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Hey Presidents!

My name is Walaa Ahmed. I am a senior, studying Cell and Molecular Biology, who recently applied to medical school. I have held the positions of treasurer, president, District Treasurer, LTG Liaison, and am now your District Governor as well as a Key Club Alumini! All of these positions have given me the experience and knowledge to equip you with as much support, help and guidance as possible. When I started in Circle K I had to start from scratch, I didn’t know where this journey would take me, but I helped my club reach it’s potential and ever since then my successors have raised the bar even higher. That is what I want to succeed in doing with your clubs this year. Every club and president is unique and special in his or her own way. I believe that each of you have the drive, heart and talent it takes to break records and reach your goals! Most of all I hope this handbook is something you find useful throughout your whole year. Scribble all over it; write your thoughts, ideas, worries and accomplishments. The technicalities and responsibilities can weigh you down and get overwhelming, and I understand better than anyone! So let me help you with all the boring stuff! Make time for all the fun stuff, like socials, icebreakers, getting to know your board, welcoming new members, volunteering at your favorite centers or enjoying your favorite events. I still have my very first Club President’s Handbook and I hope that this successfully takes you through your upcoming year. Never forget that I will always be there for your late night calls, random questions, freak-outs, and meltdowns. I’ve been through it all and I’ll be there for yours!

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With Much Love,

Walaa Ahmed
Binghamton Circle K member
New York District Governor
Circle K International
President Duties

Yearly Duties
- Keep the club active
- Create a list of goals
  - Evaluate these goals periodically so you know your progress
- Promote and attend all district events (DLSSP, NY Speaking and District Convention)
- Train your officers as well as be trained - use resources and district officers
- Maintain dues-paid status (active status)
- Recruit new members, retain old members
- Apply for awards
- Develop new leadership
  - Find a successor

Monthly Duties
- Communicate with your Lieutenant Governor and District Board Officers
- Hold Executive Board Meetings (and retreats... relaxing is important)!
- Retain members by finding ways to make meetings, projects and events exciting and interesting. Use icebreakers and socials!
- Create a calendar of events, projects and meetings for your upcoming or current month and invite everyone.
- Analyze where you are with the goals you have set (this is especially true for the end of each semester)
- Maintain good connections with your school’s Student Association or.
- Make sure your club’s Monthly Report Form (due the 7th of each month) is handed in by your secretary.
- Develop a newsletter with your editor (often times, this is distributed once every other month, about 4-6 times a year)
- Organize socials to keep your members energized and connected!
- Attend Kiwanis Family events, meetings and let them know about your goals

Weekly Duties
- Communicate with your e-board (socially and about CKI business)
- Create an agenda for your upcoming meeting
- Hold your meetings
  - Meetings can occur as often as twice a week and as little as once every other week.
- Meet with your Kiwanis Advisor and Faculty Advisor about any upcoming events and any issues you may be having.
- Send emails to your club members, reminding them of upcoming meetings and service projects.
- Utilize social networking sites (ex: Facebook, Twitter and Instagram), which must be updated regularly for full effectiveness.
- Communicate with your Kiwanis Club about their projects, and make sure they know about yours.
- Organize service projects that your club can participate in.
- Make sure minutes are taken and emailed to the club.
- Find and organize volunteer events for upcoming weeks (or, make sure these events are organized by other members of your club).
- If necessary, communicate with your school’s club organization (Student Association) about anything you need to do.
- Always answer any emails or messages within 48 hours
- Be available as a friend and fellow Circle K’er whenever needed by your board or members. They look up to you!
Service Year Checklist

- **Sign up for volunteer events** a week to a month in advance- sometimes you need to email the director, other times you need to register them to your student association club’s website.
- Figure out and book the best date and time for your club meetings. Ensure that they work for all or most of your board members- Try your hardest to keep them consistent with the same day and time every week or every other week.
- **Work on recruitment** by either signing up for your school’s club orientation, or if your school doesn’t hold one, have tabling to advertise about Circle K and your first meeting.
- **Work on advertising** for your first meeting- whether it is giving out personalized items, baked goods, or candy at orientation to handing out flyers, square sheets or making announcements.
- **Plan service projects for your next few meetings**, so you can buy the materials ahead of time and advertise them to other members.
- Make sure your secretary is filling out the Membership Report Form completely and handing it in to the District Secretary.
- Make sure your treasurer has updated the Membership Update Center on the Circle K website.
- **Communicate with your LTG** regularly so you are updated with all district or international CKI news, as well as letting them know about upcoming events you have.

- Fill out the governor’s request form or let me know which events you would be interested in me attending.
- **Introduce yourself** to your Kiwanis or student association officers if you aren’t familiar with them yet. Let them know that you are excited for the upcoming year.
- **Invite** all of your old members, Kiwanis advisor, faculty advisor and student association officers to come to your first general interest meeting. Sometimes you only get one chance to gauge a student’s interest, so the first meeting is always the most important one.
- **Make an organized agenda** for your first meeting, have a Circle K power point or video ready, explaining what our organization is all about and why it is so unique and beneficial to be a part of.
- **Have a budget ready**- define all expenses for the year, so you can plan out how you will spend the money in your account. This includes district events, large scale events, service project materials, food for meetings, etc.
- **Make a dues payment plan**- how will you pay your international club fee, how much will you charge for dues (remember that district dues are $8 per member), how much will you need to fundraise, how much will come from your Kiwanis sponsoring club or club account?
- **Make sure you are keeping me informed about any problems or obstacles that arise**, so I can reach out to other Kiwanis or district officers and help you!
Event Checklist

2-1 month(s) prior:
- Pick a cause that most officers and members are passionate about!
- Decide on what to do, when to do it and where to do it (event type, location, time). Take into consideration originality and other club events that are going on.
- Organize a list of “tasks” and “goals” to complete and delegate who will be responsible for what responsibility (ex: advertising, food, set up, etc).
- Create a list of people who you are inviting (is it just the e-board or also the members? Are Kiwanians coming? Are you inviting other clubs on campus? Do you want it to be an interclub event and invite CKI clubs nearby?).

3 weeks prior:
- Make sure you are keeping track of the goals and tasks you initially made. Re-evaluate attendance and fundraising goal if you necessary.
- Check the venue/location (take weather into account if it is an outside event).
- Make sure you know what and where you are getting food.
- Start advertising! (Large events require large attendance; so start telling your Kiwanis clubs, other Circle K clubs and clubs on campus about your event. This will ensure that they have plenty of time to RSVP for the event) Use social media and flyers!
- Make sure financials are set. How are you getting the money? Try to ask for food or material donations. Stay on track with your budget. Make sure your treasurer knows how they are collecting and submitting donations.

1 week prior:
- Send reminders about the event, continue spreading flyers (quarter-sheets), and post on social media. THIS IS YOUR FINAL BIG PUSH FOR THE EVENT!!!
- Finalize details (for example: reservations, room set up, food pick up and maintenance, presentation, speakers, music, other technology usage, etc.)
- Get all the materials you need: tape, banners, scissors, glue, candy, pens, sign up sheets, tablecloths, utensils, napkins, plates, posters, etc.

2-1 day(s) prior:
- Re-review your schedule/plan of events and schedule for your event
- Have one last “organizer” meeting and make sure they are all on the same page about what they are responsible for and the schedule for the BIG day (don’t forget to print a schedule out for each of your helpers)
- Send a “final reminder” to everyone who showed interest in attending
- Relax, you can overcome anything with teamwork, and just HAVE A BLAST!!!
Running a Meeting

No meeting should be a useless or wasted meeting. After all, people (including yourself) are taking time out of their busy college life to attend your Circle K meeting. Thus, it is crucial that you make total use of your time during a meeting. You want your meeting attendance to have the maximum amount of active members, so include socials, ice breakers, service projects, details on future events or leadership positions, and how to sign up for district events or awards.

Template Agenda:

**Introduction, Pledge, Ice Breakers**
(sometimes this can be at the end)
- Start the meeting
- Introduce yourself, officers and any guests that are present

**Upcoming Events and Service Projects**
- Talk about details: how many volunteers needed, date and time
- Include all upcoming district events: how to register, how much it costs and transportation

**Announcements**
- List out any leadership opportunities available- any vacancies or committee chair positions
- Give new members a chance to be in charge of some aspects of large events, like registration, food maintenance, advertising, etc.

**Miscellaneous**
- Presentations from speakers
- Taking on a new fundraiser
- Service projects for the future
- Involvement with Kiwanis
- Club events you want to collaborate with or sponsor

**Q&A** - never forget to ask if anyone has any concerns or suggestions

Successful meetings include:

1. **Lots of energy!** Members want to feel welcome and that they are joining a cub that is making a difference in the world. Talk to them about our accolades (ex: Eliminate)

2. **Food, snacks or candy.** Give out treats when someone answers a Circle K question correctly. Doing so increases bonding!

3. **Fun and original ice breakers.** Don’t re-use them and encourage friendly competition. There is no better way to make friends or frenemies!

4. **Detailed but concise information.** Use handouts, projection or email to present your upcoming events and important announcements.

5. **Inclusiveness!** Tell your board members to mingle with the new members. It’s easy to only talk to each other, but showing new members that you’re interested in getting to know them will keep them coming back 😊

6. **Service projects!** This will show members a glimpse of our biggest tenant. They can make a difference even from a classroom!
Running a Board Meeting

Board Meeting Agenda:

- Introductions of each officer
- Duties and responsibilities
- Goals that each officer has
- Goals that you want to accomplish as a club
- Upcoming volunteer events, service projects or large scale event suggestions
- If you have any upcoming events that your club is in charge of, the previous board meeting would be the best time to delegate responsibilities and explain the schedule
- Who will be in charge of general advertising—putting up the flyers, posting on social media, taking pictures at events, etc.
- Make a general plan for recruitment (tabling, freshmen orientation, food, socials) and retention (leadership positions, collaborating with other clubs, fellowship between members)
- Go over your budget together. It is great to have new eyes looking at it, in order to get a wider perspective of opinions.

Questions you need to answer together:

1. How many socials do we want to have?
2. When should our regular meetings be?
3. Which clubs do we want to collaborate with?
4. Which large scale events do we want to plan this year, which ones do we want to not do?
5. Which fundraisers do we want to hold this year?
6. How much should we charge for dues?
7. How will we work as a team to increase retention to our meetings and events?

Board Meeting Tips:

- A board meeting can be as formal or as informal as you want it to be. Depending on how well you know your board.
- Having an agenda ahead of time makes you more confident, makes the meetings go more smoothly and ensures that you wouldn’t forget anything important.
- Determine which topics you need to ask for advice and get a vote on. Decide which topics are insignificant enough for you to be able to make a decision on your own.
- Many things can go wrong while being President, and everyone will look to you for the solution. Sometimes it’s ok to ask for help. There’s a power in numbers, and you have to have faith in your board!
- Do something nice by bringing food or snacks and having a comfortable environment, so everyone feels welcome ☺️
What to expect at a Divisional

Divisional meetings are meetings organized by Lieutenant Governors who oversee their division. Usually they are held at one of the schools in the division and the rest of the clubs in that division are invited. The LTG tries to include all the tenants of Circle K by planning a service project, asking you to talk about your club and having food and/or an icebreaker.

Divisionals are important for your members to attend, because they can meet CKI members from nearby clubs. They can truly understand how far Circle K branches and that it is not an individual community service club on your campus.

If you’re not sure what to expect from a Divisional, here are some tips:

- Expect some form of officer training in the beginning of the year. This may include various workshops, tips about all the different office roles, and how they work with the district and Circle K International as a whole.
- Club Status Reports: most Lieutenant Governors will ask the president (or another officer, if the President is not present) to make a report of past events or projects that the club participated in during the past month (or however long it was before the last divisional), to introduce the officers present, and to talk briefly about their upcoming events.
- Most divisionals have a service project that is included within the meeting. This is typically an in house service project, but there are times when a divisional is planned on the same day as a big event. Thus, all the attendees at the divisional are invited to the Circle K event, whether it is a fundraiser, volunteer project or large scale event.
- Some Lieutenant Governors hold President Meetings after Divisionals. These meetings are just for the president to go over administrative things.
- Lieutenant Governors often provide information from the District or International Level, including upcoming district events, the district project and governor’s project focuses, awards, scholarships and much more.
- Always bring a notepad and pen or laptop to write important information down!
- Attending a divisional gives you points on your club achievement award.
- Invite as many members as possible, by pointing out incentives, such as food or a mini-road trip (if you’re driving). Not only will they make new friends, but they will also get to hang out with board members 😊
Delegation Skills

Delegation is one of the most important skills you will need to learn as President. No one knows how much work it takes to be President other than a fellow President. So I understand that you will want to do everything, making sure that all is perfect. You may also get overwhelmed in the process of it all. I still struggle with delegation, but with practice and a conscious effort you can be an expert!

SMARTER is a quick checklist for proper delegation. Delegated tasks should be:

* **Specific**- your board can’t read your mind (as much as you may want them to). When you give them a task, make sure you are as detailed as possible with exactly what you expect to get done.

* **Measurable**- How will you measure the success of that particular task?

* **Achievable**- The person you are giving the task to, must not only agree, but also not feel overwhelmed by their responsibilities. They should have the necessary skills and talents to complete the task. Be sure to use everyone’s unique skills to your advantage. It is your responsibility to find out what everyone on your board is the best at and that way you can model their delegated tasks better!

* **Resourced**- Usually when you delegate a task to someone it is because you are too busy doing something of a higher priority. Make sure you don’t leave your board members stranded. Provide them with a site, resources or district officers’ contact information to help them out so they don’t feel lost.

* **Trackable**- USE A DEADLINE! Don’t forget to give reminders, check up on the progress and provide help if they need it. You are a role model and trainer for your board members. As much as this helps your delegation skills, it helps their development and leadership skills as well.

* **Enjoyable**- Always be sure to ask “is this ok.” Make sure that they are not dreading doing the task. Make a joke or have an incentive. You know your board better than anyone else, so be considerate and observant.

* **Rewarded**- ALWAYS thank them, whether it’s a simple but genuine thank you, a short shout out or a post on social media! ALWAYS make sure they know how integral their role is to you and your club, and that you appreciate all of the work that they do for you.
Delegation Skills

Steps of Successful Delegation:

1. **Define the task**
   Make a list of all the tasks you need to get done. Pick tasks that you think are suitable to be delegated. (Does it meet the criteria for delegating?)

2. **Select the individual or team**
   What are your reasons for delegating to this person or team? What are they going to get out of it? What are you going to get out of it?

3. **Assess ability and training needs**
   Is the other person or team of people capable of doing the task? Do they understand what needs to be done? If not, you can’t delegate this particular task to them.

4. **Explain the reasons**
   You must explain why the job or responsibility is being delegated and why to that person or team. What is the job’s importance and relevance? Where does it fit in with your overall goals as a club and the board officers’ own goals?

5. **State required results**
   What must be achieved? Clarify understanding by getting feedback from the other members. They might have some great ideas to contribute!

6. **Consider resources required**
   Discuss and agree on what is needed to get the job done. Consider other members, location, resources, equipment, money, materials, other related activities and services.

7. **Agree with deadlines**
   When must the job be finished? Will it be an ongoing duty? If the task is complex and has different parts, what are the priorities? At this point you may need to confirm understanding with the other person by reviewing the previous points. In doing so, they can let you know their interpretation. As well as showing you that the job can be done, this helps to reinforce commitment. It is also important to set the deadline together.

8. **Support and communicate**
   Think about who needs to know what is going on, and inform them. Maybe it’s your editor and fundraising chair, who are working together to make a flyer for a fundraising event. Do not leave the task designatee to inform your own board members of their new responsibility. Get them to talk to each other about the specific task, and how it relates to the bigger picture. This will avoid any awkwardness or someone stepping on someone else’s toes. Remind them that teamwork is KEY!

9. **Feedback on results**
   It is essential to let the person know how they are doing, and whether they have achieved their goals. If not, you must review with them why things did not go to plan, and deal with the problems. You can always learn something from delegation. Whether you learn something about deadlines, how to interact with a board member, or even how to better explain your tasks, you will always gain something in the end.
Communication Skills

As the president you will not only have to communicate often and with everyone of all ages and different situations, but you will be expected to always know the right things to say. Yes, that can be a lot of pressure, but you will learn to master these skills!

The 7 C’s of Communication:

1. **Clear**- When writing or speaking to someone, be clear about your goal or message. What is your purpose in communicating with this person? If you're not sure, then your audience won’t be sure either. In emails, use indentations for different ideas. Make sure that it’s easy for your reader to understand your meaning. People shouldn’t have to "read between the lines" or make assumptions on their own after your conversation together.

2. **Concise**- When you’re concise in your communication, you stick to the point and keep it brief. Your audience does not want to read six sentences when you could communicate your message in three. In your conversations, always be mindful of the other person’s time. Try not to be repetitive or boring.

3. **Concrete**- When your message is concrete, then your audience has a clear picture of what you’re telling them. People love flyers, with pictures and solid graphics. Wait until you have all the facts straight before you talk to someone about something important, so you don’t confuse them.

4. **Correct**- Error-free communication is the goal. Proofread your emails and make sure all names and titles are spelled correctly. Most importantly, when inviting people to events, double check dates, location, time and contact information.

5. **Coherent**- When your communication is coherent, it’s logical. All points are connected and relevant to the main topic, and the tone and flow of the text or conversation is consistent. Put your nerves aside and remember everyone you talk to in the Kiwanis family cares about service as much as you do and is willing to do everything they can to help you out!

6. **Complete**- In a complete message, the audience has everything they need to be informed and, if applicable, take action. This goes for an email (call to action, or respond required) or a conversation (will wait for your call or text).

7. **Courteous**- Courteous communication is friendly, open, and honest. There are no hidden insults or passive-aggressive tones. Always keep your reader’s viewpoint in mind, and that you are empathetic to their needs. Everyone whether it’s a Circle K’er, Key Clubber, or Kiwanian is in a different situation in life. Try your best to be forgiving, considerate and most of all supportive.
1. **Not editing your work** - Mistakes with spelling, tone, and grammar make you look careless. That's why it's essential to check all of your communications before you send them. Consider tasking another board member to look over important worksheets or emails before you distribute them or even read it aloud! Something that really helps me is taking time to reflect on my email, speech, or resource and finalizing it later on.

2. **Delivering bad news by email** - Email and text have been a great way of getting people closer together, but sometimes bad news is better left said in person. It allows people to deal with intense emotions and avoid misunderstandings.

3. **Avoiding difficult conversations** - at some point as president you will need to give someone negative feedback. It’s tempting to avoid, but it’s better to handle it before it turns into a bigger problem. Try to be clear, constructive, and encouraging. If you are giving a warning, explain why. If you are asking for more or better, show the bigger picture. If in an unfortunate situation you are removing a board member, list all previous warnings and conditions and ALWAYS be polite and respectful.

4. **Not being assertive** - State what you need, while considering the wants and needs of others. Being nice is great, but sometimes when things need to get done, you need to be confident and firm when you ask for something, without being aggressive or mean.

5. **Reacting, not responding** - Avoid frustration or tense replies. This can damage your reputation and hurt someone else’s feelings. Avoid reacting emotionally and take the time to respond calmly. Whether this means asking for time to think things through, making a plan or taking a day to respond to an email, this shows a lot of self-control.

6. **Not preparing thoroughly** - Poorly prepared presentations, meetings, emails or workshops, frustrates members. It shows a lack of respect for their time and individual efforts to be there. This is why it is essential to prepare and plan ahead of time.

7. **Using a uniform approach to communication** - This may cause you to overlook people’s different personalities, needs and expectations. Your communication needs to be adaptable and address those differences as much as possible. It will become a trial and error learning process, as you get to know each member in your club better.

8. **Not keeping an open mind** - Our Kiwanis family is filled with different ethnicities, religions, ages, abilities, viewpoints, etc. These different experiences and opinions create our inclusive environment. Try to avoid making assumptions, stereotyping, and only talking to one group of members. Set time aside to listen to people’s stories and viewpoints.

9. **Assuming that you are misunderstood** - Always take the time to check that people understood your message. Encourage your members to ask questions at the end of every email or leave time for questions at the end of meetings or presentations.

10. **Accidentally violating members’ privacy** - Always give your board members the choice of the communication they are more comfortable with. It’s a good idea to know their schedule, so you don’t call in the middle of class, work or important family events.
Leadership Skills

Top 10 Leadership Skills Needed to Succeed

1. **Inspires and motivates others** - The ability to show your board members the impact and difference we make on the world.

2. **Displays high integrity and honesty** - Transparency is essential. Share your excitement and your failures with your board. Show them it’s ok to make mistakes as long as you are trying your best and learning from what you do.

3. **Solves problems and analyzes issues** - As president you have to analyze past obstacles, try to avoid them for the upcoming year, plan ahead, and take advantage of all opportunities presented to your club, whether it is by a Kiwanian or your student association.

4. **Drives for results** - Make things happen! As the royal board, you have a higher level of perseverance, relentlessness and never taking no for an answer. People are counting on you to be successful and I will always be there to support whatever you put your mind to.

5. **Communicates powerfully and prolifically** - Don’t just talk about communication. Do it, and do it often with everyone!

6. **Builds relationships** - The stronger your relationship with your board members, the better you will work as a team.

7. **Displays technical or professional expertise** - As president, you will sometimes be expected to literally know everything and be able to train everyone! Check out Microsoft, mail chimp and PowerPoint tips!

8. **Displays a Strategic Perspective** - Not only do you sometimes have to worry about short term goals, but you are the only member that has to keep your long term plan in mind. This ensures for the best future possible.

9. **Develop Others** - Someone once told me great leaders create more leaders. Believe it or not, that is one of your main responsibilities. Help out your board members with whatever they may need. Give them advice, constructive criticism, encourage them to apply themselves, and motivate them to keep working when it gets overwhelming. Remember what our pledge is all about!

10. **Innovates** - On campus when we have to compete with all the other service clubs, we have to think unique and original, because that’s exactly what Circle K is all about. It makes our journey worth it!
Time Management Skills

➢ **Set a timeline**
  - Spread/divide your goals throughout each of the months you are as a district board officer.
  - Outline what you want to accomplish on a weekly/biweekly basis.
  - A good way to manage your time really well is by doing quarter term plans or making goals to complete before the next board meeting. By planning out what you want to accomplish in that time and on a weekly basis, you can become more organized. When balancing with school, you will have a much easier time!

➢ Figure out who you can **delegate important tasks** to (who is responsible in your board, who needs to take more responsibility, who is a future leader...)

➢ **Set aside a time** about 30 minutes or 15 minutes on very busy days to devote primarily to Circle K, whether that is to answer emails, fb messages, texts, check up on an officer you are worried about or whom you know is having a tough time, sign up for volunteer events, or even finalize your next agenda.

➢ **Prioritize your work.** Some tasks will require your immediate attention or response, others won’t and they can be kept until later in the day or week. I suffer from perfectionism as well, but sometimes you have to realize that to do everything well, you need to be ok with some things not being perfect or going exactly the way you want them to.

➢ **Don’t procrastinate!!!** This affects your productivity and wastes your essential time. Set up realistic deadlines for yourself and stick to them as if your life depended on it. Challenge yourself to meet your deadlines! That being said, don’t forget to reward yourself or set up an incentive, maybe its going out for dinner, hanging out with your friends or “Netflix and chill”!

➢ **What help do you need** from your Kiwanis advisor, faculty advisor, Student Association, Governor, executive board officers and LTG’s?
  - The beginning of your term is the time to find out your strengths and weaknesses, and foreshadow any obstacles you may have.
  - Just because you have a weakness doesn’t mean you can’t work on it. Make this service year your opportunity!
  - Learn to take help whenever you can get it, you will have a lot on your plate this year and no one gets a prize for doing it all on their own. Remember, TEAMWORK is key to a successful and goal breaking year.
**Time Management Skills**

**Activity 1: Can you spend your time more effectively?**

- Analyze how you spend your time. Do you have enough time to spend on each task? Make a mock week schedule with time slots for: classes, work, studying, sleeping, eating, internships, etc. How much time is left for Circle K?

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Time Management Skills

Activity 2: How much time is spent on your top priorities?
- Decide which tasks are the most important to you
- Estimate how much time you spend on your top priorities
- Focus more on the activities that are important to you and less time on the lower priority stuff. You can’t be a perfectionist at everything!
- Set time limits. Give yourself some structure.

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Find out when you’re not using your time wisely
- Do you spend too much time on Facebook, reading emails, making personal phone calls, napping, etc.?

Create Time Management Goals
- Changing your habits is key. We only get 24 hours, so you should make the most out of it!
- Create attainable goals each week on how you want to spend your time

Organization
- Key to being efficient: use planners or use this president’s handbook
- Make a president’s folder on Google drive or drop box and categorize everything

Multi-Tasking
- This skill will be handy throughout your term. If you cannot multi-task, then it is best to focus on one thing for a short period of time. Thus, ensuring it gets completed
- Taking on too much at one time will eventually lead to burnout, so make time for breaks! You need to keep your sanity in tact! This district relies on you!!!
E-Board Training

**Vice President:** Get to know your VP very well. He/she is your right hand and his/her main job is to support you and be there when you can’t be. It’s important to be friends or at least friendly with your VP. That way he/she will be considerate and responsive to your needs. Remember that a vice president won’t have much responsibility if you don’t give it to them. So here are some of the things you can make your VP in charge of:

1. Oversee all committees and be the liaison between all committee chairs and yourself. This allows you to spend more time on other responsibilities.
2. Preside at all club and e-board meetings in your absence.
3. Report on committee progress, and let the e-board know if a committee needs any assistance, like flyers, advertising, setup, etc.
4. He/she will also be responsible for giving the committee chairs directives.

**Secretary:** The secretary is responsible for the management of all club records. Your secretary is usually the most organized out of all the board members, so use it to your advantage. His/her job might get overwhelming sometimes, so always be in touch with him/her about their deadlines and records. Don’t forget to offer any help or assistance he/she might need!

1. The secretary writes the minutes for every club and e-board meeting. Suggest using the minutes template to make it easier for him/her.
2. He/she keeps record of meeting, event and volunteer attendance, service hours, fundraising, and dues payment.
3. He/she has to fill out the MRF on the 7th of every month. This is extremely important, because it lists all club activities, and will determine if you are considered for awards, and your ranking number in the district.

**Treasurer:** The treasurer is extremely vital to your club, because without a stable account, there would be no foundation. He/she has to be organized with maintaining the budget, and also reliable with handling money.

1. Update the Membership Update Center with all new members’ information.
2. Create a budget that lists what you are going to spend the money in your account on. There are many great resources in the treasurer’s handbook.
3. Have them be responsible for being knowledgeable about deadlines for dues, deposits, payments and proposals for your student association.
4. He/she can fill out the proposal and present to the S.A. about your budget.
Editor: He/she is going to be the most creative member on your team. It’s great to have an editor, because he/she does a lot of the time consuming activities, such as newsletters, flyers, researching advertising methods and letting Circle K International know about all the wonderful activities your club does. Provide them with any resources he/she may need, brand guide graphics and any websites for each respective service project the club may be working on.

1. Create a monthly newsletter including your service projects, socials, Kiwanis Family and inter clubbing events, and district events.
2. Make sure they are keeping in contact with the District Editor. It’s very important, because the newsletters can be published on the website.
3. He/she will also be in charge of all flyers, brochures and anything else you want to hand out, because they will be the brand guide professionals of your board.

Webmaster: He/she is going to be the most resourceful, either in maintaining or creating the club website. They have to be in the loop about everything, because they will be the main person who updates members.

1. He/she is in charge of frequently updating your social media accounts.
2. The webmaster will be adding all events on the club’s website and advertising them on accounts.
3. He/she will keep in contact with the marketing and technology chairs, because they can help answer questions about websites and social media.

***When I was president and even now as governor, I distribute a document at our board meetings and share it online with my e-board about directives for all. This is important, because it encourages teamwork and shows the bigger picture. Directives that could be for all e-board members are:

1. Advertise to members about all upcoming events.
2. Invite friends to come to meetings and become official members.
3. Distribute quarter sheets or flyers in residence halls or class halls for events.
4. Attend 75% of all meetings and events. If he/she is the only e-board member present, he/she has to be in charge.
5. Answer emails for counterparts, and have regular chats with them. These updates are very important, because they let us know what your club is up to and what you need the most help with.
Email Etiquette:

Planning on sending a lot of emails? Here are some tips and tricks to get your members reading them.

- Be specific in your subject! Empty subjects make people confused about what the email is for. If the email is urgent, write URGENT on the subject line.
  - However, don’t overuse URGENT! If all your emails are URGENT, then none of them are.
- Understand the difference between the “To:” section, the “CC:” section (Carbon Copy), and the “BCC:” section (Blind Carbon Copy) when sending emails!
- Keep them short! Members hate having to read emails that are several pages long. It’s best to use bullet points and to **bold** the really important phrases to make sure members read them.
- Use colors to separate different sections. This not only adds creativity to your emails, but also makes sure that members know when they are arriving at a new subject.
- **DO NOT USE CAPITAL LETTERS ALL THE TIME.** Capital letters, in “email etiquette,” is the equivalent of YELLING ALL THE TIME AT THE TOP OF YOUR LUNGS. Not only does this makes it difficult to read, but also makes the email seem angry.
- Some funky fonts, such as FloMotion and Loyal Fame, don’t exist in other computers, so always use standard fonts (Arial, Verdana, Century Gothic).
- Always spell check your emails. One or two typos every so often can be excused, but you shouldn’t have major typing errors or spelling errors all over.
- **Bold** or italicize names, dates and locations of events. That way, if a member is skimming it (for time purposes), he or she can pick out all the important details.
- Always thank your members for taking the time to read your email! They could be doing better things, like studying, playing video games, hanging out with friends, or shopping for more shoes...
- Check your attachments and that they are actually attached (I always forget to do this) before you hit send.
- Don’t forget to include your contact information at the end of your signature!
Etiquette

Table Etiquette:

➢ The proper time to place your napkin on your lap is after the host or guest of honor.
➢ If you leave the table before the meal is over, place your napkin to the left of the plate, unfolded.
➢ The bread plate is to the left of the dinner plate.
➢ If a person next to you mistakenly uses your bread plate, ask the server or host discreetly for another bread plate.
➢ When you are finished with your meal, you should place your fork and knife together in the center of your plate, facing down.
➢ If you are not sure which fork or knife to use, start with the silverware furthest from your plate and work from the outside in.
➢ The correct way to eat spaghetti is to twirl it into the base of a spoon with your fork.
➢ If someone has requested that the salt and pepper shakers be passed, be sure to pass both of them as a set.
➢ The biggest violation of table etiquette (or etiquette in general) is pointing out or criticizing any etiquette mistakes. If you don’t have anything nice to say, it is better to not say anything at all.

General Etiquette:

➢ Be punctual to any engagement. In general, plan to arrive 15 minutes early at any event. This will leave room for small delays and still have you there on time.
  o Early is on time, on time is late, and late is UNACCEPTABLE!
➢ Open doors for others, and if someone opens a door for you, accept it and say “Thank You.”
➢ “Please” and “Thank You” are still the magic words they’ve always been. Everyone likes to be appreciated, and “Thank You” is the accepted way of showing appreciation. “Please” can turn a demand into a request and indicates an option—it can turn an unpopular request into a more palatable one.
➢ Send thank you notes. Write a personal note mentioning your appreciation.
➢ In making a proper introduction you should introduce women to men.
➢ Avoid talking about the three “no-no” topics: Politics, Relationships (sex) and Religion. When you are meeting someone for the first time, stick to small talk and discussions relevant to the subject at hand.
➢ If you aren’t sure, just ask! There is no harm in asking, and it is better safe than sorry with etiquette.
E-Board Fellowship

**Physical Activities:** paintballing, laser tag, roller blading, mini-golf, camping (maybe for a weekend long retreat), any sport that you can play as a team or with other members

**Spring/Summer Activities:** have a picnic/potluck on campus (This can be at the beginning of the year for fun training), go to the beach, visit a zoo or even an amusement park near you

**Winter Activities:** outdoor ice skating, building a snowman, having a snowball fight, organizing a secret santa for your e-board or even for your whole club!

**Food Activities:** go to a restaurant after volunteering, celebrate a successful fundraiser together by inviting everyone to your house for a potluck or mini-party, bake for an upcoming bake sale, have a bonfire, roast marshmallows, or get frozen yogurt or dessert together after a long and stressful week!

**Daytime Activities:** go shopping together (usually this is before a district event if you need to buy a new dress or suit), visit a nearby museum or aquarium

**Indoor Activities:** watch a new movie together, have a game night, karaoke, play pool, have a video game marathon, or watch the latest episode of your favorite show

***You might need to plan and encourage for the first or second fellowship activity, but trust me when I tell you that once you guys get to know each other better they will start suggesting other things to do!

****This is also a great time to show how much you appreciate everyone’s hard work. This will motivate all your board members to do more and give them the confidence to try new things and trust in their instincts and capabilities!

It is very important for you to bond with your team, and spend some relaxing and fun time together. It can be as crazy or as average as you want it to be. The goal is to just get to know each other outside of the Circle K administrative duties.

This personal connection you will have with them is crucial for a smooth sailing service year. It will be easier for them to follow you and trust that you have their best interests in mind.

Your celebrations will become a lot more fun. Your failures will be a lot easier to deal with, because you have created a support system.

Most importantly, you will create a strong and unified family that is unbeatable!
Unlike CKI members, who switch in and out year after year, Kiwanians tend to stick around for a while, and are able to see the transition of board members. They come with a bountiful amount of stories about students who became leaders in their clubs and districts. Some may have even been Circle K members themselves! Meeting them and talking to them might be one of the most exciting things you get to do this year as president! Actually listen to them and their advice, you will not regret it!!!

Sometimes, clubs might feel awkward talking to their Kiwanis sponsor, but you have to remember that we are all in it for the same goal: making a difference in the world, one child and one community at a time. You won’t get the kind of support and guidance from anyone else than a Kiwanian!

I have created a small DO’s and DON’T’s of working with the Kiwanis Family:

DO:
- Visit your Kiwanis Club’s meeting (weekly, bi-monthly or monthly). You can give updates or make a presentation on what your club is up to and any upcoming events or service projects. You can also encourage Kiwanis membership at your events!
- Organize a Kiwanis Family event (dinner or picnic). This is a great way for your general members to meet and talk with Kiwanians from your Sponsoring Kiwanis Club in a casual setting.  
  - Suggestion: hold a potluck dinner so that every member brings a different dish!
- Work on a Key to College Event with your Kiwanis club! You can work with local Key Clubs in the area, or potential Key Club sites, to organize a large K-Family Key to College.
- Attend Divisional Meetings to meet other Kiwanis clubs in the area!
- Organize a tri-K large scale service project that involves the whole community!
- Communicate OFTEN with your Kiwanis advisor. He or she can really serve as the main connection between your club and your Sponsoring Kiwanis Club!
- Organize a joint meeting. Have both presidents co-run the meeting or even switch for a day, to talk about each branch’s various service projects and events. This can get very interesting!
- Host a social or fundraiser together. It can be for a cause that both clubs support. You can even hold a raffle, an auction, or a fancy dinner,
- Organize a hands-on service project together, like cleaning up the park, packing food for kids, or volunteering at an animal or homeless shelter. The family that serves and works together grows together!

DON’T:
- Only contact them when you want money for dues or district events.
- Wait too long to answer their emails or phone calls. If they are making the effort to work with you, then you should return the favor.
- Expect them to attend all your meetings and events when you don’t attend theirs. They also have families and jobs that keep them busy, just like we have classes and studying.
- Be inconsiderate or disrespectful when meeting them or sending an email. They treat us sometimes like they would treat their own children, so treat them with the same kindness.
Dear (Kiwanis sponsor name, division of Kiwanis),

I am (your name) and I am the president of (your Circle K club). (You can skip this step if you have already met them and write) This year I am the president of (your Circle K club). (You can also write about yourself like your year, major, etc.).

I am writing this email to let you know how much I am looking forward to working with you and your club this coming service year. My board and I have been working very hard to prepare ourselves for a wonderful year! We have planned our first meeting on (put the date and time of your first meeting) and would love it if you and any members of your club would attend. (You can also invite them to other events you have planned for the beginning of the semester)

One of our goals this year is to have a better relationship with Kiwanis and to really show our members that Circle K branches much farther than just our campus. My club and I have created many goals that we wish to reach this service year like (list your goals). It would be great to hear all about the goals you have set this year and how our Circle K club can help you with them 😊. My board members and I are very interested in attending your first meeting as well! (List you availabilities or if you might need help with transportation if you don’t have a car here)

Thanks for all of your guidance and support. My club and I look forward to an amazing service year, working with our Kiwanis family!

In Service, Leadership, and Fellowship, 
(Your name, school, CKI title, phone number, etc.)
There will be many times when we will want to ask our Kiwanian(s) for help whether financially or physically. This can be awkward or even difficult to do. You may not know what to say or how to approach the situation, and that’s ok, because you don’t want to ruin a valuable relationship. I have provided some example situations for when the time comes!

Help with International Dues:
Our International dues are ____ and we ask for ____ dues per member. $8 of that goes to the district dues and the rest goes for our International dues. If we have about ___ members and fundraise about ____ then we would still have a deficit of ____ for our International dues. As you may know the early bird deadline is October 1st and the regular deadline is November 1st. Our club has worked very hard this year for example (list a couple of your accomplishments) and I really don’t want our club to become in the suspended status. Any help with this deficit would be greatly appreciated. Thank you so much for your support!

Sponsoring a Large-Scale Event:
Our upcoming large-scale event is ___ and we are raising money for ____. It will be in ____ at ____. Our club/committee has made many plans to ensure it is a successful event such as (list plans or details of event). We have already spent ___ on (list what you have paid or are planning to pay for), but still need help with (list things you need either donated or paid for). Any help on where to get these items donated or funded by your club would be greatly appreciated. We would also love to include your club as co-sponsors to our event! It can also be a tri-K event if we get our nearby Key clubbers involved! Thank you for your time 😊

Sponsoring a member for a district event:
This year, our goal is to attend every district event with ___ members. ___ is coming up and it costs ___ for registration, ___ for lodging and ___ for transportation. This event is crucial to attend because it contains (list details of district event or I can help you). Most importantly, it helps members become leaders. Even though many of our members are interested in attending, they will not be able to because the cost is too high for most of them. Sponsoring any number of students or providing funding to reduce costs would make a huge difference to our members and really help them develop. Thank you so much for your support and effort in our endeavors. We really appreciate it.

Inviting them to your meetings:
This year our meetings will be (write the date and time of your weekly meetings) every week. One of our goals is to increase the number of active members in our club. This means we need more members attending meetings, service projects, socials and icebreakers. One of the ways we can also increase attendance is to have a Kiwanian present to most of our meetings. He/she can talk or present a community organization we can work with. We would also be willing to have someone present at your meetings to present our upcoming events and how we can work together! Thanks for your dedication 😊
Student Associations in schools within our district all process things very differently. Some are student-led, others have paid staff, and some schools have a variety of both. It is important to know who you are dealing with, so that it will be a lot easier to make friends with them! Here are some helpful tips on dealing with your student association and knowing how to navigate the system:

1. **First thing is to READ THE GUIDELINES!** How can you know how an organization operates without reading its bylaws? This applies to the student association as well. You can call your student association and ask them where you can find their guidelines or you can search for your school’s student association and see what comes up. I have done so before for many schools and club officers and wouldn’t mind helping you with it!

2. **REMEMBER DEADLINES!** There are deadlines for everything. For example, deadlines for depositing money, submitting vouchers or a budget proposal, and/or verifying that your club is continuing charter for the upcoming academic year. The more you know about these deadlines, the better prepared you will be.

3. **TAKE ADVANTAGE** of all opportunities! Some student associations let you file an application for extra money for an event that you are holding on campus, or to help with transportation or registration for a district event. Some student associations have a supplement application, where they will give you a percentage of money back on your net profit. For example, if you made a $50 net profit (money raised minus money spent on fundraiser), then for every dollar of your net profit, your student association matches it with 50 cents. Something I will be working on is going through student associations for presidents and making a list of opportunities you have not been aware of.

4. **COMMUNICATE OFTEN!** If your school has a specific registration website where you can upload or advertise about your events, be sure to designate that job to someone and get your name out there!!! This way you’re not only showing the S.A. that you are an active club, who participates in tons of great events and community service projects, but that you are excited to work with them and make a great impact on your campus and community!

5. **ASK FOR HELP!** Yes, the S.A. can be a huge pain sometimes, because of all their procedures and technicalities but they can also be a great help and boost for your club. Let your voice be heard by introducing yourself to the person(s) in charge. Call or make an appointment to meet with them and address your concerns.
When presenting to the S.A. about an increase or appeal on your budget, there are many tips. There are things to include and things to avoid talking about, whether it is a proposal or a presentation. Here are some tips I would like to share with you:

**Proposal:**
- List all of your events, especially your community events. This makes your campus look better, because they are contributing to the well-being of the environment around them.
- List the events that you have collaborated or want to collaborate on, with other clubs on campus. This shows your willingness to be a team player and participation with other S.A. clubs.
- They want to know exactly what you will be doing with this money, so be as specific as possible. Don’t just list service projects. Provide them with a list of each service project and the materials needed.
- They want to see a benefit from the money they give you. Tell them how this will help you represent your campus within the New York District better by winning more awards and certificates. Also if you’re fundraising for eliminate, talk about the potential of saving women and babies’ lives, or benefits to other community organizations.

**Presentation:**
- Be dressed to impress (business casual or professional). Even if it’s just 10 minutes, they will take you more seriously.
- Bring the awards and certificates your club has with you. This is your time to BRAG!!
- Usually you are not allotted a lot of time to tell them why you deserve this money or exactly what you want to do with it. So prepare index cards so you are sure not to spend too much time on one thing and have an opportunity to talk about all the important points.
- Strength is in numbers! Take at least 1-2 other board members with you to present. Showing that you have people on your board, who care enough about your presentation to be there, will be a positive on your side.
- ALWAYS make worksheets, flyers or handouts. Don’t make them too wordy. Just make bullet points of your main points. This is important, because they deliberate after you leave and they may not remember everything.
Creating Leaders

Leaders are not made overnight. Dedicated members in your club have the potential to be future leaders. They just need to be given the chance to learn and develop and who better to learn from than you?! Below are some ways in which you can provide these leadership opportunities to new members in your club:

1) **Project Leaders**: Instead of having the president or vice president take charge at every project, suggest that a member or other officer take charge. That person can be responsible for finding interested members, emailing reminder emails, organizing transportation, taking attendance and making sure everyone has fun at the service event! This not only takes a load off of the president, but can also teach members invaluable leadership skills about event organizing.

2) **Mentors**: If you are particularly interested in teaching your new freshman class, consider having a mentor system (like a big sib, little sib program), where experienced Juniors and Seniors are paired up with freshman. The mentors can send meeting reminders, call their mentees when there is a service project and provide valuable information about being a CKI member.

3) **Monthly Presentations**: To provide some public speaking opportunities, and to lighten up your club meetings, consider holding monthly presentations on different topics. While you may be able to get guest speakers for some, encourage your members to run some of these presentations, particularly if they are passionate about it. For example, a student who is really excited about computers and graphic design could make a presentation on using technology.

4) **Workshops**: Encourage your members to run workshops! We are really trying to get members instead of just officers to present. This is a great opportunity for them to share some of their own skills, and to provide them with some public speaking practice!

5) **Committees**: Committees provide the unique ability of concentrating on one special topic in Circle K, whether it is for service projects, fellowship or fundraising. Organize committees and ask members to be the chair, providing them invaluable leadership opportunities. Encourage them to appoint their own committee members, which will further increase the potential for leadership abilities. This is also a great way to increase retention.
   a. **Event Planning Committees**: If you are organizing a particularly large event or fundraiser, encourage members (particularly new ones) to take part in the event planning and organizing! They’ll be able to learn great new skills, and will help make your life a lot easier. They can be responsible for signing people up for set up, food, registration, donations, speakers and everything else!

6) **Position Shadowing**: Some clubs encourage interested members to “shadow” what they do for a week or so. Members who are interested in serving on the executive board can learn what that specific office entails, whether it be sending reimbursements, taking down minutes, organizing committee meetings or putting together an agenda. This can help members learn about various officer duties and can encourage them to run for higher positions in the future.

7) **Just Reaching Out**: Members often don’t realize that there are tons of leadership opportunities in Circle K International, whether it is serving as a club officer or as an international committee member. The best way to encourage members to be courageous and apply for leadership positions is not only advertising about them, but personally talking to each member you think might be interested. It means a whole lot to them that their president believes in their ability!
Resources to Pass On

Anything you have can be crucial to your successor. It might help them plan better, avoid obstacles, improve on events and even recruit and retain better! This year, each president will be provided with their own binder containing all the possible resources you could need for this upcoming service year. These resources are not meant to be set in stone. They are there for you to add on to, to update, and to give feedback on. Something that works really well for other schools may not work so well for yours and vice versa. That kind of information is invaluable to your successor. These are the important resources to not only pass on, but to also maintain, which means be organized!

1. Service Project Ideas
2. Social Event Ideas
3. Favorite Club Ice Breakers
4. Event Contacts (for community organizations that you have worked with previously)
5. Student Association Deadlines
6. Club meeting Agendas
7. Club E-board Agendas
8. Dues Information- (how much are your international dues, how do you usually pay your dues, how much money do you charge per member?)
9. Club Budget Sample
10. Account Information- (How much money is in your account, how much rollover do you have, how do you access money in your account, how can you ask for more money or appeal money given to you)
11. Important Recruitment Event Details
12. How to Sign Up for Tabling
13. How to Book Rooms for Meetings
14. Committee Chair Positions in Your Club
Yes, it might be way too soon to think about the next person taking on your responsibility, but this might be one of the most important things you will have to do at the end of your year. This determines how your work will be preserved and built on after you go on to bigger things in life! This is extremely important if you are graduating and won’t be available to train the president after you!!! Here are a few things to keep in mind this service year:

1. Keep an open mind! Remember how when you started you didn’t know anything about Circle K? And now look at you Mr./Ms. President! Everyone has potential to become a great president. They just need to be trained well.

2. Members come first, no matter what level board members are! It’s important to find people who are always willing to come to service events, attend most meetings, and be enthusiastic about Circle K.

3. As president you need to be courageous, not just to talk every week in front of new members, but to also be willing to come up with new and creative ideas. Be on the look out for members who are interested in taking charge of events, want more responsibility in a committee, or are going above and beyond as an e-board member.

4. What matters the most is drive and motivation to take your club to groundbreaking records! Just because they don’t have past Kiwanis family experience, doesn’t mean they don’t have valuable talents and qualities that your club can really use!

5. Most importantly, remember that great leaders create more leaders. Remember how great it was to hear that someone believed in you? Well, now it’s your turn to do the same for someone else!!!
Long-Term Goals

Unfortunately, we can’t stay in Circle K forever (as much as we may all want to). We will all eventually graduate and move on (hopefully into Kiwanis). However, your club does stick around year after year, so it’s good to set some goal and plans, thinking beyond just your year as president.

**Goal Setting:**
- Sometimes, it’s a good idea to have a list of goals that are set beyond one year (ex: for 3 or 5 years). This is something that can be agreed upon by the entire club board, and can include things such as increased fundraising or membership! Don’t only write your goals but leave behind some tips on how they can be achieved by the next board.
- Goal setting, in general, is crucial to the success of a club. These long-term goals, in particular, can be reviewed and adjusted with every change of officers. This will provide the maximum benefit for the club year by year.

**Long-Term Plan:**
- A long-term plan will help your board, and future boards, stay on task with the growth and expansion of your club.
- This should include:
  - Progressive, more challenging goals that can be met year after year
  - Plans for resources to be developed. For example, different recruitment materials, club videos, or a list of connections and contacts for future boards
  - Plans for long-term projects or projects that are to be done annually, like a fundraiser, large day of service, or even a community organization that you would like to partner with by providing a service for them
  - A continual “notes” list for you to pass down from board to board as you evaluate each passing year of the long-term plan.
- Long-term plans should be developed with the interests of all members of the club. Club members should have at least some input (because in the end you are trying to recruit more of them). They probably should know about this long-term plan, even if you mention it briefly at a meeting or in an email.
- Don’t forget to keep your Faculty, Kiwanis advisor and sponsoring Kiwanis Club in the loop! Unlike you, they’ve been there for longer than a couple years and probably come with a lot of past experience and suggestions for the future. Plus, they can help keep future presidents on track with the long-term plan!
Special Thanks

This handbook wouldn’t have been possible if it weren’t for a lot of people in Circle K and I would like to take the time to thank each and every one of them for their contribution, whether it was directly with this handbook or just teaching me the experience that I can now pass on to you today!

Binghamton Circle K (Home Club, aka my baby, where it all started <3)

Renee Girard (immediate past NY District Governor)

Corey Oses (Past NY District Governor)

Josephine Lukito (Past International President)

Alan & Joan Kline (Binghamton Kiwanis Advisors)

Irene Brinsko (Kiwanis L.T.G. of the Susquehanna Division)

John Keegan (NY District Administrator)

Greg Faulkner (NY District Assistant Administrator)

Alison Mandel (NY District Assistant Administrator)

Richard Hall (NY District Assistant Administrator)

2015-2016 NY District Board (Shout out to the best team ever! Without them, I wouldn’t be able to do what I do everyday. I wouldn’t have the support to feel invincible and take on this district by storm!)
Conclusion

This handbook might be a little bit overwhelming, I KNOW. That is not the goal. The goal is to give you as many resources and support to help you through your very wonderful journey as president of your club.

Being president can be extremely difficult, from recruitment, to juggling a million things at once, to trying to motivate your e-board to completing things by their deadline. What I have learned the most from my journey is that it only takes one person, and that person may as well be you! If you believe in your club’s potential, then you can accomplish anything! Remember that you are not alone. You not only have my undivided support and attention but the whole NY District board and other fellow NY District presidents!

Many presidents have started from scratch, with no idea about deadlines, district events, or even Kiwanis (like myself!) I promise it isn’t that hard to build a stable foundation, and reach your goals as long as you utilize your board and take advantage of all of your opportunities 😊

Our New York District is so lucky to have an inspiring and enthusiastic team of presidents leading each club into the 2015-2016 service year! I am so excited to visit each of your clubs and get to be a part of all of your accomplishments!!!

Don’t forget to sleep, eat, rest, exercise and have fun!!! YOU GOT THIS!

With Much Love,

Binghamton Circle K member
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