



MI CKI DCON Awards Packet





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*All letters of recommendation for district applications must be single spaced with one inch margins, size 12 Times New Roman font.



[Distinguished Advisor Award](#)

This award is given yearly to one Kiwanis or faculty advisor who has given the most support and guidance in the last year.

Required Information

- I. Which Circle K Club is Applying?
- II. Name of Advisor
- III. Are they Kiwanis or Faculty?
- IV. Do you expect them to be present at DCON?
- V. Advisor Essay
 - A. 500-100 words of their dedication and support.
- VI. Advisor attendance of club meetings.



[Single Service Award](#)

Each club should submit their best service project, whether it is an ongoing project, or a one-day event. All documented information must pertain to one project completed during the 2024-2025 Circle K International administrative year (April 1st, 2024 - March 31st, 2025). Submissions containing falsified information, or those submitted after the listed date will be disqualified without exception. The District Board herein reserves the right to verify any listed information with reports from Circle K International, or club monthly reports submitted during the 2024-2025 administrative term. All portions of this application will be kept by the Michigan District of Circle K International and cannot be returned.

Required Information

- I. Single Service Essay
 - A. No more than 2000 words
 - B. Community and Campus need of the project
 - C. Planning and execution
 - D. Club participation, total service hours logged and amount of members attended
 - E. Publicity, where was it published and did you submit something to the helping hand?
 - F. Evaluation and impact
 - G. Was there any relation to the CKI Service Partners?
- II. Supporting Information
 - A. You may upload up to 10 documents of support for this event. Flyers, Newspaper clippings, letters, reports, photos, etc.



[Distinguished Circle K Member](#)

Each club may nominate one member to receive this award. The member must have shown exemplary dedication to the three tenets of Circle K International; Service, Leadership, and Fellowship while remaining in good standing with the district.

Required Information

- I. Will the nominee be present at DCON 2021?
- II. Letter of Recommendation
 - A. Written by a fellow member of CKI
 - B. No longer than one page
 - C. Character
 - D. Leadership Qualities
 - E. Accomplishments
 - F. Any supporting information
 - G. Name of Nominee and Nominator at top of letter.



Club Achievement Award

The use of club meeting minutes, monthly report forms, and all other forms released by the Michigan District or Circle K International to ensure accuracy in reporting is strongly recommended. All documented information must pertain to achievements made during the 2024- 2025 Circle K International administrative year (April 1st, 2024 - March 31st, 2025). Submissions containing falsified information, or those submitted after the listed date will be disqualified without exception. The District Board herein reserves the right to verify any listed information with reports from Circle K International, or club monthly reports submitted during the 2024-2025 administrative term. All portions of this application will be kept by the Michigan District of Circle K International and cannot be returned.

Required Information

- I. How many club meetings were attended by your Kiwanis Advisor?
- II. How many club meetings were attended by your Faculty Advisor?
- III. How many club meetings featured a guest speaker?
- IV. How many board meetings did the club have?
- V. How many of the MRF's were reported on time?
- VI. Which forms of communication did the club use?
- VII. How many members attended Fall Rally?
- VIII. How many members will be attending DCON?
- IX. How many members will be attending CKIx?
- X. Did you host a district event?
- XI. How many interclubs did you participate in?
- XII. How many district awards is your club applying for (including this one)?
- XIII. Did you participate in Member Induction?
 - A. Include Documentation
- XIV. Did you participate in Member Education & Orientation?
 - A. Include Documentation
- XV. Total Number of Service Hours
- XVI. Total Number of Members in good standing with the district.
- XVII. Average number of attendance at club meetings
- XVIII. Date of formal officer training
 - A. Was an advisor present?
- XIX. Did your club hold a retreat for board?
 - A. Type and Date
- XX. Which committees does your club have?
- XXI. Number of members that participated in a leadership position in the organization.
- XXII. Amount of CKI meetings attended by Kiwanis Members?
- XXIII. Amount of Kiwanis Meetings attended by CKI members
- XXIV. Kiwanis Families in which your members participated.
- XXV. Any supporting documents for all information.



[Distinguished Club President](#)

Except for the letter of recommendation, the nominee must complete all portions of the award application. Submissions containing falsified information, or those submitted after the listed date will be disqualified without exception. The District Board herein reserves the right to verify any listed information with reports from Circle K International, or club monthly reports submitted during the officer's term. All portions of this application will be kept by the Michigan District of Circle K International and cannot be returned.

Required Information

- I. Endorsement!
 - A. You must be endorsed by your club for this award and date will be required.
- II. Amount of sponsoring Kiwanis Club meetings attended
- III. How many club meetings did you miss?
- IV. District Events Attended
- V. Do you plan on attending DCON?
- VI. Number of Interclubs attended
- VII. Number of dues paying members in the previous year
- VIII. Number of dues paying members currently
- IX. Number of service hours completed
- X. Number of President Calls attended
- XI. How did you strengthen the relationships between your club and the rest of the Kiwanis Family?
- XII. How did you facilitate membership development and education efforts?
- XIII. Describe the actions you took to effectively facilitate your clubs meetings.
- XIV. How did you provide and encourage people to go to service events?
- XV. How did you promote the Kiwanis Family in your community and on campus?
- XVI. How did you guide your club's executive board?
- XVII. How did you go above and beyond?
- XVIII. Letter of recommendation
 - A. No more than 300 words in length
 - B. Enhance but not repeat information
 - C. Speaks to your character
 - D. Community and campus involvement



Distinguished Vice President

All documented information must pertain to achievements made during the 2024-2025 Circle K International administrative year (April 1st, 2024 - March 31st, 2025). Except for the letter of recommendation, the nominee must complete all portions of the award application. Submissions containing falsified information, or those submitted after the listed date will be disqualified without exception. The District Board herein reserves the right to verify any listed information with reports from Circle K International, or club monthly reports submitted during the officer's term. All portions of this application will be kept by the Michigan District of Circle K International and cannot be returned.

Required Information

- I. Endorsement!
 - A. You must be endorsed by your club for this award and date will be required.
- II. Amount of sponsoring Kiwanis Club meetings attended
- III. How many club meetings did you miss?
- IV. District Events Attended
- V. Do you plan on attending DCON?
- VI. Number of Interclubs attended
- VII. Number of dues paying members in the previous year
- VIII. Number of dues paying members currently
- IX. Number of service hours completed
- X. How did you facilitate membership development and education efforts?
- XI. How did you encourage members to display their leadership potential within the club?
- XII. How did you go above and beyond?
- XIII. Letter of recommendation
 - A. No more than 300 words in length
 - B. Enhance but not repeat information
 - C. Speaks to your character
 - D. Community and campus involvement



Distinguished Secretary

All documented information must pertain to achievements made during the 2024-2025 Circle K International administrative year (April 1st, 2024 - March 31st, 2025). Except for the letter of recommendation, the nominee must complete all portions of the award application. Submissions containing falsified information, or those submitted after the listed date will be disqualified without exception. The District Board herein reserves the right to verify any listed information with reports from Circle K International, or club monthly reports submitted during the officer's term. All portions of this application will be kept by the Michigan District of Circle K International and cannot be returned.

Required Information

- I. Endorsement!
 - A. You must be endorsed by your club for this award and date will be required.
- II. Amount of sponsoring Kiwanis Club meetings attended
- III. How many club meetings did you miss?
- IV. District Events Attended
- V. Do you plan on attending DCON?
- VI. Number of Interclubs attended
- VII. Number of dues paying members in the previous year
- VIII. Number of dues paying members currently
- IX. Number of service hours completed
- X. How did you promote and enhance the organization within your club (directory, service hour charts, etc.)?
- XI. When did you send your club officer directory to the district secretary?
- XII. How did you go above and beyond?
- XIII. Letter of recommendation
 - A. No more than 300 words in length
 - B. Enhance but not repeat information
 - C. Speaks to your character
 - D. Community and campus involvement



Distinguished Treasurer

All documented information must pertain to achievements made during the 2024-2025 Circle K International administrative year (April 1st, 2024 - March 31st, 2025). Except for the letter of recommendation, the nominee must complete all portions of the award application. Submissions containing falsified information, or those postmarked after the listed date will be disqualified without exception. The District Board herein reserves the right to verify any listed information with reports from Circle K International, or club monthly reports submitted during the officer's term. All portions of this application will be kept by the Michigan District of Circle K International and cannot be returned.

Required Information

- I. Endorsement!
 - A. You must be endorsed by your club for this award and date will be required.
- II. Amount of sponsoring Kiwanis Club meetings attended
- III. How many club meetings did you miss?
- IV. District Events Attended
- V. Do you plan on attending DCON?
- VI. Number of Interclubs attended
- VII. Number of dues paying members in the previous year
- VIII. Number of dues paying members currently
- IX. Number of service hours completed
- X. Which date were the club, district, and international dues submitted?
- XI. Are the balances of your service and administrative accounts kept separately?
 - A. If not, explain how they are kept
- XII. Was a general ledger utilized to keep account transactions?
 - A. If so, please attach a copy
- XIII. Was a system of receipts used when dispersing reimbursements?
- XIV. Did you provide an operating budget to your board?
 - A. If yes, explain
- XV. How did you explain the benefits of members during dues season?
- XVI. How did you go above and beyond?
- XVII. Letter of recommendation
 - A. No more than 300 words in length
 - B. Enhance but not repeat information
 - C. Speaks to your character
 - D. Community and campus involvement



[Distinguished Editor Award](#)

All documented information must pertain to achievements made during the 2024-2025 Circle K International administrative year (April 1st, 2024 - March 31st, 2025). Except for the letter of recommendation, the nominee must complete all portions of the award application. Submissions containing falsified information, or those submitted after the listed date will be disqualified without exception. The District Board herein reserves the right to verify any listed information with reports from Circle K International, or club monthly reports submitted during the officer's term. All portions of this application will be kept by the Michigan District of Circle K International and cannot be returned.

Required Information

- I. Endorsement!
 - A. You must be endorsed by your club for this award and date will be required.
- II. Amount of sponsoring Kiwanis Club meetings attended
- III. How many club meetings did you miss?
- IV. District Events Attended
- V. Do you plan on attending DCON?
- VI. Number of Interclubs attended
- VII. Number of dues paying members in the previous year
- VIII. Number of dues paying members currently
- IX. Number of service hours completed
- X. Explain how you used your publications to enhance and increase membership development and education efforts.
- XI. Please include at least one copy of a publication.
- XII. Is there anything you would like to include that shows you going above and beyond the requirements of your position?
- XIII. Letter of recommendation
 - A. No more than 300 words in length
 - B. Enhance but not repeat information
 - C. Speaks to your character
 - D. Community and campus involvement



[District Publication Award](#)

Submitted publications must pertain to achievements made during the 2024-2025 Circle K International administrative year (April 1st, 2024 - March 31st, 2025). All phases of the publication must have been completed by a Circle K member in good standing.

Required Information

- I. Is it physical or electronic?
- II. Judged based on
 - A. Appearance - Layout, design, typography
 - B. Editorial content - variety of information, originality, clarity
 - C. Value to members
 - D. Inclusion of MICKI and CKI programs and events
- III. Number of publications created during your term.
 - A. List of dates
- IV. Average length per publication
- V. Did you publish information about
 - A. Exec board contact info
 - B. Reviews and previews of events
 - C. Committee information and updates
 - D. Relevant admin updates
 - E. Kiwanis Family information or events
 - F. New member information
- VI. Was a copy made available to each member?
 - A. If yes, explain how
- VII. Did the following receive copies of the publication?
 - A. Kiwanis Advisor
 - B. Faculty Advisor
 - C. Sponsoring Kiwanis Club
 - D. District Editor
 - E. District Governor
 - F. International Trustee
 - G. Kiwanis Family
 - H. Other clubs in the district.
- VIII. Submission of publications



[Club Growth Award](#)

All documented information must pertain to membership made during the 2024-2025 Circle K International administrative year (April 1st, 2024 - March 31st, 2025).

Required Information:

- I. Number of dues paid members as of March 31, 2024
- II. Number of dues paid members as of February 1st, 2025.