

THE NEW YORK DISTRICT OF CIRCLE K INTERNATIONAL PRESENTS

CLUB BUILDING GUIDE



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WHAT IS CIRCLE K INTERNATIONAL?

CKI in Brief

Circle K International (CKI) is the world's largest collegiate organization dedicated to service and leadership development with more than 500 clubs worldwide. It is not the size of the organization, however, which gives it its identity or provides it with its primary source of pride and satisfaction. Rather, it is the mission and the objects of the organization that set CKI apart from other student organizations.

CKI is a service organization through which college students can find a means of responsible student action in their communities and a more active involvement in the life of their campus. As clubs learn about the needs of their campuses and communities, they develop hands-on activities to address these problems.

Purpose

Circle K International is for college and university students, who are responsible citizens and leaders, with a lifelong commitment to community service worldwide. CKI inspires people to better our world. Its motto is "Live to serve, love to serve." CKI provides constructive opportunities for students to become involved on their campuses and communities through service work to others in need. CKI members have the chance to work with fellow students, children in the community, and other adults in need of special programs.

Benefits of Membership in Circle K International

1. Campus and Community Service
2. Leadership Development
3. Professional Development
4. Friendship
5. Scholarship Opportunities
6. Member Cards
7. Member Handbook & Pin
8. CKI Magazine
9. Experienced Counseling
10. Education, Membership Recruitment, Public Relations, Promotion and Training information
11. Club Communication



WHAT IT TAKES TO BUILD A CKI CLUB: AN OVERVIEW

The Key Players in Building a CKI Club

A Local Kiwanis Club

Identifying a Kiwanis club that is interested in sponsoring a CKI club is the first step to building a CKI club. The commitment to sponsor includes many rewards, like increased service to the community, contributions to the development of today's college students, and recruitment of new Kiwanians.

Sponsorship of a CKI club is a long-term service project. The sponsoring Kiwanis club should be willing to provide a lot of attention to ensure the club is built successfully and maintained for many years to come.

A Local College or University

CKI clubs may be built at any institution that offers courses leading to a baccalaureate or post-baccalaureate degree. These also include vocational technical schools that have received technical certification by state or provincial boards of education or the appropriate national board or body.

CKI is a well-established network of college students and community leaders. Few resources are required by the college or university to support a CKI club, but nevertheless, CKI is unique among collegiate service programs. CKI will be attractive to many college and university administrators.

College Students

Any student who is officially enrolled for classes may become a member of CKI. To charter a CKI club, there should be at least 15 students for a 4-year institution (larger than 5,000 students) or 10 students for a 2-year institution or 4-year institution (smaller than 5,000 students). These members should be willing to commit to the objects of the organization.

Recruiting members is the most important part of the club building process. Realistic expectations about the time it will take to recruit the charter members will limit frustration. The Kiwanis club and its sponsored CKI club should spend at least six months on building the CKI club.

Requirements for Completion of Charter Process

- Have a minimum of 10 or 15 members
- Complete the Petition for Charter with the appropriate signatures
- Complete the Standard Form for Club Bylaws
- Submit all materials and a \$600 chartering fee paid by the sponsoring Kiwanis club to CKI

Once the club is officially chartered, the charter certificate will be mailed to the sponsoring Kiwanis club, so it may be presented at the club's charter banquet.

Resources Available to Assist with the Club Building Process

A variety of resources are available to assist the Kiwanis club in building a CKI club.

CKI Lieutenant Governor

The Lieutenant Governor is the executive officer of the division in which your CKI club will belong. He/she is the liaison between the club and district board. The Lieutenant Governor can provide assistance by:

- Discussing the CKI experience with Kiwanians to enlist Kiwanis commitment
- Assisting in identifying a feasible college or university at which a Kiwanis Club can establish a CKI club
- Assisting with initial organizational meetings of the CKI club
- Providing ongoing education and training to members and officers
- Sharing ideas of what other clubs are doing

Kiwanis Lieutenant Governor

The Kiwanis Lieutenant Governor can be extremely helpful in the club building process, but he/she may be very busy with strengthening Kiwanis clubs. Therefore, the Kiwanis Lieutenant Governor may not be as accessible as CKI district officials. However, this individual can assist by:

- Identifying a Kiwanis club to sponsor the CKI club
- Directing Kiwanis clubs to the appropriate CKI officials who can assist in the chartering process
- Responding to questions about the new club building process
- Sharing experiences about sponsoring

Administrator, District Committee on CKI

The CKI administrator is appointed by the Kiwanis District Governor to advise the CKI district board and the CKI district's operation. These individuals will be very helpful in sponsoring Kiwanis clubs through their sponsorship commitment. The administrator and assistant administrators can share resources, both district and International.

Because of their experience with sponsoring, they will be able to advise with regard to your specific situation. In addition to providing consultation, the administrator and assistant administrators can help by:

- Training Kiwanis and faculty advisors to fulfill advising commitment
- Presenting programs to Kiwanis clubs about the benefits of sponsorship
- Assisting in presenting the CKI program, to your college or university's administration, to secure their support
- Assisting in organizing introductory meetings on campus

To find the contact information for the Kiwanis Lieutenant Governor, CKI Lieutenant Governor or the CKI administrator, please check the directory on <http://nycirclek.org>. If you have any questions, you may contact, District Governor, Walaa Ahmed (walaa.ahmed@nycirclek.org), or club building chair, Katie Lim (katie.lim@nycirclek.org).

New Club Building Materials Available from Circle K International

When building a CKI club, an online kit is available at www.kiwanisone.org/charter. The on-line New Club Building Kit includes materials needed to educate a Kiwanis club and school administration about CKI and the new club building process. The online kit also includes all documents required to charter. *Contents of the New Club Building Kit include:*

Club Building Manual

- This manual highlights new club building strategies, including membership recruitment and club organization activities.

Standard Form for Club Bylaws

- This is the governing document to specifically operate a local CKI club. It must completely conform to the International Bylaws and Policy Codes. This should be completed and adopted by the newly-formed club and forwarded to the International Office for approval.

Advisor's Manual

- This manual provides an overview of both the Kiwanis advisor and faculty advisor's responsibilities.

Club Officer Workbooks

- These workbooks are designed specifically for each of the following: the club president, club secretary, club treasurer, and club editor. Each of these workbooks outlines information and strategies to enable a club officer to fulfill his or her responsibilities.

Member Recruitment Materials and Suggestions

- These should be used and customized to explain CKI to prospective members.

Petition for Charter

- This document is a club's application to be chartered. It includes the names of charter members, the names of officers, and the signatures of Kiwanis and school officials that endorsed the establishment of a CKI club. When completed, it should be submitted to the International Office, along with all other documents, to officially request recognition of the new club.

Charter Presentation Manual

- This manual provides suggestions for planning and implementing a chartering ceremony for the new CKI club.

Budget Planning and Explanation Manual

- This manual provides an overview of a sample CKI budget and an explanation of the different types of accounts.

KIWANIS SPONSORSHIP

THE BENEFITS AND RESPONSIBILITIES OF CIRCLE K SPONSORSHIP

CKI is a sponsored leadership program of Kiwanis International. Kiwanis clubs provide opportunities of service for college students and they encourage a more aggressive citizenship by increasing the number of individuals who are actively committed to their community.

Benefits of Sponsorship

Sponsoring a CKI club is an opportunity to invest in the future of Kiwanis. As a sponsor, you will impact the lives of college students by promoting their personal, leadership, and career development. You will watch college students become responsible citizens as they actively contribute to their communities. Your Kiwanis club can benefit from the sponsorship in the following ways.

1. Your Kiwanis club can plan larger projects, because it will have additional resources.
2. Communities identify with the colleges and universities in the area.
3. Interaction with CKI will introduce your Kiwanis club to new perspectives, new audiences and a new market for membership.
4. Sponsorship of a CKI club will be a program resource for your Kiwanis club.
5. Your Kiwanis club will become attractive to prospective members.
6. Your club will increase its opportunities for interclubs, joint projects, attendance at CKI club meetings, and participation in CKI division, district, and international events.

Sponsorship Responsibilities

Before a Kiwanis club agrees to sponsor a CKI club, it must understand the needs of college students and the sponsorship commitment necessary to make the CKI club a success.

1. A Kiwanis club must decide if it has the time, energy, and financial resources to develop and maintain a long-term relationship with the sponsored CKI club.
2. The Kiwanis club must establish a Kiwanis Committee on CKI to build and advise the club.
3. The Kiwanis club must collaborate with the faculty advisor.
4. At least one member of the Kiwanis club should attend weekly meetings of the CKI club. The Kiwanis club should also encourage CKI members to attend meetings of the Kiwanis club.
5. The Kiwanis club must advise the CKI club to follow proper administrative procedures.
6. The Kiwanis club must ensure that the CKI club maintains charter strength.
7. The Kiwanis club must assist the CKI club.
8. The Kiwanis club must encourage CKI members and Kiwanians to attend all CKI district and international events.
9. The Kiwanis club is responsible for the ongoing training of club officers.

Presenting CKI Sponsorship to the Kiwanis Club Membership

The following activities can be used to educate the Kiwanis club about CKI sponsorship and secure its commitment.

- Invite the CKI Lieutenant Governor of the division to present a program on what CKI has done for him or her and why it is important that the opportunity for membership be extended at the prospective college or university.
- Invite the chairman of the Committee on CKI from another Kiwanis club to present a program about the benefits and responsibilities of sponsorship.
- Invite the assistant administrator for the CKI District to present a program on the benefits and responsibilities of sponsorship.

Board Approval

Though the decision to sponsor a CKI club does not need to be a decision of the entire club, it is important to gauge the level of interest the club, as a whole, has in sponsoring a CKI program. A decision of the board of directors is required before the club can commit to sponsorship.

Co-Sponsorship

If the Kiwanis club is hesitant to sponsor a CKI club on its own, it may want to consider the option of co-sponsorship with a second Kiwanis club. Co-sponsorship is a strong option for clubs that have limited resources.

Appointing a Committee on CKI

If the board of directors approves sponsorship of a CKI club, the next step is identifying a chairman for your club's Committee on CKI, who can begin organizing the club building effort. When appointing a chairman for the CKI Committee, it is very important that this individual understand the magnitude of the work involved, especially during the initial establishment of the club on a campus.

The chairman of the Kiwanis Club Committee on CKI will be the primary liaison between the CKI club and the Kiwanis club. This individual should be available to advise the club and assist the club with troubleshooting.

SECURING SUPPORT

WORKING WITH YOUR COLLEGE AND/OR FACULTY ADVISOR

Once the Kiwanis club has committed itself to building a CKI club, it must identify a college or university campus at which to build the CKI club.

Steps Involved in Securing Support from the College or University

1. Begin by contacting the Office of Student Affairs or the Student Activities Office and ask with whom you should speak about establishing a new student organization on campus. Set-up a meeting with that individual and be prepared to respond to their questions.
2. Mail or email a follow-up letter to introduce the school administrator to CKI and to indicate that you look forward to your scheduled meeting.
3. Prepare for the meeting.
4. Meet with the appropriate administrator.
5. Once the college or university agrees that a club can be organized, ask what the procedures are to establish a club.

Communicating with the College or University to Initiate the Club Building Process

When attempting to establish a CKI club on a local college or university campus, it is imperative that the Kiwanis club communicates effectively with the school administration. To market CKI to the college or university, you must describe to the administration the ways CKI will benefit the campus and community. Colleges and universities have limited financial resources to establish clubs; therefore, Kiwanis' role with the CKI club will be important to highlight.

The Mission of Circle K International

Developing college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

The objects of this organization shall be:

- To emphasize the advantages of the democratic way of life
- To provide the opportunity for leadership training in service
- To serve on the campus and in the community
- To cooperate with the administrative officers of the educational institutions of which the clubs are a part of
- To encourage participation in group activities
- To promote good fellowship and high scholarship
- To develop aggressive citizenship and the spirit of service for improvement of all human relationships
- To afford useful training in the social graces and personality development

Securing a Faculty Advisor

The faculty advisor can help the CKI club connect with the campus. The faculty advisor's familiarity with college/university personnel, policies, and procedures will enable the CKI club to utilize its resources effectively.

To identify potential faculty advisors, ask the college or university administration for assistance in finding a faculty or administrator who might be interested in assisting with this community service program. You should also ask members of your Kiwanis club and any student contacts if they have suggestions for potential faculty advisors. Once potential faculty advisors have been identified, forward a letter asking if they would be interested in this advising opportunity.

Duties of the Faculty Advisor

A faculty advisor should:

- o Make certain that all CKI club projects and fundraising activities are in accordance with college/university policies
- o Make certain that CKI club bylaws conform to college/university policies that govern student organizations
- o Assist the CKI club
- o Work with the CKI club in communicating with all college/university departments
- o Help recruit potential club members and assist in proper publicity for the CKI club
- o Work with advisors of other campus organizations in forming possible joint service projects
- o Ensure that the CKI club's financial records conform to college regulations for student organizations
- o Seek out ideas and suggestions for CKI club service projects from the faculty, administration and other groups

Support the Faculty Advisor will Receive

The International Office develops leadership, laws and regulations, public relations, service programming, and club administration materials. The faculty advisor has access to all resources available to the CKI club.

Faculty advisors are invited to attend district and international leadership training conferences and conventions. These events will expose the faculty advisor to the structure of the organization and provide ongoing training to the faculty advisor. The faculty advisor will have the opportunity to network with other college and university professionals and engage in problem solving and idea sharing.

Introductory Letter to College or University Administration*



[Insert DATE]

Dear [Insert Student Government Contact]:

Circle K International (CKI) is the largest student lead collegiate community service organization in the world. The three tenets of our organization are service, leadership, and fellowship. Through these tenets, we aim to improve our community by addressing its diverse needs and developing the leaders of today and tomorrow. With more than 13,000 members in 17 nations, CKI is making a positive impact on the world every day. CKI clubs are sponsored by a local Kiwanis Club to provide further leadership guidance and service opportunities. CKI is a self-governing organization and elects its own officers, conducts its own meetings, and determines its own service activities.

CKI blends community service and leadership training with the opportunity to meet other college students around the world. Local service projects such as [insert local service projects] bring CKI members together to make a difference in our community. The vast array of benefits that CKI brings to a college campus includes opportunities of community service, leadership positions at the International, district, division and club level, making new friends from around the world, professional networking, résumé building, public speaking, and discounts at businesses.

CKI partners with several preferred charities like March of Dimes (premature birth awareness), Students Team Up to Fight Hunger (food drives for local food banks), and UNICEF with the Six Cents Initiative (providing oral hydration salts to sterilize water in the third world) and the Eliminate Project (working to eradicate maternal/neo-natal tetanus from the face of the earth). In doing so, CKI helps to make the world a better place one child and one community at a time. Most of all Circle K clubs organize service projects that benefit non profit organizations in their communities, such as, animal shelters, senior citizens homes, soup kitchens, Ronald McDonalds Houses, Rescue Missions, and much more.

As you can see there are many benefits of having a Circle K club on your campus. Not only by benefitting the surrounding community and other national and international organizations but also representing your [University/College] at any of our District events by presenting workshops, receiving District or International Awards or even being elected for a District or International office position. Please consider chartering a Circle K club on your campus, if you have any further questions, please contact Walaa Ahmed District Governor at Walaa.ahmed@nycirclek.org or Katie Lim Club Building chair at Katie.lim@nycirclek.org. Thank you so much for your cooperation and support!



Yours in service, leadership and fellowship,
[Insert Club Representative Signature]
[Insert Club Representative Name]
[Insert Club Representative Title]

*To access this letter, click [here](#).

Completing the Chartering Process

To complete the chartering process, ensure that the following list of activities has been completed.

Check Upon Completion:

- 1. At least 10 or 15 members (depending on school size- see page 4) have been recruited and paid district and international dues.
- 2. A check of \$600 is written to Circle K International for the payment of the chartering fee, which includes the charter members' dues for the district and the international club fee for one year.
- 3. The following is to be completed on the Petition to Charter (found here):
 - a. Kiwanis verification must be certified by the Kiwanis club president, Kiwanis club secretary, and Kiwanis advisor in the appropriate space on the petition.
 - b. CKI club verification must be certified by the CKI club president and CKI club secretary in the appropriate space on the petition.
 - c. College/University Verification must be certified through the signature of an authorized school official and the faculty advisor in the appropriate space on the petition. This authorized school official can be a staff member in Student Activities or in Student Affairs.
 - d. Permanent school mailing address. This address must be a campus address.
 - e. Complete mailing address information for the sponsoring Kiwanis club, the faculty advisor, the Kiwanis advisor, the CKI club president and the CKI club secretary.
 - f. Complete form with names of the charter members, their signature and their expected date of graduation.
- 4. The Standard Form for Club Bylaws (found here) is completed.

Once each item above is checked off, the club is ready to mail all items to Circle K International.

Mail all of the above items to:

Circle K International
3636 Woodview Trace
Indianapolis, IN 46268-3196

10 Steps to Reactivating Your Club

Step 1

Reach out to district officers for assistance. Their contact information can be found here: www.nycirclek.org.

Step 2

Talk with the previous sponsoring Kiwanis club to investigate why the club went inactive.

Step 3

Reach out to the Offices of Student Life/Activities to search for contacts, important documents (Club Bylaws), and former advisors that may help in the reactivation process.

Step 4

Research what is required for a club to be recognized as an official student organization on campus (A minimum number of students and club bylaws are usually required).

Step 5

Check with the previous sponsoring Kiwanis club and advisors to determine if they possess the materials needed to reactivate a club from the previous active club. If not, determine what materials should be ordered when reactivating the club.

Step 6

Locate a sponsoring Kiwanis club and Kiwanis advisor. Your division's Lieutenant Governor and/or district officers may be of assistance in helping with this task.

Step 7

Recruit 10-15 students, depending on the student size of your institution (see page 4).

- Talk to friends, past Key Club members, and peers in class
- Advertise by handing out fliers around campus and wearing CKI apparel and gear.
- Participate in organization fairs and other recruitment events

Step 8

Locate a faculty advisor (see page 10).

Step 9

Hold an informational meeting to educate new members on CKI.

- Invite district officers to provide presentations and suggestions
- Adopt club bylaws and elect officers
- Fill out the "Petition to Reactivation" with new officers and members (found here)
- Submit the petition and chartering fee to the CKI office (see page 12)

Step 10

Schedule a regular meeting time for the year.



***THE CLUB BUILDING GUIDE** was written by Katie Lim. Edited by Walaa Ahmed. Layout Design by Sara Louie and Jack Curzon. New York District Board of Circle K International for 2015-2016.*