

What to include in a winning annual report!

January 7, 2026

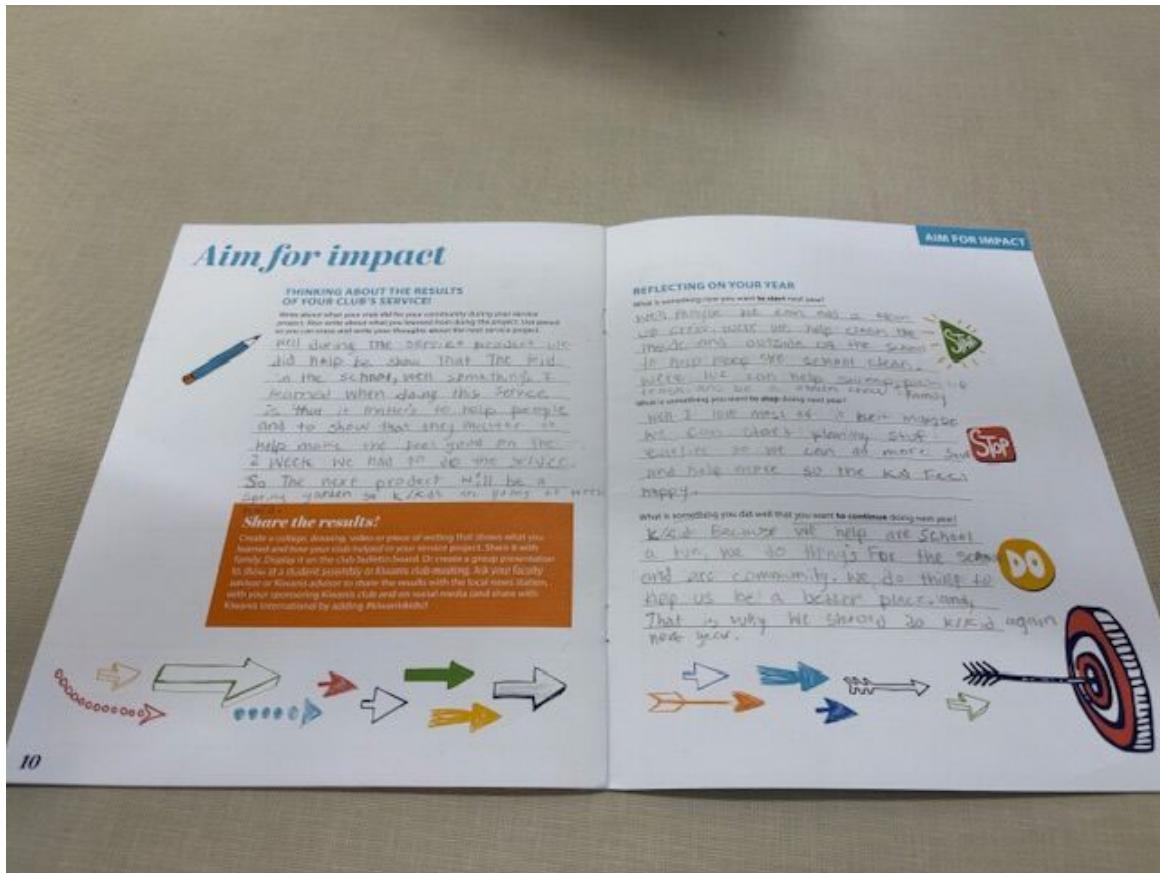
Your club can be among those celebrated as a Distinguished Club or Honor Club — thanks to the [Annual Achievement Report](#). It's a great way to capture and share the service and leadership activities of your K-Kids club during the year while earning a Kiwanis International award. Download the [K-Kids 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:

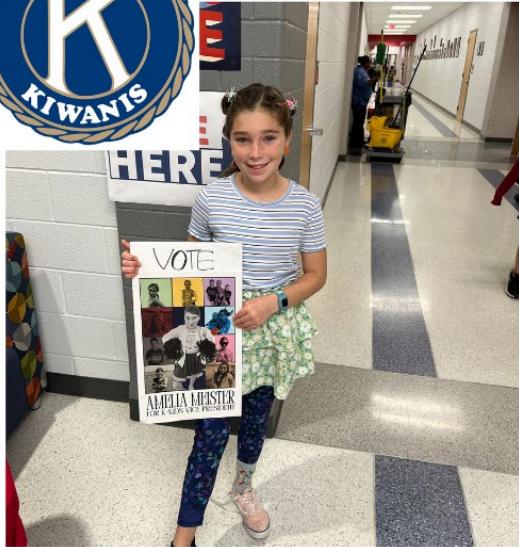
- Copies of one completed activity from each of the following: the K-Kids Member Guide, K-Kids Advisor Guide and K-Kids Service Guide.
- Flyers, images, emails and announcements from the four types of service projects:
 1. A fundraiser.
 2. A donation drive or donation of money.
 3. An advocacy project (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!

K-Kids Member Guide completed activity (question 9): Northside Elementary K-Kids in Florida, U.S., uploaded this image to show members used this guide:



Evidence of Learning – Knowing Talents shows “how members identified and used their talents in club activities” (question 12). McDeeds Creek Elementary K-Kids in North Carolina, U.S., shared a document that explained ways members use their talents in club activities and included supporting images.



Every year students run for officer positions; making campaign speeches and posters.

Students align their talents with different committees and their interests.

Every month students decide on which service project to work on. The K-kids research, brainstorm, vote-on, plan, advertise and implement all projects at McDeeds.



K - K I D S

TALENTS

MCDEEDS K-KIDS 2024-2025



Evidence of Learning – Doing Community Research (question 13) shows “members conducting age-appropriate research to learn about community needs and causes.” Berlin K-Kids in New Hampshire, U.S., attached this image of a research activity from the K-Kids Member Guide:

Natalie

IDENTIFY THE NEED

MAPPING MY COMMUNITY

MAPPING MY COMMUNITY
For some of the needs and issues you discovered, your community already has groups and people that help. Do more research and make a list of places and people that are doing good things.

Our school's programs that help kids and families:

Our school's programs that the
ASAP, Sports

There are different kinds of communities. As a club, agree on a definition for "community" and discuss the different communities the club will serve.

Important community organizations that help people:

- The church by the boating Alley
- The rec

Schools and libraries:

• Book buddies

As your child grows into your needs, explore "Needs and Wants" at www.kidsnightsout.com. This informative topic is a great agenda item to lead into the "Then and Now" discussion.

Hospitals and assisted living homes:

• NHS Visits

Public places and parks:

- Trash clean ups
- Park clean ups

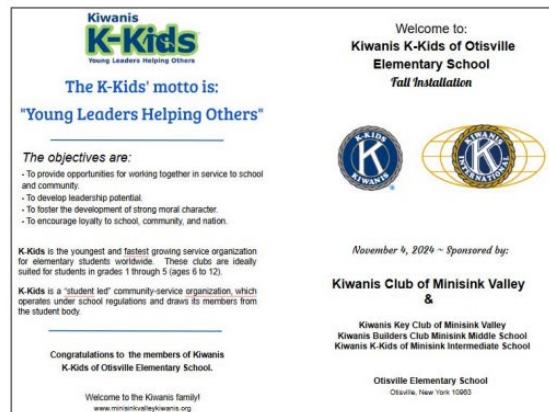


Evidence of Engaging – Connecting in the Community (question 15) shows “members in club activities outside the school/organization or evidence of the club hosting visitors from outside organizations.” K-Kids of Otisville in New York, U.S., uploaded a document with a picture, explanation and program that showed the event where members interacted with their sponsoring Kiwanis club:

Engaging is part of developing as a K-Kids service leader. **ENGAGING** means to become involved.



K-Kids of Otisville had their fall installation, where they were inducted and shared their goals with Kiwanians from the Kiwanis Club of Minisink Valley and the community!



Evidence of Serving – Fundraising (question 17) “shows the club raised money for a cause through an event or fundraising activity.” Barnum Woods Elementary K-Kids in New York, U.S., used an image that showed a donation the club made after fundraising for a cause.



Evidence of Serving – Advocating (question 18) “shows the club educated others about a cause or issue.” K-Kids of Berlin in New Hampshire, U.S., [uploaded a document](#) with an image and an explanation of the cause and how the club educated its community about it.

Evidence of Leading – Empowering (question 21) “shows that officers or committee chairs lead club meetings or activities.” Northside Elementary K-Kids in Florida, U.S., included an image with an explanation that made it clear the image was evidence of an officer leaving an activity:



Empowering

**Northside K-Kids President
working with two K-Kids members
on counting and sorting valentines
for our Candy Gram fundraiser.**

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 to use as you work on your club's report. If you or your members have any questions, contact the [K-Kids program staff](#).