

January 3rd. 2019

Signature Project Contest 2019

Dear Club President,

The 2019 Signature Project contest is now open! We hope your club will submit the best signature project from our district for recognition at the Kiwanis International convention at [Walt Disney World® Resort](#) in Florida. The submission deadline is **12 a.m. EST on February 25th, 2019.**

As in past years, each participating district will hold its own selection process to decide which club project to submit. **Please do not make no submission directly to Kiwanis International.** You are to submit your project information along with attachments and supporting documents to the email: signatureproject@kiwanisec.org. This will prevent the problem of multiple submissions from our district. **Please see attached the 2019 submission instructions which will assist you in preparing your submission. Answer all questions and include supporting documents.**

A definition of [signature projects and their criteria](#) is also available online. Ultimately, a signature project is a recurring vivid demonstration of a Kiwanis club's impact in its community. It can be anything from playground construction and park cleanup to festivals and fundraisers.

Examples of past winners include the [Down Syndrome Foundation-National Centre](#) in Kuala Lumpur in the Malaysia District; the [Kiwanis Special Games](#) hosted by the Kiwanis Club of Los Altos in the California-Nevada-Hawaii District and a [book project](#) sponsored by the Kiwanis Club of Varese in the Italy-San Marino District. **Also for your reference our district submission 2018 won by The Kiwanis Club of Downtown Kingston; Norman and Cecile Jarrett Literacy Improvement Program made the top 10 Kiwanis International selection last year in Las Vegas.** All the winners and finalists from the contests in 2017 and 2018 are [archived online](#). The contest gives Kiwanis – and clubs and districts – an opportunity to showcase a

project that makes a difference in the community while providing ideas and inspiration to other clubs.

Here's an overview of the contest's submission process:

DISTRICT LEVEL:

- Submissions must be made by 12 a.m. EST on Monday, February 25, 2019. Any submissions after the deadline will not be advanced to the judges.
- The top three district winners will be selected by the committee.
- One district winner will be selected from those three and advanced to the Kiwanis International's Committee.
- The top three district winners will be announced prior to the District Convention in Stratford, May 16th-19th, 2019 and each will be presented with an award at convention.

KIWANIS INTERNATIONAL LEVEL:

- Kiwanis International will announce ten finalists before early convention registration ends, giving every winner an opportunity to attend the 2019 Kiwanis International Convention at the reduced rate. All top 10 finalists will receive a certificate.
- The top three winners (gold, silver and bronze) will then be selected by the committee and three additional judges who represent Kiwanis International's partner affiliates. The gold, silver and bronze prize winners will be announced at a luncheon on July 27 at convention and at the closing session of the Kiwanis International convention on Saturday, June 29. The gold, silver and bronze winners receive a plaque.

If you have questions about the submission process please email signatureproject@kiwanisec.org or call Impact Committee Chairperson Christine King at +1-242-427-0701.

We look forward to all the submissions! Thank you for participating. We'll see you at Stratford.

2019 Kiwanis International Signature Project Submission

The answers to these questions must be submitted using the email: signatureproject@kiwanisec.org. The below instructions will help you prepare your answers

Has the district governor approved the submission of this project? Yes No

1. First and last name of person submitting project description
2. Your email address
3. Your mailing address
4. Name of district
5. First and last name of district governor
6. Name of club owning the signature project
7. First and last name of club president
8. Club president's email address
9. Name of signature project
10. Describe the project. Is it a service project, fundraiser or event (such as a large event that is not a fundraiser or service project)?
11. Describe the community need being met through the project. Was a community assessment completed to determine the need? How was the need discovered? [Please complete all questions using 200 words or less]
12. Describe the population being served by the project. Please be as specific as possible and define the age group served and number of people served or helped.
13. How does the project benefit children?
14. How many people attended the project?
15. How many people were served or helped?
16. How many Kiwanis members participated?
17. Is the project recurring? If it was the first time, is it planned to be recurring? If so, describe its frequency (annual, monthly, every other year, etc.).
18. Are there Kiwanis partners involved in the project? If so, which partners and what is their role?
19. Are there other partners (outside of Kiwanis International's official partners) involved in the project? If so, which partners and what is their role?
20. Describe how the Kiwanis brand is promoted throughout the project.
21. How is the project promoted?
22. Describe the media coverage your project received.
23. How many social media shares were made?
24. How does the project attract new members?
25. How many new members were gained through the project?
26. What is the total cost of the project (if applicable).
27. What is the per-member cost of the project? (if applicable: total cost divided by total membership number).
28. What is the per-member amount of funds raised by the project? (if applicable: total profit divided by total membership number).
29. What are the total funds raised by the project (if applicable).
30. Did members of any Service Leadership Programs clubs participate?
31. Please add any additional comments in support of the project.

Up to 5 supporting documents can be uploaded, including media coverage, event flyers, photographs, etc.