



**Kin Canada**

Kinsmen • Kinettes • Kin

**NATIONAL  
AWARDS & RECOGNITION  
PROGRAM**



**2017 – 2018**

Revised: January 30, 2018

## **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 2017-18 MEMBERS

### Committee Structure

- Committee Chair and Members (4)
- Staff Support/Liaison #1 – Personal Awards
- Staff Support/Liaison #2 – National Awards

### 2017-18 COMMITTEE MEMBERS

- ◆ Debbie Kruger, Chair  
Email: [debbiekruger1224@gmail.com](mailto:debbiekruger1224@gmail.com)
- ◆ Hollee Babcock  
Email: [holleebabcock@gmail.com](mailto:holleebabcock@gmail.com)
- ◆ Pam Moncrieff  
Email: [pammoncrieff@xplornet.com](mailto:pammoncrieff@xplornet.com)
- ◆ Brenda Dooley  
Email: [brendadooley1962@gmail.com](mailto:brendadooley1962@gmail.com)

### Staff Support/Liaison – National Awards

- ◆ Bas Zak  
Email: [bzak@kincanada.ca](mailto:bzak@kincanada.ca)

### Staff Support/Liaison – Personal Awards

- ◆ Melanie Nieson  
Email: [mnieson@kincanada.ca](mailto:mnieson@kincanada.ca)

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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 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>**.

#### Diane Rogers Kin Pride Award

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

#### 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>**

#### Founding Members Speaking Award

- In order for all candidates to qualify, ensure that the national criteria is used throughout club, zone and district
- The winners' names must be submitted by district to Kin HQ after district convention together with the public speakers signed (club president, zone deputy governor and district governor) verification affidavit
- HQ will notify the finalists regarding their arrangements to attend National Convention
- HQ will notify the finalists about their travel details, 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 30<sup>th</sup>**

## 1.2 Club Awards

### 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

### Boake Efficiency and Outstanding Boake Efficiency Awards

- Club to submit their affidavit directly to Kin HQ by **June 30<sup>th</sup>**

### 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 30<sup>th</sup>**

### 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
- The winning club is responsible to submit their project directly to Kin HQ by **June 30<sup>th</sup>**

### HREF Ambassadors of Learning Award

- Clubs must submit their presentation by email to the HREF committee at [HREFClubAwards@gmail.com](mailto:HREFClubAwards@gmail.com) no later than **June 15<sup>th</sup>**

Note: Please contact HREF Committee directly for more info

## 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 15<sup>th</sup>**

## 1.4 Cystic Fibrosis Canada Awards

### Bill Skelly Award

- Please contact Cystic Fibrosis Canada for deadlines

### Ian F. McClure Award

- Please contact Cystic Fibrosis Canada for deadlines

## 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](mailto: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 15

- ◆ Diane Rogers Kin Pride Award (begins March 1)

### 2.3 May 1

- ◆ Lifetime Achievement Award

### 2.4 June 15

- ◆ HREF Ambassadors of Learning Award

### 2.5 June 30

- ◆ Hal & Elspeth Rogers National Service Award
- ◆ Founding Members Speaking Award (*you must win at the Club, Zone and District levels 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 submission criteria)
- ◆ Outstanding Maple Leaf Award of Distinction (will be determined automatically by National)
- ◆ Ken Pierce Membership Growth Award (Junior and Senior levels)
- ◆ Boake Efficiency Award
- ◆ Outstanding Boake Efficiency Award
- ◆ Outstanding Club Award

### 2.6 July 15

- ◆ Outstanding Zone Award

*Disclaimer: The National Awards and Recognition Committee reserves the right to make minor changes to the awards program brochure that will not alter the intent of the award.*



### 3. FOREWORD

*NOTE: Changes to the 2017-2018 National Awards and Recognition Program are highlighted in green*

#### 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 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 winners of each competition
- All winners will be recognized in a Kin Magazine **(if available)** and 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 February 28<sup>th</sup> 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 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 (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
- The portfolio 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

## Maple Leaf Award of Distinction Affidavit (2017-18)

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

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

<b>MANDATORY (Minimum of 6 mandatory requirements)</b>			<b>Date Completed dd/mm/yyyy</b>	<b>President's OR Award 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>Max.</b>	<b>Points</b>	<b>Date performed or completed dd/mm/yyyy</b>	<b>President's OR Award Chair's Signature</b>
1) Be a candidate for club executive	10			
2) Serve as a club officer	25			
3) Give a 2 minute speech at a club meeting or enter the club speaking competition	20			
4) Write an article for the club bulletin / newsletter / web site or Kin Magazine (if available)	10			
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 interclub (i.e. another club's meeting, fundraiser and/or social event)	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			
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/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

*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.

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## 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

### Founders Award for Achievement Affidavit (2017-18)

**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 OR Award 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 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>Points</b>	<b>Date performed or completed dd/mm/yyyy</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>		



OPTIONAL REQUIREMENTS	Max	Points	Date performed or completed dd/mm/yyyy
6) As the project chair, present a complete outline for a new project, including details on time, money, procedure and additional resources, which is accepted by the club	10		
7) Chair a club service project and produce a written report for the club bulletin / newsletter / website	10		
8) Obtain 100% attendance (other than mandatory)	10		
9) Participate as an instructor for a new member's seminar	5		
10) Write an article that is accepted for your club bulletin / newsletter / website <b>(max. 10 points per year)</b>	2		
11) Write an article that is accepted for zone or district publication or district website	4		
12) Write an article that is accepted for Kin Magazine <b>(if available)</b>	6		
13) Attend a general meeting of another club at a distance of less than 100 km one way	5		
14) Attend a general meeting of another club at a distance of 100 km or more one way	10		
15) Attend a club charter, Anniversary night, Founder's Night or life membership night	5		
16) Attend a zone or district interclub	5		
17) Attend a Zone Executive Seminar conducted by zone officers	5		

<b>OPTIONAL REQUIREMENTS</b>	<b>Max</b>	<b>Points</b>	<b>Date performed or completed dd/mm/yyyy</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>		
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>		

<b>OPTIONAL REQUIREMENTS</b>	<b>Max</b>	<b>Points</b>	<b>Date performed or completed dd/mm/yyyy</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>		

<b>Year #</b>	<b>Mandatory Points required</b>	<b>Points Achieved</b>	<b>President's OR Award Chair's Name (Print)</b>	<b>Signature</b>
<b>Year 1:</b>	<b>Must obtain a minimum 50 points</b>			
<b>Year 2:</b>	<b>Must obtain a minimum 80 points</b>			
<b>Year 3:</b>	<b>Must obtain a minimum 80 points</b>			

<b>OVERALL MINIMUM OF 300 POINTS REQUIRED</b>	<b>POINTS ACHIEVED:</b>
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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.

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

PRESIDENT'S OR AWARD'S CHAIR (or other Club Executive and 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.***

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

### 4.3 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, the Member's Award of Excellence lapel pin
- **Items available for purchase from Kin Sales:** Member's Award of Excellence plaque

**Member's Award of Excellence Affidavit (2017-18)**

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

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

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

<b>MANDATORY (Must achieve 5 of 7 requirements)</b>	<b>Date Completed dd/mm/yyyy</b>		<b>President's OR Award Chair's Signature</b>
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 Executive			
g. Complete one full year on a District Executive OR on a National Board or Committee			
<b>OPTIONAL REQUIREMENTS</b>	<b>Max</b>	<b>Points</b>	<b>Date Completed dd/mm/yyyy</b>
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>		
3) Present or attend 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>		

OPTIONAL REQUIREMENTS	Max	Points	Date Completed dd/mm/yyyy
6) Obtain 100% attendance (other than mandatory)	10		
7) Chair a Zone or District Event on behalf of your club (i.e. Zone Conference / Zone Interclub / FLC / Spring Convention / Council meeting)	25		
8) Publish your club newsletter / bulletin OR be webmaster for your club website	10		
9) Write an article that is accepted for your club bulletin / newsletter / website <b>(max. 10 points per year)</b>	2/ea		
10) Write an article that is accepted for zone or district publication or district website	4/ea		
11) Write an article that was accepted for Kin Magazine <b>(if available)</b>	6/ea		
12) Attend a general meeting of another club at a distance of less than 100 km one way	5		
13) Attend a general meeting of another club at a distance of 100 km or more one way	10		
14) Attend a Club Charter, Life Membership or HRF presentation night	5		
15) Attend a summer zone or district interclub (i.e. another club's fundraiser and/or social event)	5		
16) Be a presenter at a Zone Seminar	5		

<b>OPTIONAL REQUIREMENTS</b>	<b>Max</b>	<b>Points</b>	<b>Date Completed dd/mm/yyyy</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 club executive (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>		
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 of a Zone, District or National Award submission (other than Speak-Off and Quill)	<b>10</b>		



OPTIONAL REQUIREMENTS	Max	Points	Date Completed dd/mm/yyyy
29) Participate in the Diane Rogers Kin Pride Award	10		
30) Sponsor a new member (other than mandatory)	15		
31) If sponsored member wins the Maple Leaf Award of Distinction	5		
32) Win a GEM Award	10		

Year #		Points Achieved	President's OR Award Chair's Name (Print)	Signature
Year 1:	Total points			
Year 2:	Total points			
Year 3:	Total points			

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.

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

PRESIDENT'S OR AWARD'S CHAIR (or other Club Executive and 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

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.

#### Kin Excellence Program Affidavit (2017-18)

<b>APPLICANT'S NAME</b>		<b>DATE JOINED KIN :</b>	
<b>CLUB</b>		<b>DISTRICT:</b>	
• MAPLE LEAF OF DISTINCTION AWARD RECEIVED (dd/mm/yyyy):			
• DATE FOUNDERS AWARD FOR ACHIEVEMENT RECEIVED (dd/mm/yyyy):			
• DATE MEMBER AWARD OF EXCELLENCE RECEIVED (dd/mm/yyyy):			
<b>SUBMITTED BY:</b>			

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

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.***

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#### 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

**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**

<b>Member’s Name:</b>	<b>Number of GEM Awards won previously: ____</b>	
Club:	District:	Zone:
Club Address:		
<b>NEW MEMBERS RECRUITED</b>		
<b>Member’s Name:</b>	<b>Date Joined:</b>	
1.		
2.		
3.		

We certify that this member has recruited the new members named above and that they became members on the dates indicated.

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

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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 June 30<sup>th</sup> or postmarked no later than June 30<sup>th</sup> if being mailed

### Reward:

- Each club shall receive a certificate

## 5.3 Outstanding Boake Efficiency Award

The club that has completed 7 out of 8 requirements and an additional three (3) district requirements (\*see requirements #9, #10 & 11).

### Note:

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

**Boake Efficiency Award Affidavit (2017-18)**

Presented to clubs who complete 7 of the 8 requirements:

**Due date: June 30**

CLUB: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>NATIONAL REQUIREMENTS</b>		
1	National Dues paid by deadline	of Nov. 15 <sup>th</sup> of current Kin year.
2	National Insurance form filed by deadline	of Nov. 15 <sup>th</sup> of current Kin year.
3	Proof of having filed Annual Incorporation Return	by deadline of Nov. 15 <sup>th</sup> of the prior Kin year
4	Annual Club information form (previously known as annual club reporting)	filed with National Headquarters by deadline of June 15 <sup>th</sup> of current Kin year.
<b>DISTRICT REQUIREMENTS</b>		
5	District dues paid by deadline	
6	Communication letter/email	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	Communication letter/email	from Club President attesting that the Corporations T2 (income tax) form has been duly filed with CRA
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:

<b>DISTRICT REQUIREMENTS</b>		
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.

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Zone

\_\_\_\_\_  
District

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

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

### Reward

- Each club shall receive a Certificate

**Outstanding Club Award Affidavit (2017-18)**

**Due date: June 30**

<b>Club Name:</b> <i>(please ✓ one):</i> ___Kinsmen ___Kinette ___Kin ___Kinsmen and Kinette			<b>Club #:</b>
<b>District:</b>	<b>Zone</b>	<b>President</b> <i>(please print)</i>	
<b>Club Address</b>			

**MANDATORY**

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

**POINTS**

A club must achieve the minimum points for each section as well as a minimum total of **200** points to be eligible for this award.

Category	Min / Max	Actual
1 – Club Operations	25 / <b>55</b>	
2 – Membership Growth	25 / ***	
3 – Service	35 / 75	
4 – Membership Development & Education	25 / ***	
5 – General Participation	45 / <b>90</b>	
6 -- Public Relations	20 / 60	
<b>TOTAL POINTS</b>		

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

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

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

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

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

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 points)

Date	Description	Points

*If you need more space – please attach a list.*

B Your club held organized fellowship or social functions (2 points each to a max. of 10 points)

Date	Description	Points

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

Date	Description	Points

D Your club held organized **family** social events **other than** those noted in section B above (2 points each to a max. of 10 points)

Date	Description	Points

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	
Communication's editor		3	
Other executive not listed above		2	

<b>CATEGORY ONE: TOTAL POINTS - MIN. 25</b>	
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**CATEGORY TWO - MEMBERSHIP GROWTH**

A Your club investigated a community for a new charter - attach copy of written submission (5 points each - no max.)

Date	Location	No max. (5 points each)	Points

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	
		5	

C Your club held a membership promotion event (1 point per prospective member to a max. of 10 points)

Date	Prospective member	Points

*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 max.)

Date	Description	Points

- E Your club advertised the date, time, & location of your next meeting and/or contact name and phone number in any form of **social** media including newspaper, radio **or** TV. etc. (1 point each to a max. of 5 points)

Date	Media	Points

- 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	Points

- 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 max.)

Date	New Member – Print First and Last Name	Points

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

- H Your club recruited new member(s) (5 points each - no max.)

Date	New Member – Print First and Last Name	Points

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

- I Your club has a GEM Winner (5 points each - no max.)

Date	GEM Winner - Print First and Last Name	Points

*If additional GEM winners – please attach a list*

<b>CATEGORY TWO: TOTAL POINTS - MIN. 25</b>	
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**CATEGORY THREE - SERVICE**

A Your club conducted service projects (5 points each to a max. of 15 points)

Date	Project	Points

B Your club entered a zone or district service competition (5 points each to a max. of 10 points)

Date	Competition	Points

C Your club participated in a district and/or national service project (5 points each to a max. of 10)

Project	Date	Description	Points

D Your club promoted in local school(s) and/or submitted a Hal Rogers Bursary Application (5 points each to a max. of 10 points)

Date	Description	Points

E Donations: Divide your service donations by your official national September 30<sup>th</sup> membership to calculate your dollar donation per member

Service	\$	Member-ship	\$ per member	Divide by	Max. Points	Points
Total dollars donated to CF				50	10	
Total dollars donated to HREF				50	10	
Other total service dollars donated				50	10	
<i>Example: ABC Charity</i>	\$1455	11	\$132.27	50	10	3 (2.6 round up)

<b>CATEGORY THREE: TOTAL POINTS - MIN. 35</b>	
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**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 points)

Date of Seminar	# of attendees	Points

B Club conducted regular Kin education programs (5 points each to a max. of 20 points)

Date	Topic	Date	Topic	Points

C Club held a club speak-off competition (5 points to a max. of 5)

Date	Speakers	Points

D Club had members achieve their Maple Leaf Award of Distinction (2 point each - no max.)

Date	Member	Date	Member	Points

*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 max.)

Date	Member	Date	Member	Points

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

F Club had members achieve their Member Award of Excellence (8 points each – no max.)

Date	Member	Date	Member	Points

*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 points)

Date	Percentage	Date	Percentage	Points

H Submission for **other** zone and district awards (2 points each to max. of 10 points)

Date	Award	Date	Award	Points

*Points cannot have been earned in any other category / section*

<b>CATEGORY FOUR: TOTAL POINTS - MIN. 25</b>	
--	--

**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 points)

Date	Submitted by	Publication Name	Points

B If your club sent a submission to KIN Magazine (if available) or other outside of Kin publications (5 points to a max. of 5 points)

Date	Topic	Points

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 points)

Date	Event	Date	Event	Points

D At least one member of your club **other than club president** visited the general meeting of another club (5 points for each different club to a max. of 10 points)

Date	Club Visited	Date	Club Visited	Points

- 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 points)

Member	Position / committee	Points

- F For each \$100 spent at Kin sales (1 point for each \$100. Round off to nearest \$100 to a max of 10 points)

Date	\$ Amount	Date	\$ Amount	Points

- G The President attended a spring zone meeting (10 points)

Date	Location	Max. point	Points
		10	

- H If your club attended FLC and / or District Convention (10 points each to a max. of 20)

Attended	Convention	Points
	Fall Leadership Conference	
	District Convention	

- I Your club directed members to contact Kin Sales in your bulletin or on your social media page (5 points to a max. of 10 points)

Date	Publication	Date	Publication	Points

<b>CATEGORY FIVE: TOTAL POINTS - MIN. 45</b>	
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**CATEGORY SIX - PUBLIC RELATIONS**

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

Date	Article	Date	Article	Points

- 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 points)

Date	Name of Station & type of promotion	Points

- 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 points)

Date	Event Name	Organization Name	Points

- 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 points)

Date	Event	Points

- 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 points)

Date	Event	Points

- F Your club had the Founders Day proclamation signed by the local authorities (10 points each to a max. of 10 points)

Date	Description	Points

<b>CATEGORY SIX: TOTAL POINTS - MIN. 20</b>	
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**Congratulations! You've completed the Outstanding Club Award Affidavit!  
Now, please transfer the points from all SIX (6) categories to the first page.**



## 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.
3. 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 Deputy Governor will receive a keeper plaque

### Outstanding Zone Award Affidavit (2017-18)

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

**Deputy Governor of Clubs** (please ✓): \_\_\_\_ **Kinsmen** \_\_\_\_ **Kinette**

<b>MANDATORY REQUIREMENTS</b>		<b>Met</b>
<p>Items #1 through #4 may include responsibilities assigned by District executive.                      Item #5 where work or other pre-arranged conflicts occur, the Governor(s) may use their discretion in granting this mandatory item.</p>		Met
1. Arrange a club leadership 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>ADDITIONAL POINTS</b> (Must attain a minimum of 100 points)		
<b>PART (A) – SELF ASSESSMENT</b>	<b>Max</b>	<b>Points</b>
1. 5 points for each 1% growth in zone membership (excluding charters and statistics from Kin Club members resulting from mergers of existing Kinsmen and Kinette Clubs) (i.e. Growth rate: June 30, 2017–June 30, 2016) / June 2016 ) x 100 = %age)		
2. Be involved in the process of chartering a Kinsmen, Kinette or Kin Club (5 pts each – no max.)		
3. Arrange for a Zone President’s pre-term conference call by Oct. 5 <sup>th</sup>	5	
4. Arrange for a Zone President’s mid-term meeting by Feb. 15 <sup>th</sup>	5	
5. Arrange a new members seminar	5	
6. Attend National Convention	5	
7. Visit club meetings in your zone (other than home club) other than the mandatory visits (5 points per visit – no max.)		
8. Promote Kin Sales within your zone (5 points each)	20	
<b>Sub-Total</b>		
<b>PART (B) – DISTRICT EXECUTIVE ASSESSMENT</b>		
1. Submit FLC Reports on time	5	
2. Submit District Convention Report on time	5	

<b>PART (B) – DISTRICT EXECUTIVE ASSESSMENT cont’d.....</b>	<b>Max</b>	<b>Points</b>
3. Prompt circulation of Zone Minutes (15 days after Zone was held)	5	
4. Submit Zone Award winners on time	5	
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)	10	
6. Proof of having filed club annual incorporation (1 point [rounded up] for each 10% of total clubs in zone that completed by required deadline)	10	
7. Receipt of district and National dues paid by deadline (1 point [rounded up] for each 10% of total clubs in zone that completed by required deadline) (1 point for each 10% - no max.)		
8. Met the requests from the District Executive on time (2 points each)	8	
<b>Sub-Total</b>		
<b>PART C – SCORED BY DISTRICT REP AT SPRING ZONE</b>	<b>Max</b>	<b>Points</b>
1. Prepared and circulated Conference brochure	5	
2. Prepared and circulated agenda	5	
3. Kin Rules of Order followed	5	
4. Promotion of District Service projects	2	
5. Deputy Governor and executive were well organized	2	
6. Promotion of Kin Sales	2	
7. Promotion of: (2 points each – max. 10) a) Hal Rogers Endowment Fund      b) National Awards c) Speechcraft                              d) National Service e) National Disaster                        f) Kin Canada Foundation	10	
<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	15	
<b>Sub-Total</b>		

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

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

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

\_\_\_\_\_    Deputy Governor    \_\_\_\_\_    Date

\_\_\_\_\_    District Governor    \_\_\_\_\_    Date

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

## 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 **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.

#### 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 / Scoresheet

FOR INFORMATION ONLY!

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

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

FOR INFORMATION ONLY!

**Lifetime Achievement Award Affidavit (2017-18)**

**DUE DATE: MAY 1<sup>ST</sup>**

**NOMINEE'S NAME:** \_\_\_\_\_

\_\_\_ Kinsmen \_\_\_ Kinette \_\_\_ Kin Club of \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_

**MANDATORY: All mandatory items MUST be met. Please check.**

- 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: May 1<sup>st</sup> to Awards at National Headquarters.
- d) \_\_\_ **Nomination 1:** Nominated by own Club and Seconded by another Club.
- e) \_\_\_ **Nomination 2:** Nominating Committee of 5 members, each having a minimum of 10 years In Kin; 3 members from the nominating club, 1 member from the seconding club and a 5<sup>th</sup> member can be from either club. All must be in good standing.

**NOMINATED BY**

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

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

Contact Info.: Email: \_\_\_\_\_ Phone: #'s \_\_\_\_\_

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

Contact Info.: E: \_\_\_\_\_ Phone: #'s \_\_\_\_\_

Nominating Committee Members (min. 10 years each)	Club:	# of Years
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

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

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

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

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

**For more information, questions or concerns, please contact any member of the National Awards and Recognition Committee.**

**QUALIFICATIONS**

List **all** positions & dates the nominee has held and at what level in the Association. (Please use additional page if necessary) **1 point each (max. 20 points)**

Date	Position	Date	Position	Date	Position

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) **2 points each (max. 30 points)**

Level ( <i>club, Zone, District, National</i> )	Contribution





## 6.2 Diane Rogers Kin Pride Award (2017-18)

### 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 and active life members
2. The award questions will be posted on the National Website on March 1<sup>st</sup> of each year
3. All entries, of the same Kin year, must be submitted to National Headquarters by e-mail, fax, or mail postmarked no later than April 15<sup>th</sup>
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.
6. Must achieve a minimum score of 51% to receive a commemorative badge add-on
7. Previous national winners are ineligible to participate.

### Judges:

- Kin Canada Staff and National Awards and Recognition Committee.

### Reward:

- Successful 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 and will receive a keeper's plaque
- The member attaining the highest number of points will have his/her name placed on the national 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 and answer, please contact National Headquarters or a member of the National Awards and Recognition Committee.
- 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:
  - 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
- 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 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 (2017-18)**

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

<b>A. Treatment of Topic</b>			<b>Max.</b>	<b>Points</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.....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.....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.....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 (if available) 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 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.
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 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 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 will have his/her name placed on the National Public Speaking Award plaque and will receive a keeper's plaque

**Founding Members Speaking Award Verification Affidavit (2017-18)**

**NAME OF APPLICANT:** \_\_\_\_\_

**CLUB NAME:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_ **ZONE:** \_\_\_\_\_

**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 WITHIN 10 DAYS OF DISTRICT CONVENTION.***

## Founding Members Speaking Award Judging Criteria

### 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
<b>Part 1 – Content</b>			
<b>Speech Development Structure</b> Organization, Support Material	20		
<b>Effectiveness</b> Achievement of Purpose, Interest, Reception	15		
<b>Speech Value</b> Ideas, Logic, Original Thought	15		
<b>Part 2 – Delivery</b>			
<b>Physical</b> Appearance, Body Language, Speaking Area	10		
<b>Voice</b> Flexibility, Volume	10		
<b>Manner</b> Directness, Assurance, Enthusiasm	10		
<b>Part 3 – Language</b>			
<b>Appropriateness</b> To Speech Purpose and Audience	10		
<b>Correctness</b> Grammar, Pronunciation, Word Selection	10		
<b>TOTAL SCORE</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 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:
- **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 – Evaluation / Scoresheet**

*FOR INFORMATION ONLY!*

NOMINEE'S NAME: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

\_\_\_ Kinsmen \_\_\_ Kinette \_\_\_ Kin CLUB OF \_\_\_\_\_

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

*FOR INFORMATION ONLY!*

**Outstanding Kin Award Affidavit (2017-18)**

**DUE DATE: JUNE 30<sup>TH</sup>**

**NOMINEE'S NAME:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_

Kinsmen     Kinette     Kin     Kinsmen and Kinette

**Club of:** \_\_\_\_\_

**NOMINATED BY**

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

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

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

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

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

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

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

**All activities must be done in 12 months prior to submission**

**INVOLVEMENT**

Date dd/mm/yyyy	List examples of the Nominee's involvement in Kin Canada (use additional page if necessary) <b>Max. 20 points</b>

**LEADERSHIP**

Date dd/mm/yyyy	Describe the Nominee's qualities that exemplify leadership and motivation in Kin Canada (please use additional page if necessary) <span style="float: right;">Max. 20 points</span>

**SERVICE AND MEMBERSHIP**

Date dd/mm/yyyy	Describe the Nominee's involvement in service and in promoting / retaining membership of the Association (please use additional page if necessary) <span style="float: right;">Max. 20 points</span>

**INNOVATION**

Date dd/mm/yyyy	Describe how the Nominee exemplified innovation in promoting Kin Canada (please use additional page if necessary) <span style="float: right;">Max. 20 points</span>

**NOTABLE INVOLVEMENT**

Date dd/mm/yyyy	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) <b>Max. 20 points</b>

**INSPIRATION**

Date dd/mm/yyyy	Describe in no less than 300 words and no more than 1000 why the Nominee is deserving of the Outstanding Kin Award <b>Max. 20 points</b>

## 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, 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 also be added to the national plaque
- The winner will receive a keeper plaque



*FOR INFORMATION ONLY!*

DATE: \_\_\_\_\_

(Please ✓one): \_\_\_ *Kinsmen* \_\_\_ *Kinette* \_\_\_ *Kin*

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

DESCRIPTION	Max.	PTS	COMMENTS
<b>COMMUNITY BENEFITS AND IMPACT</b>	<b>30</b>		
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?)	<b>15</b>		
b) Community's acceptance of the project (Feedback received, number of years project has been running, turnout at event)	<b>5</b>		
c) Was the need met that the club set out to meet?	<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? (Kin shirts worn, National logo on signage/marketing, Kin Canada mentioned in media/social media, speeches)	<b>5</b>		
d) Were media outlets used (ex. newspaper, radio, TV)?	<b>5</b>		

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

*FOR INFORMATION ONLY!*

## **Hal Rogers Endowment Fund Award**

### **6.7 HREF Ambassadors of Learning Award**

#### **Objective:**

- 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.

#### **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](mailto:HREFClubAwards@gmail.com) no later than June 15<sup>th</sup>, 2018

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 2018.

#### **Deadline:**

**Deadline for submission:** June 15<sup>th</sup> 2018

**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 KIN Headquarters

#### **Judges:**

HREF Board of Trustees

**2017-18 HREF Ambassadors of Learning Award Evaluation/Scoring Guidelines**

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

**DATE:** \_\_\_\_\_

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

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

	MAX	PTS	COMMENTS
<b>COMMUNITY BENEFITS AND IMPACT</b>	<b>30</b>		
<b>a)</b> 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?	<b>15</b>		
<b>b)</b> Community reach; How many bursary applications did your club receive for consideration in the 2017/18 Kin Year?	<b>10</b>		
<b>c)</b> Were the goals set by the club met?	<b>5</b>		
<b>PUBLIC RELATIONS</b>	<b>20</b>		
<b>a)</b> Did the club gain community recognition?	<b>5</b>		
<b>b)</b> Were new club members recruited as a result of the project?	<b>5</b>		
<b>c)</b> Was the public awareness of the Association / HREF raised? (Kin shirts worn, logo on signage/marketing, HREF mentioned in media/social media, speeches)	<b>5</b>		
<b>d)</b> Were media outlets used (e.g. newspaper, radio, TV)?	<b>5</b>		
<b>PARTICIPATION</b>	<b>30</b>		
<b>a)</b> How did the club support the project? What was the percentage of member participation?	<b>5</b>		

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

## **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](http://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](http://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 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<sup>™</sup> since 1920*

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