

8360 Red Oak Street, Suite 201 • Rancho Cucamonga, CA 91730-0608

Office: 909-989-1500 Toll-Free: 877-597-1770 Fax: 909-989-7779 Email: office@cnhkiwanis.org

**To:** 2011-2012 Club Secretaries  
**From:** Cathy Kerley, 2011-2012 Achievement Chairman  
**Re:** Filing of 2011-2012 Cal-Nev-Ha Club Service Achievement Report

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After the close of the administrative year, each Kiwanis club may submit the *Cal-Nev-Ha Club Service Achievement Report* summarizing their most outstanding service project(s) completed during that administrative year. This report offers your club both the opportunity to highlight the exceptional service your club provides to your community, and the possibility of receiving a \$1,500 grant.

The Cal-Nev-Ha Club Service Achievement Report is optional; however, completion of this report is required to be eligible for competition in the Kiwanis Cal-Nev-Ha Foundation District Achievement Awards, which offers a monetary award of \$1,500 to the top club in three (3) categories, and the Irvin C. Chapman Club Service Project Achievement Hall of Fame Award (see below for award descriptions).

The following will assist you in the preparation of your Cal-Nev-Ha Club Service Achievement Report:

1. In order to avoid unnecessary disqualification, please carefully read and follow all instructions on the report form, paying particular attention to the following:
  - a. **Narratives must be typewritten (no less than 9 point font), double-spaced and one-sided;**
  - b. **For uniformity, please use 8 1/2" x 11" paper;**
  - c. **Pictures displaying the club members at work on the project are encouraged (but not an album);**
  - d. **When reporting on a continuing project, it must be specifically stated in the narrative what is new and different in the project for this year.**
2. Your completed report form and narrative(s) should be sent to the Achievement Chairman:  
**Cathy Kerley, 1074 Inverlochy Drive, Fallbrook, CA 92028; ckerley@roadrunner.com**  
Questions concerning the Cal-Nev-Ha Club Service Achievement Report may be directed to the Achievement Chairman, Cathy Kerley, at (760) 451-9340 or by email at ckerley@roadrunner.com.
3. **To be eligible for grading in competition, the completed report form and narrative must be postmarked no later than November 15<sup>th</sup>.**

#### **AWARD DESCRIPTIONS -**

***Kiwanis Cal-Nev-Ha Foundation District Achievement Awards:*** The Kiwanis Cal-Nev-Ha Foundation will award a grant in recognition of the accomplishments of the winning clubs in carrying out the objects of Kiwanis and for "Serving the Children of the World." The Foundation awards winning clubs in three (3) categories grants of **\$1,500.00 each**.

***Irvin C. Chapman Club Service Project Achievement Hall of Fame Award:*** This award is presented annually to the club that had the most outstanding service project during the previous administrative year. The nominees consist of the three clubs selected by the District Achievement Committee. The Past Governors Committee then selects the club with the most outstanding service project.

## CAL-NEV-HA CLUB SERVICE ACHIEVEMENT REPORT FORM For the 2011-2012 administrative year

Kiwanis Club of: \_\_\_\_\_ Division: \_\_\_\_\_

Indicate the total number of Active and Senior Members (not Honorary) on October 1, 2011 and check the corresponding box below:

Diamond Section (76 members or more)     
  Ruby Section (30 to 75 members)     
  Emerald Section (less than 30 members)

		<small>Check (N) for new project; (C) for continuing project</small>				
	<small>Number of members</small>	<small>N</small>	<small>C</small>	<small># of service hours</small>	<small>Kiwanis funds expended</small>	<small>% of club members involved</small>
	<b>Title of Club's Project -</b>					
1.						
2.						
3.						

\_\_\_\_\_  
2011-2012 Club Secretary Signature

**Complete the above information and submit with your narrative report(s) no later than November 15, 2012 to:**

**Cathy Kerley, 1074 Inverlochy Drive, Fallbrook, CA 92028**  
**R & F) 760-451-9340 • Email: ckerley@roadrunner.com**

### GUIDELINES FOR PREPARING THE NARRATIVE REPORT -

The club has the option of reporting one (1) to three (3) of its best individual service projects performed during the administrative year.

A club should report on projects performed under the **Pediatric Trauma Program** (i.e., bike rodeos, child safety fairs, helmet distribution, injury prevention education initiatives), **Young Children: Priority One** (projects addressing the needs of children prenatal through age five), **Service Leadership Programs** (Key Club, KIWIN'S, Circle K, Builders Club, K-Kids, and Aktion Clubs) and/or **Community Services** (i.e., agriculture and conservation, international relations, youth, vocational guidance, public and business affairs, and related projects).

Describe only definitive service projects. A service project is an activity consistent with the Objects, objectives, and policies of Kiwanis International, devised or planned by a Kiwanis club or club committee, and performed by members of the club for the benefit of others. Individual contributions or services are not reportable unless they are the result of committee planning and arrangement.

A club should not report on activities performed under Administration committee functions, such as Club Meeting (programs, music, etc.); Inter-club Relations; Membership Development; Public Relations; Fund Raising (an activity organized to raise funds as its sole purpose is not primarily a service project; what is done with the funds constitutes the primary service).

**The narrative report should include a one-page (or less) description of each project (what, why, where and who) and include –**

1. **Project Title**
2. **Project Summary:** Single sentence summarizing the club's project.
3. **Full Summary:** Describe the conditions that motivated your club to undertake this project. Include the committee organization of human resources, the method of financing and promotion of the project and the extent of cooperation with SLP groups and/or other community organizations. Indicate the scope and significance of this project, citing the major features and evidence of immediate and long-range effect upon community involvement. Be sure to also include: the funds expended on the project and how much was contributed by the club; the number of service hours devoted to the project; the percentage of the club's membership involved; and the number of persons benefited.

**Narratives must be typewritten (no less than 9 point font), double-spaced and one-sided. For uniformity, please use 8 1/2" x 11" paper. Pictures displaying the club members at work on the project are encouraged (but not an album). When reporting on a continuing project, it must be specifically stated in the narrative what is new and different in the project for this year.**

The report will be judged on quality rather than quantity. Grading is primarily subjective in nature.