

# **NATIONAL AWARDS PROGRAM**



**2009-2010**

## TABLE OF CONTENTS

1.	Foreword .....	1
1.1	Mission Statement .....	1
1.2	General Information.....	1
1.3	Award Amending Process .....	1
1.4	Awards Appeals Process.....	2
1.5	Eligibility Statements .....	2
2.	Awards .....	3
2.1	Founding Members Speaking Award .....	3
2.2	Maple Leaf Award of Distinction.....	4
2.3	Founder’s Award for Achievement .....	4
2.4	GEM AWARD (Get Expansion Minded/Grow Every Month) .....	5
2.5	Vision 2020 GEM Award (Get Expansion Minded/Grow Every Month).....	6
2.6	Diane Rogers Kin Pride Award .....	6
2.7	Hal & Elspeth Rogers National Service Award.....	7
2.8	National Bulletin Award – Junior & Senior .....	8
2.9	Ken Pierce Membership Growth Award .....	8
2.10	Boake Efficiency Award.....	9
2.11	Outstanding Club Award .....	9
2.12	Outstanding Zone Award.....	10
2.13	Decew-Phee Outstanding District Award.....	10
2.14	Bill Skelly Award .....	11
3.	Recognition Awards.....	12
3.1	Vision 2020 Green Project Award.....	12
3.2	Vision 2020 Green Club Award .....	12
4.	Marking Guidelines / Affidavits .....	14
4.1	Founding Members Public Speaking Marking Guideline .....	15
4.3	Founders Award of Achievement Affidavit .....	19
4.4	GEM Award and Vision 2020 GEM Award Affidavit.....	23
4.5	Service Award Marking Guideline .....	24
4.6	Bulletin Award .....	26
4.7	Boake Efficiency Award Affidavit .....	27
4.8	Outstanding Club Award Affidavit .....	28
4.9	Outstanding Zone Award Affidavit .....	40
4.10	Outstanding District Award Affidavit .....	42
4.11	Vision 2020 Green Project Guideline.....	47
4.12	Vision 2020 Green Club Guideline .....	47

# 1. FOREWORD

## 1.1 MISSION STATEMENT

“To promote a program, which stimulates, encourages personal development and leadership 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 or one from each.
- The National Awards program is designed to identify the best in the Association, and not the best Kinsmen or Kinette, or best Kinsmen, Kinette or Kin club.
- The National Awards program identifies the winning entry and the runner up 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 the appropriate deadline.
  - The deadline for receipt at National Headquarters for all District award winners unless noted otherwise shall be June 30<sup>th</sup>. 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 Executive Director.

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.

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## **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 describing the rationale why the decision should be overturned.

The appeal will be examined and considered by the awards committee. The committee will make a recommendation and forward 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, Associate or Campus Club members 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.

## **2. AWARDS**

### **2.1 FOUNDING 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, associate or campus club 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.

#### **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 runner-up and a written critique for each speaker to the Public Speakers coordinator.

#### **Management:**

1. The topic should preferably be on some phase of Kin
2. Speeches shorter than five minutes or longer than ten minutes will be disqualified.
3. The Public Speakers Marking Guideline shall be used as a guide for speakers and judges alike.
4. Lights or flash cards will be used to advise the speaker at the 5 minute, 9 minute and 10 minute point of their speech.
5. The speech will be materially the same as presented at District Convention.
6. The speech will not include a power point component
7. The speech shall be authored by the speaker.
8. Electronic devices such as projectors cannot be used.
9. The District Executive shall notify National Headquarters of the winners name, phone number, and e-mail address immediately following the close of District Convention.
10. Each District winner 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.
  - a. All travel arrangements must be made through National Headquarters. It is the responsibility of the winner to contact National Headquarters immediately following the District Convention to make the arrangements.

**Reward:**

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

## 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, associate and campus club members for their first two years of joining Kin.
2. Must complete six out of eight mandatory requirements.
3. Attain a minimum of 300 optional points
4. Optional requirement points must be earned in at least five categories and may only be used twice in any one category except sponsoring a new member and qualifying for the GEM Award.

**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.

**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.

## 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, associate or campus club 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.
- Upon completion of the program, the portfolio will be forwarded to the deputy governor who will audit it.
- The Deputy Governor will forward the portfolio to National Headquarters
- Should the Deputy Governor position be vacant, the portfolio will be forwarded to the Governor.

### **Reward**

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

## **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, associate or campus club member must sponsor three new members in a 12 month period.

### **Management**

- The member maintains his / her own affidavit.

### **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, associate, or campus club member must sponsor three new members age 19-25 in a 12 month period.

### **Management**

- The member maintains his / her own affidavit.

### **Reward:**

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

## **2.6 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, associate and campus club 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 National Headquarters postmarked no later than April 15 of the same year.
4. All present and past members of the Association may be contacted so seek answers **except** the following: National Membership Committee, Kin Headquarters Staff, current National Presidents, National Awards Committee and Diane Rogers.

### **Judges:**

- National Membership Committee

### **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.

## 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. 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).
2. 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.
3. 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.
4. A national winner will not be allowed to enter the same project for three years after winning the award.
5. The entry so chosen shall be forwarded in **triplicate**, together with a disk containing at least 10 photographs per entry, by the appropriate district officer to National Headquarters prior to June 30th.
6. The disk forwarded pursuant to paragraph 5 hereof may be used by National Headquarters for presentation of the district winners at National Convention and may also be used in national publications and on the national website.
7. The form of submission for each entry at the national level shall be written narrative form of approximately 2,000 words. No other form of presentation will be permitted.

### Judges

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

### Reward:

- The winner will receive a keeper plaque and club banner crest.
- The winners name will also be added to the National Plaque.
- The winner and runner up will be announced at National Convention

## **2.8 NATIONAL BULLETIN AWARD – JUNIOR & SENIOR**

### **Division of Awards:**

1. Ritchie / Kaye Turner Junior Bulletin Award – clubs of 14 or less members as of the September 30<sup>th</sup> membership listing at National.
2. Ritchie / Dawn Freeland Senior Bulletin Award – clubs of 15 or more members as of the September 30<sup>th</sup> membership listing at National.

### **Objective:**

- To provide a guideline for clubs to follow to produce an effective means of club communication, and
- To recognize the effort of the bulletin editor and club for an outstanding publication.

### **Management:**

1. Entries must contain **three sets of five issues**. Each set must contain the same issues.
2. Each issue shall meet all the mandatory requirements to be considered for judging in the National competition.
3. All entries shall become the property of the Association and as such will not be returned to the club.
4. Electronic versions of bulletins must be provided in printed format.

### **Judging:**

- The National Awards committee will appoint a panel of three judges.

### **Reward:**

- National Banner and keeper plaque
- The winner and runner up will be announced at National Convention

## **2.9 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 30<sup>th</sup> to the latest June 30<sup>th</sup> census.
2. All senior clubs that show a net increase of a minimum of five members from the previous June 30<sup>th</sup> to the latest June 30<sup>th</sup> census.

## **Judges**

- National Headquarters

## **Reward**

1. A certificate.

## **2.10 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:**

- National Awards Committee

### **Management:**

1. Clubs will maintain their portfolio.
2. Clubs must submit their affidavit for this award to the Executive Director postmarked no later than July 15<sup>th</sup>. 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.
- 3. Each club shall receive a certificate;
- **Available from Kin Sales:** banner add-ons.

## **2.11 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:**

- National Awards Committee

### **Management:**

1. Clubs will maintain their portfolio.
2. Clubs must submit their affidavit for this award to the Executive Director postmarked no later than July 15<sup>th</sup>. E-mail and faxes are also acceptable.

## **Reward**

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

## **2.12 OUTSTANDING ZONE AWARD**

### **Objective**

- To challenge the Zone Executive 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. The affidavit must be submitted to National Headquarters and District Governor by July 15<sup>th</sup>.

### **Judges:**

- National Awards Committee

### **Reward:**

- Keeper plaque.

## **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 15<sup>th</sup>.

### **Management:**

1. The Governor is required to maintain their affidavit.
2. Each District that wishes to compete must prepare a submission using the forms and structure below (add pages as required). Be as specific in your answers.
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. Section D will be judged by Kin's Executive Director in consultation with the committee, staff and the National Board where appropriate.
6. To qualify, your submission must be received by National Headquarters by July 15/09:  
ATTENTION: JESSICA WULFF.

**Judges:**

- National Awards Committee.

**Reward:**

- A keeper plaque with the name of the district and the governors will also be awarded to the governors.
- The winning district along with the names of the governors will be announced at National Convention and will be added to the National Plaque.

**2.14 BILL SKELLY AWARD**

- This award is the property of the Canadian Cystic Fibrosis Foundation.
- Clubs interested in participating should contact the CCFF.

### **3. RECOGNITION AWARDS**

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. There are no marking guidelines

#### **3.1 VISION 2020 GREEN PROJECT AWARD**

##### **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**

1. The project must have been completed with the 12 month period prior to the date of the conference at which it was originally presented.
2. The same project may not be entered in two successive years
3. A national winner will not be allowed to enter the same project for three years after winning the award
4. Entries will be forwarded in electronic form, with at least 10 pictures to Jessica Wulff at National Headquarters by June 30<sup>th</sup>. As this is a Green Award paper submissions will not be accepted.
5. The form of submission for each entry at the National level shall be a written narrative of approximately 2,000 words.
6. Written submission should include: How the project impacted the environment, did the club gain community recognition for positive environmental change.

##### **Reward**

- Recognition Certificate

#### **3.2 VISION 2020 GREEN CLUB AWARD**

##### **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 Jessica Wulff 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.
4. Written submission should include: what measures the club undertook to recycle, conserve energy and effect positive environmental change.

**Reward**

- Recognition Certificate

#### **4. MARKING GUIDELINES / AFFIDAVITS**

- The following marking guidelines / affidavits may be used by participants and judges to prepare their submission.
- They are available in Word format from National Headquarters.
- When used by judges to evaluate entries, the marking guidelines are to be turned in to the National Awards committee. The marking guidelines will be retained for a period of 1 year.
- Judges may provide a summary critique on each entry; however, the marking guidelines are not designed to be given to the participants.

**Affidavits may be forwarded to:**

Kin National Headquarters,  
1920 Hal Rogers Dr., P.O. Box KIN  
Cambridge, Ontario  
N3H 5C6

Fax: 519-650-1091

## 4.1 FOUNDING MEMBERS PUBLIC SPEAKING MARKING GUIDELINE

**SPEAKER:** \_\_\_\_\_

	Max	Pts	Comments
<b>PART 1 – MATERIAL</b>			
<b>A) Treatment of Topic</b>			
Introduction	3		
Knowledge of subject	4		
Idea Content	3		
Organization of material	3		
Development of material	3		
Recapitulation & conclusion	4		
<b>B) Language</b>			
Choice of words	5		
Sentence structure	5		
Grammatical usage	5		
Originality & Inventiveness	5		
<b>TOTAL - PART 1</b>	<b>40</b>		

<b>PART 2 – DELIVERY</b>			
<b>A) General Effectiveness</b>			
Audience attention	4		
Audience reaction	5		
Achievement of purpose	5		
Challenge to thought	5		
Sincerity and conviction	8		
Methods to impress audience	5		
<b>B) Appearance and Voice</b>			
Approach	3		
Stance	3		
Voice and tone quality	6		
Platform manners & gestures	5		
Fluency of speech	7		
Composure	4		
<b>TOTAL - PART 2</b>	<b>60</b>		

<b>TOTAL</b>	<b>100</b>		
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### 3.2 Maple Leaf Award of Distinction Affidavit

NAME: \_\_\_\_\_

<b>MANDATORY (Minimum of 6 mandatory requirements)</b>		<b>Date</b>	<b>President's Signature</b>		
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					
<b>OPTIONAL REQUIREMENTS (Minimum total of 300 optional points)</b>		<b>Pts</b>	<b>Pts</b>	<b>Date</b>	<b>President's Signature</b>
1) Be a candidate for club executive	<b>10</b>				
2) Serve as a club officer	<b>25</b>				
3) Give a 2 minute speech at a club meeting or enter the club speaking competition	<b>20</b>				
4) Write an article for the club bulletin / newsletter / web site	<b>10</b>				
5) Attend a club function / social during July / August	<b>10</b>				
6) Attend a club function / social during September – June.	<b>5</b>				

7) Attend a club Executive meeting (in addition to the mandatory)	<b>10</b>			
8) Be a member of a committee or work party (in addition to the mandatory requirement)	<b>10</b>			
9) Attend a meeting of another club in your Zone	<b>10</b>			
10) Attend an official interclub	<b>10</b>			
11) Attend the full business portion of a Zone Conference or Fall leadership Conference	<b>25</b>			
12) Attend a full business portion of a District or National Convention	<b>35</b>			
13) View a Kin Educational film	<b>10</b>			
14) Read the <i>Cross and the Square</i> or <i>Only in Canada</i>	<b>10</b>			
15) Attain 100% attendance at all general meetings	<b>20</b>			
16) Serve as the chair of a club project	<b>25</b>			

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 - 25 points each)	25			
20) Win the GEM award (attach copy of affidavit – 20 points each)	20			

NOTE: Points for items #1 - #18 may only be obtained to a maximum of 2 times each. There is no maximum for items #19 - #20.

**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: \_\_\_\_\_

CLUB: \_\_\_\_\_

### 4.3 FOUNDERS AWARD OF ACHIEVEMENT AFFIDAVIT

NAME: \_\_\_\_\_

<b>MANDATORY (Must meet ALL requirements)</b>			<b>Date</b>	<b>President's Signature</b>
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				
D) Attend the full business portion of a District Convention				
E) Complete one full year on a Club Zone or District Executive.				
<b>OPTIONAL REQUIREMENTS</b>	<b>Max</b>	<b>Pts</b>	<b>Date</b>	<b>President's Signature</b>
1) Serve as a committee member on a club project	<b>3</b>			
2) Serve as a sub-chair and produce a written project report covering your phase of the project.	<b>5</b>			
3) Serve as an active member of a charter committee and make two visits to the new club after it has been chartered.	<b>15</b>			
4) Serve as chair for a family social function.	<b>5</b>			
5) Serve as chair of a major club committee	<b>10</b>			

6) As project chair, present a complete outline for a new project complete with details on time, money, procedure, manpower etc. which is accepted by the club.	<b>10</b>			
7) Chair a club service project and produce a written report for the club bulletin / newsletter / web site.	<b>10</b>			
8) Obtain 100% attendance (other than mandatory)	<b>10</b>			
9) Participate as an instructor for a new member's seminar.	<b>5</b>			
10) Write an article that is accepted for your club bulletin / newsletter / web site. <b>(maximum 10 points per year)</b>	<b>2</b>			
11) Write an article that is accepted for Zone or District publication	<b>4</b>			
12) Write an article that is accepted for Kin magazine.	<b>6</b>			
13) Attend a general meeting of another club at a distance of less than 100 km one way.	<b>5</b>			
14) Attend a general meeting of another club at a distance of 100 km or more one way.	<b>10</b>			
15) Attend a club charter, Founder's Night, Anniversary night or life membership night.	<b>5</b>			
16) Attend a Zone or District interclub	<b>5</b>			

17) Attend a Zone Executive Seminar conducted by Zone officers	<b>5</b>			
18) Attend the full business session of a Zone Conference (other than mandatory)	<b>5</b>			
19) Attend the full business session of a Fall leadership Conference	<b>5</b>			
20) Attend the full business portion of a District Convention (other than mandatory)	<b>9</b>			
21) Attend the full business portion of a National Convention (other than mandatory)	<b>9</b>			
22) Serve on club executive (Other than mandatory)	<b>10</b>			
23) Be a candidate for Deputy Governor	<b>10</b>			
24) Be a candidate for Vice Governor	<b>10</b>			
25) Serve as a Zone, District or national officer (other than mandatory)	<b>15</b>			
26) Serve on a national Committee	<b>10</b>			
27) Enter club speaking contest.	<b>10</b>			

28) Be a candidate in the Zone public Speaking contest	<b>5</b>			
29) Win the club Kinsmen / Kinette of the Year award	<b>15</b>			
30) Win a club, zone, district or national award (excluding sports)	<b>10</b>			
31) Sponsor a new member (other than mandatory)	<b>15</b>			
32) If sponsored member is in Kin for at least one year	<b>5</b>			
33) If sponsored member wins the Maple Leaf Award of Distinction	<b>5</b>			
34) Win the GEM Award	<b>10</b>			

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: \_\_\_\_\_

CLUB: \_\_\_\_\_

#### 4.4 GEM AWARD AND VISION 2020 GEM AWARD AFFIDAVIT

Member Name:	Number of GEM Awards won previously by this member
Club:	
Club Address:	
District:	Zone:
<b>NEW MEMBERS RECRUITED:</b>	
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.

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Club President

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Club Secretary

#### 4.5 SERVICE AWARD MARKING GUIDELINE

	MAX	PTS	COMMENTS
<b>COMMUNITY NEED</b>	<b>25</b>		
a) Did the community need the service?	5		
b) Does this type of service currently exist?	5		
c) How was the need substantiated	5		
d) Did the service project meet the needs of the community?	5		
<b>COMMUNITY BENEFITS</b>	<b>25</b>		
a) Community's acceptance of the project	10		
b) Number of people benefiting from the project	10		
<b>PUBLIC RELATIONS</b>	<b>15</b>		
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		
<b>PARTICIPATION</b>	<b>20</b>		
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		
<b>PROJECT DESCRIPTION</b>	<b>15</b>		
a) Organization of the project	4		
b) Development of the project	4		
c) Detailed description of the project	4		
d) Submission (introduction, conclusion, language etc.)	3		
<b>TOTAL POINTS</b>	<b>90</b>		

## 4.6 BULLETIN AWARD

The following criteria shall be used as a guideline in judging the bulletins.

Three sets of 5 issues	Issue #							
<b>MANDATORY REQUIREMENTS:</b>								
Every issue must meet the all mandatory requirements for the entry to be judged.								
All of the following must appear on the outside Front cover, inside front cover or 1 <sup>st</sup> immediate page following								
• Club name, Zone and District								
• Name, address & phone of President & Bulletin Editor								
• Date, time and place of next meeting								
• Issue Number								
Minutes of last general meeting								
President's Report								
Calendar of Events								
Current members roster								
<b>OPTIONAL</b>	<b>MAX</b>							<b>Total</b>
Activities of club members, birthdays	5							
Reports on social events	5							
Reports / updates on service projects	5							
Articles submitted by club members other than Bulletin Editor	5							
Kin Profiles / Kin Kid section	5							
Editorials* (5pts each to a maximum of 10 pts)	10							
Kin Education	15							
Zone News	10							
District news	10							
National News	5							
Promotion of Kin Sales	5							
Layout and quality of production	10							
Quality of content, readers interest, humour and good taste	15							
<b>TOTAL</b>	<b>105</b>							
<b>Comments</b>								

#### 4.7 BOAKE EFFICIENCY AWARD AFFIDAVIT

Presented to clubs who complete 7 of the 9 requirements.

<b>NATIONAL REQUIREMENTS</b>		
	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.
<b>DISTRICT REQUIREMENTS</b>		
	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 Convention

#### OUTSTANDING BOAKE EFFICIENCY AWARD AFFIDAVIT

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

<b>DISTRICT REQUIREMENTS</b>		
	10	Invite a member of the District Council to attend a club meeting / function. (In addition to item #7)
	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

## 4.8 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 / 55	
TOTAL		

\*\*\* No maximum in these categories

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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 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)

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 5)

Date	Prospective member	Pts

D Your club hosted a Membership Recruitment and/or Retention Workshop. (10 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. (10 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 OR submitted a Hal Rogers Bursary Application. (10 points to a max of 10)

Date	Description	Pts

E Donations  
 Divide your service donations by your official national September 30<sup>th</sup> 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 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 Mag other than newspaper clippings. (5 points to a max of 5)

Date	Topic	Pts

C Your club hosted / participated in a zone interclub, service 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 max 10. 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 fund-raising 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

<b>TOTAL POINTS</b>	<b>CATEGORY SIX</b>	<b>Minimum</b>	<b>Points</b>
		<b>20</b>	

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

#### 4.9 OUTSTANDING ZONE AWARD AFFIDAVIT

Deputy Governor: \_\_\_\_\_ District \_\_\_\_ Zone \_\_\_\_\_

<b>MANDATORY REQUIREMENTS</b>	
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 <sup>th</sup>	
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)	

<b>OPTIONAL POINTS</b>		
Must attain a minimum of 110 points		
<b>PART (A) – SELF ASSESSMENT</b>	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)		
7. Kinsmen DG - charter a Kinsmen Club (10 points), Kinette Club (5 points) Kinette DG - charter a Kinette Club (10 points), Kinsmen Club (5 points)		
8. Arrange for a zone president's pre-term meeting	<b>5</b>	
9. Arrange for a zone president's mid-term meeting	<b>5</b>	
10. Arrange a new members seminar	<b>5</b>	
11. Attend national convention	<b>5</b>	
12. Visit club meetings in your zone (other than home club) other than Mandatory (2 points per visit)	<b>10</b>	
13. Place a Kin Sales ad in your zone bulletin (2 points each)	<b>10</b>	
<b>Sub-Total</b>		

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

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

<b>PART D – District Executive discretionary points.</b>	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.	<b>10</b>	
<b>Sub-Total</b>		

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

\_\_\_\_\_  
Deputy Governor

\_\_\_\_\_  
Date

#### **4.10 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 complete the mandatory requirements of Section A and attain the highest combined ratings in B, C & D.**
- **Each District that wishes to compete must prepare a submission using the forms and structure below (add pages as required). Be as specific in your answers.**
- **You will need to document your responses to Sections A & B.**
- **Section C will be judged by the National Awards Committee, in consultation with headquarters staff where appropriate.**
- **Section D will be judged by Kin's Executive Director in consultation with the committee, staff and the National Board where appropriate.**
- **To qualify, your submission must be received by National Headquarters by July 20/09: ATTENTION: CARMEN PRESTON.**
- **The winner will be announced at National Convention.**

**A. MANDATORY REQUIREMENTS**

<b>MANDATORY REQUIREMENTS</b>	<b>Signature certifying completion</b>
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**

	<b>MAXIMUM POINTS</b>	<b>EARNED POINTS</b>
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 )	<b>10</b>	
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)	<b>15</b>	
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)	<b>20</b>	
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)	<b>15</b>	
5. Attend National Convention	<b>15</b>	
6. Visit Clubs/Special Events/Zone functions/Media Presentations (2 points each - provide dates and name or brief description of each event.	<b>40</b>	
<b>Section (i) Total</b>	<b>115</b>	

**(ii) Efficiency**

	<b>MAXIMUM POINTS</b>	<b>EARNED POINTS</b>
1. Send to National HQ listing of clubs absent from:		
a. FLC	<b>5</b>	
b. Zone Conferences	<b>5</b>	
c. District Convention	<b>5</b>	
2. Send to National HQ District Officers listing/updates by National Convention	<b>15</b>	
3. Send to National HQ District Award Winners and Submissions within 10 days of District Convention	<b>10</b>	
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)	<b>15</b>	
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)	<b>15</b>	

6. Submission of other requests from National Board, Executive Director &/or HQ on time.	<b>15</b>	
<b>Section (ii) Total</b>	<b>85</b>	

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

<b>Optional Points Total</b>	<b>300</b>	
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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

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

**D. YEAR-END RESULTS**

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

<b>(ii) Results Against Your Plan’s Specific Targets</b>	<b>TARGET</b>	<b>RESULT</b>	<b>MAXIMUM POINTS</b>	<b>AWARDED POINTS</b>
1. Membership	+ or - _____ %	+ or - _____ %	<b>25</b>	
2. # of clubs restored to health			<b>15</b>	
3. # of charter opportunities identified			<b>10</b>	
4. Donations to:				
a. Cystic Fibrosis	\$	\$	<b>15</b>	
b. HREF/Kin Bursaries	\$	\$	<b>15</b>	
c. Kin Canada Foundation	\$	\$	<b>15</b>	
d. National Disaster Fund	\$	\$	<b>15</b>	
e. Other	\$	\$	<b>10</b>	
f. Total service dollars raised in district	\$	\$	<b>10</b>	
<b>Section (ii) Total</b>			<b>130</b>	

<b>Year End Report Total</b>	<b>250</b>	
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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	
<b>TOTAL POINTS</b>	<b>800</b>	

### 4.11 VISION 2020 GREEN PROJECT GUIDELINE

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

### 4.12 VISION 2020 GREEN CLUB GUIDELINE

See management in section 3.2