Nebraska-Iowa Kiwanis Achievement Award:

Outstanding Club Secretary 2025-2026 Criteria

Name of Club Secretary (Clubs may nominate one secretary. It can be either the secretary or a secretary assistant.)

Kiwanis Club (Please use proper name of club on file with Kiwanis International and not a community nickname.)

Club Number:

City and State:

Division & Region:

No. of members in club Oct. 1, 2025

No. of members at end of Kiwanis year

Section 1

For club president and secretary to complete

At least 8 of 10 duties AND club monthly reports filed online each month are the standard for outstanding secretary nomination.

Record and circulate minutes for board meetings (unless another member takes care of meeting minutes/notes).

Record participation in interclub activities and meetings.

Apply for awards and contests, promoted by the District and Kiwanis International.

Record members' attendance at meetings and participation in service projects and fundraisers.

Regularly check and update member contact information as needed on Kiwanis Engage.

Verify and update, if needed, meeting time and location via Kiwanis Engage.

Attend at least one virtual club chat for secretaries hosted by the District.

Circulate division, district and international communications to other club members.

Add new members through online dashboard as they join. (No. of new member adds)

Delete members as soon as they resign from the club. (No. of member deletes)

Ensure club is compliant: 990 Form is filed with IRS and Biennial Report is filed with Secretary of State.

Section 2 For Awards Committee

District Awards Committee will verify the following required criteria for Outstanding Secretary through Kiwanis International reporting.

1. Monthly reports filed online each month, preferably by the 10th of the month.
2. 2026-2027 Officer Election reported by June 1, 2026.
3. Annual membership roster updated by Oct. 10, 2026.
4. Attended at least one of the following: Division Council Meeting, Regional Meeting, District Retreat, District Convention or Kiwanis International Convention.
5. Complete Club Leadership Education during summer of 2026.