



CKI
Circle K International

Cal-Nev-Ha Circle K

Key to College Manual

2010-2011

www.cnhcirclek.org



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(I) Introduction

Welcome to the Key to College Manual! If you're reading this, you're probably looking to implement a Key to College within your community and are looking for some guidance. Well, you've come to the right place! This manual is meant to give you the tools necessary to get a Key to College Program off the ground and running. It is not the final solution to all Key to College programs, and should not be taken as the definitive guide. Take the ideas that work for you and your club, and improve on it by supplementing it with your own experience, innovation and unique abilities. With this guide and your determination, you truly can make the path to higher education a more accessible one for all high school students in your community. Please feel free to make extensive use of this resource, and add to it whenever you think of something new yourself (If you have any questions or would like to add something to the manual, we have contact information on the last page of the manual). Good luck and have fun!

(II) What is Key to College?

Key to college is a high school enrichment program spearheaded by Circle K International instituted to prepare and educate high school students on the ins and outs of higher education. This program was created in order to allow Circle K members to pass on the knowledge that they have gained through their college experience to serve as a guide for this rigorous endeavor that these high school students are about to embark on. Not only is Key to College a great tool for high school students to transition into college, but this could possibly be the first chance that that these young individuals would receive interaction with existing Circle K members which could lead to the recruitment and retention of these students within the Kiwanis Family.

Remember, this may be the first taste of college for these ambitious students. Make it worth their while and at the same time strengthen the Kiwanis Family bonds with incoming Key Club members through positive interclubbing.

(III) Why Should You Host a Key to College?

1. Service to the Community

Inviting Key Clubbers to participate in this event is a great way to serve the community. Many students are unaware of the various aspects that must be taken into account to apply for college and some students simply do not have access to adequate resources. By hosting a Key to College, we will ensure that they are properly equipped as they begin the application process.

2. Leadership Opportunities

Allowing members of your own club to participate in the planning of a Key to College is a great way for them to improve their leadership skills. Through this event, members would learn how to brainstorm, organize and lead their own workshops.

3. Kiwanis Family Relations

Hosting this event for your Key Clubbers will create transparency between the two branches of the Kiwanis Family, allow you to get to know them better, and strengthen relations with them. Furthermore, if your local Kiwanis Club is interested in helping out as well, this will allow you to improve your relations with them as well. Also, there have been joint Key to Colleges between two Circle K clubs, which leads to bonding between two Circle K clubs.

4. Publicity

While this event is not directly publicizing and promoting Circle K, it is a chance for high schoolers to get a taste of Circle K and consider the possibility of joining the Kiwanis Family while in college.

(IV) Materials Needed

The following list is a quick checklist for materials needed for the Key to College. The list is merely a guideline and each club should adjust according to their needs and budget limitations.

- Key to College Manual (for planning the event)
- Emergency contact list, parental consent form, and waiver (accidents happen, it's better to be safe than sorry)
- Directional arrows/signs (so attendees do not get lost)
- Presentation materials/visual aids such as PowerPoints, projectors, handouts, poster boards, chalk/markers for black/white boards (be creative with visual aids!)
- Handouts with the agenda and a map (meeting points, bathrooms, and other essential locations should be highlighted)
- Resources for high schoolers (sample college applications from different types of schools [UC, state, Common App, etc.] with personal statements/essays, FAFSA, sample SAT/ACT practice questions, and more)
- Paper and a pen (have some available for attendees if they choose to take notes)
- Signup sheets (in case you want to email them additional materials/resources)
- A First Aid kit (although we try our best to make our events safe, you never know when an accident is going to happen)
- Food (snacks, or even a meal with drinks... don't forget plates, cups, napkins and utensils as well!)

- Campus fact sheets (if you decide to give a campus tour)
- Souvenirs (t-shirts, pins, something for them to remember the experience by; you could even have an opportunity drawing)
- Evaluation form (it's always nice to know how you can improve the event for next time!)

(V) Getting Started

1. Committee

As college students, we have enough on our plates as it is, so split the work! Don't spread yourself too thin. One option is to appoint a chair, but either way, a committee is recommended. Keep in mind that this committee does not have to be strictly Circle K members. If desired, open the opportunity to your local Key Clubbers and Kiwanians. By accepting Key Clubbers into the committee, you receive input from them about what they feel high school students would want to learn about. At the same time, it will spread the word about your Key to College program. Of course, don't forget your fellow Circle K clubs as well. If you're lucky, they may have some prior Key to College experience and will be able to aid you in your event. Having Kiwanians as part of the committee will keep them informed about what you are doing and allow them to deal with the appropriate paperwork as the planning comes together. Remember that "diverse" is not synonymous to "large;" too many people may make things more difficult.

2. Date and Time

These two things are incredibly crucial to a Key to College event. It is never too early to set up the date and time, and will make planning everything else much easier. Look at the appropriate calendars (yours, the high school's, etc.). Make sure your Key to College is not close to their SAT and state testings. Traditionally, Key to College programs are held in October as this is around the time that high school students are considering which colleges

to apply to and even starting the process. Once you have chosen a date, be sure to let everyone know and make sure to lock it in early so that your potential attendees do not make plans at the same time as your Key to College.

3. Target

Who is your target audience? Key Clubbers only? Upperclassmen? Seniors? Anyone interested who is in the community? Not only does planning who your target audience will be going to help you schedule your workshops but it will be important to choosing your venue as well. Chances are, catering the event to just Key Clubbers from Homestead High School, for example, would require a smaller location than if you were to offer the event to juniors and seniors of the Fremont Union High School District.

4. Location

Once you have in mind when you would like to hold your Key to College, pick a nice location that is convenient to those who are attending. Look into reservations – you do not want to run into a problem of not being able to get into the room(s) when the day comes. Don't forget the option of having it on your own campus, doing so would allow for a campus tour and give the students a head start in looking into the different school environments.

5. Paperwork

The policy has now changed in regards to the ERF (Event Request Form). As long as your Key to College event will be taking place during the day and the high school clubs you are inviting are located within 35 miles of your venue, an ERF does not need to be approved prior to advertising the event. You just need to notify the applicable Regional Advisors about the event before you extend an invitation to the clubs. The high school clubs then need to print out the ERF and get it signed by the advisors to bring to the

event (This is important! They are not allowed to be at the event if they don't get it signed by their advisors). Get this done as soon as the date, time, and location are set. Also remember to send out a consent form and a waiver for high schoolers to get signed and bring to the event (These should be sent out with the ERF and your invitations). A consent form and sample waiver can be found [here](#). Other paperwork may be needed to be completed as well; this varies for different situations, so find out as soon as possible.

6. Program

Plan out the schedule/program for the day. Look up the different styles of Key to Colleges to help you. Icebreakers are good ways to have everyone get acquainted with one another. Get an inspirational speaker to be the opening/intro to the Key to College. Ideally, it can also help motivate these students as they get ready for whatever you have in store for them.

7. Budget

The dreadful word. Luckily, there is always the option of trying to get donations and sponsors rather than pay everything out of the club's treasury. Many local shops and businesses are happy to help support community service events, not to mention, putting them on your programs will help them advertise. So create donation letters and pass them out to local businesses early! Of course, do not forget that there are also many different grants and funding available through Kiwanis, your campus and other organizations such as the SLP Grant, Tomorrow Fund Grant, Kaplan Grants, and many more! Processing may take some time so apply early! It's free money so you have nothing to lose.

8. Materials

Create a list of all the materials you need including speakers, workshops, presentations, as well as necessary handouts/literatures, tables/chairs and technology (such as projectors). You can refer to the Materials section (IV) for more materials that you might need. Determine

which materials you can get donated. Also, don't forget to make signs and posters so the attendees know where to go on the day of the event.

9. Food

These are growing high schoolers who will be attending your event. Whether it's a whole day or half day, prepare to have some healthy breakfast, lunch or snack and some drinks! Perhaps it could be intertwined with a workshop on college meals and nutrition.

10. Publicity

Publicize and send out invitations early to your target audience! Send invitations not only to students but faculty and family as well. Make posters and signs to post around town, or even the local paper to share this event with the whole community. Include a deadline in which attendees should reply in order to give you a better idea of set up requirements/accommodations and the amount of materials needed. You can also advertise for free by going to classrooms and presenting about Key to College (with approval of the school/teacher of course).

(VI) Planning Timeline

3

months
before

- Form a committee
- Decide what type of Key to College you want to hold
- Set a date and time that works high school and college schedules

2.5

months
before

- Choose a target audience & expected turnout
- Choose a location and reserve it

2010-2011

2
months
before

- Send out the ERF to notify the applicable Regional Advisors of the event
- Determine program budget / apply for grants from Kiwanis, etc
- Begin publicity campaign in local community (Don't forget to send high schoolers the ERF to get signed by their advisors, along with a consent form and waiver!)

1.5
months
before

- Plan program for the day
- Contact potential speakers and volunteers
- Make a list of materials & contact organizations for possible material donations
- Keep publicizing

1
month
before

- Organize food for the program & contact local grocery stores / restaurants for food donations
- Keep publicizing
- Finalize program schedule

2
weeks
before

- Prepare all necessary workshop materials
- Check up with workshop presenters to make sure they are on task
- Make sure all previous "to-do's" are accomplished

The
Day
Of

- Have an absolutely successful Key to College event!

(VII) Different Styles of Key to Colleges

1. Heading out to Individual High School Campuses

One option that you can have is holding your Key to College and various high school campuses so that you can come to the students, rather than having them come to you. This can help increase participant turnout and provide a bigger audience to educate about every aspect of college. Because there will most likely several campuses that you will need to visit you will probably need to hold the events on different dates, unless of course you have a very large membership and will be able to send multiple groups out on one day. You can also host a wide variety of Key to Colleges on high school campuses. Many of the types of conferences that will be mentioned in this section can also be implemented on high school campuses.

2. Workshop Convention Style

One method of holding your event is by having various workshops going on throughout the day. You can have an opening session to give an overview of the workshops and how the day's events will go, and then have a closing session to wrap everything up. Your closing session can even feature a panel of college students to have a question and answer session. You can have any number of workshops that range from financial aid to personal statements; one workshop can even be a campus tour. A more in depth discussion of possible workshops is presented in this handbook.

3. Divisional Key to College

If you're looking to hold a Key to College on a much larger scale than a divisional Key to College may be what you need. Your division can work together to hold one large event that can accommodate and even larger number of high school students. Because there may be a

large number of high schools that may participate you can go out to the various campuses and divide the division into groups to send out. A good way to cover every different type of college experience is to divide the groups in a way that they are not all from the same school. This provides greater diversity and you will be able to better meet the needs of the high school students. You can hold almost any type of Key to College with your division, which means you have greater possibilities of what you can do while also strengthening your division by working with one another.

4. Joint Key to College with Divisional Council Meeting

Another option that you have is to combine your Key to College Program with your local Key Club's or KIWIN's Divisional Council Meeting. Because most students will already be together for the event it is convenient to plan because you do not need to try to get everyone back together for a separate event. You can also invite students outside of the organizations to participate in the event, which is recommended. Who knows, they may even become interested in Key Club or KIWINs after the event is over. The main drawback of this type of Key to College is that you will have limited time because you are joining it with a DCM. A solution to this problem is to have various handouts that go in depth. You can touch upon many of the topics that you want to cover, but the main information will be on the handouts. Be sure to include the contact information of those who presented on the handouts so that if the students have any question they have a way to reach you.

5. Pairing Between High School and College Student

Another option that you have is to allow a high school student to shadow someone in college. The benefit of this is that the high school student gets a more personal experience. The college student can aid the participant personally with things like applications, personal statements, interviews, financial aid, the list can go on and on. Another thing that can be done is to allow the high school student to attend classes with his or her "mentor" to get a

better feel of what college life is really like. It's basically, "A Day in the Life of a College Student." As with the workshop method of holding a Key to College, you should have an opening session that explains how the program will work and cover any general information and then a closing session at the end to wrap everything up.

(VIII) Entertaining Your Attendees

A large part of a successful Key to College is keeping the high school students entertained. By keeping them entertained, you will keep their energy up and flowing throughout the day. There are many small things you can prepare and do to keep students excited about the program/event, some of which are:

1. Ice Breakers

Ice breakers are quick and fun, and are easy to play during waiting times and maybe even doing lunch. Please keep in mind appropriateness of the ice breaker and the comfort level of your guests. Remember that although Circle K members are considered adults, high schoolers are not.

Here are some example ice breakers you could play during your event (instructions for any of these could be found online!):

- | | | |
|----------------------|------------------------------|--------------------|
| -Steal the Bacon | -Baby, Will You Smile For Me | -Rochambeau |
| -Ninja | -Salute the Captain | -Human Knot |
| -Two Truths, One Lie | -Screaming Feet | -Skin the Snake |
| -Telephone Charades | -Song Game | -All Hands on Deck |

2. Skits

Skits can be funny and entertaining. A good time to perform a skit is at the beginning of your program (during your first general session if you choose to have one). Make sure it is well-planned and relevant to the program.

3. Music

Make a playlist to have on while attendees are getting settled for workshops, during breaks, and during lunch.

4. Slideshows

Having a slideshow of the day is a great way to end the event. Have a photographer take pictures throughout the day, compile the pictures at the end, then show the slide show to the attendees.

5. Open Forum/Conversation

Although it might be hard to talk to high schoolers you don't know, have Circle K members initiate conversation with them to make them feel welcome. Allowing time for an open forum also allows high school students to ask questions and discuss things you may not have gotten to in workshops.

6. Miscellaneous

Other activities you can do include playing sports, playing board/card games, watching YouTube videos... anything that will keep guests busy and entertained!

(IX) Sample Workshops/Topics to Cover

Which would be the right ones for my club to run at our Key to College? The answer to that question would be, ALL! However, time is always limited when it comes to Key to College. That is why you should make sure that the workshops cater to everyone who attends! When it comes to making the right workshop for your attendees, there are just a few key points that should be considered.

1. Topic

Having trouble picking a presentation topic? Here are some tips to help! Choose a topic you are passionate about. Speaking about a subject you love and personally enjoy will generally be easier to talk about. Your audience will be able to see how passionate you are from your confidence and voice. Additionally, be sure to do your research so that you are knowledgeable about the topic you will be covering. Make sure your audience has a clear description of what you will be talking about as you introduce your topic. Prepare answers to commonly asked questions, and to avoid confusion, don't forget to define key terms related to your topic that may be unfamiliar to the audience as well. Here are some example topics to get you started:

- | | | |
|---------------------------|-------------------------|------------------------|
| -Applications | -Financial Aid | -Personal Statements |
| -Personal Finances | -Choosing a Major | -Health & Fitness |
| -Picking the Right School | -College Myths vs Facts | -Living Away From Home |

2. Information

Try not to bombard your audience with too much information. Highlight important points and cut out unnecessary details and specifics. By sticking to key concepts, you can keep your presentation short and concise so that the information you present can be easily understood and remembered. Present your information in a logical sequence and as listed in your handout so that your audience can follow along easily. It also doesn't hurt to illustrate your

topic by making use of pictures. Did you know that pictures as opposed to bullet points can increase message retention effectively?

-Hand Outs

Handouts are highly recommended. Prepare a handout for your attendees so that they can have something to look back at and recall what the workshop was about. A handout is also a great place for taking notes on. Your handout can include an agenda of main points that will be touched on. The amount of information you want to put on it is up to you! Try to distribute handouts at the beginning of your presentation so that your audience is aware of the important topics that will be covered. Also, make approximately 10% more handouts than you expect to use so that you can ensure all your attendees receive a handout.

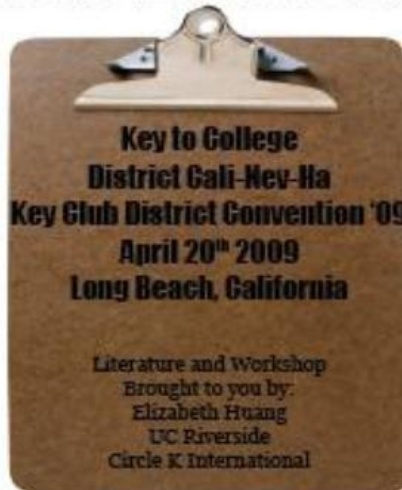
-Examples

Look to the sample workshop literature provided and use it as an outline. In such a workshop, think of all the things you wished you could have known going into the college application process. After having acknowledged these topics, make sure that you cover them. Do NOT read straight off of your literature. Looking at the specific sample literature provided in this manual is a booklet, the notes page the very last page. This allows for the workshop attendee to jot down anything presented orally.

NOTES



PERSONAL STATEMENTS



Want more instant information? Visit: <http://owl.english.purdue.edu/owl/resource/642/01/>

WELCOME. To the Personal Statements workshop – brought to you by Key to College!

Let's start with the basics.

The best essays are always written from the heart – they are **personal statements**, after all. Is there anything you have spent a large amount of your time working for? Or perhaps a significant event that changed your life – and maybe even the lives of others? Don't think that any subject is too small, what counts is how well you get your message across.

Do's:



Start early. Not only does this allow time for a thoughtful essay with correct grammar and spelling, it also gives room for a possible topic change. Who knows? Maybe halfway through writing your essay, you may want to change your topic. Not to mention, you want to give your peer reviewers time to read and edit your essay.

Find a wide range of peer reviewers. Friends, family, teachers and Kiwanians! The more, the better. People often look past things that others will notice right away. And it doesn't hurt to get different ideas and opinions.



Visit your college and career center. If your school does not have such a thing, pay a visit to your advisor. These people are there for you to utilize in any relevant way you may need. They will often have more books on colleges and essay writing than the local Borders.

Don't's:



Procrastinate. I know, it's essentially the same thing as "start early" but it really is just that important!

Be too broad. If you select your topic as junior year being the toughest year of your life, choose a specific event that made that year even harder than it had to be. Remember, you have a word limit.

Forget to proofread! Even the best of writers will make mistakes. Sometimes even something like using "too" instead of "two" will happen, and it's not stupid but it is easy to overlook.



Thank You's.

Don't forget to thank those who helped you with this process! Good or bad, they made time for you because they cared enough.



Tip:

Talk to old friends who have already been through this! Chances are, many of them will not remember much but any information is valuable.

Please, don't ever hesitate to ask for help!

Questions? Comments? Suggestions?

...more questions?

Feel free to contact me!

Email: keyclubfreeeek@gmail.com

AIM: keyclubfreeeek

Cell: [408] 807-3383

3. Presentation

When it comes to presenting your workshop, try to be creative. Everyone does group sessions, or even just does a PowerPoint presentation for their workshops, but think of new different ways to present your information to your attendees. Remember that certain ways to presenting information only work effectively with certain topics. Be sure to have a backup plan if something is to go wrong – you may have created a PowerPoint, but your workshop has suddenly been switched to another room that does not have a screen or projector, be ready to improvise. That is why you should make sure to have printed handouts of your PowerPoint ready for yourself, so if anything like this may happen, you will be ready. Remember two key factors when it comes to your presentation, how you *interact* and the level of *fun* that is presented in your workshop.

-Interaction

During your presentation, there might be some attendees who will begin to day dream or fall asleep, so be sure to keep everyone in the room alert with your presentation. Keep the energy level high in the room! Any signs of being lackadaisical will surely decrease the energy level in a room. Remember to implement an ice breaker at the beginning of the workshop just to get energy levels up. It does not have to be long, keep it short and sweet. Also, group interactions or possibly having them ask questions can get everyone attentive and involved. Also try having a type of incentive, possibly a Q&A session to see who has paid attention throughout the presentation, and rewarding them with small prizes such as candy or a gift card somewhere.

-Fun

Show some enthusiasm for your subject! If you have fun, your audience will be more likely to have fun. A few suggestions include telling a topic related joke or a fun fact to enhance the fun factor of your presentation. Relax, and good luck!

(X) Final Suggestions

1. Start Early

Planning a Key to College can be hectic, but by starting early, making goals, and setting deadlines, you won't have to worry about falling behind. There is a lot that goes into planning this event, so starting early will ensure that everything will be ready on time.

2. Be Organized

Since there are many components and many people that go into this event, you will be grateful if you start off with the list. Know where you will be holding this event, figure out who will lead what workshops, and make a budget for your expenses.

3. Don't Be Afraid to Ask For Help

Work with your Kiwanis and other Circle Ks that have experience with this event. They can be a great resource to guarantee that your event is successful. Remember that we are here to offer you additional guidance as well. Contact information is provided on the last page of this manual.

4. Paperwork, Paperwork, Paperwork

Find out what type of paperwork needs to be done prior to the event. This can include, and is not limited to room reservations, donation letters, and many grants. Figure out the deadlines to make sure you do not miss any deadlines!

5. Publicize

Make fliers and send e-mails out to your local Key Clubs to raise awareness and publicize for this event. If you can go to their meetings, go to them and ask if you may present the program if possible.

6. Be Friendly and Enthusiastic

By interacting and connecting with the high school students, they will be able to take valuable information from this event. Ice breakers, skits, and prizes are great ways to engage your audience.

7. Keep in Contact

Provide the high school attendees with your club's contact information for further questions, references, and concerns.

8. Relax and Have Fun!

You have worked hard planning this event and putting it together. A peaceful atmosphere will create a more pleasant time for everyone at this event.

(XI) Testimonials

“Key to College was my first experience into the college life. I got the chance to learn about the college experience and curriculum and basically what college was all about. It helped me learn about things that all of the speakers and visitors to our high schools forgot to mention. But mostly, the Circle K'ers who were there made me feel welcome. People all around me showed me that they wanted to help me with whatever, whether it was helping me with my college essay or just giving me some insight of college. But something that I am grateful for today is that they introduced me to Circle K. This was what made me decide to join Circle K and even help with this past year's Key to College program. Key to College is one of my favorite events that we do as Circle K.”

~Christopher Tung
Alameda High School, UC Berkeley

“After I went to Key 2 College, I found out about so many scholarships I had never even heard or thought of. The workshops were really cool, and very interactive!”

~Annie Gu
Mission San Jose High School

“I showed up for a standard meeting on applying to colleges, types of colleges, and other ins and outs, but in that meeting the entire course of my life would change. I learned that I had a true second chance. It was there that I learned about community college and the opportunity to start fresh, do well, and transfer quickly to another top university of my choice. It was as if an entirely new door in life had opened up for me at the precise moment that the weight of the world was pushing me to the wall. I had to graduate in the coming years and this was the perfect opportunity not to give in, but to prove that a new passion for learning and performing had been instilled in me. It's impossible to describe how phenomenally relieving it was to learn about the prospect of community college at a time when I thought that college in any and all forms was simply out of the question. My life, this burden that had haunted me for year, was lifted by people who would never know explicitly how crucial they had been in my life.”

~Ali Alkhatib
Saratoga High School, Foothill College

"Key to College made the college experience seem more real, like people actually live it, rather than just being talked about. It was one of the first times I could actually imagine myself living the college life rather than just hearing other peoples' stories."

~Carissa Perkins
University City High School, Seattle University

Acknowledgments

District Kiwanis Family Committee:

Grace Ann Cecilio, Candace Chu, Francis Espiritu, Elizabeth Huang, Shera Kwak,
Luke Liao, John Moore, Dmitriy Shapiro, Matthew Tadros, & Brian Wong

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

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

Have Questions?

Contact District Kiwanis Family Chair

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