



New York District of
Circle K International



**CLUB
RECOGNITION
GUIDE!**





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Introduction

This guide was created for club officers who want ideas on how to recognize their members! Recognizing your members is an important part of membership recruitment and retention. Recognition can be anything between a simple "Thank You" or an entire membership ceremony. Prospective and current members like to know that the club is somewhere they belong and a place where other members care if they are there. Recognizing your members will make them feel valued and will improve relations within your club.

This guide is to help your club with member recognition. It has many ideas for you to utilize or use for brainstorming your own ideas.

New Members

A good way to get and obtain members is to show that you care about the new members and freshman who don't know anyone and can feel overwhelmed by this group of people that already know each other.

Ideas

- New Member Posts on Social Media Page: If your club has a social media page, ask new members if they would be willing to answer some questions and have their picture posted on your clubs social media. This would be like introducing the new members to everyone. If you would like for members to be recognized on the NYCKI Facebook Page, please fill out this form: [Spotlight Series Form](#)
- Introduce yourself to new members and ensure that they don't feel left out.
- During interest meetings and early meeting make an effort to talk to new people. It can be each eboard member's job to talk to and get to know people.
- Have all the new members at the meeting stand up to be recognized and welcomed.

Throughout the Year

Many times members can lose interest in a club if they feel like they aren't making a difference in the club or that no one cares if they go anyway. Make an effort to show members that they are wanted! These are some simple ideas that you can implement consistently:

Ideas

- Member of the Month! Choosing to recognize a new member every month is a great way to show club spirit. If you have a larger club, you can also do this on a weekly basis. Recognizing a member through a simple shout out in a meeting or a physical award will allow them to feel welcomed.
- Paper Plate Awards! This is a fun way to incorporate superlative awards in your club meetings. They are cheaper and easy to make.



- Thank People for Their Work! I know that we all have busy lives and schedules, but sending a simple “Thank You” email or saying it in person is a great and easy way for someone to feel appreciated.
- Try to get general members to talk about their time at events in meetings instead of eboard members.
- Let members know that you are happy to see them at meetings, even by just saying hello and showing you remember their name.
- Get new event ideas from general members.
- Have general members contribute to choosing fundraising ideas or organizations in the area to volunteer.
- Post pictures on social media of members at events.

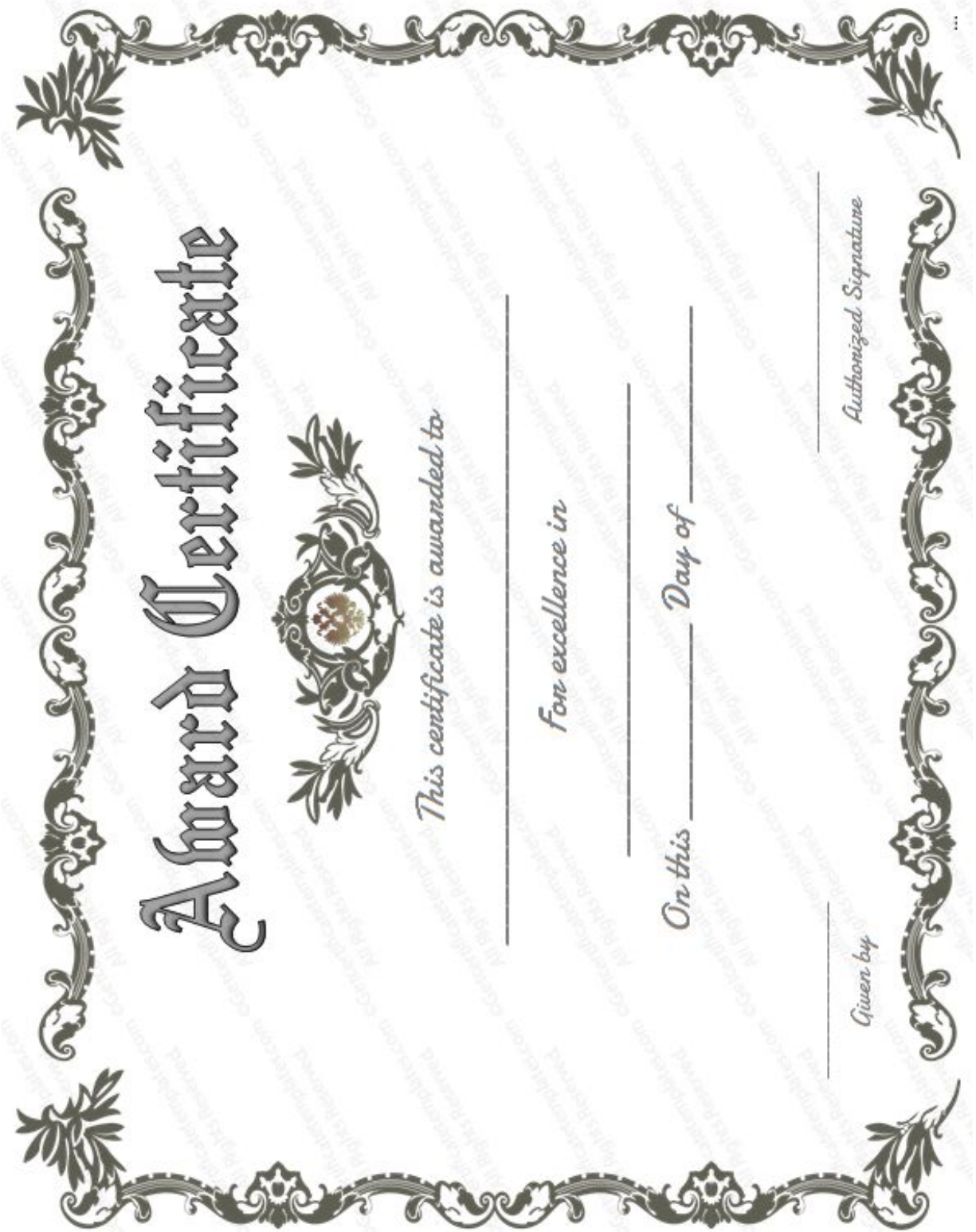
Ideas for Awards

Everyone loves to feel special and like what they accomplished was noticed. Making awards is a great way to do that!

Ideas

- Membership Recognition for hours
 - Most Service Events Attended
 - Everyone with service above 30, 50, 80, etc. hours
 - Most hours for district/governor's project
- Most excited member
- Distinguished Freshman, Sophomore, Junior, Senior, grad student
- Most raised for a fundraiser
- "Paper plate" awards: simple awards for silly or fun things that can be written on paper plates or construction paper and personalized for each member
 - Most likely to be early/late to an event
 - Best dressed
 - Best dancer
 - Best Eyebrows
 - Only Here for the Food

Templates for Sample Awards



Award Certificate

This certificate is awarded to _____

For excellence in _____

On this _____ *Day of* _____

Given by _____

Authorized Signature _____

The certificate is framed by an ornate border with floral and scrollwork designs. The text is centered and uses a mix of bold serif and elegant script fonts. There are four blank lines for personalization: one for the recipient's name, one for the reason for the award, one for the date, and one for the signature of the person giving the award. A separate line for an authorized signature is located at the bottom right.

Certificate of Excellence

for

Awarded to

Date

Signature

