



# What is a Circle K Club?

The 2014 - 2015 Executive Committee has put together a checklist that encompasses the minimum responsibilities and tasks required of a Circle K club. For more information or if you have any questions please contact [president@circlek.org](mailto:president@circlek.org) and [vp@circlek.org](mailto:vp@circlek.org).

## **Basic Necessities of a Club**

- Meet the minimum membership requirements to be considered a Circle K club in good standing with your CKI district, Circle K International, and the campus (refer to district and international bylaws and policy codes)
- Have an executive board: President, Vice-President, Secretary, Treasurer, Bulletin Editor (positions may vary depending on need of the club)
- Have a Kiwanis and a Faculty or Staff Advisor
- May have a sponsoring Kiwanis club
- Host executive and club meetings (either weekly, biweekly, or monthly)
- Set club goals (service, membership, K-Family relations, interclubs, fundraising) and continuously keep track of progress
- Have a mailing or newsletter for club members
- Have a banner, bell, and gavel

## **Three Tenets (Service, Leadership, Fellowship)**

- Do service projects (either weekly or biweekly or as planned) in meetings, on campus, or within the community
- Provide leadership opportunities for the members through chair positions, committees, or single service projects
- Hosts social events (either weekly, biweekly, monthly, or as planned) to increase the fellowship of the club
- Offer club awards for members

## **Club Management**

- Follows the rules set by the University or College campus
- Pays international and district per-member fees
- Update members on the Membership Update Center (MUC) by November 30
- Have a club budget
- Have a set of club bylaws
- Hosts elections for the executive board before District Convention



- Be aware of the Circle K International Bylaws and Policy Codes
- Provide training for incoming club officers and aid in the transitioning process

### **Promotion/Education**

- Recruits members (through recruitment fairs, tabling, creating advertisements, etc.)
- Provide education to members about the club, district, and organization as a whole
- Have a website or Facebook page/group or other social media

### **District Involvement**

- Sends representatives to district events and delegates to District Convention
- In contact with district board through President's Council or Lieutenant Governors
- Fill out the district monthly report forms
- Encourage club members to run for district office
- Attend officer training if hosted by the district

### **International Involvement**

- Send delegates to CKIx (International Convention and Large Scale Service Project)
- Sign up club members for the CKI Weekly newsletter
- Be involved with your Subregion

### **Kiwanis Family Relations**

- Visit and attend your sponsoring Kiwanis Club meetings and events (either weekly, biweekly, or monthly)
- Partner with your K-Family counterparts or other CKI clubs within the district to plan service projects or fellowship events

### **Above and Beyond**

- Have committees or chair positions depending on club need (service, recruitment, K-family, etc.)
- Get involved with at least one of CKI's Preferred Charities and Service Partners
- Apply for the Tomorrow Fund grant due December 1
- Have club t-shirts or swag
- Have a club mascot
- Outreach to other organizations on campus or in the community