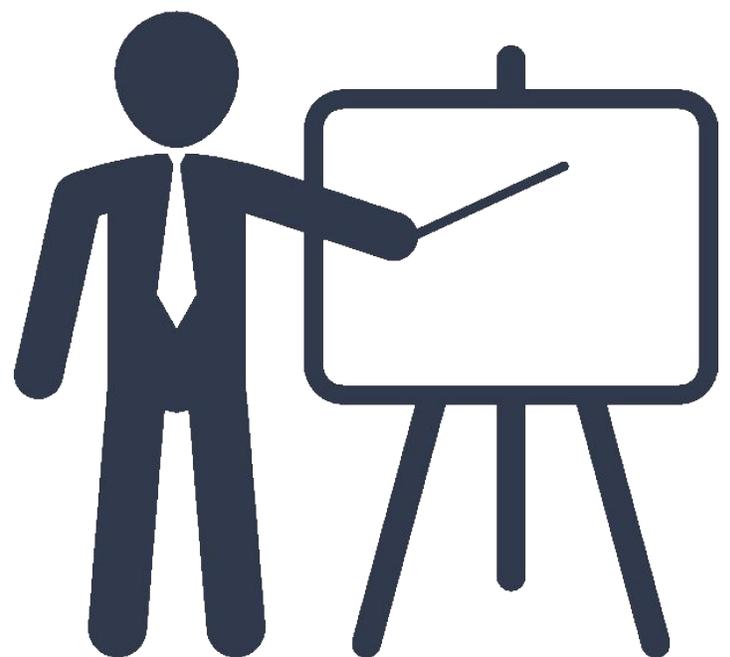


Key to Life Manual

What is Key to Life?

Some might ask “Isn’t Key to Life just like a Key to College?” The answer is Nope! While there are a few similarities between the programs, the key differences are the target audience and your objective for them. Key to College is geared towards high school students and the goal is to teach them about life in college. Key to Life goes down a different path and caters towards Circle K members. The usual activities, include various workshops, networking opportunities, and other events, are made to help the attendees learn the aspects of professionalism and life after college. Depending on how this event is put together, it will give members the opportunity to network with professionals and the essential skills to succeed in their future.



Why You Should Host A Key To Life

- “Live to serve, love to serve.” That’s our Circle K motto! But with so much of our time devoted to serving others and to serving the community, it’s rare to have an event that is solely focused on serving US -- the members of Circle K. Key to Life is an event that is specifically designed to help us succeed. From this event, Circle K members can learn about the next steps they can take in their career, how to build themselves professionally, and how to live in the real world. This event provides Circle K members with professional benefits, something that not many Circle K events can provide at the moment.
- This event doesn’t have to be limited to just Circle K members. Use this as an opportunity to invite younger Kiwanis branches, because it is never too early to start learning about the Keys to a successful life!
- In addition, hosting this event will help to improve your Kiwanis-Circle K relationship. By inviting Kiwanians out to help with your program, you are able to get Circle K members and Kiwanians to interact and learn more about each other. You’re also able to utilize the Kiwanians’ experience and make them feel resourceful. Hosting a K2L is a great way to build upon your relationship with your local Kiwanians.

Testimonial

“From experiencing this event to later putting on my own, I saw that this event does so much to bridge the gap between the undergraduates and the professional world. By utilizing the advice and wisdom from Kiwanians and CKI Alumni, there is no end to what we can accomplish.” -Nathan Heger



Planning Key to Life



Starting the process

When starting to plan a Key to Life, organize the following:

a. When to Start Planning

Ideally, start planning this event at least 3 months out. You need to make sure that Kiwanians, alumni, and other branches of Kiwanis have their schedule cleared for the event. Give sufficient time for the Event Request Form if you plan on inviting the younger branches.

b. Date and Time

As with any event involving members of the Kiwanis family, working with them is essential to have a successful event. Work with the branches to find the best time that they can attend. Weekends, between morning and early evening, tend to be the best time for most people.

c. Location

Ensure the location of the event is accessible for all attendees. Your home campus can be an optimal place. Keep parking in mind, as many Kiwanians and other guests will be driving.

d. Kiwanians and Guests

Make a list of the Kiwanians and Circle K alumni that you want to invite. Contacting the President of the Kiwanis club will allow you to connect with other Kiwanians. For alumni, look through past memberships, and alumni directories. If your club doesn't have a directory yet, this is your chance to make one. Talking to older members and past board members is a great way for you to get this information.

e. Create your program

Make an outline for your program. What kind of event do you want it to be? You can vary just about any aspect of it. Some schools structure it similar to how they do key to college, some do short workshops, and have Q/A sessions. The decision is up to you! Knowing what you want to do is essential to figuring out how you will get there.

f. Budget and other materials

Create the budget needed for the event. Know your costs for food (if necessary), printing, materials, parking (if guests need it), prizes (if doing any contests), etc. Along with that, create a list of needed materials (name tags, projectors, etc).

Planning the Event

Create a timeline to accomplish the following and stick to it!

- a. Secure Kiwanians (and Circle K Alumni) for the event by reaching out to them and asking if they are available for the date of your Key to Life.
- b. Finalize your program and how your guests will participate/facilitate (i.e., assigning guests to workshops, panels, Q&A, etc).
- c. Set your registration format and start getting signups. Registration can be done via Google Form or through a club website, depending on host preferences.
- d. Inform guests about the logistics of the event, their responsibilities, parking information, and other pertinent event information.
- e. Create a promotional Facebook event page with posts about the event.
 - Promotional Ideas:
 - Host spotlights
 - Sneak peeks of workshop content
 - Social media contests for registration

- Post regularly to keep interest up and spread publicity
- If inviting those outside of your home club, make sure to get approval from your Region Advisor/those you must get approval from. With approval, you can spread your publicity and audience even further if you desire.

Day of the Event:

Keep the following in mind so that your event runs smoothly:

- a. Make sure that all of your guests are accounted for, know where the event is, etc.
- b. Provide directions for parking if necessary.
- c. Set up projectors, acquire Wi-Fi access and assure all rooms are opened.
- d. Have assisting members help collect registration information and assist you with your program throughout the event.
- e. Ensure that your program stays on schedule as much as possible.
- f. Finish the event!

Workshops and Contents

Before deciding on your workshop type, decide what kind of structure you want your workshop to have.

1. Normal Workshop

This is the original style of workshops, with presenters presenting a PowerPoint on the given topic. There may be a Q & A at the end.

2. Panel

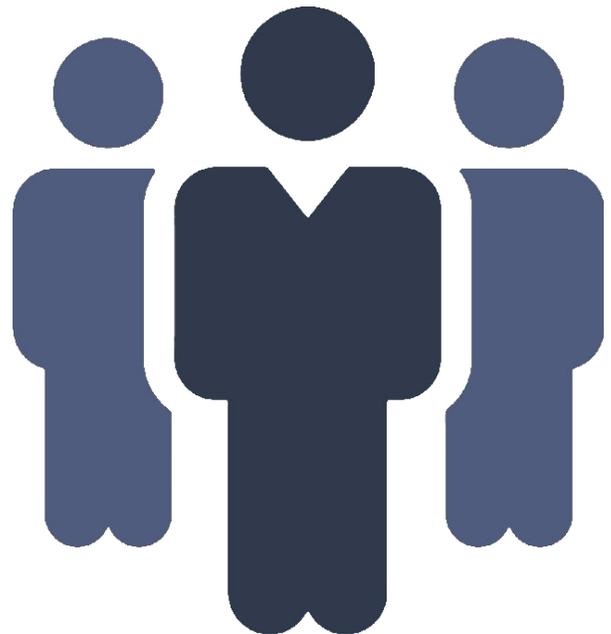
Multiple hosts line up in front, and a designated person and/or attendees can ask questions which will be answered by all the hosts.

3. Career Expo

This allow members to get up close with the professionals/hosts to be able to ask them direct questions.

4. Exercises/Activity

These provide a more entertaining way to educate. Come up with an exercise or activity that is related to the topic at hand!



5. Ice Breakers

These provide a more interactive experience at Key to Life.

Workshop Topics

Here are some ideas for workshop topics! In addition, you can ask members what kind of workshops they'd be interested in attending.

- **How to Write a Resume**

This workshop can be done as a presentation or be made more interactive. You could have a presenter talk about how to write an effective resume giving tips and guidance. You could also instead have a workshop where professionals could review attendees' own resumes for a more interactive feel. An alternative to that is having the presenters guide the attendees on writing a resume on the spot so people leave with a complete resume.

- **Continuing the Kiwanis Family (joining Kiwanis)**

Since speakers include Kiwanis members, this is a good opportunity them to offer future membership to graduating members of Circle K International. Request a short presentation on culture, structure, and benefits of joining Kiwanis.

- **Interview Tips**

As professionals, Kiwanians have undergone several interviews throughout their careers, and may as well have conducted interviews. This topic can cover anything from common questions, attire, different styles of interviews, to body language.

- **Other ideas:**

- How to Use Connections in the Real World
- Where to Find Jobs
- Developing your Leadership in the Workforce
- Public Speaking
- Day after Graduation
- Real Talk
- Graduate School
- Professional Social Media Platforms

Alternatives for Clubs Who Don't Want to Plan a Key to Life

There are other alternatives to providing these valuable resources to your club! Broadly, they include but are not limited to: publishing resources, hosting workshops, and even informal opportunities, sitting down and speaking to Kiwanians could provide a lot of insight!

1. Resources

A simple alternative to hosting a Key to Life would be publishing resources! These resources could provide insight topics ranging from different career paths to properly cooking a meal with a busy schedule. Regardless, these topics could broadly help college students learn more about being successful at life!

2. Workshops

Workshops are another means to expand more on how to succeed at life! With hosted workshops, topics can be covered in depth. These can include building a resume, techniques for interviews, or even how to dress to work! Additionally, local professionals on campus or from the Kiwanis Club can also host these workshops. In this case, the guest hosts could provide a great deal of clarification based upon their own life experiences.

3. Networking Night

This event is a great way to help your club's members professional develop. After planning a few logistics, such as time and location, you can invite professionals from around the area. People you might consider include: Kiwanians, professors, research/internship employers, etc. Then, you can have Circle K members come to network with these professionals. You can take it further by asking the professionals to provide services, such as mock interviews, resume editing, etc.

4. Dinner with Kiwanians

One means to interact with local Kiwanians and hear more about their lives is through conversations over dinner. Reaching out to local chapters and inviting them to dinner would be a good way to sit down and learn more about experienced people's backgrounds and how they ended up where they, provide life tips and network.



If you have any questions on *Key to Life*, 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*)
- 2018-2019 term (*The District Kiwanis Family and Foundation Committee, chaired by Calvin Chau*)

Helpful Links:

Circle K International Website
CNH Circle K Website

Contact your District Kiwanis Family and Foundation Chair at kfamily@cnhcirclek.org