

Circle K

International

Kiwanis Sponsorship Resource Guide



For Kiwanis Advisors to Circle K



COLLEGE STUDENTS WITH A LIFELONG COMMITMENT TO SERVICE WORLDWIDE

Annual

Requirements

of Sponsorship

- 1. Appoint a Kiwanis Committee on Circle K and ensure the committee receives adequate orientation.**
- 2. Ensure Kiwanis members attend every Circle K meeting and as many other Circle K functions as possible.**
- 3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the Circle K club.**
- 4. Work with the college/university administration to secure a faculty advisor for the Circle K club.**
- 5. Ensure that all Circle K members pay annual dues, and that an active membership of at least 20 members is maintained.***
- 6. Ensure Circle K club officers receive proper training following election.**
- 7. Hold a planning session involving the leadership of both clubs.**
- 8. Host or participate in two joint activities involving the membership of both clubs.**
- 9. Invite two Circle K members to attend every regular Kiwanis meeting.**
- 10. Ensure Circle K members attend conventions and conferences.**

*Effective 10/01, two-year institutions and institutions with enrollments of less than 1,000 students can charter and maintain an active membership of at least 15 dues paid members.



1. Appoint a Kiwanis Committee on Circle K and ensure the committee receives adequate orientation.

- ✓ Encourage three-year involvement with the Circle K club with 1/3 of the committee new each year and 2/3 "returning" each year.
- ✓ Consider former Circle K members as committee members
- ✓ Consider time commitment of two to three hours weekly.
- ✓ Stress the rewarding aspect of Kiwanis involvement.

Kiwanis advisor (sponsorship) training may be available at the following:

- Circle K International convention
- Kiwanis district convention
- Circle K district convention
- Circle K division and district officer training conferences

NOTE: Advisor training at these events varies from district to district. Contact your district administrator or zone/regional advisor for additional information.

Reference materials that can be found on the Circle K Web site include:

- ▲ **Advisors Manual**
- ▲ **CK Series #5: The Benefits and Responsibilities of Circle K Sponsorship**
- ▲ **CK Series #6: Kiwanis Committee on Circle K**

2. Ensure Kiwanis members attend every meeting and as many other Circle K functions as possible.

- ✓ Visiting Kiwanians should be members other than the Kiwanis advisor/committee chairperson, who normally attends each meeting.
- ✓ Every effort should be made to assign different Kiwanis members to attend each meeting.

The Kiwanis advisor is responsible for:

- Informing the Circle K president of who Kiwanis guest(s) will be
- Instructing the Circle K president on appropriate protocol for introducing Kiwanis guests at the Circle K meeting
- Notifying the Kiwanis club of any Circle K projects and other activities
- Notifying the Kiwanis club of any Circle K club meeting changes or cancellations

3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the club.

- ✓ The amount of money a Kiwanis club budgets to support its Circle K club should be proportionate to its ability to support the club.
- ✓ The Circle K club should be included in Kiwanis club's fundraising projects and, in turn, should receive a portion of the proceeds.

- Scholarships
- Awards and recognition
- Financial support to attend the Circle K district and International conventions and leadership training conferences (i.e., transportation, registration, meals, and lodging)

Note: Circle K members are encouraged to use the following rule: 1/3 of expenses paid by their Circle K club and/or school, 1/3 of expenses paid by the sponsoring Kiwanis club, and 1/3 of expenses paid by Circle K members themselves.

- Pay the entire cost of faculty advisor travel, registration, and lodging at conventions and conferences
- Joint service and fundraising projects
- Facility rental or food costs for joint social or recreational events

Some clubs provide the Circle K club with a set amount each year, allowing its board to budget the expenditures through the club's budgeting process. Other Kiwanis clubs provide the Circle K club the money it raises through joint fundraising projects. Others fund special projects and events. Funds provided to the Circle K club may come from the Kiwanis club's service account.

Forms and other information that can be found on the Circle K Web site include:

- ✓ Club officer award applications
- ✓ Club marketing resources
- ✓ Public Relations Kit
- ✓ Service Initiative Kit
- ✓ Suspended club resources
- ✓ Adult code of ethics
- ✓ Officer installation script
- ✓ Circle K literature order form
- ✓ Circle K International magazine
- ✓ Convention registration form
- ✓ International Service Exchange

4. Work with the college/ university administration to secure a faculty advisor for the club.

- ✓ Advisor can be either a faculty or staff member/employee of the college/ university.
- ✓ Suggested contacts at colleges/universities: director of student activities, director of community service programs, faculty involved in service-learning programs, dean of students or dean of student affairs.
- ✓ Time frame: Schedule a meeting for July or August (approximately one month before school starts). Schedule an appointment for this meeting well in advance.

Information to provide:

- The purpose of Circle K
- The relationship of Circle K to Kiwanis and the role of the sponsoring club
- Membership requirements
- Information to learn: Understanding of college/university regulations for the Circle K club and Kiwanians attending meetings, including visitor parking, meeting room regulations, and other pertinent information regarding a meeting
- Maintaining communication and cooperation with the school

Other suggestions:

- Invite the staff/faculty member to present a program at a Kiwanis meeting.
- Ask, "What can the Kiwanis club do for the school?"
- Follow-up: The president-elect should send a thank-you letter to the staff/ faculty member within one week following the meeting.

Reference materials that can be found on the Circle K Web site:

- ▲ CK Series #4: Working with College and Universities for Club Establishment

5. Ensure that all members pay annual dues, and that an active membership of at least 20 members is maintained.*

- ✓ Circle K International dues amounts are posted on the Circle K Web site.
- ✓ Circle K district dues range from US\$5 to US\$12 per member (check with District Administrator).
- ✓ Local club dues cannot exceed US\$9.
- ✓ Dues invoice is mailed to permanent school address in August.
- ✓ Dues payment deadline is November 30 (February 1 for non-US clubs).

In accordance of CKI Policy, if a club does not pay International dues for the minimum required number of members the club becomes "Past Due," which limits the benefits clubs and members are able to receive, such as scholarships, voting privileges, eligibility to run for district and International offices, and award eligibility.

The club remains in Past Due status until September 30, at which time the status becomes "Suspended." The club can remain on suspended status until the following September 30, at which time the charter is revoked. However, during the suspended year, the sponsoring Kiwanis club can ask the International Office to retain the Circle K club's charter for one additional year if there are revitalization efforts being made. At any time during the Past Due or Suspended status periods, the club can pay dues for the minimum membership requirements and return the club to good standing, at which time all benefits of membership will be reinstated.

International dues provide:

- CIRCLE K magazine subscription (5 annual issues)
- Membership pin for new members
- Annual membership card and handbook
- Club and member benefit programs
- Liability insurance coverage





- Eligibility to participate in conventions, conferences, leadership training, scholarship opportunities
- Eligibility to run for district or International office

As new members join throughout the year, use the new member add form to report names to the International Office.

Circle K club members should pay their own dues to provide a sense of ownership in the organization. A Kiwanis club should not pay the dues for the Circle K members; however, in hardship cases, the Kiwanis club may choose to assist or loan the Circle K club funds. The dues payment is part of a learning process, and dues collection should be the responsibility of the Circle K club treasurer.

6. Ensure club officers receive proper training following election. Officers should be elected by April 1.

- ✓ Some districts have certified trainers who are Kiwanians who have received extensive education on training Circle K club officers. Certified trainers have materials and will travel to training conferences or to clubs to provide training. Contact the district administrator to learn if your district has a certified trainer.

Training of club officers is available at one of the following:

- Club Officer Training Conferences sponsored by the Circle K district
- Division training conferences in May or June

Reference materials that can be found on the Circle K Web site:

- ▲ Club officer manual
- ▲ Standard Form for Circle K Club Bylaws
- ▲ Club officer training materials

7. Hold a planning session involving the leadership of both clubs.

- ✓ Minimum attending: four officers from each club, Kiwanis and faculty advisors.
- ✓ Suggested others attending: other Kiwanis and Circle K board members, Kiwanis and Circle K committee chairmen, Circle K and Kiwanis lieutenant governors.
- ✓ Time frame: suggested for June (before the Kiwanis and Circle K International conventions) but can be scheduled anytime during the summer.
- ✓ Setting: casual, comfortable setting (backyard party, park, cookout, etc.).
- ✓ Sample topics: review and evaluate the previous year, goal-setting and strategies for accomplishing the goals, budget and fund raising, community analysis, joint projects and activities, calendar of events.

8. Host or participate in two joint activities involving the membership of both clubs.

- ✓ Can include: service, social, recreation, fundraising activities.

Suggested Activities:

- Pancake breakfast
- Adopt-a-highway
- Softball, basketball, volleyball games (Note: Liability insurance is in force here for non participants, but there is no liability coverage for participants.)
- Officer installation involving both sets of officers being installed at the same meeting
- Awards banquets
- Parent-appreciation events
- Kiwanis-family events with Key Club, Builders Club, K-Kids, and Aktion Clubs
- Co-sponsorship of K-Kids, Builders Club, or Aktion Club
- Picnics and cookouts
- Staffing phone banks for charity events
- Concession stands at college/university events or community events
- Career shadowing

For Extra Credit...

Ways to enrich the Circle K club experience (but not required)

- ✓ **Host** a Circle K club model meeting at a regular meeting of the Kiwanis club.
 - Circle K club members make all arrangements for the meeting, including speaker, entertainment, etc.
 - Circle K club members should undertake every role in the meeting that normally is handled by a Kiwanian. Follow the same format as a regular Kiwanis meeting.
 - Schedule during Kiwanis Family Month (November).
- ✓ **Hold** joint board meetings.
- ✓ **Show** appreciation for the faculty advisor.
- ✓ **Invite** the faculty advisor to participate in the Kiwanis club (membership, honorary membership, special events, etc.).
- ✓ **Provide** transportation for Circle K club members attending division and district events.
- ✓ **Attend** Circle K club rallies, training conferences, etc., as invited.
- ✓ **Volunteer** to present programs at Circle K club meetings.

Reference materials that can be found on the Circle K Web site:

▲ CK Series #14: Kiwanis Career Contacts

9. Invite members to attend every regular Kiwanis meeting.

- ✓ Alternate members from meeting to meeting.
- ✓ Circle K club members should provide a brief report about the Circle K club's activities.
- ✓ Meals are paid by the Kiwanis club and may be paid from the service account
- ✓ Circle K club members attending the meetings may have limited time due to class schedules.

10. Ensure members attend conventions and conferences.

- ✓ District conventions in February or March are usually 2 to 3 days and include: speakers, educational forums and workshops, district officer elections, contests and awards.
- ✓ Circle K International convention in summer. Usually four days and includes: speakers, educational forums and workshops, International officer elections, contests and awards.
- ✓ Some districts offer a tour as an economical way to attend and participate in educational travel. The Kiwanis club could help cover the costs of the registration fee and expenses for some or all meals along with hotel or other lodging expenses.
- ✓ District-sponsored leadership conferences and conventions.
- ✓ Kiwanis club financial support in addition to Circle K club and personal financial resources (refer to 1/3 idea in Requirement on page 1).
- ✓ Pay costs for faculty advisor to attend, if possible.

Kiwanis Club Sponsor Recognition

Criteria:

1. Conduct a summer planning session involving the leadership and boards of both clubs.
2. Provide funding to support the activities of the Circle K club.
3. Ensure that the Kiwanis advisor committee members and sponsored youth committee chairman attends Kiwanis advisor training.
4. Host a Circle K model meeting at a regular meeting of the Kiwanis club.
5. Have two Kiwanis members attend sixty percent of the regular Circle K meetings.
6. Have two joint Kiwanis/Circle K activities involving the membership of both clubs.
7. Have two Circle K members attend sixty percent of the regular Kiwanis meetings.

Using the form posted on the Circle K Web site, a Circle K member may nominate its Kiwanis club for this annual recognition. A banner patch will be mailed to every nominator for each qualifying Kiwanis club. Receipt deadline for the nomination is June 1, and the banner patches should be mailed before the end of the month of August. The nomination form will require the signatures of the Circle K president and faculty advisor.

General Information and Resources

Club:

Circle K is a "student led" organization, which means that the students are responsible for making decisions on how the club will function, how the budget will be administered, and how issues will be addressed. Every Circle K club elects a president, secretary, treasurer, and vice-president.

Clubs may choose to elect or appoint additional officers or committee chairs.



Each Circle K club has a set of bylaws that serves as a governing document to assist the leaders. Club bylaws must model the Standard Form for Club Bylaws provided by the International Office. Amendments to club bylaws must first be approved by the Circle K members, then by the sponsoring Kiwanis club members, as prescribed in the Circle K club bylaws. A copy of the standard form may be found on the Circle K Web site.

Circle K International defines the role of club advisor as one who provides counsel, makes recommendations regarding a decision or course of conduct, provides information or notice, and cautions the Circle K members to give careful consideration and deliberation to issues at hand.

Club officers are elected in February of each year. After elections, club officers are responsible for reporting their new information to the district secretary and the International Office.

District:

Circle K is comprised of 30 districts. For a listing of the districts and officers, as well as all registered Circle K clubs, visit the Circle K Web site.

Each Circle K district has a set of bylaws that serves as a governing document to assist the leaders. District bylaws must model the Standard Form for District Bylaws provided by the International Office. A copy of the standard form may be found on the Circle K Web site. Any amendments to district bylaws must first be approved by the Circle K district delegates, then by the sponsoring Kiwanis district board and the International Director.

Circle K district officers serve a one-year term which begins April 1. District officers include a governor, secretary, treasurer, editor, and lieutenant governors. Additional officers may be elected or appointed as prescribed in the district bylaws.

Districts are required to conduct one district training event during a period between September and

December, and a district convention in February or March. District conventions must be completed by March 31.

Each Circle K district is advised by a Kiwanis member who serves as district administrator. District administrators are appointed annually by the Kiwanis governor-elect of the district. District administrators serve a term from April 1 to March 30. A current listing of district administrators can be found on the Circle K Web site.

Circle K International:

The governing documents for Circle K International are the Constitution, Bylaws, Policy Code, and Regional Policy Codes. These documents contain important procedural information, as well as the mission, vision, objects, and pledge to which all members are held accountable. These documents are available on the Circle K Web site.

Circle K is governed by an International Board of Trustees, which consists of a President, Vice-president, and nine Trustees. The Board of Trustees is elected annually at the International convention. Information on the current International Board of Trustees can be found on the Circle K Web site.

The Circle K International convention is scheduled annually for the summer. All Circle K members are invited, and those clubs that are in good standing are eligible to register two active members as delegates. All members attending the convention are responsible for abiding by the code of conduct. The standard code of conduct can be found on the Circle K Web site.

Web Site Resources:

Please visit the Circle K Web site at www.circlek.org to find forms, literature, and other general information for assistance in sponsoring a Circle K club. Items that can be found include: marketing tools, a public relations kit, a service initiative kit, suspended club resources, officer installation scripts, International and district convention information, and current happenings.

For Extra Credit...

- ✓ **Provide** special awards and recognition to the Circle K club leaders and members throughout the year (Community Service and Awareness Week) or at the end-of-year awards banquet.
- ✓ **Provide** hosting support for club, divisional, or district functions, as requested.
- ✓ **Invite** the Circle K club officers and faculty advisor to the Kiwanis club installation dinner.
- ✓ **Provide** financial assistance for a Circle K club district officer for expenses that are not reimbursed by the district.
- ✓ **Show** appreciation to the parents of Circle K club members, including presentation of Circle K club parent pins and invitation for membership in the Kiwanis club.
- ✓ **Invite** Circle K club members to present a program about the Circle K club at a regular Kiwanis club meeting several times during the year, including reports about the district and International convention.
- ✓ **Ensure** that the Circle K club is mentioned frequently in the Kiwanis club bulletin.
- ✓ **Participate** in the end-of-the year banquet, providing appropriate mementos to graduating seniors, officers, and the faculty advisor.
- ✓ **Help** the Kiwanis club understand that the Kiwanis advisor is the primary liaison to the Circle K club but needs the entire Kiwanis club's support.



COLLEGE STUDENTS WITH A LIFELONG COMMITMENT TO SERVICE WORLDWIDE



A Kiwanis Family Member

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