

1. INSTRUCTIONS/RULES GOVERNING THE KEY CLUB ANNUAL ACHIEVEMENT REPORT 2017-18

Each Key Club is required to complete and submit the Key Club Annual Achievement Report to the Florida District for judging of the following contests: **Distinguished Club, Distinguished Club-Diamond Level, and Malcolm K. Lewis Key Club of the Year.**

All three awards provide recognition for individual Key Clubs for overall performance in the combined areas of:

- ★ Club Administration
- ★ Membership and Leadership Development
- ★ Kiwanis Family Involvement
- ★ Service
- ★ Fundraising

There are three parts to the Key Club Annual Achievement Report:

1. Club Information- *must be typed*
2. Club Service – *must be typed, and attachments must be produced as computer printed documents*
3. Scoring

The following actions will result in DISQUALIFICATION:

- ★ The Annual Report fails to comply with any rule or instruction
- ★ The Annual Report contains club activities outside the 2017 and 2018 District Education and Leadership Conferences (DCON's).
- ★ Information provided on the Annual Report is inconsistent with that reported on your Pride Reports
- ★ Any information in Pride Report is deemed to be inaccurate (i.e. not counting service hours correctly or as a service hour), and the club name is not displayed on every page for the report, including the attachments.
- ★ Information does not match the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>.

***NOTE: clubs may score their 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*.**

2. DISTINGUISHED CLUB AWARD GUIDELINES

- ★ All entries in the Club Achievement Awards program shall be fully entered in the Distinguished Club program.
- ★ Entries shall be judged based upon achieving a percentage of accumulated points in the categories of the Club Annual Achievement Report.
- ★ Clubs achieving a predetermined score shall be designated as a Distinguished Club set by the Key Club International Board.
- ★ **Only activities which occurred during the District administrative year and included on the monthly Pride Reports shall be included on the report.**
- ★ The decision of the judges is **FINAL**.

3. DISTINGUISHED CLUB - DIAMOND LEVEL AWARD

- ★ The Distinguished Club –Diamond Level provides recognition to individual Key Clubs that were judged as Distinguished Clubs
- ★ Distinguished Clubs achieving a predetermined score (established by the Key Club International Board of Trustees) shall be designated as a Distinguished Club –Diamond Level.
- ★ All decisions made by judges are **FINAL**.

4. MALCOLM K. LEWIS KEY CLUB OF THE YEAR AWARD

- ★ This award recognizes the best club in the Florida District for their overall performance based on **(but not limited to)** the criteria stated in section one and attendance at DCON 2018.
- ★ Entries shall be judged based on accumulated points in the categories of the Club Annual Achievement Report.
- ★ The Key Club that has the largest point total will be named Key Club of the Year.
- ★ In case of a tie, the Key Club with the larger average number of service hours per member and/or other criteria determined by the Awards Committee will be selected as Key Club of the Year.
- ★ The decision of the judges is **FINAL**.

5. CERTIFICATION/SIGNATURES

- ★ The Key Club president and faculty advisor must certify the validity and accuracy of the information provided.
- ★ **The Key Club president, Kiwanis Club president or advisor, and the school principal or faculty advisor must all sign the annual report.**
- ★ NOTE: The Awards Committee has the right to verify that the intended signatories have signed this entry form.

6. SUBMISSION

Deliver the completed **original** of the Key Club Annual Achievement Report by **10 PM on Thursday, April 5, 2018**, to the Awards Committee at DCON. Please keep a copy for your Key Club files.

The following actions will result in a DISQUALIFICATION:

- ★ Any information requested is missing or if signatures are obtained fraudulently.
 - ★ The entry form is not typed.
 - ★ The entry form arrives late.
 - ★ The entry form is left at the Key Club Registration Desk, **it will not be considered submitted.**
- If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.