



CAL-NEV-HA District
Circle K International



2019 - 2020

*General Member
Handbook*

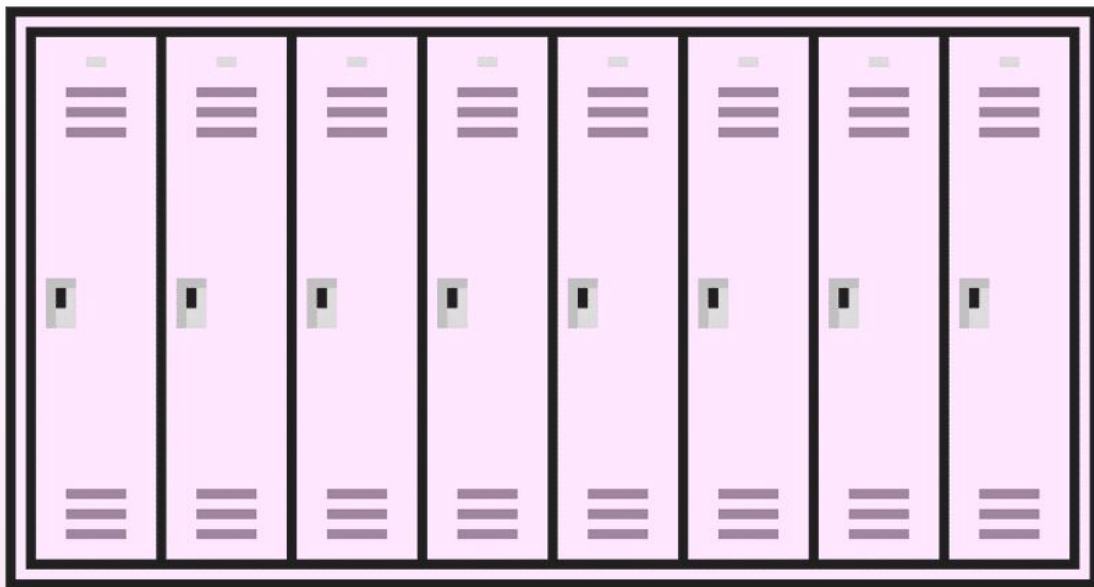




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What is Circle K International?



- ❖ There are many ways to describe Circle K; but in a nutshell, we are the largest student-led collegiate service organization!
- ❖ We especially focus on friendship building, leadership development, and community service all around the world.
- ❖ Many people find their place in our club through actively participating in our three main tenets: **service, leadership, and fellowship**.
- ❖ Some people just stay for the friends, others may stay to help out the community, or take up a leadership role in their clubs.



- ❖ Circle K is a volunteer organization, so everything you are invited to part take in is completely voluntary.
- ❖ The timeless adage in our organization: "Circle K is what you make out of it".
- ❖ There are so many ways that you can make your time as a member worth the experience!
- ❖ Whether it be making new friends in college, applying for Kiwanis scholarships, community service, learning new skills, networking with professionals, leading your club into ways that you see fit, etc. CKI has it all.





Kiwanis Family Branches

Circle K International is the collegiate branch of a larger parent organization: Kiwanis International!

The Kiwanis Family has many other branches called:



Key Club

- ❖ Largest student-led high school service organization
- ❖ “Key” in Key Club stands for **Kiwanis Educated Youth**
- ❖ Motto: Caring--Our way of life
- ❖ Core Values: Leadership, Character Building, Caring, and Inclusiveness
- ❖ 38 Countries; 34 Districts; 5,000 Clubs; 270,000 Members
- ❖ Firstly chartered at Sacramento High School in 1925
- ❖ Became coeducational in 1977
- ❖ Preferred Charities: PTP, UNICEF, Children’s Miracle Network, March of Dimes,
- ❖ CNH KIWIN’S
 - A district in Key Club International
 - Only exists in CNH
 - 9 divisions



Circle K International

- ❖ Largest student-led collegiate service organization
- ❖ Motto: Live to service, love to serve
- ❖ Tenets: Service, Leadership, and Fellowship
- ❖ 17 Countries; 35 Districts; 550 Clubs; 13,000+ Members
- ❖ Firstly chartered at Carthage College (Illinois) in 1947
- ❖ Became coeducational in 1971
- ❖ Preferred Charities: PTP, UNICEF, Kiwanis Family House, STUFH, March of Dimes, Better World Books, St. Baldrick’s Foundation, and Junior Chamber International





OCC CKI & Kiwanis Club of Costa Mesa



Markham Middle School Builders Club

Kiwanis

- ❖ Service organization that improves lives of children
- ❖ Motto: Serving the Children of the World
 - Before 2005: We Build
- ❖ Values: Objects of Kiwanis
(<https://www.kiwanis.org/about/values>)
- ❖ 80 Countries; 49 Districts; 7,333 Clubs; 198,902 Members
- ❖ Firstly chartered in Detroit, Michigan in 1915
- ❖ Became coeducational in 1987
- ❖ Hosts nearly 150,000 service projects per year

Builder's

- ❖ Student-led middle school service organization
- ❖ Motto: Building leaders
- ❖ Core Values: Leadership, Character Building, Caring, and Inclusiveness
- ❖ 15 Countries; 1,600+ Clubs; 45,000 Members
- ❖ Firstly chartered in 1975
- ❖ Partners: UNICEF and March of Dimes

Aktion Club

- ❖ Membership is open to any adult living with a disability who desires to become a leader in his/her community and wishes to provide service to others. Each Aktion Club is sponsored by a Kiwanis club.
- ❖ The only member-led service organization for adults with disabilities
- ❖ Motto: Where development has no disability
- ❖ Core Values: Character Building, Leadership, Inclusiveness, and Caring
- ❖ 8 Countries; 500 Clubs; 12,000 Members
- ❖ Firstly chartered in Putnam County, Florida in 1987

K-Kids

- ❖ Student-led elementary school service organization
- ❖ Service Leadership Model
- ❖ 12 Countries; 1,200 Clubs; 36,000 Members
- ❖ Firstly chartered in Florida in 1998
- ❖ Partner: Read and Lead

Organizational Structure

International

District

Division

Club

Circle K International is made up of different districts and clubs around the world! At the highest level is the International level, then the district level, and so forth below.

International Level

- ❖ Website: circlek.org
- ❖ President
- ❖ Vice-President
- ❖ International Trustees
 - Act as a liaison between both the international level and their respective districts.

International Committees

- ❖ CKIx Planning
 - Plans and executes CKIx, which consists of the Day of Service and International Convention.
- Finance Ad-Hoc
 - Generates resources relating to finances and help to create strategic plans relating to dues submission, budgeting, and fundraising.
- Governing Documents & Awards
 - Reviews both the Circle K International Policy Code and Bylaws and ensure that the International Awards process runs smoothly.
- Kiwanis Family Relations
 - Concentrates on improving the relationships between CKI and other branches of the Kiwanis Family.
- Membership
 - Focuses on membership development and education of current members in order to assist in organization growth.
- Service
 - Focuses on the Service Initiatives of CKI, the Tomorrow Fund, and CKI Preferred Charities and Service Partners.
- Global Development
 - Improves global relations while expanding Circle K International into areas outside of the United States, Canada, and the Caribbeans.



2019 - 2020 International Board



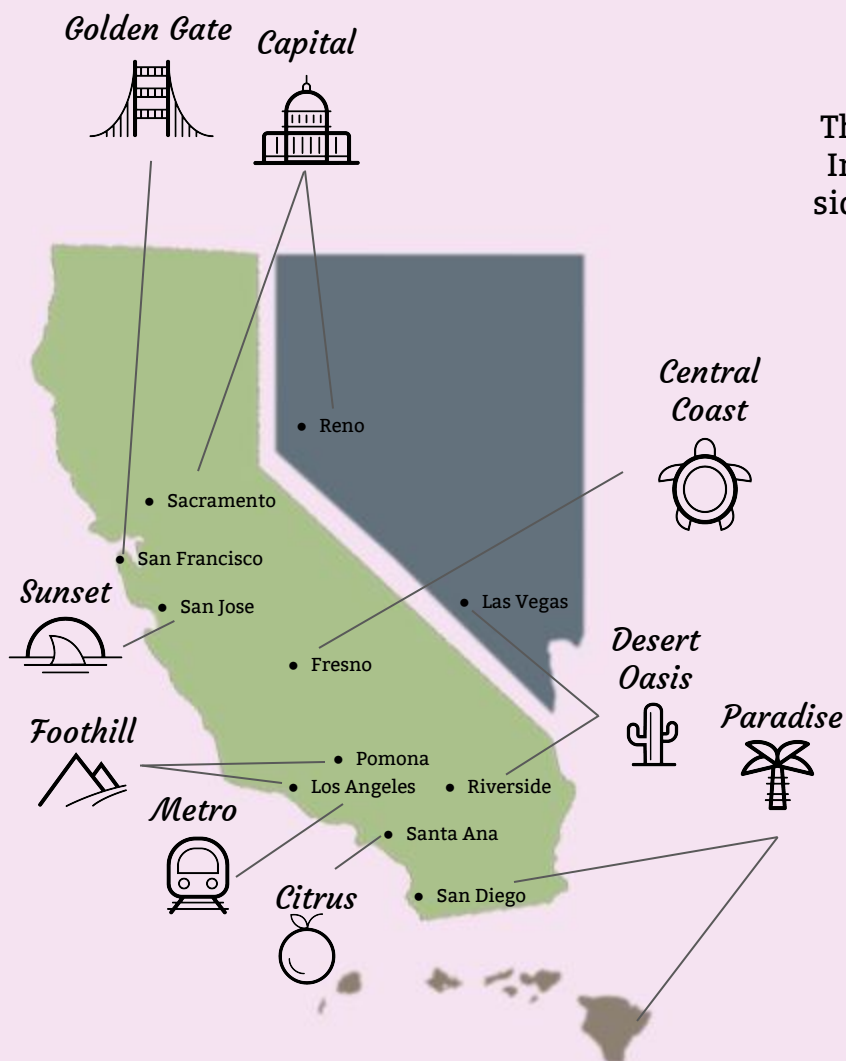
District

- ❖ Website: cnhcirclek.org
- ❖ Cal-Nev-Ha (short for California-Nevada-Hawaii)
 - All the Circle K clubs that are in these three states are grouped together as a district! Every district is overseen by a District Governor and a District Board.
 - Comprised of smaller regions called divisions!
 - Like the international level, the CNH District also has committees and committee chairs. More information on these committees is featured later in the guide!

Divisions

There are 9 divisions in our CNH Circle K International District! Below and on the side are the names of each division in our district:

1. Capital
2. Central Coast
3. Citrus
4. Desert Oasis
5. Foothill
6. Golden Gate
7. Metro
8. Paradise
9. Sunset



Leadership, Fellowship, and Service Opportunities

Every Circle K club has varying leadership events & positions, as well as different types of fellowship and service projects. These are some examples for each tenet which many different clubs may feature:

Leadership at your home club can include:

- ❖ Executive Board
 - President, Vice President of Administration, Vice President of Service, Treasurer, Secretary
- ❖ Appointed Board
 - Fundraising, Kiwanis Family, Membership Development and Education, Public Relations, Publications, Service, Spirit and Social, Technology, etc.
- ❖ Committees
 - Depending on what club it is, many clubs have committees depending on what focus the board wants
 - Examples: Member Induction Committee, Key to College Committee



CSULB x CSUF Basketball Tournament



Citrus Division at the 2018 June DSP



Sac State CKI 2019-2020 Executive Board

At other levels of the club, you'll find a mix of these types of events and opportunities:

- ❖ International opportunities include:
 - Board
 - Committees
 - CKIx
- ❖ District opportunities include:
 - Board
 - Various Committees
 - Fall Training Conference
 - District Convention
 - Spring Training Conference
- ❖ Divisional opportunities include:
 - Leadership
 - Divisional Leadership Team
 - Divisional Council Meetings
 - Various Committees
 - Divisional Service Projects
- ❖ Opportunities at either the club, divisional, etc. levels include:
 - Webinars
 - Workshops
 - Club Meetings
 - Office Hours
 - Interclub events
 - Fellowship
 - Socials
 - Mentor/ Mentee System
 - Family System
 - Pen-pal Systems
 - Member Induction Night
 - End of the Semester/Year Banquets
 - Service
 - Education
 - Food banks
 - 1, 3 5K etc. Runs
 - Clean Ups
 - Gardening/beautification projects
 - Table tops



Cypress, Saddleback, and Irvine Valley College CKI interclubbing at OC Great Park Orange Groves service event



Nathan Dang (CSUF) stuffing PTP dolls at Kiwanis Family BBQ

Every club has some mix of these events; enjoy & inquire about the different ones your Circle K hosts!

Tips/Tricks On How To Be More Involved

- ❖ Whether you're a new member or a returning member, sometimes finding your next steps in Circle K International isn't easy. To better shape Circle K experience:
- ❖ Ask questions!
 - Can be general questions about club traditions or how a member joined.
 - One of the easier ways to take initiative & learn more about your Circle K!
- ❖ Don't be afraid!
 - Everyone starts somewhere in Circle K; your experience is what you make of it.
- ❖ Bring a buddy to events with you can ease your worries!
- ❖ Reach out and talk to fellow members!
- ❖ Join a club committee!
- ❖ Host workshops
 - Not only does this educate your club, but this can also be an opportunity to improve public speaking skills.
- ❖ Go to District/Divisional/other club's events
 - Make friends and experience what other Circle K clubs do!
- ❖ Write an article or make a video for your school's media!



*Josephine Chau & Renz Lane at the
2018 June DSP*



*Heather Fann recognized by Angel Martinez
as CSULB's Golden Nugget of the Month*



Survival Guide To Acronyms

Below is a quick list to clear up any confusion about acronyms.

- ❖ CKI (Circle K International)
- ❖ CKI (Crazy Kompetition for Infants)
- ❖ FTC (Fall Training Conference)
- ❖ DCON (District Conference)
- ❖ MD&E (Membership Development and Education)
- ❖ KFAM (Kiwaniis Family)
- ❖ MR (Member Recognition)
- ❖ C&M (Communications and Marketing)
- ❖ CERF (Club Event Report Form)
- ❖ MRF (Monthly Report Form)
- ❖ MRS (Master Record Sheet)
- ❖ MRP (Membership Recognition Program)
- ❖ DSI (District Service Initiative)
- ❖ DFI (District Fundraising Initiatives)
- ❖ DLSSP (District Large Scale Service Project)
- ❖ DCM (Divisional Council Meeting)
- ❖ LTG (Lieutenant Governor)
- ❖ CKIx (Circle K International Convention)
- ❖ DO (Desert Oasis)
- ❖ GG (Golden Gate)
- ❖ DGOV (District Governor)
- ❖ DLT (Divisional Leadership Team)
- ❖ DSEC (District Secretary)
- ❖ DTREAS (District Treasurer)
- ❖ EA (Executive Assistant)
- ❖ A-BOARD (Appointed Board)
- ❖ E-BOARD (Executive Board)
- ❖ FTC (Fall Training Conference)
- ❖ K2C (Key 2 College)
- ❖ KFAM (Kiwaniis Family)
- ❖ KFH (Kiwaniis Family House)
- ❖ PTP (Pediatric Trauma Program)
- ❖ MRP (Member Recognition Program)
- ❖ MRS (Master Record Sheet)
- ❖ SLP (Service Leadership Partners)
- ❖ UNICEF (United Nations Children's Emergency Funds)
- ❖ STC (Spring Training Conference)





District Events Timeline



Every year, these are some of the typical events which occur in the CNH District:



May

- ★ Spring Training Conference North/South

July

- ★ District Board Meeting

October

- ★ CKI North/South

November

- ★ Fall Training Conference
- ★ District Board Meeting

January

- ★ District Board Meeting



February

- ★ District Large-Scale Service Projects (locations vary)

March

- ★ District Convention





District Documents/Files



Club Event Report Forms (CERFs): These forms are to record your clubs' events and to keep member attendance, event hours, what type of an event it is, and many more information in a single file to easily access for everyone. This form is very important because it allows secretaries to keep in check everyone's participation at a single event be able to put the information down into 2 extremely important files: Monthly Reports Forms and the Master Record Sheet. More information about the submission and file itself can be found under [Secretary resources](#).

Club Event Report Form for (insert name here)																												
For the MRF																												
Date	Name of Event	Attendance	S	L	F	CO	CA	CS	DS	SP	AD	SE	MO	RS	AL	KP	IN	WS	DV	DE	HT	HS						
MM/DD/YY	(insert name here)	0	0	0	0																							
General Information																												
Name of Event (insert name here)		Date & Time of Event MM/DD/YY		Location																								
Event Chair		Mileage 0.00																										
Person Filing out CERF		Funds Raised \$0.00		Event Contact & Number																								
Event Tags																												
Service Yes? — 'X' Was this a Community Service event? Was this a Campus Service event? Was this a Continuing Service event? Did this event contribute to this District Service initiative? Did this event contribute to the International Service initiative?														Miscellaneous Yes? — 'X' Did this event contribute to the District Service initiative? Was this event a Leadership event? Was this event a Fellowship event? Was this event a Social event? Was this event a Fundraising event? Was this event a Special event? Was this event a District event? Was this event a Regional event? Was this event a National event? Was this event a Global event?														
Leadership Yes? — 'X' Was this an Administrative event?																												
Fellowship Yes? — 'X' Was this a Social Event?																												

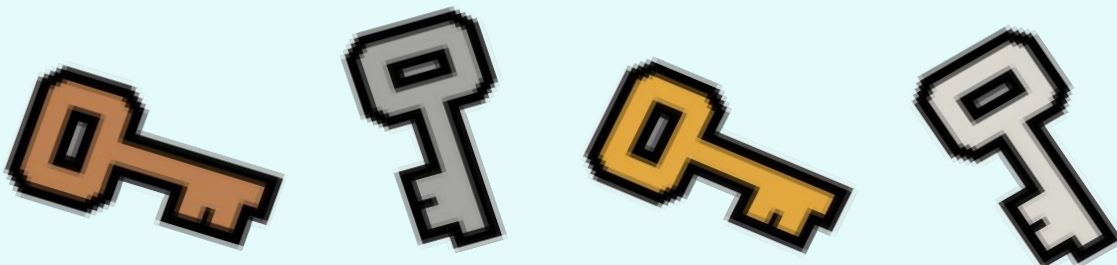
Monthly Report Forms (MRFs): This form is an essential file for the club as well as the district as it is a way for the district to communicate with clubs on a monthly basis. This communication involves the clubs to include crucial information like the amount of meetings and attendance of meetings, how much money was fundraised and for what specific aspect like charitable or administrative funds, and the events a club has had and what type of events they were. Every club is required to send this to the district. This is typically due on the 5th of every month and the secretary is in charge of sending this file out to the district executive board, their respective ltg, Regional Advisor, Club Advisor, and board members. More information about the submission and file itself can be found under [Secretary resources](#).

Club Trends in Service and Fundraising for												
School Name												
Select Division												
<div> <div>Club Service Hours per Month</div> </div> <div>No data</div>												
Month	Club Service Hours per Month				Service Hours per Member				Membership Totals per Term			
March	2016-2017	2017-2018	2018-2019	2019-2020	2016-2017	2017-2018	2018-2019	2019-2020	2014-2017			
April												
May												
June												
July												
August												
September												
October												
November												
December												
January												
February												
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0		
Month	Total Money Fundraised for DFIs per Month				Total Money Fundraised for DFIs per Month							
March	2016-2017	2017-2018	2018-2019	2019-2020								
April												
May												
June												
July												

District Membership Recognition Program

The Membership Recognition Program (MRP) is a system for our District to recognize club members for their involvement throughout the various tenets of Circle K. Aside from getting recognized at Fall Training Conference and District Convention, MRP is a great method and motivation for tracking your involvement in Circle K! More information & a more detailed breakdown of the MRP can be found on our [CNH District website!](#)

MRP Level	Bronze	Silver	Gold	Platinum
Service Hours	50	80	130	200
Dues Paid	✓	✓	✓	✓
Additional Requirements	5	6	8	11
Socials (SE)	3	4	6	9
MD&E Events (MD)	2	3	4	5
Fundraisers (FR)	1	2	3	4
Alumni (AL)	1	1	2	2
Kiwanis Family (KF)	2	3	4	5
Interclub (IN)	1	2	3	4
Divisional Events (DV)	2	3	4	5
District Events (DE)	1	2	2	3
International Events (INT)	1	1	1	1
Articles Submitted	1	2	3	4
Webinars Attended (WB)	4	5	6	7
Chaired Events	1	2	3	4
Host Workshop or Webinar	✓	✓	✓	✓
Club Committee Member	✓	✓	✓	✓



Executive Board and Appointed Board

Boards in Circle K International are typically split into two sections that work in conjunction with one another in order to create events and make things happen in home clubs. These two sections are the Executive Board and the Appointed Board.

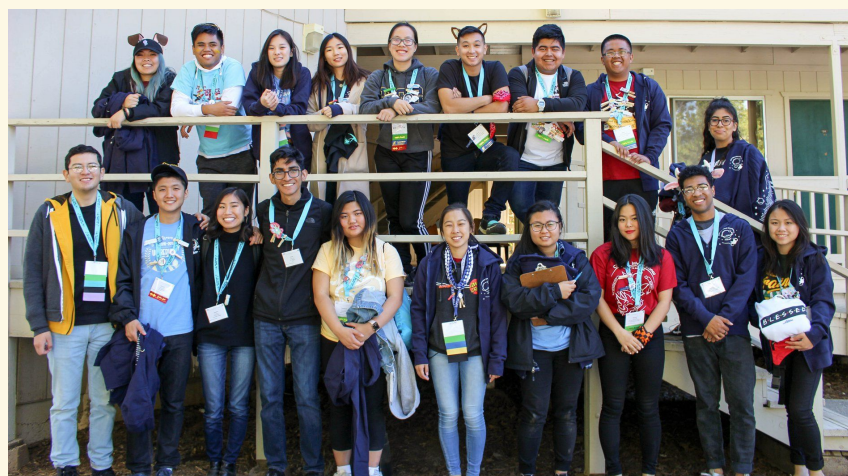
Executive Board: Typically consists of a President, Vice President (of Administration and/or of Service), Secretary, and Treasurer



President - The main face of a club! The President position varies club per club but typical duties include being the liaison between all non-club entities and the club. This can be for the school/university, the local area, the city council, the division, the district, and even international. The President is the overseer of all items that happen within the realm of the home club. They are in charge of a variety of items that come and go.

Vice President of Administration (VPA) - A President's right-hand individual! The Vice President of Administration is typically in charge of the Appointed Board and acts as a liaison between the two boards. This individual is the main contact for Appointed Board issues, conflicts, concerns, etc. Additionally, they help the President with administrative duties such as organizing school room bookings, overseeing the A-Boards work, and other items. The VPA also fills in for any missing/non-appointed A-Board members when needed.





Vice President of Service (VPS) - The service coordinator and liaison! Typically in charge of service coordination and service creation. As we are a community service organization, this VP oversees all volunteering activities and is the main contact for service related items. They sit on the E-Board as a reminder that this is a club dedicated towards service, but also as a liaison between club administrative duties and serving the community.



Secretary - The main records keeper! The secretary is in charge of the collection and the maintenance of various club records such as attendance at events and counting of hours. They are the office who oversees the CERFs, MRFs, MRS, and other official documentation necessary to record and prove earned hours. They also keep minutes and create agendas as needed for board and general meetings.



Treasurer - The money tracker! The Treasurer is in charge of handling a club's finances and inputting members into the Membership Update Center (MUC). This officer keeps tabs on all the inflows and outflows of money within the club and helps to set a budget for the club officers as a whole.

Appointed Board

- ❖ *Fundraising Chair* - in charge of raising funds for administrative items or for the District Fundraising Initiatives
- ❖ *Public Relations Chair* - in charge of tabling, social media, and getting the word out there about CKI on your campus
- ❖ *Historian/Newsletter Chair* - in charge collecting photos/videos and publishing newsletters for organized ways to viewing events your club has had
- ❖ *Technology/Web Technician Chair* - in charge of creating and maintaining a club website as well as other technology items for the club (projector, speakers, etc.)
- ❖ *Membership Development & Education Chair* - in charge of developing members, planning formal installations, and educating them about CKI
- ❖ *Kiwanis Family Relations Chair* - in charge of keeping up relations with your local Kiwanis clubs in all branches (youth & adult)
- ❖ *Special Events Chair* - in charge of planning any special event unique to your club/something that your club wants to start!



Ishan Pathirana
UC Santa Cruz



(insert caption here)

District Committees

Communications and Marketing

- ❖ Maintains the public relations of CNH Circle K through various platforms.

Club Building & Revitalization

- ❖ Assists in helping individuals interested in chartering, rechartering, and/or reactivating a Circle K clubs; also a resource for at-risk and struggling clubs.

District Convention

- ❖ Plans and coordinates CNH Circle K's annual District Convention.

Fall Training Conference

- ❖ Plans and coordinates CNH Circle K's annual Fall Training Conference

Finance and Fundraising

- ❖ Plans Crazy Kompetition for Infants North and South, facilitates on-site fundraisers at District Convention and Fall Training Conference, and educates members on our District Fundraising Initiatives.

Kiwanis Family and Foundation

- ❖ Works to strengthen the District Kiwanis Family relations through club and divisional aid.

Laws and Regulations

- ❖ Handles, edits, and educates members about our District documents and policies.



FTC Committee 2019 - 2020

Member Recognition

- ❖ Handles all things related to recognition, from helping individual clubs to promoting methods of District recognition for members, divisions, and clubs.

Membership Development and Education

- ❖ Aids on the club, divisional, and district level with member recruitment, member retention, member and club development, officer and member education, and more.

Service

- ❖ Provides service-related resources to clubs and plans the District Large Scale Service Project.

Technology

- ❖ Oversees all technical aspects in CNH Circle K and provides resources through the District Website (<http://www.cnhcirclek.org/>).



Technology Committee 2019 - 2020

District Board

- ❖ The District Board provides guidance, support, and leadership to the District. Our District Board is comprised of the Executive Board, Lt. Governors, and Committee Chairs.
- ❖ The District Executive Board positions are: District Governor, District Secretary, and District Treasurer. These positions are elected annually at District Convention.
 - District Governor - The District Governor oversees the District Board, serves as the liaison between CNH and International, serves as the liaison between CNH and Kiwanis, and serves as the chair of any special committees.
 - District Secretary - The District Secretary records and publishes all minutes of official District meetings, compiles Club Monthly Report forms, and serves as the chair of the Laws and Regulation Committee.
 - District Treasurer - The District Treasurer oversees dues and other District income, maintains the District budget, compiles the financial report, and serves as the chair of the Finance and Fundraising Committee.
- ❖ For each Division, there is a Lt. Governor. The Lt. Governor serves as the liaison between their respective Division and the District, oversees the clubs in the Division, provides training and support, appoints and leads the Division Leadership Team.
- ❖ For each of the aforementioned District Committees, there is an appointed District Chair. The District Chair serves as the liaison between the committee and the District, appoints and leads a committee to complete the objectives of their respective committees.



Jennifer Sandoval
2019 - 2020 District Secretary



Wayne Cheng
2019 - 2020 District Governor



Kevin Ru
2019 - 2020 District Treasurer

District Service Initiative



Sophia Herrera (CSUF) at Kids Club Summer Camp

Each year, the DSI is proposed by the District Service Committee and approved by the District Board for the next Circle K term. The DSI encourages members throughout California, Nevada, and Hawai'i to participate in service projects and other service-related activities related to this initiative throughout the duration of the Circle K year.



Anne Dang (CSUF) at LA Career Day

The District Service Initiative (DSI), is a district-wide service initiative that unites members all across the CNH District under one common service goal in order to raise awareness about an important cause and make a large positive impact within our communities with respect to this cause.



2019-2020 DSI:

Focusing on Education

The goal of this term is to provide resources and aid to the disadvantaged community in grades K - 12, collegiate level, or the special needs community.

District Fundraising Initiative

Each year, the CNH Circle K District focuses its fundraising efforts toward three distinct charitable causes, called our District Fundraising Initiatives (DFIs). These charities often align with Kiwanis vision, address a concern in modern society, or represent causes that are important to our membership. Currently, the Cal-Nev-Ha District Operating Procedures establish that the Pediatric Trauma Program and the Kiwanis Family House are two pre-selected DFIs every year. The 2016-17 District Board allowed for the third DFI to be a rotating charity to be proposed by the District Finance and Fundraising Committee and approved by the District Board every year in order to promote global and modern causes that the membership would like to support.

KIWANIS FAMILY HOUSE

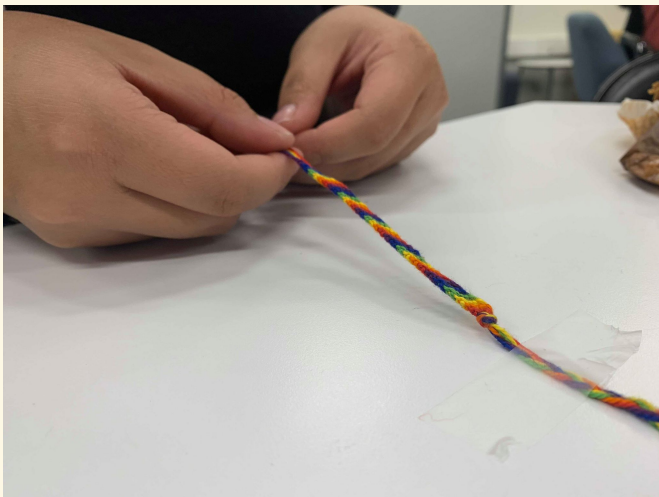
The Kiwanis Family House was built via the efforts of several Kiwanis club volunteers from the Sacramento area. It provides affordable, temporary housing and support to families of seriously ill or injured children and adults being treated at UC Davis Medical Center or Shriners Hospital in Sacramento, CA.

PEDIATRIC TRAUMA PROGRAM

The Pediatric Trauma Program is a program started by the Cal-Nev-Ha Kiwanis District in 1994. This program was developed to raise awareness about the dangers of childhood trauma has on kids, as well as educate doctors on how to properly treat children who have gone through traumatic experiences.

2019-2020 DFI: Trevor Project

The Trevor Project is the leading national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer & questioning youth.



CSUF making rainbow bracelets for the Trevor Project Initiative



Michael Hayes (CSUF Alumni) making PTP Dolls at CSUF Kiwanis Family BBQ



Special Thank You To...

Sacramento State CKI
CSU Fullerton CKI
CSU Long Beach CKI
UC Santa Cruz CKI
Saddleback College CKI
Irvine Valley College CKI
Orange Coast College CKI
Markham Middle School Builders Club
Kiwanis of Costa Mesa

And to our historians, media team, and
other photographers, including...

Lay Hak
Ben Distor
Vincent Vu
Jeremiah Abano
Alan Camargo
Samantha Wagner

**... and many more for their support &
contributions!**



We hope you all find this handbook as useful as we enjoyed making it! Please don't hesitate to reach out to any one of us on the MD&E Committee!

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*Live to serve,
love to serve.*



Kiwaniis®
Service Leadership Programs

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