

What winning annual reports include

January 8, 2026

Your club can be among those celebrated as a Distinguished Club or Honor Club — thanks to the [Annual Achievement Report](#). It's a great way to capture and share the service and leadership activities of your Builders Club accomplished during the year while earning a Kiwanis International award. Download the [Builders Club Award and Contest Guide](#) to review the award rules, steps to completing the report and the report's questions.

A big part of preparing your club's report is gathering examples of the year's activities, including:

- Copies of one completed activity from each of the following: Builders Club Member and Officer Toolkit, Builders Club Advisor Toolkit and Builders Club Service Toolkit.
- Flyers, images, emails and announcements from the four types of service projects:
 1. A fundraiser.
 2. A donation drive or donation of money.
 3. An advocacy project (educating others about a cause).
 4. A hands-on service project.
- A member recruitment flyer and list of committees.
- A meeting agenda showing that officers lead meetings or an image of an officer carrying out their responsibilities with a caption that explains it (e.g., "Secretary taking meeting notes").
- A description of your club's favorite service project, with an image from the project.

Look at these examples of evidence submitted by clubs that earned the Distinguished Club Award last year!

Using the Builders Club Advisor Toolkit (question 11): Muscatel Middle School Builders Club in California, U.S., shared this document that show how toolkit information was used during the first officer's meeting of the year:

[BC 1 Advisor Toolkit](#)

Knowing Talents (question 12) shows "how members identified and used their talents in club activities." Western Sky Middle School Builders Club in Arizona, U.S., submitted a document with images and an explanation of how members used artistic talents in club activities:

WESTERN SKY

Builders Club



MAKING POSTERS

Members made posters for many of our events throughout the year. Here members are making posters for our Candy Gram sale fundraiser to promote our second quarter dance.



Evidence of Learning – Doing Community Research (question 13) shows “members conducting age-appropriate research to learn about community needs and causes.” Lake Norman Charter Builders Club in North Carolina, U.S., shared a document that explained their members’ research:

[BC 3 Learning research Lake Norman Charter School](#)

Evidence of Engaging – Connecting in the Community (question 15) shows “members in club activities outside the school/organization or evidence of the club hosting visitors from outside organizations.” Quezon National High School Builders Club in Calabarzon, Philippines, attached a document with images and an explanation of how members worked with another service organization:



Here are some pictures where some Builders Club members welcomed the other organization when they came to school. They all worked together in a group in order for them to happily greet the visitors.



Evidence of Serving – Fundraising (question 17) “shows the club raised money for a cause through an event or fundraising activity.” Griffiths Middle School in California, U.S., uploaded a document with an image and a description of a fundraiser and the money the club raised:

SERVING Fundraising



We hosted a holiday movie event and invited all students to attend. We charged a one dollar admission and also sold snacks such as candy, popcorn, and drinks. This event helped our club fundraise around 350 dollars.



ANY QUESTIONS SEE MRS. SEELIG OR MR. PARTNOFF

Evidence of Leading – Empowering (question 21) “shows that officers or committee chairs lead club meetings or activities.” Muscatel Middle School Builders Club in California, U.S., uploaded a document with an image and an explanation of how officers lead meetings:

[BC 6 Leading empowering Muscatel Middle School](#)

Here are important tips as you gather examples for each question.

- **Do not include a piece of evidence more than once. Each item can only be used ONCE in your club’s report.**
- Do not include an image without an explanation unless the context is obvious.
- If you use an image that shows your club doing an activity featured in the K-Kids Service Guide, include an explanation with the name of the activity.

Download a PDF of this article here to use as you work on your club’s report. If you or your members have any questions, please contact the Builders Club program staff at buildersclub@kiwanis.org.