



TENANTS

Service, Fellowship and Leadership

MISSION

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

PLEDGE

I pledge to uphold the Objects of Circle K International, to foster compassion and goodwill toward others through service and leadership, to develop my abilities and the abilities of all people, and to dedicate myself to the realization of mankind's potential!

OBJECTS

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;

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; and

To encourage and promote the following **ideals**:

To give primacy to the human and spiritual rather than to the material values of life;

To encourage the daily living of the Golden Rule in all human relationships;

To promote the adoption and the application of high social, business and professional standards;

To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship;

To provide through Circle K clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities; and

To cooperate in creating and maintaining that sound public opinion and high idealism, which make possible the increase of righteousness, justice, patriotism and goodwill.

VISION

To be the leading global community-service organization on college and university campuses that enriches the world one member, one child and one community at a time.

MOTTO

Live to Serve, Love to Serve!



CKI Structure

International Level:

- President
- Vice President
- Seven trustees of Sub-regions A-G

District Level:

- Governor
- Executive Assistant
- Secretary
- Treasurer
- Editor

Committee Chairs & Task Force:

- Conferences and conventions Chair
- Awards Chair
- Social initiatives Chair
- Technology Chair
- NYCKI and International projects Chair
- Alumni and Kiwanis family relations Chair
- Marketing Chair
- Club building and resources Chair
- Membership development and education Chair
- Laws and regulation Chair
- Financials and fundraising Chair
- Governors and district project Chair

Division Level:

Capital

- SUNY Albany
- Russell Sage
- RPI
- Hudson Valley Community College
- Cobleskill

Empire

- St. Johns
- CUNY Queens
- Vaughn College

Hudson Valley

- New Platz
- Marist

Iroquois

- Syracuse
- Utica

Liberty

- Columbia
- CUNY City
- Fordham
- CUNY Hunter
- NYU

Long Island

- Adelphi
- LIU Post
- SUNY Stony Brook
- Hofstra

Northern

- Clarkson
- SUNY Potsdam
- St. Lawrence University

Seneca

- SUNY Geneseo
- SUNY Brockport
- University of Rochester
- RIT

Southern Tier

- Binghamton
- Cornell
- Elmira
- Ithaca
- Hartwick

Western

- Buffalo State College
- Niagara University
- University at Buffalo

Club Level



CKI Terminology

Membership Report Form (MRF): This is a report that the secretary of your club must fill out the 7th of every month. They input service hours, events and how much your club has fundraised and what goals you have in regards to fundraising, service hours, etc.

Club Status: This is given to every club depending on when they pay their dues

- **Active-** paid on time before November 30th
- **Suspended-** No payment made by November 30th (a club can move from suspended to active status once the International and district dues fees are submitted)
- **Inactive-** No payment has been made since September 30th of the following year (a club can reactivate it's status by making a full dues payment, submitting a corresponding roster, and paying a \$100 reactivation)
- **Charter Revoked-** No payment has been made for more than two years (Must charter the club all over again in order to regain active status)

Membership Update Center (MUC): This is a form that has to be filled online with all the names of the paid dues members in your club and their information, it calculates how much dues you have to pay.

Club Information Listing (CIL): A report released by Kiwanis International listing the club status of all clubs in Circle K.

Election Report Form (ERF): This is a form that has to be filled after each election of all the officer's information so their district counterparts can contact them later on in the year.

District Project: A project that the district comes up with that the rest of the clubs in the district are encouraged to support by fundraising, volunteering or just promoting. This term the district project is the thirst project, that helps various countries have access to clean water.

Governors Project: A project that the Governor comes up with that the rest of the clubs in the district are encouraged to support by fundraising, volunteering or just raising awareness. This year the Governors project is called knock out cancer, it is for all non-profit organizations that are aimed to help find a cure, raise awareness or funds and help out families and cancer patients through their tough time.

International Project: The Kiwanis come up with a project to support about every five years that the rest of the clubs are encouraged to fundraise for. This year we are working on the Eliminate project to eliminate Maternal and Neonatal Tetanus (MNT) from third world countries and it's the last year to make our goal of raising 110 million dollars!

Sub-region: Circle-K Internationals is divided into 7 different sub-regions from A-G. We are in Sub-region F (F-Yeah) and it includes New York, New Jersey, New England, Capital and Eastern Canada. Each sub-regions has an appointed trustee, this year it is Vy Tran © She's awesome!

District: CKI is divided into districts that are either a state, a combination of states, provinces, and/or countries. The main function of the district is to develop and maintain clubs within the specified region. NY state is it's own district because we are just that good.

Division: Some districts are divided into divisions because of their size, like ours. We have 10 divisions: Capital, Empire, Hudson valley, Iroquois, Liberty, Long Island, Northern, Seneca, Southern Tier, and Western.

Service and Leadership Program (SLP): Service Leadership Program - In Kiwanis, any "SLP" is a branch of Kiwanis that is, typically, geared toward a younger audience, including CKI, Key Club, Builder's Club, and K-Kids

NY Speaking (NYS): An annual fall conference usually in the first week of November at Lake George. It includes workshops and fun fellowship events! This year it will be on November 6th-8th ☺

District Large Scale Service Project (DLSSP): A service oriented district event, usually in September/October for a weekend. Members get together and participate in a large variety of service projects in a city or town. Thanks for joining us at Kamp Kiwanis this year!!!

District Convention (DCON): A weekend event held annually in Albany usually in late March and includes training and leadership workshops, fellowship activities, awards, elections for the upcoming district Board and most importantly meeting old and new members of your district! This year it will be on March 11th-12th are you ready?!

District Officer Training Conference (DOTC): Newly elected members of the district board are invited to attend a separate training conference called DOTC where they will learn how to uphold their position within CKI and better help the clubs and members of the mighty New York District!

Governors and Administrators Training Conference (GATC): The newly elected governor attends a separate training conference with their administrator with the rest of Circle K International's governor's and administrators to better serve their district!

CKIx: This year it will be in Toronto, Canada on June 22-25 it's Made up of:

- **Large Scale Service Project (LSSP):** Held in a different location every year, LSSP allows all members of Circle K, worldwide, to perform large-scale acts of community service in a selected location
- **International Convention (ICON):** Also held in a different location every year, ICON is the international version of DCON, where the international officers are elected and members receive information about Circle K straight from the hub.



20% Growth Challenge

Step 1. Figure Out What Works

Current members are a great place to start! Find out what made them join their club and continue to be involved. Also it's important to ask them "Why would someone NOT want to join?" These issues could be related to service opportunities, social environment, apathy, etc. This information will not only make the CKI experience better for current members, but also ensure that new members stay.

As well, don't be afraid to reach out to past district officers and your district administrator(s) to learn more about the history of your district. They may know of some great techniques used in the past that have helped your clubs grow.

Your challenge is to tell one new person about Circle K every week. I have never met anyone who has heard about CKI and isn't interested or doesn't ask about the meeting times, events or service projects. We have a great organization, now just go out and sell it!!!

Step 2. Who Are You Missing?

Take the time to think about the people you know that are missing out on CKI. Write all the people you know who (are):

<ul style="list-style-type: none">• scholars• leaders on campus• service minded• friends of friends• driven to succeed in life• highly social• never leave their rooms• make you laugh• go home every weekend• frequent the library/lab• sit with/near you during meals• sit within 10 chairs of you in class	<ul style="list-style-type: none">• hold an position on campus• traveled abroad• are in fraternities/sororities• commuters• adult students• graduate students• international students• People who you know from:<ul style="list-style-type: none">• your freshmen hall• the floor/in your building• a sports team you played on• other clubs/student organization	<ul style="list-style-type: none">• Residential life/Orientation• groups• Work study• jobs• gym/weight• room/wellness center• cell phone contacts• address book• buddy list• Facebook/MySpace/• networking sites• listserv/email distributions
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This can also be done on the district level by listing schools to charter in and potential Key Club Alumni or friends from high school that go to different schools without CKI clubs. By understanding who you are missing, you can find ways to appeal to these individuals.

Step 3. Invite Them to an Event

You don't have to ask them to join CKI right away. Ask potential members to come to an event that encompasses your club. Try to find what potential members are interested in most, whether it be a social event or service project, and invite them to the event. Share your personal stories about a CKI memory or how CKI has affected you to make their experience personal. This connection is what will get them to stay.

Step 4. Seal the Deal

Now that they've experienced CKI for themselves, it's time to ask them to join. Don't forget to let them know of all the great benefits your club and district has to offer once they become a member, such as cool CKI member materials, travel and attendance at events, the chance to win awards and prizes, and the opportunity to lead on various levels of our organization.

Extra Tips & Tricks

Actively Searching

It's nice when someone approaches you about starting a new club in your district, but it's rare. You will need to make an active effort to reach out to potential CKI members and schools, in order to begin chartering new clubs. Lieutenant Governors can look for potential schools in their division. On the other hand, you may have friends who attend other colleges or universities that would be interested in starting a club. All you have to do is ask to get the process started!

Re-chartering

In many cases, it is easier to re-charter a club than to begin fresh. One perk is that the school may already be familiar with the club and be more open to having it restart. Also there is the possibility of past CKI members from the inactive club still being students. All they may need is some extra support to get the club up and running again. On the other hand, it also may have left a negative impression on the campus and become harder to promote to students and the school.



Parli Pro Cheat Sheet

Parli Pro - Motions At A Glance

To Do This:	You Say This:	May You Interrupt A Speaker?	Do You Need A Second?	Is it Debatable?	Can It Be Amended?	What Vote?
Introduce new business	"I move that..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Request information	"I rise for a point of information"	Yes	No	No	No	No Vote
Complain about noise, etc.	"I rise for a question of privilege"	Yes	No	No	No	No Vote
Call for a brief intermission	"I move to recess for 10 minutes"	No	Yes	No	Yes	Majority
Postpone the question to a later time	"I move to postpone the question until next week"	No	Yes	Yes	Yes	Majority
Refer the question to a committee for further study	"I move to refer the motion to the _____ committee to study"	No	Yes	Yes	Yes	Majority
Put a limit on the debate	"I move that debate be limited to 5 minutes"	No	Yes	No	Yes	2/3
End debate and vote	"I move the previous question"	No	Yes	No	No	2/3
Verify a voice vote by rising	"Division"	Yes	No	No	No	No Vote
Set the pending question aside temporarily when something else of immediate urgency has arisen	"I move to lay the pending question on the table"	No	Yes	No	No	Majority
Take up a matter previously tabled	"I move to take from the table the motion concerning ..."	No	Yes	No	No	Majority
Reconsider an action	"I move to reconsider the vote on the motion to"	No	Yes	Yes/No	No	Majority
Call attention to breach the rules	"I rise to a point of order"	Yes	No	No	No	No Vote
Suspend the rules temporarily	"I move to suspend the rules so that..."	No	Yes	No	No	2/3
Adjourn the meeting	"I move that we adjourn"	No	Yes	No	No	Majority



NYCKI District Goals

2015-2016 Service Hour Goal: 25,000 hours

2015-2016 MRF Goal: 100%

2015-2016 Membership Goal: 1,234 members

2015-2016 Chartering Goal: 5 new clubs, 41 clubs in total

2015-2016 Fundraising Goal: \$52,000

2015-2016 Eliminate Project Fundraising Goal: \$10,000

2015-2016 Kiwanis Family Events Goal: 250 events

2015-2016 Interclub Goal: 250 events

2015-2016 Social events Goal: 90 events

2015-2016 District Project Service Hour Goal: TBA

2015-2016 District Project Fundraising Goal: \$2,000

2015-2016 Governor's Project Service Hour Goal: 4,000 hours

2015-2016 Governor's Project Fundraising Goal: \$15,000

2015-2016 Club Growth Goal: 20% growth for more than 50% of NYCKI clubs

2015-2016 District Events Attendance Goals

2015-2016 Kiwanis Family Picnic Goals: 100 members and raise \$1,000

2015-2016 DLSSP Goal: 100 members

2015-2016 New York Speaking Goal: 150 members

2015-2016 DCON Goal: 200 members



Team Responsibilities

The Executive Board

President

The president is the “big cheese” of the club. Presidents oversee meetings (general and board meetings), represent the club on campus and throughout the New York District, and essentially run the club. It is the responsibility of the President to stay on top of all club activities, no matter how “large” or “small” each task may be.

Vice President

The Vice President is the “right hand man” (or woman) of the club. Vice Presidents manage meetings when the President is absent or unavailable. Typically, some clubs require that the Vice President also acts as the head of the committee structure and serves as an ex officio member of every committee within the club. Some clubs also have 2 Vice Presidents, such as a Vice President of Service and a Vice President of Administration.

Secretary

The Secretary is the “recorder” of the club. Secretaries have two main responsibilities: taking minutes of general club meetings (and club board meetings) and filling out Monthly Progress Report Forms (that are sent to the District Secretary every month). These duties are necessary so that club members and district officers are aware of what the club is doing!

Treasurer

The Treasurer is the “money manager” of the club. He or she often oversees the budget, cuts reimbursement checks and manages fundraiser. If it has to do with money, it typically has to do with the treasurer! One of the most important duties of the Treasurer is the collection of dues, which occurs in the beginning of every fall semester. If a club doesn't pay its dues, the club risks losing their charter, so this is crucial!

Faculty & Kiwanis Advisor

The Faculty and Kiwanis advisors are the “guides” of the club. Unlike club officers, these two advisors stay the same year after year, so they come with a lot of knowledge about past club officers, events that worked (and didn't work) and other important tidbits. Utilize them as a resource for advice, tips and help throughout the CKI year, as they will be invaluable to you during your year as president.

Other Leaders

Committee Chairs

Committee chairs are the “specialists” of the club, overseeing a variety of committees with different specializations, including (but not limited to) fellowship, service projects, specific events, publicity and Kiwanis-Family relations. Not all clubs have committee chairs, but those who do often use them as a way to increase leadership potential in the club.

Editor

The Editor is often the “publicist” of the club. They are typically responsible with the distribution of newsletters, creation of advertisements and photography during events. Sometimes, these responsibilities are delegated to another officer or a committee.

Webmaster

The Webmaster is the “tech master” of the club. He or she oversees a club website and the use of various social media, such as Twitter and Facebook. Sometimes, these responsibilities are delegated to another officer or a committee.



Club Goal Sheet

At the start of this 2015-2016 CKI Service Year, setting challenging yet realistic goals is a crucial step in planning how this year will turn out. Beyond the creation of our unified district goals, you should also be making personal goals for this year that are related to your position and your success as a CKI leader. However, setting goals is not merely enough. One has to set, not just SMART goals, but **SMARTER** goals in order to have truly useful plans.

- S Specific: Is the goal easy to understand? Does the goal pertain to one aspect of CKI?
 A good example: Increasing *my service hours* this year from last year's service hours.
 A bad example: Doing *more* for Circle K.

- M Measurable: Is the goal quantifiable? Is there a way to gauge how the goal can be met?
 A good example: Having *20% more club members* than the previous year.
 A bad example: Increasing *members* in the club.

- A Attainable: Is the goal within your capabilities this year? Do you feel that you can reach this goal?
 A good example: Organizing *at least one service project* per week.
 A bad example: Organizing *eight service projects* per week.

- R Relevant: Does the goal pertain to the organization? Does it make sense?
 A good example: *Work with other service organizations* on campus in the Spring Semester.
 A bad example: Increase *membership of two other service organizations* on campus.

- T Truthful: Is this something you actually want to concentrate on? Do you, want to fulfill this goal?
 A good example: Cutting back on caffeine intake *to two cups of coffee a day*.
 A bad example: Never drinking any coffee ever again (at least, I don't think I can do this ☺)

- E Ethical: Does this fall within legal boundaries?
 A good example: Organizing *three more fundraisers* for club money
 A bad example: Making *finance records difficult to understand* so money can be taken out.

- R Reviewed: Review your goals often, so you know if you're on track.
 A good example: Reporting how close you are to your service hour goals *once a month*.
 A bad example: Reviewing your goals only *at the end of each semester*.

Club Goals

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)



Club Contact Sheet

Communication is **essential** to a productive, energized and fantastic year. Keeping in touch with officers will allow you to delegate the appropriate tasks, and communicating with members will make sure you have amazing attendance at all of your events (after all, how are members supposed to know when there are service projects?)

Use this sheet to keep a record of all the relevant contact information. Fill it out (sorry I only have 6 slots!), keep it safe and check often when you need to email an officer or make a call to your Kiwanis club.

Club Website: _____ Club Email: _____

Club Mailing List: _____

Officers Information

Position	Name	Phone Number	Email Address
Kiwanis Advisor			
Faculty Advisor			

Don't forget your District Board Information!

District Governor:
Executive Assistant:
District Secretary:
District Treasurer:



District Board Breakdown

Executive Board

Your District Executive Board serves as the “leaders” and core servants of the District, doing all they can to make this year the very best it can be for the New York District. Each of them specializes in various aspects of the District, but all of them are here to serve each and every leader, potential leader, member and future member of the New York District of Circle K International.

Governor: _____

Phone: _____

Email: _____

District Secretary: _____

Phone: _____

Email: _____

District Treasurer: _____

Phone: _____

Email: _____

Editor: _____

Phone: _____

Email: _____

Lieutenant Governors

Your Lieutenant Governors are like your “regional” specialists. They are all leaders from various locations throughout the district. Each club is part of a division, or a group of clubs that are joined by areal proximity (close by each other). Lieutenant Governors oversee these divisions and help make sure that each club gets the unique and special attention each one deserves.

Capital Division: _____

Email: _____

Central Lakes Division: _____

Email: _____

Empire Division: _____

Email: _____

Hudson Division: _____

Email: _____

Long Island Division: _____

Email: _____

Northern Division: _____

Email: _____

Southern Tier: _____

Email: _____

Western Division: _____

Email: _____

