

*CNH Circle K*

# **SERVICE RESOURCE DATABASE**



# TABLE OF CONTENTS

Balancing the Three Tenets.....	3
Charitable Fundraiser.....	4
Preferred Charities/International Service Partners.....	7
District Service Initiative.....	10
Impactful Service.....	15
Large-Scale Service Projects.....	17
Recurring.....	19
Volunteer-Coordinator Relationship.....	20
Leading a Project.....	21
Original Projects.....	23
Summer & Holidays.....	25
Tabletop .....	26
Service Workshops.....	27
Service with Kiwanis Family.....	28
The “Service Hour” .....	32
Transportation.....	33
Organizing Events in A Calendar.....	36
Closed Service Committees/Impact Teams.....	37
Service Webinar.....	45
Volunteer Appreciation.....	46
Contributors.....	48

# BALANCING THE THREE TENETS

By Samantha Shen (UC Los Angeles)

## Why does Circle K exist?

Do you remember... that moment when you were serving meals to the hungry, or renovating a public space... that moment when you just felt absolutely **fulfilled** knowing that you, in your own way, helped **make this world a better place** to live in?

Circle K exists because people who love service come together, knowing that together they can **HELP MAKE THIS WORLD A BETTER PLACE**



## SERVICE

**MAKING THE WORLD A BETTER PLACE**

Service is one of the fundamental elements of Circle K International. Through active involvement with the community and within college campuses, Circle K'ers perform 250,000 hours of service every year, 100,000 of which come from California-Nevada-Hawaii.

## THE THREE TENETS

Circle K International is composed of three tenets. A well-rounded club has a strong balance of all of them.

*There is no such thing as too much of anything; but careful not to devote all your club's energy into a single tenet and neglect the other two. Try to incorporate activities and events that involve multiple tenets.*



## LEADERSHIP

**LIVE TO SERVE, LOVE TO SERVE**

Circle K is a leadership development organization. There are countless opportunities to become involved with the organization at different levels. Take these opportunities to serve your own members and practice service leadership.

### Leadership + Service Ideas

- Service Committees (e.g. Single Large-Scale Service Project Committee)
- Impact Teams
- Chairing Service Events
- Host service-related workshops (e.g. Healthy Living in College, What is a disability, How to be a Service Leader)



## FELLOWSHIP

**FORMING BONDS AND DEVELOPING RELATIONSHIPS**

College can be a stressful period of time so it is important that we build a support system for each other. We are a family, and thus the name, the "Kiwanis family."

### Fellowship + Service Ideas

- Family Competitions (e.g. Recycling Competition)
- Service Auctions
- Service-Socials
- Charity Food Auctions
- Kiwanis Family Events

# CHARITABLE FUNDRAISING

*By Mariella Batacan (Orange Coast College)*

*Other contributors: Erica Wei (UC San Diego)*

*Shaira Ramirez-Santos (UC Berkeley)*

*William Le (UC Irvine)*

## TYPE 1 ADMINISTRATION

### **Raising funds for your own club**

This is necessary for your home club in order to pay for internal funds. This can help lower your club's membership dues.

**Cheaper dues = More members!**

#### ***Examples:***

- *Eat for Service (Restaurant Fundraisers): Quick and easy!*
- *Kiwanis Takeover: Go to Kiwanis meeting and ask their president if you can take over and plan their general meeting! With this, Happy/Sad change and earn extra cash for your club!*

*(For more information about the Kiwanis Family Foundation, please visit <http://www.cnhcirclek.org/committees/kiwanis-family-and-foundation/>).*

## TYPE 2 CHARITABLE

### **Raising funds for the District Fundraising Initiatives or other Non-Profit Charities**

Not only is it charitable, but it also feels great for educating your members about the non-profit organizations that your club is involved with! Get creative!

*Go to page 7 for ideas*

# DISTRICT FUNDRAISING INITIATIVES



As a nonprofit, nationwide organization with a network of more than 200 food banks, **Feeding America** serve the community by feeding the hunger through food pantries, soup kitchens, shelters and other community-based agencies. In the United States alone, one in eight people struggle with hunger; therefore, it is important that the community stands together to end world hunger by providing food assistance through money and/or food donations.

For more information please visit <https://www.feedingamerica.org>

---



The **Kiwanis Family House** is a non-profit organization that provides temporary housing for families with loved ones who are being treated at UC Davis Medical Center or Shriners Hospital in Sacramento, CA. They strive to provide support for these families and to be a home-away-from-home. The Kiwanis Family House also serves as a central meeting location for many Sacramento-county Key Clubs, Circle K, and Kiwanis Family. It's like a Kiwanis Family hub along with the residences they provide temporary housing for.

For more information please visit <http://kiwanisfamilyhouse.org/>

---



Unintentional injury is the leading cause of death for children under 14, and studies show that 90% of these injuries can be prevented. The **Pediatric Trauma Program** aims to develop local projects and increase awareness in its cause in order to reduce the number of children who are killed through unintentional trauma. The funds raised for PTP are used to purchase safety equipment for children, give proper pediatric medical training to doctors, and provide grants to our six partner hospitals.

For more information please visit

<http://www.cnhfoundation.org/what-we-do/pediatric-trauma-program/>

**For more information about this year's District Fundraising Initiatives, feel free to reach out to the FiFun Committee at <http://www.cnhcirclek.org/committees/fifun/>**

# HOSTING / PLANNING CHARITABLE FUNDRAISERS

1. Choose an activity that you want to do
2. Find a team and start thinking about the basics of planning an event
3. Set deadlines for venues, themes, publicity, itinerary, etc.
4. Have ideas and know whether your vision is large-scale or small-scale

**\*\*\*Any money solicited from the public must go back to the public.\*\*\***

*Example - Money from publicly advertised food fundraisers must go back to community efforts such as charities or service events.*

## EXAMPLES

### Small-Scale

- Car Wash
- Holiday Grams
- Restaurant/Boba Socials
- Bake Sales
- Water Balloon Tosses
- Pie an Officer
- Service Auction

### Large-Scale

- Kids Rock Benefit Concert (UC Riverside)
- Masquerade Ball (UC San Diego)
- Mr. CKI (UC Irvine)
- Serenade (UN Las Vegas)
- Talent Show (San Diego State University)

### **Qualifications for Service Hours**

- Members must actively help with the fundraiser
- 100% of the profits must be donated to a non-profit

*Refer to the "The Service Hour" section on page 32 for more specific guidelines*

## TIPS & TRICKS

- Host an event that aligns with the District Service Initiative and/or International Service Initiative
  - Service + Fundraiser = 2 Birds + 1 Stone
  - DSI 2018 - 2019: Helping Those with Disabilities
  - ISI: Focusing on the Future - Children
- Plan your events in advance! The larger the event, the longer it will take to plan it!
- Prepare agendas for every event-planning meeting
  - Allow everyone to preview the meeting
  - Help everyone stay on track
  - Keep meetings organized
- Always have a backup plan!
  - Most things don't go according to plan, so it is important to always have backup plans and supplies.
  - Gather more supplies than you think you'll need

# PREFERRED CHARITIES & INTERNATIONAL SERVICE PARTNERS

*By Christina Tran (Orange Coast College) and Numfon Vilay (UN Reno)  
Revised by Chloris Li (UC San Diego) and Samantha Shen (UC Los Angeles)*

To unite Circle K clubs from all over the world, CKI has preferred charities and international service partners. Together with our partners, we work towards our **International Service Initiative, Focusing on the Future: Children.**



**March of Dimes** works to prevent prematurity. They organize programs to help moms have full-term pregnancies and healthy babies. They also provide support and educate families on premature births.

Website: <http://www.marchofdimes.org/index.aspx>

**Possible Projects:** Help in local NICU, assist with March for Babies ([marchforbabies.org](http://marchforbabies.org)), awareness ribbons, letter campaigns, cards, etc.

A list of projects and tips/links to creating these projects can be found at <http://www.circlek.org/Service/PartnersCharities/MarchOfDimes.aspx>



**Junior Chamber International** is a non-profit organization of young people between 18 and 40 years old. It focuses on searching for sustainable solutions to issues in our communities and our world. Its diverse members from all over the world come together to address the issues of today.

Website: <https://www.jci.cc/>





**BetterWorldBooks** uses the power of business to change the world. They collect and sell books online to donate books and fund literacy initiatives worldwide. With more than 8 million new and used titles in stock, they're a self-sustaining, triple-bottom-line company that creates social, economic and environmental value for all our stakeholders.

Website: <http://www.betterworldbooks.com/>

**Possible projects:** Create a book drive!

For more, visit <http://www.circlek.org/Service/PartnersCharities/BetterWorldBooks.aspx>



## Students Team Up to Fight Hunger

**Students Team Up To Fight Hunger (STUFH)** is a non-profit organization devoted to assisting and inspiring food drives at colleges and universities across the country. The mission of STUFH is to help feed the hungry while at the same time raising awareness among college students about hunger in their local communities. Since its founding in 1999, STUFH has reported over five million pounds of food raised by colleges throughout the nation through various types of food drives. STUFH invites colleges and food banks to send their comments, food drive results and photos to their website to inspire other universities to become involved.

Website: <http://www.stufh.org/>

**Possible projects:** Encourage members and their families to skip a meal and donate that money to the food bank, grow your greens and donate it to local soup kitchens, etc.

For more, visit <http://www.circlek.org/Service/PartnersCharities/STUFH.aspx>



*Conquer Childhood Cancers*

The **St. Baldrick's Foundation** is a not-for-profit organization with the aim of raising funds to help find cures for children with cancer. The name of the foundation is not associated with a recognized Saint of the Catholic Church, but it is founded on word play and appropriation of the title of sainthood. Volunteers sponsored by family, friends, and employers shave their heads in solidarity with children who typically lose their hair during cancer treatment in order to raise funds.

Website: <http://www.stbaldricks.org/>

**Possible projects:** Create a fundraiser of people willing to shave their head to donate to the cause!





**UNICEF** is a leading humanitarian and development agency working globally for the rights of every child. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle: pre-natal care for healthy births, clean water and sanitation, healthcare and education. Working with and for children through adolescence and into adulthood requires a global presence whose goal is to produce results and monitor their effects. UNICEF also lobbies and partners with leaders, thinkers, and policy makers to help all children realize their rights—especially the most disadvantaged.

Website: <http://www.unicef.org/>

**Possible projects:** Spread awareness and raise funds for the Eliminate Project and Six Cents Initiative, Trick-or-Treat with UNICEF, Movie Night showcasing a movie that celebrates motherhood.

For more, visit <http://www.circlek.org/Service/PartnersCharities/UNICEF.aspx>

# DISTRICT SERVICE INITIATIVE

The District Service Initiative (DSI) is a service initiative that is proposed annually by the District Service Committee and then approved by the District Board for CNH Circle K. It is a cause that the district decides to focus on for the respective term, and this is achieved through the collaboration of service officers and members from all throughout the CNH District.

---

## ***2018-2019 CNH Circle K District Service Initiative*** **Helping Those With Disabilities**

For the 2018-2019 term, CNH Circle K's DSI is Helping Those With Disabilities. Around the world, disabilities come in all forms, such as intellectual, physical, sensory, and mental illness. It is important to remember that disability can be quite complex and people with the same type of disability may not have the same experiences. With 90% of disabilities being invisible, all disabilities impair a person's life activities to various degrees and can make certain tasks difficult to accomplish or partake in. Despite their disabilities, hundreds of millions of people throughout the world move forward and live their lives to the fullest. The goal of the DSI is to provide the resources to the disabled community in order to help them reach their personal goals and give them the opportunities that they deserve to be a part of their community.

With the endless service and leadership opportunities in Circle K, there are so many ways that one can contribute to the DSI. From chairing service projects to planning tabletop service projects related to the DSI, anyone can make a difference regardless of how it is done. Whether creating one's own project from scratch or working with non-profit organizations that focused on awareness, every step that CNH Circle K takes towards the initiative, the passion and dedication that are put towards serving the community and helping the district reach its goal is very much appreciative.

# FUNDING

*By Emily La (UC Santa Barbara)*

***funding:*** the act of budgeting and seeking external funding sources for your service project

---

Budgeting is essential for many different types of service projects that require funding: tabletop service, large-scale projects, nice notes, etc. In order to properly budget, learn how to F.U.N.D.!

## **Find Your Goal**

Set a long term goal in mind. What do you want to accomplish through this event? What kind of experience do you want your member to gain from this?

## **Utilize Your Board**

Communicate uncertainties and finances with your board. The treasurer usually has a master record of club funds, fundraiser chair can help schedule a fundraiser to raise money, and the Kiwanis Family chair can ask Kiwanians for funding if needed.

## **Never Give Up**

Instead, adjust your goals and budget realistically, or plan ways to expand your budget. Reach out to other service officers or the District Service Committee for help too!

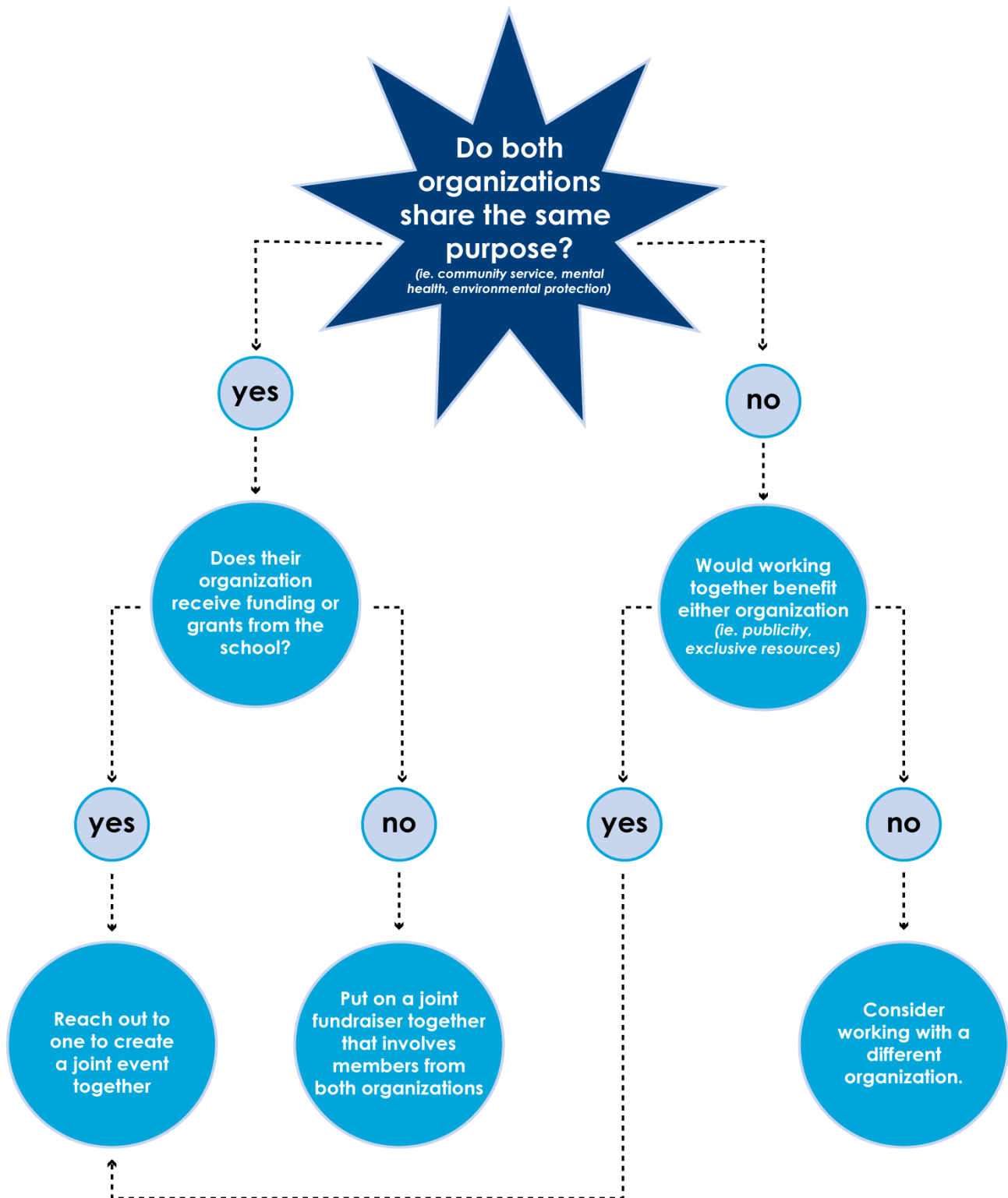
## **Do Allot for Time**

Events alone can often need at least two weeks to prepare for. Allow companies and other organizations to have enough time to determine if they can provide funding.

---

**Reach out to other organizations** - It's always easier to F.U.N.D. together with other clubs than alone. Some clubs are funded by the school and can give stipends to other clubs if they share the same purpose. Collaborating with other organizations allows the club to expand networking opportunities, put on larger events, and establishes good relationships for future help. Work with your club's Public Relations Chair to explore different possibilities.

# SHOULD YOU REACH OUT TO ANOTHER ORGANIZATION?



**Donations Letters:** This is one way to F.U.N.D. without using too much of your club's funds and allows the community to become more involved with Circle K. While it may seem difficult at first, professional behavior and a friendly demeanor can go a long way!

## ***SAMPLE LETTER***



**Donations Coordinator**  
**Your Name**

Telephone: **(999)-999-999**  
Email: **YourEmail@CKI.com**

To whom it may concern:

I am the **[donations coordinator]** writing to you on behalf of the CNH District of Circle K International. We are seeking your support for **[the second annual District Professional Development Conference]**, which will take place from **[August 4 - August 6 in Sparks, Nevada]**. The conference will allow members of Circle K International from various universities across California, Nevada, and Hawaii to gain professional skills in order for them to succeed in their future careers. Featured past workshops included Financial Literacy, Resume and Cover Letter Building, and Branding Yourself.

Last year, our organization had the honor of hosting a large-scale service project during the event. Over 100 attendees had the opportunity to volunteer with Opportunity village, a not-for-profit organization which serves children and adults in southern Nevada community with intellectual disabilities. Members assisted with the organization to enhance their lives and lives of the families who love them.

We would love to mention you as a sponsor in our program in return for your contribution. In any case, **[gift cards]** are gladly accepted. There are limitless options the funds would be used for: gloves, tools, items for care packages. Anything to help us achieve our goals would be highly appreciated!

In the case that we do receive a donation from you, your contributions will be tax exempt. Our sponsoring Kiwanis Club ID number is: **[XX-XXXXXXX]**.

Thank you for your time and consideration.

Sincerely,

**[Your Name]**

## **Main Points**

1. Include the CKI masthead at the top. Who are you? What is the organization that you are representing?
2. What is the event? When? Where?
3. (If applicable) When you had this event in the past, how did it go? What was the IMPACT?
4. Tell the company WHY their support matters. Remember to be generous!
5. What kind of donations are you requesting?
6. Include your tax exempt form and Kiwanis Club ID number. (Ask your Kiwanians for this!)

Link to the CKI Mastheads: <http://tinyurl.com/cnhgraphics>

## **Following Up**

- Go to the stores in person
- Ask for a manager if possible
- Explain what your club and event is
- Call back in a few days
- Keep track of your donations

## ***SAMPLE DONATIONS SHEET***

Store	Amount/Item	Status Update	Use?
Safeway (near Blackhawk)	\$20 gift card	received	snacks/breakfast
ACE hardware (near Berkeley)	14 pairs of gloves	received	DLSSP South
Target	\$50 gift card	received	
Orchard Supply Hardware (San Ramon)	glove?	did not work out	
Home Depot	gloves?	Waiting on email	DLSSP North

## **Companies that Provide Donations**

- Target
- Home Depot
- Trader Joes
- Kmart
- Walmart
- Dollar Tree
- Whole Foods
- Ralph's
- Sprouts
- Smart and Final
- Sherwin-Williams Paint Stores
- Food Maxx
- Stater Bros
- ACE Hardware
- And MANYMORE!!!

### **TIPS:**

- Visit a LOT of stores!
- Different companies prefer different methods of communication. Do your research ahead of time to find out whether you should call, email, or visit in person
- Don't let rejection stop you!

*Companies can either directly provide materials/items you need OR gift cards*

## **Grants**

Many companies and organizations offer grants for community service. This funding method is usually application-based. Here are some grants that your club may be eligible for:

- Double the Donation: Corporate companies match your donation (<https://doublethedonation.com/companies-that-donate-to-nonprofits/>)
- The Tomorrow Fund (<http://circlek.org/service>)
- Kiwanis Club Grant Program (<http://www2.kiwanis.org/childrensfund/impact-and-programs/club-grant-program>)
- Pediatric Trauma Program Grant (<https://cnhkiwanis.app.box.com/v/Grantmaking/file/12879558774>)
- Associated Students
- Talk to your sponsoring Kiwanis Club

# IMPACTFUL SERVICE (vs. Meaningful Service)

By Samantha Ruiz (UN Las Vegas), Chloris Li (UC San Diego), and Shirley Siu (UN Reno)

## service

*Noun*

1. A voluntary act in which no payment is received for service rendered
2. An act of helping others in an impactful way in order to better oneself and the community

As we participate in service, we want to make sure that the actions we take positively impact both our members and our surrounding communities. While every service project we do means something different to each one of our members, the impact we make on our communities by doing service can be objectively measured by *analyzing what has been achieved through the service project*. Impactful service allows members to participate in a hands-on service opportunity that directly benefits their surrounding communities and measure these impacts objectively. This is different from meaningful service because there is no way to objectively measure the meaning that members find in service projects. It is important to focus on impactful service as a way of **measuring the change that we make in our communities through one of our core tenets as members of Circle K International.**

Some ways to measure the meanings of a service project include:

- Thinking about who the service project benefited
- Analyzing what was accomplished during the service project
- Compare the conditions before the service project to the effects post-service project

You can emphasize the importance of impactful service by:

- Researching background information on service projects and sharing this with your club so that members gain a deeper understanding of their contributions.
- Utilizing reflection periods after service to assess how members felt about the project and what was achieved as a result.



## Civic Engagement Service

Ever think about a service event that involved some type of education in it? It may be shocking to say that one of the best approaches to having a successful, yet impactful service project is to include **an education portion**. Some examples include but not limited to are workshops and creative activities that requires critical thinking. Every participants and volunteers not only benefited from the time that was shared together but also gained some **knowledge and connections** as well.

What really makes a service project outstanding are the types of influences it provides for the audiences, but the planning and preparing process does require several steps in order to have a great outcome of the event. These steps are as the following:

### Step 1: Think about what type of project that need/want to implement

Ask yourself what kind of impacts or results the project can bring to the audience. Is the idea of the event to bring people together? To teach a specific topic? There are a variety of approaches that a service project can bring to everyone.

### Step 2: Write down main goals and the focus of the event

Have a set of goals to be accomplished by the end of the event. Is the goal to teach the participants an important topic? Do the volunteers have a special role when interacting with a diversity of families? Is there a theme for the event? If education is involved, how would the educational component be implemented?

### Step 3: Plan and build the idea

Imagine and DREAM of the event. What does it have? Provide a list of what kind of activities/foods would be at the event. What types of audience would the event attracts? How many? What would the setting be like? How many people are needed to actually make the event happen?

### Step 4: Advertise the event to the community

Go out to the community and invite people. Hang signages and pass out flyers to everyone.

### Step 5: Prepare for the event

Gather all the needed supplies. Create signs and decorations. Make a schedule of the event. Would there be different activities throughout the event? How about foods? How many volunteers and attendants are being expected (maybe a sign-up sheet would help)? Be sure to have everything ready before the actual event.

### Step 6: THE BIG DAY

The BIG day is finally here! Be sure to enjoy and make endless memories. Remember not everything can go perfectly as planned so leave room for improvising and necessary changes.

# LARGE-SCALE SERVICE PROJECTS

By Ryan Tsao (US Berkely)  
Revised by Gavin Li (UC Berkeley)

Any project with over 20 attendees qualifies as a large-scale service project (LSSP). Follow these steps to plan your own!

## STEP 1 | BRAINSTORMING

Brainstorm some ideas with a committee and/or board. Make sure that *impactful service to the community* is foremost in the brainstorming process.

Consider...

- District Service Initiative (DSI) - Helping Those with Disabilities
- International Service Initiative (ISI) - Focusing on the Future: Children
- Potential organizations that have shared goals and interests
- Possible sites & their proximity to your school campus.

## STEP 2 | CONTACTING OTHER ORGANIZATIONS

- Utilize connections that your club already has (ask your predecessor or any senior officers)
- Google is your friend!
- Contact large groups that oversee the geographic area your club is in
- Go to the organization's website and find the "Contact Us" page

## STEP 3 | DRAFTING THE EMAIL

If you're emailing an organization for the first time, introduce yourself, give a brief description of what Circle K is, and state what your goals. 1-2 sentences should be enough.

- Brief introduction
- How you came into contact with this person
- Brief Circle K introduction
  - What is Circle K
  - Your position
- Other important information to include
  - Goal: Make sure it is clear what your project entails so the person can decide whether their organization is a good fit for this project or not.
  - The question
    - > Make it clear what you are asking for from the volunteer coordinator(s)
    - > Examples
      - Do you know of any sites that could benefit from this project?
      - Would your organization be interested in working with Circle K for a project of this scale?
  - Scale of your project – estimated # of volunteers

- Projected date
  - > If it's still being decided, at least give them what month you're planning it to be. Remember to tell them the exact date later on!
  - > If any information is not available yet, be sure to let them know in a follow up email.
- Thank them for their time!
  - These coordinators are very busy. Taking time out of their day to read these emails is a lot of work. Make sure to thank them appropriately.

## STEP 4 | FOLLOW UP

Sometimes, you may not receive a reply right away. As a rule of thumb, **follow up sooner if you are close to the event date and you can follow up later if you are further away.** If you are still unsure, 5-7 days should be good. Make sure to include any new information not present in your original email.

## STEP 5 | OTHER PLANNING

After you've secured a project, make sure to consider other logistics.

- Donations
  - Send out donation letters 1-2 months in advance, the earlier the better. Some food places will allow you to take whatever is left at the end of the day, but this isn't as reliable as you can't predict the exact amount of food you will receive.
- Transportation
  - # of drivers
  - Bus routes
  - Parking
  - Weather forecast
- Shift delegation
  - Projects that run >4 hours or are strenuous may need job shifts so that volunteers can take breaks and alternate between tasks
- Budget
  - Plan out the objects that need to be purchased. Keep your receipts for reimbursements!
- Safety and Permission
  - Waivers and medical forms are required for any Circle K event that involves labor. All members **MUST** bring and sign both forms in order to participate.
  - Event Request Forms or ERF's are required if you plan to work with other schools outside your home club. Allow **AT LEAST** 1 month before the event to fill out all the required sections.
  - All forms can be found here: [http://resources.cnhcirclek.org/category/2-policies\\_forms\\_and\\_manuals/](http://resources.cnhcirclek.org/category/2-policies_forms_and_manuals/)

# RECURRING SERVICE

*Revised by Hever Miranda (San Diego State)*

**Circle K International defines Continuous Service as an event that has been completed with the same organization repeatedly at least once a month for a two-month duration.**

Continuous-Service projects are an opportunity for your club to **develop a stronger relationship**

with another organization. Other positives:

- More members get the opportunity to attend this event as more dates are available
- “Impactful Service” - being able to see long-term changes

Frequency of recurring service projects may vary.

- Weekly
- Bi-Weekly
- Monthly
- Seasonal
- Annually
- As many times as you want it to be!

---

*Starting recurring service in your club is built off of a strong relationship and trust between the coordinator and the club. Here are the steps to get started:*

1. **Contact the coordinator.** Introduce yourself and mention your club’s interest with helping. Ask them if they are interested with help on a one-time basis or looking for help on a regular basis. Places usually interested in continuous help:
  - Tutoring
  - Environmental Restoration
  - Schools
  - Animal Shelters
  - Soup Kitchens
2. If you are uncomfortable with bringing up continuous service right away, **start by setting up one project** with them and gather thoughts and responses from volunteers and the coordinator. If everything went well, propose recurring service to the coordinator!
3. If they are interested in continuing, **set up a few more dates** to come in and let the service grow from there.
4. Consider **forming a committee** to help with this process.
5. Before your term is over, **arrange for your successor to meet with the coordinator** to ensure a smooth transition between terms, and so that the coordinator is informed of the change in your club’s service chair.

---

Some examples of schools with different service:

- UCLA Circle K (uclackiservicevp@gmail.com) - weekly service
- UCI Circle K (ucickivps@gmail.com) - service rotation
- UCSD Circle K (vps@ucsdcki.org) - Impact Teams
- UCSB Circle K (ucsbcirclek.vps@gmail.com) - service committee to plan projects
- UN Reno Circle K (vpsservice@nevadacki.com) - bi-weekly continuous service

*If you have more questions on how to set up recurring service in your club, contact another club in your area that volunteers recurrently and they can help you get started!*

# VOLUNTEER-COORDINATOR RELATIONSHIP

By Samantha Ruiz (UN Las Vegas)

Revised by Henry Pham (CSU Fullerton)

## CONTACTING VOLUNTEER COORDINATORS

- Search through an organization's website, word of mouth, campus announcements, Kiwanis family, etc.
- Once the information has been located, try to contact them within 4-5 weeks before the event.
  - *Note: Generally, if you contact coordinators too early, this increases the chances that the project may suddenly be cancelled on you. If you contact them too late, there may not be enough spots left.*
- Always have your club's calendar available and ready to discuss dates
- Contacting Methods
  - Email
    - > Introduce yourself and the organization
    - > Purpose
    - > Ask for upcoming volunteer opportunities or schedule specific dates
    - > Be professional - use proper formatting and greetings in your emails
    - > Thank them for their time
  - Phone Call
    - > Follow the same steps as email
    - > Same general guidelines can be used if you need to leave a voicemail

## MAINTAINING RELATIONSHIPS

After you finish sending that email or hang up the phone, it is time to plan. Several things can happen within this time span.

- **Check back in with the coordinator** as the date gets closer to the event, and make sure everything is still going according to plan.
- **Be responsive** - You want the coordinator to know that you and your group are serious about this, and you always want to keep each other in constant communication to ensure a successful event.
- Coordinators may sometimes forget that you are coming, or they may have to cancel a service project due to unforeseen circumstances. Make sure you are on top of this so you can accommodate for any mishaps in the future.
- After a service project, **maintain contact with these coordinators** so that they can give you information on future volunteer opportunities. You may even be able to set up a continuous service project.

*These coordinators are all people too. They may experience a lot more stress than we do during a project, and they also have their own personal issues. There will be times when they get frustrated, and they may take that out on something or someone else. But, **always treat them with respect**, because at the end of the day, we are all here to serve.*

# LEADING A PROJECT

*Revised by Mariella Batacan (Orange Coast College)*

Chairing events is a great way to get involved with leadership in your home club. You discover what goes into planning a service event, and this can lead to more opportunities in the future.

## STEP 1 | BECOMING THE CHAIR

If you have a club website:

- Go to the website and log in.
- Go to the event calendar.
- Find the event you want to chair.
- If there is no chair already, sign up to be the chair.

If you do not have a club website:

- Sign up through your club
  - Let a board officer know you are interested in being the chair or ask them for more information about what kind of responsibilities a chair has
  - Sign up during/end of your general meeting
- Sign up through your club's Facebook
  - Look for an event chair request form
  - Go through any club officer post about events with no chair

## STEP 2 | PUBLICITY

- Make sure your club's board knows that you are chairing this event.
- Share your event at a general meeting
  - Provide your club's technology chair or president with a graphic to be included in the meeting's presentation
  - The graphic should include:
    - > Event title
    - > Date
    - > Time
    - > Location
  - Be excited, be passionate!
- Provide your contact information to allow yourself to be available for questions

## STEP 3 | SIGN-UPS

- Create a sign-up sheet that includes all event details along with a brief summary of the event (1-2 sentences)
- Carpool
  - Include a column for carpool in the sign-up sheet
  - Please see the "Transportation" section on page 33 for more information
- Contact all members 3-5 days in advance to confirm their availability for the event
- If there are limited spots, create a waitlist in case a member cancels last minute

## STEP 4 | DAY OF EVENT

- Upon arrival, communicate with the coordinator(s) to let them know that your club has arrived
- Keep a list of all members who are attending and who is driving
- Keep an eye on your members throughout the event
  - Make sure the event runs smoothly and everyone is always aware of what is going on
  - Check in with your members every once in a while to make sure that they are doing okay
  - Take a group photo afterwards for memories, newsletter articles, and scrapbooks
- Have fun!

## STEP 5 | AFTER THE EVENT

- Consider these activities
  - Club Reflection - to reflect on the impact that everyone made
    - > Did you enjoy the event?
    - > Has your perspective changed about a certain topic?
    - > What did you learn from today?
    - > Give shout-outs to members who stood out
  - Have an after social!
    - > Great way to get to know your members (Bonding time!)
    - > Relax with some food and drinks after a long day of work
- CERF - Club Event Report Form that records everyone's hours for the district.
  - Communicate with your club's secretary for your club's CERFing method
  - Here is a CERF manual provided by a past District Secretary (Katelyn Duch):  
<https://docs.google.com/document/d/1Rd8u6J2NslC4PrwM-lBisZB3F7ZEqAyHUTu9g-9WDZ8/edit>

***Refer to the "Transportation" section on page 33 for more information***



# ORIGINAL PROJECTS

By Gavin Li (UC Berkeley)

**original projects:** service projects planned and organized by you, with relevant organization[s] providing basic support

*Examples - free yoga session in the park, adding compost bins at a school, taping nice notes in public areas, teaching elderly how to use an iPhone, alleyway beautification, etc*

---

*NOTE: Original projects differ from large-scale service projects—LSSPs usually involve contacting organizations and volunteering for their pre-planned projects*

*For more information about how to host a large-scale service project, please visit our Large-Scale Service Project article.*

## STEP 1 | BRAINSTORMING

First think of **what community you want to impact** and then assess what specific type of impact you want to make on that community.

*Examples*

Community: Local elderly

Locations: Areas frequented by the elderly

Parks

Nursing Homes

*Conclusion:* Plan service projects with organizations that manage these locations

## STEP 2 | RESEARCH

1. Look for organizations/project sites that could benefit your targeted communities.
2. Contact the coordinators and ask if they would be interested to host your service project.
  - **Be clear to state that you have a project in mind** that you want to execute!
3. Compile a list of items needed
4. Start requesting donations (See "Funding") and gathering supplies
5. Apply for grants of necessary

Other questions to ask yourself:

- How viable is my project idea?
- Who do I need to get help from and what kind of help do I need from them?
- Is it within the budget?
- Is it doable in a single day/project's worth of time?
- Would we need to establish this as a continuous project?
- Does the project entail any specialized skills? If so, how limiting would it be without having those skills?

## STEP 3 | PLANNING & PREPARATION

- **Create a timeline** to keep track of what and when everything needs to be done to ensure the success of your project
- Hold committee meetings and/or host workdays to brainstorm specifics and create any tools that you will need (props, posters, flyers, crafts, etc.)
- Visit the site beforehand so you know what to expect on the day of
- Prepare an itinerary, tasks, and teams if necessary for your project
- Confirm the itinerary with the coordinator to avoid any confusion or miscommunication
- Ensure that you have the means to transport all materials and volunteers to project site

## STEP 4 | EXECUTION

- Arrive on time to set up for your project (especially if the coordinators need to open up the site for you)
- Maintain communication with these coordinators by exchanging contact information to ensure that the project runs smoothly
- Be prepared to clean up any and all messes, even those that you did not foresee. An unspoken rule in Circle K is to leave project sites cleaner than we found them.

**Don't stress, relax, and HAVE FUN!!! This is all going to end before you know it so enjoy every moment of it.**

# SUMMER & HOLIDAYS

By Hever Miranda (San Diego State University)  
Revised by Lauren Au (The Claremont Colleges)

Vacation and breaks are the most difficult times to keep the club active in service. It is important that we remind our members that **Circle K is a resource**, and service is something that can be done anywhere and anytime, beyond the club level!

## **Long Distance Planning**

- **Location:** Find out where your members will be spending their break and seek events in that area
- **Availability:** Consider creating a survey (see below) to find out when your members are available during break
- **Service Liaison:** Consider assigning a member the task of liaison in your absence if they live in a city where many of your members will be located during break
- **Tip:** Look into sites like "Volunteer Match" that let you search for events in other cities
- **Joining Other Clubs:** Members who go back home for the summer are able to participate in service with Circle K clubs in the area as long as it's within a 35-mile radius of their home without needing an Event Request Form (ERF). Consider making a resource with contact information for any presidents and service officers nearby where your members will be spending their breaks.

*NOTE: All service hours completed with a different club will benefit*

### Service Event Availability Form

Hi! Thanks for taking the time out of your day to fill out my form. I hope that I can use the responses collected here to book events more open to your schedules for the remainder of this summer and to make these events more available to you in general!

\* Required

Name \*

Your answer

What days of the week are you available to come out to events?

\*

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

What time(s) of the day is/are most convenient for you in general? \*

- ☐ Morning (7AM-11AM)
- ☐ Midday (12PM-3PM)
- ☐ Late Afternoon (4PM-8PM)

If you've had to skip a service event this summer, what have been the deciding factors? \*

- ☐ Schedule Conflicts
- ☐ Transportation
- ☐ Lack of Interest in Events
- ☐ Other: \_\_\_\_\_

Are there any specific days in the coming weeks in which you will not be available for service events? \*

Your answer

Notes (Suggestions, comments?) \*

Your answer

# TABLETOP

*Revised by Emily La (UC Santa Barbara) and Chloris Li (UC San Diego)*

Tabletop service is a quick service project that can be done anywhere that is easily accessible to members, such as campus. It is an easy way to get new and returning members engaged without performing too much strenuous activities. Projects are meant to be creative and original so feel free to add your own flair and create some original ideas.

## **BEGINNER'S LIST TO TABLETOP PROJECTS**

- Card making
  - Thank you cards: Kiwanians, maintenance/custodial staff, military, faculty, etc.
  - Motivational cards: hospitalized children, cancer patients, students, etc.
- Care Packages
  - Mental Health
  - Midterms/Finals
  - Operation Secret Santa
  - Operation Gratitude (for veterans)
- Repurposing old materials
  - T-shirt dog toys
  - No-sew blankets/scarves/pillows
  - Plarn sleeping mats
  - Plastic bottle plant pots
- Motivational Campaigns
  - Heartfelt Revolution
  - Clothespin compliments
  - Positivity Notes
  - Rock painting
  - Origami cranes
  - Baking cookies to pass out
- Children
  - Beaded bracelets
  - Nonstick socks
  - PTP dolls
  - Activity Kits
  - Capes for Kids
  - Coloring/Lettering books
  - Sticking reflective tape on bike helmets
- Drives
  - Canned food
  - Feminine Hygiene
  - Books
- First Aid Kits for Homeless Shelters
- Water Pasteurization Indicators (WAPIs)
- Making/Distribution of food to the homeless
- Paracord bracelets for veterans
- Art pieces for public spaces (ie. murals, decoration for a hospital)

# SERVICE WORKSHOPS

*Revised by Zena Amran (UC Berkeley)*

## WHAT IS A WORKSHOP?

A workshop is a meeting in which people gather to become educated about a specific topic. A service workshop is specific to service, and it is meant to teach people how to better serve their community.

---

### BASICS

- Use a strong projecting voice: be prepared to yell if your workshop gets too crowded
- Have a Powerpoint Presentation or some sort of visual in order to better **gain the interest** of the audience
  - Prezi
  - Microsoft PowerPoint
  - Pamphlets
  - Posters

### PURPOSE

- What are you trying to accomplish?
- How will you do it?
- What is your **goal**?
- Do you want to branch off your own ideas or involve the ideas of others?
- What do you want your audience to take back to their clubs?

### ENGAGE

- Incorporated different styles of presentation to your workshop
  - Question & Answer
  - Icebreaker activities
  - Discussion
- **Get the audience involved** and ask them questions throughout the workshop. When creating your presentation, be sure to keep in mind when it will be convenient to ask your audience a question.
- Make sure that the audience knows that their ideas are heard and let them know that what they have to share is helpful.

### INSPIRE

At the end of the day, your main goal is to inspire your members. Spread your desire to do service to other members of CKI! Let's make sure that your passion and knowledge for service gets passed on to other members so that we can **keep spreading the impact of service!**

# SERVICE WITH KIWANIS FAMILY

*By Karina Gonzalez (CSU Fullerton) and Christina Tran (Orange Coast College)  
Revised by Arlene Anguiano (UC Santa Cruz) and Chloris Li (UC San Diego)*

Circle K International is only possible because of our sponsoring club, Kiwanis International. As a Kiwanis family, we must maintain strong relationships with each other. Familiarize yourself with these other Kiwanis Family organizations to get started on your service.

*If you want to learn more about the Kiwanis Family outside of the tenant of service, please talk to a District Kiwanis Family and Foundation's Committee Member or visit  
<http://www.cnhcirclek.org/committee/kiwanis-family-and-foundation/>.*



## Kiwanis®

**"Serving the Children of the World"**

Kiwanis clubs, located in 79 nations, help their communities in countless ways. By working together, members achieve what one person cannot accomplish alone. Kiwanis is dedicated to serving the children, ensuring them all the chance to learn, experience, grow, succeed, and thrive. They focus on "changing the world, one child and one community at a time."

Website: [www.kiwanis.org](http://www.kiwanis.org)

### Possible Project Ideas

- Pancake breakfasts
- Marathons
- Kiwanis One Day
- Parade floats
- Kiwanis Family Month (November)

### Communication Methods

- Attend Kiwanis meetings and ask if there are any projects they need help in
- Email your Kiwanis advisor or your sponsoring Kiwanis Club president
- Read newsletters
- See advertisements around the city of possible Kiwanis involvement



***"Live to Serve, Love to Serve"***

Circle K is the largest collegiate organization in the world, existing in 14 different nations. Members strive to make a difference in their communities and develop skills needed to become the next generation of leaders. CKI is organized under three tenets: service, leadership, and fellowship.

Website: [www.circlek.org](http://www.circlek.org)

Possible Project Ideas

- District Large-Scale Service Projects
- Divisional Service Events
- Inter-Clubbing with other schools in the division (with proper approval)

Communication Methods

- Talk to your LTG or Divisional Service Chair
- Contact VPS's and Service Chairs from other schools
- Contact your regional advisor to learn the process of organizing large-scale service projects (projects going beyond the divisional level)

# KEY CLUB®

***"Caring—Our Way of Life"***

Key Club is the largest branch of the Kiwanis Family, with over 276,000 members from high schools all over the world. These members are caring and passionate students who are all leaders in their own way. Founded in 1925, It is the oldest high school service organization.

Website: [www.keyclub.org](http://www.keyclub.org)

Possible Project Ideas

- Beach/Highway clean-ups
- Environmental restoration
- Holiday Drive Packages
- Food Drives
- Feeding the homeless
- Key2College

Communication Methods

- Talk to the sponsoring Kiwanis of the Key Club's division to find out the proper paperwork to fill out as well as assigning chaperones
- Work with your club's Kiwanis Family Chair(s) or other schools in your division
- Contact the LTG of the Key Club division





Builders Club is the largest service organization for middle school and junior high school students in the world. Members work to develop servant-leader skills, learning to work together to serve their schools and communities. Community-based Builders Clubs, which are sponsored by Kiwanis, can also be established at churches, libraries, Boys & Girls Clubs, YMCAs, lodges or similar facilities.

Website: [www.buildersclub.org](http://www.buildersclub.org)

#### Possible Project Ideas

- Planting gardens
- Recycling programs
- Food drives
- Anti-bullying campaigns

#### Communication Methods

- Contact sponsoring Kiwanis of their division or sponsoring club
- Browse the school's website



K-Kids is the elementary/primary school branch of the Kiwanis Family. As a student-led organization, it provides members with service-oriented leadership opportunities, getting them involved with the community. There are more than 35,000 K-Kid members around the world, making a difference not only in the world, but also in themselves.

Website: [www.kiwaniskids.org](http://www.kiwaniskids.org)

#### Possible Project Ideas

- Card making
- Assist in elderly homes
- Fundraising for school events/ programs that are receiving low government funding

#### Communication Methods

- Contact sponsoring Kiwanis of their division or sponsoring club
- Browse the website



**"Development has no disability"**

Aktion Club is the only service club for adults with disabilities, existing worldwide with over 500 clubs and 12,000 members. They can be found at state-supported living centers, schools, community centers, and more. They have their own service initiative, Sleeping Children Around the World (SCAW).

Website: [www.aktionclub.org](http://www.aktionclub.org)

#### Possible Project Ideas

- Tutoring
- Environmental beautification
- Food drive

#### Communication Methods

- Contact sponsoring Kiwanis of their division or sponsoring club
- Browse the website

# ORGANIZING THE PROJECT

All branches of the Kiwanis Family Tree generally share the same ideals and passion for service. Therefore, service is a great way to bond with them. Follow these steps to start your project!

*Remember, Kiwanis is a leadership-development organization. **Be professional and respectful** when contacting others.*

## 1. Decide what to do

- Select an age-appropriate event for the Kiwanis Family branch you are working with

## 2. Invite the club

- Make sure to do this with enough time so that the members in their club will be able to go. Nobody likes last minute invitations
- Get permission where needed
- Fill out an Event Request Form AT LEAST 1 month before the event
- Follow up with the club as the event approaches
- Set a date for the clubs (yours and theirs) to report how many members will be attending

## 3. Plan the event

- Check materials
- Ensure members are notified of waivers and medical forms
- Consider contacting the president of the other club to see if they would like to help plan the event

## 4. Host the event

- Be welcoming and get excited!
- Stray away from cliques and meet new people. Don't be afraid to go out of your comfort zone!

## 5. Keep in touch for possible future events

*It is very important that we get to know the other parts of our branches as we support each other through service. As we are on the collegiate level, we can make a huge difference if we keep a connection with the younger clubs through mentorship. You can also make lots of new friends, and tons of great memories!*

# THE “SERVICE HOUR”

By Arlene Anguiano (UC Santa Cruz)

**“service hour”**: a service hour is 60 minutes of uncompensated volunteering that benefits a charitable and/or non-profit organization

---

*The CNH CKI District Operating Procedures specify:*

- Any form of monetary compensation received from a service project, either directly or indirectly, **must be donated to a charitable entity**
- For a member to receive service hours for a service project, the event must have been **properly advertised to the entire club as a Circle K affiliated event**.
- The recording of service planning hours will be restricted to events classified as **Service Fundraising Events** and **Single Service Events**
- Planning hours reported for Service Fundraising Events or Single Service events should be reasonably proportional to the amount of service hours accrued from the event or the amount of funds raised. (This differs for every event!)
- A Single Service event is considered a volunteer event that is **entirely planned and executed by any Circle K member**. This includes providing materials, preparing activities, and securing a location, among other logistics.
  - All the service hours completed during the event abides by the official definition of a service hour (stated above).
- Attendance at a service fundraiser should not count as service hours UNLESS **both definitions of service and fundraisers are fulfilled**. In all other cases, it would be a social or administrative event, but still a fundraiser.
  - **Work needs to be done voluntary** in order for it to count as service. If work was put into planning, hours may be counted for service.
  - Members cannot receive service hours by just paying admission to an event, having meals, etc. This constitutes as “buying” hours.

*For the complete CNH District Operating Procedures, please visit*  
<http://www.cnhcirclek.org/downloads/download-info/cnh-circle-k-operating-procedures/>

---

## MEMBER RECOGNITION PROGRAM REQUIREMENT

“Service hours” is one of the key requirements in the CNH Circle K District’s Member Recognition Program. Knowing this information can help you fill out Club Event Report Forms (CERFs) and also act as motivation to accomplish your service goals.

Club members must meet a certain number of service hours in addition to other requirements to achieve **bronze, silver, gold, and platinum** status.

*For an in-depth list of MRP requirements, please visit*  
<http://www.cnhcirclek.org/leadership/membership-recognition-program/>.

# TRANSPORTATION

By Henry Pham (CSU Fullerton)

Revised by Lauren Au (The Claremont Colleges)

Transportation is perhaps one of the most difficult and frustrating parts of chairing a service project. Though there are many methods in trying to solve this problem, it is important to recognize that this is something that EVERY SINGLE CLUB faces. **Your struggle does not define your capability as a leader.**

## CARPOOLING

Always dedicate enough time to find drivers, organize carpool, and share the information with the driver and passengers. When multiple parties are involved, it is important that tasks are completed in a timely manner.

### STRATEGY 1 | THE COMMUTER SCHOOL STRATEGY

Usually members in commuter schools live within a reasonable proximity to each other. This makes carpooling a lot easier because members can skip meeting at a certain location. This method is not limited to commuter schools.

1. Create a sign-up sheet for the event. Give members the option to provide or receive carpool
  - This is to ensure that you (The Event Chair) can stay informed with how many drivers you have, and how many are needed
2. Figure out the geographic location of each member who is attending
3. Based on this information, designate who will provide, and who will receive carpool.
4. Inform the drivers that they will be driving, and inform the rest of who their driver will be.
5. Make sure the drivers get in contact with their carpool buddies, and individually set-up where the driver will be picking up everyone.

When: Saturday, March 31st							
Where:							
Pancake Breakfast - La Mirada Regional Park (13701 Adelfa Dr, La Mirada, CA 90638)							
Duck Races - Splash Aquatics Center (13806 La Mirada Blvd, La Mirada, CA 90638)							
What: We will begin the event w/ a pancake breakfast at La Mirada Regional Park and then assist with the Duck Races at Splash Aquatics Center!							
Name	Number	Need Carpool?	Provide?	From?			Questions, Comments, & Concerns
Josephine Chau	714 872 6757	No	Yes	Fullerton			
Henry Pham	714 837 0982	yes	yes	gg			
Angela Lagrada	951 442 5040	yes	no	CSUF			
RJ Pacquing	951 534 3143	no	yes	CSUF			
Kim Ubungen	909 895 9837	no	yes	CSUF			
Melody Tran	714 260 4909	no	yes	GG			
Daniel Luong	714-702-0664	yes	no lol	FV			i can drive up to someones place for the carpool
Kelly Quach	657-246-7700	yes	no	Santa Ana			
Michelle Hong	626-560-2785	Maybe	No	Not sure yet			
Rafa Alam	626 524 1468	no	no				
Christina Lam	714 253 2068	no	no	Fullerton			

## STRATEGY 2 | THE DORMING SCHOOL STRATEGY

This is not necessarily just for dorming schools; but if you are in a club that has a very complex situation with housing, and nobody seems to be living near each other, then this is the strategy for you.

1. Create a sign-up sheet and give members the option to provide carpool.
2. If there is a good driver-passenger ratio (keep in mind how many seats each driver has available):
  - Have everyone in attendance meet-up at a certain location (usually on our campus)
  - Assign carpool on the spot and make sure everyone has a ride
3. If there are not enough drivers:
  - Begin looking for more people capable of providing carpool. Try reaching out to other club and board members who can potentially drive.
  - After finding enough drivers, assign carpool on the day of the event and make sure everyone has a ride
  - If there is no way to find enough drivers, consider having your members purchase a ride through an Uber or Lyft on-demand transportation app
  - and reimburse them afterwards

---

### **In the unfortunate case in which there is absolutely no other drivers available, here are a few things to consider:**

- Establish a “hierarchy”
    - Sometimes, you will have to be the one to decide who can attend the project and who cannot
    - This is completely up to your discretion. Some hierarchies you can consider:
      - > Giving general members priority over board members
      - > Giving priority to those who have never attended the event
      - > First come first serve
  - Informing members
    - It is your responsibility to let members know that they cannot attend.
    - You can choose to inform these members via Phone/Text/Facebook/etc. Be sure to inform them within a reasonable time so they aren’t finding out a few hours before the service project.
    - This is not an easy thing to do. Stay calm and be compassionate. Remind them that there are more opportunities in the future. For example, something you can say might be:
      - > “Hi\_\_\_\_\_, thank you for signing up to attend\_\_\_\_\_. We really appreciate your support. Unfortunately, due to the lack of drivers for this event, we are unable to provide you with carpool. There will be more service opportunities in the future and we definitely hope to see you then! I am so sorry for the inconvenience. Thank you for your time and have a wonderful day.”
-

# ALTERNATIVE TRANSPORTATION

If you are unable to find drivers for everyone, it is not the end of the world. If you happened to be the unlucky individual who did not receive carpool, there are still many other great options.

- **Bus**
  - Although this may not be suitable for early morning projects, the bus is a very reliable option during the daytime.
  - Find out more about your school's transportation services. Lots of schools actually provide students with a free/discounted bus passes. This can be very useful in situations like these
- **Campus Shuttle**
  - Some school are fortunate enough to provide free community service shuttle services.
  - Contact your school's student involvement center to discuss your options.
- **Carpooling with other schools**
  - If this is an event is an interclub, contact the event chair of the other school to see if they have any extra spots.
- **Uber**
  - Although this does cost money, carpooling via uber can be fairly inexpensive depending on the distance, especially if there are multiple people.
  - Discuss with your club's treasurer to see if reimbursement is a possibility.
- **Going green!**
  - Though walking or biking are only feasible for nearby projects, these are both cheap and environmentally friendly options to help you get to your destination.
  - Walking is a wonderful way to practice self-care, which is so often neglected!

# DRIVER APPRECIATION

Drivers sacrifice a lot of their time and their gas to help you, so it is important to show them your gratitude! The more appreciated they feel, the more likely they are to provide carpool again in the future.

- Thank them, before and/or after the event
  - This seems obvious, but it's the little things that count
- Establish a rewardssystem
  - Examples
    - > "Driver Stamp Card" - prizes are awarded after having provided a certain number of rides
    - > Member Spotlight - Spotlight a member who has demonstrated great dedication to the club through carpool or other means
- If the project happens to be very far away, request that the members receiving carpool contribute to the cost of gas.
  - The amount that should be paid can be decided by the driver, as well as how far away the service project is.
  - Determine the amount by asking drivers to retain their gas receipts
  - Depending on your club, you can also implement a reimbursement system. Instead of the members pitching in, the drivers can be reimbursed using the club's fund.
  - Note: Your board can consider increasing membership dues by \$5 - \$10



# ORGANIZING EVENTS IN A CALENDAR

By Shirley Siu (UN Reno)

Ever been stressed out when it comes to knowing what events are happening and where/when they are taking place? The key to prevent this type of **unnecessary stress** is being organized with a clear idea of each event. With the number of events that occurring each year, organization is such an important skill to have as a member of Circle K International, which can lead any club to **success in having effective and efficient communication** with the members as well as encouraging more members to attend event(s). Understanding that organization is very important, the question is how. The one method that comes in handy is to create and constantly update the calendar with an on-going list of **service, leadership, and fellowship events** including webinars, service, social, etc. that are held within the club, divisional, and district. In most cases, maintaining a calendar that has all of the events with their times and locations can be beneficial for members to have when they are interested in attending upcoming / ongoing events. The calendar can be formatted in any structure that fits the needs of the club and the members. Some suggestions for the calendar are: google calendar that can be shared with members with their personal google accounts or a link that anyone who has it can have access and / or a weekly updated calendar on the club's website / any social media.

Keeping track of all the events that Circle K International has, especially if clubs want their members to join other clubs and divisions for their events, can be challenging but can easily be solved with a calendar. Keeping a visual and updated calendar can help members plan and attend more upcoming events that are interesting to them, especially service events since that is what Circle K International is all about: **"Live to Service, Love to Service"**. The more members that attend events, the higher chance that Circle K International is known and friendships are built.

## Google Calendar

Google calendar is a free online resource that can easily keep track of life's important events all in one place. It is a great organized tool that can be view on phones, laptops, tablets,

etc. Even on the go! Now who doesn't want that. It is very easy to set one up with a google account. Don't have an account? No worries. Signing up is very easy and takes less than a minute. The best part about having an account is that multiple calendars can be link together, such as one's personal schedule along with a Circle K International calendar.





# CLOSED SERVICE COMMITTEES / IMPACT TEAMS

By Braelyn Joy Travis (UC San Diego)

Edited by Shirley Siu (UN Reno)

## What is a closed service committee / impact team?

In UC San Diego, Bradley Ventayen created a specialized group known as an impact team. He described it as a type of leadership learning experience, which “mobilize the passions or interests of the general members to create a service impact larger than what a single VPS can do”. In this system, there is a Team Head (two at most), who is typically an older general member that picks an interesting topic and run a committee, separated from their club board. The Team Head would appoint general members to their committee and pass down leadership knowledge throughout the quarter/semester. The committee ultimately results in a single large-scale service project or multiple small service projects concentrated on the topic, which must be completed



within the quarter/semester.

## Why is this important for the general members?

Closed Service Committees / Impact Teams harness the potential of both the older and newer general members. It gives older members an *excellent leadership opportunity* where they can expand what they learned in the past and guide the newer members to the passion of service. The newer members can work closely with experienced members while creating bonds and gaining service and leadership experience to possibly become a Team Head or board member in the near future. Overall, this committee provide great opportunity for the new and old members to directly create an impactful event in their community.

## Timeline:

*The quarter/semester before the team will run:*

1. The Service Officer creates impact team documents, process for their school, and opens applications for being a Team Head
  - a. General steps: 1) members apply, 2) the Service Officer interviews each applicant, and 3) head(s) appointed
  - b. The maximum amount of Team Heads is typically 2

- c. The number of Impact Teams depends on what the school is able to handle
  1. Must consider other events and committees that will also be going on throughout the quarter/semester The Service Officer passes on the documents and establishes a relationship with the Team Head(s)
  2. The Team Head(s) creates and releases an application for their team in which the general members apply; team head(s) interviews the applicants and appoints their team
  3. The Team completes a proposal and sends it to the Service Officer for approval

*During the quarter/semester the team runs:*

4. The Impact Team carries out their project

*After the quarter/semester:*

5. Impact Team ends and sends their documents (CERFs, budgets, etc) to the Service Officer for documentation

### **How to appoint a Committee Head:**

Applicants would fill out an application and send it to the Service Officer. The application typically covers information about the applicant, the goals / versions they have for the committee, and other responsibilities during the term (a sample application is provided in the link below). The Service Officer would then schedule and conduct interviews for all of the applicants. Final decisions on who to appoint to service in the committee are made. Acceptance and rejection emails are then sent out to all the applicants with confirmation / denial into the committee.

### **How to Start Your Impact Team (for committee heads)**

#### ***Creating an Impact Team:***

1. **A project outline must be sent to the Service Officer to be approved**

The purpose is to ensure that the project is within the Impact Parameters. As promised, the project may be as large or as small one wish as long as it is within the project parameters. The project outline must include: a purpose, an estimated date of project completion, a general timeline / outline of goals for each week / month until the end of the project, an estimated cost of expenditure, and any necessary plans related to the project.

2. **The Structure of Team**

This will not require the supervision of any Board member. The structure of the team is up to the committee heads. Some general suggestions for team structure: team positions (division of project duties) and meeting frequency.

3. **Appointing your Team**

The Team Head(s) will appoint team members for the committee based on application and/or interview.

#### ***Connecting CKI Board with your Impact Team:***

1. **Create a Slack Team/ messenger group**

- Invite CKI VPS and President to your Team
- Create a Private Group including the Team Head(s), the President, and the Service Officer

## 2. Send a Team Report to the Service Officer

- A summary of the Team's progress as often as the Service Officer specifies (typically every other week)
- Is not considered your meeting minutes
- Each Team Report must include: A brief summary of each Team Member's progress for the 2 weeks; requests for CKI Board (Event on the Calendar, support for an event, office key, etc.)
- Must be sent to the Service Officer when they specify (usually the day before their board meeting), and you might be required attend board meetings as often as they specify to give your team report to update Board on the progress of your Team (the first Team Report must be sent in the week that the Team has had their first meeting)

## 3. GBM

- Anything you want on the GBM slides or on the Meeting Agenda/Newsletter must be communicated to the Service Officer

### *Running your Impact Team:*

#### 1. Keep all documents in one folder

This folder will be submitted to the Service Officer and President upon completion of your project. These documents include (but are not limited to): CERFs, budgets, literature, project outlines, and meeting minutes. The Service Officer will send you templates for the CERF, budget, and project outline.

#### 2. Meeting and Project Execution must be tracked

Hours spent planning and executing must be tracked for the final CERF. CERFs throughout your project can be condensed into a single CERF turned in upon completion of your project.

Here are some example topics that impact teams can focus on:

- Homelessness
- Social Justice
- Food Insecurity
- Mental health
- Animals
- The environment
- Cancer
- Making people smile
- Underserved children

For more resources, check out the next couple pages (pages 40-44).

## What is an impact team?

An Impact Team is a general member-led committee dedicated to supporting a cause (your own or one voted upon by the Circle K community) and creating an Impact through any size service project. Becoming an Impact Team head is a way for anyone, especially experienced Circle K members, to improve their leadership and fulfill their ambitions without the intensity of board, or the limitations of a committee position. Impact Team head opportunities will provide any CKI member with the learning opportunity, funding, and resources needed to carry out any project big or small that they want to lead. If you've ever wanted to lead and construct your own team/committee then this is your time!

## Why?

Leadership-based Service is the embodiment of all 3 tenets as well as the next step in the evolution of service in Circle K! We have the leadership capabilities, we have the resources, and we have the support and drive. It's time to put it manifest our potential. This program is the embodiment of all 3 tenets

Membership Development and Education – Impact Teams are a great way for experienced Circle K members to grow as far as their imagination will allow them and pass on what they know and learn through experience. It gives experienced leaders a way to apply what they've learned in a way that's not as intense as Board or as limiting as a committee member. In general, members will be able to realize their full potential, power, and abilities that they've had but never known.

Enhanced Service – General Members' DIY service opportunities, create a stronger Impact than what one can do in a single day and overall expand the impact Circle K has upon the community. Take the load off of the Service Officers and utilize the leadership capabilities of the General Members to work for and with each other. Great leaders inspire action! Service is increased in quality and quantity!

Create Bonds – These are meant to be fun! Create your own Service Squad complete with a team name, funding for shirts, hanging out, and working together. Harnessing Passion and Interests – Everyone has a passion or interest. Bring it to Circle K! Like dancing? Start a Dance-a-thon! Like animals? Start an Animal Shelter support month! Possibilities are endless

Start of a new Service Culture – Leadership-Based Service. In this we inspire action by harnessing what is already there the will to serve and the interests that drive us

## Impact Team Proposal: Team Name

Purpose, an estimated date of project completion, a general timeline to outline the goals for each week/month until the end of the project, an estimated cost of expenditure.

Purpose:

Description of Team:

Responsibilities of all team members:

Team Positions:

1. Impact Team Head: Name
  - a. Responsibilities

ex:

- Brainstorm events/ideas for the team
- Work with partner on a single event (committee duties\*)
- Work on large scale team event
- Attend team events
- Chair and CERF own events (taking attendance at events)

Example of a format

Service	Fundraising	Socials	Other Events

Team assignments:

Solo events:

Collab events:

Estimated Cost of Expenditure:

Item	Projected Quantity	Projected Price per unit	Projected Total Price	Store	Buyer

Places to donate:

Timeline throughout the quarter:

1. Interviews
2. Have one to ones
3. Appoint and have first meeting
4. Second meeting

# How to Integrate the Culture of Impact Teams

Every school, club, and culture are different. In order for Impact Teams to work at your club, the key is to foster the culture that centralize resources for easy accessibility:

1. **Create your school's version of Impact Teams**
  - a. Gather resources specific to your own school
    - i. Funding
    - ii. Materials
    - iii. Guidance
    - iv. LSSP Examples
  - b. Create documents based off of the template documents
2. **Keep the Culture of Impact Teams (Most Important)**
  - a. **Embrace Trust** – The reason why Impact Teams work is because we alleviate the fear factor. When you encourage failure as a means for higher education and create a culture for accepting failure, people step up and push their preconceived limits. A trust between board and General Members needs to be formed that says, 'I believe in you to succeed, but even if you don't, it's okay because what you learn from failure will be the greatest lessons I could never teach you'.
  - b. **Growth** – Aside from amplified Impactful Service, the second most important thing about Impact Teams is that it helps Circle K members grow as leaders and as people. The role of any leader involved with Impact Teams is ensuring that everyone's growth is prioritized.
  - c. **Freedom is Key!** – VPS's need to be hands-off of Impact Teams. This is the 3rd most important cultural component of Impact Teams. The more rules, the less that members will grow. If you love them, set them free!
  - d. **GMems are the CKI Heart** – Harness the power of General Members. VPSs have been the one-man army for club service for too long. General members have the true power in Circle K. It's time to delegate the communal service responsibility to those who have the true power.
  - e. **Service as a Squad is Fun!** – Make shirts, make a team name, and have fun!
  - f. **Trust and Faith** – Circle K leaders are great leaders! Trust them to work out their own project or learn trying. This program is the ultimate message of compassion and trust in one's members.
3. **Open applications and let it go – Freedom is Key!**

## Timeline:

1. VPS creates their own school's Impact Team documents and process
2. VPS makes Impact Team Head positions available
3. General Members apply for Impact Team Head
4. Impact Team Head appointed
5. VPS sets up relationship with Impact Team Head and passes on documents
6. Impact Team Head structures team
7. Impact Team Head accepts other General Members for his/her team positions
8. Impact Team carries out project
9. Impact Team concludes, documents sent to VPS for documentation and transfer of files
10. Repeat from 2.

## FAQ

### Impact Teams vs LSSP?

Impact Teams formally and systematically open up the LSSP opportunity to members in a much less intimidating manner. Every general member has the power to start their own LSSP, but lacks the knowledge, resources, and support to do it. With the integration of Impact Teams, comes the age of a new Circle K culture. In this, Impact Teams does not create new resources, but what it does is compile the pieces of what we already have in Circle K and craft it into a tool to amplify our impact upon the community. Impact Teams serves to educate General Members of their true power in Circle K.

### Can General Members start an Impact Team without the VPS integrating it into their school?

Certainly! However, informal creation of an Impact Team does not provide centralized knowledge and resources for a team to take advantage of. Service Officers have a lot of information that General Members need in order to start an Impact Team, therefore it would be best to seek formal creation from your Service Officers.

### Can a Division start an Impact Team?

Yes! There can be a Divisional Impact Team, but it is hard to manage.

### How did you envision Impact Teams to go at your school?

My main vision is involving the impact teams is being able to involve more people with leadership-service. The ideal result that I would consider a success is if older members use Impact Teams to expand upon their leadership abilities while also making an impact on the community. The Impact Team's completion of their objectives is a smaller part of what I call a success as far as Impact Teams go. My objective with the Impact Teams is to give older members (2nd 3rd 4th 5th) a way to improve their leadership abilities in a way that's not Board or as elementary as a committee. My primary goal is to impact the CKI community. My secondary goal is to impact the community. The biggest impact that I want to make is within our Circle K community, and upon the outside community to a large (but smaller than our own community's) extent. This is how I see Impact Teams in order of importance: 1) Can give Leadership and Service a new meaning in CKI. 2) Can expand members' leadership in a way that Board Positions can but not the same amount of long-term commitment and/or responsibilities. 3) Can challenge UCSD CKI Members beyond what being a committee member can. 4) Can make an impact beyond what we do on single days of service.



# SERVICE WEBINAR

By Cammie Lam (UC California State University, Long Beach)

Edited by Shirley Siu (UN Reno)

The most efficiency method to *promote and educate* members about service is doing webinars. In order to have a successful lesson that showcase a specific element of an organization, there are a couple of tips to make sure that the desirable results occurred and that no misunderstanding are taken. These tips include:

- **Google Slides**
  - Easy to work with group members
  - Variety of presentation themes, hundreds of fonts, embedded video, animations
- **Be Prepared**
  - An outline comprised of *main points and evidences*
  - *Professionalism* must still be maintained
    - Representation of Circle K International
  - *Practice* and go through multiple run through with your talking partner(s)
  - Familiarize yourself with how to use *Youtube Live*
- **Advertisement**
  - Allow at least *2 weeks or more* to promote the webinar
  - Talk about the webinar during general meetings
  - Social media posts
  - On the day of the webinar, be sure to mention throughout the day
- **Engagement**
  - Don't take the slides too wordy; use a lot of *visuals*
  - *Clear and encouraging* information
  - Offer prizes and gift cards: randomly draw an attendee & offer an incentive for being the first to answer a question



In conclusion, it is important that the presented information is clear and has a purpose that educate members about a specific topic. No matter what the topic is, the main goal is for each person (both new and old) to gain at least one knowledge regarding the subject. The biggest advice to create and present a webinar is to think from the perspective of the audience and make sure the information is for the general public. If big words are used that not everyone would know, be sure to explain so the presenter(s) and the audience are on the same point of view.

# VOLUNTEER APPRECIATION

By Zena Amran (UC Berkeley)

Volunteers take time out of their busy schedules in order to help the community. This is a selfless act and something that should be *admired* and *celebrated*. Those who feel appreciated are much more likely to continue staying involved with the club because they feel that their work is being recognized.

## WHY DO WE VOLUNTEER?

**Promote Credibility:** Beneficial to have on a resume or application

**Stress:** Great way to take a break from the stresses of schoolwork and daily struggles

**Education:** Volunteering is a learning experience

**The "Warm Feeling":** For the amazing feeling you get when you take the time to help others

## g r a t i t u d e

- **SAY THANK YOU!** Affirmation has the ability to evoke strong feelings. Message them personally and express your hopes to see them again.
- Bring **treats** to general members and **reward** them for their hard work
- **Snap photos and videos** at events and give **shout-outs** on social media or at general meetings to those who go above and beyond!

## SOME IDEAS

WEEK	<b>Member Spotlight</b> <ul style="list-style-type: none"> <li>• Provide a token of appreciation or even just a shout-out</li> <li>• Post a photo and short on the club's social media accounts</li> </ul>
MONTH	<b>Member of the Month (MoM)</b> <ul style="list-style-type: none"> <li>• Someone who embodies all three tenets</li> <li>• Feature the MoM in the club's newsletter</li> <li>• Member Appreciation Dinner</li> </ul> <b>Volunteers of the Month</b> <ul style="list-style-type: none"> <li>• Create a page in the club newsletter featuring all members who volunteered that month</li> </ul>
YEAR	<b>Banquet Awards</b> <ul style="list-style-type: none"> <li>• New Member of the Year, MVP, Hall of Fame, Service, Fellowship, etc.</li> </ul> <b>Annual Volunteer Appreciation Day</b> <ul style="list-style-type: none"> <li>• Web challenges, events, get-together, free stuff</li> </ul>

# a c k n o w l e d g e

- Keep track of your member's birthdays (with the help of your MD&E Chair, or even Family Heads)
- During the event, talk to your volunteers! Try to talk to people you've never met before. Build personal relationships!
- Compliment someone on their work ethic.
- Get personable

**IT IS NECESSARY THAT VOLUNTEERS FEEL THAT THEIR SERVICE HAS MADE A DIFFERENCE.**

Volunteers should be **proud** of how their work positively influences their community. Not only does this contribute towards member retention, but it is what leads to the idea of **"impactful service."**

## Ways to Show Impact

- Statistics are powerful
- Infographics
- Videos/Photographs/Slideshows
- Thank You letter from the volunteer coordinator and/or people influenced by the act of service
- Looking at things from the bigger picture

*For more information on member appreciation, visit the District Member Recognition Committee's Recognition Manual:*

<http://www.cnhcirclek.org/committees/member-recognition/mr-resources/>

# CONTRIBUTORS

*Compiled & Revised by*

**Shirley Siu**

Service Resources & Promotions Coordinator  
2018-2019

## **District Service Committee 2016-2017**

Vivian Tran  
Steffanie Tran  
Ryan Tsao  
Lily Lequang  
Jong Choi  
Karina Gonzalez  
Samantha Ruiz  
Christina Tran  
Abigail Pearman  
Sonia Xu  
Numfon Vilay  
Cailey Barnes

## **District Service Committee 2017-2018**

Samantha Ruiz  
Zena Amran  
Hever Miranda  
Gavin Li  
Henry Pham  
Emily La  
Samantha Shen  
Arlene Anguiano  
Mariella Batacan  
Chloris Li

## **District Service Committee 2018-2019**

Hever Miranda  
Braelyn Joy Travis  
Anna Se  
Kimberly Hinojos  
Lauren Au  
Austin Lim  
Cammie Lam  
Amira Patel  
Kristy Dai  
Shirley Siu

If you have any questions or concerns, feel free to  
contact **[service@cnhcirclek.org](mailto:service@cnhcirclek.org)**



# Kiwaniis<sup>®</sup>

Service Leadership Programs

