

# Kiwanis Family Events Manual

# Single Service Projects

You can invite any branch of the Kiwanis Family to single service events! From K-Kids to Builder's Club to Key Club, to so many more. The more branches you invite, the more relationships that you'll foster!

Hosting a single service project is important, because it bridges the gap between the different branches and you're able to make an even bigger impact on your community by performing a community service project or a collection of table-top projects with a large group.



# Single Service Projects

## Key Steps

1. Reach out to your local branches and see if there would be an interest in participating in a joint project.
2. Come up with a big enough project that would be able to have multiple branches participating.
3. Don't forget to submit an ERF at least 3 weeks in advance if inviting other divisions or branches such as Key Club and KIWIN'S. To have the younger branches involved, you must have a 10 Key Clubbers to 1 Kiwanian ratio. However, you do not need to submit an ERF to invite Kiwanis clubs.
4. Form a committee that is able to help with different aspects of the project such as table leaders, registration, food, etc.
5. Prep for the project!
6. On the day of the project, have registration set up and collect all necessary forms, and enjoy the service project(s)!

## Things to Keep in Mind

- If you're in need of funding, don't forget to apply for the Tomorrow Fund, which is due before December 1st every year! Also, consider reaching out to your sponsoring Kiwanis Club for help with funds.
- Make sure to plan out when you will be sending out the Event Request Form, so you can have adequate time to advertise.
- Formulate a supplies list of everything you need as single service projects can get big.





# Kiwanis Youth Olympics

Any Kiwanis Family branch can be invited. However, the event is mainly tailored towards Key Club/KIWAN'S and Circle K. Kiwanis members are encouraged to come as well, especially for chaperoning! To have the younger branches involved, you must have a 10 Key Clubbers to 1 Kiwanian ratio.

Hosting a KYO is important because it gives you the opportunity to really get to know Key Clubbers and KIWAN'S members on a different level, outside of hosting an annual Key 2 College. This event is meant to be a combination of Circle K's Krazy Competition for Infants and a Key 2 College with more social and service aspects added. This event is meant to be a balance between educating Key Club/KIWAN'S members on what Circle K is and our own experiences and connecting and socializing with them. Add in a BBQ and it's fun time! It can help deepen your relationships with your Key Club/KIWAN'S, Builders Club and Kiwanians as you all get to do something fun!



# Kiwanis Youth Olympics

## Key Steps

1. Plan the details of the event out with your board and/or committee. A few things to keep in mind for the details of the events are: location of the event, competition games and activities, whether or not to incorporate a service project, and possibly providing food.
2. Fill out an ERF, which must be filled out at least 3 weeks in advance. To have the younger branches involved, you must have a 10 Key Clubbers to 1 Kiwanian ratio.
3. Once the ERF is filled out, you may advertise the event, whether you attend their meetings, create a Facebook event page, or post on their group pages!
4. Everyone needs to sign a waiver, a consent form for medical treatment, and photo release.
5. Prepare for the event and make sure you checklist everything you completed (refer to Step 1)! Always be prepared to adapt and change things, and have backup plans in case things go wrong.
6. On the day of the event, have a registration/sign-in sheet with everyone's signature and collect necessary forms (Step 4).
7. Enjoy the event! Make sure to take pictures as well!

## Things to Keep in Mind

- Make sure you receive a signed ERF from each member PRIOR to the event.
- Make a supplies list to make sure you have all the supplies the day of!



# Kiwanis Family Picnic

Any Kiwanis Family branch can be invited to a Kiwanis Family Picnic!

Having a KFAM Picnic is important because it gives you the opportunity to really get to know other Kiwanis Family Branches on different levels. The picnic can simply be a potluck, where everyone brings food to contribute, or you can figure out a budget to cater food. Also, incorporating games, educational material, and/or a joint service project creates a well-rounded event! It really broadens your relationship with your Kiwanis Family as you get to do something you all enjoy!





# Kiwanis Family Picnic

## Key Steps

1. Plan the event out with your board or KFAM Committee!
2. Fill out an ERF! ERF's must be filled out at least 3 weeks prior to the event! A waiver, consent for medical treatment, and photo release is needed as well. To have the younger branches involved, you must have a 10 Key Clubbers to 1 Kiwanian ratio.
3. Once the ERF is filled out, you may advertise the event! Whether it's going to their meetings and personally inviting them or hosting a Facebook event page, make sure you promote your event! Posting on their Facebook group pages work well also.
4. Prep for the event! Whether you're having a table-top service project or planning games, always being prepared helps an event go smoothly. Make sure to have backup plans in case things go wrong.
5. Work together with your Kiwanis Club to prep for the event! An example would be for you to provide and lead the games, and they can give funds for the food, or they can make it!
6. On the day of the event, have a sign-in sheet with everyone's signature and collect Medical Waivers for Key Club members if necessary.
7. Enjoy the event!

## Things to Keep in Mind

Promotion through Facebook:

- If PUBLIC, the event page can't have the date, time, and location on the page at all. The attendees must click a different link/ access a different website in order to get that information. (This is due to safety issues and concerns)
- If PRIVATE, everything is okay and proceed as normal
- GENERAL, attendees must sign up through a registration form and not through a simple "going" response



# Dinner with Kiwanians

Circle K's can invite their sponsoring Kiwanis Club out for a dinner! This dinner can serve as a way to get to know each other more, to recognize the Kiwanians for their hard work and dedication, and/or to network and develop professionalism.

We have opportunities to serve with our Kiwanis Family throughout the year, but we're typically too busy serving/volunteering to get to know other members in our Kiwanis Family. With an event like "Dinner with Kiwanians", you get the chance to talk to your Kiwanians and get to know them as a person. You can talk about their life, what they were like when they were your age, why they joined Kiwanis, etc. It's a great networking opportunity for Circle K members!





# Dinner with Kiwanians

## **Key Steps**

1. Reach out/contact your local Kiwanis clubs to generate interest!
2. Once you have sparked interest, set a person of contact in the Kiwanis Club. This will be the person in charge of communicating all your plans to the rest of the Kiwanis Club! This person will act as a “co-chair” in a way.
3. Plan out the logistics of this event such as time and location!
4. Have your Kiwanis co-chair get Kiwanians signed up, and advertise to your own club and get members signed up!
5. Set a central meet-up location so that everyone can meet up on the day of the event!
6. Have a great meal!!

## **Things to Keep in Mind**

- Go to the dinner with prepared icebreaker questions, so the Circle K members can get to know the Kiwanians.
- Consider adding activities that will help your members get to know the Kiwanians better, and vice versa.
- When choosing locations for the dinner, be sure to cater to distances, dietary restrictions, etc.
- This may be a good opportunity to also recognize the Kiwanians and their hard work and dedication as well!



# Aktion Club Service Socials

Which KFAM branches can be involved in the event?

- When working with Aktion Club, any branch can participate in the service socials! However, if a particular Circle K club decided to organize a service social, it would probably be helpful to speak to both Aktion Club and their sponsoring Kiwanis club. Effective communication between the groups is the key to a successful event!

Why is the event important?

- This event is beneficial because it allows for an opportunity for better communication and interaction amongst SLPs. Moreover, Aktion and Circle K traditionally does not have much interaction, and more exposure through such events might inspire more joint service projects/socials for the future!

## **Key Steps**

1. The most important steps you need to take is planning the date and time of your event. It is important to start advertising earlier rather than later so that all participating clubs are made aware of the event and can come.
2. Also, if you are planning to have your service social in a public place, make sure to contact the venue and let them know that you want to have an event there and give them an estimate on how many people might come so they can help reserve the venue.
3. If your service requires specific materials (like table-top service), you will need to get the materials beforehand and make sure there is enough for everyone.

## **Resources/Materials**

- You MUST fill out an Event Request Form (ERF) as a precaution. Same forms are required as previously mentioned (waiver, photo release, and consent for medical treatment) If you want to contact other branches, you will also have to acquire their contact information, however, it is more compelling to invite clubs though an in person by attending their meetings.
- Most likely, you will require funds to provide materials. Should you need more money to make your event possible, you shouldn't hesitate to ask your Kiwanis club or contact your school administration

# Shadowing Program

You can set up a shadowing program between Circle K members and Kiwanis members to shadow Kiwanians in their careers and see what it is like to be in the professional world. Shadowing is important, because it also follows with the idea of making connections and networking through the Kiwanis Family.

## **Key Steps**

1. Advertise
  - In order to have a successful shadowing program, you need to have people interested in the program and people to participate. Make sure you advertise the program well and make it known to people so they can sign up.
2. Create applications
  - You'll need to pair people up based on their interests. For example, if you want a shadowing program, try to pair Circle K members with Kiwanis members who have jobs in the fields the Circle K members are interested in.
3. Create events to build relations
  - Creating events for the program is a great way to make sure that people are interacting with their mentees or mentors. We all get busy, so having specific events for the program will help grow relations between mentors and mentees, similar to how Big and Little systems work.
4. Overlook pairings
  - Make sure to check up on pairings and see how they are doing. See what you can do to help improve relations.
5. Create Guiding Questions
  - Help out the people who are shadowing so that they feel more comfortable!
  - Share a list of questions that could be helpful for them to ask to let the conversation to come naturally

## **Resources/Materials**

- Shadowing does not take many resources, as it is a program more individualized to suit the needs of the branches that are involved.





If you have any questions on *Kiwanis Family Events*, 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](mailto:kfamily@cnhcirclek.org)