. a. Club Election (submitted to district) ___YES ___NO **DUES PAYMENT DUES PAYMENT** 3. By Nov 1st, 3 3. Dues payment date: _____ points **DIVISION INVOLVEMENT DIVISION INVOLVEMENT** 4a. If YES, 1 point. 4. Activities in which the club participated: b. If YES, 1 point. a. Division or Region/Zone training conference YES NO c. If YES, 1 point. b. Presidents or Divisional Council Meeting(s) YES NO ___YES ___NO c. Division-wide rally or service project **CLUB COMMUNICATIONS** 5. If 3 or more used 2 **CLUB COMMUNICATIONS** points. 5. Please indicate which, if any, of the following forms of communication with members the Total for club utilized. a. ___ Social media platforms ___ Club website ___ Messaging system Section **Section** ___ Club newsletter/other publications ___ posters/bulletin board announcements

B. CLUB MEMBERSHIP - 16 Points Possible		EDUCATION & DEVELOPMENT
		1. If YES, 2 points.
EDUCATION AND DEVELOPMENT PROGRAMS		2. If YES, 2 points.
1. Did the club provide a special program for new-member induction, including a ceremony, and pin presentation?	YESNO	CONVENTION ATTENDANCE
2. Did the club provide a formal program for member orientation and education including the new-member handbook, Key Club magazine, videos, etc?	YESNO	3. 1 point per voting delegate (2 points maximum). 3. An advisor is 1
CONVENTION ATTENDANCE		point (maximum).
3. How many attended the 2018 district convention? Voting delegates: Advisors: 4. How many attended the 2018 International convention? Voting delegates: Advisors:		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? 		SCORING Write Point Total Here MEMBERSHIP ACTIVITIES 5. 3 or more is 2 points. 1-2 is 1 point. 6. 5 or more is 2 points. 3-4 is 1 point. MEMBERSHIP GROWTH 7. The greater of: 10 members or 10% is 2 pts; 5 members or 5% is 1 pt. Total for Section B.

C. LEADERSHIP DEVELOPMENT - 9 Points Possible

KEY CLUB OFFICER TRAINING			KEY CLUB OFFICER TRAIN	ING
 Did your club participate in a formal office Did the faculty and/or Kiwanis advisor patraining? 	~		1. If YES, 2 points. 2. If YES, 1 point.	
		YESNO	KEY CLUB LEADERSHIP TR	NAINING
KEY CLUB LEADERSHIP TRAINING AND DEVI	_		AND DEVELOPMENT	Allvillo
 3. a. Indicate All of the following leadership Club officers attend/participated in. Regional Training Conferences (RTC) District convention workshops 			3. a. if 2 or more, 2 points. 3. b. if 2 or more, 2	
District convention workshops	ran rany workshi	op3	points.	
b. Indicate all of the following leadership do	evelopment opportunit	es which your club		
members attended/participated in.			4a. If YES, 1 point.	
Divisional events Key Leader event	District conventio	•	4b. If YES, 1 point.	
4. During the past year, has the club include	ed:		Total for	
a. A candidate for district or Internation	nal office?	YESNO	Section C.	
b. A district or international officer or o	committee member?	YESNO		
NOTE: Candidates for office who were elec	ted may only be counte	ed once.		

D. KIWANIS-FAMILY INVOLVEMENT - 12 Points Possible

SPONSORING KIWANIS CLUB INTERACTION

SPONSORING KIWANIS CLUB INTERACTION		INTERACTION
1. Have sponsoring Kiwanis club members attended a minimum of 75% of Key Club meetings?	YES NO	1. If YES, 2 points.
Have Key Club members attended a minimum of 7 meetings	<u> </u>	2. If YES, 2 points.
of the sponsoring Kiwanis club?	YESNO	3. If YES, 2 points.
3. Has the Key Club participated in 2 or more joint service projects or interclubs		4. If YES, 2 points.
with the sponsoring Kiwanis club?	YESNO	5. If YES, 2 points.
4. Has the Key Club jointly sponsored a Builders Club or K-Kids with its sponsoring Kiwanis club? (Club name)	YESNO	
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,		KIWANIS-FAMILY INTERACTION
K-Kids or other Kiwanis-family organization?	YESNO	6. If YES, 2 points.
KIWANIS-FAMILY INTERACTION		Total for
6. Has the Key Club presented 2 or more programs at a Builders Club or K-Kids meeting?	YESNO	Section D.

SPONSORING KIWANIS CLUB

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.

		<u>Example</u>		
Project Description	Month	# Members	Time spent	Service Hours
1. Read at primary school	April	12	1 hr	12
2. School trash pick-up	April	15	2 hr	30
3. Bake sale for UNICEF	April	18	2 hr	36
4. Easter egg hunt	April	15	4 hr	60
5. Set up for carnival	May	12	2 hr	24

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.**

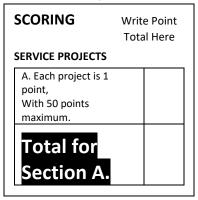
C. SERVICE FUNDRAISING - 20 Points Possible

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

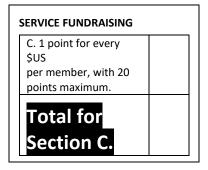
Divide the \$US figure by the number of members (listed in the membership box on the front page of this form). Enter that figure on the blank below.

\$US/member_____

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



SERVICE HOURS	
B. Each average service	
hour is 1 point, with 60	
points maximum.	
Total for Section B.	



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 seven section totals to determine the report score. Enter this total in the REPORT SCORE box to the right of the chart below.

		PAF	KI ON	<u> </u>		PAKI	IWO		
Section:		A.	В.	C.	D.	A.	B.	C.	FINAL SCORE
POINTS		23	16	9	12	50	60	20	190 possible pts.
Sponsored by a Kiwanis Club									
POINTS		23	16	9	4	50	60	20	182 possible pts.
No sponsoring Kiwanis Club	→								

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