

CNH Circle K **RECOGNITION MANUAL** 2017-2018

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Introduction of COMMITTEE MEMBERS



DISTRICT MEMBER RECOGNITION CHAIR

Hi there! My name is *Esther Wang* and I have the pleasure of serving as your 2017-2018 District Member Recognition Chair. I am an incoming first year graduate student at UC San Diego studying Applied Mathematics with the hopes of becoming an actuary after I finish school.

This term, I hope to continue improving the ways we recognize members at the district level and helping clubs implement new ways of recognizing their own members. Recognition holds a special place in my heart because it allows us to appreciate fellow members, whether it's through small acts of kindness like saying thanks or giving a member an award at a general meeting. In the past, there were very few recognition programs at the district level and members were only recognized at district events, like District Convention. Because of this, the District Member Recognition Committee started a new district recognition program called Member Recognition Mondays, which we will be continuing this term. The committee hopes to utilize member nominations for Member Recognition Mondays so we are recognizing members in a meaningful way.

I realized how important recognition is during my term as club secretary a couple of years ago. At the time, I was feeling really down and started to lack motivation to continuing serving my club. A few of my members told me one day that they appreciated our board a lot and were thankful that we worked really hard for the club. Although the members didn't see all the behind-the-scenes work our board accomplished, they felt our efforts and I really love that. It's also because of small acts like this that I came to love the different recognition programs we have at the district level. I hope that together with all of YOU and the District Member Recognition Committee, we take recognition to new heights this term! As always, if you ever need anything or would like to say hi, please don't hesitate to reach out. I hope to see many of you at district events this term!

ADMINISTRATIVE EXECUTIVE ASSISTANT

Hello everyone! My name is *Jack Wang* and I am an incoming fourth year at UC San Diego! I am currently majoring in Management Science and minoring in Business. This year, I am serving as your Administrative Executive Assistant!

As this year's Administrative Executive Assistant, I want to be a resource to all of you whether it may be helping with the awards process and answering any of your questions. I learned so much during my experience on this committee last year and I want to bring that here for all of you to succeed. I believe that recognition helps motivate members through the toughest times and brings clubs together, which is why I love it so much! I know that awards can be overwhelming and that you will have some difficult times along the way, but all of you should be proud of all your accomplishments and we will be there to celebrate them with you! Call us, beep us, if you want to reach us, because we will be there every step of the way in the awards process! Hope to see all of you soon!



CREATIVE EXECUTIVE ASSISTANT

Hello, CNH! My name is *Serena Mann* and I proudly serve as your Creative Executive Assistant for the District Member Recognition Committee. I am currently a second year Business Major at Cal State Fullerton with a focus in both; Information Systems and Marketing.

Besides serving on this district committee, I also serve as the executive assistant on the Magic Kingdom Division Leadership Team. Ultimately, my goal for this term, in both positions, is to help recognize members and officers for all their hard work and dedication that they put into our amazing organization. The things we do to help make our communities a better and safer place for future generations, whether it is a large scale service project or a small act of kindness. It has an impact. These acts can inspire others to take action in changing the world. So, you better recognize that we are here to recognize you. Shout to all the members, clubs, and divisions in CNH for the the service that you do! Overall, collectively, our mission is not only to help recognize you but also to help you recognize others. We hope you enjoy reading the guide and find it helpful! If you have any questions, comments, or concerns feel free to reach out.

MRP/MRS COORDINATOR

Hey, hey CNH! I'm **Tyler Tran** and I am proud to serve as your Membership Recognition Program/Master Records Sheet Coordinator for the District Member Recognition Committee! I am a third year at Cal State Northridge majoring in Biology so I can save lives in the future!

I love recognition because I feel that it brings a great sense of accomplishment to yourself. Just knowing that all your hard work from your term paid off is one of the most satisfying feelings you will ever get in your life. That's why this year, as your MRP/MRS Coordinator, I want to help all of you in accomplishing your goals in being recognized. It doesn't matter if you're a board officer trying to get a Distinguished Officer award or a general member trying to hit platinum hours, I want to be there to make your journey as stress-free as possible. Call me, boop me, Facebook me, yell at me, do whatever and whenever to get my attention and I promise I will do my best to make your member recognition, and ultimately Circle K, experience as pleasant as possible!



CENTRAL REPRESENTATIVE

Hi there everybody! My name is **Henry Casarez** and I will be serving as your Central Representative this term. I just finished up my 2nd year here and will start up my 3rd year at UCR majoring in Physics with a concentration in Engineering. I look forward to representing Foothill, Central Coast, and Desert Oasis.

I would say that I personally believe every little thing is worthy of being recognized and no good deed should go unnoticed. Member Recognition came to me at a very personal time in my life when I decided that I wanted to be a kinder person, so the idea of recognition and letting someone know how great they are is a passion that I have developed. My goal as your Central Representative is to help you along the way of Member Recognition within your own home club and be a resource of club development and club growth. I hope to achieve that goal this year through 1-on-1 Sessions, MR Mondays, a monthly Divisional Ranking, FTC and DCON Awards questions, and much much more. Feel free to reach out to me should you have ANY question whatsoever. I love talking to people and I've been told I'm easy to talk to. Have a sunshiny day CNH!

NORTHERN REPRESENTATIVE

Hello there! My name is **Casey Kieng** and I am a fourth year at Sacramento State majoring in Liberal Studies. I will be a teacher one day. You can count on it! For now, I am honored to be serving as your Northern Representative. I will proudly represent the following divisions: Capital, Golden Gate, and Sunset.

Who doesn't love recognition? I love recognition because it makes people smile. Being recognized and being noticed for your hard work is such an indescribable feeling. Recognition makes all the road bumps worth it. On the other hand, being the one to recognize someone else and being able to make their day is truly a special thing. Recognition is not only a compliment but a motivation for many. My recognition moment was receiving the "Member of the Semester" Award for my first semester in Circle K. It's moments like these that make me motivated to do more and more for the organization. The committee and I are here if you have any questions, comments, or concerns. I am excited to serve on this committee. It's going to be a great year!



SOUTHERN REPRESENTATIVE

Hello there CNH! My name is **Allan Le** and I am an incoming third year transferring to UC San Diego, majoring in Management Science. I am proud to be serving as your Southern Representative for the Magic Kingdom, Metro, and Paradise divisions!

Being Southern Representative means being the liaison between you and your southern Lieutenant Governors to keep you constantly up to date with awards, the Membership Recognition Program (MRP), Master Records Sheet (MRS), Member Recognition Mondays (MR Mondays), important deadlines, and just about any other news member recognition related. The reason I love recognition is because it definitely helps keep the flame of Circle K passion alive, especially when many feel burnt out toward the end of the term. In my opinion, just knowing that your tireless efforts don't go unnoticed is among the most rewarding feelings in this organization. I am here as your personal resource, so please don't feel scared to approach me if you need any assistance with awards, or anything member recognition related via call, text, email, Facebook, etc. Let's make this term one for the books!



WHAT DOES *Member Recognition* MEAN TO YOU?

Member recognition for me is where we show appreciation to members for all the hard work that they did for the club. It's a way for members to be recognized for how they helped the club, division, or district as a whole while giving a shoutout for all the good deeds that they done.

Emmanuel Escobal,
CSU East Bay,
Capital Division

To me, member recognition is ALL kinds of recognition ranging from being acknowledged for coming out to an event to being awarded Member of the Month. I believe in this saying, "A little recognition goes a long way," because it's true! In this day and age, people would like to be recognized for the things they've done, whether it's small or big, but not everyone gains recognition.

Katelyn Duch,
Orange Coast College,
Magic Kingdom Division

To me, member recognition means giving those the acknowledgement for their achievements that they deserved. These people were able to accomplish all of this because they mostly did it without expecting anything in return. It is this altruistic mindset behind their actions that should be awarded through member recognition.

Don Tran,
UC San Diego,
Paradise Division

Member recognition is a way for members to be recognized for their efforts and hard work. Member recognition entails the smallest things to even the larger things- such as a simple "thank you", appreciation cheer, or an award.

Jennifer Nguyen,
UN Las Vegas,
Desert Oasis Division

My definition of member recognition means to recognize and celebrate one's effort such as the amount of service hours they put into giving back to the community. It's also an act that makes members of the club feel known and included than just a face in the club. I believe this is the best way for members to step outside of their comfort zone and make themselves feel welcomed into the Circle K community. It is important to acknowledge a member's presence because it is the key towards enhancing their Circle K experience.

Sandy Liang, CSU Northridge,
Metro Division

Member recognition means showing love. It is acknowledging the effort our fellow Circle K members put into our organization and letting them know they are appreciated.

Monica Willemsz,
San Jose State University
Sunset Division

To me, member recognition is the idea that just the tiniest bit of acknowledgement can really go a long way. Recognition doesn't always have to come in the form of awards or certificates; even minuscule gestures can definitely inspire people to do more for their clubs/divisions.

Wayne Cheng
San Francisco State University
Golden Gate Division

To me it means that members are recognized for their commitment to becoming the 'ideal' Circle K member all the while performing outstanding community service

Joshua Nepomuceno,
Pierce College, Metro
Division



Member Recognition is an extremely uplifting way to celebrate an individual's progress and growth in Circle K. Recognition reminds the member of their hard work and dedication in their CKI journey. With school, work, and other extracurriculars, one can definitely be worn down... Thus, recognition serves as a reminder that everyone is honestly destined for greatness... Although member recognition is usually symbolized through a certificate its purpose establishes a meaning miles beyond the literal object.

Vi Hoang
Orange Coast College
Magic Kingdom Division

Member recognition means being able to recognize the hard work of members for both little and big accomplishments. This can be something like appreciating members who help drive to events to members reaching MRP status.

Tracy Liu
University of the Pacific
Capital Division

To me, member recognition means honoring members for their hard work, their involvement, and their commitment and passion to Circle K. It also means validating and rewarding members for what they bring to their club and this organization. Additionally, I also see it as a way of increasing member retention and thus strengthening clubs, divisions, and districts. Member recognition is what truly brings people together and is one of the most unique and special aspects of Circle K.

Josephine Molina
Folsom Lake College
Capital Division

Recognition is more than just a 'reward', but a thank you and a notice of someone's efforts towards the three tenets of Circle K. To me, it's incredibly important to recognize members for all they do. No matter how big or small, their actions open the doorway to inspire others to live to serve, love to serve

Erica Wei, UC San Diego,
Paradise Division

Member recognition to me means someone who is recognized for their hard work and dedication to not only their own club but to the division of their own and others. Someone who is not afraid to go beyond the call of duty even if you're not asked to.

Denny Nguyen,
San Joaquin Delta College
Capital Division

Other than the obvious, recognizing members, I think it also means to show appreciation for those who give themselves to this organizations. Being in a service organization most things are considered to be done out of the kindness of your heart and not for the praise, but it doesn't hurt to let people know you see what they're doing and thankful for their efforts. Also, as an officer or any leadership position in CKI, most of the time there's a "it's your job" attitude towards what you do that relates to your position. But it can be forgotten that you volunteered your time to that job and you didn't have to do it. Also, just because "it's your job" that doesn't mean your work and effort should be written off.

Jennifer Hoang
CSU Fullerton
Magic Kingdom Division

Member recognition is incredibly important because it lets our members know that we love them and that they always have a second home at CKI. Member recognition has the power to make someone's day, week, month, or even year.

Robin Dang
UC Riverside
Desert Oasis Division

It is an acknowledgement of great achievement given to a member for the effort, time, and dedication they have given to their community when participating in a service, leadership, and/or fellowship roles.

Yessenia Ozuna
Saddleback College
Magic Kingdom Division

Member recognition, to me, means acknowledging other members for their efforts and successes. When my fellow club members participate in events and provide feedback in discussions, it is important to appreciate that they are showing interest. Members can feel left out otherwise, which is not the goal when Circle K stresses fellowship as one of our main tenets. displaying member recognition is not necessarily through certificates and medals; words alone are enough to inspire club members.

Braden Lem
UC Los Angeles
Metro Division

IDEAS *for* CLUB RECOGNITION

MEMBER RECOGNITION MONDAYS

This Monday, we would like to celebrate all of Ivy Dang's accomplishments in Circle K. She has been a very consistent and active member throughout her journey. In addition, her bright warm smile always manages to melt someone's heart. Fun fact: Ivy won "Club Klutz" for three years in a row! Thank you for service and dedication, Ivy 😊



Photo Courtesy of Orange Coast College

WAYS TO RECOGNIZE

*The following includes the different aspects and areas that one can use to recognize their members with. These are general ideas that **small**, **medium**, and **large** size clubs can use to recognize their members. However, you do not have to be bound to just these ideas. The possibilities are endless.*

General Member of the Month

- Give the member appreciation notes or a card and members sign it at the general meeting

Member Shoutout*

**For small (1-50 members) to medium (51 - 90 members) size clubs*

- Utilize a form to collect appreciation posts from members to fellow members and showcase all submissions at general meetings

Member Spotlight*

**For small (51-90 members) to medium (90+ members) size clubs*

- Spotlight members who go above and beyond in a specific tenet for that week

Board Member of the Month

Driver/Event chair appreciation (weekly)

Birthdays

Humans of CKI

- Can be done via social media

Cheers

- Do an appreciation cheer for the members being recognized (ex. Event chair at the event, MOM at general meeting)

Membership Recognition Program

- Educate members at weekly general meeting on the different requirements and how to satisfy them
- Recognize members who have reached a specific level
- Recognize members who are close to reaching the next MRP level (ex. 15 service hours or 2 requirements away)
- Give certificates throughout the term to members when they reach a certain level

TIPS *from the* MEMBERS

"Keep the recognition system consistent! If you're doing something every week, then remember to keep doing it every week. If not, it's always nice to give everyone a heads up about changing the times you'll be doing this recognition system rather than leaving them to be confused as to why it didn't appear for one week."

Katelyn Duch | Orange Coast College | Magic Kingdom Division

"I think it would be neat if clubs made their own MRP system, one with less requirements, to reward members who are showing activism and involvement in the club. Also spotlighting members at meetings and giving small gifts for their contributions would be fun."

Josephine Molina | Folsom Lake College | Capital Division

"Improving recognition of members is as simple as realizing that small efforts grow in size over time. Even a simple compliment or 'thank you' to someone lets them know that their efforts are being acknowledged. Of course, it is also important to integrate awards and whatnot, but at the foundation of recognition, we need to focus on making our members feel better and motivated to do even more."

Braden Lem | UC Los Angeles | Metro Division

"If possible a suggestion system is a good addition to a recognition system. Whoever picks the MOTM, spotlight or whatever is used as recognition can only see so much. Someone that may stand out to the board or whoever is choosing might not always be the person 'best' person to spotlight. Most likely, general members might notice someone that helped them out a lot but they might not interact with board as much and might go unrecognized. Same applies for divisional recognition. They can also add social media spotlighting, where instead of just announcing it at meetings that not everyone can attend, clubs can share on their social media who got recognized so more people can see it and there's a wider range of recognition."

Jennifer Hoang | CSU Fullerton | Magic Kingdom Division

"I think it would be a cool idea if there were a recognition box that each club would have, where members can write anonymous recognition notes to other members and let them know that they're doing a great job."

Robin Dang | UC Riverside | Desert Oasis Division

"Honestly, to get your own program started or to improve is simple. All you have to do is either survey your members to see what they would like, or think with your board about how you guys would personally like to be recognized if you were a general member and go based off of that. After all, we are all just people."

May Van | Pasadena City College | Foothill Division

"Let members submit people for recognition. It will motivate either to be helpful as well as give members a way to recognize work they might not feel able to recognize, otherwise."

Isaac Miller | CSU Northridge | Metro Division

"For clubs that are trying to start a recognition systems, I think the foundation is really in the numbers and statistics. Updating the MRS as often as possible is really helpful because it provides you with valuable information about your members that you can utilize for recognition."

Wayne Cheng | San Francisco State University | Golden Gate Division



CLUB & DIVISION RECOGNITION SPOTLIGHT



UC LOS ANGELES CIRCLE K

Circle K at UCLA recognizes members weekly through the titular Member of the Week, and occasionally, Star of the Moment. We as board members consider who to select for Member of the Week based on a member's stellar performance in the past week in attending service projects. We also consider leadership and fellowship hours as well, and how active the member is in other aspects of our club. For Star of the Moment, we focus more on spontaneous actions that a member has done that stood out, often because it has made a positive difference in the transpiring of an event. At the end of each quarter at UCLA, we recognize the Member of the Quarter for, needless to say, their efforts in the quarter. At our annual banquet, we acknowledge the Member of the Year. During this time, we also acknowledge our Family Head of the Year for making the family experience for our members magnificent. Outside of Circle K, we recognize members in other extracurricular activities, such as Foundations exhibitions—dance showcases that a myriad of our members participate in. We also recognize members in cultural nights as well.

METRO DIVISION

For our division, we have tenet-based Club of the Month awards, such as Service Club of the Month. We also have Monster of the Month, where we recognize a member in our division.



UC SANTA CRUZ CIRCLE K

For Member of the Week, we pick out a general member who attended many service, leadership, or fellowship events the past week. Then, we give a short summary of the things that member did and bring them up to the front during our meeting! We then do hot seat, where anyone can ask that member questions for 3-5 minutes.

SAN FRANCISCO STATE UNIVERSITY CIRCLE K

Every month, we select a member to be the Member of the Month (MOM) and they receive a gator plush as well as a giant poster that has a bunch of little messages from the board and other members. The plush acts as a traveling trophy and each MOM gets to pin something onto it to leave their mark.

UNIVERSITY OF THE PACIFIC CIRCLE K

UOP recognizes members through Member of the Month and Board Member of the Month every month. Last year, we also created our own MRP recognition system, where members who attained each level win a small prize.

GOLDEN GATE DIVISION

During the 2016-2017 term, we started two different types of recognition in Golden Gate: Kudos to the Key Players and DCM Kudos Shoutouts. The first system was based on nominations by members and posted on our Golden Gate Facebook and the Kudos at DCMs occur spontaneously at the end of our meetings.

Golden Gate has a monthly award for members given to us by our Divisional team. Our Lt. Governor presents the certificates during every DCM. We have one called Guardian of the Month, which recognizes members of the division for their involvement, and another called Officer Of The Month, which recognizes officers who have worked hard for their club.

ORANGE COAST COLLEGE CIRCLE K

We have a program call MR MONDAYS, where we recognize a hardworking member every Monday. The member is recognized through social media, like Instagram and Facebook. This is a great way to boost the member's accomplishment. So far, the program has received great feedback and I'm extremely pleased to see all the warm responses congratulating the recognized member.

Orange Coast College also recognizes members through Member of the Month, Spotlight of the Week, and the Pirate Recognition Program.

For Member of the Month, the current board chooses a general member that was involved in all three tenets for that month. They receive a certificate with their name on it and a gift bag of snacks and/or toys.

For Spotlight of the Week, the Member Recognition Chair and Secretary choose two people at random to spotlight so everyone in the club can get to know them a little bit better. They also receive a stuffed animal to decorate and a journal to write in.

Lastly, for the Pirate Recognition Program, the club recognizes individuals who achieve a certain amount of service hours that is currently not in the District's Membership Recognition Program level. This acts as a form of motivation for members who don't really go out to a lot of events, because once they see that they get recognized for having 15 service hours, they'll do more to eventually achieve bronze status. The levels that OCC had last year were Copper, Titanium, Bronze, Silver, Gold, Platinum, and Diamond. We also revamped the titles a little bit to match with the club's theme. Each individual receives a button with an artwork as well.



MEMBER RECOGNITION MONDAYS
Raymond Lee has been an extremely dedicated member throughout his 10 years at OCC. He recently volunteered at last week's beach clean up. In addition, he took many leadership roles, as he chaired Kelly's Closet and other events. Please give Raymond a round of applause for his hard work. We wish you best wishes on your next journey at UCI!! 🍀



UC SAN DIEGO CIRCLE K

All members we recognize receive a handwritten thank you card, signed by all board members, that give thanks to all their hard work and details why they were being recognized unless otherwise stated. They also get shoutouts on our Facebook group page.

---Member Spotlight: Twice a month, a member is recognized for their hard work and efforts towards service projects and/or events. They are nominated by the board, sometimes by general members, then voted on by the board. The member who is recognized through Member Spotlight receives Crobie, the club's mascot, and a journal to document any adventures with Crobie.

---Staff of Fellowship: Started by alumni, Mike Mullen, the Staff of Fellowship recognizes a member twice a month for their hard work and efforts towards the fellowship tenet. Like Member Spotlight, members are nominated by board or general members, then voted on by the board. The member who is recognized receives an actual staff, which they write their name on.

---Member of the Month: Once a month, a member is recognized for being active in all three tenets. The recognized member is either nominated by a board or general member, then voted on by the board. Each board member then donates \$1 towards a gift for the recognized member.

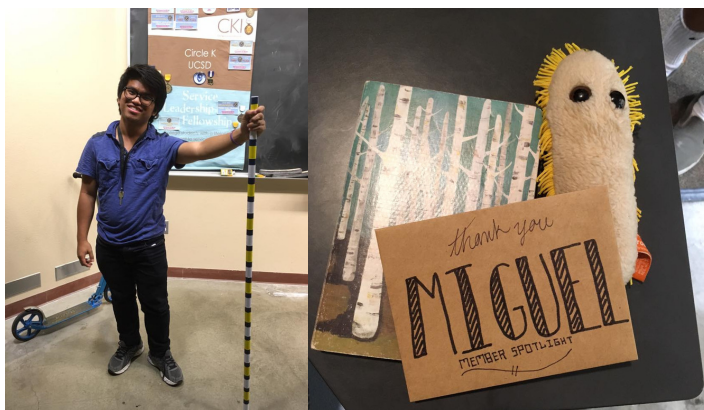
---Driver Appreciation: During every recap video, there is a shoutout for all the drivers that helped take members to events in the week. We do not do thank you cards for this recognition, but the board is planning on creating appreciation kits that are given to drivers based on their miles driven. We have also made thank you cards for every individual driver that drove during our Spring Rush events and plan to do the same for our upcoming Fall Rush.

---Member Birthdays: There is a plan to keep track of all members' birthdays and give weekly shoutouts during GBMs for the birthdays occurring during the week, along with a possible birthday card as well.



UC RIVERSIDE CIRCLE K & DESERT OASIS DIVISION

We do a lot of things that involve member recognition at UCR. We have Member of CKI, where we spotlight a general member who goes out to general meetings. We ask them to share their name, year/major, birthplace, favorite ice cream, a fun fact, and response to a random question. We also have Surprise Spotlight at general meetings, where we cheer for a member that went out to a lot of CKI events and was really active for the past week. We also have Member of the Month (MoM), where we nominate a general member for going above and beyond and has displayed leadership, fellowship, and service. They are rewarded with a super cool certificate, a MoM jar with nice notes written by members during tabling, a free \$20 dinner of their choice, and Eugene (a stuffed bear), which they keep for the month. Recently, DO has been releasing weekly spotlights called Faces of Desert Oasis (FODO) where they spotlight members from all the different schools in our division. They post their name, year, school, major, favorite ice cream, and why they joined CKI.



FOOTHILL DIVISION

Foothill division does Phoenix of the Month. This involves presidents nominating a member to our lovely Lt. Governor and submitting a short summary on why they believe that member deserves to be recognized.

FOOTHILL COLLEGE

Our club does Member of the Quarter, which encourages members to be more active in our club. The member who receives the most points wins the top prize, which is an Amazon gift card, while the other members earn raffle tickets according to the points they got. Last quarter, our raffle prize was a board member dare. We use a Google spreadsheet to post the ways members can get points. For example, members earn 0.5 points per service hour, 1 point for attending an on-campus social or general meeting, 2 points for off-campus events or kiwanis events, and 3 points for district events. They can also get a multiplier for the points they earned in a week if they participate in general meeting themes. Members can keep track of their points in the same spreadsheet. We include the winner in our newsletters.



MEMBERSHIP RECOGNITION PROGRAM

What Is the Membership Recognition Program (MRP)?

The Membership Recognition Program (MRP) is the largest way we recognize member from all over the California-Nevada-Hawai'i district. It recognizes members who have shown dedication in our three tenets: service, leadership, and fellowship. Members are recognized at the district level during Fall Training Conference and District Convention. In order to achieve an MRP ranking, you need to be dues-paid, reach a specific number of service hours, and complete a specific number of tags.

TAG DEFINITIONS

1. **Dues-Paid** - Full dues paid to both the California-Nevada-Hawai'i District and International. See your club treasurer for more details.

2. **Service Hours** - All community service hours completed by dues-paid members between *March 1, 2017, to February 28, 2018.*

3. **Socials (SE)** - Any type of event that fosters fellowship within your club or with other members from the Kiwanis Family. Examples include *club dinners, recreational activities, etc.*

4. **MD&E (MD)** - Any event that help in the recruitment, retention, development, and education of new and old members. Examples include *tabling, workshops, etc.*

5. **Fundraisers** - An event that raises money for either your club or for a charitable organization. If 100% of the proceeds are being donated to a charitable entity, individuals that help plan the event may receive service hours for the planning done. Members may not receive service hours for simply attending a fundraiser for a charitable entity. If the proceeds go to the club's administrative fund, planning done can only be considered as administrative hours.

6. **Circle K (CK)** - A Kiwanis Family event hosted by a Circle K club. For this tag to count, there must be at least two members present from your Circle K club and *at least two members* present from another Kiwanis Family organization. Examples include *Key to College, a Circle K general body meeting, etc.*

7. **Interclub (IN)** - An interclub is any event hosted by another Kiwanis Family club, including Circle K. The following table will illustrate on how to achieve this tag:

Club Member Count	How many attending members needed from your club	How many attending members needed from another Kiwanis Family club
50 members or less	2 members	2 members
51-90 members	3 members	2 members
91+ members	4 members	2 members

The host club may mark the interclub (IN) tag if the hosted event is a community service project

8. **Divisional Event (DV)** - An event hosted by your Lieutenant Governor or club for all the clubs in your division. Examples include Divisional Council Meetings, divisional socials, service projects, banquets, etc.

9. District Event (DE) - An event that is organized and hosted by the District Board. Examples include Spring Training Conference North and South, President's Retreat, District Professional Development Conference, Crazy Kompetition for Infants North and South, Fall Training Conference, District Large Scale Service Project North, South, and Hawai'i, District Convention, and District Board Meetings.

10. International Event (INT) - An event held throughout all of Circle K International. Events that can fulfill this tag are CKIx and Leadership Academy.

11. Article and Video Submissions - An article or video submitted at the club, divisional, district, or international level. Example include articles or videos submitted to the Communication and Marketing Committee for district publications (Sunny TV and the Sunburst), and club and divisional newsletters. Whether or not your submission is utilized, you will still receive credit.

12. Webinar - Attendance of any webinar hosted on the club, divisional, district, or international level. To count as a webinar, a workshop must be broadcasted online at the time of the event.

13. Chair of An Event - The chair, or contact person, for a particular event. An event chair's duties vary by club, but they are generally in charge of verifying the event is planned thoroughly and that everything is prepared. During the event, the chair acts as the contact person for the members and makes sure that the project runs smoothly.

14. Host A Workshop/Webinar - The host, or co-host, of a workshop or webinar at a district, divisional, or club-hosted workshop. District workshops include those that occur at Spring Training Conference North and South, President's Retreat, Fall Training Conference, District Convention, or any other district event. Workshops on the divisional level can occur at Divisional Council Meetings. Club-hosted workshops include ones given at general meetings, Key to College, or CKI 101.

15. Committee Member - Involvement in any committee within the club, division, district, or international level. The chair of the committee is also considered a member of said committee. Subcommittees do qualify.

TIPS ON HOW TO ACHIEVE MRP

1. Set goals for what you aim to accomplish by the end of the term. If you set a goal, you more feel more motivated to achieve your desired MRP rank.

2. Talk about MRP during general meetings by incorporating it as a fact of the week or having it as a section in club updates. Also, try to have a workshop about MRP so that members are more informed about requirements and how to achieve their desired rank.

3. Have a buddy who is also planning to achieve an MRP ranking. Go to events together such as service projects or watching webinars together so that both of you keep each other accountable and you both will be more motivated to achieve your goals.

4. Send your members their individual sheet of their MRP ranking. This will help them adjust their goals and help them to see what types of events and service projects to go to.

5. Celebrate milestones for members during your general meetings! These milestones can include a member achieving the next MRP rank or members who are close to the next rank. Present them a gift such as a certificate to congratulate them!

HOURS REQUIREMENTS

Bronze	Silver	Gold	Platinum
50	80	130	200

REQUIREMENTS

This year, the *Member Recognition Program* requirements have changed with the removal of member count tiers. This means that all members, *regardless of club size*, will all follow the same guidelines and requirements.

TAG REQUIREMENTS

	Bronze	Silver	Gold	Platinum
Additional Requirements	5 of 14	6 of 14	8 of 14	11 of 14
Socials (SE)	3	4	6	9
MD&E Events (MD)	1	2	3	4
Fundraisers (FR)	1	2	3	4
Circle K (CK)	2	3	4	5
Kiwanis Family (KF)	2	3	4	5
Interclub (IN)	1	2	3	4
Divisional Events (EV)	2	3	4	5
District Events (DE)	1	2	2	3
International Events (INT)	1	1	1	1
Articles Submitted	1	2	3	4
Webinars Attended (WB)	3	4	5	6
Chaired Events	1	2	3	4
Workshop/Webinar Host (WH)	Yes	Yes	Yes	Yes
Committee Member	Yes	Yes	Yes	Yes

SPECIAL THANKS

Thank you to the following members for their contributions to this manual:

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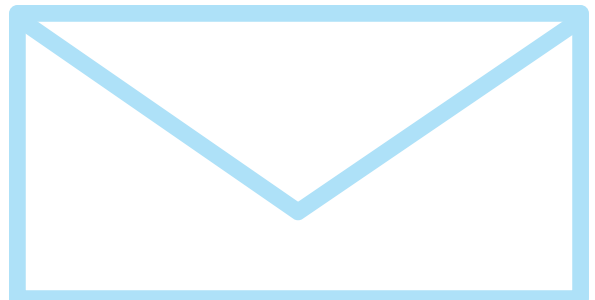
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