

# Hosting a Kiwanis Takeover Meeting

# What is a Kiwanis Takeover?



A Kiwanis Takeover meeting is an event in which a Circle K club “takes over” their sponsoring Kiwanis’ meeting!

## **What does this mean?**

For a designated Kiwanis meeting, Circle K will come in and take over – members will lead and facilitate the meeting however they want! Typically, a Kiwanis Takeover will include both educational and fundraising aspects. Use this event as an opportunity to thank your Kiwanis Club for their support while socializing with members from another branch of the Kiwanis Family.



# Why You Should Host A Kiwanis Takeover

1. Hosting a Kiwanis Takeover allows your Circle K club to strengthen their relationship with the Kiwanians while also allowing the Kiwanis to learn more about Circle K and their values. Usually there is not much collaboration between Circle K clubs and Kiwanis clubs but implementing a Kiwanis Takeover gives your club the opportunity to set the grounds for more collaboration on future events.
2. Hosting a Kiwanis Takeover allows Circle K members to practice being in a leadership position. The process of planning and running a Kiwanis Takeover gives members an idea of what it's like to plan an event for this organization.
3. Hosting a Kiwanis Takeover gives your Circle K club an opportunity to fundraise either for club operations or for charities.
4. Hosting a Kiwanis Takeover still takes much planning, but it is much more doable and gives smaller clubs an opportunity to bond with their sponsoring Kiwanis club.



# Planning a Kiwanis Takeover

*When planning a Kiwanis Takeover, it is important to consider and confirm the following:*

**a. Date and Time**

Choose a date that works best for the Kiwanis; usually this is during their weekly meetings. Kiwanis clubs usually have weekly speakers so collaborate with the Kiwanis President and schedule the meeting before they plan out speakers for the month.

**b. Location**

Make sure to make the takeover location accessible or organize rides. Kiwanis meetings are usually during the week so organizing rides may be harder due to classes.

**c. Theme**

Incorporating a theme and centering activities around the theme will make the meeting more enjoyable. Ex. Luau theme because club theme is "Serves Up" (Surfs Up)

**d. Keeping Your Goals in Mind**

What is the end goal of your Kiwanis Takeover? Funding for a certain event? Better relations? Education?

**e. Circle K Attendees**

Introduce and utilize Circle K members during the takeover. This allows the Kiwanis club to get to know more Circle K faces, too! Tasks to delegate: splitting up presentation, handing out materials, etc. Make sure to communicate with the Kiwanis club about how many member your club will be bringing.

**f. How to Communicate**

Work closely with the Kiwanis President to ensure all necessary materials are present. Make sure to keep a friendly but professional relationship with the Kiwanians. Ex. Because of an age gap, they might prefer email over texting.

**g. Delivery Method**

How will you present? Do you plan on using a powerpoint? Was the information portrayed clearly but in an interactive way?



# Education

Hosting a Kiwanis Takeover is a great way to educate the Kiwanis club about Circle K operations as a whole. Topics can include: how the club works, DFIs, DSI, upcoming club events, district/international events, or all of the above!

Here are some ideas to make the meeting both educational and fun!

1. Give a short presentation and then play a jeopardy game with questions from the presentation, with prizes.
2. Work on table tops while simultaneously educating the Kiwanis club about our DFIs/DSIs.



1. **Hold an Auction:** Bring your club attire and auction off anything you have. Kiwanis members want to support you so they will pay a lot for club merchandise.
2. **Get the Kiwanis Officers Involved:** Approach Kiwanis members and see if anyone would be willing to participate in small fundraisers. Ex. Pie-ing or in-meeting dares
3. **Happy/Sad Dollars:** Have a container and go around the room while people put in money and talk about events that may have caused them happiness or sadness throughout their week. Some clubs already include this in their weekly meetings.
4. **Use Existing Kiwanis Club Fundraising Techniques:** If Kiwanis Clubs have a special method for fundraising during their meetings, make sure to replicate that and the funds collected will add to your total!

# Fundraising





If you have any questions on hosting a Kiwanis Takeover, please do not hesitate on contacting any member of the District Kiwanis Family and Foundation Committee! Good luck with planning!

### **Acknowledgements:**

#### **Created:**

- 2016-2017 term (*The District Kiwanis Family and Foundation Committee, chaired by Josef Madrigal*)

#### **Revised:**

- 2017-2018 term (*The District Kiwanis Family and Foundation Committee, chaired by Ana Chavez*)
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#### **Helpful Links:**

Circle K International Website  
CNH Circle K Website