KEY CLUB®

Key Club Annual Achievement Report 2013-14

Print Form

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 2013 and 2014 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, 2013 _____ (b) February 1, 2014 _____

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 - 25 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 speaker or program? _____

c. During the summer (or other break period)? _____

d. As special meetings (banquet, etc.)? _____

e. 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

c. Key Club Magazine Report Form (Submitted at least one) ___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. Did the club utilize either of these forms of communications for members?

a. Club newsletter with a minimum of six (6) issues ___YES ___NO

b. Club Web site (address:_____) ___YES ___NO

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 2013 district convention?

Voting delegates:_____Advisors: _____

4. How many attended the 2013 International convention in Washington DC?

Voting delegates:_____ Advisors: _____

SCORING	Write Point Total Here
CLUB MEETINGS	
1a. 1 point for every five meetings, to a maximum 5 points.	
b. 6 or more is 1 point.	
c. 1 or more is 1 point.	
d. 1 or more is 1 point.	
e. 10 or more is 2 points, 5-9 is 1 point.	
1b. 80% or more is 4 points, 60-79% is 3 points, 40-59% is 1 point.	
CLUB REPORTS	
2a. If YES, 1 point.	
b. If YES, 1 point.	
c. If YES, 1 point.	
DUES PAYMENT	
3. By Nov 15th, 3 points; by Dec 1st, 2 points.	
DIVISION INVOLVEMENT	
4a. If YES, 1 point.	
b. If YES, 1 point.	
c. If YES, 1 point.	
CLUB COMMUNICATIONS	
5a. If YES, 1 point.	
b. If YES, 1 point.	
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).	
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 - 15 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 the club officer training? ___YES ___NO

3. Did the president and secretary attend a division or district club officer training workshop or conference? ___YES ___NO

KEY CLUB LEADERSHIP TRAINING AND DEVELOPMENT

4. Has your club conducted or participated in:

   a. District or division leadership conference or retreat? ___YES ___NO

   b. Key Leader event? ___YES ___NO

   c. A club officer/member leadership retreat? ___YES ___NO

5. What percentage of members have served in leadership positions including officers, board members, committee and project chairpersons? _____%

6. During the past year, has the club included:

   a. A candidate for district or International office? ___YES ___NO

   b. A district officer or committee member? ___YES ___NO

   c. An International officer or committee member? ___YES ___NO

D. KIWANIS-FAMILY INVOLVEMENT - 14 Points Possible

SPONSORING KIWANIS CLUB INTERACTION

1. Have sponsoring Kiwanis club members attended a minimum of 15 Key Club meetings? ___YES ___NO

2. Have Key Club members attended a minimum of 15 meetings of the sponsoring Kiwanis club? ___YES ___NO

3. Has the Key Club participated in joint service projects 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 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 a program at a Builders Club or K-Kids meeting? ___YES ___NO

7. Has the Key Club participated in at least one interclub with a Kiwanis club (other than its sponsoring Kiwanis club), CKI, Builders Club, K-Kids, or other Kiwanis-family organization? ___YES ___NO

SCORING Write Point Total Here

MEMBERSHIP ACTIVITIES

5. 3 or more is 2 points. 1-2 is 1 point.	
6. More than 5 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, 1 point.	
2. If YES, 1 point.	
3. If YES, 1 point.	

KEY CLUB LEADERSHIP TRAINING AND DEVELOPMENT

4. if YES to one of a), b), or c), 2 points; if YES to two of a), b), or c), 4 points.	
5. 50% is 5 pts, 40% is 4 pts, 30% is 3 pts, 20% is 2 pts, 10% is 1 point.	
6a. If YES, 1 point.	
b. If YES, 1 point.	
c. 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, 3 points.	
4. If YES, 1 point.	
5. If YES, 2 points.	

KIWANIS-FAMILY INTERACTION

6. If YES, 2 points.	
7. 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.

Example

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

Total the number of service hours for the 50 best projects of the Key Club which have been listed on attached sheets (see section A. above). 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.**

SERVICE HOURS

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

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 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. 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.

	PART ONE				PART TWO			
Section:	**A.**	**B.**	**C.**	**D.**	**A.**	**B.**	**C.**	**FINAL SCORE**
Points possible:	25 points	16 points	15 points	14 points	50 points	60 points	20 points	**200 points possible**
SCORE:								

Judging and Certification:_____