






Download the Key Club Annual Achievement Report 2019-20
from <https://www.keyclub.org/>

DEADLINE: MARCH 7, 2020 at 11: 59 PM EST

1. INSTRUCTIONS/RULES GOVERNING THE KEY CLUB ANNUAL ACHIEVEMENT REPORT 2018-19

Each Key Club is required to complete and **submit the Key Club Annual Achievement Report (AAR) and the AAR Google Form** application to the Florida District for judging of the following awards: **Distinguished Club, Distinguished Club-Diamond Level, and Malcolm K. Lewis Key Club of the Year.**

All three awards provide recognition for individual Key Clubs for overall performance in the combined areas of:








-  Club Administration
-  Membership and Leadership Development
-  Kiwanis Family Involvement
-  Service
-  Fundraising

There are three parts to the Key Club Annual Achievement Report:

1. Club Information- *must be typed*
2. Club Service – *must be typed, and attachments must be produced as computer printed documents*
3. Scoring






Download and complete the Key Club Annual Achievement Report 2019-20: https://s3.amazonaws.com/keyclub-wpassets/wp-content/uploads/2019/12/11145031/Annual-Ach-Rpt_2019_2020_fillable-1.pdf

The following actions will result in DISQUALIFICATION:



-  The Annual Achievement Report (AAR) fails to comply with any rule or instruction.
-  The AAR contains club activities outside the 2019 and 2020 District Education and Leadership Conferences (DCONs).
-  Information provided on the AAR is inconsistent with that reported on the Pride Reports.
-  Any information in the Pride Report deemed to be inaccurate (i.e. **not counting service hours correctly** or as a service hour).
-  **Any information requested is missing or if signatures are obtained fraudulently.**
-  The AAR is not typed.
-  **The AAR is not scanned and uploaded to the AAR Google Form application.**

NOTE: clubs may score their own report according to the scoring directions shown in the right- hand column on each page; tabulate the scores from each section in Part Three.





2. DISTINGUISHED CLUB AWARD GUIDELINES

-  All entries in the Club Achievement Awards program shall be dully entered in the Distinguished Club program.
-  Entries shall be judged based on achieving points in the categories of the Club Annual Achievement Report.
-  Clubs achieving a predetermined score shall be designated as a Distinguished Club set by the Key Club International Board.
-  **Only activities which occurred during the District administrative year and included on the monthly Pride Reports shall be included on the report.**
-  The decision of the judges is final.



3. DISTINGUISHED CLUB - DIAMOND LEVEL AWARD

-  The Distinguished Club –Diamond Level provides recognition to individual Key Clubs that were judged as Distinguished Clubs.
-  Distinguished Clubs achieving a predetermined score (established by the Key Club International Board of Trustees) shall be designated as a Distinguished Club –Diamond Level.

4. MALCOLM K. LEWIS KEY CLUB OF THE YEAR AWARD




-  This award recognizes the best club in the Florida District for their overall performance based on **(but not limited to)** the criteria stated above in Section 1 and **attendance at DCON 2020.**
-  Entries shall be judged based on accumulated points in the categories of the Club Annual Achievement Report.
-  The Key Club that has the largest point total will be named Key Club of the Year.
-  In case of a tie, the Key Club with the larger average number of service hours per member and/or other criteria determined by the Awards Committee will be selected as Key Club of the Year.

5. CERTIFICATION/SIGNATURES

-  The Key Club president and Faculty Advisor must certify the validity and accuracy of the information provided.
-  The Key Club President, Kiwanis Club President or Advisor, and the School Principal or Faculty Advisor must all sign the Annual Achievement Report.

*NOTE: The Awards Committee has the right to verify that the intended signatories have signed the AAR.

6. SUBMISSION

-  **Download the Key Club Annual Achievement Report 2019-20:** https://s3.amazonaws.com/keyclub-wpassets/wp-content/uploads/2019/12/11145031/Annual-Ach-Rpt_2019_2020_fillable-1.pdf
-  **Complete the AAR form, scan it, and upload it to the AAR Google Form application.**
-  **Summit the completed AAR Google Form Application by 11:59 PM EST on March 7, 2020.**

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.