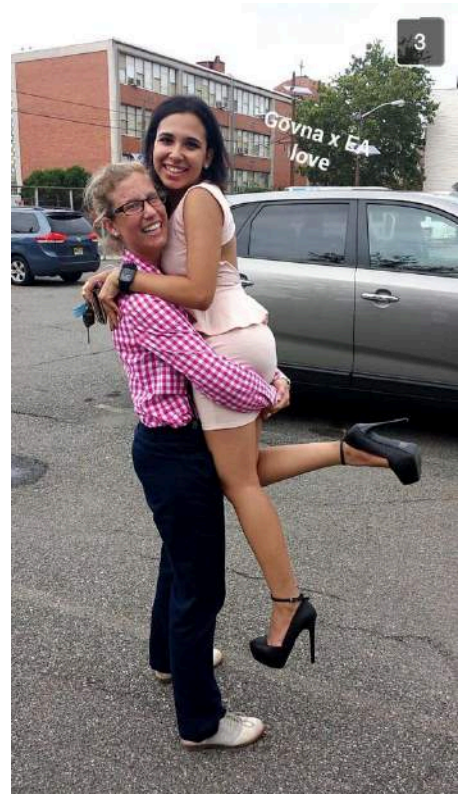


New York District of Circle K International  
**Vice-President Handbook**  
2015 – 2016



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**Me (left) and Governor Walaa (right) after our Summer Board meeting.**

# A Letter From the Executive Assistant

Hello Vice Presidents,

My name is Elizabeth McGuirk and I am your Executive Assistant for the 2015-2016 service year. The Executive Assistant is the right-hand man to the Governor, just like you are the right-hand man to the President.



I am currently a second semester senior at Rensselaer Polytechnic Institute studying Electrical Engineering. Also, I am in a sorority: Alpha Omega Epsilon. In my free time (which is rare), I enjoy watching school hockey games, hanging with friends, FaceTiming my dog Darla, and traveling. I drink too much coffee, eat too much chocolate, and my alter ego is Taylor Swift.

I have been in the K-Family for about 8 years, starting in Key Club in high school and continuing in Circle K. I am a member of Rensselaer Polytechnic Institute (RPI) Circle K. I have held various positions in Circle K including Secretary of RPI, Vice President of RPI, Lieutenant Governor of the Capital Division and my current position as Executive Assistant.

Throughout my time in Circle K, I have been able to expand my skills in service, leadership, and fellowship, but service was always a favorite of mine. My favorite service project is helping out at the food bank and RPI's Annual Haunted House. I also enjoy helping out at the American Foundation for Suicide Prevention's Out of the Darkness Walks. I even brought one of these walks to my school last spring, as a goal I set for myself in the fall, proving that you can do anything you put your mind to!

As someone who was previously a vice president, I understand the amount of work and pressure that you are under. This handbook includes everything I wish I had when I was in your position!

Yours in Service,

Elizabeth McGuirk  
Executive Assistant  
New York District Circle K International  
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# Vice President Responsibilities

What does a Vice President do?

Main Responsibilities:

1. Support the President especially when he or she is very stressed
2. Assume Presidential duties in the absence of him or her
3. Set a good example for the other members
4. Be an active member of the Executive Board and Club
5. Recruit new members

Club Specific Responsibilities (specific to particular clubs):

1. Be in charge of Committee Chairs
2. Plan Service Projects
3. Check and send emails



**Governor Walaa (right) and I representing New York at CKIx!**



**Technology Chair Jack, me, LTG Tina, K-Fam Relations Chair Jeffery and Nyck Celebrating 100 years of Kiwanis.**

# Words to Describe Circle K



Dedicated  
Loving  
Caring Inspire  
Love  
Service  
Community  
Welcoming



**Picture 6: Selfies with Johnny K (Also Featured LTG Tina, Diane, Technology Chair Jack, and District Secretary Jerry)!**

# Service Project Ideas

## In-House Service Projects:

1. Various Holiday Cards for Local Hospitals/Shelters
2. No Sew Blankets
3. Make Dog/Cat Toys

## Out-of-House Service Projects:

1. Food Bank
2. Local Shelter/Hospital
3. Ronald McDonald House
4. Key Club/Kiwanis Events
5. Host your own!
  - (ア) Haunted House
  - (イ) Murder Mystery
  - (ウ) Iron Chef



**Picture 1: Me (left) and my Mom(right) at a hockey game who is my biggest inspiration, because she's always believed in me and my ability to be a leader.**

# Recruitment

- Put up Posters/Flyers
  - ✧ High traffic locations
  - ✧ Freshmen dorms
  - ✧ Attention grabbers
    - Bright colors
    - Big font
  
- Swag
  - ✧ College students love free things
  - ✧ Give away small items
  - ✧ Something unique
  - ✧ Put information on said swag
  
- Key Club
  - ✧ Most likely have heard of Circle K
  - ✧ Already love service
  - ✧ Keep their interest by saying all the fun things you do
  
- Useful Tips
  - ✧ Use a good hook
    - Want to serve the community while meeting potential employers?
    - Were you in Key Club?
    - We are the college version of Key Club!
    - Our organization serves \_\_\_ hours and helps over \_\_\_ people!
  - ✧ Stand in front of your table
  - ✧ Wear CKI apparel
  - ✧ Smile and look friendly
  - ✧ Move table up 3 inches ahead of the others
  - ✧ BE SURE TO SIGN UP FOR THE CLUB/ACTIVITIES FAIR

# Retention

- Follow up with new members
  - ✧ Make them feel like they are valuable
  - ✧ Develop a personal relationship
  - ✧ Be welcoming
  - ✧ Learn the names of new members
- Icebreakers
  - ✧ Use icebreakers to prevent cliques
  - ✧ Make sure everyone is included in club activities
  - ✧ Encourage friendships between all members
- Meeting Etiquette
  - ✧ Make your club look organized
  - ✧ Be punctual
  - ✧ Prepare an agenda
  - ✧ Send out minutes as soon as you can after the meeting
- Fellowship Activities
  - ✧ Have a "Welcome to Circle K" event
  - ✧ Continue to have fellowship events throughout the semester
  - ✧ Ask new members what they would like to do
  - ✧ Ask them to help plan an event



**Picture 9: The District Board playing laser tag during Summer Board.**



# Notes





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