

Cal-Nev-Ha Circle K

Kiwanis Takeover Manual 2010-2011

www.cnhcirclek.org



Table of Contents

(I)	What is a Kiwanis Takeover?	3
(II)	Benefits of a Kiwanis Takeover	3
(III)	How to Plan a Kiwanis Takeover	4
(IV)	Creating the Program	5
(V)	Ideas for Entertainment	7
(VI)	Kiwanis Takeover as a Fundraiser	8
(VII)	Showing Appreciation	10
(VIII)	Conclusion	11

(I) What is a Kiwanis Takeover?

Wouldn't it be fun to put yourself in the shoes of your Kiwanians for a day? Or even better, run a Kiwanis meeting as a Circle K Club? Well, that's exactly what a Kiwanis takeover is. It is a chance for your Circle K club to “take over” and run a Kiwanis meeting, Circle K style. You get to set the rules, create the program, lead the games, and run the fundraisers. This leads to a chance to bond with your Kiwanians and show your appreciation for them.

(II) Benefits of a Kiwanis Takeover

For Kiwanis:

- The opportunity to learn more about the Circle K club they sponsor
- New and exciting program for their general meetings
- One meeting where the board members of the club can sit back and relax and just enjoy a meeting

For Circle K:

- Creates a more interactive and fun environment between you and your Kiwanians. This is the chance for you to see your Kiwanians in a new light and vice-versa
- The opportunity for members to become more involved with your Kiwanis and with planning the actual event
- Is a great fundraiser for administrative funds or any charity of your choice if you choose to “fine” your Kiwanians, or collecting their “happy/sad dollars” [for more ideas, see section [\(IV\) Kiwanis Takeover as a Fundraiser](#)]
- Contributes points towards your [Distinguished Kiwanis Family Relations Award](#)

(III) How to Plan a Kiwanis Takeover

Here are some suggestions for ways to approach planning a Kiwanis Takeover!

However, please remember that the Kiwanis Takeover Manual is only a guide, with recommendations and tips based on the experiences of District Kiwanis Family Committee members. Because all clubs and meetings are different, feel free to change certain things in this manual to best fit your club's needs and style!

1. Committee

In order to plan an effective Kiwanis Takeover, the utilization of an existing Kiwanis Family committee, or a small temporary committee, is recommended. That way, it is easier to get an abundance of ideas flowing through, and the work will be managed and finished much more efficiently when split up among a group of committed members. Members can then contribute to designing the Takeover's program, budget, and even theme. The committee should have and will gain a better understanding of the Kiwanis Family throughout the planning process to bridge any gaps between Circle K and Kiwanis. In fact, you can also include a couple of your local Kiwanians in your committee, so that you can receive their input. However, try to keep your committee at a minimal size, since having too many people may make things quite difficult.

2. Program

The program for a Kiwanis Takeover should take into account of the existing Kiwanis meeting structure, such as the patriotic song, Pledge of Allegiance, board reports and event announcements. However, it is also necessary to add a fun-filled program in order to provide your Kiwanians with an entertaining, as well as meaningful, meeting. For example, UCLA's Fall Takeover program included a presentation to educate the Kiwanians about the annual Pillow Fight and Free Arts for Abused Children. Lastly,

2010-2011

remember to be creative with different rules and games in order to fine Kiwanians, as they do look forward to this opportunity to contribute to Circle K.

3. Budget

Although Kiwanis Takeover is not a large scale event that requires large amounts of funding, it is important to maintain a budget for all activities that your club wants to put on. For example, if your club wants to hold a bake sale auction during the takeover, keep track of who spent how much to bake the items and include it in the budget for the takeover. In fact, it is advised to make a proposed budget at least a month in advance so you know how much the event is going to cost you and how much your club is planning to raise from it. One of the best ways to alleviate costs for the takeover is to look for donations early on. Ask local business if they can donate food, gift certificates, or any other goods to auction off at the takeover. Monetary donations help out a lot as well. Also, after the takeover is completed, it is beneficial to evaluate the proceeds gained from the event and see how much your club fundraised.

(IV) Creating the Program

There are many reasons why Kiwanians go to Kiwanis meetings each week. Some go for the friends and family. Others go to contribute time, money and happiness. But, still, there is one major attraction that Kiwanians look forward to during a Kiwanis meeting. Typically a Kiwanis meeting starts off with a pledge, the invocation, board reports and fines. The rest of the meeting is then filled with a program, which usually consists of a speaker from another organization or company.

However, because this is a Kiwanis "Takeover," your Circle K club will now be responsible for the program instead! This is when you can educate the Kiwanians more on what your club is up

2010-2011

to, incorporate more games, etc. That does not mean though to take up all of their time. Rather, keep in mind that the Kiwanians have their own business to take care of, and leave a sufficient amount of time for them to do so. One way to ensure that you are considerate of their time is to speak to the president or board before the takeover, and ask directly how much time you are allowed to take up.

From our experience, we would suggest the following as good ideas to consider for your takeover program: make a skit, present your club and/or teach the Kiwanians to do something fun! Skits can easily be entertaining, educational and beneficial to both your clubs. One example is to mimic your Kiwanis Club with your members. The better you know your Kiwanians, the better that this will work. Throw in any habits or typical characteristics into your lines and scenes. This will almost guarantee you a good laugh from your audience. It also shows them that you care because you've paid attention and know them well enough to pull off something like this.

Realistically, everyone is busy, particularly with jobs and families to take care of, but having said that, the Kiwanians still love to know what your club is up to, even if they are unable to attend many of your club's events or meetings. Therefore, you can choose to share different aspects of your club throughout an entire year, just part of the year, or even just in the current month. You can do this through a business-style PowerPoint, or even incorporate members or aspects of your Circle K club in a skit. As long as you are able to positively portray your club, or get a certain idea across, your sponsoring Kiwanis Club will be sure to enjoy the program.

Lastly, you can teach them how to do completely random and fun, such as in a program dedicated to making origami swans for a children's hospital. Then you can teach the Kiwanians how to make the swans, as well as show them how they can do little things like that each day and still make a great difference in the world. For instance, making just one origami star or

2010-2011

swan a day for a year will make 365 (366 on leap years), and that's just one person! Collect them one year later, and you could decorate an entire hallway at a local hospital. Remember that having a speaker is only just the typical program. These three ideas are definitely great alternatives, or starting points to help you brainstorm for what kind of program is best suitable for your Kiwanis club.

(V) Ideas for Entertainment

From music videos to trivia games, the ideas for entertainment at your Kiwanis Takeover are endless! This is a great opportunity to showcase all of the special talents your club has, or you can invite an outside speaker or performer if you can arrange these accommodations in advance. Don't forget though to inform your Kiwanians about the exciting program that will take place.

To ensure that all of your Kiwanian guests are happy and engaged, here are a variety of different ideas for activities and entertainment to liven up your Kiwanis Takeover!

Music	Dance/Skit/Show	Trivia & Games
Singing a Song	Perform a dance routine or a skit	Q/A (Fun Facts about Circle K)
Playing an instrument	Magic show	Hold a Jeopardy style trivia game
Inviting them to perform with you	Slideshow video of Circle K pictures and events	Tell APPROPRIATE jokes

Be creative but also remember to be choose an appropriate form of entertainment. Keep your audience and its interests in mind. Most importantly, have a great time!

(VI) Kiwanis Takeover as a Fundraiser

Ever thought about utilizing Kiwanis Takeover as a fundraiser event? That's right, you can make that happen! While Kiwanis Takeover is a great way to connect with Kiwanians, do not forget that this is also an opportunity to fundraise for your home club, but how do you incorporate fundraising event with the meeting itself? This is a chance for your club to be creative! Here are few examples of fundraisers during past Kiwanis Takeovers:

1. Rules

Before you start the meeting, you can give all the Kiwanians a set of rules that they must abide by as your Circle K club leads the meeting. For example, they must address all Circle K members by "Mr." and "Mrs.", or they have to bow before every time they wish to speak during the meeting. Making fun rules will keep the meeting exciting as you collect small fines from Kiwanians who break the rules!

2. Auction:

A fun way to raise money for your Circle K club while giving something back to your Kiwanians is by holding an auction! If your takeover has a theme, your club can provide items that may relate to the theme. For example, if your theme is Mardi Gras, you can provide a King's Cake and Mardi Gras beads. Other suggestions for items to auction off are baked goods, artwork, donations received, and even services. Some services you can provide are moving lawns, washing cars, cleaning, etc.

3. Games

- "Price is Right"

An exciting way for your Kiwanians to get to know your club is through a game like "The Price is Right," only instead of guessing the price of certain merchandise, Kiwanians can try to guess the total number of service hours your

2010-2011

club accomplished last year, the total number of members, or how much your club has fundraised so far. Each Kiwanian would guess a number to a question, and the Kiwanian who guessed the number furthest away from the correct answer could receive a penalty and be fined. That way, not only are you raising money for your club, but your Kiwanians will get to know more about the stats of your club!

- "Are You Smarter Than a Circle Ker?" & "Jeopardy"

Or, you can create fundraising opportunities for your club based on other television game shows! For instance, you can ask Kiwanians some questions about Circle K, and Kiwanians will be fined for each question they get wrong (or, accumulate the total amount of questions they answer incorrectly and collect the sum of fines at the end of the game).

4. Happy/sad dollars

Toward the end of the takeover, you can ask your fellow Kiwanians whether they have any announcement or news to make. They can share about some of the happy/sad things they have done or will do later. The announcement does not have to be related to Circle K. Here is the catch: each Kiwanian needs to pay at least a quarter for each announcement they make (or you can charge more than a quarter). This is a fun way to learn more about what is happening in your Kiwanians' lives outside of the Kiwanis Family.

However, be sure that your home club does not cross over the line between fundraising and getting too greedy. A Kiwanis Takeover should strike a balance between social networking with your Kiwanians and helping your Circle K club achieve its fundraising initiatives.

Here are a few things to keep in mind to help you maintain that balance:

1. **Financial status of your Kiwanis club**

If your Kiwanis club does not have enough financial resources, it might be a good idea to set a fundraising limit before the actual takeover. On the other hand, you can always increase the penalty amount if your Kiwanians have abundant resources.

2. **How active your Kiwanis Club is in relations to Circle K**

If your Kiwanis club rarely participates in Circle K events, and/or this is your club's first time hosting a Kiwanis Takeover, sometimes it is more important to create a positive impressions with these Kiwanians about Circle K, rather than focusing on the fundraising aspect of the takeover.

3. **It's more fun paying less**

Sometimes collecting a large amount for each individual penalty/fine can completely kill the entertainment aspects of your activities (such as \$5 or \$10 per wrong answer). Your home club can make a review sheet a week ahead of the Kiwanis Takeover so that the Kiwanians have an incentive to learn more about your home club and avoid paying more fines. In addition, it might be a good idea to also gradually accumulate the penalty instead (for example, starting from 50¢ and gradually increasing by another 50¢ or \$1 for each question Kiwanians answer incorrectly).

(VII) Showing Appreciation

So why exactly are you planning a Kiwanis Takeover? There can be many reasons - to help fundraise for your club, bond with your Kiwanians, or maybe live vicariously through your Kiwanians' by filling their shoes for one meeting. The bottom line though is that your Kiwanians are allowing your club to completely take over their meeting, in addition to the many other things they have done for Circle K, and that's why showing your appreciation for them is one of the most important parts of planning a Kiwanis Takeover.

2010-2011

However, it's understood that, as college students, we do not have the money to be extremely extravagant, but the simple things can be just as meaningful as an expensive gift, if not more. Sometimes something as small as a thank you card, signed by every member of your club, is enough to demonstrate your gratitude. Or, your members can draw on their creativity and sing a song, or make a video, for your Kiwanians. Your club can also make something like a "Circle K Loves You!" poster or banner, or certificates for your Kiwanians commending them for "Being Super Amazing." The thought is what matters most, so remember, keep it simple!

Your Kiwanians appreciate all the hard work that your club does, and definitely appreciate the fact that your members take time out of their schedules to liven up a Kiwanis meeting (not that those meetings are not already lively - but a twist in routine is always exciting!). So show your appreciation for them, and everything that they do for you and your club!

(VIII) Conclusion

Although all Circle K and Kiwanis clubs are different, hopefully you've found something in this manual that can guide you to planning a successful Kiwanis Takeover. Remember, whatever way you decide to hold your takeover, whether using all or just part of this manual, this is your chance to show your Kiwanis club how amazing Circle K is, as well as your chance to learn more about your Kiwanians and bond with them. This kind of event is full of opportunities for you and your club, and, as always, the District Kiwanis Family committee is here to help guide you through the whole planning process. Our contact information can be found on the next page should you have any questions.

Good luck!

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

Editor:

Mimi Dao

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

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

Have Questions?

Contact District Kiwanis Family Chair

Karen Chen

kfamily@cnhcirclek.org

