



KIWANIS COMMITTEE ON CIRCLE K

This bulletin is designed for use by a sponsoring Kiwanis club's Committee on Circle K. This guide will describe the following: the purpose of the Committee on Circle K, expectations of active sponsorship, expectations the committee should have of their sponsored Circle K club, a list of activities for effective committee operation, the role of the Circle K club's faculty advisor, and methods to promote the Kiwanis-Circle K relationship.

Materials and procedures for forming a Circle K club on a college or university campus in your area can be received by writing or calling the Circle K Department of the International office and asking for a Circle K New Club Building Kit.

Purpose of the Committee on Circle K

The success of a sponsored Circle K club is directly related to the sponsorship commitment. Active involvement by the Kiwanis club in the Circle K club's activities will result in:

- An ongoing service project for the Kiwanis club as Kiwanians develop a "mentoring relationship" with college students.
- Success in building and retaining a strong club.
- Increased people power to perform joint service projects.
- Development of solid leadership within the Circle K club.
- Development of future Kiwanians.

Kiwanis clubs are responsible for building and maintaining their Circle K club. This commitment does not mean, however, that the Kiwanis club must run Circle K club meetings, coordinate their activities, and develop the club's

budget. Working with college students is a unique opportunity to train students to become leaders and counsel them as they manage the operations of their club.

CKI clubs vary in strength and activity from year to year; the Committee on Circle K should maintain the continuity during transitions. Further, the Committee should identify periods of difficulty, train and cultivate the club leadership, and remind the club of responsibilities they are not meeting. The sponsoring Kiwanis club is responsible for the Circle K club. The club must be willing to make an active commitment to the sponsorship relationship.

Coordinating the Committee *Get to Know the Circle K Structure*

The first thing every Circle K committee member should do is become familiar with the purpose and operation of Circle K International. Because Circle K is organized on a college campus, there are facets of its structure which are unique to collegiate organizations, and the sponsoring Kiwanis club must become familiar with them. In addition to familiarizing the committee with the goals and programs of Circle K International, the committee should learn how a local club is supposed to operate. Literature listed on page three of this program sheet is your best source of information for study. It also is recommended that each member of the Committee read Circle K Magazine, which highlights activities happening in Circle K. Each sponsoring Kiwanis club receives a complimentary subscription to Circle K Magazine. Additional subscriptions may be purchased by contacting the Circle K

Department at the International Office. Sponsoring Kiwanis clubs also will receive three mailings from Circle K International annually. These mailings will include program materials to assist the sponsoring Kiwanis club in advising and training the Circle K club officers.

Conduct Meetings Once per Month

Regular meetings of the Committee should be scheduled once per month. The Faculty Advisor of the Circle K club and the Circle K club president should be included in each of these meetings. During these meetings, the committee should plan and evaluate the Circle K club's activity and progress. Utilize the Monthly Progress Report included on page four of this bulletin.

In October and in February the Committee on Circle K should meet with the Board of Officers of the Circle K club to evaluate the Circle K club's operation to date and ways in which the sponsoring Kiwanis club may be of help.

Specific Responsibilities of the Committee

The Committee on Circle K should be involved in all facets of club operation to provide counsel when appropriate. The Circle K experience allows college students to experiment with newly-developed leadership skills in a safe environment and learn which strategies are most effective in various situations. The Committee is not responsible for ensuring that each project of the Circle K club is a success; rather, the Committee should ensure that the students are equipped adequately to design a successful

program of service for the community. The Committee also must ensure that the Circle K club is fulfilling obligations, such as payment of district and international dues.

One of the most significant aspects of Circle K is that college students are involved in planning and administering the organization at all levels. But they welcome and need the Kiwanis club's involvement, and if the Kiwanis club is open and interested, time will find the Circle K club seeking Kiwanis' advice more and more. The most valuable service the Committee can perform is to build personal relationships with the members of the Circle K club. The Committee on Circle K should give particular attention to the following areas:

1. Training the club officers is a number one priority. Circle K International makes available to sponsoring Kiwanis clubs a Club Officer Training Kit that the Kiwanis club should use to train the Circle K club officers. Providing solid training and continuity in operation from year to year is one of the best services the Kiwanis club can provide to the Circle K club.
2. Make certain the club remains in good standing with International and the District by promptly paying district and international dues. These become payable October 1 and are delinquent December 1.
3. Ensure that delegates from the Circle K club attend district and international conventions. The Kiwanis club should be ready to assist the delegates financially.
4. A Kiwanis club has the responsibility of making a renewed commitment each year. This is accomplished by completing the Obligations of Sponsorship Sheet that is forwarded to the sponsoring Kiwanis club each September. Although the Circle K club should be financially independent, it is advisable for the Kiwanis club to budget money for special needs of the Circle K club, such as conventions, conferences, emergencies, and other needs as

determined by the sponsoring Kiwanis club.

5. At least one member of the Committee should be at every meeting of the Circle K club and at Circle K board meetings.
6. Recognize that the sponsorship of a Circle K club is a continuous endeavor, not merely a one or two-year project. The sponsoring Kiwanis Club should treat the Circle K club as a new activity each fall. It should recognize that the short membership span and rapid turnover rate of college students creates a unique need for training and counseling annually.

Developing Good Kiwanis-Circle K Relations

The Kiwanis-Circle K relationship should be viewed as a "partnership in service." Putting this objective into practice is the strongest step you can take to achieve satisfactory Circle K sponsorship.

Many factors separate the generations but there are two common denominators that can unite college students and the professional community -- service and leadership development. Consequently, the best approach to good Kiwanis-Circle K relations is through jointly planned and executed service and social projects. At least once or twice per year arrange to have the Boards of Directors of both the Kiwanis club and Circle K club meet to plan a joint community service project of fellowship activity. The Committee on Circle K should play the initiating role in these activities and should participate in all planning.

Another method to promote positive relations is to hold occasional, informal meetings of the Circle K Board of Officers with the Kiwanis Committee or with the Kiwanis club board. These can be get-acquainted meetings, as well as business meetings; a mutual sharing of the plans and accomplishments will heighten each group's awareness to the activities and needs of the other group. The results of such a meeting will enable concerns

of the Circle K club to be heard; reciprocally, Circle K members will better understand the concerns of Kiwanis. A regular feature of sponsorship is mutual participation in meetings. Circle K members should be invited and attend each regular Kiwanis meeting, while Kiwanis members should attend the Circle K meetings each week. This has proven to be a very successful arrangement.

Function of the Faculty Advisor

Each Circle K club is highly encouraged to have a faculty advisor, selected from the faculty, staff, or administration of the college or university. Faculty advisor support is directly related to the success or failure of a Circle K club. The Chairperson of the Committee on Circle K should meet with the faculty advisor to discuss each advisor's role and the type of involvement each will have with the Circle K club. Each sponsoring Kiwanis club should make the faculty advisor feel that advising of the Circle K club is a collaborative effort on the part of the Kiwanis club and the faculty advisor. Committee members should become acquainted with the advisor and include the advisor in committee meetings. Many Kiwanis clubs make their faculty advisors honorary members or give them a standing invitation to all regular weekly meetings of the club. Sometimes the person chosen as faculty advisor is a Kiwanian. This practice is perfectly acceptable; although it is vital to the success of the Circle K club that there be both a Kiwanis and faculty advisor.

Successful Circle K Club Operation

The following characteristics are representative of successful Circle K club operations:

1. The club holds weekly meetings at a standard time and place. These are enjoyable and usually involve a program.
2. The Circle K club's Board of Directors meets separately at least once a month.

3. The club has an active recruitment program for new members. It should be continual, with a strong push at the start of each academic term. The recruiting program should be well-planned and systematic.

4. The club has a variety of service, leadership development, and social projects and activities throughout the year. These are planned in advance and the members consider them worthwhile and rewarding.

5. Delegates from the club regularly attend conventions and training conferences.

6. Club membership is above charter strength of 20 members.

7. The club has some group spirit and the members enjoy associating with each other. Social activities for the club have been scheduled.

8. New members are given an orientation period in Circle K, are advised of the goals and objectives of Circle K, and are aware that they are making a commitment of time and interest.

9. The Kiwanis club spends time training the Circle K club officers annually.

10. The Kiwanis Club's Committee on Circle K actively participates in the activities of the Circle K club.

Circle K Literature Available Upon Request

Contact the Circle K Department at the International Office to place a literature

order. Single copies of the following may be requested. Some items may have a fee associated with them.

International Constitution and Bylaws and Policy Code

Standard Form for Club Bylaws

New Club Building Kit

Circle K Magazine

Advisor's Manual

Club President's Workbook

Club Secretary's Workbook

Club Treasurer's Workbook

Public Relations Kit

Member Recruitment Brochure

Taking the Lead Marketing Video

Key Club Invitational "Total College Experience" Brochure

Supplies Catalog

Service Initiative Video

Service Initiative Program Kit

Membership Recruitment and Orientation Manual

Membership Development Manual

CK #1: Circle K In Brief

CK #2: Suggestions for a Circle K Club Charter Presentation

CK #4: Working with Colleges and Universities for Club Establishment

CK #5: The Benefits and Responsibilities of Circle K Sponsorship

CK #8: Key to College Information

CK #10: Kiwanis International Board Policies Concerning the Functioning of a Circle K Club

CK #14: Kiwanis Career Contacts

CK #15: Club Tax Information

Check out the CKI web page for available materials:
www.kiwanis.org/circlek/



For additional information about sponsorship of a Circle K club or to place a literature order, contact the Circle K Literature Department at the International Office.

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Indianapolis, Indiana 46268-3196
USA
Phone: 800/KIWANIS or
317/875-8755, Extension 167
cki@kiwanis.org

Monthly Progress Report

Work with the Circle K club president and faculty advisor to complete this form. Use the questions below to evaluate club progress and to plan for the future of the Circle K club and sponsoring Kiwanis club's involvement with Circle K.

What projects has the Circle K club completed recently and how successful were these projects?

What upcoming projects are planned for the club and how can the Kiwanis club get involved?

Is the club leadership able to manage the tasks for which it is responsible? If not, how can the Committee assist the club leadership in performing its responsibilities? Is more training necessary?

Has the club achieved its membership growth goals? If not, what can be done to assist the club in meeting its membership goals?

Has the club paid district and international dues for all of its members? If not, what needs to be done to ensure the club pays its dues?

What is the Kiwanis club doing to promote Kiwanis-Circle K relations?

What ideas, projects, and activities can be implemented to facilitate better Kiwanis-Circle K relations? Who will be responsible for these tasks?

Has the club implemented the Kiwanis Career Contacts Program? (Information on this program may be obtained from the Circle K Department at the International Office.)

Are members of the Committee and other Kiwanians present at the regular meetings of the Circle K club and at the Circle K board meetings? Are members of the CKI club present at regular meetings of the Kiwanis club?

Does the Circle K club have a calendar of programs for the year, including summer, and is it being followed?

What problems is the club having? Can the Committee be of help in solving them?

To what upcoming training conferences or conventions should delegates be sent and are there members and officers who plan to attend?

What does the Kiwanis club have planned for ongoing training?