



# Annual Achievement Report

**A Step By Step Guide on How to Fill Out the Form**

## **Annual Achievement Report Information**

The Key Club Annual Achievement Report provides each club with 1) an ability to evaluate its performance as a club during the Key Club administrative year; and 2) an opportunity to compete with other Key Clubs for overall excellence in the areas of club administration, membership growth, leadership development, Kiwanis-family involvement, and most importantly, club service.

The report covers only those club activities from (and including attendance at) the district convention the previous year up to (but not including attendance at) the district convention of the current year. The Board Policies of Key Club International state, "The filing of the Annual Achievement Report is compulsory for every Key Club." Each Key Club should complete, score, and submit its report according to its own district's rules for competition and judging during March or April and prior to the district convention. All club reports are reviewed and certified by judges at the district level. The highest scoring reports are forwarded to Key Club International for comparison and competition with the highest scoring reports from other districts.



## **Step One: Prepare to complete the report.**

The four-page report form may be acquired from several Key Club resources including the District Convention Resource Packet, the Guidebook, the Key Club Website ([keyclub.org](http://keyclub.org)), or via e-mail request at [keyclub@kiwanis.org](mailto:keyclub@kiwanis.org). It is suggested a club's officers and advisors dedicate a one-to two-hour time period to complete the report. The officers and advisors should first compile all club attendance, meeting, project, and other activity information from the entire Key Club administrative year. It is primarily the club secretary's responsibility to collect and maintain this information, but every officer and advisor should participate in compiling the club's end-of-year report.



## **Step Two: Provide basic club name and membership information.**

Print (in blue or black ink) or type the Key Club high school name, the district name, and the name and contact information for the club faculty advisor.

### **Club Membership**

1. Provide the actual club membership as being defined as “members joining and paying dues to the club” as of the dates shown. Dues being properly paid to Key Club International is not considered for determining this number. However, the club must ultimately pay district or International dues for any member reported.
2. Average the two numbers and round the result to the nearest whole number. An exact one-half should be rounded up (for instance 37.50 members should be rounded to 38 members). Enter the whole number in the box.
3. Using the number entered in the box, check the appropriate club size as shown on the report.

### **Certification**

Provide original signatures of the three individuals in the designated spaces shown at the bottom of the page. No two signatures should be by the same person. The signatures attest to and certify the accuracy of the report.



## Step Three: Complete

### PART ONE: CLUB INFORMATION.

#### A. KEY CLUB ADMINISTRATION CLUB MEETINGS

1. List the number of club meetings held during the club administrative year in each of the categories:

- A. During the school year that were attended by the faculty advisor. Only meetings in which an officially-designated faculty advisor (as appointed by the school administration) was in attendance.
- B. During the school year that had a speaker or program. Only meetings which used an outside-invited speaker or program should be included. A club member making a presentation on a club project or activity is not considered a speaker or program. Meetings listed in a. (above) or c. and d. (below) may also be counted in this category.
- C. During the summer (or other break period). All officially-called club meetings while classes are not in session due to summer, winter, holiday, or other breaks or vacation periods should be included.



## Step Three: Complete ( Cont.)

### A. KEY CLUB ADMINISTRATION CLUB MEETINGS

- D. Special meetings. Any meeting which utilizes a special format or location may be included here. Dinner or other meal meetings or special induction, awards or parent appreciation banquets should be included here. A special meeting should not be counted as a meeting in a. or c. (above).
- E. Board meetings. Count all called meetings of the club's board of directors in which an agenda was prepared and a quorum was present.
- F. Average club meeting attendance percentage. Determine the average attendance for the year in the following manner:
- 1) Calculate the attendance percentage of the club membership for each regularly-scheduled club meeting (using the actual club membership on the date of the meeting).
  - 2) Calculate an average of the attendance percentage of each meeting to determine an average club meeting attendance for the year.
- An exact one-half should round up (for instance, 64.50% should be rounded to 65%).



## Step Three: Complete ( Cont.)

### A. KEY CLUB ADMINISTRATION CLUB MEETINGS

#### CLUB REPORTS

2. Answer yes or no to whether reports required by the Key Club district were filed on-time.

#### DUES PAYMENT

3. Provide the date district and International dues were both submitted for the club's annual dues payment due before December 1. If district and International dues were submitted on different dates, list the later of the two dates.

#### DIVISION INVOLVEMENT

4. Answer yes or no to the club's participation in any of the possible activities, whether they were held or not.

#### CLUB COMMUNICATIONS

5. Answer yes or no to the club's production of a club newsletter or a club Web site.



## Step Three: Complete ( Cont.)

### B. CLUB MEMBERSHIP

#### **EDUCATION & DEVELOPMENT PROGRAMS**

1-2. Answer yes or no to whether the club held a special new member induction ceremony and a formal new member orientation and education program.

#### **CONVENTION ATTENDANCE**

3-4. List the number of voting delegates registered by the club and attending the convention house of delegates at the district and Key Club International conventions during the administrative year (Note: a maximum of two voting delegates may be registered from every Key Club). Also list the number of officially-designated school faculty and Kiwanis advisors attending the district and Key Club International conventions during the administrative year.

#### **MEMBERSHIP ACTIVITIES**

5-6. List the number of social activities the club held during the year. Also, list the number of interclubs with other Key Clubs (Key Club International policy defines an interclub when four or more members of one Key Club are in attendance at the meeting of another Key Club).



## Step Three: Complete ( Cont.)

### **B. CLUB MEMBERSHIP**

#### **MEMBERSHIP GROWTH**

7. Calculate the percentage growth (or loss) of dues-paid-members in the club from the previous administrative year. Use the highest number of the present year and the previous year.





## Step Three: Complete ( Cont.)

### C. LEADERSHIP DEVELOPMENT MEMBERSHIP GROWTH

#### KEY CLUB OFFICER TRAINING

1-3. Answer yes or no to whether the club participated in or conducted Key Club officer training programs.

#### KEY CLUB LEADERSHIP TRAINING & DEVELOPMENT

4. Answer yes or no to whether the club participated in or conducted Key Club leadership programs for club members.

5. Calculate the percentage of club members serving in a club leadership role including elected and appointed positions in which the member was responsible to planning and implementing any aspect of the club's service, social, or administrative activities (this should include an appointed chair of a special project or committee).

6. Answer yes or no to whether the club had officers or candidates for office at the district or International levels, or members of district or International committees.



## Step Three: Complete ( Cont.)

### D. KIWANIS-FAMILY INVOLVEMENT

#### SPONSORING KIWANIS CLUB INTERACTION

1-5. Answer yes or no to whether the Key Club was involved in specific activities with its sponsoring Kiwanis club.

#### KIWANIS-FAMILY INTERACTION

6-7. Answer yes or no to whether the Key Club was involved in listed activities with Kiwanis club activities other than its own sponsoring Kiwanis club.



## **Step Three: Complete PART TWO: CLUB SERVICE.**

### **A.SERVICE PROJECTS**

Compile a list of all official club service projects and activities by month, and include the number of members participating and the number of service hours provided. (NOTE: A service hour is defined as one hour of service performed by one Key Club member at a project approved by the club's Board of Directors. Time spent planning for a project is not counted as service hours.) List any recurring or repeating projects and service activities only once for each month.

Using the service hours for each project, select the fifty (50) projects which have produced the greatest number of service hours per project. List these fifty (50) projects as shown in the example on the back page of the report form. Number the projects from one (1) to fifty (50) (or less if fewer than fifty (50) projects were conducted). Provide only the project name and brief description, the month, the number of members involved, and number of service hours for each project during the month. If more than fifty (50) projects were conducted, list the remaining projects after the first fifty (50). Continue the numbering of the additional project list beginning at fifty-one (51).

Count the number of projects on the list of the best service projects. Enter that number in the SERVICE PROJECTS scoring box.



## **Step Three: Complete PART TWO: CLUB SERVICE.**

### **B. SERVICE HOURS**

Calculate the total number of service hours for the fifty (50) (or fewer) best projects listed in A. (above). Divide that number by the average membership (shown in the membership box on the front page of the report form). Round the result to the nearest whole number. If the number is sixty (60) or fewer, enter the number in the SERVICE HOURS scoring box. If the number is greater than sixty (60), enter the number sixty (60).

### **C. SERVICE FUND-RAISING**

Compile a list of all money raised by the Key Club for the purpose of contribution to non-profit, educational, charitable or other groups as service support provided by the Key Club. Funds raised for Key Club administrative purposes (including conventions and conferences) should not be included in this list. If the funds were raised in a national currency other than US dollars, convert the US dollars using the exchange rate at the date of report preparation. Enter that amount in the appropriate space.

Divide the amount of funds raised (calculated in the previous step) by the average membership (shown in the membership box on the front page of the report form). Enter that amount in the appropriate space. Round the result to the nearest whole number. If the number is twenty (20) or fewer, enter the number in the SERVICE FUND-RAISING scoring box. If the number is greater than twenty (20), enter the number twenty (20).



## Step Three Complete PART THREE: SCORING.

The Annual Achievement Report involves a system of self-evaluation whereby the clubs scores its own report before the report is submitted to the district. Each section of the report should be scored according to criteria shown for each section. In no case may the point total entered into the scoring box exceed the maximum number of points allowed for the box.

Totals should be calculated for each section. After totals have been calculated, enter the section total in the appropriate boxes. Finally, transfer these totals to the Scoring Section at the bottom of the back page of the form. The club may total its own score in this section. Do not write in the Judging & Certification section (below the scoring summary).

The Key Club district's judge will review the club's scoring, checking for mathematical errors, or other inconsistencies in the report. The district's judges are empowered to correct any errors found in the club's scoring. Each district may present awards to clubs based upon the reports.

In any awards contest utilizing this report form, a scoring tie may be broken using the total number of service projects, the total number of service hours, and the service fund-raising amount in excess of the totals used to score the Part Two sections.

*Each Key Club is given a wide degree of latitude and trust in this awards program, and accordingly, every club is expected to adhere to the highest standards of academic integrity and ethical values set forth in the Objects of Key Club International.*



## Frequently Asked Questions

### ***Can a report be disqualified from district or International competition?***

Yes, a report may be disqualified by the judges for reporting incorrect information or failure to submit a report according to the rules of the district's competition. Any disqualification at the district level requires the approval of the district administrator or his/her designee. Similarly, an entry may be disqualified by the judges at the International level for the same reasons, and any disqualification requires the approval of the International director.

### **What awards can a club receive as a result of this report?**

Through this award, a club may be eligible to become a "Distinguished Club" or "Diamond Level – Distinguished Club." Clubs will receive a plaque from international or at the Award Ceremony at International Convention.

### **Can the report include attachments?**

Attachments should not be included. This includes any detailed project descriptions, photographs, newspaper articles, newsletters, or correspondence. Only the completed four-page report form and accompanying project lists should be submitted. β

### **Can a club submit the report in a special binder or folder?**

No, an oversized folder or binder will only impede the judging

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This book is the text for Club Advisors or Club Officers in the subject area of filling out the Annual Achievement Report for Key Club Int.

For more information on club resources, report forms, and the other rules on the annual achievement award check Web site [www.keyclub.org](http://www.keyclub.org)