

Key Club Annual Achievement Report 2016-17

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 2016 and 2017 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, 2016 _____ (b) February 1, 2017 _____
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
 - ___ 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 2016 district convention?
Voting delegates: _____ Advisors: _____
4. How many attended the 2016 International convention in Atlanta, GA?
Voting delegates: _____ Advisors: _____

SCORING		Write Point Total Here
CLUB MEETINGS		
1a. 1 point for every five meetings, to a maximum 5 points.		
b. 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.		
Total for Section A.		

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).		
CONVENTION ATTENDANCE		
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 - 10 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	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.	

KEY CLUB OFFICER TRAINING	
1. If YES, 2 points.	
2. If YES, 1 point.	
KEY CLUB LEADERSHIP TRAINING AND DEVELOPMENT	
3. a. if 2 or more, 2 points.	
3. b. if 2 or more, 2 points.	
4a. If YES, 1 point.	
4b. If YES, 1 point.	
Total for Section C.	

SPONSORING KIWANIS CLUB INTERACTION	
1. If YES, 2 points.	
2. If YES, 2 points.	
3. If YES, 2 points.	
4. If YES, 2 points.	
5. If YES, 2 points.	
KIWANIS-FAMILY INTERACTION	
6. If YES, 2 points.	
Total for Section D.	

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. If more than 50 projects have been undertaken, list the 50 projects involving the greatest number of members and producing the greatest number of service hours first. Then, list the remaining projects. 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. An example is provided.

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	Service Hours
1. Read at primary school	April	12	10
2. School trash pick-up	April	17	44
3. Bake sale for UNICEF	April	18	36
4. Easter egg hunt	April	15	60
5. Set up for carnival	May	12	24

SCORING	Write Point Total Here
SERVICE PROJECTS	
A. Each project is 1 point, With 50 points maximum.	
Total for Section A.	

B. SERVICE HOURS - 60 Points Possible

Calculate the aggregate total of 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.	
SERVICE FUNDRAISING	
C. 1 point for every \$US per member, with 20 points maximum.	
Total for Section C.	

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.

Section:	PART ONE					PART TWO			FINAL SCORE
	A.	B.	C.	D.		A.	B.	C.	
POINTS Sponsored by a Kiwanis Club →	23	16	9	12		50	60	20	190 possible pts.
POINTS No sponsoring Kiwanis Club →	23	16	9	4		50	60	20	182 possible pts.
SCORE:									

Judging and Certification: _____