



**Kin Canada**

Kinsmen • Kinettes • Kin

**NATIONAL  
AWARDS &  
RECOGNITION  
PROGRAM  
2015-2016**

**“SEE YOU AT THE PODIUM”**

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## 1. SUMMARY

Thank you for your participation! Let us be the first to recognize the time, dedication and commitment it took to complete the affidavits. Here are some tips to ensure your affidavits or projects are submitted on time and to the right person!

### **Bill Skelly Award**

- Please contact Cystic Fibrosis Canada for deadlines

### **Boake Efficiency Award**

- club to submit their affidavit directly to Kin HQ by July 15<sup>th</sup>

### **Decew-Phee Outstanding District Award**

- district to submit their operational plan/affidavit to Kin HQ by July 15<sup>th</sup>

### **Diane Rogers Kin Pride Award**

- members to submit their answers to Kin HQ by April 15<sup>th</sup>

### **Founders Award For Achievement**

- members to submit their affidavit directly to Kin HQ upon completion

### **Founding Members Speaking Award**

- in order for all candidates to qualify, ensure that the national criteria is used throughout club, zone and district
- the winner and runner-up must be submitted by district to Kin HQ after district convention
- HQ will notify the finalists about their travel details and to sign the audio release form

### **GEM Award**

- Members to submit their affidavit directly to Kin HQ upon completion

### **Hal & Elspeth Rogers National Service Award**

- in order for all projects to qualify, ensure that the national criteria is used throughout club, zone and district
- the winner and runner-up must be submitted by district to Kin HQ after district convention
- it is the winning club's responsibility to submit their project directly to Kin HQ by June 30<sup>th</sup>

### **Ian F. McClure Award**

- Please contact Cystic Fibrosis Canada for deadlines

### **Ken Pierce Membership Growth Award**

- no action required by the club, zone or district. National will review the membership reports to determine the winning clubs

### **Kin Excellence Trophy**

- members to submit their affidavit directly to Kin HQ upon completion

### **Lifetime Achievement Award**

- nominations for the Lifetime Achievement Award are due to Kin HQ by **May 1<sup>st</sup>**.

### **Maple Leaf Award of Distinction**

- members to submit their affidavit directly to Kin HQ upon completion

### **Members Award of Excellence**

- members to submit their affidavit directly to Kin HQ upon completion

### **National Quill Award**

- in order for all entries to qualify, ensure that the national criteria is used throughout club, zone and district
- the winner and runner-up must be submitted by district to Kin HQ after district convention
- district to submit the entries directly to Kin HQ by June 30<sup>th</sup>

### **Outstanding Club Award**

- in order to achieve the Outstanding Club Award, clubs must earn the Boake Efficiency Award
- club to submit their affidavit directly to Kin HQ by July 15<sup>th</sup>

### **Outstanding Kin Award**

- nominations for the Outstanding Kin are due to Kin HQ by June 30<sup>th</sup>

### **Outstanding Zone Award**

- DG to submit their affidavit to the Governor at their prescribe deadline
- Governor to submit the completed affidavit to Kin HQ by July 15<sup>th</sup>

## **2. AWARDS ENTRY DEADLINES**

### **Ongoing**

Maple Leaf Award of Distinction  
Founders Award for Achievement  
Members Award of Excellence  
Kin Excellence Program Trophy  
GEM Award

### **April 15**

Diane Rogers Kin Pride Award (begins March 1)

### **May 1**

Lifetime Achievement Award

### **June 30**

Hal & Elspeth Rogers National Service Award  
Founding Members Speaking Award (*you must win at the District level in order to compete at the National level; some Districts require you to win at the Zone level*)  
Outstanding Kin Award  
Quill Award (entries must win at the District level and follow revised submission criteria)  
Outstanding Maple Leaf of Distinction Award  
Ken Pierce Membership Growth Award (Junior and Senior levels)

## **July 15**

Boake Efficiency Award  
Outstanding Boake Efficiency Award  
Decew-Phee Outstanding District Award  
Outstanding Club Award  
Outstanding Zone Award

### **3. FOREWORD**

Please take note of the changes highlighted in **YELLOW** that have been made to the program this year.

#### **3.1 MISSION STATEMENT**

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

#### **3.2 GENERAL INFORMATION**

- The National Awards & Recognition program is designed to identify the outstanding achievers in the Association
- The National Awards program identifies the winning entry in all categories
- Unless otherwise noted, **\*submissions to National are the winners at the District level**
- Each district may submit **two winning entries** for each National Award unless otherwise stated. These submissions may be from two Kinettes, two Kinsmen, two Kin or a combination.
- 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 30<sup>th</sup>. Any submissions not received at National by this deadline will be disqualified.
- The score sheets are to provide a guide to assist the judges in determining the winner of each competition
- All winners will be recognized in Kin Magazine and on the Kin Canada website

#### **3.3 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 be in writing and sent to National Headquarters.

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 & Recognition 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, to be considered for the following Kin year.

### **3.4 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 National Headquarters describing the rationale why the decision should be overturned.

The appeal will be examined and considered by the awards committee. National Headquarters 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.

### **3.5 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 entrant's 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 30<sup>th</sup> 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
- For any submissions inquiries, please contact National Headquarters

#### **All affidavits and submissions should be forwarded to:**

Kin Canada National Headquarters  
1920 Rogers Dr., P.O. Box 3460 | Cambridge | Ontario | N3H 5C6  
T: 1-800-742-5564 | Fax: 519-650-1091 | Email: [awards@kincanada.ca](mailto:awards@kincanada.ca)

## 4. PERSONAL AWARDS

### 4.1 MAPLE LEAF AWARD OF DISTINCTION (TIER 1: KIN EXCELLENCE PROGRAM)

#### Objectives:

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

#### Eligibility

1. Open to active or associate members in their first two (2) consecutive years of joining Kin
2. Must complete six out of eight mandatory requirements
3. Attain a minimum of 300 points in the Optional Requirements section
4. There is a two-year time limit from the date the member begins this award to achieve the requirements
5. May not sign his/her own affidavit

#### Management

- The member maintains his / her own portfolio
- The portfolio should be submitted to Kin Headquarters within four (4) months of completion of the first two (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
- If the member is the club president or the awards chair upon completion of the Maple Leaf Award of Distinction, then another executive officer of the member's club must sign and date the affidavit

#### Reward:

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

## MAPLE LEAF AWARD OF DISTINCTION AFFIDAVIT

**NAME:** \_\_\_\_\_ **CLUB:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_

<b>MANDATORY (Minimum of 6 mandatory requirements)</b>			<b>Date Completed dd/mm/yyyy</b>	<b>President's Signature</b>	<b>Awards Chair's Signature</b>
A. Know the objects of the Association					
B. Read the new members handbook					
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					
<b>OPTIONAL REQUIREMENTS (must acquire a minimum of 300 points)</b>	<b>Pts</b>	<b>Pts</b>	<b>Date performed or completed dd/mm/yyyy</b>	<b>President's Signature</b>	<b>Awards Chair'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 / Kin Magazine	<b>10</b>				



	Pts	Pts	Date performed or completed dd/mm/yyyy	President's Signature	Awards Chair's Signature
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				
13) Read the <i>Cross and the Square</i> and / or <i>Only in Canada</i>	10				
14) Attain 100% attendance at all general meetings	20				
15) Serve as the chair of a club project	25				

	Pts	Pts	Date performed or completed dd/mm/yyyy	President's Signature	Awards Chair's Signature
16) Participate in the Diane Rogers Kin Pride Award	25				
17) Bring a prospective member to a club event (in addition to the mandatory)	10				
18) Sponsor a new member (attach the names - 5 points for each name to a max of 15 [3 members])	15				

**TOTAL POINTS** \_\_\_\_\_

**NOTE: Points for items #1 - #18 may only be obtained to a maximum of 2 times each.  
Example: #18 the highest points you can achieve is 30 [15x2=30].**

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

PRESIDENT (or other Club Executive & Title)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

DATE (dd/mm/yyyy): \_\_\_\_\_

AWARDS CHAIR (or other Club Executive & Title)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

DATE (dd/mm/yyyy): \_\_\_\_\_

CLUB: \_\_\_\_\_ ZONE: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

**PLEASE INDICATE ANY SPECIAL MAILING INSTRUCTIONS FOR THE AWARD ACKNOWLEDGEMENT BELOW. IF NOTHING IS NOTED, THE REWARD WILL BE SENT TO THE HOME CLUB OF THE RECIPIENT.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 4.2 FOUNDERS AWARD FOR ACHIEVEMENT (TIER 2: KIN EXCELLENCE PROGRAM)

### Objective:

- To continue to build upon the objectives of the Maple Leaf of Distinction award 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 two (2) years
2. There is a three-year time limit from the date the member begins the award to achieve the requirements
3. Must complete **5 of 7** mandatory categories
4. Attain a minimum of 300 points under Optional Requirements
5. Must obtain a minimum of 50 during the first year
6. Must obtain a minimum of 80 points during the second year and
7. Must obtain a minimum of 80 points in the third year
8. The portfolio must be forwarded to National Headquarters within four (4) months of completion of the program
9. May not sign his/her own affidavit

### 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 National Headquarters
- If the member is the club president or the awards chair upon completion of the Founders Award For Achievement, then another executive officer of the member's club must sign and date the affidavit

### Reward

- A Founders Award For Achievement Certificate, the Founders Award For Achievement lapel pin
- **Items available for purchase from Kin Sales:** Founders Award for Achievement Name badge, Founders Award For Achievement plaque

## FOUNDERS AWARD FOR ACHIEVEMENT AFFIDAVIT

**NAME:** \_\_\_\_\_ **CLUB:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_

<b>MANDATORY (Must meet 5 of 7 requirements)</b>	<b>Date Completed dd/mm/yyyy</b>			<b>President's Signature</b>	<b>Awards Chair'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 full business portion of Fall Leadership Conference					
E) Attend the full business portion of a District Convention					
F) Complete one full year on a Club, Zone or District Executive					
G) Attend a National Convention					
<b>OPTIONAL REQUIREMENTS</b>	<b>Max</b>	<b>Pts</b>	<b>Date performed or completed dd/mm/yyyy</b>	<b>President's Signature</b>	<b>Awards Chair's Signature</b>
1) Serve as a committee member on a club project	<b>3</b>				
2) Serve as a chair, co-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>				

<b>OPTIONAL REQUIREMENTS</b>	<b>Max</b>	<b>Pts</b>	<b>Date performed or completed dd/mm/yyyy</b>	<b>President's Signature</b>	<b>Awards Chair's Signature</b>
6) As the project chair, s/he to present a complete outline for a new project, complete with details on time, money, procedure and additional resources, 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 / website	<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 / website <b>(maximum 10 points per year)</b>	<b>2</b>				
11) Write an article that is accepted for zone or district publication or district website	<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, Anniversary night, Founder's Night or life membership night	<b>5</b>				

<b>OPTIONAL REQUIREMENTS</b>	<b>Max</b>	<b>Pts</b>	<b>Date performed or completed dd/mm/yyyy</b>	<b>President's Signature</b>	<b>Awards Chair's Signature</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 during National Convention	<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>				

<b>OPTIONAL REQUIREMENTS</b>	<b>Max</b>	<b>Pts</b>	<b>Date performed or completed dd/mm/yyyy</b>	<b>President's Signature</b>	<b>Awards Chair's Signature</b>
27) Enter the club speaking or writing contest	<b>10</b>				
28) Be a candidate in the zone public speaking or writing contest	<b>5</b>				
29) Win the Kinsmen / Kinette of the Year award at club, zone or district level	<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>				

**TOTAL POINTS** \_\_\_\_\_

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

PRESIDENT (or other Club Executive & Title)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

DATE (dd/mm/yyyy): \_\_\_\_\_

AWARDS CHAIR (or other Club Executive & Title)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE (dd/mm/yyyy): \_\_\_\_\_

CLUB: \_\_\_\_\_ ZONE: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

***PLEASE INDICATE ANY SPECIAL MAILING INSTRUCTIONS FOR THE AWARD ACKNOWLEDGEMENT BELOW. IF NOTHING IS NOTED, THE REWARD WILL BE SENT TO THE HOME CLUB OF THE RECIPIENT.***

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### 4.3 MEMBERS AWARD OF EXCELLENCE (TIER 3: KIN EXCELLENCE PROGRAM)

#### Objective:

- To continue to build upon the objectives of the Maple Leaf of Distinction Award and the Founders Award for Achievement, the Members Award of Excellence is for members with more than 5 years of Kin experience. The start date of the Members Award of Excellence must be after September 1, 2013.

#### Eligibility:

1. Open to members who have been active, active life or associate members for a **minimum of 5 years**, to commence after this time frame
2. There is a three-year time limit from the date the member enrolls in the award to achieve the requirements.
3. Must complete **five of the seven mandatory categories**
4. Attain a minimum of **400 points under Optional Requirements**
5. Must obtain a minimum of **100 points in each of the three years of the program**
6. The portfolio must be forwarded to National Headquarters within four (4) months of completion of the program
7. May not sign his/her own affidavit

#### 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 National Headquarters
- If the member is the club president or the awards chair upon completion of the Members Award of Excellence, then another executive officer of the member's club must sign and date the affidavit

#### Reward:

- A Members Award of Excellence Certificate, the Members Award of Excellence lapel pin
- **Items available for purchase from Kin Sales:** Members Award of Excellence plaque

## Members Award of Excellence Affidavit

**NAME:** \_\_\_\_\_ **CLUB:** \_\_\_\_\_

**START DATE (of portfolio):** \_\_\_\_\_

**END DATE (of portfolio):** \_\_\_\_\_

**DATE JOINED KIN:** \_\_\_\_\_

<b>MANDATORY</b> (Must achieve 5 of 7 listed)	Date Completed dd/mm/yyyy			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 the full business portion of a Zone Conference					
D. Attend the full business portion of Fall Leadership Conference					
E. Attend the full business portion of a District Convention					
F. Complete one full year on a Club OR Zone Executive					
G. Complete one full year on a District Executive OR on a National Board or Committee					
<b>OPTIONAL REQUIREMENTS</b>	Max	Pts	Date Completed dd/mm/yyyy	President's Signature	Awards Chair's Signature
1) Serve as a chair or co-chair of a club project and produce a written project report summary and ensure it is uploaded to National online reporting	<b>5</b>				
2) 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>				

<b>OPTIONAL REQUIREMENTS</b>	<b>Max</b>	<b>Pts</b>	<b>Date Completed dd/mm/yyyy</b>	<b>President's Signature</b>	<b>Awards Chair's Signature</b>
3) Present a new member seminar at club, zone or district.	<b>5</b>				
4) Serve as chair of an existing major club committee / project	<b>10</b>				
5) Present a complete outline for a new project, complete with details on time, money, procedure and additional resources, which is accepted by the club	<b>10</b>				
6) Obtain 100% attendance (other than mandatory)	<b>10</b>				
7) Chair a Zone or District Event on behalf of your club (i.e. Zone Conference / Zone Interclub / FLC / Spring Convention / Council meeting)	<b>25</b>				
8) Publish your club newsletter / bulletin OR be webmaster for your club website	<b>10</b>				
9) Write an article that is accepted for your club bulletin / newsletter / website <b>(maximum 10 points per year)</b>	<b>2/ea</b>				
10) Write an article that is accepted for zone or district publication or district website	<b>4/ea</b>				
11) Write an article that is accepted for Kin Magazine	<b>6/ea</b>				
12) Attend a general meeting of another club at a distance of less than 100 km one way	<b>5</b>				

<b>OPTIONAL REQUIREMENTS</b>	<b>Max</b>	<b>Pts</b>	<b>Date Completed dd/mm/yyyy</b>	<b>President's Signature</b>	<b>Awards chair's Signature</b>
13) Attend a general meeting of another club at a distance of 100 km or more one way	<b>10</b>				
14) Attend a Club Charter, Life Membership or HRF presentation night	<b>5</b>				
15) Attend a summer zone or district interclub	<b>5</b>				
16) Be a presenter at a Zone Executive Seminar	<b>5</b>				
17) Attend the full business session of a Zone Conference (other than mandatory)	<b>5</b>				
18) Attend the full business session of a Fall Leadership Conference (other than mandatory)	<b>5</b>				
19) Attend the full business portion of a District Convention (other than mandatory)	<b>7</b>				
20) Attend the full business portion of a National Convention	<b>9</b>				
21) Serve as a member of a Zone Team (other than mandatory)	<b>10</b>				
22) Serve as Deputy Governor (other than mandatory)	<b>10</b>				
23) Serve as a member of a District Team (other than mandatory)	<b>10</b>				

<b>OPTIONAL REQUIREMENTS</b>	<b>Max</b>	<b>Pts</b>	<b>Date Completed dd/mm/yyyy</b>	<b>President's Signature</b>	<b>Awards Chair's Signature</b>
24) Serve as District Vice Governor or Governor (other than mandatory)	<b>15</b>				
25) Serve on a National Board or Committee (other than mandatory)	<b>10</b>				
26) Participate in a District Speak-Off or Quill competition	<b>10</b>				
27) Be your District representative in the National Public Speaking competition	<b>15</b>				
28) Be the author / facilitator of a Zone, District or National Award submission (other than Speak-Off and Quill)	<b>10</b>				
29) Participate in the Diane Rogers Kin Pride Award	<b>10</b>				
30) Sponsor a new member (other than mandatory)	<b>15</b>				
31) If sponsored member wins the Maple Leaf Award of Distinction	<b>5</b>				
32) Win the GEM Award	<b>10</b>				

**TOTAL POINTS FIRST YEAR** \_\_\_\_\_

**TOTAL POINTS SECOND YEAR** \_\_\_\_\_

**TOTAL POINTS THIRD YEAR** \_\_\_\_\_

**I certify that this member has met all of the mandatory requirements of the Members Award of Excellence and has earned the points as indicated above.**

PRESIDENT (or other Club Executive & Title)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE (dd/mm/yyyy): \_\_\_\_\_

AWARDS CHAIR (or other Club Executive & Title)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE (dd/mm/yyyy): \_\_\_\_\_

CLUB: \_\_\_\_\_ ZONE: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

***PLEASE INDICATE ANY SPECIAL MAILING INSTRUCTIONS FOR THE AWARD ACKNOWLEDGEMENT BELOW. IF NOTHING IS NOTED, THE REWARD WILL BE SENT TO THE HOME CLUB OF THE RECIPIENT.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 4.4 KIN EXCELLENCE PROGRAM AWARD

The Kin Excellence Program is a three-tiered award incorporating the Maple Leaf Award, Founders Award for Achievement and the Member Award of Excellence (Attainable after September 1<sup>st</sup> 2016).

The purpose of the program is to encourage all members to continue to strive for excellence in their Kin journey as well as become knowledgeable and experienced in all things Kin. In working their way through each of the three awards in this program, members will gain important and invaluable knowledge and experiences as they develop their communication and leadership skills.

In order to succeed in this program and receive the Kin Excellence Trophy, a member must have completed the Maple Leaf Award of Distinction, the Founders Award of Achievement and the Member Award of Excellence Award in the allotted time.

Two current Club Executive Members, other than applicant, must sign and date the affidavit.

#### Kin Excellence Program Affidavit:

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

CLUB & DISTRICT: \_\_\_\_\_

DATE JOINED KIN: \_\_\_\_\_

DATE MAPLE LEAF OF DISTINCTION AWARD RECEIVED: \_\_\_\_\_

DATE FOUNDERS AWARD FOR ACHIEVEMENT RECEIVED: \_\_\_\_\_

DATE MEMBER AWARD OF EXCELLENCE RECEIVED: \_\_\_\_\_

Witnessed by Current Club Executive Members:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Position: \_\_\_\_\_

**PLEASE INDICATE ANY SPECIAL MAILING INSTRUCTIONS FOR THE AWARD ACKNOWLEDGEMENT BELOW. IF NOTHING IS NOTED, THE REWARD WILL BE SENT TO THE HOME CLUB OF THE RECIPIENT.**

\_\_\_\_\_

\_\_\_\_\_

## 4.5 GEM AWARD (GET EXPANSION MINDED/GROW EVERY MONTH)

### Objectives:

- To recognize individual commitment to membership growth within the Association

### Eligibility

- An active, active life or associate member must sponsor three new members in a 12 month period
- 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 Awards Chair then the Club Secretary may sign
- If the member is the club president or the awards chair upon completion of the GEM Award, then another executive officer of the member’s club must sign and date the affidavit

### Reward:

- GEM Award certificate, GEM Award pin
- Repeat winners will receive a “Gift of Kin” attachment

## GEM AWARD AFFIDAVIT

Member Name:	Number of GEM Awards won previously by this member:
Club:	
Club Address:	
District:	Zone:
<b>NEW MEMBERS RECRUITED:</b>	
Member’s 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 (or other Club Executive & Title)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Awards Chair (or other Club Executive & Title)

\_\_\_\_\_  
Date



## **5. RECOGNITION AWARDS**

### **5.1 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 (3) 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 (5) members from the previous June 30<sup>th</sup> to the latest June 30<sup>th</sup> census

#### **Reward**

- Certificate

#### **Note:**

- No action required by the clubs. National Headquarters will review the year end membership numbers to determine the winning clubs.

## 5.2 BOAKE EFFICIENCY AWARD

### Objective:

- To reward those clubs which effectively meet the zone, district and national requirements
- 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 Incorporation

### Judges:

- Kin Canada Staff

### Management:

1. Clubs will maintain their portfolio
2. Affidavit must be signed by the President and Secretary
3. Clubs must email or fax their affidavit for this award to National Headquarters by July 15<sup>th</sup> or postmarked no later than July 15<sup>th</sup> if being mailed

### Reward:

- Each club shall receive a certificate
- **Outstanding Boake Efficiency Award:** the club that has completed **7 out of 8** requirements & an additional three district requirements (\*see requirements #9, #10 & 11).

### Note:

- Please ensure to submit your club forms & paperwork on time. Any late submissions will not be eligible for the award.

## BOAKE EFFICIENCY AWARD AFFIDAVIT

Presented to clubs who complete **7 of the 8** requirements:

Club: \_\_\_\_\_ Date: \_\_\_\_\_

NATIONAL REQUIREMENTS		
	1	National Dues paid by deadline
	2	National Insurance form filed by deadline
	3	Annual Incorporation Return filed by deadline
	4	Annual Club Reporting form filed with National Headquarters by deadline
DISTRICT REQUIREMENTS		
	5	District dues paid by deadline
	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

## 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		
	9	Club in attendance at Zone Conference
	*10	Club in attendance at Fall Leadership Conference**
	11	Club in attendance at District Convention

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Zone

\_\_\_\_\_  
District

### 5.3 OUTSTANDING CLUB AWARD

**Note:** Clubs must earn the Boake Efficiency Award in order to be eligible for the Outstanding Club Award. It is best to submit the Boake Efficiency & the Outstanding Club Awards together.

**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

**Judges:**

- National Headquarters staff

**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 National Headquarters postmarked no later than July 15<sup>th</sup>
4. Completed affidavit can be submitted directly to national

**Reward**

- Certificate

## OUTSTANDING CLUB AWARD AFFIDAVIT

Club Name		Club Number	
Zone		District	
President		Club Address	

### MANDATORY

Club must have earned the Boake Efficiency Award for the same Kin year.	Submitted	<b>Completed</b> (HQ use only)

### POINTS

A club must achieve the minimum points for each section as well as a minimum total of 215 points 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 / 80	
6 -- Public Relations	20 / 60	
<b>TOTAL</b>	<b>Min. 215</b>	

**\*\*\* No maximum in these categories**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Awards Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach clippings, photocopies of clippings and/or other support material as needed.

**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 held organized fellowship or social functions (2 points each to a max of 10)

Date	Description	Pts

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

Date	Description	Pts

D Your club held organized **family** social events **other than** those noted in section B above (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	Name	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 meetings)

Date	Location	Max point	Points
		5	
		5	
		5	
		5	
		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 (5 points each - no maximum)

Date	Location	Max point	Points
		5	

- B Your club assisted with the charter of a new Kinsmen, Kinette or Kin 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

*If you've obtained additional prospective members – please attach a list*

- D Your club hosted a Membership Recruitment and/or Retention Workshop (5 points each - no maximum)

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 including newspaper, radio, billboard, TV, etc. (1 point each to a max of 5)

Date	Media	Pts

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

Date	Service Project / Fundraising Event	Pts

G Your club registered a transfer-in or reinstated a member who has been out of Kin for at least 5 years (2 points each - no maximum)

Date	New Member – Print First and Last Name	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 – Print First and Last Name	Pts

*If additional members were recruited – please attach a list*

I Your club has a GEM Winner (5 points 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 in local school(s) and/or submitted a Hal Rogers Bursary Application (5 points each 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	
<i>Example: ABC Charity</i>	<i>\$1455</i>	<i>11</i>	<i>\$132.27</i>	<i>50</i>	<i>10</i>	<i>3 (2.6 round up)</i>

TOTAL POINTS	CATEGORY THREE	Minimum	Points
		<b>35</b>	

**CATEGORY FOUR - MEMBERSHIP DEVELOPMENT & EDUCATION**

A Seminars conducted by club for new members, inviting all new members in the club at that time (5 points each seminar to a max of 10)

Date of Seminar	# of attendees	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 competition (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.*

E Club had members achieve their Founder's Award for Achievement (5 points each – no maximum)

Date	Member	Pts

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

F Club had members achieve their Member Award of Excellence (not applicable until **after September 1<sup>st</sup> 2016**) (8 points each – no maximum)

Date	Member	Pts

*If additional members won the award – please attach a list)*

G 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	Publication Name	Pts

B If your club sent a submission to KIN Magazine or other outside of Kin publications (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 point 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 a National 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 If your club attended FLC and / or District Convention (10 points each to a max of 20)

Attended	Convention	Pts
	Fall Leadership Conference	
	District Convention	

H Your club directed members to contact Kin Sales in your bulletin or on your web page (5 points to a max of 10)

Date	Publication	Pts

TOTAL POINTS	CATEGORY FIVE	Minimum	Points
		<b>45</b>	

**CATEGORY SIX - PUBLIC RELATIONS**

A Your club obtained write-ups in a local paper other than ads (5 points per clipping to a max of 10). NOTE: Clippings to be attached and photocopies are acceptable

Date	Article	Pts

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

Date	Name of Station & type of promotion	Pts

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

Date	Event Name	Organization Name	Pts

- D Your club members wore Kin apparel, Kin crest or Club specific logo 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 or other visuals in a public area, service or fundraising project(s) (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	

**Congratulations!** You've completed the Outstanding Club Award Affidavit!  
 Now, please transfer the points from all 6 categories to the first page.

## 5.4 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 the Mandatory Requirements and optional points: Part A of the Outstanding Zone Award Affidavit and attain a minimum of 110 points
2. District Governor is required to complete Parts B, C & D, sign and submit to National Headquarters by July 15<sup>th</sup>

### Judges:

- National Headquarters staff

### Reward:

- Every winning DG will receive a keeper plaque

## OUTSTANDING ZONE AWARD AFFIDAVIT

Deputy Governor (please print name): \_\_\_\_\_ District: \_\_\_\_\_ Zone: \_\_\_\_\_

<b>MANDATORY REQUIREMENTS</b>	
<p><b>Items #1 through #4 may include responsibilities assigned by District executive.</b>  <b>Items #5 where work or other pre-arranged conflicts occur, the Governor(s) may use their discretion in granting this mandatory item.</b></p>	
1. Arrange a club officer seminar to be held prior to September 15 <sup>th</sup>	
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 their zone other than installation or zone social function	
4. Deputy Governor 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>	<b>Max</b>	<b>Points</b>
1. <b>5 points for each 1% growth</b> in zone membership (excluding charters and statistics from Kin Club members resulting from mergers of existing Kinsmen and Kinette Clubs) i.e. $(\text{June 30, 2015} - \text{June 30, 2014}) / \text{June 2015} \times 100 = \% \text{age}$		
2. Charter a Kinsmen Club, Kinette Club or Kin Club <b>(10 pts each)</b>		
3. Arrange for a Zone President's pre-term meeting	<b>5</b>	
4. Arrange for a Zone President's mid-term meeting	<b>5</b>	
5. Arrange a new members seminar	<b>5</b>	
6. Attend National Convention	<b>5</b>	
7. Visit club meetings in your zone (other than home club) other than the mandatory visits <b>(2 points per visit)</b>	<b>10</b>	
8. Promote Kin Sales in your zone bulletin <b>(5 points each)</b>	<b>20</b>	
<b>Sub-Total</b>		

<b>PART (B) – DISTRICT EXECUTIVE ASSESSMENT</b>	<b>Max</b>	<b>Points</b>
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 (15 days after Zone was held)	<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 that completed form by required deadline)	<b>10</b>	
6. Receipt of club incorporation papers (1 point [rounded up] for each 10% of total clubs in zone that completed by required deadline)	<b>10</b>	
7. Met the requests from the District Executive on time (2 points each)	<b>8</b>	
<b>Sub-Total</b>		

<b>PART C – SCORED BY DISTRICT REP AT SPRING ZONE</b>	<b>Max</b>	<b>Points</b>
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>	<b>Max</b>	<b>Points</b>
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>		

**TOTAL POINTS** \_\_\_\_\_

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

\_\_\_\_\_

Deputy Governor

\_\_\_\_\_

Date

\_\_\_\_\_

District Governor

\_\_\_\_\_

Date



## 6. NATIONAL AWARDS

### 6.1 KIN CANADA LIFETIME ACHIEVEMENT AWARD

#### Description:

This award, considered to be the highest award in the Association, is awarded to a member who has dedicated his or her Kin life to the betterment and the furthering of the Association and its goals. The recipient lives, breathes, sweats, and bleeds Kin Canada! This person is active in leadership roles within his or her club, and as an executive member for a minimum of five years at the club, District or National levels.

#### Requirements:

- Minimum of five (5) years on Club or District Executive or any National Committee or Board
- Minimum twenty-five (25) years as a Kin Canada member in good standing

#### Eligibility:

- Active and active life members for a minimum of 25 years, in good standing. NOTE: a member may be nominated posthumously until June 2020 (Centennial Year).

#### Nomination:

- Nominated by own Club, Seconded by another Club
- Nominating Committee of five (5) members, each having a minimum of ten (10) years in Kin, three (3) members from the Nominating club and at least one (1) member from the Seconding club. The fifth member can be from either club. All must be in good standing.

#### Deadline for Nominations:

- May 1<sup>st</sup> to Awards at National Headquarters. NOTE: Submissions may be submitted anytime during the Kin year, but submissions WILL NOT be accepted AFTER May 1<sup>st</sup> of the current Kin year.

#### Total Awarded per Year:

- Only the top submission will move on to the final round. No limit on amount of club submissions.
- Maximum of one in any club per year will be awarded
- National will award a maximum 3 until 2020, after that maximum 2 will be awarded per year.

#### Reward:

- The recipient's name will be announced at National Convention
- The recipient will receive a Lifetime Achievement Award plaque

#### Judges:

- Kin Canada's Executive Director, National Awards & Recognition Committee, National Headquarters staff

# LIFETIME ACHIEVEMENT AWARD AFFIDAVIT

## Nominee

Name \_\_\_\_\_

Club & District \_\_\_\_\_

## Nominated By

Nominating Club & District \_\_\_\_\_

Committee Chair \_\_\_\_\_

Contact Information \_\_\_\_\_

Seconding Club & District \_\_\_\_\_

Contact Information \_\_\_\_\_

Nominating Committee Members:

Club:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Nominator \_\_\_\_\_ Date \_\_\_\_\_

Signature of Seconder \_\_\_\_\_ Date \_\_\_\_\_

## Qualifications

List **all** positions & dates the nominee has held and at what level in the Association. (Please use additional page if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the significant contributions you, the nominating committee, feel the nominee has made to the Association and at what level (club, district, national). (Please use additional page if necessary)

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Describe how has the nominee upheld and furthered the goals of the Association. (Please use additional page if necessary)

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Describe in detail, other than reasons stated above, why this committee feels the nominee should receive this award. (Please use additional page if necessary)

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## 6.2 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 award questions will be posted on the National Website on March 1<sup>st</sup> of each year
3. All entries must be submitted to National Headquarters at National Headquarters by email or postmarked no later than April 15<sup>th</sup> 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 and Recognition Committee, Kin Education Committee and Diane Rogers
5. Completed answers can be submitted directly to National Headquarters

### Judges:

- Kin Canada Staff and **National Awards & Recognition Committee**.

### Reward:

- All participants will receive a commemorative badge add-on at their District Convention or other function
- The member attaining the highest number of points will be announced at National Convention
- The member attaining the highest number of points will have his/her name placed on the national plaque
- The member attaining the highest number of points will receive a keeper plaque

### Notes:

- **When submitting electronically please add a cover page and submit the complete application as ONE document.**
- If you wish to submit an award question & answer, please contact National Headquarters or a member of the National Awards and Recognition Committee

## 6.3 NATIONAL QUILL AWARD

### Objective:

- To foster the development of written communication and enhance overall communication skills by producing a story of general interest to Kin

### Eligibility:

1. Open to all active Kinsmen, Kinette and Kin Club members
2. \*Entries **must have won** at the district level and follow all submission criteria
3. Two entries will be accepted from each district

### Submission Guidelines:

1. Story may be on any subject of interest to Kin with the following exclusions:
  - a) Personal political views
  - b) Negative or derogatory commentary deemed offensive towards the Association
2. Story must be written in good taste and must be a minimum of 600 words and a maximum of 1,000 words in length; each and every word will be counted as one word. **Note:** You must indicate the number of words on your Quill Award score sheet. Quill submissions over or under the limit, or those without a word count on the cover page or at the top of the first page, will be disqualified from judging.
3. An original copy of the Quill entry, labeled as such, shall be sent to the District Governor or District Awards Chair (or their designate) who is responsible to ensure that the submissions have met the criteria of the national competition including:
  - a) Word Count – minimum 600, maximum 1,000
  - b) Writing ability
  - c) General interest to Kin
  - d) Story written in good taste
  - e) Originality and presentation
4. Submission of the story must be accompanied by a 25-50 word biographical sketch of the author, included with each entry on a separate sheet of paper or the submission will be disqualified.
5. Submission of the story must be accompanied with the author's signed acknowledgement or the submission will be disqualified.
6. The District Executive or District Awards Chair (or their designate) will choose the winning entry / entries.
7. The District-winning entry / entries must be forwarded by the District Governor or District Awards Chair (or their designate) to the National Awards & Recognition Committee **no later than June 30<sup>th</sup> to qualify** for the National Quill Award

### Judging:

- Marketing & Communications Departments at National Headquarters and **one appointed Kin member.**
- The Judging committee reserves the right to reject and disqualify any submission that could be offensive or inappropriate or that does not meet the outline of the award criteria

**Reward:**

- The winner will be announced at National Convention
- The winner will receive a keeper plaque

**Quill Award score sheet**

Scoring shall be done under the following headings and point system as follows:

<b>A. Treatment of Topic</b>				
	1.	Introduction	5	
	2.	Knowledge of Subject	5	
	3.	Organization of Material	5	
	4.	Development of Material	5	
	5.	Summary and Conclusion	5	
<b>TOTAL SECTION A.....</b>			<b>25</b>	
<b>B. Language</b>				
		Number of Words in Submission (make note)		
	1.	Choice of Words	5	
	2.	Sentence Structure	5	
	3.	Grammar and Spelling	5	
<b>TOTAL SECTION B.....</b>			<b>15</b>	
<b>C. General Effectiveness</b>				
	1.	Originality and Inventiveness	10	
	2.	Challenge to Thought	10	
	3.	Sincerity and Conviction	10	
	4.	Achievement of Purpose	10	
	5.	Reader Attention/Interest	10	
<b>TOTAL SECTION C.....</b>			<b>50</b>	
<b>GRAND TOTAL:</b>			<b>90</b>	

**Acknowledgement:**

1. Entrants retain the copyright to their story. However, by entering the award competition, you hereby grant irrevocable, perpetual, non-exclusive and transferable license to print, publish, use, reproduce, distribute, prepare derivative works of, and display your full name and Quill entry in any media format, including Kin Magazine and the national Kin Canada website.
2. All entries shall become the property of Kin Canada and as such will not be returned to the author
3. The submission(s) from the Districts will only be accepted as an attachment via email
4. In connection with your submission, the author affirms that (i) you own or have the

necessary licenses, rights, consents and permissions to use and authorize Kin Canada to use all copyright, trademark or other proprietary rights in your submission to enable the use of your Quill entry in the manner contemplated by these award rules; and (ii) you have the written consent, release and/or permission of each and every identifiable individual person in the Quill entry to enable inclusion in your submission.

**I, the author, having read and acknowledged all the criteria, hereby agree to abide by all its provisions and requirements in all respects.**

AUTHOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHOR NAME (PRINTED): \_\_\_\_\_ CLUB: \_\_\_\_\_

DISTRICT: \_\_\_\_\_ ZONE: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_

***NOTE: The finalized scoring sheet, the author biography and the signed acknowledgement by each of the authors must be submitted with the District winning entry/entries.***

## 6.4 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 or associate members in good standing shall be eligible to compete for this award with the following exceptions:
  - a) The finalists 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
  - b) The winners of a national public speaking competition will no longer be considered eligible to compete at club, zone, district or national level having achieved the highest reward for self-development in Kin through the public speaking competition
2. Each District is entitled to send two finalists to the national competition
3. A finalist at the national level shall have been the winner in his/her club, zone, and the winner and/or runner up at district competition all in the same Kin year
4. Past, present and incoming members of the national board of directors are not eligible to compete in the current competition

### Judges:

- The National Awards & Recognition 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:
  - Coordinate the judging
  - Provide the score sheets to the Public Speaking 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 or use a PowerPoint component and electronic devices such as projectors for the purposes of enhancing the presentation (but speakers can use props)
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 or by June 30<sup>th</sup>
6. Each finalist will be provided with a single return air fare (lowest available rate) between the closest major airports, a single convention registration, and up to **three** nights of shared (with another public speaker) 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)
9. \*Finalist(s) must be a district winner in order to proceed to the national level

### Reward:

- All finalists [winner(s) from District Convention] will receive a keepers plaque



- The winner will be announced at National Convention
- The winner will have his/her name placed on the national plaque and will receive a keepers plaque

## Founding Members Public Speaking Criteria

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

## 6.5 OUTSTANDING KIN AWARD

### Objective:

- To recognize one 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:

- Applications must be received at National Headquarters no later than June 30<sup>th</sup>
- A nominator and seconder who are members in good standing (do not need to be from the nominee's 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 & Recognition 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 be announced at National Convention
- The winner's name will be added to the national plaque
- The winner will receive a keeper plaque

# OUTSTANDING KIN AWARD AFFIDAVIT

## NOMINEE

Name: \_\_\_\_\_

Club: \_\_\_\_\_ District: \_\_\_\_\_

## NOMINATED BY

Nominator: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Club: \_\_\_\_\_ District: \_\_\_\_\_

Secunder: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Club: \_\_\_\_\_ District: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Secunder: \_\_\_\_\_ Date: \_\_\_\_\_

## INVOLVEMENT

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

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## LEADERSHIP

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

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**SERVICE AND MEMBERSHIP**

Describe the Nominee’s involvement in service and in promoting / retaining membership of the Association (please use additional page if necessary)

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**INNOVATION**

Describe how the Nominee exemplified innovation in promoting Kin Canada (please use additional page if necessary)

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**NOTABLE INVOLVEMENT**

Describe the Nominee’s other notable involvement outside of Kin Canada e.g. to the community, province or country (please use additional page if necessary)

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Describe in no less than 300 words and no more than 1000 why the Nominee is deserving of the Outstanding Kin Award

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## 6.6 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 - 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 a combination from each.
2. The service project must be presented at the zone and or district level in order to proceed to the national level.
3. The District Executive shall notify National Headquarters of the winning service projects immediately following the close of District Convention.
4. Club must submit the presentation to the Projects Coordinator no later than June 30<sup>th</sup>.
5. 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 at zone or district level.
6. 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.
7. 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.
8. A national winner will not be allowed to enter the same project for three years after winning the award.
9. The suggested presentation of the service project is PowerPoint or other visual aid, which includes at least 10 photographs and a written narrative of up to 2000 words. The Marking Guideline should be used to ensure that all required elements are included in presentation.
10. **The presentation submission remains the responsibility of the winning club.** The winning club shall submit to national two compact disks or memory sticks, via email with attachment, via email with a link to the source or paper form. Disks, memory sticks, photos or other visual aid will not be returned and may be used by National during award presentations and / or future publications.

### Judges

- Projects Coordinator and two to four appointed Kin members

### Reward:

- The winner will be announced at National Convention
- The winner's name will also be added to the national plaque
- The winner will receive a keeper plaque

## SERVICE AWARD MARKING GUIDELINE

**CLUB NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DISTRICT:** \_\_\_\_\_ **ZONE:** \_\_\_\_\_

	MAX	PTS	COMMENTS
<b>COMMUNITY BENEFITS</b>	<b>20</b>		
a) Community's acceptance of the project	<b>10</b>		
b) Number of people benefiting from the project	<b>10</b>		
<b>PUBLIC RELATIONS</b>	<b>20</b>		
a) Did the club gain community recognition?	<b>5</b>		
b) Were additional members recruited as a result of the project?	<b>5</b>		
c) Was the public awareness of the Association raised?	<b>5</b>		
d) Were media outlets used i.e. newspaper, radio, T.V?	<b>5</b>		
<b>PARTICIPATION</b>	<b>20</b>		
a) How did the club support the project?	<b>2</b>		
b) Percentage of members participated.	<b>2</b>		
c) What was the duration of the project?	<b>2</b>		
d) How many members/non members & hours were spent on the project?	<b>2</b>		
	<b>MAX</b>	<b>PTS</b>	<b>COMMENTS</b>

e) What was the duration of fundraising for the project?	2		
f) How many members/non members & hours were spent on fundraising for the project?	2		
g) Did other clubs participate? If so, how many?	2		
h) Was there any community participation?	2		
i) Was there Government funding for the project?	2		
j) Were there other sources of funding for the project?	2		
<b>PROJECT DESCRIPTION</b>	<b>20</b>		
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		
<b>TOTAL POINTS</b>	<b>80</b>		



## 6.7 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 (Attention: Executive Director) by July 15<sup>th</sup>

### Management:

1. The Governor is required to maintain his/her affidavit
2. Each District that wishes to compete must prepare a submission using the award submission form (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 & Recognition Committee, staff and the National Board where appropriate
6. Scoresheets and marking criteria will be sent from HQ to the districts at the beginning of the Kin year

### Judges:

- Kin Canada's Executive Director, National Awards & Recognition Committee, National Headquarters staff

### Reward:

- 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
- A keeper plaque with the name of the district and the governor(s) will be awarded

## **7. CYSTIC FIBROSIS CANADA AWARDS**

### **7.1 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 [www.cysticfibrosis.ca](http://www.cysticfibrosis.ca)

### **7.2 IAN F. McCLURE 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 [www.cysticfibrosis.ca](http://www.cysticfibrosis.ca)

**Thank you for your participation and we'll see you at the podium!**