



CNH | KEY CLUB

THE ANNUAL ACHIEVEMENT REPORT

By District Secretary Lawrence Gerald Guittap

2019-2020

INTRODUCTION



Welcome to the first-ever Annual Achievement Report Guide for the CNH District! In this guide, you will learn about the breakdown of the Annual Achievement Report, also referred to as the AAR.

The AAR is an international recognition platform used for all Key Clubs, which recognizes clubs who go above and beyond the call of duty in service. There are two types of recognition that clubs can earn: **Distinguished** and **Diamond Distinguished**.

Distinguished Key Clubs accumulate AAR scores of at least 148 but no more than 177, and **Diamond Distinguished Clubs** earn scores of at least **178 and above**. Utilizing this guide will help you to analyze your club's health and encourage you to work towards excellence in service. This term, our goal is to ensure that clubs have an increase in AAR scores from the previous term. Note that each section is color-coded to highlighted areas on the MRF. Should you have any questions, comments, or concerns, please feel free to email me at cnhkc.sec@gmail.com. I wish you the best success for the remainder of the term and would like to thank you for your service and dedication in serving with care! Mahalo nui loa.

Lawrence Gerald Guittap
District Secretary
Cali-Nev-Ha Key Club

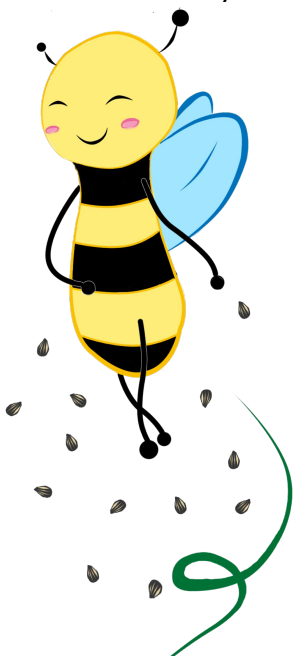


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Section 1

THREE MAIN SECTIONS

Three main sections of the AAR include: Service Projects, Service Projects, and service fundraising. By maximizing points for all three sections, clubs can earn 130 points alone! This means that clubs would only need 18 points more to earn Distinguished, & 48 more points to earn Diamond Distinguished.

service hours 60 pts

- **[total service hours] divided by [total dues-paid members]**
 - Clubs should strive for **60 hours per member** to maximize this section
 - Example: a club with 100 members will earn 60 points if they serve 6000 service hours by February 2020.

service projects 50 pts

- **1 service project counts for 1 point each.**
 - Clubs should host or participate in a minimum of 50 service projects to maximize this section
 - If you have an on-going project that occurs multiple times in one month, **cluster** the project into one slot on the MRF—do not treat each day as one project!

service fundraising 20 pts

- **[total funds raised] divided by [total dues-paid members]**
 - Funds must be raised for service; any funds that financially benefits the Key Club do not count.
 - Example: funds raised towards the Pediatric Trauma Program or any other organization will count.

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Section 2

key club administration

● MEETINGS (9 Points Maximum)

- 1 point is earned for five every club meetings with faculty advisor attendance (5 Points Maximum).
- *Strive for a minimum of 25 club meetings!*
- 1 or more meetings with Lt. Governor's attendance is 1 point.
- 1 or more meetings held during the summer or other break is 1 point.
» 10 or more board meetings are 2 points, whereas 5-9 meetings are only 1 point.

● MEETING ATTENDANCE (4 Points Maximum)

- Average meeting attendance % (DUES PAID members)
- 80% or more is 4 points, 60-79% is 3 points, 50-59% is 2 points, 40 – 49% is 1.

Attendance: Club	Week 1
General Meeting (Date)	9th
Members Present #	178
Faculty Present (Y/N)	Yes
Kiwanis Present (Y/N)	Yes
Guests Present (Y/N)	Yes
Presentation by Club LTG (Y/N)	Yes
Interclub (N/S/KF/KC)*	S, KF
Board Meeting (Date)	6th

- Only meetings with faculty advisor attendance will count towards the AAR
- Meeting attendance is automatically calculated into the AAR.

Member Relations	
Newsletter issues this month?	0
Member inductions?	No
New Member training?	No
Meeting held during school break?	Yes

- **DUES PAYMENT (3 Points Maximum)**

- **3 points if dues received by Nov 1 (Early Bird)**
- **This is an all-or-nothing section; any dues payments received AFTER Nov 1 will earn clubs 0 points.**
- **Fill out in November monthly tab**

- **DIVISION INVOLVEMENT (4 Points Maximum)**

- **Attendance: RTC, DCMs, division service projects (1 point each)**

- CLUB COMMUNICATION (3 Points Maximum)

- **Used 3 or more of:**
- **Facebook, Twitter/IG, club website, messaging system, newsletter, other social media (1 point each, 3 point max)**
- **Aim for using at least 3 social media platforms!**

Membership Status

Previous Year ¹	23	Current ²	43	New Members Paid <u>this month</u> ³	43
Leadership Training/Development		Officer	Member		
DCON Workshops		No	No		
Division Training Events		No	No		
Region Training Conference		No	No		
KeyLeader		No	No		
Fall Rally		No	No		
Division/Region/District		(Y/N)	# Present		
LTG communication this month		None			
Division Council Meeting		No	0		
Kiwanis Division Meeting		No	0		
Officers Training Conference		No	0		
Advisor @ Training or E-Learning		No	0		

Service Project	Project benefits	CLUB	Ongoing Project	Division Project	District Project
Mark "X" for					
X				X	

from the task 1 tab

- Facebook
- Twitter
- Other Social media Platform
- Club Website
- Messaging System

Club Communications (Yes or No)	
	No
	No
	No
	No
	No

Club Newsletter/other publication	No
Instagram	No

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Section 3

club membership

- **EDUCATION & DEVELOPMENT (4 Points Maximum)**

- Induction ceremony (2 points)
- Formal program (new member training) (2 points)

- **CONVENTION (6 Points Maximum)**

- DCON - 1 point per delegate (max 2), 1 point for advisor
- ICON - 1 point per delegate (max 2), 1 point for advisor

- **MEMBER ACTIVITIES (4 Points Maximum)**

- Club socials: ≥ 3 is 2 points. 1-2 is 1 point.
- Interclub (4 people from one club + another): ≥ 5 is 2 points. 3-4 is 1 point.

- **GROWTH (2 Points Maximum)**

- % membership increase - 10 members or 10% is 2 pts; 5 members or 5% is 1 pt.

Membership Status			
Previous Year ¹	23	Current ²	43

Member Relations			
Newsletter issues this month?		2	
Member inductions?		Yes	
New Member training?		Yes	
Meeting held during school break?		Yes	
Special Events	Candidate	# Present	Advisors
Kiwanis Special Function		0	No
Banquet: Club or Division		0	No
Division Conclave	Yes	2	Yes
CNH Convention	Yes	2	Yes
KCI Convention	Yes	2	Yes

Attendance: Club		Week 1
General Meeting (Date)		9th
Members Present #		178
Faculty Present (Y/N)		Yes
Kiwanis Present (Y/N)		Yes
Guests Present (Y/N)		Yes
Presentation by Club LTG (Y/N)		Yes
Interclub (N/S/KF/KC)*		S, KF
Board Meeting (Date)		6th
Social/Special Mtg (Date)		4th

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Section 4

leadership development

● **KEY CLUB OFFICER TRAINING (3 Points Maximum)**

- General Member and Advisor participation at training events (OTC, RTC, KCTC, LTC, DOCTC, CTC, etc)

● **KEY CLUB LEADERSHIP TRAINING AND DEVELOPMENT (6 Points Maximum)**

- Officer Board and General Member Participation (DCON, Fall Rally, Division Events, and Key Leader)
- Candidates for District/International positions
- Candidates do not have to win election to earn points for the AAR
- District or International committee members (Lt. Governors, CNH Committee Chairs, Executives, International Trustees)

Leadership Training/Development	Officer	Member	Special Events	Candidate	# Present	Advisors
DCON Workshops	No	No	Kiwanis Special Function		0	No
Division Training Events	No	No	Banquet: Club or Division		0	No
Region Training Conference	No	No	Division Conclave	Yes	2	Yes
KeyLeader	No	No	CNH Convention	Yes	2	Yes
Fall Rally	No	No	KCI Convention	Yes	2	Yes

Division/Region/District	(Y/N)	# Present
LTG communication this month	None	
Division Council Meeting	No	0
Kiwanis Division Meeting	No	0
Officers Training Conference	No	0
Advisor @ Training or E-Learning	No	0

General Questions

The answers to the following questions will automatically transfer to the reports and will be calculated in the achievement report.

Do you currently have a member serving as a district officer or committee member? This includes division Lt. Governors.

Do you currently have a member serving as an International officer or committee member?

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Section 5

kiwanis family involvement

- **SPONSORING KIWANIS INTERACTION (2 Points Each, 10 Points Maximum)**
 - Sponsoring Kiwanis club attendance at 75% of Key Club meetings
 - Key Club attendance at 7+ sponsoring Kiwanis club or board meetings.
 - 2+ joint service/interclub projects with sponsoring Kiwanis club
 - Jointly sponsor Builders Club or K-Kids with sponsoring Kiwanis club
 - 1+ service/interclub project with non-sponsoring Kiwanis, CKI, Builders club, K-Kids, or other KFAM organization
- **KIWANIS FAMILY INTERACTION (2 Points Maximum)**
 - Key Club has presented 2 or more programs at a Builders Club or K-Kids meeting

Attendance: Club

General Meeting (Date)

Members Present #

Faculty Present (Y/N)

Kiwanis Present (Y/N)

Guests Present (Y/N)

Presentation by Club LTG (Y/N)

Interclub (N/S/KF/KC)*

Board Meeting (Date)

Social/Special Mtg (Date)

Kiwanis: Mtg/DCM (Date)

Project w/ Kiwanis	Sponsor	Joint: Project hosted w/ Kiwanis	Project w/ Kiwanis	Family member
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Co-Sponsor: Builder's Club/K-Kids? Yes

Provided a program for Builder's Club/K-Kids? Yes

RESOURCES

EXECUTIVES

GOVERNOR CHUOFAN YU | cnhkc.gov@gmail.com

SECRETARY LAWRENCE GUITTAP | cnhkc.gov@gmail.com

TREASURER KRISTIE POON | cnhkc.sec@gmail.com

ADMINISTRATORS

District Administrator Doug Gin | dgin.kiwanis@gmail.com

Assistant Administrator Marshall Roberson | cnhadan@gmail.com

Assistant Administrator Alan Quon | alan@alanquon.com

SLP Director Bruce Hennings | bruce@cnhkiwanis.org

WEBSITES

Cyberkey | www.cnhkeyclub.org

Key Club International | www.keyclub.org

GOOGLE REFLECTOR

Club Secretary Google Reflector

www.groups.google.com/group/cnh-kc-secretaries

REMIND 101

Send to the Number 81010

Text the Message @cnhsec1920