



2018-2019 Awards Manual

Created by the 2018-2019 Governing Documents & Awards Committee

NEW CHANGES FOR 2019

Submittable

Submittable is an online application platform that allows users to seamlessly create a custom portal and online forms that make it easy for applicants to review your applications and submit their work. This tool allows for individuals to streamline the submission process of any work, and will accept, review, and automatically score quantification-based questions all in one place.

Addition of Club Recruitment Award

The Outstanding Club Recruitment Award was designed, in partnership with the Membership Committee, to recognize and honor those CKI Clubs that have led successful recruitment initiatives leading to a notable growth in membership. Clubs recognized with this award have gone above and beyond to grow their club and work towards the international goal of growing CKI's total membership. Clubs that have held fall & spring recruitment events and have grown in membership are eligible to apply.

Objective vs. Subjective

This year the committee has tried to remove some of the more subjective areas of contention, such as the personal essay in previous years, and convert them to be a more objective point of view and, as a result, an easier and more transparent grading system.

Reworked Above & Beyond Section

This year, the Above & Beyond section will be counted as extra credit. Applicants may make up a percentage of the points they may have missed in earlier sections by demonstrating actions above and beyond the call of duty. Also in this section, you can explain to the judges if you missed any criteria due to circumstances beyond your control to still receive consideration for those points.



TYPES OF AWARDS

The Circle K International Awards Program has three different types of awards which applicants may apply for: Distinguished Awards, Club Awards, and Individual Awards.

Distinguished Awards are offered to members serving on Circle K District Boards or International Committees. While there is often no formal recognition of District Board members on the District level, the International Awards Program gives an opportunity to recognize these incredible leaders.

- Distinguished District
- Distinguished District Governor
- Distinguished District Administrator
- Distinguished District Secretary-Treasurer
- Distinguished District Secretary
- Distinguished District Treasurer
- Distinguished District Editor
- Distinguished District Chairperson
- Distinguished Lieutenant Governor
- Distinguished Kiwanis Committee Member
- Distinguished International Chairperson

Club Awards allow clubs throughout Circle K International to showcase their work and be recognized for their outstanding efforts and projects. Clubs may be able to showcase their accomplishments through service projects, recruitment efforts, fundraising initiatives, or total achievement.

- Club Achievement Award
- Club Outstanding Kiwanis Family Relations Award
- Club Promotional Video Award
- Outstanding Single Service Award
- Preferred Charities and Service Partners Award
- Outstanding Club Recruitment Award

Individual Awards offer individuals to be recognized for their exemplary contribution to Circle K International.

- CKI Hall of Fame Award
- New Member of the Year Award



SUBMITTING YOUR APPLICATIONS

STEP 1. Creating your account

- Go to Submittable.com and click “Sign In” in upper right-hand corner and fill out required information to create an account.
- Accounts are free!
- You will be sent a confirmation email, click the link to complete account set up.



Sign Up		Sign In
circlek@example.com		

Circle_K	The_Gas_Station	
Sign Up		

Powered by Submittable[®]

STEP 2. Searching for awards

- Type in “CKI” into the search bar and scroll through the available awards or search up specific awards that you want to fill out!
- Or, access the Kiwanis Portal directly at <https://kiwanisinternational.submittable.com/submit>



STEP 3. Filling out the form

- There are short answer, yes or no, select all that apply, and file upload questions. Once you begin, you can save the draft and return at any time until the due date to continue working on your submission. Point totals are listed with each question and category.

STEP 4. File Uploads

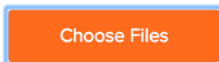
- To upload a file for submission, please click the “Choose Files” button and select the file(s) that you would like submit for the award. Accepted file forms are listed below the question, as shown by this example.

To receive bonus points, you may submit up to five (5) pieces of evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered in Sections 1-10 of this application.

Acceptable file types: pdf, doc, docx, txt, rtf, jpg, jpeg, gif, mp3, mp4, m4a, zip, tif, tiff, png, wpf, odt, wav, mov, xls, wpd, ppt, pptx, avi, mpg, xlsx, sib, mus, 3gp, flv, webm, psd, ai, mobi, epub, wmv, eps, key, ogg, aac, flac, aiff, wma, mkv, musx, ibooks, iba, tex, bbl, ltx, m4v, svg, fdx, dwg, vsd, vss, vst, vdx, vsx, vtx, mpp, mpx.

File Upload (up to 5)

Select up to 5 files to attach. No files have been attached yet.



STEP 5. Letters of Rec

- Some awards require additional people to submit letters of recommendations on your behalf. To have them submit letters of rec, enter the recommender’s email into the line provided and an invitation link to upload their letter will be sent to their email. As always, it’s a good idea to speak with them in person so they know to expect an email from Submittable (they may need to check their spam folders)!

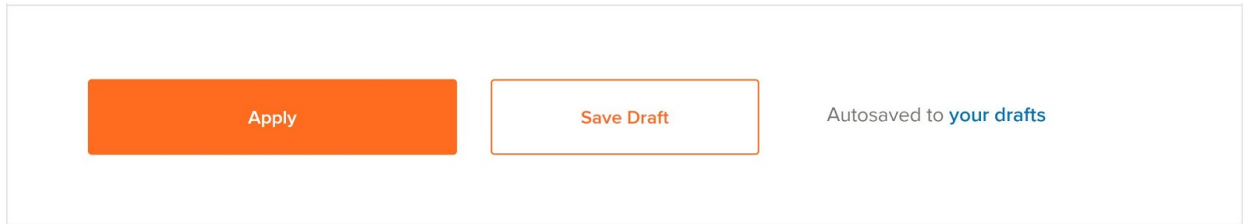
Letter of Recommendation #1 *

Enter the email address of the person providing the supporting document. They will receive an email with a link to upload the document. Be sure to have them whitelist submittable.com or check their spam folder to ensure they receive your request.



STEP 6. Saving your progress

- Awards will autosave periodically, but it is still a good idea to click the “Save” button on the bottom of the webpage to save your progress in each award before leaving the page.



Need additional information on how to submit your applications? Check out the following link: <https://submittable.help/submitters/making-new-submissions/how-do-i-submit>



FREQUENTLY ASKED QUESTIONS

As the submissions for International Awards have been changed to a new online format, we expect questions to arise about using Submittable. The International Governing Documents and Awards Ad-Hoc Committee have been hard at work to anticipate any questions and provide the answers to you.

- My recommender did not receive an email invite to complete my letter of recommendation -
 - Have them look in their spam folder! Submittable is often filtered by email providers.

- How can I contact Circle K International through Submittable?
 - There is a messaging feature which allows for you to contact the organization through Submittable! Additional questions can be directed to the Ad-Hoc Governing Documents and Awards Chair, Bill Truong at bktruong.cki@gmail.com.

- How do I return to a saved draft?
 - Log-in
 - Click on the "Saved Drafts" tab
 - Locate the name of the organization and form associated with the draft, click "continue."
 - You will be taken back to the saved draft to continue your submission.
 - Remember to hit "save draft" before exiting the award again.

- How do I know if my award was submitted?
 - You should receive a confirmation email in the email that you signed up to the account with to verify that that award has been completely submitted.

- There are many helpful answers to submission issues available at <https://submittable.help/submitters> under the "Making New Submissions" and "Managing Existing Submissions" headings.



- What is evidence and how do we submit it?
 - Evidence is required throughout various award applications. Some sections in applications that may need evidence include communication, accomplishing tasks, above and beyond, etc.
 - Examples of proper evidence include:
 - Emails/Instant Messages/Text Messages including timestamps
 - Social Media Posts/Event Pages
 - Monthly Report Forms
 - Attendance Sheets
 - Meeting Agendas/Minutes
 - Photos
 - Letters of recommendations
 - Evidence is submitted within the award application using a file upload. Each question has a set limit of files to upload, so make sure you check on the specific question. Accepted file types are listed below the question.
 - Some Mac users may experience issues with file upload, please resave your file and be sure it ends with the correct file extension.

APPLICATION DUE DATES

Distinguished award applications are due **Friday, April 19 at 12:00pm EST.**
Club and Individual award applications are due **Friday, May 17 at 12:00pm EST.**