

# *Presidents Guidebook*

## Illinois-Eastern Iowa District

Created by 12-13 District Governor Sabrena Lopez

Big thanks to the New York, Capital, and Wisconsin-Upper Michigan Districts for their help! Shout out to Jo Lukito and Cody Schara!

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## Objects

To emphasize the advantages of the democratic way of life;  
To provide the opportunity for leadership training in service;  
To serve on the campus and in the community;  
To cooperate with the administrative officers of the educational institutions of which the clubs are a part;  
To encourage participation in group activities;  
To promote good fellowship and high scholarship;  
To develop aggressive citizenship and the spirit of service for improvement of all human relationships;  
To afford useful training in the social graces and personality development; and  
To encourage and promote the following **ideals**:

- To give primacy to the human and spiritual rather than to the material values of life;
- To encourage the daily living of the Golden Rule in all human relationships;
- To promote the adoption and the application of high social, business and professional standards;
- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship;
- To provide through Circle K clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities; and
- To cooperate in creating and maintaining that sound public opinion and high idealism, which make possible the increase of righteousness, justice, patriotism and goodwill.

## 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 mankind's potential.

## Vision

To be the leading global community service organization on college and university campuses that enriches the world one member, one child, and one community at a time.

## Tenets

Service

Leadership

Fellowship

## About CKI:

CKI is a sponsored program of Kiwanis International, a community-service organization for professional men and women. There are CKI clubs on more than 550 college and university campuses worldwide with more than 13,000 student members.

The International and District Level:  
As presiding officer of your club it is important that  
you understand the structure of CKI

## International

Officers:

President

Vice President

Subregion Trustees

A: Montana, Pacific Northwest, Utah-  
Idaho, Western Canada

B: California-Nevada-Hawaii, Rocky  
Mountain, Southwest

C: Illinois-Eastern Iowa, Indiana,  
Michigan, Minnesota-Dakotas, Wisconsin-Upper  
Michigan

D: Kansas, Louisiana-Mississippi-  
Tennessee, Missouri-Arkansas, Nebraska-Iowa, Texas-  
Oklahoma

E: Kentucky-Tennessee, Ohio,  
Pennsylvania, West Virginia

F: Capital, New England, New Jersey,  
New York

G: Alabama, Carolinas, Eastern  
Canada, Caribbean, Florida, Georgia

Preferred Charities

UNICEF

March of Dimes

Students Teaming Up to Fight Hunger

International Projects

Eliminate Project

6 Cent Initiative

Events

International Convention

Large Scale Service Project

Leadership Academy

## District

We are the Illinois-Eastern Iowa District. We have  
over 21 active clubs and about 415 members.

Officers:

Governor

Secretary

Treasurer

Bulletin Editor

Lt Governors

City

Hawkeye

Northern

Plains

Capital

Shawnee

Committee Chairs

New Club Building & Membership

Development

Spastics Paralysis:

Education & Advocacy

Holiday Embrace

Marketing and Technology

Kiwanis Family Relations

Events

Circle K International Service Partners

& Eliminate

District Project

Spastic Paralysis Research Foundation

Events

Club Leadership Education

Kiwanis Family Summer Social

Leadership Training Retreat

District Convention

Holiday Embrace

Divisional Rallies and Events

Club Projects

**Being President:** As your club's chief executive officer, the president is responsible for overall club management. The president does not actually complete the monthly reports, process the dues, or organize the projects. However, it is under the president's leadership that others are enabled to do the tasks assigned. Ultimately, the president is responsible for all club activity.

One way to ensure a successful year as president is to clearly define expectations of the clubs, to outline the goals of the club, and to specify the tasks to accomplish.

### **Duties and Responsibilities**

Establish club goals with board and communicate them to members

Recognize achievements of members and officers

Educate yourself about the structure and governing documents of CKI

Educate members about the opportunities available to them through their involvement with the Kiwanis family

Preside at all club and board meetings

Attend committee meetings and Kiwanis club meetings as often as possible

Plan agendas for club and board meetings in advance

Represent the club and its view at all district, division, and international events

Participate in club service projects, inter-clubs, and social activities

Evaluate club progress towards established goals

Monitor the activities of all officers and provide guidance

Motivate club members to participate in club activities

Recruit and retain members. Ensure that all members are active and involved

Establish a climate of enthusiasm, openness, and concern. The best way to get your club excited about CKI and service is to show your enthusiasm and dedication toward them

### **Weekly Duties**

Create an agenda for club meetings

Conduct club meetings

Follow-up with officers to verify progress

Communicate club activities to officer and club members

Personally contact delinquent members

Consult with faculty and Kiwanis advisors

Attend Kiwanis club meetings

### **Monthly Duties**

Create agendas for two board meetings

Conduct board meetings

Distribute information received from district and international officers

Ensure all monthly report forms are submitted accurately and on time

Follow up with treasurer to ensure that new member dues have been submitted

### **Annual Duties**

Pursue a net increase in membership

Review all resources available from the district and CKI

Submit award forms for International and District contests

Ensure that delegates attend District and International Conventions

**As President it is important to not only know your role in the club but also role of your board. Below is a brief outline of duties of each club officer outlined in the CKI Club Officer Guide.**

## **Vice President**

Oversee all committee activities and report on committee progress to board of officers  
Preside all meetings of the club and board of officers in the absence of president

### Weekly Duties

Follow up with committee chairs  
Attend weekly club meetings

### Monthly

Attend two board meetings

### Annual Duties

Maintain files on club committees  
Become familiar with all officer responsibilities  
Recruit and retain members

## **Secretary**

Maintain all records including club membership, dues payment, and club activities and member involvement

Document club activity through meeting minutes

### Weekly Duties

Attend all meetings and compose the official minutes  
Response to all correspondence within 7 days and inform officers and advisors of communication

### Monthly Duties

Attend all board meetings  
Collect the monthly committee reports  
Write and submit monthly report form to the district by the 5<sup>th</sup> of the month  
Forward news worthy information to the district publication

### Annual Duties

Create a filing system for club reports, bulletins, and literature  
Complete all delegate registration forms for district and international conventions

## **Treasurer**

Collect and record all member dues  
Submit dues and membership changes in the Membership Update Center  
Maintain accurate financial records

## **Bulletin Editor**

Create club bulletins  
Submit articles to the district bulletin, Eyes on the I-I

**Faculty Advisor:** The most critical role of faculty advisor is to be a liaison between the school and the club. To fulfill this responsibility, the faculty advisor should, if necessary: Provide assistance in obtaining a regular meeting room and needed meeting room equipment.

- Explain the school's policy on providing financial assistance to campus organizations and help the club obtain any needed funds.
  - Understand and explain campus policies regarding organizing campus-wide events, posting signs, and other advertising on campus.
  - Help the club obtain information from the registrar's office on incoming students for the club to use in membership recruitment activities.
  - Advise the club of any actions or planned events that conflict with campus policies and should be discontinued.
  - Monitor the grade point averages of club members and officers to ensure all members are maintaining the minimum requirement for graduation, and advise the club president of any members with academic difficulty.
  - Try to attend each weekly meeting of the club and biweekly meeting of the board.
  - Meet at least monthly with the Kiwanis advisor.
  - Attend the Kiwanis club's weekly meetings as often as possible.
  - Work with the Kiwanis advisor to plan and facilitate the annual training session for incoming club officers
- 

**Kiwanis Advisor:** The most critical role of the Kiwanis advisor is to be a liaison between the sponsoring Kiwanis club and the club. To fulfill this responsibility, the Kiwanis advisor should:

- Report on the activities of the club at each Kiwanis club board of officers meetings and at least monthly to the entire Kiwanis club.
- Notify the Kiwanis club board of officers when club projects and activities are planned in which the Kiwanis club members can be actively involved.
- Plan and facilitate, in consultation with the faculty advisor, the annual training session for incoming club officers.
- Annually review with the entire Kiwanis club membership the obligations of sponsorship of the club.
- Organize and manage an active Kiwanis club committee on CKI.
- Work with the Kiwanis club board of officers to include funds for club operations in the Kiwanis club budget.
- Encourage club members to attend Kiwanis club meetings and, if possible, arrange for their meal costs to be covered.
- Arrange for the club officers to annually present a program on their club's activities and programs to the Kiwanis club.
- Meet at least monthly with the faculty advisor.
- Submit articles on the activities of the club to the Kiwanis district bulletin editor.
- Arrange formal recognition from the Kiwanis club for the Faculty advisor and his or her efforts throughout the year.
- Encourage parents and graduating members to join a Kiwanis club.
- Provide on-going training to the club officers.
- Try to attend each weekly meeting of the club and biweekly meeting of the board of officers.

# Committee Systems

Having committees within a Circle K club helps both the club and the individual get more involved and active! The following are suggested committees:

## Kiwanis Family Relations Committee

- Work with sponsoring Kiwanis club on Circle K
- Develops joint Circle K-Key Club-Kiwanis activities
- Sees to it that two CKI members attend a Kiwanis Meeting every week
- Sees to it that Kiwanians are invited to each Circle K meeting
- Promotes interactions with local Key Club, Builders Club, and K-Kids Club members

## Public Relations Committee

- Aids club president/secretary in production of club newsletter
- Is aware of school and local paper deadlines and procedures
- Sees to it that articles are submitted to the district publication, Eyes on the I-I
- Updates the club website regularly

## Project Committee

- Initiates and implements all service programs

Each member of this committee should act as chairperson for at least one project during the year

## Social committee

- Plans and promotes all fellowship and social events

## Membership Development and Education Committee

- Responsible for all the program of bringing new members into the club
- Promotes attendance to all club functions

## District Project: Spastics Paralysis

- Responsible for fundraisers for this project

## Service Partner and Eliminate Committee

- Responsible for promoting the International preferred charities

**Your club can create more committees to fit its needs, these are just suggested!**

Monthly Report Forms are due on the 5<sup>th</sup> of the month and report activities from the previous month. For example the October MRF is due on November 5<sup>th</sup>. The MRF should be filed by the club secretary.

The monthly report form can be found at: <http://tinyurl.com/monthlyreportform>

## **Why do we report?**

To keep a record of service projects and events completed each month for future use

To help the district and international reach service totals for the year

To help measure the success of the club in terms of service hours performed

## **Categories**

### **Community Service**

Any activity you do for the community or your campus community. This could include working with the elderly, raking leaves, etc. Under this category, please also include fundraising projects that raise money for Spastic Paralysis or other charitable organizations such as the American Red Cross or United Way.

### **Service Initiative**

This would be any project with children from age 6-13. You could be volunteering at the Boys and Girls Club, tutoring, etc.

### **Fundraising**

This would be a project in which you raise money to benefit your club. For example, you are hosting a car wash with the money made going to your club for International Convention funds. Any fundraising done for other organizations, such as American Cancer Society, goes under Community Service.

### **K-Family**

Did your club visit a Kiwanis, Key Club, Aktion, Builders Club or any other organization in the K-Family this month? If so, hours for meeting attendance would be recorded under this category. If you did a service project together, then record the service hours in community service.

### **Social**

As one of the tenants of Circle K International, fellowship, every club deserves some social time together as a group! Whether it's bowling, going out to dinner, or hanging out after a meeting, record those hours here.

### **Other**

This would be time that does not fit into any of the other categories. This could include administrative duty time for the month or District Event time in workshops (like at International Convention, Leadership Training Conference, etc.).

# Membership Dues

## Due Dates

**Early Bird** - Dues need to be postmarked by **October 31st** - This is an award that will recognize your club!

**Regular** - Dues need to be postmarked by **November 30th**

## Expenses

For 4 year institutions with more than 5000 registered students:

- International Dues: \$600
- District Dues: \$12 per member
- Minimum membership of 15

For two-year institutions and four-year institutions with fewer than 5,000 registered students:

- International Dues: \$450
- District Dues: \$12 per member
- Minimum membership of 10

This will all be calculated through the Membership Update Center.

If dues go unpaid the club falls into "Not Good Standing". If dues continue to be unpaid the club falls into "Suspended" status. If dues still continue to be unpaid the club becomes "Inactive" and will have to pay a \$100 reactivation fee on top of dues to be reactivation. If dues remain unpaid the club will lose its charter and will need to pay chartering fees to become active again.

## Membership Benefits

Campus and Community Service

Scholarship Opportunities

Contact with Professionals

Membership Development

Fellowship

Leadership Development and Training

District Convention

International Convention

CKI Magazine

Eyes on the I-I

## International dues allocation:

- Opportunity to compete for scholarships and awards
- Opportunity to attend Circle K International Convention, Capital District CKI Convention, and other official events
- Membership card with incentives
- Issues of the international publication, *CKI Magazine*, and other CKI literature
- Support from international committee system
- Counseling and support from the Circle K International Board of Representatives

Ask yourself:

- ✓ What components of the organization do you **monitor**?
- ✓ What is **important** to your district and clubs?
- ✓ What **promises** did you make while running for office?

Reflect on the past

- ✓ What was accomplished **last year** with the same goal?
- ✓ What **challenges** occurred last year?
- ✓ What are the district and club **strengths**?

What does it all mean?

**S** → specific & straightforward: Is the goal easy to understand? Does the goal pertain to one aspect of CKI?

**A good example:** Increasing my service hours this year from last year's service hours.

**A bad example:** Doing more for Circle K.

**M** → measurable & marketable: Is the goal quantifiable? Is there a way to gauge how the goal can be met?

**A good example:** Having 20% more club members than the previous year.

**A bad example:** Increasing members in the club.

**A** → attainable & accessible: Is the goal within your capabilities this year? Do you feel that you can reach this goal?

**A good example:** Organizing at least one service project per week.

**A bad example:** Organizing eight service projects per week.

**R** → realistic & relevant: Does the goal pertain to the organization? Does it make sense?

**A good example:** Work with two other service organizations on campus in the Spring Semester.

**A bad example:** Increase membership of two other service organizations on campus.

**T** → timely & trustworthy: Is this something you actually want to concentrate on? Do you, personally, want to fulfill this goal?

**A good example:** Cutting back on caffeine intake to two cups of coffee a day.

**A bad example:** Never drinking any coffee ever again

**E** → Ethical: Does this fall within legal boundaries?

**A good example:** Organizing three more fundraisers for club money

**A bad example:** Making the finance records difficult to understand so that money can be taken out.

**R** → revise & rewarded: Review your goals often, so you know if you're on track.

**A good example:** Reporting to the club how close you are to your service hour goals once a month.

**A bad example:** Reviewing your goals only at the end of each semester.

Below is a timeline you can follow throughout your event planning process to make it a little easier for you!

8-6 months prior:

- Determine what kind of event you will be organizing, taking weather into account
- Create your own (SPECIFIC) timeline with things you will have to do throughout the planning process.
- Organize your planning committee (aka your event team)
  - This should include people who can:  
Publicize / Advertise  
Deal with Financing and Logistics  
Manage food (if there is food), or service (if there are service projects), or AV/DJ (if

there is music)

- Create a small list of goals to keep you guys on track.

6-5 months prior:

- Determine a time and a venue (the larger the event, the earlier it should be done)
- Book the venue! This is CRITICAL. You **must** have a date and a location to continue in your planning process. Your finance person should be on top of this, making sure the venue can be affordable.
- Determine if you will have an admissions fee or not.
- Create a marketing plan to advertise your event.

4 months prior:

- Start advertising! Large events require large attendance, so start telling your Kiwanis clubs, your campus and your neighborhood about it and make it aware that a "big event" is coming up!
- Seek volunteers (if your event is large and needs club volunteers). Make sure they know they're planning to help for an event that is 4 months from that point.
- Book any DJ or whatever other stuff you may need (ex: if you need tents on a lawn, reserve those now).

2 months prior:

- Recheck your reservation (reconfirm it to make sure that it's there)
- Start selling advanced "tickets" around here if you're charging admission.
- Continue advertising, particular around your campus and outside of your club. Chances are, your club has already heard it for months and months now.

2 weeks to 1 week prior:

- MORE ADVERTISING!!! This is your last "big push" for attendance.
- Finalize your schedule for *that day* and make sure you know exactly what is happening when it's happening. This includes prep work, what goes on at the event and clean up after the event. Confirm that you have enough volunteers for each duty.
- Get all the materials you need.
- Order your food (if you are getting any food)

3-1 day before:

- Send a final "friendly reminder" to anyone who has confirmed attending or who is on the fence about it.
- Send a final "reminder" to any volunteers to make sure they know what they're doing.
- Talk to the venue (if you need to) about preparation or whatever else you may need.
- Have a final "organizer's meeting" to go over exactly what the schedule will look like, anticipated attendance.
- Get a good night's rest!

# How to Handle Conflict

## Preventing Conflict

- ✓ Know your Collaborators
- ✓ Set Clear Expectations

Disagreements will happen and sometimes there is no way to deal with it but head on – don't avoid conflict, bring up issues.

## How to Handle Conflict

- ✓ Create a neutral and comfortable environment
- ✓ Establish Negotiating Rules
- ✓ Ensure the conflicting parties use "I" statements
- ✓ Identify the options
- ✓ Set a deadline
- ✓ Identify the criteria for the decision
- ✓ Make a decision

Always focus on the problem and solutions for the problem

- ✓ More often than not personal issues creep into other conflicts
  - Do not make it personal – making conflict personal will simply increase hostility
- ✓ Give specific examples
  - Being vague about incidents will not help people understand what exactly they did wrong

## Mediating Conflict

- ✓ Recognize your authority and your vulnerability
- ✓ Meet with each person individually before you meet as a group to discuss the issue
- ✓ Take charge of the process – control rambling
- ✓ Provide feedback during the mediation
- ✓ Manage the level of tension
- ✓ Keep participants in the here and now

## Things to remember

- ✓ Attack the behavior not the person
- ✓ Praise in public, criticize in private
- ✓ Words spoken can never be retrieved

# How to Run an Effective Club Meeting

## **Set goals for meeting and prepare an agenda**

- Prepare yourself — prioritize issues to be discussed, issues from previous meetings
- Consult with other members and exec board to finalize agenda
- Research information necessary for making important decisions

## **2. Arrange all logistics.**

- Find a comfortable and convenient meeting place
- Arrange in advance for AV equipment, flip charts, markers, and other supplies
- Arrive early to set up
- Check for adequate lighting, ventilation, heat
- Set up seating arrangements
- Prepare directional signs and post in key spots of building
- Provide nametags
- Greet people as they arrive
- Supply FOOD refreshments

## **3. Send out announcements, invitations, and reminders for meeting.**

- Invite guest speakers to present on special topics/issues
- Invite all relevant constituents, target audience
- Send general and personal invitations early, send reminders
- Circulate agenda, minutes and background information in advance

## **4. Be courteous, respectful, and inclusive.**

- Start and finish meeting on time
- Set a welcoming tone: introductions (ice breaker)
- Engage all participants during meeting

## **5. Bring closure.**

- Come to resolutions
- Preparing an action plan
- Summarize main points and what and how follow-up will be accomplished
- Plan and announce the next meeting

## EXAMPLE AGENDA FOR FIRST FEW MEMBERSHIP MEETINGS

I Introduction of Officers & Committee Chairs

II What is CKI?

III Club Dues

- How much? Why do we pay dues?
- Where do my dues go?

IV Committee System

- Committee announcements

V Upcoming Service Projects & Events

VI Upcoming CKI & District Events

VII Upcoming Membership Meetings

VIII Open Floor

IX Team-Building Activities

X Adjournment

# How to Run an Effective Board Meeting

Board meetings can be highly productive, but all too often they leave participants frustrated and feeling that little has been accomplished.

**1. Develop the agenda** Once you have identified the meeting objectives (ex. Planning for your upcoming club meeting) you can then develop an agenda. Make it a rule never to hold a meeting without an agenda! Make your agenda and stick to it! The agenda sets out how you intend to accomplish. When you write an agenda, put an estimated time for discussion beside each item, so that your meeting doesn't last four hours. Make sure whatever is on your agenda can reasonably be accomplished in the time allotted. See the sample agenda in this packet for ideas about how to set up your meetings.

**2. Don't plan to do too much** Once you've made your agenda make sure you set realistic expectations. Decide how much you reasonably expect to accomplish in the time allotted. In other words, don't plan six hours' worth of work for a three hour meeting. In general, no meeting should run longer than three hours. Most people run out of steam after three hours of difficult, intense discussion. If circumstances force you to schedule a longer meeting, make sure you build in ample time for breaks. If you don't, the participants will suffer from information overload and won't have the mental energy required to give difficult issues the consideration they deserve.

**3. Prepare written objectives and brief your Board members before the meeting** Never plan a Board meeting without taking the time to write down what you hope the meeting will achieve. The mere act of writing objectives and guidelines for the meeting keeps you thinking straight and gives the meeting a direction. If you come in unprepared for what to discuss at your meeting chances are the meeting will be very unproductive and you probably won't get much accomplished. So make a to-do list for your Board of Officers to ensure that everyone comes to the meeting PREPARED and has something to contribute. For example, a to-do list for a club treasurer might be to bring a list of fundraising ideas to the meeting and tentative dates on when the club can hold them, etc. This is helpful because every board member will know what is expected of them prior to meeting.

**4. Keep the meeting on track!** If you happen to be a board that has some of your friends or just some of your classmates, you as the president and presiding officer must set the example and keep the meeting on task! As much as we all love to chat with our friends, the Board meeting is to discuss CKI Board Business so stick to it and save your side conversations for after the meeting.

**5. Engage all of your Board Members** In every group of people there is the character who talks too little and the character who talks too much. Make sure all of your board members are actively participating in the meeting! A great way to do this is to assign all board members to give a report at the meeting. For example ask your club editor to give an update on the club newsletter or your Vice-President on how the planning of a project is coming along. When officers are assigned to give reports everyone feels included in the process of the meeting!

## CKI Vocab and Helpful Websites

The Kiwanis Family is full of fun little abbreviations and acronyms – **do not assume** everyone knows what you are talking about. Use acronyms sparingly and always introduce the term in its full form with the acronym in parenthesis next to it.

Example: The Plains Division will be holding a Divisional Council Meeting (DCM) this Saturday! The DCM is open to all members of the Plains Division.

CKI: Circle K International  
CLE: Club Leadership Education  
DCM: Divisional Committee Meeting  
DCON: District Convention  
DLSSP: District Large-Scale Service Project  
DOT: District Officer Training  
FLIP: Freshman Leadership Incentive Program  
GATC: Governors/Administrators Training Conference  
ICON: International Convention  
IICKI: Illinois-Eastern Iowa District of Circle K International  
IP/PIP: International President/Past International President  
IP: Immediate-Past  
KFC: Kiwanis Family Conference  
KCI: Key Club International  
KI: Kiwanis International  
LA: Leadership Academy  
LSSP: Large-Scale Service Project  
LTG: Lieutenant Governor  
LTR: Leadership Training Retreat  
MRF: Monthly Report Form  
OTIC: On to International Chair  
NCB&MD: New Club Building & Membership Development  
PCM: Presidential Council Meeting  
SLP: Service Leadership Programs  
SPRF: Spastic Paralysis Research Foundation  
STUFH: Students Teaming Up to Fight Hunger  
TFG: Tomorrow Fund Grant  
VP/IPVP: Vice President/Immediate Past Vice President

International: [www.circlek.org](http://www.circlek.org)

District: [www.iicirclek.org](http://www.iicirclek.org)

Kiwanis: [www.iikiwanis.org](http://www.iikiwanis.org)

Key club: [www.iidistrict.org](http://www.iidistrict.org)

Membership update center: <http://soapmu.kiwanis.org/>

Mail chimp: [www.mailchimp.com](http://www.mailchimp.com)

Issuu: [www.issuu.com](http://www.issuu.com)

Googledocs

Anymeeting: [www.anymeeting.com](http://www.anymeeting.com)

Find a Kiwanis Club:

<http://sites.kiwanis.org/Kiwanis/en/MembershipInterest/FindAClub.aspx>

Membership/Dues Updates (Every Wednesday):

<http://www.kiwanisone.org/Pages/resources/default.aspx?PageID=218>

The Eliminate Project: <http://sites.kiwanis.org/Kiwanis/en/theELIMINATEproject/home.aspx>

# I've Got a Problem. Who Can I See?

<u>Problem</u>	<u>Who to See</u>
Lack of Funding	Dean of Students Head of Student Body Kiwanis and/or Faculty Advisor Lt Governor
Lack of Membership	Dean of Students of Activities Director Kiwanis and/or Faculty Advisor Lt Governor Membership Development Chair
Lack of Service Projects	Kiwanis Advisor Activities Director Google it! Look up opportunities
Poor Kiwanis Advisor	Lt Governor Kiwanis Club President Circle K Governor Circle K Administrator
Poor Kiwanis Support	Lt Governor Kiwanis Club President Lt Governor Circle K Governor Circle K Administrator
Problems with Officers	Lt Governor Circle K Governor Kiwanis and/or Faculty Advisor
Apathy	Self-evaluation of the club Lt Governor Circle K Governor
Problems with Lt Governor	Circle K Governor Circle K Administrator