

# 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:





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 - KIDS TALENTS

**MCDEEDS K-KIDS 2024-2025**

**Kiwanis**  
**K-Kids**  
Young Leaders Helping Others

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:

x 3

IDENTIFY THE NEEDS

*Natalie*

### 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:

*ASAP, Sports*

Important community organizations that help people:

- *The church by the bowling Alley*
- *The rec*

Schools and libraries:

- *Book buddies*

Hospitals and assisted living homes:


- *NJHS Visits*

Public places and parks:

- *Trash clean ups*
- *Park clean ups*

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

As your club gets into your needs, explain "Needs and K-Kids M kkids.org kits. The inform topic: agency to lead. Then for "and

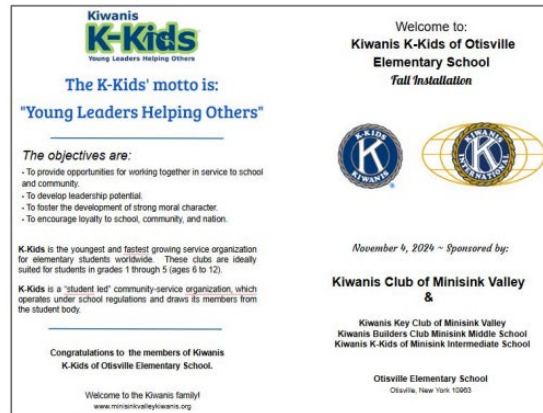


Evidence of Engaging – Connecting in the Community (question 15) shows “members in club activities outside the school/organization or evidence of the club hosting visitors from outside organizations.” K-Kids of Otisville in New York, U.S., uploaded a document with a picture, explanation and program that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