



Kin Canada

Kinsmen • Kinettes • Kin

**NATIONAL
AWARDS &
RECOGNITION
PROGRAM
2011-2012**

“SEE YOU AT THE PODIUM”

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1. FOREWORD

1.1 MISSION STATEMENT

“To promote a program, which stimulates, encourages personal and leadership development while recognizing integrity and achievement within the Association.”

1.2 GENERAL INFORMATION

- The score-sheets are to provide a guide to assist the judges in determining the winner of each competition
- Each District may submit **two entries** for each National Award unless otherwise stated. These submissions may be from two Kinettes, two Kinsmen, two Kin or combination
- The National Awards program is designed to identify the best in the Association, and not the best Kinsmen, Kinette or Kin club
- The National Awards program identifies the winning entry in all categories
- Unless otherwise noted, submissions to the National Awards program are the winners at the District level competition
- Where submissions to the National Awards program are winners from the District competition, it remains the responsibility of the winning clubs to ensure their submission is forwarded to National Headquarters by June 30th. Any submissions not received at National by this deadline may be disqualified

1.3 AWARD AMENDING PROCESS

Any active or active life member may recommend new awards or suggest amendment(s) to existing awards offered by the Association. The requests must in writing and sent to the Member Relations Coordinator.

If recommending a new award, the submission must:

1. Define the objective of the award
2. Outline the rationale for the award
3. Include relevant backup material

If recommending an amendment, the submission must:

1. Clearly reference the award by name and listing in the awards booklet
2. Highlight succinctly the proposed amendment(s)
3. Outline a rationale for the proposed amendment(s)
4. Include any relevant backup information

The National Awards Committee oversees the awards program and the suggestions for change. The deadline for receipt for new awards or amendments is February 28 of each year.

1.4 AWARDS APPEALS PROCESS

Members have the right to appeal the presentation of any award. This must be done within 60 days of the award presentation by sending a letter to the National Awards Committee and the Member Relations Coordinator describing the rationale why the decision should be overturned.

The appeal will be examined and considered by the awards committee. The Member Relations Coordinator with the assistance of the committee will make a recommendation and forward it through to the Executive Director for a final decision. All decisions by the Executive Director are final.

1.5 ELIGIBILITY STATEMENTS

Individual Eligibility:

- Entrants must be active, active life or associate members of good standing and on record at National Headquarters as of the date of submission of the award
- The entrants club must also be in good standing as outlined in club eligibility below

Club Eligibility:

- For awards where national entrants are chosen by district competition, a club must be in good standing with the Association as of the date of district selection and the date of national judging for said award
- For awards where national entrants are not chosen by district competition, a club must be in good standing with the Association as of June 30th of the Kin year in which the award is presented

Award Submission Format:

- All awards where possible will be accepted in electronic format to continue on with the “greening” efforts of Kin

All affidavits should be forwarded to:

Bick Trinh
Membership Relations Coordinator
Kin Canada National Headquarters
1920 Rogers Dr., P.O. Box 3460
Cambridge, Ontario
N3H 5C6
T: 1-800-742-5564 ext. 207
Fax: 519-650-1091
Email: btrinh@kincanada.ca

2. AWARDS

2.1 FOUNDED MEMBERS SPEAKING AWARD

Objective

- To encourage members to develop and improve their public speaking skills
- To promote self-development in Kin by means of public speaking

Eligibility:

1. All active & active life or associate members in good standing shall be eligible to compete for this award with the following exception:
 - a. The competitors of a national public speaking competition will be considered ineligible to compete at club, zone, district or national level for a period of 2 years following the national convention in which they competed
2. Each District is entitled to send two competitors to the national competition
3. A contestant at the national level shall have been the winner in his/her club, zone, and district competitions all in the same Kin year
4. Present and incoming members of the national board of directors are not eligible to compete in the current competition

Judges:

- The National Awards committee will appoint a panel of 3 judges
- At least one judge will not be an active or active life member of the Association
- The judges will select a chair who will be responsible to:
 - Co-ordinate the judging
 - Provide the names of the winner and all scoring sheets to the Public Speakers coordinator

Management:

1. The public speakers marking guideline shall be used as a guide for speakers and judges alike
2. The speech shall be authored by the speaker
3. The speech will be materially the same as presented at District Convention
4. The speech will not include a power point component and electronic devices such as projectors cannot be used
5. The District Executive shall notify National Headquarters of the winners name, phone number, and e-mail address immediately following the close of District Convention
6. Each National competitor will be provided with a single return air fare (lowest available rate) between the closest major airports, a single convention registration, and up to four nights of shared accommodation
7. Speeches shorter than five minutes or longer than seven minutes thirty seconds will be disqualified
8. Lights or flash cards will be used to advise the speaker at the 5 minute, 6 minute and 7 minute point of their speech (there is a thirty second grace to conclude speech)

Reward:

- The winner will be announced at National Convention
- The winner will have their name placed on the National plaque. All competitors will receive a keeper plaque

FOUNDING MEMBERS NATIONAL PUBLIC SPEAKING CRITERIA

	Max.	Pts	Comments
PART 1 – MATERIAL			
A) Treatment of Topic			
Organization of material	10		
Development of material	10		
Conclusion	10		
B) Language			
Choice of words	5		
Sentence structure	5		
Grammatical usage	5		
Originality & Inventiveness	5		
TOTAL - PART 1	50		
PART 2 – DELIVERY			
A) General Effectiveness			
Challenge to thought	15		
Sincerity	10		
Conviction	10		
Audience reaction	5		
B) Appearance and Voice			
Stance	3		
Voice and tone quality	4		
Composure	3		
TOTAL - PART 2	50		
TOTAL	100		

2.2 MAPLE LEAF AWARD OF DISTINCTION

Objectives:

- To encourage participation in club activities while becoming familiar with all aspects of the Association
- To stimulate self-development, & improve communication and leadership skills within the first two years of being a Kin member

Eligibility

1. Open to active or associate members in their first two years of joining Kin
2. Must complete six out of eight mandatory requirements
3. Attain a minimum of 300 optional points

Management

- The member maintains his / her own portfolio
- The portfolio should be submitted to Kin Headquarters within 2 months of completion of the first 2 years in Kin
- The club president and awards chair must sign and date each section as the points are obtained. If there is no awards chair the club secretary may sign

Reward:

- Maple Leaf Award of Distinction certificate and a name badge add-on
- **Outstanding Maple Leaf Award of Distinction:** The person whose affidavit totals the highest number of points in the Kin year submitted will be recognized during the National Convention and will receive a keeper plaque. *(Note if a member has submitted their affidavit prior to the 2 year time period, they may re-submit at the end of the 2 year period to qualify for this recognition)*
- **Items available for purchase from Kin Sales:** Maple Leaf pin

MAPLE LEAF OF DISTINCTION AFFIDAVIT

NAME: _____

START DATE: _____ **END DATE:** _____

MANDATORY (Minimum of 6 mandatory requirements)			Date	President's Signature	Award's Chair's Signature
A. Know the objects of the Association					
B. Read the new members Kit					
C. Familiarize yourself with the General Operating By-laws					
D. Be a member of a committee or attend a service project work party					
E. Attend a club Executive meeting					
F. Bring a prospective member to a club, zone district or national meeting					
G. Attend seven consecutive general meetings					
H. Know the Kin motto, Kin Vision and Kin Mission					
OPTIONAL REQUIREMENTS (Minimum total of 300 optional points)	Pts	Pts	Date	President's Signature	Award's Chair's Signature
1) Be a candidate for club executive	10				
2) Serve as a club officer	25				
3) Give a 2 minute speech at a club meeting or enter the club speaking competition	20				

4) Write an article for the club bulletin / newsletter / web site / Kin Magazine/Membership Matrix	10				
5) Attend a club function / social during July / August	10				
6) Attend a club function / social during September – June	5				
7) Attend a club Executive meeting (in addition to the mandatory)	10				
8) Be a member of a committee or work party (in addition to the mandatory requirement)	10				
9) Attend a meeting of another club in your Zone	10				
10) Attend an official interclub	10				
11) Attend the full business portion of a Zone Conference or Fall leadership Conference	25				
12) Attend a full business portion of a District or National Convention	35				
14) Read the <i>Cross and the Square</i> or <i>Only in Canada</i>	10				
15) Attain 100% attendance at all general meetings	20				
16) Serve as the chair of a club project	25				

17) Participate in the Diane Rogers Kin Pride Award	25				
18) Bring a prospective member to a club meeting (in addition to the mandatory)	10				
19) Sponsor a new member (attach names - 5 points each)	15				

TOTAL POINTS _____

NOTE: Points for items #1 - #18 may only be obtained to a maximum of 2 times each.

I certify that this member has met all the mandatory requirements of the Maple Leaf Award of Distinction and has earned the optional points as indicated above.

PRESIDENT: _____

DATE: _____

AWARDS

CHAIR: _____ DATE: _____

CLUB: _____ ZONE: _____ DISTRICT: _____

2.3 FOUNDER'S AWARD FOR ACHIEVEMENT

Objective:

- To continue and build upon the objectives of the Maple Leaf Award of Distinction program for members with more than 24 months of Kin experience

Eligibility

1. Open to members who have been active, active life or associate members for a minimum of 2 years
2. There is a three-year time limit from the date the member enrolls in the program to achieve the requirements
3. Must complete all five mandatory categories
4. Attain a minimum of 300 optional points
5. A minimum of 50 points must be obtained in the first year;
6. A minimum of 80 points must be obtained in the second year; and
7. A minimum of 80 points must be obtained in the third year
8. The portfolio must be forwarded to National Headquarters within 12 months of completion of the program

Management

- The member maintains his / her own portfolio
- The club president and awards chair must sign and date each section as points are obtained. If there is no awards chair the club secretary may sign
- Submit completed portfolio to the Member Relations Coordinators

Reward

- A Founders Award for Achievement Certificate
- **Items available for purchase from Kin Sales:** Founders Award for Achievement Name badge, pin, and / or plaque

FOUNDERS AWARD OF ACHIEVEMENT AFFIDAVIT

NAME: _____

START DATE: _____ **END DATE:** _____

MANDATORY (Must meet ALL requirements)			Date	President's Signature	Awards Chair's Signature
A) Obtain 100% attendance for one complete fiscal year					
B) Sponsor a new member in Kin					
C) Attend full business portion of a Zone Conference/ Fall Leadership Conference					
D) Attend the full business portion of a District Convention					
E) Complete one full year on a Club Zone or District Executive					
OPTIONAL REQUIREMENTS	Max	Pts	Date	President's Signature	Awards Chair's Signature
1) Serve as a committee member on a club project	3				
2) Serve as a sub-chair and produce a written project report covering your phase of the project	5				

3) Serve as an active member of a charter committee and make two visits to the new club after it has been chartered	15				
4) Serve as chair for a family social function	5				
5) Serve as chair of a major club committee	10				
6) As project chair (remove) Present a complete outline for a new project complete with details on time, money, procedure, manpower etc. which is accepted by the club	10				
7) Chair a club service project and produce a written report for the club bulletin / newsletter / web site	10				
8) Obtain 100% attendance (other than mandatory)	10				
9) Participate as an instructor for a new member's seminar	5				

10) Write an article that is accepted for your club bulletin / newsletter / web site (maximum 10 points per year)	2					
11) Write an article that is accepted for Zone or District publication or District Website		4				
12) Write an article that is accepted for Kin magazine			6			
13) Attend a general meeting of another club at a distance of less than 100 km one way	5					
14) Attend a general meeting of another club at a distance of 100 km or more one way		10				
15) Attend a club charter, Founder's Night, Anniversary night or life membership night			5			

16) Attend a Zone or District interclub	5				
17) Attend a Zone Executive Seminar conducted by Zone officers	5				
18) Attend the full business session of a Zone Conference (other than mandatory)	5				
19) Attend the full business session of a Fall leadership Conference	5				
20) Attend the full business portion of a District Convention (other than mandatory)	9				
21) Attend the full business portion of a National Convention (other than mandatory)	9				
22) Serve on club executive (Other than mandatory)	10				
23) Be a candidate for Deputy Governor	10				

24) Be a candidate for Vice Governor	10				
25) Serve as a Zone, District or national officer (other than mandatory)	15				
26) Serve on a national Committee	10				
27) Enter club speaking contest	10				
28) Be a candidate in the Zone public Speaking contest	5				
29) Win the club Kinsmen / Kinette of the Year award at club level at the zone level? (not all zones have them, leave at club level)	15				
30) Win a club, zone, district or national award (excluding sports)	10				

31) Sponsor a new member (other than mandatory)	15				
32) If sponsored member is in Kin for at least one year	5				
33) If sponsored member wins the Maple Leaf Award of Distinction	5				
34) Win the GEM Award	10				

I certify that this member has met all the mandatory requirements of the Founders Award of Achievement and has earned the optional points as indicated above.

PRESIDENT: _____ DATE: _____

AWARDS CHAIR: _____ DATE: _____

CLUB: _____ ZONE: _____ DISTRICT: _____

2.4 GEM AWARD (GET EXPANSION MINDED/GROW EVERY MONTH)

Objectives:

- To recognize individual commitment to membership growth within the Association

Eligibility

1. An active or active life or associate member must sponsor three new members in a 12 month period
2. Charter champions will not be eligible to receive GEM awards for the individuals in the club that they chartered

Management

- The member maintains his / her own affidavit
- The affidavit must be signed by the club President and the club Awards Chair. If there is no Award Chair then the club secretary may sign

Reward:

- GEM award certificate, GEM award pin
- Repeat winners will receive a letter stating the number of times the member has earned the award

2.5 VISION 2020 GEM AWARD (GET EXPANSION MINDED/GROW EVERY MONTH)

Objectives:

- To increase and encourage youth membership growth in our Association

Eligibility

1. An active, active life or associate member must sponsor three new members age 19-25 in a 12 month period

Management

- The member maintains his / her own affidavit
- The affidavit must be signed by the club President and the club Awards Chair. If there is no Award Chair then the club secretary may sign

Reward:

- GEM Award certificate, Vision 2020 GEM Award pin
- Repeat winners will receive a letter stating the number of times the member has earned the award

GEM AWARD AND VISION 2020 GEM AWARD AFFIDAVIT

Member Name:	Number of GEM Awards won previously by this member:
Club:	
Club Address:	
District:	Zone:
NEW MEMBERS RECRUITED:	
Members Name	Date Joined
1.	
2.	
3.	

We certify that this member has recruited the new members named above and that they became members on the dates indicated.

Club President Date

Awards Chair Date

2.6 DIANE ROGERS KIN PRIDE AWARD

Objective:

- To challenge members to locate the correct answers, pursue Kin educational materials, and to contact Kin across Canada in search of correct responses

Eligibility:

1. All active, active life or associate members
2. The exam questions will be posted on the National Website on March 1 of each year
3. All entries must be submitted to the Member Relations Coordinator at National Headquarters by email or postmarked no later than April 15 of the same year
4. All present and past members of the Association may be contacted to seek answers **except** the following: Kin Headquarters Staff, National Awards Committee and Diane Rogers

Judges:

- Member Relations Coordinator

Reward:

- Each participant will receive a commemorative badge add-on at their District Convention
- The member attaining the highest number of points will receive a keeper plaque and their name on the national plaque which will be presented at National Convention

2.7 HAL & ELSPETH ROGERS NATIONAL SERVICE AWARD

Objective:

- To encourage clubs to participate in service work within their community
- To recognize the club that has contributed the most to the fundamental objective of the Association i.e. service work

Management:

1. Each District may submit **two entries** for this award. These submissions may be from two Kinettes, two Kinsmen, two Kin or combination from each
2. The service project must have been completed within the 12 month period prior to the date of the conference at which it was originally presented (Zone or District)
3. The same service project may not be entered in two successive years unless it has been materially advanced and/or compared to the involvement of any other parties on the submitted project
4. Where multiple clubs collaborate on and/or jointly participate in a service project, or where one club materially contributes to the service project of the other during the currency of that project, and only one club chooses to submit the project for award consideration, the other club cannot submit the same project in the following year unless it complies with the previous requirement
5. A national winner will not be allowed to enter the same project for three years after winning the award
6. The preferred method of entry is a power point presentation which includes at least 10 photographs and a written narrative of up to 2000 words; however any form of electronic submission will be accepted. The submission shall be forwarded on three compact disks or memory sticks, via email with attachment, via email with a link to the source or paper form in **triplicate**. Disks and memory sticks will not be returned and may be used by National during award presentations and / or future publication.

Judges

- The national awards committee will appoint a panel of three judges

Reward:

- The winner will receive a keeper plaque
- The winners name will also be added to the National Plaque
- The winner will be announced at National Convention

SERVICE AWARD MARKING GUIDELINE

CLUB

NAME: _____

DATE: _____

	MAX	PTS	COMMENTS
COMMUNITY BENEFITS	20		
a) Community's acceptance of the project	10		
b) Number of people benefiting from the project	10		
PUBLIC RELATIONS	20		
a) Did the club gain community recognition?	5		
b) Were additional members obtained as a result of the project?	5		
c) Was the public awareness of the Association raised?	5		
d) Were media outlets used i.e newspaper, radio, T.V?	5		
PARTICIPATION	20		
a) How did the club support the project?	2		
b) Percentage of members participating?	2		
c) Duration of the project	2		
d) Number of person hours spent on the project	2		

e) Duration of fund raising for the project	2		
f) Number of person hours spent on fund raising for the project	2		
g) Other clubs participation	2		
h) Community participation	2		
i) Government funding	2		
j) Other sources of funding	2		
PROJECT DESCRIPTION	20		
a) Organization of the project	5		
b) Development of the project	5		
c) Detailed description of the project	5		
d) Quality of submission (introduction, conclusion, language etc.)	5		
TOTAL POINTS	80		

2.8 KEN PIERCE MEMBERSHIP GROWTH AWARD

Division of Award:

1. Junior Award- Clubs of 14 members and under
2. Senior Award- Clubs of 15 members and over

Objective

- To promote internal expansion
- To recognize club membership growth

Eligibility:

1. All junior clubs that show a net increase of a minimum of three members from the previous June 30th to the latest June 30th census
2. All senior clubs that show a net increase of a minimum of five members from the previous June 30th to the latest June 30th census

Judges

- Membership Relations Coordinator

Reward

1. A certificate
2. Recognition at National Convention

2.9 BOAKE EFFICIENCY AWARD

Objective:

- To reward those clubs which effectively meet the requirements of zone, district and national
- To recognize the efficient and effective administration of clubs
- To encourage zones and districts to ensure their clubs are aware of and completing the requirements of being a member of the Association and an Incorporation

Judges:

- Member Relations Coordinator

Management:

1. Clubs will maintain their portfolio
2. Affidavit must be signed by the President and Secretary
3. Clubs must submit their affidavit for this award to the Member Relations Coordinator postmarked no later than July 15th. E-mail and faxes are also acceptable.

Reward:

- The District with the highest ratio of clubs who have earned the Boake Efficiency Award will be recognized at National Convention
- Each club shall receive a certificate

Available from Kin Sales: Banner add-ons

BOAKE EFFICIENCY AWARD AFFIDAVIT

Presented to clubs who complete 7 of the 9 requirements:

NATIONAL REQUIREMENTS		
	1	National Dues paid to the satisfaction of the Executive Director.
	2	National Insurance form filed to the satisfaction of the Executive Director
	3	Annual Incorporation Return filed by due date.
	4	Annual Club Reporting form filed with National Headquarters to the satisfaction of the Executive Director.
DISTRICT REQUIREMENTS		
	5	District dues paid to the satisfaction of the District Governor.
	6	Letter from club President attesting that a financial audit or review has been completed on the clubs previous years financial statements sent to the District Governor by December 31
	7	Letter from Club President attesting that the Corporations T2 form has been duly filed with CCRA.
	8	Invite a member of the District Council to attend a club meeting / function.
	9	Club in attendance at Zone Conference

OUTSTANDING BOAKE EFFICIENCY AWARD AFFIDAVIT

Presented to all clubs who have earned the Boake Efficiency Award and complete all 3 of the following:

DISTRICT REQUIREMENTS		
	10	Invite a member of the District Council to attend a club meeting / function. (In addition to item #8)
	11	Club in attendance at Fall Leadership Conference.**
	12	Club in attendance at District Convention.

** If no Fall Leadership Conference is held that year, the club is deemed to have attended.

President

Date

Secretary

2.10 OUTSTANDING CLUB AWARD

Note: Clubs must earn the Boake Efficiency Award in order to be eligible for the Outstanding Club Award

Objective:

- To promote a standard of excellence for club activities and administration in the Association and to recognize the achievement, leadership and participation of outstanding clubs
- To promote a standard of excellence for club activities and administration

Judges:

- Member Relations Coordinator

Management:

1. Clubs will maintain their portfolio
2. Affidavit must be signed by the President and Secretary
3. Clubs must submit their affidavit for this award to the Member Relations Coordinator postmarked no later than July 15th. E-mail and faxes are also acceptable

Reward

- Certificate
- **Available from Kin Sales:** Banner crest

OUTSTANDING CLUB AWARD AFFIDAVIT

Club Name		Club Number	
Zone		District	
President		Club Address	

MANDATORY

Description	Completed
Club must have earned the Boake Efficiency award for the same Kin year.	

POINTS

A club must achieve the minimum points for each section as well as a minimum total of 215 to be eligible for this award.

Category	Min / Max	Actual
1 – Club Operations	30 / 60	
2 – Membership Growth	25 / ***	
3 – Service	35 / 75	
4 – Membership Development & Education	25 / ***	
5 – General Participation	45 / 75	
6 - Public Relations	20 / 60	
TOTAL		

*** No maximum in these categories

President _____ Date _____

Awards Chair _____ Date _____

Attach clippings/photocopies of clippings and/or other support material.

CATEGORY ONE - CLUB OPERATIONS

A Your club published at least 5 issues of the club bulletin and/or newsletter in print or electronic form during the current fiscal year and / or maintained a website which was updated on a minimum of 5 dates throughout the year. (1 point per issue / update to a max of 5)

Date	Description	Pts

B Your club has held organized fellowship or social functions (2 points each to a max of 10)

Date	Description	Pts

C Your club has held informative meetings (2 points each to a max of 10) (which include Kin Education and/or a guest speaker)

Date	Description	Pts

D Your club held organized family social events (2 points each to a max of 10)

Date	Description	Pts

- E Club executive members attended a training session on their position conducted by a zone or District officer(s)

Position		Max point	Points
President		6	
Vice President		3	
Secretary		3	
Treasurer		3	
Bulletin Editor		3	
Other		2	

- F The president attended at least one zone president's meeting conducted by the zone officer (5 points each to a max of 5)

Date	Location	Max point	Points
		5	

TOTAL POINTS	CATEGORY ONE	Minimum	Points
		30	

CATEGORY TWO - MEMBERSHIP GROWTH

- A Your club investigated a community for a new charter (Attach copy of written submission)

Date	Location	Max point	Points
		5	

- B Your club assisted with the charter of a new Kinsmen, Kinette, Kin, or Kinsmen & Kinette Club (Provide certification from charter chairman)

Date	Description	Max point	Points
		5	

- C Your club held a membership promotion night (1 point per prospective member to a maximum of 10)

Date	Prospective member	Pts

- D Your club hosted a Membership Recruitment and/or Retention Workshop (5 points)

Date	Description	Pts

- E Your club advertised the date, time, & location of your next meeting and/or contact name and phone number in any form of public media (Newspaper, radio, billboard TV etc. [1 pt each to a max of 5])

Date	Media	Pts

- F You club displayed and / or distributed membership recruitment material at a service project (2 points per different event to a max of 10)

Date	Service Event	Pts

- G Your club registered a transfer-in or reinstated a member who has been out of kin For at least 5 years away (2 points each - No maximum)

Date	New Member	Pts

If additional members were recruited – please attach a list

- H Your club recruited new member(s)(5 points each - no maximum)

Date	New Member	Pts

If additional members were recruited – please attach a list

- I your club has a GEM Winner. (5 point each - no maximum)

Date	Gem Winner	Pts

If additional GEM winners – please attach a list

TOTAL POINTS	CATEGORY TWO	Minimum	Points
		25	

CATEGORY THREE - SERVICE

- A Your club conducted service projects (5 points each to a max of 15)

Date	Project	Pts

- B Your club entered a zone or district service competition (5 points each to a max of 10)

Date	Competition	Pts

C Your club participated in a district and/ or the national service project (5 points each to a max of 10)

Project	Date	Description	Pts

D Your club promoted and/or submitted a Hal Rogers Bursary Application. (5 points to a max of 10).

Date	Description	Pts

E Donations: divide your service donations by your official national September 30th membership, to calculate your dollar donation per member

Service	\$	Membership	\$ per member	Divide by	Max Points	Points
Total Service dollars donated (including CF & HREF)				100	10	
Total dollars donated to CF				50	10	
Total dollars donated to HREF				50	10	

TOTAL POINTS	CATEGORY THREE	Minimum	Points
		35	

CATEGORY FOUR - MEMBERSHIP DEVELOPMENT & EDUCATION

A Club conducted new member's seminars, inviting all new members in the club at that time (5 points each to a max of 10)

Date	New members in attendance	Pts

B Club conducted regular Kin education programs (5 points each to a max of 20)

Date	Topic	Pts

C Club held a club speak-off contest (5 points to a max of 5)

Date	Speakers	Pts

D Club had members achieve their Maple Leaf Award of Distinction (2 point each - No maximum)

Date	Member	Pts

If additional members won the award – please attach a list.

F Club had members achieve their Founder's Award for Achievement (5 points each - No maximum)

Date	Member	Pts

If additional members were recruited – please attach a list

G For each meeting where you had greater than 75% attendance (2 points each to max 10)

Date	Percentage	Pts

H Submission for **other** Zone and District awards (2 points each to maximum 10)

Date	Award	Pts

Points cannot have been earned in any other category / section

TOTAL POINTS	CATEGORY FOUR	Minimum	Points
		25	

CATEGORY FIVE - GENERAL PARTICIPATION IN KIN

A If your club sent a submission to zone or district publication (5 points each to a max of 10)

Date	Submitted by and to where	Pts

B If your club sent a submission to KIN Magazine or Membership Matrix other than newspaper clippings (5 points to a max of 5)

Date	Topic	Pts

C Your club hosted / participated in a Zone or District interclub, service project or meeting [(Excluding zone conference or FLC) & (1 points each to a max of 5)]

Date	Event	Pts

D At least one member of your club visited the general meeting of another club (5 points for each different club to a max of 10)

Date	Club Visited	Pts

- E If your club had a candidate for zone, district, or national office or committee (5 points each to a max of 10)

Member	Position / committee	Pts

- F For each \$100 spent at Kin sales (1 point for each \$100. Round off to nearest \$100 to a max of 10)

Date	\$ Amount	Pts

- G Club attends fall leadership conference and / or district convention (10 points each to a max of 20)

Attended	Convention	Pts
	Fall Leadership Conference	
	District Convention	

- H Your club placed a Kin Sales ad in your bulletin or directed members to Kin Sales web site on your web page (5 points to a max of 5)

Date	Topic	Pts

TOTAL POINTS	CATEGORY FIVE	Minimum	Points
		45	

CATEGORY SIX - PUBLIC RELATIONS

- A Your club has obtained write-ups in a local paper [(other than ads) & (5 points per clipping to a max10) NOTE: Clippings to be attached and photocopies are acceptable)]

Date	Article	Pts

B Your club has had a radio, TV, newspaper or some other public campaign promotion [(Joint participation with another club(s) is permissible) & (5 points per promotion to a max 10)]

Date	Name of Station & type of promotion	Pts

C Your club is involved in a community sponsored celebration or event involving other community organizations (5 points per event to a max of 10)

Date	Description	Pts

D Your club members wore clothing bearing Kin crest or club name during public service or fundraising project(s). (5 points per event to a max of 10)

Date	Event	Pts

E Your club's name was prominently displayed by banners, signs, etc. (5 points each to a max of 10)

Date	Event	Pts

F. Your club had the Founders day proclamation signed by the local authorities (10 points each to a max of 10)

Date	Description	Pts

TOTAL POINTS	CATEGORY SIX	Minimum	Points
		20	

Transfer the points from all 6 categories to the first page.

2.11 OUTSTANDING KIN AWARD

Objective:

- To recognize the member who embodies excellence in volunteerism through their contributions of leadership, inspiration and dedication to Kin Canada

Eligibility:

- All active, active life or associate club members in good standing shall be eligible to be nominated

Management:

- The Member Relations Coordinator must receive Applications at National Headquarters no later than June 30
- A nominator and seconder who are members in good standing (do not need to be from the nominees home club) of Kin Canada must sign application form
- Application must include a description of why the nominee is deserving of the award in no less than 300 words and no more than 1000
- Application must include contact information for nominator and seconder in case the judges need any clarification

Judges:

- The National Awards Committee

Criteria:

- The following criteria will be considered in determining a winner:
- **Involvement** - the individual has been involved in Kin Canada through activities, committees and/or programs
- **Leadership** - the individual shows qualities that exemplify leadership, and motivation related to participation in Kin Canada
- **Service and Membership** - the individual promotes service, new membership and retention of members
- **Innovation** - the individual exemplifies innovation in supplying service to Kin Canada
- **Achievements** - any notable achievements within his/her club, community, province or country relating to Kin Canada
- **Inspiration** - the individual has inspired others through his/her work in his/her club, community, province or country
- All activities must be in the 12 month period prior to submission

Reward:

- The winner will receive a keeper plaque
- The winners name will also be added to the National Plaque
- The winner will be announced at National Convention

OUTSTANDING KIN AWARD

NOMINEE

Name: _____

Club and District: _____

NOMINATED BY

Nominator: _____

Contact Information: _____

Club and District: _____

Secunder: _____

Contract Information: _____

Club and District: _____

Signature of Nominator: _____ Date: _____

Signature of Secunder: _____ Date: _____

INVOLVEMENT

Please list examples of Nominee's involvement in Kin Canada (please use additional page if necessary)

LEADERSHIP

Describe the Nominee's qualities that exemplify leadership, and motivation in Kin Canada (please use additional page if necessary)

2.12 OUTSTANDING ZONE AWARD

Objective

- To challenge the Zone Deputy Governor to achieve outstanding administration in his/her zone and thus, by fulfilling the requirements, become an effective leader in the Association
- To promote a standard of excellence for zone activities and administration

Management:

1. The Deputy Governor is required to complete sections B & C of the Outstanding Zone Affidavit and attain a minimum of 110 points
2. District Governor is required to complete Section D, sign and submit to the Member Relations Coordinator by July 15th

Judges:

- Member Relations Coordinator

Reward:

- Keeper plaque

OUTSTANDING ZONE AWARD AFFIDAVIT

Deputy Governor: _____ District: _____ Zone: _____

MANDATORY REQUIREMENTS	
Items 1 – 4 may include responsibilities assigned by District executive	
1. Arrange a club officer seminar to be held prior to September 15th	
2. Ensure all clubs are properly installed prior to October 15 th	
3. Deputy Governor or designate to make one official visit to each club in zone other than installation or zone social function	
4. Deputy Governor's should ensure that membership recruitment and retention is addressed with the clubs and that all clubs are encouraged to have a membership growth and retention program in place	
5. Must attend during term in office:	
a. District pre-term meeting	
b. Fall leadership conference (where applicable)	
c. District mid-term meeting	
d. Spring zone conference	
e. District convention	
f. District leadership seminar (provided DG was elected/appointed prior to DLS)	

OPTIONAL POINTS		
Must attain a minimum of 110 points		
PART (A) – SELF ASSESSMENT	Max	Points
1. 5 points for each 1% growth in zone membership (excluding charters and statistics from Kin Club members resulting from mergers of existing Kinsmen and Kinette Clubs)		
Charter a Kinsmen Club, Kinette Club or Kin Club (10 points)		
1. Arrange for a zone president's pre-term meeting	5	
2. Arrange for a zone president's mid-term meeting	5	
3. Arrange a new members seminar	5	
4. Attend national convention	5	
5. Visit club meetings in your zone (other than home club) other than Mandatory (2 points per visit)	10	
6. Place a Kin Sales ad in your zone bulletin (2 points each)	10	
Sub-Total		

PART (B) – DISTRICT EXECUTIVE ASSESSMENT	Max	Points
1. Submit FLC Reports on time	5	
2. Submit District Convention Report on time	5	
3. Prompt circulation of Zone Minutes (15 days after Zone was held)	5	
4. Submit Zone Award winners on time	5	
5. Receipt of club insurance Reporting Form (1 point (rounded up) for each 10% of total clubs in Zone being completed by required deadline	10	
6. Receipt of club incorporation papers (1 point (rounded up) for each 10% of total clubs in Zone being completed by required deadline	10	
7. Meeting the requests from the District Executive on time. (2 points each)	8	
Sub-Total		

PART C – Scored by District representative to Spring Zone	Max	Points
1. Prepared Conference brochure	5	
2. Prepared and printed agenda	5	
3. Parliamentary procedure followed	5	
4. Interest in business	2	
5. Promotion of District and / or National Service projects.	2	
6. Control of meeting	2	
7. Deputy Governor and executive were well organized	2	
8. Promotion of Kin Sales	2	
9. Promotion of Kin Magazine	2	
10. Promotion of HREF	2	
Sub-Total		

PART D – District Executive discretionary points.	Max	Points
1. Points to be awarded at the discretion of the District Executive as to the performance of the Deputy Governor throughout the year.	10	
Sub-Total		

I certify the above accurately reflects the job completed this Kin year.

Deputy Governor

Date

District Governor

Date

2.13 DECEW-PHEE OUTSTANDING DISTRICT AWARD

Objective

- To challenge the district executive to achieve outstanding leadership and administration in their district and thus, by fulfilling the requirements, be an effective Council in the Association
- To promote a standard of excellence for district administration and activities

Eligibility

- Presented to the District that completes the mandatory requirements of Section A and attains the highest combined ratings in Section B and C
- The District must complete the affidavit and submit to National Headquarters, on or before July 15th

Management:

1. The Governor is required to maintain their affidavit
2. Each District that wishes to compete must prepare a submission using the award submission form found below (add pages as required)
3. You will need to document your responses to Sections A & B
4. Section C will be judged by the National Awards Committee, in consultation with headquarters staff where appropriate
5. The Award will be judged by Kin Canada's Executive Director in consultation with the National Awards committee, staff and the National Board where appropriate
6. To qualify, your submission must be received by National Headquarters by July 15
ATTENTION: Executive Director

Judges:

- Kin Canada's Executive Director, National Awards Committee, National Headquarters staff and National Board

Reward:

- A keeper plaque with the name of the district and the governor(s) will be awarded
- The winning district along with the names of the governor(s) will be announced at National Convention and will be added to the national plaque

OUTSTANDING DISTRICT AWARD AFFIDAVIT

District Governor's Name: _____ District: _____

PURPOSE: To challenge the District Executive to achieve outstanding leadership and administration of their district and thus, be an effective Council in the Association

RULES:

- This award is presented to the District Council who completes the mandatory requirements of Section A and attains the highest combined ratings in B, C & D
- Each District that wishes to compete must prepare a submission using award submission form (add pages as required). Be as specific in your answers
- You will need to document your responses to Sections A & B
- The Award will be judged by Kin's Executive Director in consultation with the National Awards committee, staff and the National Board where appropriate
- To qualify, your submission must be received by National Headquarters by July 15, Attention Executive Director
- The winner will be announced at National Convention

A. MANDATORY REQUIREMENTS

MANDATORY REQUIREMENTS	Signature certifying completion
1. Prepare and submit an operational plan for your term to the Executive Director (as per Section C)	District Secretary
2. Arrange for and participate in a District Leadership Seminar prior to taking office as Governor	District Secretary
3. Arrange for and participate in a District Preterm meeting	District Secretary
4. Arrange for and participate in Fall Leadership Conference	District Secretary
5. Arrange for and participate in a District Midterm Meeting	District Secretary
6. Arrange for and participate in District Convention	District Secretary
7. Submit, in paper or electronic form, a copy of current District House Rules to all clubs in your District and to the Executive Director, highlighting any changes from previous years	HQ
8. Circulate District Resolutions as per District House Rules, with copies to Executive Director and National President	HQ
9. Submit a copy of the audited (or professionally reviewed) District financial statements from the previous Kin year to National HQ. If the financial statements from previous year are not available submit an explanation of your efforts to obtain them	HQ

B. OPTIONAL POINTS

(i) Participation

	MAXIMUM POINTS	EARNED POINTS
1. Participate in face-to-face meetings or teleconference calls with the team of Governors, other than National Convention and #4 (5 points each – provide dates)	10	
2. Participate in face-to-face meetings or teleconference meetings with District Executive <u>other than those covered in Section A</u> (5 points each; provide dates and list of attendees for each)	15	
3. Participate in face-to-face meetings or teleconference meetings with District Deputy Governor team <u>other than those covered in Section A</u> (5 points each; provide dates & attendees for each)	20	
4. Participate in face-to-face meetings or teleconference calls with the National Board, National President or Executive Director, other than National Convention (5 points each – provide dates)	15	
5. Attend National Convention	15	
6. Visit Clubs/Special Events/Zone functions/Media Presentations (2 points each - provide dates and name or brief description of each event)	40	
Section (i) Total	115	

(ii) Efficiency

	MAXIMUM POINTS	EARNED POINTS
1. Send to National HQ listing of clubs absent from:		
a. FLC	5	
b. Zone Conferences	5	
c. District Convention	5	
2. Send to National HQ District Officers listing/updates by National Convention	15	
3. Send to National HQ District Award Winners and Submissions within 10 days of District Convention	10	
4. Club Insurance Forms sent to National HQ (1 point for each 10% of the total clubs in the district being completed by the required deadlines)	15	

5. Club Incorporation papers sent to National HQ (1 point for each 10% of the total clubs in the district being completed by the required deadlines)	15	
6. Submission of other requests from National Board, Executive Director &/or HQ on time	15	
Section (ii) Total	85	

(iii) Communications (in print or electronic format)	MAXIMUM POINTS	EARNED POINTS
1. District Newsletter sent to all clubs (5 points each)	20	
2. Create alternative/e-based opportunities for communication between DEC and District members	10	
3. Communicate main goals and initiatives from your Operational Plan to members (3 points ea. occurrence)	15	
4. District Convention Agenda circulated to all clubs, National President and National HQ	10	
5. District meeting minutes circulated as per district house rules, copying National HQ	15	
6. Submit articles about your District to KIN Magazine (5 points each list)	15	
7. Submit updated list of District member emails to HQ periodically (5 points each)	15	
Section (iii) Total	100	

Optional Points Total	300	
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Sections C and D relate to the Operational Plan that all districts had to submit in October 2008 in order to be eligible for the DeCew-Phee Outstanding District Award, and to the required contents that were set out in the *Operational Plan Guideline* that was issued last fall.

C: OPERATIONAL PLAN

Assessment of the following parts of the Operational Plan

	MAXIMUM POINTS	AWARDED POINTS
1. Comprehensiveness of Plan (all required areas properly covered)	50	
2. Innovativeness of Plan	50	
3. Fully aligned with National strategies and initiatives	50	
4. Effectively addressed issues that are specific to the District	50	
5. Submitted to National HQ by deadline (extended to Oct. 30, 2008 – 10 points deducted for every week late)	50	
Operational Plan Total	250	

D. YEAR-END RESULTS

(i) General Assessment of Success in Carrying Out Plan

	MAXIMUM POINTS	AWARDED POINTS
1. Degree of Plan execution – how close to the plan did you stay & how much of it did you accomplish?	25	
2. Evidence of resulting progress in the areas of:		
a. Product improvement (club culture; effective clubs; focus on service)	10	
b. Strengthening club base (helping weak clubs; charter opportunities)	10	
c. Communications	10	
d. District objectives	10	
3. Bonus points: Support & promotion of National priorities (revenue generation/partner programs/Kin Sales; PR tools & resources – 5 points for ea. occurrence)	20	
4. Success in addressing challenges	20	
5. Observations that could help future district teams	15	
Section (i) Total	120	

(ii) Results Against Your Plan's Specific Targets

	TARGET	RESULT	MAXIM UM POINTS	AWARD ED POINTS
1. Membership	+ or - _____ %	+ or - _____ %	25	
2. # of clubs restored to health			15	
3. # of charter opportunities identified			10	

4. Donations to:				
a. Cystic Fibrosis	\$	\$	15	
b. HREF/Kin Bursaries	\$	\$	15	
c. Kin Canada Foundation	\$	\$	15	
d. National Disaster Fund	\$	\$	15	
e. Other	\$	\$	10	
f. Total service dollars raised in district	\$	\$	10	
Section (ii) Total			130	

Year End Report Total			250	
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SCORING SUMMARY

From previous sections

	MAXIMUM POINTS	EARNED & AWARDED POINTS
B. Optional Points	300	
C. Operational Plan	250	
D. Year End Report	250	
TOTAL POINTS		800

2.14 BILL SKELLY AWARD

- This award is the property of the Cystic Fibrosis Canada
- Clubs interested in participating should contact the Cystic Fibrosis Canada. Contact information can be found at <http://www.cysticfibrosis.ca/en/index.php>

3. RECOGNITION PROGRAM

The following awards are designed to stimulate and recognize members that have dedicated time and effort into green initiatives. If submissions are high and of good quality, the following recognition awards may transform into national awards in the future:

3.1 VISION 2020 GREEN PROJECT

Objective

- To encourage clubs to participate in projects within their community that will promote positive environmental change, recycling, and/or waste reduction

Eligibility

- Clubs must be in good standing

Management

-

Reward

- Recognition Certificate

VISION 2020 GREEN PROJECT GUIDELINE

Environmental Impact
a) Did this project impact the environment in a positive way?
COMMUNITY BENEFITS
a) Did this project benefit the community?
b) Did this project raise environmental awareness in your community?
PUBLIC RELATIONS
a) Did the club gain community recognition for positive environmental impact?
PARTICIPATION
a) How did the club support the project?
b) What was the percentage of members participating?
d) What was the number of hours spent on the project?
g) Other clubs participation?
h) Other community participation?
PROJECT DESCRIPTION
a) Organization of the project
b) Development of the project
c) Detailed description of the project
d) Submission (introduction, conclusion, language etc.)

3.2 VISION 2020 GREEN CLUB

Objective

- To encourage clubs to recycle, conserve energy, and effect positive environmental change within their club

Eligibility

- Clubs must be in good standing

Management

1. This awards will cover the period of June 30-June 30
2. The winning District entry will be forwarded in electronic form to the Membership Director at National Headquarters by June 30
3. Form of submission for each entry at the National level shall be a written narrative with at least 10 pictures. As this is a green Award, paper submissions will not be accepted
4. Written submission should include: what measures the club undertook to recycle, conserve energy and effect positive environmental change

Reward

- Recognition Certificate

3.3 COMMUNICATION AWARD

Objective

- To provide a guideline for clubs to follow that will help them achieve the clubs internal and external communications goals
- To recognize the effort of the club for outstanding and effective communication through various mediums

Eligibility

1. Open to active Kinsmen, Kinette and Kin Clubs
2. Attain a minimum of 150 optional points

Management:

- a) All entries shall become the property of the Association and as such will not be returned to the club
- b) The submission shall be forwarded on three compact disks or memory sticks, via email with attachment, or via email with a link to the source. Disks and memory sticks will not be returned and may be used by National during award presentations and / or future publication.
- c) Award Affidavit must be submitted complete with signatures of the Club President with dates that apply, along with all phone lists and email contacts lists for members

Judging:

- Shall be administrated by the National Awards Committee

Reward:

- Every Club which submits a properly completed submission with a minimum of 150 points will receive a recognition certificate

COMMUNICATION AWARD AFFIDAVIT

INTERNAL COMMUNICATIONS	Pts	Pts	Date	Pres Signature
Bulletin/Newsletter (printed or electronic) Member News, Blog or Forum on Club Website, Club E-Newsletters, other internal communication pieces	10 points each to a max of 60			
Club Phone outs	2 points each to a max of 20			
List of Club members e-mail addresses, and phone numbers. If the club has everyone's contact information then they receive 10 points. Please attached list to back of submission	20%-2 points 40%-4 points 60%-6 points 80%-8 points 100%-10 points			
What does your club do to ensure effective Communication among members? Please attach list of methods	2 points per method			
If there is a conflict within your club? How does your club use communications to solve the problem? Please attach list of methods	2 points per method to a max of 10 points			
Contact with National and other Clubs: List clubs (including member's name) and National HQ staff who you communicate with on a regular basis	2 points per contact to a max of 10 points			

Total Points Internal Communications: _____

EXTERNAL COMMUNICATIONS	Pts	Pts	Date	Pres Signature
Marketing Communications:				
Advertising: Provide newspaper, television, and Radio ads This includes paid advertisements and PSAs - A list of dates and brief explanation of each will suffice	10 pts each to a max of 60			
Marketing Materials: Provide club brochures, rack card, post card, posters etc., (sent out or displayed)	5 points each to a max of 50			
Logo Usage: Attach marketing materials and club material showing crest(s) your club is using	10 points for correct crest usage			
Branded Club Materials: business cards, letterhead, envelopes, banners, apparel, pins etc with Kin Canada logo included on all. A list will suffice	5 points each to a max of 25			

Website: Create and/or maintain an up-to-date website (include web address and how much traffic is drawn each month). This includes clubs that have a webpage on district websites	10 points for completed website			
Media Relations:				
Press Releases: Include releases submitted by your club to local media. A list including dates and a brief description will also suffice	10 points for each to a max of 50			
In the News: Published newspaper articles, radio or television stories. A list including dates and a brief description will also suffice	10 points each to a max of 50			
Public Relations:				
List of prospective member email addresses and phone numbers. These are people who have attended a project/event and have been contacted afterwards regarding membership or future volunteering	2 points each to a max of 20			
Face-to-face contact with prospective members at trade fairs, volunteer fairs, membership recruitment drives, etc. (List where it was and how successful it was)	2 points per project to a max of 20			

Total Points External Communications: _____

Results:	Pts	Pts	Date	Pres Signature
Marketing: New members recruited through aforementioned marketing methods (must include names and contact info for each new member)	5 points for each new member			
Media Relations: New members recruited through aforementioned media relations (must include names and contact info for each new member)	5 points for each new member			
Public Relations: New members recruited through aforementioned public relations (must include names and contact info for each new member)	5 points for each new member			
Club Profile in the community was increased by the Marketing, media relations, and public relations methods used. (include list of inquiries made to the club and what media caused it)	1 point for each inquiry made			

Total Points Results: _____

COMMUNICATION AWARD AFFIDAVIT

SCORING SUMMARY

TRANSFERRED FROM PREVIOUS SECTIONS:

**EARNED
POINTS**

TOTAL POINTS INTERNAL COMMUNICATIONS	
TOTAL POINTS EXTERNAL COMMUNICATIONS	
TOTAL POINTS RESULTS	
TOTAL POINTS	

SUBMITTED BY: _____

EMAIL ADDRESS: _____

PHONE: _____

ON BEHALF OF:

CLUB: _____ ZONE: _____ DISTRICT: _____