

## SINGLE SERVICE AWARD

The Single Service Award program recognizes individual Key Clubs for their single best service project.

### SINGLE SERVICE CONTEST OFFICIAL RULES

- A. A qualifying single service project shall be defined as a club service project planned, organized and produced by the Key Club that occurs on a single day, occurs on consecutive days or recurs on different days. Projects acceptable for this award may include both hands- on service projects and fundraising efforts. A recurring project must be one project that is repeated for the purpose of achieving the same service goal.
- B. Entrants must fill out the official Single Service Report form and submit it to the district for competition according to the district's guidelines. Clubs within a non-districted area should email their entries to Key Club International, [keyclubinfo@kiwanis.org](mailto:keyclubinfo@kiwanis.org), by the first Friday of May.
- C. Clubs will compete with other clubs of similar size within four membership categories:

Bronze	35 members or fewer
Silver	36-60 members
Gold	61-85 members
Platinum	86 members or more

- D. Entries will be judged based on an accumulated total of points in the following categories:

Need	10 points
Plan	20 points
Implementation	20 points
Final results	25 points
Public awareness	10 points
Member participation	15 points

- E. Only activities that occurred during the district administrative year may be included in the report. Clubs within a non-districted area should report activities occurring between May 1 and the following April 30.

- F. All entries within each district will be judged to determine one first-place winner, and other levels of recognition as deemed appropriate, in each membership category. Each first-place report should be forwarded to Key Club International for competition with other first-place winners. No changes may be made to the report by the club, district or judging committee. Reports must be submitted to Key Club International by the last Friday in April.
- G. All entries from non-districted clubs will also be judged to produce a first-place winner in each category. Reports must be received by the last Friday in April. An entry may be disqualified by the judges for reporting incorrect information or for not following the rules of the district's competition. Any disqualification at the district level requires the approval of the district administrator or their designee. An entry may be disqualified by the judges at the international level for the same reasons, and any disqualification requires the approval of the international director.
- H. Clubs achieving first place and other places at district and international levels of competition will be recognized accordingly. At each level of judging, the decisions of the judges are final. No changes, alterations or regrading will take place after the results have been certified by the judges.

*SINGLE SERVICE AWARD REPORT FORM COVER SHEET*

Name(s) of Key Club:
Primary Contact Email Address:
Key Club ID, found on engage.kiwanis.org:
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Address of the Key Club:
Project Name:
Total Service Hours Involved:
Brief Description of the Project:
Name of Key Club Advisor:
Email addresses for Key Club Advisor:
Shareable link of entry (required):
Signature of Faculty Advisor or Kiwanis Advisor:
<i>This certifies that this report, including the activities described in and preparations for the report, was performed by official Key Club members.</i>

**District administration team:**

Please complete the section below to certify submission.

This entry placed first at the district convention.

This entry was selected by other means and was approved for entry for international competition by the Key Club district administrator.

Signature of district official:
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