



2019-2020 Awards Manual

Created by the 2019-2020 Governing Documents & Awards Committee

NEW CHANGES FOR 2020

Formstack

This year, Circle K International will be using Formstack for submitting International Awards. Formstack is a data management system that allows users to collect information through online forms and applications that make it easy for applicants to review their applications and submit their work.

Addition of Returning Member of the Year Award

The Awards committee this year, wanted to find a way to honor those members who come back year after year and contribute to the betterment of their clubs and humanity. As we already have a New Member of the Year Award, we wanted to take that and create a returning member of the year award for those remarkable returning general members.

Point Rework

This year the committee have decided to scale down the scoring to make award judging easier on our judges. All points are still worth the same from prior, just scaled down to 150 overall range.

Removal of Preferred Charities and Service Partners Award

The International Board has recently adopted four new service initiatives: Mental Health, Environmental Justice, Food Insecurity and Homelessness, and Childhood Development. Different organizations are currently being looked into that fall within these categories. Due to this, the Preferred Charities and Service Partners Award is not being offered this year.

Rework of Club Promotional Video Award

The Club Promotional Video Award has been reworked this year for applicants to submit videos that promote Circle K International as a whole rather than of the club itself. The award now is renamed to "Circle K International Promotional Video Award" with an emphasis on #ChooseCKI.



TYPES OF AWARDS

The Circle K International Awards Program has three different types of awards which applicants may apply for: Distinguished Awards, Club Awards, and Individual Awards.

Distinguished Awards are offered to members serving on Circle K District Boards or International Committees. While there is often no formal recognition of District Board members on the District level, the International Awards Program gives an opportunity to recognize these incredible leaders.

- Distinguished District
- Distinguished District Governor
- Distinguished District Administrator
- Distinguished District Secretary-Treasurer
- Distinguished District Secretary
- Distinguished District Treasurer
- Distinguished District Editor
- Distinguished District Chairperson
- Distinguished Lieutenant Governor
- Distinguished Kiwanis Committee Member
- Distinguished International Chairperson

Club Awards allow clubs throughout Circle K International to showcase their work and be recognized for their outstanding efforts and projects. Clubs may be able to showcase their accomplishments through service projects, recruitment efforts, fundraising initiatives, or total achievement.

- Club Achievement Award
- Club Outstanding Kiwanis Family Relations Award
- Circle K International Promotional Video Award
- Outstanding Single Service Award
- Outstanding Club Recruitment Award

Individual Awards offer individuals to be recognized for their exemplary contribution to Circle K International.

- CKI Hall of Fame Award
- New Member of the Year Award
- Returning Member of the Year Award
- Outstanding International Committee Member Award



SUBMITTING YOUR APPLICATIONS

STEP 1. Searching for awards

- Go to <https://www.circlek.org/ckix>.
- Scroll down and click on “Contests and Awards”.
- Each award application will have its own link.

STEP 2. Filling out the form

- There are short answer, yes or no, select all that apply, and file upload questions. Once you begin, you can save and resume later at any time until the due date to continue working on your submission. Point totals are listed with each question and category.

STEP 3. File Uploads

- To upload a file for submission, please click the “Choose File” button and select the file that you would like submit for the award.
- Please combine files when submitting evidence.
- Accepted file forms are listed below the question, as shown by this example.

STEP 4. Letters of Rec

- Some awards require additional people to submit letters of recommendations on your behalf.
- Please upload letters of recommendations in the respective file upload section.
- You will need the letters of recommendations uploaded in the application before you are able to submit the award.

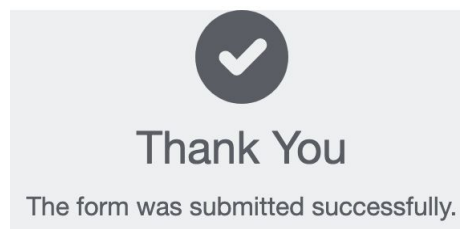
STEP 5. Saving your progress and submit!



FREQUENTLY ASKED QUESTIONS

As the submissions for International Awards have been changed to a new online format, we expect questions to arise about using Formstack. The International Governing Documents and Awards Ad-Hoc Committee have been hard at work to anticipate any questions and provide the answers to you.

- How should I receive and upload a letter of recommendation?
 - Ask your recommenders weeks prior to submission if they are able to write you a letter of recommendation and give them the criteria.
 - Once you have received their letter, upload it onto the letter of recommendation section in the award application.
- How can I contact Circle K International through Formstack?
 - Questions can be directed to the Ad-Hoc Governing Documents and Awards Chair, David Su at cki.davidsu@gmail.com.
- How do I use the save and resume later feature?
 - On the bottom of each application has the "Save and Resume Later" button.
 - Once you click the button, you will be given a unique link that will contain your answers for **up to 30 days**.
 - You also have the option for Formstack to email you the unique link.
- How do I know if my award was submitted?
 - You should be taken to a page which displays the following message:



- What is evidence and how do we submit it?
 - Evidence is required throughout various award applications. Some sections in applications that may need evidence include communication, accomplishing tasks, above and beyond, etc.



- o Examples of proper evidence include:
 - Emails/Instant Messages/Text Messages including timestamps
 - Social Media Posts/Event Pages
 - Monthly Report Forms
 - Attendance Sheets
 - Meeting Agendas/Minutes
 - Photos
 - Letters of recommendations
- o Evidence is submitted within the award application using a file upload. Each question has a set limit of files to upload, so make sure you check on the specific question. Accepted file types are listed below the question.
- o Some Mac users may experience issues with file upload, please resave your file and be sure it ends with the correct file extension.

APPLICATION DUE DATES

Distinguished award applications are due **Friday, April 17 at 12:00pm EST.**

Club and Individual award applications are due **Friday, May 15 at 12:00pm EST.**