



2016-2017 SINGLE SERVICE AWARD – REPORT FORM : COVER SHEET

DEADLINE: March 30, 2017 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

1. INSTRUCTIONS

PLEASE TYPE THE INFORMATION ON THE SINGLE SERVICE AWARD REPORT FORM AND AFFIX TO THE PROJECT DETAILS FORM (pages 2 to 7).

- The Single Service Award program shall provide recognition to individual Key Clubs for their single best service project.
- Any Key Club in good standing may **submit one** Single Service Award Report for judging.
- The Single Service Award is an international award. Eligible submissions must first be submitted to the Florida District for judging at the District Education and Leadership Conference (DCON).

2. INTERNATIONAL GUIDELINES

<p>A. A qualifying single service project shall be defined as a club service project, planned, organized and produced by the Key Club occurring on a single day, consecutive days or recurring on different days. Projects acceptable for this award may include both hands-on service projects and fundraising efforts. In the case of a recurring project, it is the same project that must be repeated for the purpose of achieving the same service goal.</p> <p>B. Entries shall use the official Single Service Report form and shall be submitted to the district for competition according to the guidelines as set by the district. Clubs existing within a non-districted area shall submit their entries to Key Club International.</p> <p>C. Clubs shall compete with other clubs of similar size within four membership categories: Bronze, being 35 members or less; Silver, being 36 to 60 members; Gold, being 61 to 85 members; and Platinum, being 86 members or more.</p> <p>D. Entries shall be judged based upon an accumulated total of <u>100 points</u> allocated to the following categories:</p> <table border="0"> <tr><td>Service Need</td><td>10 Points</td></tr> <tr><td>Project Plan</td><td>20 Points</td></tr> <tr><td>Project Implementation</td><td>20 Points</td></tr> <tr><td>Final Results</td><td>25 Points</td></tr> <tr><td>Public Awareness</td><td>10 Points</td></tr> <tr><td>Members' Participation</td><td>15 Points</td></tr> </table> <p>E. Only activities which occurred during the district administrative year shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following April 30.</p>	Service Need	10 Points	Project Plan	20 Points	Project Implementation	20 Points	Final Results	25 Points	Public Awareness	10 Points	Members' Participation	15 Points	<p>F. Judging of all entries within each district shall determine one first place winner, and other levels of recognition as deemed appropriate, in each membership category. Each first place report should be forwarded to Key Club International for competition with other first place winners. No changes may be made in the report by the club, district or judging committee. Reports must be received by the first Friday in May.</p> <p>G. All entries from non-districted clubs shall be judged to also produce a first place winner in each category. Reports must be received by the first Friday in May.</p> <p>H. An entry may be disqualified by the judges for reporting incorrect or false information or failure to submit a report according to the rules of the district's competition. Any disqualification at the district level requires the approval of the district administrator or his/her designee. An entry may be disqualified by the judges at the international level for the same reasons, and any disqualification requires the approval of the International Director.</p> <p>I. Suitable recognition should be provided to clubs achieving first place and other places at district and international levels of competition. At each level of judging, the decisions of the judges are final. No changes, alterations or re-grading will take place after the results have been certified by the judges.</p>
Service Need	10 Points												
Project Plan	20 Points												
Project Implementation	20 Points												
Final Results	25 Points												
Public Awareness	10 Points												
Members' Participation	15 Points												

3. CLUB INFORMATION

Key Club of:

Club ID#:

District: FLORIDA

Division:

(Information must be TYPED exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/> and OIF)

Club President's Name:

President's Email:

Cellphone:

Faculty Advisor's Name:

Faculty Advisor's Email:

Cellphone:

School's Mailing Address:

City:

State/Province: FL

Postal Code:

4. CLUB MEMBERSHIP

Based on Key Club International report, enter the number of **dues paid** club members as of **February 1, 2017**:

Use this number to select category below:

BRONZE (35 members or less)

SILVER (36-60 members)

GOLD (61-85 members)

PLATINUM (86 members or more)

5. BRIEF PROJECT INFORMATION (USE PAGE 2 FOR DETAILS)

Project Name:

Total Service Hours Involved:

Briefly describe project below and provide required details on page 2.

6. CERTIFICATION/SIGNATURES

NOTE: The Awards Committee has the right to verify that the intended signatories have signed this entry.

This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club members. NOTE: All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

Faculty/Kiwanis Advisor's Signature _____ Date: _____

Club Principal's Name _____ Signature _____ Date _____

7. SUBMISSION

Deliver this completed original Single Service Award report by **10 PM on Thursday, March 30, 2017**, to the Awards Committee at **DCON**.

- **Please do not leave the entry form at the Key Club Registration Desk; it will not be considered submitted.**
- Check the program booklet at DCON for any updated information on time and location of contest entries.
- **If your club is arriving late, please make plans to have the entry form delivered on time to the Awards Committee.**
- Your contest entry **WILL BE DISQUALIFIED** if any information requested is missing or if signatures are obtained fraudulently.
- **The entry form must be typed.**
- If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.

FOR OFFICIAL USE ONLY

Select as applicable one:

This single service project placed **first within membership category** at district convention.

This single service project was selected by other means and was approved for entry for International competition by the Key Club district administrator.

Key Club District Administrator (Donna Parton) Signature: _____

NOTE: Only district winners are eligible for submission to International competition. Refer to the Key Club Guidebook for additional information and deadlines.



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Key Club of:

Club ID#

Division

Project Name:

Project Date(s):

SERVICE NEED (Describe in what way the project deals with the service need. 10 Points)



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Project Date(s):

PROJECT PLAN (Describe how the project was organized. 20 Points)



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Project Date(s):

PROJECT IMPLEMENTATION (Describe the steps taken to implement the plan. 20 Points)



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FINAL RESULTS (Describe the benefits of the service rendered. 25 Points)



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PUBLIC AWARENESS (Describe how the project was publicized. 10 Points)



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MEMBERS' PARTICIPATION (15 Points)