

2010-2011 FLORIDA DISTRICT CLUB OF THE YEAR ENTRY FORM - DEADLINE 12-01-11

Kiwanis Club of _____ Division _____

Club President _____ Club Secretary _____

of Members, 10/1/10 _____ # of Members, 9/30/11 _____

Net Gain of _____ Members. Net Loss of _____ Members.

CONTEST RULES AND GUIDELINES

MANDATORY CRITERIA: Club Must Have Attended the 2010 District Convention in Orlando; the 2010-11 Zone Conference & Governor's Visit; and the 2011 District Convention in Marco Island, FL.

1. Read all instructions thoroughly before completing report.
2. All entries must be typed or computer generated. Printed entries will be judged only if legible.
3. Additional sheets of 8 1/2" x 11" may be used in compiling this report.
4. **All entries must be received no later than December 1, 2011. Late entries will not be judged.**
5. Projects should be listed only once in the nomination form. All categories are given the same consideration, so it is not necessary to list a project under multiple categories.
6. All activities and projects must have taken place between October 1, 2010 and September 30, 2011.
7. List only activities and projects conducted or participated in by your club, not by individual members on their own initiative or as members of other civic or religious organizations.
8. Photos, articles, press releases and other promotional materials may be included with entries.
9. If any area or question does not pertain to your club write "N/A" in the space provided.
10. Priority consideration will be given to clubs with positive membership growth.
11. You may include letters of recommendation for your nomination from groups, individuals or agencies benefiting from or recognizing your club's projects and contributions. Thank you letters may be included.
12. All entries must be signed by the 2010-2011 Club President and 2010-2011 Club Secretary.

Mail completed entries to:

Florida Kiwanis Club of The Year Nomination
Florida District of Kiwanis International
5545 Benchmark Lane
Sanford FL 32773-8116

CERTIFICATION BY CLUB OFFICERS

This certifies that the undersigned have read this nomination form and that all activities and projects in this report were performed by our Kiwanis Club between October 1, 2010 and September 30, 2011.

Signature of 2010-2011 Club President

Signature of 2010-2011 Club Secretary

Club Name _____

CLUB BUDGETS AND FINANCES

2010-2011 Service Budget \$ _____ Amount Spent \$ _____

2010-2011 Administrative Budget \$ _____ Amount Spent \$ _____

(Attach copies of Budget and Year End Financial Report)

List or briefly describe the club's major fund raising activities including the net (after expenses) amount raised:

Event	Duration/Frequency	\$ Raised
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ASSESSMENTS, ATTENDANCE, FELLOWSHIP & MEETINGS

Members attending 2010 District Convention _____ Financial assistance from Club \$ _____

Members attending 2010 Las Vegas Convention _____ Financial assistance from Club \$ _____

Members attending: the 2010-11 Zone Conference & Governor's Visit _____

Members attending: Kiwanis One Day _____

Members attending 2011 Geneva Convention _____ Financial assistance from Club \$ _____

Members attending 2011 District Convention _____ Financial assistance from Club \$ _____

Average club meeting attendance percentage _____

Did your club conduct a Club Assessment? _____ What areas needed improvement?:

What action resulted from the feedback?

Did your club conduct a Community Analysis? _____ What new projects were initiated and what projects were discontinued as a result of the analysis?

Total number of Interclub visits made between October 1, 2010 and September 30, 2011 _____

Number of clubs visited (Do not count multiple visits to same club) _____

Percentage of club members participating in at least one Interclub _____

List any social events held for club members, spouses and guests (i.e. picnics, sport events, outings, dances)

Type of Event	Number Attending
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Club Name _____

KIWANIS EDUCATION

Did both your 2010-11 Club President and Club Secretary Attend the CLE Training in June, 2010? _____ If no, did either officer attend? _____

Did your 2011-12 Club President and Club Secretary Attend the CLE Training in June, 2011? _____ If no, did either officer attend? _____

How many members participated in a Kiwanis Zone Conference in 2011? _____

Did your Kiwanis Club have a program, raise funds or publish a newsletter article on our new Worldwide Service Project: ELIMINATE: Maternal and Neonatal Tetanus? _____
Please describe, (include dollars donated):

SERVICE LEADERSHIP PROGRAMS

Place an asterisk* by any new initiatives in 2010-11.

Program	# of clubs sponsored <u>exiating/new</u>	# of members <u>in sponsored club</u>	\$ Spent in 2010-2011	# of visits to <u>sponsored club</u>	# of visits by <u>sponsored club</u>	# of joint <u>projects</u>
Key Club	_____/____	_____	\$ _____	_____	_____	_____
Circle K (CKI)	_____/____	_____	\$ _____	_____	_____	_____
Builders Club	_____/____	_____	\$ _____	_____	_____	_____
Aktion Club	_____/____	_____	\$ _____	_____	_____	_____
K-Kids	_____/____	_____	\$ _____	_____	_____	_____

BUG # of Schools _____ # of awards _____ Terrific Kids # of schools _____ # of awards _____

Key Leader (where available): # of students attending _____

of Key Leader Scholarships granted _____ Total \$ _____

Did your club send students to the Key Club District and/or International Conventions? _____

Which One? _____ District in Orlando _____ International Convention in Phoenix, AZ

Did your club send students to the CKI District Convention? _____ International Convention? _____

How many new Service Leadership Program clubs did your club sponsor in 2010-11? _____

Club Name _____

SUPPORT OF DISTRICT AND INTERNATIONAL FOUNDATIONS & CAMPAIGNS

Place an asterisk* by any new initiatives in 2010-11.

<u>Program/Fdtn.</u>	<u>Special club program</u>	<u>Promotion in club bulletin</u>	<u>Total \$ contribution</u>
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Kiwanis Int'l Fdtn. _____
How many George F. Hixson Fellows and Tablet of Honor Recipients does your club have? _____
How many Tablet of Honor/Hixson awards did your club present in 2010-11? _____
How many Heritage Society members does your club have? _____ # enrolled in 2010-11 _____
What was your 2010-11 per capita giving to the Int'l. Fdtn. Annual Gift Campaign? _____

Florida Kiwanis Fdtn. _____
How many Ralph Davis Fellows does your club have? _____ # awarded in 2010-11 _____
How many Robert W. Thal Fellows were awarded in 2010-11? _____
How many Legacy Society members does your club have? _____ # enrolled in 2010-11 _____
How many sustaining members does your club have? # _____ % _____
What was your 2010-11 per capita giving to the Florida Fdtn. Annual Gift Campaign? _____

Governor's Projects:
How many new (first time) service projects did your club initiate? _____
Briefly describe your participation in the Children's Movement of Florida:

Caring Corner	_____	_____	_____
Circle K Outreach	_____	_____	_____
Key Club District Scholarship	_____	_____	_____

PUBLIC RELATIONS AND MARKETING

Place an asterisk* by any new initiatives in 2010-11.

of articles submitted to Florida Kiwanian _____ # of articles published _____
of articles submitted to local newspaper _____ # of articles published _____
of Kiwanis road signs maintained by club _____ # erected in 2010--2011 _____
Club Website Address _____ % of members with Kiwanis decals on cars _____
Frequency of club newsletters _____ Do you publish an electronic newsletter? _____

Club Name _____

MEMBERSHIP DEVELOPMENT Programs

Place an asterisk* by any new initiatives in 2010-11

Did you club present a program on membership diversity? _____ How did your club work to become more diverse ? _____

of members inducted by club between October 1, 2010 and September 30, 2011? _____
How many represented a new diversity group? _____ Describe: _____

of members deleted from club between October 1, 2010 and September 30, 2011? _____

What was your new member add goal for 2010-2011? _____

What was your net member gain/loss between October 1, 2010 and September 30, 2011? _____
Briefly describe your club's new member orientation program (include type of presentation, frequency & length of presentation)

Are members required to attend orientation before being invited to join or being inducted? _____
Is an exit interview conducted with resigning members? _____ If so, describe nature of interview.

Describe program, if any, to assure member attendance and to follow up on absentees

How are members inducted?

Are sponsoring members introduced and do they have any continuing responsibilities after induction (describe)

When members resign due to relocation or meeting time conflict, does the club refer the member to other clubs?
If so, describe procedure.

Membership profile # of Males _____ # of Females _____ # of Whites _____ # of Blacks _____
of Hispanics _____ # of Asians _____ Describe any programs on diversity:

Did your club participate in:

Oct. 1, 2010 Midnight Membership Madness Marathon? _____ # of Members inducted? _____
Special Guest Day? _____ Date of Event? _____ # of guests attending? _____ # joined? _____
Did your club sponsor a new Kiwanis Club in 2010-11? _____ Name of Club _____

Club Name _____

COMMUNITY SERVICES

Place an asterisk* by any new initiatives in 2010-11.

Briefly list below the projects undertaken by the Committee in 2010-2011. Include your participation in Kiwanis One Day and include a description of project or activity and the direct involvement of the members. Include the number of members involved, total planning and service hours contributed by club members, money spent in the work and the number of people directly benefiting from the project (number actually served... not those who may have indirectly benefited). Please list no more than 10 projects in prioritized order.

Activity-Describe briefly

Members
Involved

Total Planning/
Service Hours

Money
Spent

Number
Benefiting

Club Name _____

SUPPORT OF HUMAN AND SPIRITUAL VALUES

Place an asterisk* by any new initiatives in 2010-11.

Briefly list below the projects undertaken by the Committee in 2010-2011. Include a description of project or activity and the direct involvement of the members. Include the number of members involved, total planning and service hours contributed by club members, money spent in the work and the number of people directly benefiting from the project (number actually served... not those who may have indirectly benefited). Please list no more than 10 projects in prioritized order.

Activity-Describe briefly

Members
Involved

Total Planning/
Service Hours

Money
Spent

Number
Benefiting

	<u>Members Involved</u>	<u>Total Planning/ Service Hours</u>	<u>Money Spent</u>	<u>Number Benefiting</u>

Club Name _____

YOUNG CHILDREN: PRIORITY ONE

Place an asterisk* by any new initiatives in 2010-11.

Briefly list below the projects undertaken by the Committee in 2010-2011. Include a description of project or activity and the direct involvement of the members. Include the number of members involved, total planning and service hours contributed by club members, money spent in the work and the number of people directly benefiting from the project (number actually served... not those who may have indirectly benefited). Please list no more than 10 additional projects in prioritized order. Report activities on behalf of the Children's Movement of Florida here.

Activity-Describe briefly

Members
Involved

Total Planning/
Service Hours

Money
Spent

Number
Benefiting

Activity-Describe briefly	Members <u>Involved</u>	Total Planning/ <u>Service Hours</u>	Money <u>Spent</u>	Number <u>Benefiting</u>

Club Name _____

YOUTH SERVICES

Place an asterisk* by any new initiatives in 2010-11.

Briefly list below the projects undertaken by the Committee in 2010-2011. Include a description of project or activity and the direct involvement of the members. Include the number of members involved, total planning and service hours contributed by club members, money spent in the work and the number of people directly benefiting from the project (number actually served... not those who may have indirectly benefited). Please list no more than 10 additional projects in prioritized order. List Kiwanis Club Scholarships to students here. (Sponsored teams, leagues, other school programs or support, etc.)

Activity-Describe briefly

Members
Involved

Total Planning/
Service Hours

Money
Spent

Number
Benefiting

Activity-Describe briefly	<u>Members Involved</u>	<u>Total Planning/ Service Hours</u>	<u>Money Spent</u>	<u>Number Benefiting</u>

Club Name _____

ALL OTHER COMMITTEES

Place an asterisk* by any new initiatives in 2010-11.

Briefly list below the projects undertaken by the Committees in 2010-2011. Include a description of project or activity and the direct involvement of the members. Include the number of members involved, total planning and service hours contributed by club members, money spent in the work and the number of people directly benefiting from the project (number actually served... not those who may have indirectly benefited). Please list no more than 10 projects in prioritized order.

Activity-Describe briefly

Members
Involved

Total Planning/
Service Hours

Money
Spent

Number
Benefiting

Activity-Describe briefly	<u>Members Involved</u>	<u>Total Planning/ Service Hours</u>	<u>Money Spent</u>	<u>Number Benefiting</u>

Club Name _____

Helpful Definitions of a Service Hour for Club Secretaries and Committee Chairs

Q. What Is The Suggested Definition Of A Service Hour/Man Hour/Person Hour?

A. Any hour of service performed by an individual Kiwanis Family member with the approval of his/her Club's Board of Directors. Kiwanis Family is defined as Kiwanians and their families, members of a Service Leadership Program and other volunteers recruited by Kiwanis to work on a specific project/activity. The time spent in planning a project may also be reported.

Q. What Counts As A Service Hour?

A. Hours of service performed at a project or activity that is pre-approved and/or organized with the approval of the Kiwanis Club's Board of Directors.

Q. What Does Not Qualify As A Service Hour?

A. Attendance at the following: Division council meetings; Governor's official visits; district and International conventions; club, board or committee meetings; individual attendance at church activities or socials; any hours performed for the betterment of the community that are not pre-approved by the Kiwanis Club's Board of Directors.

Q. Can You Give Us A General Rule Of Thumb?

A. Projects that are "initiated and approved" by the Board of Directors count as reportable service hours. Projects that are undertaken because of a person's involvement with other organizations, charities and groups that have not been "initiated and approved" by the Board of Directors do not qualify as reportable service hours.

Q. How Do We Report How Many Individuals Benefited?

A. Provide your best estimate of the number of people directly benefited by the project. If you immunized 60 children, 60 people directly benefited. Do not include the family, the community and others who benefit indirectly.

Q. Can We Count Committee Planning Meetings?

A. Many successful projects require extensive planning prior to, and following, the event, these hours may be included in Service Hours, in addition to the actual hours of direct service to the Community.

Q. Why are we getting these definitions?

A. We are attempting to clarify widely varying definitions and misconceptions. Our objective is to provide a uniform method of reporting, so that all clubs are reporting on the same basis. This will provide greater accuracy and a clearer understanding of the direct impact of Kiwanis initiated projects.

Revised: 10-07-09

Club Name _____