



2023-2024 Key Club Annual Achievement Report

Each Key Club is required to complete and submit this report to its district board, prior to its district convention, according to the guidelines set by its own district. Please read the rules before completing this form. If you complete this form on Adobe, totals will be automatically calculated.

Key Club International distinguished club rules

1. The filing of the report is required for every Key Club, regardless of total points, per Key Club International Board policies.
2. Both parts of the report must be printed in black or blue ink or typed using Adobe.
3. Follow the instructions as indicated on this form. Failure to comply with any rule may result in disqualification.
4. The report should contain club activities occurring between the district conventions or March to February each year.
5. Upon completion of the report, the club may score its own report according to the scoring directions shown in the right-hand column on each page; tabulate the scores from each section in Part Three.
6. This report should be submitted to the Key Club district prior to its convention, as directed by the proper Key Club district official(s).
7. The district may recognize clubs achieving predetermined scores as “distinguished club’ or “distinguished club-diamond level.”

Club contact information

Name of Key Club:			
Key Club District:	Club ID number		
Street address (for July mailing):			
City:	State/province:	Postal code:	Country:
Faculty advisor name:		Faculty advisor email:	

Club membership

1. Enter the total number of actual club members as of December 1 _____ and February 1 _____.
2. Average the numbers entered in (a) and (b) above. Round to the nearest whole number and enter the average in the box. This is the number that will be used for calculations elsewhere in this report.

Certification

These signatures certify the validity and accuracy of the information contained herein. The school and Kiwanis club signatures cannot be by the same person.

Key Club president:
Kiwanis Club president or advisor:
School principal/director or faculty advisor

PART ONE: Club information

A. Key Club administration – 22 Points possible

Club meetings

	Write answer	Scoring	Write point totals here:
1. Club meetings (online or in person):			
a. How many meetings during the Key Club year were attended by the faculty advisor?		1 point for every 5 meetings, to a maximum of 5 points.	
b. In how many meetings during the Key Club year did the lieutenant governor present or speak?		1 or more is 1 point.	
c. How many meetings occurred before the start of the school year?		1 or more is 1 point.	
d. How many meetings occurred as board meetings?		10 or more is 2 points, 5-9 is 1 point.	
e. Average club meeting (online or in person) attendance percentage: Include all regular club meetings, round to nearest whole number.		80% or more is 4 points, 60 – 79% is 3 points, 50 - 59% is 2 points, 40 – 49% is 1 point.	

Club reports

	Write answer	Scoring	Write point totals here:
2. Club election report completed and submitted on time to district:	___ Yes ___ No	If yes, 1 point.	

Dues payment

	Write answer	Scoring	Write point totals here:
3. Dues payment date:		By Nov. 1, 3 points. By Dec. 1, 1 point.	

Division involvement

	Write answer	Scoring	Write point totals here:
4. Activities in which the club participated:			
a. Division of region/zone training conference.	___ Yes ___ No	If yes, 1 point.	
b. Presidents or divisional council meeting(s).	___ Yes ___ No	If yes, 1 point.	
c. Division-wide rally or service project.	___ Yes ___ No	If yes, 1 point.	

Club communications

	Write answer	Scoring	Write point totals here:
5. Please indicate which, if any of the following forms of communication with members the club utilized.			
<input type="checkbox"/> Social media platforms <input type="checkbox"/> Club website <input type="checkbox"/> Messaging system <input type="checkbox"/> Club newsletter / other publications <input type="checkbox"/> Posters/bulletin board announcements		If 3 or more used – 2 points.	

Total for Section A			Write point totals here:

B. Club membership – 16 points possible

Education and development programs

	Write answer	Scoring	Write point totals here:
1. Did the club provide a special program for new-member induction, including a ceremony, and pin presentation?	___ Yes ___ No	If yes, 2 points.	
2. Did the club provide a formal program for member orientation and education including the new-member handbook, Key Club newsletter, videos, etc.?	___ Yes ___ No	If yes, 2 points	

Convention attendance

	Write answer	Scoring	Write point totals here:
3. How many attended a district-wide event this year (online or in person)? Members: _____ Advisors: _____		1 point per member (2 points maximum). 1 point per advisor (1 point maximum).	
4. How many attended the Key Club International Convention (online or in person) this year? Members: _____ Advisors: _____		1 point per member (2 points maximum). 1 point per advisor (1 point maximum).	

Membership activities

	Write answer	Scoring	Write point totals here:
5. How many club social activities were held for all club members?		3 or more is 2 points. 1-2 is 1 point.	
6. How many inter-clubs were held with other Key Clubs?		5 or more is 2 points. 3-4 is 1 point.	

Membership growth

	Write answer	Scoring	Write point totals here:
7. Was there an increase of dues-paid members over the previous year? If so, how many more members?		The greater of: 10 members or 10% is 2 points; 5 members or 5% is 1 point.	

Total for Section B			Write point totals here:

C. Leadership development – 10 points possible

Key Club officer training

	Write answer	Scoring	Write point totals here:
1. Did your club participate in formal officer training? (online or in-person)	___ Yes ___ No	If yes, 2 points.	
2. Did the faculty and/or Kiwanis advisor participate in any advisor training? (See keyclub.org/muc for e-training. Include all workshops & webinars.)	___ Yes ___ No	If yes, 2 points	

Key club leadership training and development

	Write answer	Scoring	Write point totals here:
3. a. Indicate the following leadership development opportunities attended by your club officers online or in person in: ___ Regional Training Conferences (RTC). ___ Divisional events. ___ District workshops. ___ Global Leadership Certificate (GLC).		If 2 or more, 2 points.	
b. Indicate the following leadership development opportunities attended by your club members online or in person. ___ Divisional events. ___ District convention workshops. ___ Key Leader event. ___ Global Leadership Certificate (GLC).		If 2 or more, 2 points.	
4. During the past year, has the club included: a. A candidate for district or international office?	___ Yes ___ No	If yes, 1 point.	
b. A district or international officer or committee member?	___ Yes ___ No	If yes, 1 point.	

Total for Section C			Write point totals here:

D. Kiwanis family involvement – 12 points possible

Sponsoring Kiwanis Club interaction (online or in-person)

(See scoring section for point totals if club has no sponsor)

	Write answer	Scoring	Write point totals here:
Has sponsoring Kiwanis club advisor attended a minimum of 50% of Key Club meetings, online or in person?	___ Yes ___ No	If yes, 2 points.	
2. Have Key Club members attended a minimum of four meetings of the sponsoring Kiwanis club, online or in person?	___ Yes ___ No	If yes, 2 points	
3. Has the Key Club participated in two or more joint service projects or inter-club with the sponsoring Kiwanis club, online or in person?	___ Yes ___ No	If yes, 2 points	
4. Has the Key Club presented two or more programs at a Builders Club or K-Kids meeting?	___ Yes ___ No	If yes, 2 points	
5. Has the Key club jointly sponsored a Builders Club or K-Kids club with its sponsoring Kiwanis club? Provide the club's name:	___ Yes ___ No	If yes, 2 points	

Kiwanis family interaction

	Write answer	Scoring	Write point totals here:
Has the Key Club participated in at least one service project or inter-club online or in-person event with a Kiwanis club (other than its sponsor), CKI, Builders Club, K-Kids or other Kiwanis family organization?	___ Yes ___ No	If yes, 2 points.	

Total for Section D			Write point totals here:

PART TWO: Club service

A. Service projects – 50 points possible

List all service projects and activities the Key Club has completed online or in person during the administrative year. The projects should be organized by month. For a recurring project (example: daily flag raising and lowering) treat the project as a single project for each month. Include the month, a brief project description, number of members participating and number of service hours produced by Key Club members during the month. Total the number of projects and enter in the scoring box.

	Project description	Month	# Members	Time spent	Service hours
Example:	Read at primary school	April	12	1 hour	12
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

A. Service projects (continued)

List all service projects and activities the Key Club has completed during the administrative year.

	Project description	Month	# Members	Time spent	Service hours
Example:	Read at primary school	April	12	1 hour	12
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					

Total for part two, section A.	Total service projects	Scoring	Write point totals here:
		Each project is 1 point, with a 50 point maximum.	

B. Service hours – 60 points possible

Calculate the total of service hours performed by members of the Key Club from the projects reported above. Divide the service hour total by the number of members (listed in the membership box on the front page of this form). This is the average for service hours. Round to the nearest whole number. Enter that number in the scoring box below.

Total for section B	Service hour total	Average number of members	Service hour total/ member total	Scoring	Write point totals here:
Average service hours				Each average service hour is 1 point, with 60 points maximum.	

C. Service fundraising – 20 points possible

Total the money raised by the Key club for nonprofit, educational and other charitable purposes. Convert the funds raised to US\$. Enter that figure on the blank to the right.

\$US: _____

Divide the US\$ figure by the number of members (listed in the membership box on the front page of this form). Enter that figure on the blank below.

Average number of members:

Round to the nearest whole number. Enter that number (maximum 20) in the scoring box.

Total for section C	\$US/member:	Scoring	Write point totals here:
Service fundraising		1 point for every \$US per member, with 20 points maximum.	

PART THREE: Scoring

Transfer the total score for each section to the proper box below. Note that there are separate point collection areas for Key Clubs with a Kiwanis sponsor and Key Clubs without a Kiwanis sponsor. Be sure to enter your club's scores in the correct location. Add the seven section totals to determine the final report score. Enter this total in the REPORT SCORE box to the right of the chart below.

PART ONE

PART TWO

Section:	A.	B.	C.	D.		A.	B.	C.	Final score
POINTS Sponsored by a Kiwanis club	22	16	10	12		50	60	20	190 possible points
POINTS No sponsoring Kiwanis club	22	16	9	4		50	60	20	182 possible points