



Builders Club Annual Achievement Report

The Annual Achievement Report summarizes your club's major activities and accomplishments. Clubs completing the report are considered for Kiwanis International's annual Distinguished Club or Honor Club awards. Your answers to questions and the attachments you provide will determine the number of points your club earns.

A maximum of 31 points can be earned on the report. A club earning 26 to 31 points will receive a Distinguished Club award. A club earning 20 to 25 points will receive an Honor Club award.

The report DEADLINE IS APRIL 1, 11:59 P.M. EASTERN TIME and must be submitted through this online form.

Before completing this report form:

1. Review the rules (below) and the Annual Achievement Report Scoring Form (found in the Builders Club Award and Contest Guide).
2. **DOWNLOAD THIS PDF OF THE ANNUAL ACHIEVEMENT REPORT to review the questions ahead of time.**
3. Then, gather evidence of your club's great work this year. Evidence will be documents, PDFs and images. *The file types that can be uploaded are: jpg, jpeg, png, pdf, doc, docx, csv, xls, xlsx.* To earn points for images you submit, the image should be accompanied by an explanation or caption unless it is easy to understand the context of the picture (like a book donation collection box or students at a table that has signs with the event name). The Builders Club Award and Contest Guide explains the evidence to gather for this report. **Each piece of evidence can only be used once in the report.**
4. Collect or copy signed [photo release forms](#) for all members and other people pictured in the photos that will be submitted with the report.
5. When you've gathered answers and evidence for all questions, start the online form.

Rules

1. **Reports are due by April 1, 11:59 p.m. Eastern Time and must be submitted through this form.** You do not have to complete the report in one session. If you SAVE your form and close Cognito, the advisor will receive an email containing a link to your draft form. **You must click the SUBMIT button when you have completed all questions!** No late entries will be accepted.
2. The Builders Club must be in good standing to participate. This means, it must have paid the annual renewal fee for the current year (or charter fee for new clubs).

For questions, contact Service Leadership Programs staff at buildersclub@kiwanis.org.

Club Information

Your state, province or Kiwanis district:

Your country:

Builders Club name:

Builders Club ID #:

Club charter number - Example (P00345)

Faculty advisor name:

First

Last

If the club only has a Kiwanis advisor who serves as the primary advisor, please add this name below.

Faculty advisor email:

Kiwanis advisor name:

First

Last

Kiwanis advisor email:

School/organization address

Address Line 1

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Sponsoring Kiwanis club name:

Activities officers and the club carried out this year

Please indicate if the club completed specific actions by replying yes (2 points) or no (0 points).

1. Did the club elect officers?

☐ Yes ☐ No

2. Did the president run meetings?

☐ Yes ☐ No

3. Did the vice president welcome new members?

☐ Yes ☐ No

4. Did the secretary take notes at meetings?

☐ Yes ☐ No

5. Did the treasurer keep track of the club budget or service project budgets?

☐ Yes ☐ No

6. Did the club have two or more committees?

☐ Yes ☐ No

7. Did the club complete (or is it in the process of doing) this year's Global

8. Did the club meet at least once a month?

Service Project: Make your community beautiful? ☐ Yes ☐ No
☐ Yes ☐ No

Number of points earned for questions 1-8.

0

2 points possible per question for a maximum of 16 total points.

Builders Club Toolkits your club used this year

Upload evidence that your club used each of the three Builders Club Toolkits. Please save the PDF, image or Word document as the name of your club and the activity or portion of the toolkit that it refers to (for example, Jones Middle School Builders Club Project Timeline.pdf is how to name that activity from the Service Toolkit). You will need to provide:

- (1) A PDF or image of a **Member and Officer Toolkit** activity completed by a member.
- (2) A PDF or image of a completed "Quick start guide" (pages 4-5, **Advisor Toolkit**) or a document explaining how the advisor used information from the toolkit to help with club activities,
- (3) A PDF or image from doing an activity from the **Service Toolkit**, such the budget and supply lists created during the "Create a budget and supply list" activity (page 18).

9. MEMBER AND OFFICER TOOLKIT: Upload one completed activity.

10. SERVICE TOOLKIT: Upload one completed activity.

11. ADVISOR TOOLKIT: Upload one completed activity.

Number of points earned for questions 9-11.

1 point possible for each question for a maximum of 3 total points.

Learning

Learning is the act, process or experience of gaining knowledge or skills. Upload one piece of evidence for each of the two questions below about learning in your club. Please save the PDF, Word document or image as the name of your school/organization and the type of learning it refers to (for example, Jones Middle School knowing talents.pdf). *[Remember, each piece of evidence can only be used ONCE in the report.]*

12. KNOWING TALENTS: Upload evidence of how members identified and used their talents in club activities.

For example, an image of members tutoring younger students in reading or an image of members creating flyers for an event with an explanation of what they are doing.

13. DOING COMMUNITY RESEARCH: Upload evidence of members conducting age-appropriate research to learn about community needs and causes.

For example, notes from an interview with an organization's staff member or a presentation educating the school about food insecurity at an assembly.

Number of points earned for questions 12 and 13.

0

1 point possible for each question for a maximum of 2 total points.

Engaging

Engaging means to become involved. Upload one piece of evidence for each of the two questions below about how members engage. Please save the PDF, Word

document or image as the name of your school/organization and the type of engagement it refers to (for example, Jones Middle School connecting in the community.pdf).

[Remember, each piece of evidence can only be used ONCE in the report.]

14. CONNECTING IN THE SCHOOL / ORGANIZATION: Upload evidence of members interacting with other students or adults (outside the club) in the school or organization.

For example, an email or poster inviting other students to participate in a club service event, a flyer about a member recruitment event or image of members speaking at an assembly.

15. CONNECTING IN THE COMMUNITY: Upload evidence of members in club activities outside the school/organization or evidence of the club hosting visitors from outside organizations.

For example, an image of members doing service outside your school or organization, or a photo of a club officer speaking at a sponsoring Kiwanis club meeting.

Number of points earned for question 14 and 15.

0

1 point possible for each question for a maximum of 2 total points.

Serving

Serving means to be useful or of service; to help. Upload one piece of evidence for each of the four questions below about the types of service your club has done this year. Please save the PDF, Word document or image as the name of your school/organization and the activity it refers to (for example, Jones Middle School advocating.doc). *[Remember, each piece of evidence can only be used ONCE in the report.]*

16. DONATING: Upload evidence that shows the club organized a donation drive.

For example, an image of donated items or a copy of an email notifying teachers and students about the drive and what items to donate.

17. FUNDRAISING: Upload evidence that shows the club raised money for a cause through an event or fundraising activity.

For example, a flyer marketing the fundraiser and how people can give money or an image of an officer giving a check to an organization.

18. ADVOCATING: Upload evidence that shows the club educated others about a cause or issue.

For example, images or a video of a speaker from a nonprofit organization at an assembly organized by the club; or a school newspaper article written by a member that educates students about a cause.

19. HANDS-ON SERVICE: Upload evidence that shows the club participated in hands-on service, that means members were directly involved with people, animals or the environment during the project.

For example, an image of members delivering donations at a food pantry or a flyer about a park clean-up event sponsored by your club.

Number of points earned for questions 16-19.

0

1 point possible for each question for a maximum of 4 total points.

Leading

Leading is the ability to listen to, communicate with, serve and guide others. Upload one piece of evidence for each of the two topics listed below about leadership in your club. Please save the PDF, Word document or image as the name of your school/organization and the activity it refers to (for example, Jones Middle School encouraging.doc). *[Remember, each piece of evidence can only be used once in this report.]*

20. ENCOURAGING: Upload a PDF, document or image that clearly shows that members take responsibility for specific tasks.

For example, share a list of specific roles or tasks for members (outside of officer and chair positions).

21. EMPOWERING: Upload a PDF, document or image that clearly shows that officers or committee chairs lead club meetings or activities. Include an explanation with an image if the context isn't clear.

For example, share a meeting agenda that shows officers listed to lead / present OR a list of club committees with the names of their chairs.

1 point possible for each question for a maximum of 2 total points.

Number of points earned for question 20 and 21.

0

1 point possible for each question for a maximum of 2 total points.

22. Favorite Service Project

Please share a short description of one of your club's favorite service projects from this year. Tell us what the project was about, who it served, what the club accomplished, and what members learned.

Optional: Upload an image from your favorite service project.

Number of points earned for question 22.

0

2 points possible for this question.

UPLOAD photo releases for all students and adults included in photos shared in this report.

Advisor's Total Score

0

Maximum score possible is 31 points. Questions 1 - 8 (16 points total, 2 points each), Question 9-21 (13 points total, 1 point each), Question 22 (2 points).