



California - Nevada - Hawaii District Circle K International

Category Explanations for the CERF

CO – Community Service: Each member who attended the service event must have done *at least one hour or 60 minutes of service* to count as a service project. So, if you indicate that 5 members attended the service project, then your minimum total service hours for that project should be at least 5 hours.

CA – Campus Service: Basically volunteering in an event put on by your college campus. Examples include campus clean-ups, volunteering at orientation days, campus student security, etc. Events under this category also count as service hours.

DSI – District Service Initiative: Any type of project that coincides with our 07-08 District Service Theme, which will be decided at District Board Meeting. Please consult the DSI manual when it is distributed to find a list of events that would pertain to the category DSI. These events also count as service hours.

CS – Continuing Service: An event that demonstrates a continuing bond between one's Circle K club and another institution. Continuing service is defined as participation in the same project for the same organization once a month, for at least three months. Examples include tutoring at a local school every week, attending a battered women's shelter or soup kitchen every month, coordinating an event for a charitable organization once every month, etc. Some examples for our club are St. Vincent de Paul trips, Boys & Girls Club, and Famosa Slough. These events should be included as your club's service hours.

SE – Social Event: Any type of fun event with other members from the Kiwanis family. Examples include movie nights, club dinners, baseball games, beach outings, recreational activities, etc. Any event that is purely social does not count as service hours. Also, because most events are social in some form, only count events that are purely social and are meant for us to bond with other members.

KF – K-Family: Attendance at any Kiwanis Family event (Kiwanis, Key Club, KIWIN'S, Aktion, Builders Club, K-Kids, or Circle K) in which there are **at least TWO members present from your Circle K club** and **at least two members present from the other Kiwanis Family Organization**. Examples include 2+ members attending a Kiwanis luncheon, 2+ members attending a Key club or Circle K meeting, 2+ members attending a divisional or club banquet, etc. If less than 2 members are present at this event, it is counted as administrative hours.

IN – Interclub: Attendance at any Circle K or Kiwanis Family Event in which there are **at least FOUR members present from our Circle K club** and **at least four**



members present from the other Kiwanis Family Organization. Examples include: having 4+ members present from your club and the other club at a social such as miniature golf or having 4+ members present from your club and the other club at a service project such as tutoring at the Boys and Girls Club.

Restriction: For **non-service events**, depending on who is the host, only certain clubs may put "Interclub" on the CERF. (ie. If SDSU holds an event and we are invited, we put "Interclub" and SDSU can't. If we have an event and SDSU comes to our event, we can't put "Interclub" but SDSU can).

DE – District Event: These are events that are put on by the District Board. These events include Spring Training Conference, President's Retreat, CKI North and CKI South, Fall Training Conference, Go West!, DLSSP North and South, District Convention, International Convention, and our District Board Meetings.

DV – Divisional Event: These are events that are put on by your LTG which your whole division is invited to participate in. Examples include DCMs, divisional socials and service projects, divisional banquets and retreats, etc.

MD – Membership Development and Education: These are events which help in the retention, development, and education of new and old members. Examples include new member retreats, care packages for your members, tabling, etc.

FR – Fund Raising: An event where money is raised for the club or for a charitable entity. If 100% of the proceeds are being donated to a charitable entity, the fundraiser is also counted as a service project. If the proceeds go to the club's administrative fund, the fundraiser is not considered service.

AD – Administrative: anything that involves keeping the club running smoothly (usually pertains only to officers and committees). Examples include e-mails, roster updates, board meetings, etc. These events are not considered service.

