

THE NEW YORK DISTRICT OF CIRCLE K INTERNATIONAL PRESENTS

THE NEW YORK DISTRICT GUIDE TO Kiwanis Family Relations



Contents

Introduction	3
Kiwanis Branches	4
Service and Leadership Programs	6
NY Kiwanis Foundation	10
Working with The Branches	12
Ways to Communicate	13
Sample Service Projects	15
Important K-Family Dates	16
Glossary	17

Introduction

Building strong relationships with your Kiwanis Family is an essential factor to support, networking, and adding to your overall experience in Circle K International. Strong Kiwanis family relations form rewarding bond and guidance, which is comparable to the people you are closest with like your friends or family. With all the support from the Kiwanis Family, you can do so much more in your community as leaders and as one who lives to serve, and loves to serve.



What are the Kiwanis Family Branches?

K-Kids

The youngest, fastest growing service organization for elementary students with more than 42,000 members worldwide. K-Kids is a “student-led” organization with an age range from 6-12.

Their motto is “We build.” K-Kids learn to work as a group, be strong individually, and are given the opportunity to develop self-esteem, leadership skills, morals, and standards. K-Kids also give young children the opportunity and ability to grow, through learning positive influence and actions for their schools and local communities.

For more information, visit: www.kiwaniskids.org.

Builders Club

The largest service organization for middle school students. These members’ ages range from 12-14 with more than 45,000 members worldwide. Like K-Kids, Builders Club is a “student led” service organization.

Members are given the exciting opportunity to develop one’s character since they are at the border between childhood and young adulthood. These young teens learn that individuals working together can and will make a difference in the world around them.

For more information, visit: www.buildersclub.org.

Key Club

This branch of the oldest and largest service organization for high school, with over 260,000 members worldwide. “Caring-Our way of life” is their motto, which reflects the giving nature of Key Clubbers (and any Kiwanis Family branch at that). Key Club mission is to provide these members with opportunities to do service, build character, and develop leadership. Key Club is structured similarly to other SLP (Service Leadership Program) and provides leadership opportunities on the club, divisional, district, and international level.

For more information visit: www.keyclub.org

Circle K International

The biggest collegiate service organization in the world. CKI is also a student-led organization, for college students who are responsible citizens and leaders, dedicated to serving our homes, schools, communities, and the world. Circle K runs on three key principles: Service, Leadership, and Fellowship. CKI is the world’s premier service organization with over 13,000 members.

Aktion Club

A club for adults with disabilities, Aktion Club provides these members with the opportunity to develop initiative and leadership skills, serve their community, be integrated into society, and demonstrate the dignity and value of citizens living with disabilities.

By helping out in the local community and beyond, they contribute to the development of self-esteem, creative/intellectual skills, social interaction awareness, and achieve personal and service goals.

For more information, visit: www.aktionclub.org.

Similar to other SLP, CKI provides leadership opportunities at the club, divisional, district, and international level. CKI develop students into a global network of active and responsible citizens as well as leaders with a commitment to service.

For more information, visit: www.circlek.org.

Kiwanis International: The parent organization of all the other branches above. Each of those clubs needs a local Kiwanis Club for sponsorship in order to be recognized as an official club. Kiwanis plays an intricate part, as their name originates from the Native American expression "Nunc Keewanis," which means we trade or we share our talents.

Founded in 1915, Kiwanis comprises of over 8,000 clubs, spread over 80 countries with over 260,000 adult members. The organization focuses on the needs of people and children in many different and life changing ways from feeding the hungry and raising money for pediatric research to developing leaders like us.

For more information, visit: www.kiwanis.org.

Service and Leadership Programs

Kiwanis is taking a stand against bullying with the help of its Kiwanis youth leadership programs—K-Kids for elementary school students, Builders Club for adolescents and Key Club for teens. That’s why we’re providing educational information and [powerful posters](#) to help young people fight bullying in their schools and communities.

Kiwanis believes that:

- Its service leadership programs can be a solution to the bullying crisis many schools face today.
- Students who serve their communities will be less likely to bully their peers, become victims of bullying or stand by and watch it happen to their classmates.
- Members of Kiwanis’ service leadership programs are examples to their peers of how serving others can lead to a safe and happy community.

Through service, students learn about the impact they can make on their communities by giving, caring and sharing. Kiwanis-family youth become leaders who help create a safe, bully-free environment. Bully prevention also promotes Kiwanis-family values: serving the people around us, building better communities for ourselves and future generations, and showing others the importance of the Golden Rule.

Join the fight against bullying in your school or community. [Download and display these posters](#) in your schools and communities.



Terrific Kids

Terrific Kids is a student-recognition program that promotes character development, self-esteem and perseverance. “Terrific” is an acronym for **T**houghtful, **E**nthusiastic, **R**espectful, **R**esponsible, **I**nclusive, **F**riendly, **I**nquisitive and **C**apable.

Students work with their classroom teacher to establish goals to improve behavior, peer relationships, attendance or schoolwork. All students who achieve their goals after a specified time are recognized as Terrific Kids. Recognition includes being pinned as a Terrific Kid; a pizza, ice cream or other food-themed party, and presentation of certificates and other giveaways.

How does the program benefit students?

Students build character and develop leadership skills. They attain important life skills known as developmental assets that help them make smart choices. According to the Search Institute, an organization focused on helping youth succeed, the more developmental assets students attain, the less likely they are to participate in risky behavior and the more likely they are to succeed.

How does the program benefit the school and school staff?

The program provides teachers with a tool to reward students who may otherwise go unnoticed. Students focus on learning and practicing good character. This improves behavior in the classroom, on school grounds and at home.

Can the program be used in a community center?

Yes, the Terrific Kids program can be adapted for use in community centers or other youth-serving organizations, such as a Boys and Girls Club. When used in this setting, a staff member serves in the teacher’s role and works with participants to set goals and monitor achievements.



Bring Up Grades (BUG)

Bring Up Grades or BUG is a program designed to provide recognition to students who raise their grades into an acceptable range and maintain or continue to raise them from one grading period to the next. Recognition includes being placed on the school's BUG Honor Roll, a pizza, ice cream or other food-themed party, and presentation of certificates and buttons.

How does the program benefit students?

Students are empowered to participate in their own academic success, which builds self-confidence, perseverance and character. They attain important life skills known as developmental assets, that help them make smart choices. According to the Search Institute, an organization focused on helping youth succeed, the more developmental assets a student attains the less likely he or she is to participate in risky behavior and the more likely he or she is to succeed. Students also develop important social and emotional skills.

How does the program benefit the school and school staff?

Students take an active role in determining their involvement in the program, which motivates them to achieve. Students participate in peer mentoring and become servant leaders, which helps everyone in the classroom succeed. Parental involvement is encouraged through participation at Bring Up Grades recognition events.

Can the program be used in a community center?

Yes, the Bring Up Grades program can be adapted for use in community centers or other youth-serving organizations, such as Boys and Girls Clubs. When used in this setting, a staff member serves in the teacher's role and works with participants to set academic goals and monitor achievements. Participants are asked to share their report cards to confirm success. Bring Up Grades is a wonderful addition to the Boys and Girls Club "Power Hour," a comprehensive homework help and tutoring program.



Key To College

The Key to College is a Circle K International (CKI) program developed especially for high school students who are interested in pursuing higher education and gaining insight about college and university life, service, and leadership.

Sponsoring a Key to College Program benefits both the high school audience and the CKI club in several ways:

- High school students have the opportunity to learn about college life first-hand from college students. In addition to learning how to select and apply for their ideal colleges, high school students will learn all about living on campus, selecting courses, applying for financial aid, joining student organizations, choosing a major, and adapting to campus social life and schoolwork.
- The Key to College Program gives members of CKI the opportunity to interact with high school students, often members of Key Club International. While the Program is not limited to Key Club audiences by any means, CKI groups may wish to target Key Club members so that they may begin to develop a relationship that will enhance both organizations' service potentials in the future.

CKI members may further develop their leadership and presentation skills by providing this needed community service.



NY Kiwanis Family Foundations

Kamp Kiwanis

Kamp Kiwanis is aimed at providing fun, physical exercise and adventure. It strives to afford opportunities to participate in a creative outdoor group experience in a democratic setting and develop characteristics of leadership and fair play.

The program at Kamp Kiwanis is designed to mainstream all children, including up to 20 each session with special needs. It is non-competitive with emphasis on group and team building. No activity is forced, but all are encouraged. You can now even get a Kamp Kiwanis smart phone app on your iPhone or Android cell phone!



New York District Kiwanis Foundation Inc.

**Kamp
Kiwanis®**

Ways to help:

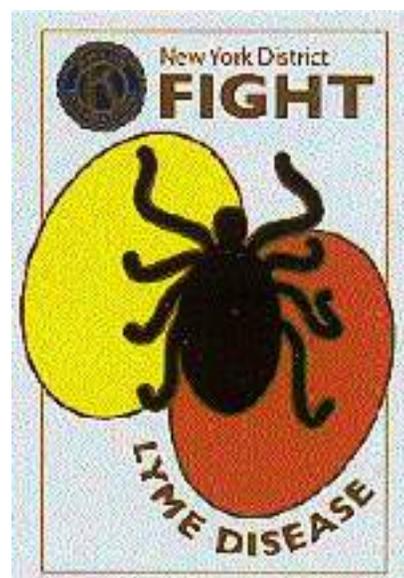
1. Buy things from there wish list to donate.
2. Buy a bench for \$1,500 that can be lettered and becomes a permanent part of the kamp in memory of someone or in celebration of your club's hard work.
3. Buy a commemorative brick, engraved with the name of a person, club or club division. Depending on how many lines you use, it can cost from \$150-\$1,000.
4. Volunteer at one of the open-house workdays! This usually occurs in May, before the camp opens up again for the summer.
5. Donate to Kamp Kiwanis directly online.
6. Participate in the Tony Palangi Service Leadership Fellowship.
7. Sponsor a cabin at the Kamp!

8. Attend DLSSP and help volunteers from Circle K clubs all over New York to volunteer and help get the Kamp ready for the 2016 summer, while also participating in leadership and fellowship!

Website: <http://www.kampkiwanis.org/>

KPLD (Kiwanis Pediatric Lyme Disease)

Lyme disease is caused by bacteria usually transmitted by the deer tick. It is a scary possibility to consider for New York State residents, who enjoy spending time outside during the summer months. Lyme disease may affect the brain in many ways. The most common is a disturbance in thinking. Other symptoms that occur frequently include headache, mood swings, irritability, depression and marked fatigue.



The spirochete, which causes Lyme disease, can invade the central nervous system within days to a week of initial skin infection. The majority of people who are treated early with antibiotics do well and incur no long-term problems. People who are not treated until later may have a more complicated outcome. The Lyme Disease Project was quickly set up to help pay for medical treatment for children with this disease.

Unfortunately most insurance companies do not pay for its treatment, which is very expensive.

Ways to help:

Pediatric Lyme Disease Foundation's Joseph Wuest Service Leadership Fellowship- This new fellowship recognizes the important role K-family members in our Service Leadership Programs play in supporting the Pediatric Lyme Disease Foundation. The fellowship allows the Pediatric Lyme Disease Foundation to acknowledge the smaller, yet very much appreciated, donations that come from Builders Club bake sales, Key Club car washes, K-Kids pasta dinners, Circle K happy change or Aktion Club bowling nights. By recognizing Service Leadership Club donations of \$150 with up to five fellowship pins, our Service Leadership Clubs can acknowledge the contributions of their elected officers or an entire committee by fund raising for the Pediatric Lyme Disease Foundation and donating the proceeds through the Joseph Wuest Service Leadership Fellowship program. Recipients of the Pediatric Lyme Disease Joseph Wuest Service Leadership Fellowship receive a custom designed lapel pin and personalized certificate. In addition, the club or division making the donation receives a special banner patch acknowledging the donation.

Website: <http://www.kiwanis-ny.org/lyme/>

KPTC (Kiwanis Pediatric Trauma Center)



Every year, more children die from unintentional injuries than all childhood diseases combined. Trauma claims the lives of 25,000 children each year. Another 120,000 youngsters are permanently disabled. It doesn't have to be that way.

With proper and prompt care, about 25 percent of the deaths and disabilities could be prevented or reduced. Saving children's lives requires fully staffed and equipped facilities such as those at the Kiwanis Pediatric Trauma Center (KPTC) at North Shore

University Hospital. The best trauma programs work with and train pre-hospital care providers, such as paramedics and emergency medical technicians, who are skilled in pediatric emergency and life-support care. North Shore University Hospital and the New York District of Kiwanis International created the Kiwanis Pediatric Trauma Center at the hospital in 1991, merging the Kiwanis commitment to serve children and local communities with North Shore's commitment to medical excellence, outreach, and education.

Ways to help:

1. Donate a Kiwanis Pediatric Trauma Kit. The kits are donated to fire departments and ambulance services under the auspices of the local Kiwanis clubs in each community.
2. Attend one of their many fundraisers: the annual Nassau Suffolk Bicycle Challenge, KPTC Game Show Night, KPTC Monte Carlo Night, KPTC Theatre Night, Brooklyn Cyclones Baseball and the annual KPTC Black and White Ball!
3. Buy a car magnet depicting a KPTC Trauma Kit and advertising our website. The magnets cost \$5.00 each.
4. Kiwanis Pediatric Trauma Center Fellowships are available for people who would like to make a substantial contribution to the Kiwanis Pediatric Trauma Center effort, or to any club or individual, who would like to make such a donation in honor of an individual.
5. Buy a Safe Kids Safety Olympics kit

Website: <http://www.kiwanispediatrictraumacenter.com>



Working With The Branches

Why work with Kiwanis?

Strengthen Club Structure

Kiwanis club members and officers possess knowledge of how to run or start meetings. As local business owners and professionals, they also have the ability to extend financial and marketing support.

Gain Financial Support

Kiwanis have a financial obligation to their sponsored youth organization; if financially capable, the Kiwanis club may be able to give monetary donations if requested (For example, dues, conventions, events, etc.).

Providing Rides

By making bonds with Kiwanians, they might even be willing to drive you to Kiwanis Family events!

Being Supportive at meetings or events

Kiwanians, if invited, might show up to your club meetings, service projects, or fundraisers, which helps to increase the success of these events.

Network during and beyond college

Kiwanians can also act as mentors as well as give guidance. Networking with Kiwanians may also help jump-start your career or internship.

Why strengthen relations with Key Club, Builders Club, K-Kids, and Aktion Club?

To Inspire

Through service projects and random conversations to conversations about life, you have the potential to inspire and motivate youths, in doing better in school and in playing an active role in helping out in their local community and the world.

To Educate

Educating them about the Kiwanis Family can show how amazing their organization can be and also this may help in recruiting more members into Builders Club, Key Club, or CKI once they graduate from their respective schools.

Ways to Communicate

The first steps in building any relationship are interactions. The way you present yourself, interact with others, and handle situations are all factors to how others perceive you, including Kiwanians! Creating and fostering relationships with your Kiwanians are essential to being a part of Circle K and the Kiwanis Family. Please keep in mind that when you interact with Kiwanians, you are representing Circle K. Here's a little guide on everything you need to know about interacting with Kiwanians. We hope that you find this helpful in your future endeavors.

1. In-person (the best way)

- a. Show up at Kiwanis meetings or divisionals
- b. Plan ahead – fit these meetings into your monthly schedule
- c. Let them know ahead of time about your attendance, if possible
- d. Interclub at service projects and meetings.
- e. TALK TO THEM! Share life stories! Share Service (Whether they are upcoming, favorites, ideas etc.)!

2. Phone:

- a. Obtain a copy of Kiwanians contact info.
- b. Main cellphone or home phone number
- c. Texting

3. Snail Mail:

- a. Obtain their home or workplace address
- b. Send invitations to fundraisers
- c. Send them thank you letters or package gifts to show appreciation

4. Online

- a. Exchange personal e-mails (make sure it is professional)
- b. Add them to your club's mailing lists
- c. Exchange club emails
- d. IM, Google+, Skype (though this way is a bit less professional)

Three Quick Tips for Interacting with your Kiwanis Club:

- Find one main contact. Most Kiwanis Clubs have a person designated to working with the other branches of the Kiwanis Family. This Kiwanian will need to be contacted when your club is interested in doing a project or fundraiser with them.
- Contact them on a weekly basis to keep them posted on what your club is doing. Invite them to your club's meetings and you'll find them doing the same.
- Try to ask your main point of contact if the Kiwanis club has any upcoming events where your CKI members can help volunteer. If they tell you that for a specific week, they have nothing planned, suggest a project/fundraiser that you and your CKI club would like to do that you would appreciate their help with!

General Etiquette:

1. At any meeting:
 - a. Get there early!
 - b. Mingle and catch up
 - c. Meet new people!
2. Give a good first impression:
 - a. Greet everyone with a verbal greeting and a smile
 - b. Wear appropriate attire.
 - c. Use appropriate language (you don't want to swear around K-Kids do you?)
 - d. Limit Distractions (Don't text or check your phone!)
3. Be prepared (if you have any announcements):
 - a. Be sure to know what you're going to say before you present it
 - b. Have fliers ready to hand out if you have any
 - c. Even if you don't have announcements, talk about what's going on in your club or higher levels
4. After the meeting:
 - a. Make sure to say goodbye or a "see you soon"
 - b. Always say thank you for coming or for having you
5. If you have a guest(s) or honoree at your meeting:
 - a. Thank all special guests at the beginning and end of the meeting
 - b. Announce the visiting guests to the club with title
 - c. ENCOURAGE MEMBERS TO MEET AND TALK TO THE GUEST(S)!

Tips:

- Take a deep breath, and don't worry! Kiwanians aren't scary – they're actually the exact opposite. They're funny, friendly, and entertaining. Just be yourself. They want to get to know YOU.
- Introduce yourself to the Kiwanians when you first arrive to the event. Go around to each of the Kiwanians and say hello! They love meeting new Circle K'ers.
- Stay determined, because relationships take time to build. Don't be discouraged if they forget your name!
- Smile! When you smile (even if you're uncomfortable), you'll feel more at ease. It will also make the Kiwanians feel welcomed and happy too!

Scenario:

You've never been to a Kiwanis meeting/met them before and are a little nervous:

- Attend the meeting or event with a few friendly Circle K'ers who aren't afraid to meet and talk with Kiwanians.
- Don't overwhelm them! They are probably just as nervous meeting you too.
- Be yourself.
- Let the fellow member take the lead and join in the conversation!
- Think about something you're comfortable talking about, like Circle K. They don't know much about Circle K.
- Prepare an elevator speech or a presentation to talk about Circle K.
- Include them in your emails/ mailing lists
- Don't worry! Look at it as an opportunity to educate them.

Sample Service Projects

Kiwanis

Participating in environmental projects with your Kiwanians is a great way to spend time together. Whether you are doing a beach cleanup or an adopt-a-creek project, invite them to attend.

Attending walks such as March of Dimes, AIDS Walks, and Relay for Life with Kiwanis members are also a great way to spend time with them while raising money for great organizations.

During the holiday season, gathering food donations for less fortunate families with your Kiwanians is a great way to combine forces. Kiwanians have connections and usually know where exactly to send food donations, can help transport materials and such. Raising money with your local Kiwanis Club can be fun if you do joint events, such as bowling night.

Key Club

Attending service projects with Key Club is a great way to reach out to them. You simply need to contact your local Key Club to find out what projects they have coming up. Occasionally Key Clubs lack necessary resources (manpower, materials, or need to be driven to events!) to plan service projects. This is where Circle K clubs can step in and provide support. Our examples of such service projects are helping out at the food bank, going to the soup kitchen, and/or helping out the homeless population.

Interacting with younger kids or senior citizens is one of the most engaging service projects in which high school students can partake in. Tutoring kindergartens, elementary school students or visiting senior apartments can be very rewarding for the kids, elders, and high school students. You can be a chaperone, especially since a lot of soup kitchens require 18+ or chaperones!

Builders Club

Book drives and toy drives are some of the possible service projects to work with middle school students. Book drives is one of the best ways to promote illiteracy awareness while toy drive teaches middle school students the value of donation.

Educate on the transition to high school, Key Club and real life. Arts and crafts allow middle school students to explore their creativity. By writing thank you cards for children's hospitals or soldiers, students develop a sense of appreciation and teach them the important of caring.

K-Kids

Invite your K- Kids to some events so you can get to know them as you volunteer with crafts and book readings. Hold education workshops, such as respect for all, science projects, and different service projects/charities (like Lyme Disease or Safety Tips). Christmas Caroling or Trick-or-Treating for The Eliminate Project are also great service projects to do together!

You can setup a beach, park day to have a BBQ, or a picnic to hang out with the K-Kids along with their parents. This is also a great way to get parents involved and to see how great the relationship between K-Kids and Circle K clubs can be.

Aktion Club

Get involved with your local Aktion Club by holding events together such as community clean ups, since the Aktion Club focuses on hands-on service.

Raising money with your local Aktion Club can be fun if you hold events such as car washes or art shows. This is a great opportunity to spend time with your Aktion Club and get to know them better!

Remember! *The more people you get involved with, the more lives we can touch. Remember, each of our counterparts exists and can build upon one shared idea: SERVICE! So, why not do it together?*

Glossary

Delegate: Two members representing their Circle K club to vote on by-law proposals and changes, as well as electing the District Executive Board for the next service year.

DCON (District Convention): A district event, where Circle K'ers from all over the district, attend and get leadership training, officer training (for new club officers), and elect the district board of officers for the next service year. This weekend focuses on the "LEADERSHIP" tenet of Circle K.

DLSSP (District Large Scale Service Project): A district event where Circle K'ers from all over the district attend and participate in a weekend of service and fellowship. This weekend focuses on the "SERVICE" tenet of Circle K.

ICON (International Convention): An international event where Circle K'ers from all over the world attend and participate to elect the next International Board as well as have fun meeting Circle K'ers from all over the world!

Interclub: An event with 2 or more members from your club and members from other clubs.

- For clubs with 20 or less members: you need at least 2 members.
- For clubs with 21-30 members: you need at least 3 members.
- For clubs with 31 members or more: you need at least 4 members.
- All clubs that has 2 members attending an event with another club

*also qualifies as Kiwanis Family Relations.

Kiwanis Family (K-Fam): The term used to describe the overall structure of Kiwanis Club and their sponsored Service Leadership Programs.

LTC (Leadership Training Conference): The Key Club version of District Convention where Key Club members get leadership training and elect the District Executive Board for the next service year.

New York Speaking: A district event where Circle K'ers from all over the district attend and participate in a weekend of fellowship and fun! This weekend focuses on the "FELLOWSHIP" tenet of Circle K.

SLP (Service Leadership Programs): Acronym for Service Leadership Programs. They include Circle K International, Key Club, Builders Club, and K-Kids.

Important Dates!

March:

1. New York District of Circle K International District Convention
2. New York District of Key Club International Leadership Training
3. Conference (LTC)

March 31st:

1. Last day of the Circle K International (CKI) and Key Club Service Year
2. Start of Service Week!

April 1st:

1. CKI and Key Club New Service Year!

First Saturday of April:

1. Kiwanis One Day!
2. End of Service Week

May:

1. End of school year
2. Recognize members!
3. Show your appreciation to Kiwanians

June/July:

1. Circle K International Convention
2. Key Club International Convention

August:

1. New York District of Kiwanis International District Convention
2. Plan, discuss, and propose CKI allocations for sponsoring Kiwanis Club approval

September/October:

1. District Large Scale Service Projects
2. Key Club Fall Rallies
3. End and Start of the Kiwanis Year!

November:

1. New York Speaking Conference
2. Tri-K/Kiwanis Family Weekend

February-March:

1. Club Elections!
2. Divisional Elections
3. Kiwanis Mid-Year
4. Kiwanis Pediatric Lyme Disease Week



THE NEW YORK DISTRICT GUIDE TO KIWANIS FAMILY RELATIONS was written by Jeffrey Cheng.
Edited by Katie Lim. Layout Design by Sara Louie. New York District Board of Circle K International for 2015-2016.