

CKI[®] Circle K
International



Wisconsin Upper Michigan District
Member Handbook 2019-2020

Welcome to WUM!

Hello WUM CKI Member!

Whether this is your first year or fourth, we are happy to have you as a part of our club. For those of you who do not know, WUM stands for Wisconsin-Upper Michigan, which are the two regions that make up our District. Right now we have 14 active clubs at colleges and universities in WUM and are adding more each year.

This handbook is designed to introduce you to our District and Circle K International as a whole. You will learn some of the goals of our organization and what we do. If you have any more questions, feel free to contact the district board (contact info on pages 12-15) or refer to the CKI website. We hope you have a great year and we look forward to working with you!

In Service,
The Wisconsin-Upper Michigan District Board

The Circle K Pledge and Motto

Pledge:

"I pledge to uphold the objects of Circle K International, to foster compassion and goodwill toward others through service and leadership, to develop my abilities and the abilities of all people, and to dedicate myself to the realization of humanity's potential."

Motto: Live to Serve, Love to Serve



UW-Oshkosh volunteering
with Wisconsin GLO



WUM District at Camp
Wawbeek for Spring Fling



WUM District members at
CKIx 2019 in Orlando

Brief Overview of Circle K

- Circle K originally started as a fraternity sponsored by a Kiwanis club in the 1920's.
- The first Circle K club was chartered in 1947 at Carthage College (back when it was located in Carthage, IL).
- Today, there are more than 10,000 Circle K members in more than 500 clubs, divided into 31 districts throughout the United States, Canada, and beyond.
- Circle K is based around 3 main tenets:
 - ◊Service
 - ◊Leadership
 - ◊Fellowship
- Your Circle K club is part of the Wisconsin-Upper Michigan District (more commonly known as WUM for short).
- There are five Divisions in the WUM District, consisting of the following clubs:
 - ◊ **Capital Division:** UW-Madison, UW-Whitewater, UW-Platteville, Edgewood College
 - ◊ **Chippewa Division:** UW-La Crosse, UW-Eau Claire
 - ◊ **Metro-Southeast Division:** Milwaukee School of Engineering University, Alverno College, Carthage College, UW-Parkside
 - ◊ **Lakes Division:** UW-Oshkosh, St. Norbert College, Ripon College
 - ◊ **Superior Division:** Michigan Technological University
- Currently the WUM District only has 14 active clubs, but several are in the process of being Reactivated.
 - ◊ Bay College, Carroll University, Marquette University, UW-Milwaukee, UW-Greenbay, and UW-Stevens Point

LEADERSHIP

FELLOWSHIP

SERVICE



Making Valentine's Day Cards



District Board members participating in our "Pie-in-the-Face" fundraiser

DID YOU KNOW: Circle K International is the world's **largest** student-led collegiate service organization?

A Typical Circle K Year

Do you know your International Trustee?

Tana Early from the University of Alabama is serving as our International Trustee. One of her responsibilities is to update us on International matters and to help address any questions the district has.

- **The Circle K administrative year:** Runs from April 1 to March 31. If you joined at the beginning of the school year, your club officers have already completed nearly half of their terms!
- **The membership year:** Membership years run from October 1 to September 30, meaning your official membership status begins on October 1 and continues until September 30 of the following year (at which point you'll need to pay your dues again to continue your membership).
- Some clubs have a New Member Induction ceremony and social each fall to recognize the new members for that year.
- In order to remain in good standing with International, clubs at four-year schools must have at least 15 paid members. This is referred to as "charter strength", because it is also the number of members a new club must obtain in order to charter and become an official Circle K club. Charter strength for two-year schools is 10 paid members.
- If a club has not paid fees for 15 members (10 at two-year schools) by November 30, it goes into "past due" status and is placed on probation. If the club does not regain charter strength in two years, that club's charter can be revoked.
- Club officer elections for the next year are usually held sometime in February and must be completed at least two weeks before District Convention (so winter break is a great time to think about running for a position).
- Each year at District Convention (usually held in late February or early March), members from all of the clubs in the District come together to celebrate the accomplishments of the past year, retire the outgoing District Board, and elect new District officers for the coming year.

A Typical Circle K Year, Continued

- ◇ The Elected Officers are: Governor, District Secretary, District Treasurer, District Bulletin Editor, and Lieutenant Governors for each Division.
- ◇ The District Chair positions are appointed in April by the new Governor through an application process and approval by the new board.
- Some clubs host a New Club Officer Installation towards the beginning of April so that outgoing officers can make farewell remarks and formally install the new officers, and another administrative year begins!

Service Hours

As one of Circle K's main tenets is service, each club is required to report service hours, not only to help reach goals, but to ensure that the organization is "practicing what we preach." General guidelines for service hours include:

- Service hours starting April 1st count towards the next year's totals.
- Service hours include:
 - ◇ Doing 60 minutes of service for someone in need without compensation.
 - ◇ Planning time for a service project (i.e. putting together materials, setting up a site, etc.)
 - ◇ Travel time to-and-from a purely service event.
 - ◇ Travel time to a partial service event (such as MAC, Spring Fling, or a Divisional rally).
 - ◇ Working at a fundraiser where the proceeds are donated directly to a charity (fundraisers for general club funds are not considered service hours).

WUM Goals For 2019-2020

Membership:

325 members

Service:

5,500 service hours

Fundraising:

Camp Wawbeek: \$1,750
Camp Baycliff: \$500
Preferred Charities: \$2,000

Attendance at District Events:

Spring Fling: 33 Attendees

MERP: 25 Attendees

MAC: 60 Attendees

K Family Baseball Game:

150 Attendees

K Family Service Day:

75 Attendees

K Family Hockey Night:

75 Attendees

District Convention:

100 Attendees

CKIX:

10 Attendees

Kiwanis Family Relations Events:

60 events

Interclub Events:

40 events

Membership Fees & Benefits

Every club must pay dues to maintain its standing and affiliation with the District and Circle K International, all members must pay annual membership fees and the club must submit club fees to International. District fees cover District officer visits, meetings and costs related to support for clubs, and District materials for clubs. International fees cover publications of Circle K International Magazine, CKIx Promotion, administrative costs, International Trustee visits, and free club resources. In addition to the base fees you must pay as a member to the district and international, your club may also charge a small fee that is contributed directly to cover club project costs. Your club officers can explain to you if they charge additional fees and what that money is used for.

As a paid member of Circle K, you will receive a number of benefits. Here are just a few:

- **Campus and Community Service**—Joining Circle K gives you the opportunity to be a part of the world's largest collegiate service organization and
- participate in projects that can make a difference on your campus, in your community, and around the world.
- **Leadership Development**—As you will see on the next pages, there are lots of opportunities for leadership positions in Circle K as well as other opportunities to enhance your leadership skills.
- **Professional Development**—Circle K can help prepare you for your next step in life: the professional world. Many of the activities, workshops, and opportunities available through Circle K can help enhance your professional skills, making you more marketable as an employee after graduation. The connection between Circle K and Kiwanis can also enable you to network with people already working in your field of study.

Do you know the International Board?

International President:
Billy Hackett

International VP:
Sara Al-Midany

International Trustees:
Tana Early, Chelsie Higdon, Maria Landron, Jose Leoncio, Hannah Negray, Don Nguyen, Steve Shaw, Rachel Fairley

Membership Fees & Benefits, Continued



St Norbert College
making fleece tie
blankets



UW-Platteville at DCON
with their awards for
service and leadership



Circle K members at the
Kiwanis Family Baseball
Game

- **New Friends**—Circle K is a great way to make new friends around WUM and beyond! Service projects, socials, and District events are great ways to bond with other Circle K members and form friendships while making a difference. Circle K also gives you the opportunity to travel to various locations for conventions and events (and as any Circle K'er will tell you, road trips are a great way to get to know new people).
- **Scholarship Opportunities**—There are several scholarships from both the District and International levels awarded to Circle K members each year. Some clubs may even have individual scholarship opportunities.
- **Membership Cards and Membership Pin**—Each Circle K member receives a membership card with his or her individual membership number as well as a Circle K member pin.
- **Member Handbook**—In addition to this book, you also receive a member handbook from International with more information on the history and structure of Circle K International.
- **Circle News Letter**—Each member receives an email with updates on what different members and clubs are doing across the globe. It also serves to inform members on International projects and events

Circle K Lingo

As you may have already noticed, Circle K is full of acronyms and terms that might seem like they were designed simply to confuse new members. Not to worry, this cheat sheet breaks down the common acronyms, events, and terms every Circle K'er should be familiar with.

Events:

- **MAC** – Membership Awareness Conference. Held every October at Easter Seals Camp Wawbeek in Wisconsin Dells. We spend the weekend learning more about Circle K and cleaning up the camp for the winter.
- **Spring Fling** – Spring version of MAC.
- **DCON** – District Convention. Annual event where all the clubs in the District elect new members to the District Board and celebrate the past year. Club and individual awards are also presented.
- **CKIX**– International Convention. Similar to District Convention but on an international scale. Circle K'ers from all over the U.S. and beyond provide service to the community, elect international officers, attend workshops, and have fun!
- **MERP** – Membership Education and Recruitment Program . Summer conference held in various locations designed to help clubs prepare for the upcoming year through learning new ways to recruit members.
- **KFBG**– Kiwanis Family Baseball Game. A social event designed to unite members within different levels of the Kiwanis family.
- **KFHN**– Kiwanis Family Hockey Night. An event designed to get members of the Kiwanis family together for a social event & raise money for charity.

Circle K Lingo, Continued

Leadership Positions (see "Leadership Positions" section for descriptions of what these people do):

- **LTG** – Lieutenant Governor
- **MDG** – Membership Development & Growth Chair
- **ARH** – Awards, Regulations, & History Chair

Other terms:

- **CKI** – Circle K International.
- **District** – Grouping of clubs. We are in the Wisconsin-Upper Michigan District. Other districts include Louisiana-Mississippi-Tennessee, California-Nevada-Hawaii, and New England (just to name a few).
- **WUM** – Short for Wisconsin-Upper Michigan.
- **Division** – grouping of clubs within a district. There are five divisions in WUM: Capital, Metro-Southeast, Lakes, Superior, and Chippewa.
- **Interclub** – Any activity (service project, social, etc.) in which at least two members from one club participate with at least two members from another club. If a club has your club's mascot, interclubbing is how you get it back.
- **Kiwanis Family Relation Event** – Any activity (service project, social, etc.) in which at least two members from one Circle K club participate with at least two members from a club from another branch of the Kiwanis Family .
- **District Board** – Board that oversees the district. Positions include:
 - ◇ Governor
 - ◇ Secretary
 - ◇ Treasurer
 - ◇ Bulletin Editor
 - ◇ Lieutenant Governors (5 total – one for each division)
 - ◇ Membership Development and Growth Chair
 - ◇ Service Chair
 - ◇ Awards Regulations and History Chair
 - ◇ District Convention Chair
 - ◇ Special Events Chair
 - ◇ K-Family Outreach Chair
 - ◇ Webmaster
- **International Board** – Similar to District board on an International level. Includes an International President, Vice President, and seven International Trustees that serve thirty two districts.

What is WASH?

WASH is Circle K's signature partner and is a part of UNICEF. It stands for "water, sanitation, and hygiene" and aims to help provide clean drinking water and sanitation to underdeveloped areas. UNICEF has helped provide 2.6 billion people with access to safe drinking water, sanitation, and hygiene.

Leadership Positions

Club Level:

- **President**—Oversees day-to-day club operations, runs club and executive board meetings.
- **Vice President**—Runs meetings in the absence of the president, oversees club committees, and assists the president as needed.
- **Secretary**—Takes minutes at club and executive board meetings, creates club directories, records/collects members' service hours, submits Monthly Report Forms (MRF's) to the district each month detailing that month's activities and service hours.
- **Treasurer**—Collects member fees, creates and oversees club budget, oversees fundraising, and submits treasurer MRF information to the district showing the club's financial activity for the month.
- **Bulletin Editor**—Compiles articles and creates and distributes club newsletters regularly.
- **Committee Chairs**—Oversee a club committee (such as Service, Social, K-Family, Scrapbook, etc.) and works to accomplish the goals of that particular committee.

District Level:

- **Governor**—Runs District Board meetings, oversees district, acts as liaison to International level.
- **Secretary**—Records District Board meeting minutes, keeps records, collects club MRF's, creates district directories
- **Treasurer**—Prepares district budget, oversees all district financial matters
- **Bulletin Editor**—Compiles articles and creates and distributes district bulletin (*Circle of Sharing*) to clubs
- **Lieutenant Governors (LTG's)**—Serves the clubs in their division, assisting with questions and problems and acting as a liaison between club and district level.

Leadership Positions, Continued



Making door decorations for new students at MERP.



DCON 2019



UW-Eau Claire volunteering at Paul Bunyan's Flap Jacks.

District Level, Continued:

- **District Chairs**— Oversee District committees and perform other duties related to their committee.
 - ◇ **Awards, Regulations, and History (ARH)**— Reviews and updates District Bylaws and Policy Code, educates and informs the board on parliamentary procedure, and oversees the club awards process.
 - ◇ **District Convention**— Organizes all aspects of District Convention, held in late February or early March at the end of his/her term.
 - ◇ **K-Family/Outreach**— Promotes Kiwanis Family Relations (Key Club, Builders Club, etc.) and raises outreach money from area Kiwanis clubs. Plans KFBG & KFHN.
 - ◇ **Membership Development & Growth**— Works with clubs on member recruitment, education, and retention as well as building new clubs in the district. Helps plan MERP.
 - ◇ **Service**— Ensures that clubs are counting service hours correctly and assists clubs with new service project ideas as needed.
 - ◇ **Special Events**— Plans events for the district, such as Spring Fling, MERP & MAC.
 - ◇ **Webmaster**— Maintains the district website.

International Level:

- **International President**—Runs International Board meetings and oversees Circle K International.
- **International Vice President**—Assists president as necessary and oversees all international committees.
- **International Trustee**—Currently there are 8, each of which counsels several districts, acting as a liaison between the district and international levels.

District Executive Board

District Governor

Cole Nelson: Senior studying Software Engineering at UW-Platteville
wumcki.governor@gmail.com



District Treasurer:

Annika Hentz: Sophomore studying Finance, Investment, and Banking at UW-Madison
wumcki.treasurer@gmail.com



District Secretary and District Bulletin Editor:

Vacant! This position is currently open so contact Cole Nelson if interested!

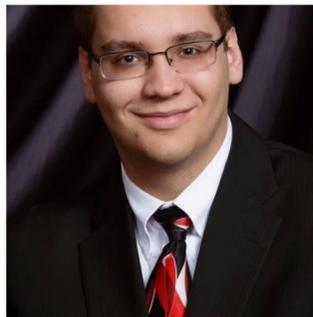
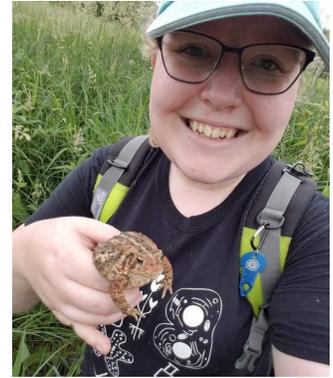
Lieutenant Governors

Where is CKIx?

Held in various locations around the world, CKIx 2020 will be held in Las Vegas Nevada!

Capital Division:

Jessica Wells: "Super Senior" studying Biology/Ecology and Environmental Science at UW-Platteville
wumcki.ltg.capital@gmail.com



Metro-Southeast Division:

Jonathan Totsky: Senior studying Occupational and Environmental Safety and Health at UW-Whitewater
wumcki.ltg.metrose@gmail.com

Lakes Divison:

Meagan Ebertz: Sophomore studying Pre-Med at St. Norbert College
wumcki.ltg.lakes@gmail.com



Chippewa Division:

Zoey Colglazier: Senior studying Geography, Cartography, and Environmental Studies at UW-Madison
wumcki.ltg.chippewa@gmail.com

Superior Division:

Vacant! Reach out to Cole Nelson if interested!

District Committee Chairs

Service Chair:

Robert Underwood: Senior studying Mechanical Engineering at UW-Platteville
wumcki.service@gmail.com



Awards, Regulations and History Chair:

Gavin Lloyd: Sophomore studying Software Engineering at UW-Platteville
wumcki.arh@gmail.com

Membership, Development, and Growth Chair:

Kiley Smith: Junior studying Biomedical Engineering at UW-Madison
Email: wumcki.mdg@gmail.com



District Convention Chair:

Katelyn Van Buren: Sophomore studying Communication Sciences and Disorders at UW-Madison
wumcki.dcon@gmail.com

Assistant District Convention Chair:

Maddy Dimeo: Senior studying Civil and Environmental Engineering at UW-Madison
wumcki.dcon.assistant@gmail.com



Special Events Chair:

Bobby King: Senior studying Chemistry at UW-Platteville
wumcki.events@gmail.com

Kiwanis Family & Outreach Chair, Webmaster and Assistant Special Events Chair: Vacant! If you are interested in filling these positions please reach out to Cole Nelson

District Administrators

District Administrator:

Justin Hahn: Attended Carthage College and works as a Training/ Operations Supervisor at Rescare Workforce Services.
wumcki.districtadvisor@gmail.com



Assistant District Administrator:

Lena Scheibengraber: Attended Alverno College and is the Senior Financial Aid Counselor & V.A. Certifying Official at MSOE
scheibls@gmail.com

Assistant Administrator:

Rachel Leader: Attended UW-Madison and is an Employee Benefits Consultant
leader.rachel@gmail.com



Assistant Administrator:

Ann Pilot: Attended UW-Milwaukee and is the Walk Manager for the Alzheimer's Association
anmarie.pilot@gmail.com

Want more information? Check out our district or International website!

<https://www.circlek.org/>
<https://wumcirclek.weebly.com/>

Serving the children of the world



Made by:

Wisconsin-Upper Michigan Circle K District Board
2019-2020