



Kin Canada

Kinsmen • Kinettes • Kin

AWARDS & RECOGNITION HANDBOOK



2019 – 2020

September 1, 2019

NATIONAL AWARDS & RECOGNITION COMMITTEE TERMS OF REFERENCE

Recognizing Kin Canada Members for both their contribution to the Association and their larger community is a base ingredient to boosting personal satisfaction and encouraging retention. Acknowledging the combined work of all those involved in a Kin Club is important as well as it is an excellent way to build member pride and overall association-wide excellence.

The Awards and Recognition Committee is responsible to ensure Kin Canada provides a meaningful method of recognition to distinguish those members in good standing who reflect excellence in their contribution to Kin-life. In addition, the committee will ensure Clubs, Zones and Districts are recognized for meeting and exceeding the expectations of Association. Member in Good Standing is as defined in the General Operating By-Law No.2, that being:

“Good Standing” means material compliance with the duties and requirements of a particular position in accordance with the requirements of this By-law and the other Governing Documents in place from time to time as verified by the national Membership roster records maintained by the Association.

2.03 Member in Good Standing A Club that meets all of the following requirements is a Member in Good Standing: (i) furthers the Purposes of the Association as contained in the Articles; (ii) respects and submits to the Governing Documents of the Association; (iii) continues to meet all of the conditions for Membership set out in Section 2.01; (iv) pays in full and is not in arrears of Membership fees Kin Canada General Operating By-law No. 2 5 determined by the Board from time to time and set out in Policies and Procedures; and (v) meets any additional requirements set out in any applicable Policies and Procedures.

The committee is tasked with ensuring Kin Awards reflect the highest of ideals in individuals and in the operation of Clubs, Zones and Districts. Specifically this Committee will:

The Awards Program

- Through ongoing analysis, evaluation and modification, ensure the awards program provides meaningful recognition to individuals and Clubs.
- Identify ways to make the awards process more accessible, easier to use and fairly adjudicated.
- Promote the Awards program throughout the membership of Kin Canada.

Adjudication of Awards

- Adjudicate and/or oversee adjudication of award submissions in accordance with the procedure set out for each award category.
- Participate in award appeals with fair and unbiased judgment

Award Presentations

- Establish expectations and guidelines to help present awards in such a way that brings distinction and honour to the recipient.
- Encourage creativity in the way in which awards are presented that maintain distinction and honour while helping to further external recognition of the individual.
- Explore ways to raise the profile internally and externally of Kin Awards and award recipients.

COMMITTEE STRUCTURE AND 2019-20 MEMBERS

Committee Structure

- Committee Chair and Members (3)
- Staff Support/Liaison

2019-20 COMMITTEE MEMBERS

- ♦ Debbie Landry, Chair
Email: debbielandry24@gmail.com
- ♦ Penny Lees-Smith
Email: kinpenny@telus.net
- ♦ Brenda Dooley
Email: brendadooley1962@gmail.com

Staff Support/Liaison

- ♦ Mélanie Nieson
Email: mnieson@kincanada.ca

DISCLAIMERS:

- The National Awards and Recognition Committee reserves the right to make minor changes to the awards program that will not alter the intent of the award.
- Submissions that **DO NOT MEET THE MANDATORY** requirements will be disqualified.
- Submissions received after the **deadline date** will be disqualified.

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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!

1.1 Personal Awards

Maple Leaf Award of Distinction

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

Founders Award for Achievement

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

Member's Award of Excellence

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

Kin Excellence Program

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

GEM (Get Expansion minded /Grow Every Month) Award

- Members are not required to submit an affidavit

Lifetime Achievement Award

- Nominations for the Lifetime Achievement Award are due to Kin HQ by **June 30th**

Diamond Jubilee Award

- Members to submit their answers to Kin HQ by **April 10th**

National Quill Award

- In order for all entries to qualify, ensure that the national criteria is used throughout club, zone and district
- The winners names and contact info must be submitted to Kin HQ by district after district convention
- District to submit the entries directly to Kin HQ by **June 30th**

Founding Members Speaking Award

- District finalists must follow national public speaking criteria ***at club, zone and district levels to qualify*** for the national competition.
- The winners' names and contact information must be submitted to Kin HQ by district after district convention with the signed verification affidavit
- District finalists MUST NOT book their own flights.
- HQ will notify the finalists regarding their arrangements to attend National Convention, including travel details, accommodations, registration, speakers' competition details and to sign the audio release form, if needed

Outstanding Kin Award

- Nominations for the Outstanding Kin are due to Kin HQ by **June 30th**

1.2 Club Awards

Ken Pierce Membership Growth (Junior and Senior) Awards

- No action required by the club. National will review the membership reports to determine the winning clubs

Boake Efficiency and Outstanding Boake Efficiency Awards

- Club to submit their affidavit directly to Kin HQ by June 30th

Outstanding Club Award

- To achieve the Outstanding Club Award, clubs must earn the Boake Efficiency Award
- Club to submit their affidavit directly to Kin HQ by June 30th

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 two district winners names and club must be submitted to Kin HQ by district, after district convention
- The winning clubs are responsible to submit their project directly to Kin HQ by June 30th

HREF Ambassadors of Learning Award

- Clubs must submit their presentation by email to the HREF committee at HREFClubAwards@gmail.com no later than June 30th

1.3 Zone Awards

Outstanding Zone Award

- DG to submit their affidavit to the Governor at their prescribed deadline
- Governor to submit the completed affidavit to Kin HQ by July 15th

1.4 Cystic Fibrosis Canada Awards

Bill Skelly Award

Ian F. McClure Award

1.5 Recognition Program

National President's Commendation

Milestone Recognition

**AFFIDAVITS AND SUBMISSIONS (UNLESS OTHERWISE SPECIFIED) CAN BE SENT
VIA CANADA POST, COURIER, FAX OR ELECTRONIC MAIL**

**KIN CANADA NATIONAL HEADQUARTERS
1920 ROGERS DRIVE | PO BOX 3460 | CAMBRIDGE ON | N3H 5C6
T: 1-800-742-5564 | FX: 519-650-1091 | EMAIL: AWARDS@KINCANADA.CA**

2. AWARDS ENTRY DEADLINES

2.1 Ongoing

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

2.2 April 9

- ◆ Diamond Jubilee Award (begins January 2)

2.3 June 30

- ◆ Boake and Outstanding Boake Efficiency Awards
- ◆ Founding Members Speaking Award winners names, contact and verification affidavit
- ◆ HREF Ambassadors of Learning Award
- ◆ Hal & Elspeth Rogers National Service Award
- ◆ Ken Pierce Club Membership Growth Award; Junior and Senior levels (will be determined by National)
- ◆ Lifetime Achievement Award
- ◆ Outstanding Kin Award
- ◆ Quill Award
- ◆ Outstanding Maple Leaf Award of Distinction (will be determined by National)
- ◆ Outstanding Club Award

2.4 July 15

- ◆ Outstanding Zone Award

3. FOREWORD

3.1 Confidentiality

I/We have read and understand the above document. I/We also understand and agree that the above information is to be kept confidential to ensure the protection of such information and the privacy of the individual/individuals and/or club(s). I/We will do this in accordance with the procedures of the National Awards and Recognition Program. The purpose of this is to protect the privacy of the nominee, nominators and applicants for any and all recognition and awards.

3.2 Mission Statement

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

3.3 General information

- The National Awards and 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 30th. Any submissions not received at National by this deadline will be disqualified.
- The score sheets provided from National is a guide to assist the judges in determining the winners of each competition
- All winners will be recognized on the Kin Canada website

3.4 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:

- ♦ Define the objective of the award
- ♦ Outline the rationale for the award
- ♦ Include relevant backup material

If recommending an amendment, the submission must:

- ◆ Clearly reference the award by name and listing in the awards program
- ◆ Highlight succinctly the proposed amendment(s)
- ◆ Outline a rationale for the proposed amendment(s)
- ◆ Include any relevant backup information

The National Awards & Recognition Committee oversees the awards program and suggestions for change. The deadline for receipt for new awards or amendments is **JANUARY 15TH** of each year, to be considered for the following Kin year.

3.5 Awards Appeals Process

Members have the right to appeal the disqualification of any award. This must be done within 60 days of the award disqualification 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.

3.6 Eligibility Statements

Individual Eligibility:

- Entrants must be active or active life 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 30th 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 must be forwarded to:

Kin Canada National Headquarters

ATTENTION: AWARDS

P.O. Box 3460 | Cambridge | Ontario | N3H 5C6

T: 1-800-742-5564 | Fax: 519-650-1091 | Email: 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 (2) years of being a Kin member

Eligibility

1. Open to active members
2. Members in their first two (2) consecutive years of joining Kin
3. Must complete six out of eight mandatory requirements
4. Attain a minimum of 300 points in the Optional Requirements section
5. May not sign his/her own affidavit

Note: There is a two-year time limit from the date the member begins this award to achieve the requirements

Management

- The member maintains his / her own portfolio/Maple Leaf booklet
- The portfolio or Maple Leaf booklet should be submitted to Kin Headquarters within four (4) months of completion and within his / her first two (2) years in Kin
- The club president or 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
Note - 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.
- **Items available for purchase from Kin Sales:** Maple Leaf Award of Distinction plaque

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 and active life 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 an **overall minimum of 300 points** under Optional Requirements
5. Must obtain a **minimum of 50 points 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 or 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

4.3 Member's 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.

Eligibility:

1. Open to members who have been active members for a **minimum of 5 years**, to commence after this time frame
2. There is a time limit of any three consecutive years from the date the member enrolls in this 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 or awards chair **must sign**. 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 Member's Award of Excellence, then another executive officer of the member's club must sign the affidavit

Reward:

- A Members Award of Excellence Certificate and lapel pin
- **Items available for purchase from Kin Sales:** Member's Award of Excellence plaque

4.4 Kin Excellence Program

The Kin Excellence Program is a three-tiered recognition, incorporating the Maple Leaf Award of Distinction, Founders Award for Achievement and the Member Award of Excellence.

In order to succeed in this program and receive the Kin Excellence Program, a member must have completed the Maple Leaf Award of Distinction, the Founders Award of Achievement and the Member Award of Excellence in the allotted time. Upon completion and submission of the affidavit listed below, you will receive a certificate of completion and a Kin excellence program name badge add-on.

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

4.5 GEM Award (Get Expansion Minded/Grow Every Month)

Objective:

To recognize individual commitment to membership growth within the Association

Eligibility

1. An active or active life member must sponsor three (3) new members in a 12 month period
2. Charter champions will not be eligible to receive GEM awards for the individuals in the club that they chartered

Reward:

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

PLEASE NOTE:

You are no longer required to apply for this award, National will automatically award those who have qualified.

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 30th to the latest June 30th census
2. All senior clubs that show a net increase of a minimum of five (5) members from the previous June 30th to the latest June 30th census

Reward

- Certificate

Note:

- No action required by the clubs. National Headquarters will review the year end membership statistics 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 or Deputy Governor
3. Clubs must email or fax their affidavit for this award to National Headquarters by June 30th or postmarked no later than June 30th if being mailed

Reward:

- Each club shall receive a certificate

5.3 Outstanding Boake Efficiency Award

The club that has completed 7 out of 10 requirements and an additional three (3) district requirements (*see requirements #11, #12 & 13).

Note:

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

5.4 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 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 email or fax their affidavit for this award to National Headquarters by June 30th or postmarked no later than June 30th if mailed.
4. Completed affidavit can be submitted directly to national

Reward

- Each club shall receive a Certificate

5.5 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 must attain a minimum of 100 points
2. District Governor is required to complete Parts B, C & D, sign and submit to National Headquarters by July 15th

Judges:

- National Headquarters staff

Reward:

Every winning Deputy Governor will receive a keeper plaque

6. NATIONAL AWARDS

6.1 Kin Canada Lifetime Achievement Awards

Description:

This award, considered 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.

Mandatory Requirements: Completion of ALL mandatory requirements as listed below.

Eligibility:

- Active and active life members for a minimum of 20 years, in good standing.
- Minimum of five (5) years on Club or District Executive or any National Committee or Board
NOTE: A deceased member may be nominated until June 2020 (Centennial Year).

Deadline for Nominations:

- Received by deadline date of **June 30th** at National Headquarters.
NOTE: Submissions may be submitted anytime during the Kin year, but submissions WILL NOT be accepted AFTER **June 30th** of the current Kin year.

Nomination:

- Nominated #1: by own Club, Seconded by another Club
- Nomination #2: 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.

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 max. 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 and HQ staff.

Lifetime Achievement Award - Evaluation / Scoring Guidelines

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DATE: _____

NOMINEE'S NAME: _____ DISTRICT: _____ Zone: _____

(✓one): ___ *Kinsmen* ___ *Kinette* ___ *Kin* CLUB OF _____

MANDATORY (HQ staff liaison to verify this section)	Met
A) Minimum of 5 years on Club or District Executive or any National Committee or Board	
B) Minimum twenty (20) years as an active or active life member in good standing	
C) Received by Deadline date: June 30th to Awards at National Headquarters.	
D) Option 1: Nominated by own Club _____, Seconded by another Club _____ Signed and dated by: a) nominator _____ b) seconder _____ OR	
E) Option 2: Nominating Committee of five (5) members, each having a minimum of 10 years in Kin; three (3) members from the nominating club, one (1) member from the seconding club and a fifth (5) member can be from either club. All must be in good standing. From nominating Club: 1. minimum 10 years in Kin _____ in Good standing _____ Note: _____ 2. minimum 10 years in Kin _____ in Good standing _____ Note: _____ 3. minimum 10 years in Kin _____ in good standing _____ Note: _____ From seconding Club: 4. minimum 10 years in Kin _____ in Good standing _____ Note: _____ From either nominating or seconding club: 5. minimum 10 years in Kin _____ in Good standing _____ Note: _____	
SECTION 2 (NARC, staff liaison and Executive Director to evaluate / score)	Points
1. Positions Held: Number of positions the nominee has held in the Association for each level. a) Club _____; b) Zone _____; c) District _____; d) National _____ 1 point each (max. 20)	
2. Significant contributions: How many significant contributions, and at what levels, has the nominee made to the Association: a) club _____; b) zone _____ c) district _____ and c) national _____ 2 points each (max. 30)	
3. Upheld / furthering goals of Association: Has the nominee upheld and furthered the goals of the Association? Points awarded at the discretion of the judge. Max. 25 points	
4. Why should the nominee receive this award? Points should be based on details <u>other than</u> stated above, and at the discretion of the judge. Max. 25 points	
TOTAL POINTS AWARDED (Maximum 100)	

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6.2 Diamond Jubilee Award

Objective:

- To challenge members to locate the correct answers (fun facts), by reaching out to fellow Kin members across Canada. You will not find these answers in a book but some might be found in old Kin Magazine. This Award will only be available for the 2019/20 Kin year in celebration of Kin's 100 year anniversary.

Eligibility:

1. All active and active life members
2. The award questions will be posted on the National Website on January 2, 2020
3. All entries must be submitted to National Headquarters by e-mail, fax, or mail postmarked no later than April 10, 2020
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 and Kin Education Committee
5. Completed answers can be submitted directly to National Headquarters.
6. Must achieve a minimum score of 51% to receive a commemorative pin

Judges:

- Kin Canada Staff and National Awards and Recognition Committee.

Reward:

- Successful participants will receive a commemorative pin at their District Convention or other function
- The member attaining the highest number of points will be announced at National Convention and will receive a keeper's plaque

Notes:

- When submitting electronically please add a cover page and submit the complete application as **ONE** document.
- Submissions will not be returned.

Disclaimer:

- The Judges' decision is final.

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:

- A. 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
- B. 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.
- C. 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:
 - 5) Word Count – minimum 600, maximum 1,000
 - 6) Writing ability
 - 7) General interest to Kin
 - 8) Story written in good taste
 - 9) Originality and presentation
- D. 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.
- E. Submission of the story must be accompanied with the author's signed acknowledgement or the submission will be disqualified.
- F. The District Executive or District Awards Chair (or their designate) will choose the winning entry / entries.
- G. 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 30th 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

National Quill Award - Evaluation / Scoring Guidelines

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A. Treatment of Topic			Max.	Points
	1.	Introduction	5	
	2.	Knowledge of Subject	5	
	3.	Organization of Material	5	
	4.	Development of Material	5	
	5.	Summary and Conclusion	5	
TOTAL SECTION A.....25				
B. Language				
		# of Words in Submission (make note)		
	1.	Choice of Words	5	
	2.	Sentence Structure	5	
	3.	Grammar and Spelling	5	
TOTAL SECTION B.....15				
C. General Effectiveness				
	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	
TOTAL SECTION C.....50				
GRAND TOTAL:			90	

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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 and active life 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 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:
 - b) Coordinate the judging AND Provide the score sheets to the Public Speaking coordinator

Management:

1. Public speaker to ensure the club president, zone deputy governor and district governor have signed their verification affidavit, which the governor will submit to National after district convention.
2. The public speakers scoresheet and judging criteria shall be used as a guide for speakers and judges alike.

3. The speech shall be authored by the speaker and will be materially the same as presented at District Convention.
4. The speech will not include or use a **PowerPoint component (aka – visual aid) and/or electronic devices such as projectors, computers, laptops, tablets, cell phones, etc.** for the purposes of enhancing the presentation. Speakers are allowed to use props.
5. The District Executive shall notify National Headquarters of the winners name, phone number and e-mail address **with signed affidavit, confirming district winner was also a winner at his/her zone and club**, immediately following the close of District Convention or by June 30th. See verification form on the website under award affidavits.
6. Each finalist will be provided with a single return air fare (at lowest rate available) between the closest major airports, a single convention registration, and up to four nights of **shared** accommodation (with another public speaker, governor/vice governor or board member).
7. Speeches shorter than 5 minutes or longer than 7 minutes will be disqualified.
8. Timing 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).

*Finalists must be district winners in order to proceed to the national level.

Reward:

- All finalists [winners from District Convention] will receive a keeper's plaque
- The winner will be announced at National Convention
- The winner's name will be placed on the National Public Speaking Award plaque and will receive a keeper's plaque

Founding Members Speaking Award Verification Affidavit (2019-20)

Due: 10 days after District Convention

To Awards at National Headquarters

NAME OF APPLICANT: _____ **DISTRICT:** _____ **ZONE:** _____

(✓one): ___ *Kinsmen* ___ *Kinette* ___ *Kin* **CLUB OF:** _____

STEP 1

I certify that this member did win the club speaking competition and he or she has met all of the mandatory requirements of the Founding Members Speaking Award.

CLUB PRESIDENT (Print Name): _____

Signature: _____ DATE (dd/mm/yyyy): _____

DATE OF PRESENTATION (dd/mm/yyyy): _____

STEP 2

I certify that this member did win the **spring zone speaking competition** and he or she has met all of the mandatory requirements of the Founding Members Speaking Award.

DEPUTY GOVERNOR (Print Name): _____

Signature: _____ DATE (dd/mm/yyyy): _____

DATE OF SPRING ZONE (dd/mm/yyyy): _____

STEP 3

I certify that this member did win the district speaking competition and he or she has met all of the mandatory requirements of the Founding Members Speaking Award.

GOVERNOR (Print Name): _____

Signature: _____ DATE (dd/mm/yyyy): _____

DATE OF DISTRICT CONVENTION (dd/mm/yyyy): _____

***PLEASE SEND SIGNED AFFIDAVIT TO NATIONAL HEADQUARTERS
ATTENTION: NATIONAL AWARDS
WITHIN 10 DAYS OF DISTRICT CONVENTION.***

Founding Members Speaking Award Judging Criteria and Scoresheet

CONTENT 50%

- **Speech Development** is the way the speaker puts ideas together so the audience can understand them. The speech is structured around a purpose, and this structure must include an opening, body and conclusion. A good speech immediately engages the audience's attention and then moves forward a significant conclusion. This development of the speech structure is supported by relevant examples and illustrations, facts and figures, delivered with such smoothness that they blend into the framework of the speech to present the audience with a unified whole.
- **Effectiveness** is the measure in part by the audience's reception of the speech, but a large part is your subjective judgment of how the speech came across. You should ask yourself such questions as "was I able to determine the speaker's purpose?" "Did the speech relate directly to that purpose?" "Was the audience's interest held by the speaker?" "Was this speech subject appropriate for this particular audience?"
- **Speech Value** justifies the act of speaking. The speaker has a responsibility to say something meaningful and original to the audience. The listeners should feel the speaker has made a contribution to their thinking. The ideas should be important ones, although this does not preclude a humorous presentation on them.

DELIVERY 30%

- **Physical** presentation of a speech carries part of the responsibility for the effective communication. The speaker's appearance should reinforce the speech, whether profound, sad, humorous or instructional. Body language should support points through gestures, expressions and body positioning. The speaker makes effective use of and stays within the designated speaking area.
- **Voice** is the sound that carries the message. It should be flexible, moving from one pitch level to another for emphasis, and should have a variety of rate and volume. A good voice can be clearly heard and the words easily understood.
- **Manner** is the indirect revelation of the speaker's real self as the speech is delivered. The speaker should speak with enthusiasm and assurance, showing interest in the audience and confidence in their reactions.

LANGUAGE 20%

- **Appropriateness** of language refers to the choice of words that relate to the speech purpose and to the particular audience hearing the speech. Language should promote clear understanding of thoughts and should fit the occasion precisely.
- **Correctness** of language ensures that attention will be directed toward what the speaker says, not how it is said. Proper use of grammar and correct pronunciation will show that the speaker is the master of the words being used.

JUDGE'S CODE OF ETHICS

- Judges will consciously avoid bias of any kind in selecting placing of contestants. They will not consider any contestant's club or district affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate the utmost objectivity.
- Judges will not time the speeches and will not consider the possibility of under-time or overtime when judging a contestant's speech.
- Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.

Founding Members Speaking Award Scoresheet

Speaker #: _____ Subject/Title: _____

	Max.	Points	Comments
Part 1 – Content			
Speech Development Structure Organization, support material	20		
Effectiveness Achievement of purpose, interest, reception	15		
Speech Value Ideas, logic, original thought	15		
Part 2 – Delivery			
Physical Appearance, body Language, speaking area	10		
Voice Flexibility, volume	10		
Manner Directness, assurance, enthusiasm	10		
Part 3 – Language			
Appropriateness To speech purpose and audience	10		
Correctness Grammar, pronunciation, word selection	10		
TOTAL SCORE	100		

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 30th
- A nominator and seconder who are members in good standing of Kin Canada must sign the 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:
- **Invovement** - 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 – Evaluation / Scoring Guidelines

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NOMINEE’S NAME: _____ DISTRICT: _____ Zone: _____

(✓one): ___ *Kinsmen* ___ *Kinette* ___ *Kin* CLUB OF _____

MANDATORY (HQ staff liaison to verify this section)		Met	
A) Received by Deadline date: June 30 th to Awards at National Headquarters.			
B) Nomination: Nominated _____ Seconded _____ Signed and dated by: a) nominator _____ b) seconder _____ Contact information given: _____			
C) All activities must be in the 12 month period prior to submission			
D) Description received (between 300 and 1000 words) why the nominee is deserving of this award.			
SECTION 2 (NARC, staff liaison and Executive Director to evaluate / score)		Max.	Points
1. Involvement		20	
2. Leadership		20	
3. Service and Membership		20	
4. Innovation		20	
5. Notable Involvement (notable Achievements)		20	
6. Inspiration – Given in description of why the nominee is deserving of this award		20	
TOTAL POINTS AWARDED (Maximum 120)			

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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 30th
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, video, or other visual aid, which includes at least 10 photographs and a written narrative of up to 2000 words. This marking guideline should be used to ensure that all required elements are included in the 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 be added to the national award plaque
- The winner will receive a keeper plaque

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DATE: _____ DISTRICT: _____ ZONE: _____

(✓one): ___ *Kinsmen* ___ *Kinette* ___ *Kin* CLUB OF _____

DESCRIPTION	Max.	Points	COMMENTS
COMMUNITY BENEFITS AND IMPACT	30		
a) What was the impact of this project? (ex. number of people benefiting? What would outcome be without service/funds provided from the project? What obstacle or need were you able to help with?)	15		
b) Community’s acceptance of the project (Feedback received, number of years project has been running, turnout at event)	5		
c) Was the need met that the club set out to meet?	10		
PUBLIC RELATIONS	20		
a) Did the club gain community recognition?	5		
b) Were additional members recruited as a result of the project?	5		
c) Was the public awareness of the Association raised? (Kin shirts worn, National logo on signage/marketing, Kin Canada mentioned in media/social media, speeches)	5		
d) Were media outlets used (ex. newspaper, radio, TV)?	5		

PARTICIPATION	20		
a) How did the club support the project? What was the percentage of member participation?	5		
b) What was the duration of the project? (An ongoing program? One-day fundraising or service event?)	3		
c) How many service hours did members and non-members spend on the project from preparation to execution?	5		
d) Was there fundraising leading up to the project or as a result of the project? (provide total raised if applicable, sponsors, grants, in-kind, other sources of funding)	3		
e) Did any other clubs participate or recreate this event in their community?	2		
f) Was there any community participation? (ex. Attended an event, volunteered, shared on social media)	2		
OVERALL PROJECT DESCRIPTION	20		
a) Organization and development of the project	10		
b) Quality of submission (well thought-out, organization, detailed description, followed scoring sheet as guideline, introduction, conclusion, language, etc.)	10		
TOTAL POINTS	90		

FOR INFORMATION ONLY!

6.7 HREF Ambassadors of Learning Award (2019-20)

Objectives:

- To encourage clubs to participate in fundraising and community engagement activities in their community specifically for the HREF – Kin Canada Bursaries Program
- To recognize the club that has demonstrated commitment to HREF through creative and engaged projects, promotional opportunities, and commitment of funds.
- At the discretion of the HREF Board of Trustees, the Ambassadors of Learning Award may be presented to an individual who has exemplified outstanding merit in the promotion of the Kin Canada Bursary Program and/or the Hal Rogers Endowment Fund.

Description:

The **HREF Ambassadors of Learning Award** recognizes outstanding Kinsmen, Kinette and Kin Clubs across Canada dedicated to supporting the HREF - Kin Canada Bursaries Program. Clubs are awarded for their efforts in raising funds and public awareness for our Kin Canada Bursary program. One award is presented each year at National Convention.

The Hal Rogers Endowment Fund was established in 1994 by Kin Canada in memory of Hal Rogers who passed away that year. Throughout his life, Hal Rogers believed in the value of education. In his own words; “providing and promoting the finest and most effective education possible for our young people” was a noble endeavour.

Management:

- Any club in good standing may submit an entry for this award
The club must submit their presentation by email to the HREF committee at HREFClubAwards@gmail.com no later than June 30th, 2020
Submission may be created by Written Narrative, PowerPoint Presentation or Video
The Evaluation / Marking Scoresheet will be available as a separate document
The HREF specific project / fundraiser must have been completed within the current Kin year (July 1 – June 30) to be awarded at the upcoming National Convention 2020.
- Individuals may be nominated for the Ambassadors of Learning Award. Such nominations must be accompanied with a Written Narrative, PowerPoint Presentation or Narrative describing the efforts of the individual in the promotion of Kin Canada Bursaries/HREF. Consideration of such nominations will be reviewed using the Evaluation / Marking Scoresheet of the Ambassadors of Learning Award.

Deadline for submission: June 30, 2020

Total Awarded per Year: One award a year

Reward:

The winning club will be announced at National Convention
The winning club will receive a keeper plaque
The winning club's name and year won will be added to the National Plaque at HQ

Judges: HREF Board of Trustees

FOR INFORMATION ONLY!

DATE: _____

DISTRICT: _____ ZONE: _____

(Please ✓ one): ___ *Kinsmen* ___ *Kinette* ___ *Kin* CLUB OF _____

	MAX	PTS	COMMENTS
COMMUNITY BENEFITS AND IMPACT	30		
a. What was the impact of this project? What would have the outcome been without service / funds provided from the project? What obstacle or need were you able to help with?	15		
b. Community reach; how many bursary applications did your club receive for consideration in the 2018/19 Kin Year?	10		
c. Were the goals set by the club met?	5		
PUBLIC RELATIONS	20		
a. Did the club gain community recognition?	5		
b. Were new club members recruited as a result of the project?	5		
c. Was the public awareness of the Association / HREF raised? (Kin shirts worn, logo on signage/marketing, HREF mentioned in media/social media, speeches)	5		
d. Were media outlets used (e.g. newspaper, radio, TV)?	5		

PARTICIPATION	30		
a. How did the club support the project? What was the percentage of member participation?	5		
b. What was the duration of the project? (An ongoing project? One-day fundraising event?)	3		
c. How many service hours did members and non-members spent on the project from pre-paration to execution?	5		
d. Was there fundraising leading up to the project or as a result of the project? (provide total raised if applicable, sponsors, grants, in-kind, other sources of funding)	5		
e. Were any other clubs involved as event organizers? (interclub event / project)	3		
f. Did any other clubs attend the event / project? If so, how many different clubs?	3		
g. Was there any non-kin community participation? (ex. Attended event, volunteered, shared on social media)	3		
h. Did you involved any high school or post-secondary students in the project?	3		
OVERALL PROJECT DESCRIPTION	20		
a. Organization and development of the project	10		
b. Quality of submission (well thought-out, organization, detailed description, followed scoring sheet as guideline, introduction, conclusion, language, etc.)	10		
TOTAL POINTS	100		

7. CYSTIC FIBROSIS CANADA AWARDS

7.1 Bill Skelly Award

This award is the property of Cystic Fibrosis Canada. Clubs interested in participating should contact Cystic Fibrosis Canada. Contact information can be found at www.cysticfibrosis.ca

7.2 Ian F. McClure Award

This award is the property of Cystic Fibrosis Canada. Clubs interested in participating should contact Cystic Fibrosis Canada. Contact information can be found at www.cysticfibrosis.ca

8. RECOGNITION PROGRAM

8.1 National President's Commendation

Objective:

- Its purpose is to create a culture of appreciation and gratitude for members within the Association.

Eligibility:

- Any member can nominate someone to be thanked by the National President for something they have done, above and beyond but not part of the "routine" service or fundraising work, and not captured through the National Awards and Recognition Program.

8.2 Milestone Recognition

Objective:

- To create a culture of recognition for those active members reaching milestones at five (5) years through to and including 45 years and over

Eligibility:

- Active and active life members in good standing, on record at National Headquarters including years of service, who has reached a milestone, will be automatically acknowledged by National Headquarters.

*Thank you for participating in the
National Awards & Recognition
Program!*

Serving the Community's Greatest Need™ since 1920

National Headquarters • 1920 Rogers Drive • Box 3460 • Cambridge, ON N3H 5C6
Telephone 519.653.1920 • Toll free 1.800.742.5546 • Fax 519.650.1091 • www.ikin.ca