



2019-20 Key Club Annual Achievement Report

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 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.
4. The report should contain club activities occurring between the 2019 and 2020 district conventions.
5. Upon completion of the report, the club may score its own report according to the scoring directions shown in the righthand 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."

Club Contact information

Key Club Name:		Club ID#:
District:	Faculty advisor name:	
School address:	City:	
State/province:	Country:	Postal code:
Faculty advisor phone:	Faculty advisor email:	

Club Membership

1. Enter the total number of actual club members as of (a) December 1, 2019 _____
(b) February, 1, 2020 _____ .
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 – 22 Points possible

Club Meetings

1. a. How many club meetings were held?	Write answer	Scoring	Write point totals here:
1. During the school year and attended by the faculty advisor?		1 point for every 5 meetings, to a maximum of 5 points.	
2. During the school year and the Lt. Governor presented?		1 or more is 1 point.	
3. During the summer (or other break period?)		1 or more is 1 point.	
4. As board meetings		10 or more is 2 points, 5-9 is 1 point.	
1. b. Average club meeting attendance percentage: (Include all regular club meetings, round to nearest whole #.)		80% or more is 4 points, 60 – 79% is 3 points, 50 - 59% is 2 points, 40 – 49% is 1 point.	

Club Reports

2. Reports completed and submitted on time:	Write answer	Scoring	Write point totals here:
a. Club Election (submitted to district)	___ Yes ___ No	If yes, 1 point.	

Dues Payment

3. Dues Payment	Write answer	Scoring	Write point totals here:
Dues Payment date:		By Nov. 1 st , 3 points.	

Division involvement

4. Activities in which the club participated:	Write answer	Scoring	Write point totals here:
a. Division of Region/Zone training conference.	___ Yes ___ No	If yes, 1 point.	
b. Presidents or Divisional Council Meeting(s)	___ Yes ___ No	If yes, 1 point.	
c. Division-wide rally or service project	___ Yes ___ No	If yes, 1 point.	

Club Communications

5. Please indicate which, if any of the following forms of communication with members the club utilized.	Write answer	Scoring	Write point totals here:
<input type="checkbox"/> Social media platforms <input type="checkbox"/> Club website <input type="checkbox"/> Messaging system <input type="checkbox"/> Club newsletter / other publications <input type="checkbox"/> Posters/bulletin board announcements		If 3 or more used – 2 points.	

Total for Section A			Write point totals here:

B. Club Membership – 16 Points possible

Education and Development Programs

	Write answer	Scoring	Write point totals here:
1. Did the club provide a special program for new-member induction, including a ceremony, and pin presentation?	___ Yes ___ No	If yes, 2 points.	
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	If yes, 2 points	

Convention Attendance

	Write answer	Scoring	Write point totals here:
3. How many attended the 2019 district convention? Voting delegates: _____ Advisors: _____		1 point per voting delegate (2 points maximum) An advisor is 1 point (maximum).	
4. How many attended the 2019 International convention? Voting delegates: _____ Advisors: _____		1 point per voting delegate (2 points maximum) An advisor is 1 point (maximum).	

Membership Activities

	Write answer	Scoring	Write point totals here:
5. How many club social activities were held for all club members?		3 or more is 2 points. 1-2 is 1 point.	
6. How many inter-clubs were held with other Key Clubs?		5 or more is 2 points. 3-4 is 1 point.	

Membership Growth

	Write answer	Scoring	Write point totals here:
7. What is the increase (decrease) of dues-paid members over the previous year?		The greater of: 10 members or 10% is 2 points; 5 members or 5% is 1 point.	

Total for Section B			Write point totals here:

C. Leadership Development – 9 Points possible

Key Club Officer Training

	Write answer	Scoring	Write point totals here:
1. Did your club participate in formal officer training?	___ Yes ___ No	If yes, 2 points.	
2. Did the faculty and/or Kiwanis advisor participate in faculty advisor E-Learning training?	___ Yes ___ No	If yes, 2 points	

Key club Leadership Training and Development

	Write answer	Scoring	Write point totals here:
3. a. Indicate all the following leadership development opportunities which your club officers attended/participated in: ___ Regional Training Conferences (RTC) ___ Divisional events ___ District convention workshops ___ Fall Rally workshops		If 2 or more, 2 points.	
b. Indicate all the following leadership development opportunities which your club members attended/participated in. ___ Divisional events ___ District convention workshops ___ Key Leader event ___ Fall rally workshops		If 2 or more, 2 points.	
4. During the past year, has the club included: a. A candidate for district or International Office?	___ Yes ___ No	If yes, 1 point.	
b. A district or international officer or committee member? <i>Note: Candidates for office who were elected may only be counted once.</i>	___ Yes ___ No	If yes, 1 point.	

Total for Section C			Write point totals here:

D. Kiwanis-Family Involvement – 12 Points possible

Sponsoring Kiwanis Club Interaction

	Write answer	Scoring	Write point totals here:
1. Have sponsoring Kiwanis club members attended a minimum of 75% of Key Club meetings?	___ Yes ___ No	If yes, 2 points.	
2. Have Key Club members attended a minimum of 7 meetings of the sponsoring Kiwanis club?	___ Yes ___ No	If yes, 2 points	
3. Has the Key Club participated in 2 or more joint service projects or interclubs with the sponsoring Kiwanis club?	___ Yes ___ No	If yes, 2 points	
4. Has the Key club jointly sponsored a Builders Club or K-Kids with its sponsoring Kiwanis club? Provide the club's name:	___ Yes ___ No	If yes, 2 points	
5. Has the Key Club participate 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	If yes, 2 points	

Kiwanis-Family Interaction

	Write answer	Scoring	Write point totals here:
6. Has the Key Club presented 2 or more programs at a Builders Club or K-Kids meeting?	___ Yes ___ No	If yes, 2 points.	

Total for Section D			Write point totals here:

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. For a recurring project (Example: daily flag raising and lowering) treat the project as a single project for each month. List all projects here. Include the month, a brief project description, number of members participating, and number of service hours produced by Key Club members during the month. Total the number of projects and enter in the scoring box.

	Project Description	Month	# Members	Time spent	Service hours
Example:	Read at primary school	April	12	1 hour	12
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

A. Service Projects (Continued)

List all service projects and activities the Key Club has completed during the administrative year.

	Project Description	Month	# Members	Time spent	Service hours
Example:	Read at primary school	April	12	1 hour	12
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					

Total for Section A	Write answer	Scoring	Write point totals here:
		Each project is 1 point, with a 50 point maximum.	

B. Service Hours – 60 Points possible

Calculate the total of all 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 below.

Total for Section B	Write answer	Scoring	Write point totals here:
Total Service Hours		Each average service hour is 1 point, with 60 points maximum.	

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).

Total for Section C	Write answer	Scoring	Write point totals here:
Service Fundraising		1 point for every \$US per member, with 20 points maximum.	

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 seven 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 Sponsored by a Kiwanis Club	22	16	9	12		50	60	20	189 possible points
POINTS No sponsoring Kiwanis Club	22	16	9	4		50	60	20	181 possible points.

Judging and certification: _____