



CKI
Circle K International

Cal-Nev-Ha Circle K Kiwanis Family Relations Guidebook

2010-2011

www.cnhcirclek.org



Table of Contents

(I)	Significance	3
(II)	Kiwanis Family Counterparts	5
(III)	Working With Your Kiwanis Club	9
(IV)	Sample Kiwanis Family Projects	12
(V)	How to Start a New SLP Club	16
(VI)	The Event Request Form	17
(VII)	Kiwanis Family Calendar	22
(VIII)	Kiwanis Family Glossary	23

2010-2011

(I) Significance

Building strong relations with your Kiwanis Family is an essential factor to happiness, support, and community building. The significance of a strong Kiwanis Family relationship forms a rewarding and enduring bond of trust and guidance which is comparable to a strong relationship with your closest friends and family at home. With all the support of your Kiwanis Family, you can do so much more in the community and as leaders.

Why strengthen relations with your Kiwanis Club?

1. Strengthen Your Club Structure

The Kiwanis possess significant knowledge and understanding on how to start and run a club. Their personal backgrounds also include legal, medical, or business experience enabling them to provide you with insight on how to work with local organizations and businesses in your community to further develop your club.

2. Gain Financial Support

Kiwanis have a financial obligation to their sponsored youth. If your sponsoring Kiwanis Club is capable, it will help pay for one third of your annual convention costs (FTC, DCON, ICON). Also, if it is financially capable, the club may also be generous enough to give donations if requested.

3. Providing Rides

If your club does not belong to a commuter school, it may be difficult to find rides to projects. By making a bond with your Kiwanians, they may be more willing to offer rides to and from Kiwanis Family projects.

4. Network Beyond College

The Kiwanis can serve as mentors by providing career insight and guidance with their knowledge from various backgrounds, including but not limited to business, legal, and science. Kiwanians can help you gain career connections, and possibly offer internship positions as well!

5. Free Food!

Kiwanis meetings not only give you the opportunity to develop your social skills, but you may also get delicious food too! Many Kiwanis clubs hold meetings during breakfast, lunch, or dinner, and attending these meetings enables you to personally meet and chat with the Kiwanians.

Why strengthen relations with your Key Club/KIWINS?

1. Inspire

Whether it's through the Key to College program, or simply having a conversation about life with them at a joint-service project, as a "cool" college student, you definitely have the potential to motivate the youth – in doing better in school and building their communities just like you.

2. Educate

By educating other branches of the Kiwanis Family, you can show how amazing Circle K is and help recruit future members!

Why strengthen all Kiwanis Family relations?

1. Greater Impact the Community

The more people you get involved, the more lives we can touch. Remember, each of our counterparts exist and can build upon one shared idea: service. So, why not do it together? Live, love, and serve.

(II) Kiwanis Family Counterparts

Kiwanis International is the parent organization of all the service clubs listed below, with the mission: “To serve the children of the world” through international initiatives and service leadership programs. Founded in 1915, Kiwanis comprises of over 8,000 clubs spread over 96 countries with over 260,000 adult members. The name “Kiwanis” originates from a Native American expression, Nunc Kee-wanis, which means “we trade” or “we share our talents.” The organization focuses on the needs of ordinary people and children to create extraordinary life-changing experiences, which include but are not limited to providing for the the hungry, constructing playgrounds, raising funds for pediatric research and most relevant to us, developing youth leaders. Each of the organizations below must be sponsored by one or more of their local Kiwanis clubs in order to be chartered; therefore they already play an intricate part of their respective club.

International Website: <http://www.kiwanis.org>

CNH Website: <http://www.cnhkiwanis.org/>

CAYP Kiwanis (California Young Professionals Kiwanis Club) is a branch of Kiwanis International that caters to young adults (ages 18 to 40) who may not have as much time to devote to community service. These individuals are busy developing a professional career, building a family, or still going to school, but are still very eager to make a difference in their

2010-2011

community. Meetings are held only twice a month and communication is mostly online, lead by a fully functional and dedicated club board. CAYP is very involved with Key Club, Circle K and all other branches of the Kiwanis Family and are even involved in sponsoring SLP clubs.

Website: <http://groups.google.com/group/CAYPKiwanis>

Circle K International is a coeducational service, leadership development, and friendship organization, organized and sponsored by a Kiwanis club on a college or university campus. With over 13,000 members worldwide, spread over 17 nations, it is the largest service organization of its kind in the world. The program is based on the three tenets of service, leadership and fellowship. The mission is to develop college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service. Each Circle K club contributes to their local community through a wide variety of projects, including many with their local Kiwanis Club. Circle K is a wonderful opportunity for college students to contribute to their society with some of the most energetic and charismatic people on their campus.

Website: <http://www.circlek.org>

CNH Website: <http://www.cnhcirclek.org>

Key Cub International is the oldest and largest service organization for high school students, comprising of 250,000 students spread out over more than 5000 campuses primarily in the United States and Canada. Its mission statement is to “provide members with opportunities to provide service, build character, and develop leadership.” The motto of Key Club is "Caring—Our Way of Life," which reflects the true giving nature of its members. Key Club is structured similarly to other Kiwanis SLPs (Service Leadership Programs), and provides leadership opportunities on the club, divisional, district, and international level.

2010-2011

Website: <http://www.keyclub.org/>

CNH Website: <http://www.cnhkeyclub.org/>

KIWIN'S is under the umbrella of Key Club International but still its own organization equivalent to Key Club. KIWIN'S comes from the Otchipew language and translates to "people, men and women, working together in service." As a fun fact, KIWIN'S is written in all caps with the apostrophe to show its unique and individual spirit. The apostrophe is an accent to help KIWIN'S stand out, for it is unlike any other youth sponsored organization. When written in all caps, KIWIN'S certainly is conspicuous...this represents how KIWIN'S is prominent in the school and community. Currently, KIWIN'S only exists in the Cal-Nev-Ha district with 50 clubs and over 2500 members. It has the same functions of Key Club to perform service deeds with fellow members to improve their schools and communities and promote good citizenship through service.

Website: <http://www.kiwins.org/>

Builders Club is the largest service organization for middle school students (ages 12 to 14), with more than 40,000 members worldwide. As a middle school student, one is at the crossroad between childhood and young adulthood. At this age, we search for exciting and new opportunities to help develop our character, and the Builder's Club is one organization that can help one find such a development and discovery. Builders Club is only on the local club level but still supported by the Kiwanis International. Builders Club can be a "student-led" community service organization, which operates under school regulations and draws its members from the student body or a community-based Builders Clubs at community facilities such as churches, libraries, or YMCA's. Young teens learn that individuals working together can and will make a difference to the world around them.

Website: <http://www.buildersclub.org/>

CNH Website: <http://www.cnhbuilders.org/>

2010-2011

K-Kids is the youngest and fastest growing service organization for elementary students worldwide (ages 6 to 12). Just like Builders Club, it can be a “student-led” community service organization or community based. With its motto is “We Build,” members learn to work together as a group and yet be strong individually and are given the opportunity to develop self-esteem, leadership skills, morals and standards, and respect for others. K-Kids members are also able to compete in oratorical, essay, scrapbook, achievement, and leadership development activities and contests eligible for local, state, and International recognition and awards. K-kids give young children the ability to grow learning through positive influence and actions done for their school and community.

Website: <http://www.kkids.org/>

CNH Website: <http://www.cnhkkids.org/>

Aktion Club is the newest member to the Kiwanis Family. Aktion clubs are made especially for adults who live with disabilities. The missions of Aktion Club are to: provide adults living with disabilities an opportunity to develop initiative and leadership skills, serve their community, be integrated into society, and demonstrate the dignity and value of citizens living with disabilities. Members of the Aktion Club strive to return to their communities the care, help, and benefits they have received while developing important skills in the process. By helping out the community, the members are enabled to participate in the active life of the community, provide an opportunity to contribute to the community, develop mechanical, creative, and intellectual abilities, social interaction awareness, improve self-esteem, develop leadership skills, and achieve personal and service goals.

Website: <http://www.aktionclub.org/>

2010-2011

(III) Working with Your Kiwanis Club

(Note: underlined words = take action!)

Structure of a Sample Kiwanis Club

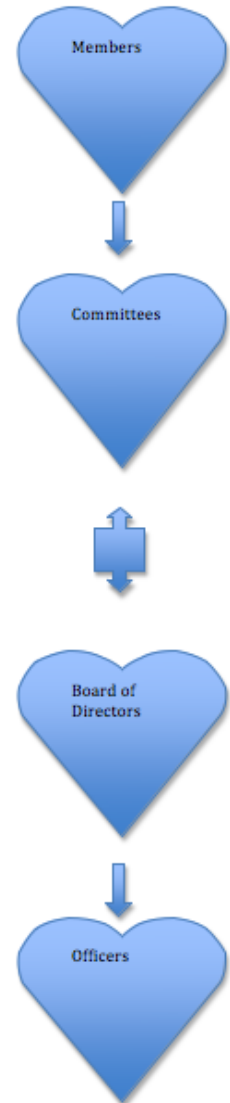
Officers are elected to serve terms from October 1 to September 30. Positions include: president, president-elect, immediate past president, vice-president (s), treasurer, secretary and etc.

Board of Directors consist of officers and elected directors. Directors serve for a period of two-years or until their successors are elected. Duties of these individuals involve determining the policies and activities of the club, approving the budget bills, taking counsel with the committee, and having general management of the club.

Separate **committees** may specifically focus on community services, sponsored youth (i.e. Key Club, KIWIN'S, Circle K), finance and fundraising, membership growth and education, club administration, public relations, and human spiritual values.

Important people in your Kiwanis Club (The Four E's)

1. **President:** Establish to the head of the Kiwanis Club who you are *and* your club's goals for the year.
2. **Treasurer:** Ensure smooth and efficient communication about budgeting upcoming conventions, service projects, and anything Kiwanis Family related.
3. **Secretary:** Ensure that your Kiwanis Club Secretary (and President) get your Circle K club's MRF each month.



2010-2011

4. **Service Chair:** Establish plans to do service *together!* Find as many *inter-clubbing* opportunities as possible.
5. **Interclub Chair:** Encourage interclubbing at service, social projects, and your general meetings. Some Kiwanis Clubs have a specific number of requirements to meet with other clubs.
6. **SLP/CKI Chair:** Establish a good relationship with the SLP/CKI chair, who is often times also the Circle K club's advisor.
7. **Kiwanis Members:** Engage with the members, for they make-up the majority of your Kiwanis Club.

How to Work with Your Kiwanians (for all Circle K members & officers)

Establish all possible ways of constant communication:

1. **In-Person (the best way!)**
 - Kiwanis Breakfast/Luncheon/Dinner Meetings
 - Plan ahead and fit Kiwanis meetings into your weekly class schedule
 - Interclub at service projects, social projects, general meetings
 - Visit Kiwanians at their home/office
2. **By Phone**
 - Obtain a copy of Kiwanis Contact Book if available
 - Obtain main contacts' cell and/or home phone number
 - Text your Kiwanians (Yes, some Kiwanians do text!)
3. **Online**
 - Obtain primary email address(es)
 - Obtain instant message screen names (MSN, Yahoo!, AIM, etc.)
 - Exchange club websites & visit frequently

2010-2011

4. Snail Mail

- Obtain home & office addresses
- Send thank you letters and packaged gifts to show your appreciation!

Talk with them (common interests → more personable relationship → more trustworthy relationship) by:

1. Sharing life stories!
2. Sharing service! Discuss new and upcoming opportunities, favorite projects, project ideas, etc.
3. Sharing entertainment! Discuss favorite TV shows, movies, sports, etc.

General etiquette at all Kiwanis general meetings:

1. Get there early

- Mingle and catch up with your Kiwanians 5-10 minutes before the meeting starts.

2. Give great first impressions

- Greet every Kiwanian in the room with a good handshake, a nice smile, and a verbal greeting.
- Wear appropriate attire.
- Use appropriate language.

3. Limit distractions

- Shut off your cell phones or put them on silent (It's rude to have a ringing text or phone call).

4. Be prepared

- If you are designated to give the Kiwanis Club announcements from your Circle K club, make sure you know what you're going to say before you present it.

2010-2011

- Even if you do not need to give the announcement, be prepared to talk about what's been going on in Circle K to Kiwanians whenever they ask.

5. After the meeting

- Say “goodbye” or “see you next week” to all Kiwanians after the meeting.

General etiquette at your Circle K meetings:

1. Personally greet & thank all visiting Kiwanians at the beginning and end of the meeting.
2. Always announce your visiting Kiwanians as special guests to the entire club.
3. Encourage all members & officers to meet your visiting Kiwanians.

(IV) Sample Kiwanis Family Projects

Kiwanis

1. Service

- Participating in environmental projects with your Kiwanians is a great way to spend time together. Whether you are doing a beach clean-up or an adopt-a-creek project, invite them to attend.
- Attending walks such as March of Dimes, AIDS Walks, and Relay for Life with Kiwanis members are also a great way to spend time with them while raising money for great organizations.
- During the holiday season, gathering dinner food such as turkeys, corn, apples, mashed potato boxes, and pumpkin pies for less fortunate families with your Kiwanians is a great way to combine forces.
- Raising money with your local Kiwanis Club can be fun if you do joint events such as a garage sale or bowling night.

2010-2011

- Aiding a Kiwanian at his or her home is a good way to keep a connection with your local Kiwanis Club and getting service done. This can be done by making quilts together, cleaning up the backyard, helping out with a dinner party (serving dishes, setting up, cleaning up etc.)

2. Socials

- Socials are a fun way to bond with your Kiwanis Club. Lunches, dinners or any meals are a great way to get to know your local Kiwanians. Basically everyone loves food and food is definitely something you can bond over.
- Although Kiwanis meetings do not count as socials, it is a great way to be connected and know what is going on with your local Kiwanis Club.

Key Club/KIWIN'S

1. Service

- Attending Key Club/KIWIN'S service projects is a great way to reach out Key Clubs/KIWIN'S. You simply need to contact your local Key Club/KIWIN'S to find out what projects they have coming up. Occasionally Key Clubs/KIWIN'S lack necessary resources (manpower or materials) to plan service projects. This is where Circle K clubs can step in and provide support to our high school counterparts.
- Helping out homeless populations to make their next transition is another service project to do with high school students. Examples of such service projects are helping out at the food bank or going to the soup kitchen.
- Interacting with younger kids or senior citizens is one of the more engaging service project high schoolers can partake in. Tutoring kindergartens or elementary school students or visiting senior apartments can be very rewarding for the kids, elders, and high school students.

2010-2011

2. Socials

- Social events can involve events such as bowling, laser tag, ice skating, mini-golf, and going to amusement parks. You can even make these events into fundraisers for your club or for the Key Club/KIWIN'S by charging a bit more for admission to the event. Since these events are pricy, simpler social events such as basketball tournaments can still be fun and exciting as more pricy social events.
- More personal social events such as a potluck or game night on campus allows for more bonding between college students and high school students. These events are far less intense than regular service projects and they serve as opportunities to promote fellowship or even creating possible mentor and mentee relationship.

Builders Club

1. Service

- Book drives and toy drives are some of possible service projects to work with middle school students. Book drive is one of the best ways to promote illiteracy awareness while toy drive teaches middle school students the value of donation.
- Arts and crafts allow middle school students to explore their creativity. By writing thank you cards for children hospitals or soldiers, students develop a sense of appreciation and teach them the important of caring.

2. Socials

- Fun events such as trick-or-treating during the Halloween can be a rewarding bonding experience with Builders Club kids. Kids can dress up their costumes while Circle Kers can be chaperone for kids.
- Movie screening, magic shows, and skit shows can be surprisingly entertaining for middle school students. Students are even encouraged to partake or even make their own skit shows. Circle K clubs can hold these events after the Builders Club's meeting or after the end of school day.

K-Kids

1. Service

- Many elementary schools have yearly carnivals. Helping out at their carnivals can allow you to get to know the local elementary schools better and further promote the Kiwanis Family to our K-Kids.
- School beautification projects are always a great project to participate in with our little Kiwanis Family members. Whether it is repainting doors, replacing windows, or gardening, helping out at elementary schools is always a great project.
- Many public libraries host events that you can participate in such as “Dr. Seuss’ Birthday Celebration” and “Princess Fairytale Reading Night”. Invite your K-Kids to these events so you can get to know them as you volunteer with crafts and book readings.

2. Socials

- You can set up a beach or park day to have a BBQ or a picnic to hang out with the K-Kids along with their parents. This is also a great way to get parents involved and to see how great the relationship between K-Kids and Circle K clubs can be.

Aktion Club

1. Service

- Get involved with your local Aktion Club by holding events together such as recycling drives. Since the Aktion Club focuses on hands-on service, recycling events are a great way to bond with your local Aktion Clubs.
- Raising money with your local Aktion Club can be fun if you hold events such as car washes or garage sales. This is a great opportunity to spend time with your Aktion Club and get to know them better!

2. Socials

- One of the goals of the Aktion Club is to be integrated into society. Attending public attractions such as zoos and museums with your local Aktion Club is a fun, exciting way to bond with them. Watching sporting events together is also a great way to spend time with them.

(V) How to Start a New SLP Club

Starting another Kiwanis Family club at your local elementary or middle school is not as difficult as you may think. Here's an outline of steps to take in order to start a K-Kids or Builder's Club:

1. Partnering with Your Kiwanis Club

- To start, you need to gain permission from your sponsoring Kiwanis Club. The support of your Kiwanians would be greatly beneficial to the chartering of another SLP club. A Kiwanis advisor/point of contact is helpful. He or she can help you contact the school and go through all the necessary administrative work in order to charter the club. Also, your Kiwanians are able to provide financial and moral support.

2. Contact the School

- Make a point of contact (i.e. the principal). You need the support and approval from the school. If the principal is on board with chartering an SLP club at their school, then they will help you obtain members and spread the word. It's important to explain what the purpose of the club is and how beneficial it would be to the students.

3. Find a Site and Sponsor

- It takes 2 advisers to charter either a K-Kids or Builder's club, one from your Kiwanis Club and a faculty advisor. Next you'll need to find a meeting time and location for the students. This would most likely be at a local site, such as the school, community center, etc.

4. File the paperwork

- Organization is key. Make sure you find and file all the necessary forms and petitions in order to obtain a charter. You can find all of these forms at <http://www.kiwanisone.org>, under the Resources section.

2010-2011

5. Parental Involvement

- Keeping in mind that these are all under-aged students, heavy involvement on behalf of the parents is key. Ask for a school roster from the principal and make phone calls to advertise events and ask for help. Be sure to let them know how important K-Kids or Builder's is to developing their child as a leader and getting them involved in their community.

6. Stay involved

- After your newly chartered club is established, it's important to stay involved in the club. With your club's help and support, the club will be able to grow and flourish. Create service projects and fundraisers to do with them and attend their weekly meetings.

(VI) The Event Request Form

Hey everyone! We all know that filling out an Event Request Form, or ERF, in order to invite other schools and divisions to your events can be a difficult and confusing process sometimes, so we (Karen & Rouel) decided to make this little tutorial to clear up any questions or misconceptions you might have about the ERF and to help you get your event out there. As always, if you have any lingering questions after this tutorial, feel free to contact your Kiwanis Family chair Karen Chen at kfamily@cnhcirclek.org or your Technology Chair Rouel Soberano at technology@cnhcirclek.org! We hope this tutorial will be helpful and useful for you!

Part I – The Easy Part

School/Institution Name: Be sure to use the full name of your school!

Good Example: University of California, Los Angeles

Bad Example: UCLA (Probably acceptable, but just to be safe go with full name)

Circle K/Key Club KIWIN'S: Check Circle K because we're Circle K!

Part II – Event Information

Event: Just the name of your event.

2010-2011

Date(s): The date(s) on which the event will take place. If the event involves staying overnight, be sure to check 'yes' on the box at the bottom of this section (very important). Otherwise, just check 'no' if you're not staying overnight.

Location: Be specific when putting down location! Kiwanians need to know that you're not hosting your event at an unacceptable or suspicious location, so make sure that you put down exactly what building/room (if possible) you're going to have your event. If you haven't figured out the location exactly just yet, make sure to figure that out as soon as you can.

Good Example: UCLA Campus, Kerckhoff Grand Salon

Good Example: Santa Monica YMCA

Bad Example: UCLA (not specific enough)

Bad Example: Brew Co. (It's a bar that serves alcohol, Kiwanians will not approve of this)

Description, including cost: This is perhaps one of the hardest parts of the ERF because you have to be super specific about the description of your event. Out of all the ERFs that don't get approved because the ERF wasn't filled out completely and correctly, this section is probably the reason why most of them didn't get approved, so put a lot of effort into it, and be sure to ask for help if you're not sure about the details of your event!

With that said, here are the main things you need to have in your description:

1. Basic Overview of the Event

- What's going to take place at the event (brief overview of program/agenda/game plan)
- If food will be served, and if so, what?
- Are funds being raised, and if so, where are they going towards?
- Time of the event
- Cost to attend event, if applicable
- Extra information that Kiwanians should probably know about.

2010-2011

Good Example: (for the Magic Kingdom Divisional Banquet)

We will have a banquet to celebrate the end of the year with all of our successes as a division. This banquet will include dinner, catered by Souplantaion, presentation of awards for past achievements, ice breakers, and speeches done by those who were influential to the division. The event will take place at UC Irvine and will be on May 21st (Friday) from 7pm-10pm. The cost will be \$15 at the door and \$13 early bird (due by May 15th). In addition, each attendee will be eligible for a chance give away.

Bad Example: (for the UCI Talent Show)

This is our 2nd Annual Talent Show inviting students to display their talent. We are raising money to go towards our upcoming Single Service Project, which as of now, will benefit PTP.

(How will they be raising money? If they are charging for admittance, what is the cost? What time will this event will be occurring?)

Which clubs or divisions will be invited? Here, you just put in whoever you are planning to invite. You can invite other divisions, or other SLP branches, or even specific groups of people such as presidents or LTGs outside of your division... it's up to you!

Example: Metro, Paradise, Foothill, Desert Oasis and Region 3 Key Club/KIWIN'S LTGs

Is this an overnight event? Just check yes or no.

Part III – Contact Information

Requestor: The full name of the individual who is submitting the ERF.

The requestor will then fill in his/her E-mail, Telephone, Address, City/State/Zip

2010-2011

Supervising Advisor(s) who will be present throughout the event: You need to put down a name of a responsible adult (Kiwanian or Faculty Advisor, etc). Any Circle K member who is over 18 years of age will not count as a "responsible adult".

The supervising advisor(s) will then provide their **Telephone Number(s)**, which would need to be a number they can be reached at during the event.

Part IV – Approval (as necessary by clause, see Kiwanis Policy 721)

There are spaces for the **Faculty Advisor, Kiwanis/Sponsor Advisor, Regional Advisor, and District Administrator** to sign. However, not all of those Advisors need to sign the ERF. You can check Kiwanis Policy Section 721 (it can be found attached to the ERF form found on our district website and all LTGs/District Officers should have a copy of it) to see who you need to get approval from. Also, the ERF flowchart that you will see when you scroll down should help you as well.

Approval: When an event gets approved by, for example, a Regional Advisor, most of the time through email.

Signature approval: When the invited high school club prints out the ERF approved by the RA and gets it signed by the advisors. They then bring the signed ERF form to the event.

The contact information for the Regional Advisors can be found at [this link](#).

The District Administrator can be reached at administrator@cnhcirclek.org.

Part V – Other

The ERF can be found under Kiwanis Family resources at [this link](#).

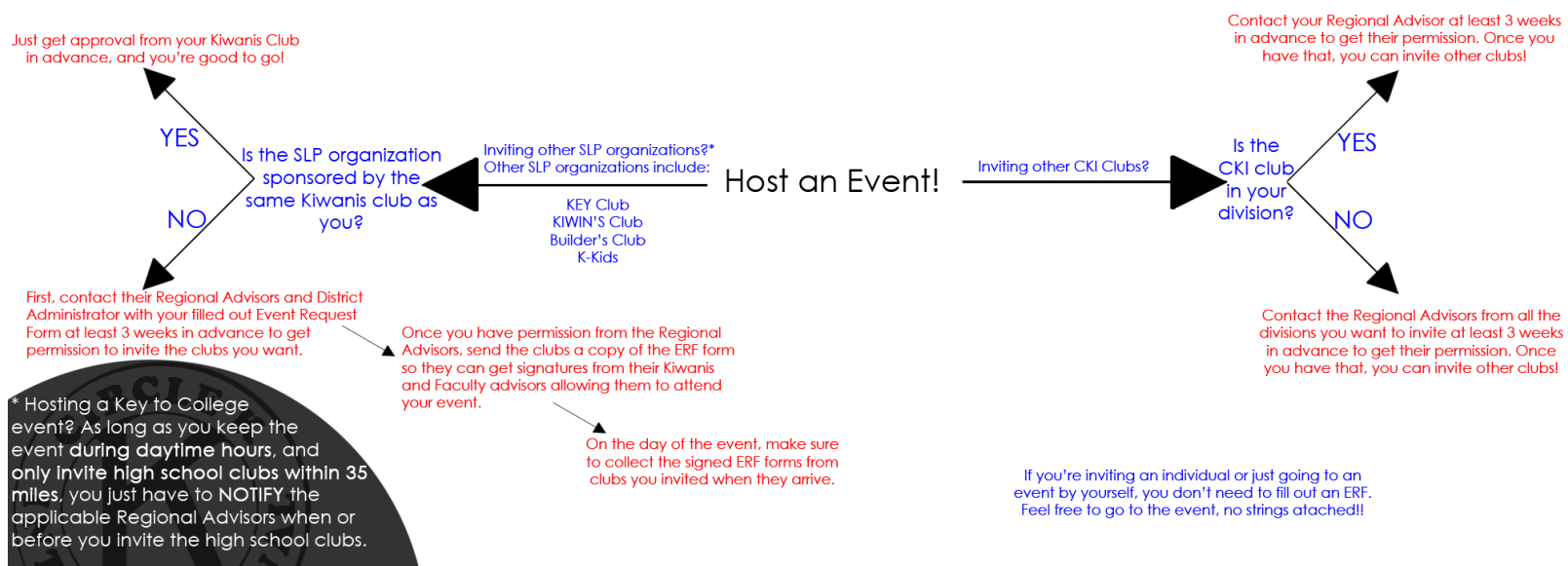
When should ERFs be sent out to get approved?

You should send out ERFs 5-3 weeks prior to the event. (Remember, an ERF needs to be approved before you can start advertising the event, even on facebook!)

When do you need to send out an ERF, and who needs to approve it?

“When in doubt, fill it out!”

Here is an ERF flow chart to make things easier:



Sample ERF:

EVENT INFORMATION

Event: Magic Kingdom Divisional Banquet

Description: We will have a banquet to celebrate the end of the year with all of our successes as a division. This banquet will include dinner, catered by Souplantation, presentation of awards for past achievements, ice breakers, and speeches done by those who were influential to the division.

The event will take place at UC Irvine and will be on May 21st (Friday) from 7pm-10pm. The cost will be \$15 at the door and \$13 early bird (due by May 15th). In addition, each attendee will be eligible for a chance give away.

2010-2011

Who is invited? The Region 3 Key Club/KIWIN'S LTG's and Governors, Metro, Paradise, Foothill, and Desert Oasis divisions

CONTACT INFORMATION

Requestor: Richard Kong

Telephone: 909-732-6904

Address: 6819 Landriano Pl.

City, State, ZIP: Rancho Cucamonga, CA 91701

Responsible Adult: Armando Velazquez

Telephone: 323-270-2018

(VII) Kiwanis Family Calendar

- **March**
 - Circle K District Convention
- **April**
 - Key Club District Convention (serve as Sergeant-of-Arms/help out at supply sales)
 - KIWIN'S District Convention (serve as Sergeant-of-Arms)
 - Kiwanis One Day
- **May-June**
 - Discuss and prepare for International Convention subsidation and invite Kiwanians
 - Key Club/KIWIN'S Officer Training Conferences
- **July-August**
 - Prepare, present, and discuss Circle K budget for Kiwanis Club's approval
 - Kiwanis Convention at DSSS (District Summer Service Social) (supply sales/Circle K booth)
 - District Key to College at DSSS
- **September-October**
 - Discuss and prepare for Fall Training Conference & invite Kiwanians

2010-2011

- Attend Kiwanis Club and divisional elections and installations
- Introduce new Kiwanis Club board to Circle K club members
- Key Club Regional Training Conference
- **November-December**
 - Discuss possible holiday service/fundraising/social projects and get-together events
 - Key Club Fall Rallies
- **January-February**
 - Kiwanis Mid-Years (supply sales)
 - Key Club conclaves
 - Invite Kiwanians to Circle K elections
 - Introduce new Circle K officers to Kiwanians
 - Discuss and prepare for District Convention and invite Kiwanians
- **March-April**
 - Repeat!
 - Show appreciation to your Kiwanians via a thank you dinner, special gifts, honoring them at your end-of-the-year banquet, etc.

(VIII) Kiwanis Family Glossary

1. **Event Request Form (ERF):** An Event Request Form must be filled out and submitted to the Regional Advisor when organizing events between clubs within and outside of your division or events with clubs present besides Kiwanis. The purpose of Event Request Forms is to inform the regional advisors and other advisors about the upcoming event and be submitted for approval. Additionally it addresses liability issues.

2010-2011

2. **Interclub:** Any event is classified as an interclub if 2 or more (depending on the size of your club) members present are from a club where another club is also present. Other clubs can include, Circle K, Kiwanis or other SLP's.
For clubs with 20 or less members: you need at least 2 members.
For clubs with 21-30 members: you need at least 3 members.
For clubs with 31 members or more: you need at least 4 members. (Please note that all clubs that have 2 members participate in an event with another club, qualify for Kiwanis Family)
Restriction: For non-service events, depending on who is the host, only certain clubs may put "Interclub" on the Club Event Report Form. If another school holds an event and you are invited, you can tag the event as an "Interclub" and the host school cannot. If we have an event and another club comes to our event, we cannot tag the event as an "Interclub" but the visiting club can.
3. **Key to College (K2C):** The Key to College program is an event put on by Circle K Clubs to help educate high school students who are interested in pursuing a higher education and could benefit from having more information. Circle K members have the opportunity to provide high students with knowledge about the complete process of applying and going to college. Key to College programs can be held either at the high school or at a university campus itself. Circle K International designates October as the Key to College Month, but programs can be held anytime throughout the year.
4. **Kiwanis Family:** The overall term to describe the Kiwanis International structure and its sponsored youth organizations.
5. **Kiwanis Meetings:** Kiwanis general meetings are usually held during a weekday around lunchtime. Circle K members' attendance is encouraged at their meetings. For both old and new members, this is an excellent opportunity to meet the Kiwanians in your area. Find out what the Kiwanis clubs in your area do on a regular basis.

2010-2011

6. **Kiwanis Takeover:** A fun way to promote Kiwanis Family relations is through a takeover of a Kiwanis general meeting with CKI members acting as officers. Work with the Kiwanis Club president or Circle K advisor to select a day, guidelines about fundraisers (through fines, auctions etc.) and a feature presentation on what CKI is about.
7. **SLP:** The acronym for Student Leadership Programs, which includes K-Kids, Builders, KIWINS, Key Club, and Circle K clubs. All of these groups are a part of a family of service organizations along with Kiwanis International that interact with each other to promote fellowship and unity.
8. **Kiwanis One Day (aka: Total K Day):** A unified Kiwanis family day of service on a district or division-wide scale. Generally a service project is scheduled on that day that fills a need in your community and is supported by the entire Kiwanis Family. This was originally established by the CNH district to unite the Kiwanis Family organizations and has recently been adopted by International to encourage all Circle K clubs to participate.

Acknowledgments

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District Technology Chair:

Rouel Soberano

Circle K International Website: <http://www.circlek.org>

California-Nevada-Hawaii District Website: <http://www.cnhcirclek.org>

Have Questions?

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