

Club President Training Manual



2014-2015
Edition

Created by 2014-15 District Governor Heather Christensen;
Updated by 2015-16 District Governor Melissa Campbell &
2015-16 Three Rivers Lt. Governor Tim Haight



Dear Presidents,

Congratulations on being elected as your club's president for the coming year! Your dedication to your club, its members, and the tenants of Circle K International have gotten you to this point, and it is truly inspiring to see those qualities in each of you! I am so excited to talk with, meet, and work with each and every one of you this term.

As a club president, it is your duty to help new club members connect to the community they will be living in for the next four to five years and help old members stay connected and make new connections. As club president, you have the honor of watching freshman come in as scared young adults and, through their experiences in CKI, grow into leaders. Throughout the year you will be given a lot of information; it is your job, as club president, to make sure any important information given to you is relayed to your members and your board in order for them to be successful.

Before you know it, this year will be over – especially for seniors. Take advantage of each day you have and enjoy your time in Circle K. Watch your club and its members grow and foster that growth. Use this PACKage as a reference to help guide you through your year as president, but ultimately make it your year and your clubs year.

As the 2015-16 Pennsylvania District Governor, I am always here to answer any questions, provide advice, attend your club events, and help you and your officers develop into great leaders. Please never hesitate to reach out to me, whether it via phone call, text, email, or Facebook Message. While you foster your club's growth, I am here to foster your's.

I cannot wait to see the amazing things you and your clubs do this term, and I cannot wait to visit each of your clubs!! I look forward to working with each of you this year!!

Melissa Campbell

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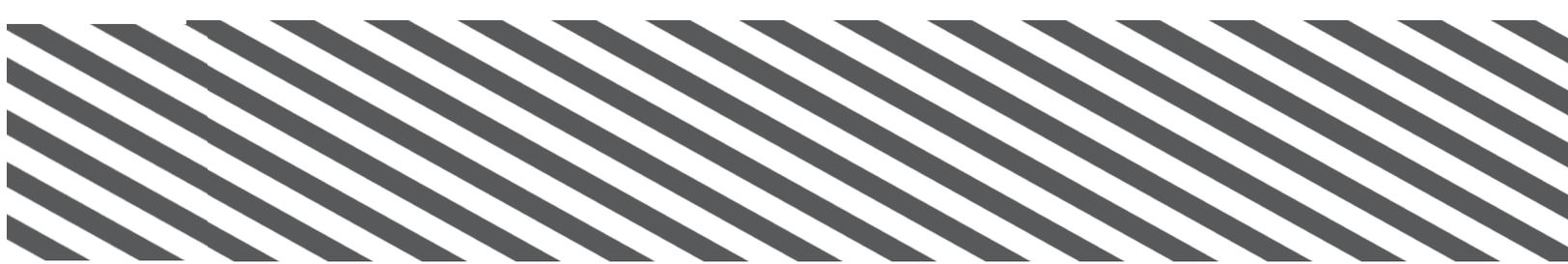
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Part One:
You and Your Club





Circle K International Basics

Vision

To be the leading global community-service organization on college and university campuses that enriches the world one member, one child and one community at a time.

Mission

Developing college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

Three Tenants: Service, Leadership, & Fellowship

- Service
 - Service is the heart of CKI. Collectively, CKI members perform more than 1 million hours of service on their campuses and in their communities every year. Without service, CKI would be just another campus activity. Through service, college students are making the world a better place.
- Leadership
 - The potential of CKI lies in its ability to positively influence members of society who are facing ultimate personal decisions and those who will one day create the vision of mankind for generations to come. Leadership opportunities afford CKI members the resources and tools needed to become active citizens. Members can assume leadership responsibilities at all levels of the organization and through various experiential training conferences.
- Fellowship
 - CKI members experience fellowship and develop lifelong relationships with fellow collegians, advisors, Kiwanians, and citizens in their communities every single day. Whether a member is mentoring a child, networking with a businessman, or bowling with members, he or she is developing social skills, meeting new people, and strengthening relationships.



Circle K International Basics Cont.

Pledge

I pledge to uphold the Objects of Circle K International, to foster compassion and goodwill toward others through service and leadership, to develop my abilities and the abilities of all people, and to dedicate myself to the realization of mankind's potential.

Objects

The objects of this organization shall be:

To emphasize the advantages of the democratic way of life;

To provide the opportunity for leadership training in service;

To serve on the campus and in the community;

To cooperate with the administrative officers of the educational institutions of which the clubs are a part;

To encourage participation in group activities;

To promote good fellowship and high scholarship;

To develop aggressive citizenship and the spirit of service for improvement of all human relationships;

To afford useful training in the social graces and personality development; and

To encourage and promote the following **ideals**:

- < To give primacy to the human and spiritual rather than to the material values of life;
- < To encourage the daily living of the Golden Rule in all human relationships;
- < To promote the adoption and the application of high social, business and professional standards;
- < To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship;
- < To provide through Circle K clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities; and
- < To cooperate in creating and maintaining that sound public opinion and high idealism, which make possible the increase of righteousness, justice, patriotism and goodwill.

Motto

Live to Serve, Love to Serve!



President Responsibilities

- < Guide the board of officers in setting goals for the club. Goals are critical in keeping a board and club focused and passionate about what they are doing.
- < Communicate the goals to the members.
- < Recognize task requirements, member strength and interests, and (if needed or desired) appoint chairs to committees that match those skills and interests.
- < Publicly recognize achievements at club meetings.
- < Educate yourself about the documents that govern CKI. You should be familiar with the club, district, and International bylaws.
- < Educate members about the opportunities available to them through their involvement in the Kiwanis family.
- < Preside at all club and board of officer meetings. It is important to be prepared for all types of meetings that you will be running.
- < Plan the agendas for club and board meetings in advance.
- < Attend committee meetings as often as possible (if applicable).
- < Represent the club and its views at all district, divisional, and International events.
- < Participate in club service projects, inter-clubs, and social activities.
- < Evaluate club progress toward established goals.
- < Monitor the activities of all officers and (if applicable) committee chairs.
- < Provide guidance to assist officers and (if applicable) committee chairs in accomplishing their responsibilities.
- < Motivate club members to participate in club activities.
- < Establish a climate of enthusiasm, openness, and concern. The best way to get your club excited about CKI and service is to show your enthusiasm and dedication toward them.
- < Ensure that all members are active and involved.
- < Conduct an aggressive, year-long membership campaign with weekly and monthly goals to be achieved.
- < Ensure relevant officer (and any other miscellaneous) reports are complete and sent out.
- < Coordinate Officer Elections.
- < Ensure a smooth transition for incoming officers by keeping files and reports in order.
- < It is part of your responsibility that the newly elected officers for the upcoming year are trained (either by the club and/or the district) and ready to run the club.



President Duties

Daily

- < Communicate with others in a timely manner. This includes checking your personal, school and club email often.
- < Keep your eyes and ears open for new service and social opportunities
- < Staying up to date on plans for future events, such as sending out reminders to members who signed up, updating your records to who has recently canceled.

Weekly

Meetings:

- < Create an agenda for each club meeting.
- < Conduct club meeting regularly
- < Ensure sure minutes are being taken and distributed to members
- < Follow-up with officers to verify their progress.
- < Organize service projects throughout the week that your club can participate in
- < Personally contact members who have been absent for many consecutive meetings. While e-mail is great for quick communication, a phone call or personal letter can make a much greater impact on a member.
- < Consult with the faculty advisor and Kiwanis advisor to discuss club activities regularly

Monthly

- < Create agendas for & conduct Executive Board meetings
- < Ensure that all monthly reports are submitted accurately and on time.
- < Follow-up with treasurer to ensure that new member dues have been submitted.
- < Look over club goals to make sure your actions will achieve the goals you set.
- < Communicate with your LTG and District Board Officers

Annually

- < Keep your club active with service opportunities and social events
- < Work with your board to create club goals.
- < Promote and attend District events
- < Obtain information and assistance from immediate past president, faculty advisor, and Kiwanis advisor.
- < Review all literature and resources available from the district and CKI. CKI offers resources, both on the Internet and at the International Officer. While it is not necessary to go through them all at the beginning of your term, it is important to know what is available for future reference.
- < Establish active Circle K and Kiwanis relations.
- < If applicable, appoint committee chairs and special positions.
- < Conduct officer elections.
- < Submit award forms for district and International contests.
- < Ensure that you and your fellow officers are trained
- < Keep your eyes open for new leadership, such as finding your successor and train them.



Vice President Responsibilities

The Vice President is responsible for the club in the absence of the club president and should assist the president and other officers with their duties. In order to be able to step in for the president, the Vice President must be knowledgeable of club activities as well as a thorough understanding of all responsibilities of the President.

Administrative Vice President Duties

Overall

- < Oversee all committee activities
- < Preside at all meetings of the club and board of officers in the absence of the president
- < Serve as ex-officio member on all of the committees.
- < Actively recruit members – be sure to sell your club!

Weekly

- < If applicable, follow up with committee chairs to verify progress
- < Attend weekly club meetings

Monthly

- < Attend all board of officers meetings
- < Attend monthly meetings of the committees as an ex-officio member and advisor
- < If applicable, present a report on committee progress during board of officers meetings

Annually

- < Become familiar with the responsibilities of all officer positions
- < Maintain files on club committees (if your club has them) and activities. Be sure to include goals of committees, work accomplished, members, projects, budget and timelines.
- < Obtain information from the immediate past administrative VP of the club
- < Recruit and retain members by educating them and helping them to develop into better leaders. To do so you can conduct short educational programs during meetings.
- < Train incoming Administrative VP.
- < Assist the President any way he/she sees fit.



Service Vice President Duties

Overall

- < Plan and implement all service activities within the club.
- < Identify and promote service opportunities in the community.
- < Often has a support system such as a committee.

Weekly

- < Attend weekly club meeting, officer meeting, and club events.
- < Present service opportunities at club meetings and facilitate sign-ups. Serve as project leader or appoint an attendee to do so and arrange for rides if applicable

Monthly

- < Create a calendar of service projects and events for the following month.
- < Attend district and divisional events when applicable

Annually

- < Learn about the District Service Project and International Service Partners and Preferred Charities. Promote such projects within the club.
- < Obtain information from the immediate past Service Vice President.
- < Train incoming Service VP.
- < Assist the President any way he/she sees fit.

Membership Vice President Duties

Overall

- < Responsible for the recruitment, retention, and development of the club's membership.
- < Charged with the task of creating membership education and involvement programs to develop their abilities as the single most important part of this international organization: the member!

Weekly

- < Organize and present educational programs to the membership at meetings.
- < Attend weekly club meetings, officer meetings, and club events

Monthly

- < Organize and implement membership recruitment drives on campus.
- < Create and promote social opportunities within the club.
- < Attend Divisional, District and International events when applicable.

Annually

- < Conduct educational programs as assigned by the club President.
- < Develop a retention program to preserve current membership.
- < Obtain information from the immediate past Membership Vice President.
- < Train incoming Membership VP.



The Executive Board: Your Legendary Leadership Team

What is the Executive Board?

The Executive Board consists of the President, Vice President(s), Secretary, Treasurer, and Editor! Their purpose is to create and execute a plan to make the club and all of its members successful!

Roles of each Executive Board Member:

President: The President is the “face” of the club. The President oversees meetings (general and board meetings), represent the club on campus and throughout the Pennsylvania District, and essentially run the club. It is the responsibility of the President to stay on top of all club activities, no matter how large or small they may be.

Vice President: The Vice President, whether of service, membership or administrative, you are the “right hand man” (or woman) of the club! Vice Presidents manage meetings when the President is absent or unavailable. Larger or more active clubs will ask the Vice President to serve as the head of the committee structure and serve as an ex officio member of every committee within the club.

Secretary: The Secretary is the “recorder” of the club. Secretaries have two main responsibilities: taking minutes during general club meetings and board meeting, as well as filling out the Monthly Report Form (MRF), which is sent in to the District Secretary and Governor on the 5th of each month. Since the MRF was reformatted this year please help your secretary fill them out accurately and completely. The duties of the secretary are necessary so the club members and District Officers are aware of the club's activity.

Treasurer: The Treasurer is the “money manager” of the club. He/she oversees the budget, cuts reimbursement checks and manages fundraisers. If it has to do with money, it typically has to do with the treasurer. One of the most important duties of the Treasurer is the collection of dues, which occurs the beginning of ever fall semester. If a club does not pay it's dues, the club risks losing their charter, so this is crucial!

Editor: The Editor is often called the “publicist” of the club. They are typically responsible for the creation and distribution of newsletters and advertisements as well as the photographer during events. Some club will appoint a Public Relations Chair to help with some of these demands. The Editor is also asked to send summaries of club events to the District Editor to be featured in the District Newsletter called the Krier, as well as local and campus newspapers.

Faculty and Kiwanis Advisors: These Advisors are the “guides” of the club as they are stay the same year to year. Advisors are full of knowledge about past club officers, events that worked and didn't work, and other important tidbits. They also know your college community well and can help connect you to organizations to volunteer with.



Other Important Leaders of your Club:

Committee Chairs: Committee chairs are the “specialists” of the club, overseeing a variety of committees with different specializations, including (but not limited to) fellowship, service projects, specific events, publicity, and Kiwanis Family Relations. Not all clubs have committee chairs, but it is a great way to increase leadership potential in the club.

Mentors: Clubs that have larger membership may choose to implement a mentoring program, also known as a Big/Little system. Returning members become a mentor/Big and they are assigned a mentee/Little that is new to the club. This not only provides a leadership opportunity to more members, but it also makes the mentee/Little feel secure about joining the club and transitioning into campus life.

Webmaster: This position is for those members who are technology inclined. He/she oversees the club website and the use of social networking sites such as Facebook and Twitter. It is important that these accounts are updated consistently and maintained year to year. Be sure to save usernames and passwords in a secure location so they can be passed on to the next year.

Project Leaders: Project leaders are a great way to get members, especially new ones, involved. Instead of having officers decide on and run all the service projects, some clubs delegate the responsibility to members. These members can either lead an existing project or plan a new one from scratch. This encourages more members to get involved and increases club leadership potential. An easy way to start this in your club can be that if members attend a service project, but no one on the board is able to do appoint a member to be in charge of members signing in and out of the event for the club Secretary, as well as providing a brief description to the club Editor.



Your Sponsoring Kiwanis and You

It seems almost impossible to explain the valuable resource that your Sponsoring Kiwanis Club offers, especially if you are still working on building that connection. Unlike CKI members, who switch in and out year after year, Kiwanians tend to stick around for a while, and are able to see the transitions of your club. They know the history of your club, whereas you may only know the last couple years. They come with a bountiful amount of stories about students who became leaders in your club and district, and some of them may have even been a Circle K member back in the day!

It is not uncommon for clubs to feel awkward when talking to their sponsoring Kiwanis clubs, but you have to remember that we are all here to achieve the same goal: make a difference in the world, one child and one community at a time. Some Circle K clubs only communicate with their Kiwanis club when they need help covering the cost of dues, but how are Kiwanians supposed to know who you are and what you've been up to if you are not communicating with them. This is a two way street, so please invite Kiwanians to your meetings and events and ask for invites to theirs, and of course try your best to attend them! If we are going to change the world, we have to work together as members of the Kiwanis Family!

Ideas to connect the K's:

- < Attend your Kiwanis Club's meetings to give an update on what your club has been up to, as well as inviting them to your events. Make a presentation about your individual experience in the Kiwanis family. Be sure to thank them for all of the support they offer your club
- < Invite Kiwanis members to your club meetings. Be sure to provide them with details to navigating your campus, such as where to park and how to find your meeting location. Also, give them a chance to speak at your meeting so that members understand we are a part of an entire Kiwanis Family.
- < Organize a Kiwanis Family Outing, such as a potluck dinner or bowling party. This is a great way for general members to meet and talk with Kiwanians in a casual setting.
- < Attend a Divisional Council Meeting to meet other Kiwanis clubs in the area.
- < Attend service projects organized by your Kiwanis Club. Many Kiwanis Clubs have their own large-scale service projects that involved the whole community, which is a great way to get to know the community as well as support your local Kiwanis.
- < Communicate often with your Kiwanis Advisor!! He/She can serve as the main connection between your club and your sponsoring Kiwanis Club



Club Goal Sheet

It is important that one of the first things that you do with your fellow board members is to set a list of goals for the upcoming year. As a leader, you must be able to observe your club's strengths as well as areas in which it could use some improvement. Some categories that you may want to focus on while setting goals are: service hours, membership recruitment/retention, Kiwanis family relations, member participation, and event planning. An excellent way to set achievable goals is to think SMART!

Specific- Make sure your goal is clear and unambiguous. Your goal should explain what is expected, who is involved, and where it is going to happen.

Measurable- Your goal needs concrete criteria to measure the progress towards attaining your goal. If your goal is not measurable, then how will you know if you're making progress?

Attainable- While your goal should require a good amount of work to achieve it, the goal should not be an extreme that is out of reach. Your group must possess the abilities to achieve your goal or create a plan that makes your goal reachable.

Relevant- Make sure you choose a goal that matters- if the goal is relevant to your group, then your goal will have the necessary support to achieve it!

Time-bound- Your board needs to set a target date or a deadline for your goal. This helps to focus the club's efforts on achieving the goal before or on the due date.

Once the goals are set, consider typing them up in an official document and publicizing them to your members. Making your goals known will motivate you and your fellow board members to stay focused on those goals throughout the year and to ultimately reach them!

Goals can also be used to build more opportunities for leadership for your members. If you have a large-scale goal, you may think about appointing a committee or chairperson dedicated to helping the club pursue it. This can also allow for more fellowship within your club!



Club Contact Sheet

Communication is essential to a productive, energized and fantastic year. Keeping in touch with officers will allow you to delegate the appropriate tasks and communicating with members will ensure a great turnout at events. Please use this sheet to keep a record of all relevant contact information. Fill it out, Share it with your board, Keep it safe and check it often when you need to email and officer or call your Kiwanis Club.

Position	Name	Phone Number	Email
Kiwanis Advisor			
Faculty Advisor			



Part Two:
You and the District





District Board Breakdown

The District Executive Board

Your District Executive Board serves as the “leaders” and core servants of the Powerful PACK District! The District Executive board work their butts off to do all they can to make this year the very best that is can be. Each of them specializes in a various aspects of the District, but all of them are here to serve each and every leader, potential leader, member, and future member of the District.

Governor: Melissa Campbell
< Susquehanna University
< Email: Govenor@pacirclek.org
< Phone: (814) 512-3410

Treasurer: Lauren Herneisey
< Penn State University
< Email: Treasurer@pacirclek.org
< Phone: (717) 343-3510

Secretary: Vacant

Editor: Kelly McCurdy
< Mercyhurst University
< Email: Editor@pacirclek.org
< Phone: (484) 742-9157

Lieutenant Governors

Your Lieutenant Governors (LTG’s) are your “regional” specialists. They are all leaders from various locations throughout the district, and they represent the region (division) they are from. Each club is part of one of the six divisions in the District of Pennsylvania. Lieutenant Governors oversee their division by serving as the liaison between the individual needs of each club and the District, as well as passing on any pertinent information released by the District or International. They are your go-to person for any club issues!

Black Diamond LTG: Vacant

Liberty LTG: Fawn Jakielaszek
< Drexel University
< Email: Liberty@pacirclek.org
< Phone: (610) 823-5717

Colonial LTG: Vacant

Snowbelt LTG: Jess Patz
< University of Pittsburgh
< Email: snowbelt@pacirclek.org
< Phone: (814) 730-7174

Keystone LTG: Vacant

Three Rivers LTG: Tim Haight
< University of Pittsburgh
< Email: ThreeRivers@pacirclek.org
< Phone: (610) 809-0609



PACK District Goals

By April 1, 2016, the Pennsylvania District of Circle K International will:

- < Achieve 10,500 service hours
- < Increase membership to 740 members
- < Have 80 K-Family Relations
- < Have 75 Interclubs
- < Help 3 new clubs become chartered clubs
- < Have a total of 78 attendees at InterPACK
- < Have a total of 104 attendees at District Convention
- < Have an overall average of 85% reporting
- < Perform 100 District Service Projects, total



District Events: SAVE THE DATES!

InterPACK!

District Large Scale Service Project (DLSSP)

Date: November 6-8, 2015

Location: Hidden Valley Scout Reservation, Loysville, PA

Details: InterPACK is our district gathering in the fall. InterPACK is our District Large Scale Service Project (DLSSP). The entire PACK district comes together for a weekend to take part in service projects along with getting to know the other members in the district. During an interPACK weekend, each member is usually able to complete about 15-20 hours of community service! Each interPACK has a unique theme with new activities and new service projects. I can guarantee that if you attend every interPACK possible, they will all offer a different experience because different people attend so new friendships are made, the fun themes offer a different experience, and the service is always different!

District Convention (DCON)

Date: March 4-6, 2015

Location: Tofrees Hotel, State College, PA

Details: DCON is an annual weekend long, district wide in the spring, which focuses on celebrating our successes in the past year, electing new members to the district board and much more. DCON offers a variety of informative sessions to help your club in a variety of ways, such as learning about our new service partners, the best way to run a fundraiser/club meeting/service project, and many more. There is a caucusing session that allows you to meet and hear from the candidates running for district office. Then in the House of Delegates you get to elect these candidates as well as vote on proposed amendments to the district by laws. And last but not least; DCON is used as a celebration to recognize all of the hard work of our PACK members, yes that means you!! There are tons of awards presented during the President Banquet. There are awards given for number of service hours completed, the number of club members, best t-shirt design, and many more! There is no better way to celebrate the past service year than joining the rest of the district on recognizing all of the hard work you and your club did!!

Fall Rallies and Spring Serves

Dates are different for each Division so your LTG will send out information soon!

Details: Fall Rallies and Spring Serves allow members of the district to become closer as they bond over living in the same region, sharing service projects, and getting together at least once a semester. These divisional events inspire clubs to work together on service, fundraisers and fun gatherings more often.

These events are full of CKI spirit, and they are a fantastic excuse to travel and meet new people!



Part Three:
You and
International





International Breakdown

Club Level:

This is you!! All clubs are made up of college students who all share the desire to make the world a better place through service.

Division Level:

Each club in your area forms a 'Division,' which allows them to work with other local Circle K Clubs. Each division elects a Lieutenant Governor to represent their division to the rest of the district. In the Pennsylvania there are six Divisions: Black Diamond, Colonial, Keystone, Liberty, Snowbelt and Three Rivers

District Level:

When you combine a group of divisions in a specific area, they form a District. Each District is lead by a Governor, and for this year in Pennsylvania our Governor is Heather Christensen from the Snowbelt Division. It is Heather's job to counsel the district board members and lead the 27 clubs in the Pennsylvania District.

Subregion level:

This level of Circle K is comprised of different Districts represents the different areas of Circle K International. There are 7 different subregions: A, B, C, D, E, F, and G. Each subregion has an appointed Trustee. There is also a subregion Trustee-at-Large, who represents the non-districted Circle K clubs. We are in Subregion E and it includes Kentucky-Tennessee, Ohio, Pennsylvania, West Virginia.

International Level:

This is the highest level of Circle K International. It consists of over 600 clubs and 13,000 members worldwide! For this level we have an International president and an International vice president.



International Breakdown

CKI

Sub-Regions

Districts are grouped into Sub-Regions. PA is in Sub-Region E, along with Ohio, West Virginia, and Kentucky Tennessee

Districts

There are 39 Districts in CKI!

Divisions

Clubs are bundled into divisions within the districts!
Pennsylvania has 6 divisions: Snowbelt, Three Rivers, Keystone, Colonial, Black Diamond, and Liberty!

Clubs

There are over 500 clubs in Circle K worldwide!
Pennsylvania is home to 29 of those clubs!

Members

Members are the foundation of Circle K International, with over 12,600 members! Pennsylvania has a total of 704 members!



International Preferred Charities & Service Partners

Circle K International clubs are able to participate in a variety of projects and events that are offered through Preferred Charities and Service Partners. These programs allow us to unite under our common goal: making the world a better place.

Preferred Charities: A partnering organization that commits to provide various in-promotion and access benefits. In exchange, organizations are recognized as Kiwanis International Preferred Charities, and Kiwanis will encourage local club support via fundraising and service projects.

< **March of Dimes**

March of Dimes is a non-profit organization that works to improve the medical support and health of babies throughout the United States. Its main focus is on premature babies, who are often born with medical issues due to their early birth. Contact your local March of Dimes chapter for support and resources.

< **UNICEF**

The Kiwanis Family has partnered with UNICEF on many programs, such as the Iodine Deficiency Disorder Project, several AIDS awareness/education projects, the Six Cents Initiative, and most recently The Eliminate Project!

Service Partners: Organizations supported by CKI Board of Trustees as organizations that provide service or philanthropy opportunities for the collegiate market. These organizations receive no marketing benefit or programming support from Kiwanis International. The work of these organizations relies on the CKI Service Committee to communicate messaging to the general members.

< **Better World Books**

Better World Books (BWB), is an international organization which focuses on literacy in developing nations by encouraging students to donate their used textbooks to these countries in need. It is a for-profit organization that buys and sells used books, at a cheap rate, to raise money for literacy initiatives, while encouraging students to donate books that would otherwise be tossed in the trash. Money that is raised is then donated to one of the five major nonprofit literacy partners. BWB also helps clubs and schools with book drives, by providing you with free shipping labels, posters and large boxes to collect the books!

< **Students Team Up To Fight Hunger (STUF)**

STUF 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. STUFH had its roots in the end-of-year food drive, where college students preparing to leave campus for the summer could donate any unused food rather than discarding it.



The Tomorrow Fund

The Tomorrow Fund is an endowed fund for Circle K International held within the Kiwanis International Foundation. This fund, utilizing the interest earned, helps CKI clubs and districts serve the world through grants for service opportunities. The fund is established through a portion of CKI member dues, direct donations, the donation of Carthage-Pullman Society memberships and the donation of Sapphire Circle honoraries.

How does it work?

- < Identify a project that your club would like to tackle on your campus or in your community
- < Fill out the online application, available on the Circle K International site
- < A detailed budget [preferably an Excel Spreadsheet] for your proposal via email (budget proposals should be sent to HMcAlister@Kiwanis.org). Include price quotes if possible.
- < Submit up to three supplementary documents by emailing HMcAlister@Kiwanis.org. Options for such document: a newspaper article of the past event (if the event is recurring), a brochure or pamphlet for the upcoming event, a website or video link that provides more information on the project

The grant can be given to clubs or districts. Clubs may request funding assistance from US\$200 to US\$2,000. The committee typically funds those clubs asking for a portion of the total cost of the project, and clubs that are working with other organizations to fund and complete the project.

ckiX: Get the experience!

Circle K International Convention and Large Scale Service Project

International convention is the biggest event of the CKI year! Traditionally held in mid-June or early July, international convention is a time for members from all over the world to gather and discuss the business of the organization. Members elect the President, Vice President, Trustee-at-Large and all subregion trustees. Members also vote on amendments to the Bylaws of the organization. Of course, it's not all business. International convention is a time to meet members from around the world and exchange ideas, form lasting friendships and make wonderful memories!

2016-2017 CKIx: June 22-25, 2016 in Toronto, Ontario, Canada



Part Four: Service





Service Project Ideas

1. **Organize an after school program with the local YMCA, Boys and Girls Club, community center or school.** You can use the time to tutor children with their homework, read to kids, organize fun and safe events that the kids will remember for the rest of their lives!
2. **Work at a local soup kitchen or food pantry, or help organize a canned food drive.**
 - a. Take it up a notch: print out a list of canned goods and distribute to people going into the grocery store. Be sure to ask the supermarket for permission because it can be seen as soliciting. These individuals can pick up one extra canned good while in the store, and donate it as they leave.
 - b. Check out if there is a *Food not Bombs!* in your area.
 - c. Help prepare and cook meals at your local Ronald McDonald House!
3. **Organize a "PACK it up!" to put together items for women & children's shelters.** Ask local stores to donate bath items, or ask local companies to donate money so you can purchase such items. Wrap up these items nicely, like a gift, and donate to the shelter. You can also collect bath items from hotel rooms! Shelters may also be looking for donated old cell phones and clothing. Please contact your shelter to see what they are in need of.
4. **Do a park clean up, highway clean up, or help plant and tend a local neighborhood garden.** This is a great hands-on, outdoor activity to improve your college town's community!
 - a. When organizing a clean up- be sure you know what to do with the collected trash, as well as having enough bags and gloves.
 - b. When organizing a garden- there may be one already started, so look into that before starting your own.
5. **Organize and create soldier care packages and send them overseas to troops.** This is a great way for your club to show support to troops that are fighting for us, and allows us to give them a taste of home while they are serving their country. There are plenty of ways to do this, but check out: *Operation Gratitude*.
6. **Participate or volunteer at a walk during the Fall and Spring Seasons.** Walks are a very popular event that your club can plan, or participate in one that's already happening. There is a wide variety of causes that walks support, but some of the most common: *Light the Night for the Leukemia and Lymphoma Society*, *March of Dimes*, *Relay for Life*.
7. **Organize a book drive.** Call your local library and ask if they are interested in helping organize a book drive. Advertise on campus, at the library, and ask Kiwanis members to help! Donated books can be sent to Better World Books, a community center, or the Library.
8. **In house service ideas to do during a club meeting:**
 - a. Boo boo bunnies
 - b. No Sew (tie) Blankets
 - c. Make picture or coloring books for *Caitlin Smiles*, or for an after school program
 - d. Sewing and stuffing Trauma Dolls
 - e. Putting together care packages for soldiers or *Operation Christmas Child*
 - f. Making happy cards or crafts for *Caitlin Smiles*
 - g. Make Holiday cards for nursing home residents
9. **Spend time at a nursing home.** This is pretty self-explanatory. Some elderly homes have projects in which you can help with, such as playing games, manicures, or seasonal activities. Some of these people may not have a family so they greatly appreciate your visits. Make sure you call ahead since they follow a strict schedule.
10. **Organize a trash to treasure drive at the end of the academic year.** Every year people move out of the dorms on your campus and they throw out so many items that could be used by someone less fortunate. You can collect usable housewares, clothing, furniture, appliances and food as students move out. Place collecting bins in each apartment/dorm and be sure to advertise in advance. Collect materials throughout finals week, and after classes conclude. Be sure to have vehicles and people to collect and transport donations.



The Kiwanis Family

Kiwanis International

Kiwanis' primary focus is children. The major emphasis program of Kiwanis International is Young Children: Priority One. This program addresses the needs of children prenatal through age five. A great distinction of Kiwanis International among professional service clubs is its sponsored organizations and programs—the Kiwanis family!

KEY CLUB

Key Club is the high school student-led organization teaches leadership through service to others. Clubs unite in service under the banner of the Key Club International Major Emphasis Program, *Children: Their Future, Our Focus*. The program emphasizes specific areas of child growth, including personal development and social interaction.



Builders Club is the largest community-service program for junior high and middle school students worldwide. Its goal is to develop leadership qualities in young people through experiences in volunteer service.

Kiwanis Kids is the fastest growing service club for elementary students. The program focuses on character education as well as exposure to the concepts of community service and student leadership.



Aktion Club members in more than 200 clubs in seven nations allow adults living with disabilities to develop initiative and leadership skills through hands-on service. These adults return to the community the benefits, help, and caring they have received.



Part Five:
Leadership





Presidents' Council Chats

A monthly meeting of all PACK presidents to come together, share ideas, and hear about upcoming district and international opportunities!

Who knows club issues better than another club president who has been there, done that, and can hopefully provide some advice on how to handle the issue. I will provide a tentative/loose agenda for us to follow and will mediate the discussion, but I hope that presidents will take the lead on the discussions and share ideas with each other.

It is strongly encouraged that you attend these chats and attendance at these chats does count towards Honored/Distinguished Officer Awards. Dates and times are tentative and chats will last no longer than 60 minutes. A phone number, pin, and directions will be sent out before each chat.

Suggestions are most definitely welcomed at any point, however, and I will gladly accommodate any needs as far as scheduling chats goes, including scheduling one-on-one chats to make up for any presidents cannot make.

If you have any questions, please feel free to reach out to me by emailing governor@pacirclek.org

Tentative Presidents' Council Chats Schedule

~~September 4, 2015 @ 9:00 PM~~
September 27, 2015 @ 5:00 PM
October 2, 2015 @ 9:00 PM
October 25, 2015 @ 5:00 PM
November 29, 2015 @ 5:00 PM
December 4, 2015 @ 9:00 PM
January 8, 2015 @ 9:00 PM
February 5, 2015 @ 9:00 PM



Monthly Reporting

Every month, clubs are required to fill out and submit a Monthly Report Form (MRF), which details the service project and events that your club does each month. MRF's require information about club meetings (date and attendance), club events (event description, attendance), fundraising projects (amount raised, cause supported) and much more! The MRF received a makeover this summer, so it may be difficult to adjust to from our past form, but I guarantee that it is much more efficient in collecting the necessary information.

MRF's are extremely important for the district: we cannot recognize your members for their hours of service, we cannot highlight your club work and we cannot support you if we do not know what you are doing. Without this vital information, we cannot boast about how amazing you are as a club, and we will not have records of our successful year.

This year we have set a goal for 100% MRF submission, and we need your help to make this successful! If we want to reach our goal, you must encourage your secretaries to hand in MRF's each month, but you also must encourage officers and members to report their service to him/her. All MRF's must be emailed to your Lieutenant Governor, District Administrator, District Secretary, and District Governor by the **5th of every month!**



Running an Effective Meeting

No meeting should be useless or wasted meeting. After all, people (including yourself) are setting time aside because they feel something in the meeting should be important, so it is crucial that you make total use of your time during a meeting, whether it is review past events, provide information on new events, create team/club bonding activities, or complete an in-house service project.

Effective Agendas

- < Introductions, Pledge, Ice Breaker
 - Introduce yourself, your board, guests, Kiwanis members
- < Old News
 - Go over past events and fundraisers, have a general member explain the event that attended
- < New News
 - Go over upcoming events, including District and Divisional events!
 - Have an efficient way for members to sign up, and organize transportation
- < Leadership Opportunities
 - List out any leadership opportunities available including committee meetings & project leaders needed.
- < Misc.
 - Guest presentors, and an update from your Kiwanis members if they are present
- < Q & A
- < Adjournment

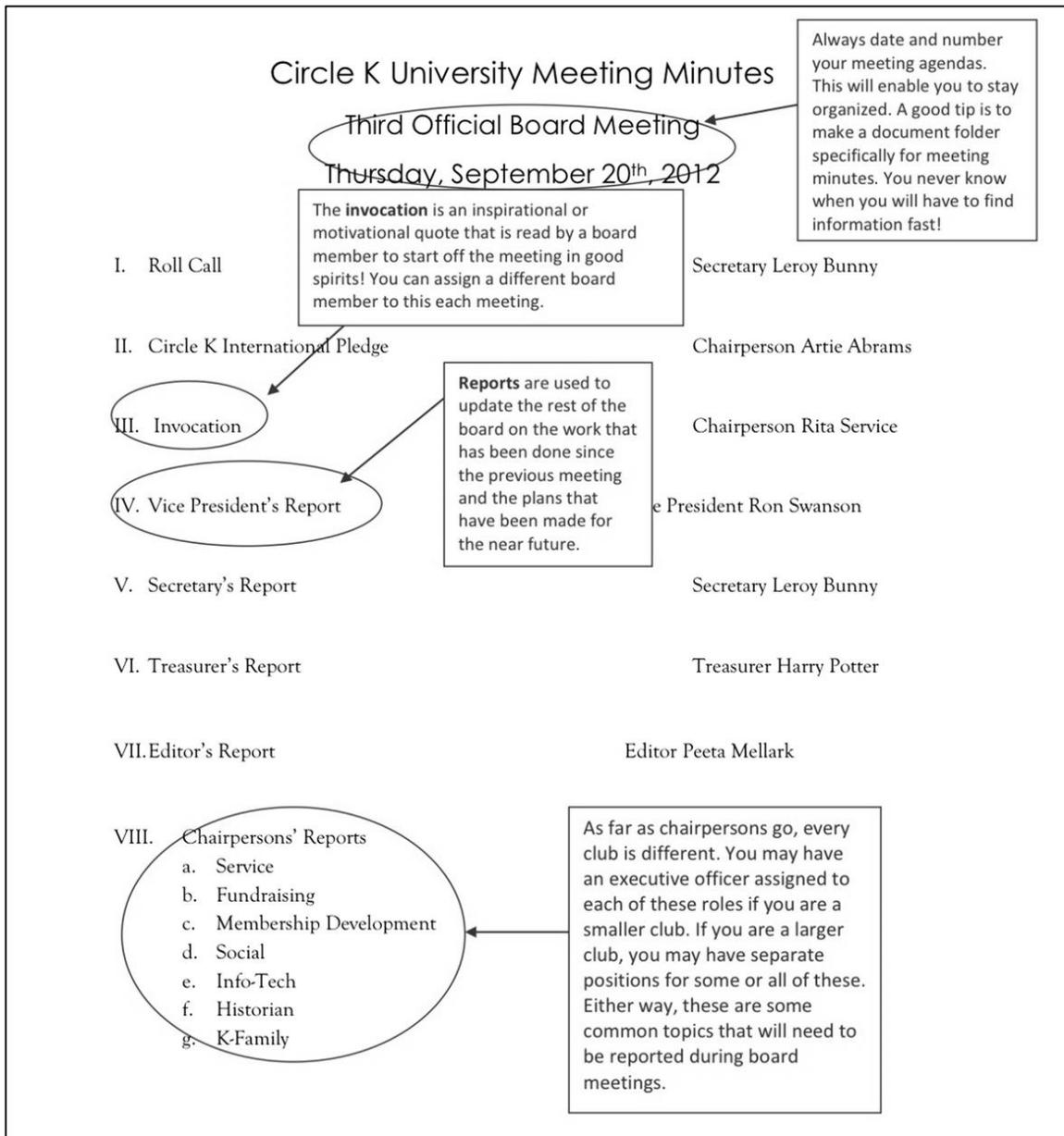
What Members want from your meetings:

- < **Information** about service project and events
 - What, When, Where, and WHY?!
 - Make it easy for them to follow along- write it out on a board, PowerPoint, or handouts
- < **Opportunities** to grow as a leader in the club
 - By watching you and your board during a meeting they should understand what each position entails.
- < **FUN!**
 - Food, Ice breakers, a short (but meaningful) in house project
- < **Being included** as a part of the CKI Family
 - Offer post meeting socials, or instead of a business meeting offer a social out in the community, like bowling, laser tag, Fro-Yo!
 - If a member that is normally consistent in attendance is absent, reach out (email, text, Facebook) and let them know you missed them at the meeting and make sure they are ok
 - Send out simple thank you messages after service projects, and recognize something special they did.



Sample Meeting Agenda

No meeting should be useless or wasted meeting. After all, people (including yourself) are setting time aside because they feel something in the meeting should be important, so it is crucial that you make total use of your time during a meeting, whether it is review past events, provide information on new events, create team/club bonding activities, or complete an in-house service project.





Thinking Long Term

Even though most (aka all) of us wish we could stay in CKI forever, to lead our epic troops of member out to do amazing hours of community service, we all will eventually graduate and move on to Kiwanis. However, the club does stick around year after year, so it's good to set some goals and plans, thinking beyond just your year as president.

Goal Setting

- < Goal setting is crucial to the success of your club, so work with your board to create goals for your year, but also beyond your year, such as 3 or 5 year goals. They can include things such as membership, fundraising, or level of community involvement. These goals will be reviewed and adjusted with every change of officers in order to provide the maximum benefit for a club year to year.

Long Term Plan

- < A long term plan will help your board, and future goals stay on task with the growth and expansion of your club
- < Your Long Term Plan should include:
 - o Challenging goals that can be met year after year
 - o Plan for resources to be developed year to year, such as different recruitment materials, different videos, and recourses for future officers with a growing list of connections and seasonal community projects.
 - o Plans for past projects- those that were successful and unsuccessful. Be sure to include all materials from projects, as well as a summary of the event with details on why it succeeded, or didn't.
- < Members should know about your long term plans, and they can help plan. They are a fresh set of eyes that won't have a bias, like we do.
- < Keep your Faculty and Kiwanis advisor in the loop! They have been here, and will continue to be here so make sure they have an input on your plan as they have past experiences and suggestions for the future. Plus, if they know about your plan they can help future presidents stay on track.

Saving, Creating and Distributing Recourses

- < Anything that you have created can be crucial to your successor, so it is important to keep it all for the future!
- < Consider leaving all club files with your Faculty or Kiwanis Advisor because they continue to stick around even as you move on. You can have all the materials on a jump drive, or on internet file share like DropBox.
- < Club Officer Guides and training materials can help your future successor know what their duties and responsibilities are.
- < Other recourses that you should create and continue to add to:
 - o Local service projects with contact information
 - o Social ideas
 - o Dues recourses
 - o Recruitment ideas- what works and doesn't work
 - o Club meeting ideas- share your agendas!
- < Stay organized about your resources so that they can easily be passed!



Officer Tips

For a successful year, the biggest thing to remember in having a good year but also have a fun and enjoyable and a one in a live time experience is having a good line of **communication** between all board members and also members. The following are other things to keep in mind when thinking about having a great CKI year:

- 1) **Plan early:** One of the biggest problems that can cause a year to go badly of an event to not be as successful is not planning early enough. If you take the time and plan out a calendar ahead of time you will have enough time to make sure everything is taken care of and that everything will run smoothly. So, give yourself enough time to setup an event planning guide and a calendar of when you need things done by so that you don't need to rush right before the event.
- 2) **Ask for help:** Everyone has hard weeks at school or other things on their plate that overwhelms them. It is understandable. So when you can't do everything that you have to do, ASK FOR HELP. Don't ask for help late, let people know ahead of time if you can't do something. The more you trust and rely on each other the better the year will be.
- 3) **Learn to have fun:** In the end, most of the people won't remember all the time they spent planning or slaving over a program. What people will remember is the good time they had on the board, bonding and having fun. So if you don't take your responsibilities too seriously and have fun at board meetings and at meetings you will enjoy it a lot more. If you enjoy what you are doing while you are doing it time will go by a lot faster and you will have gained that much more from your experiences in the club. Learn to SMILE, LAUGH, and take each day for what it's worth. In the end it will help decrease a lot of stress.
- 4) **Be open and honest:** When there are issues or concerns that you have be open with your board about them. Don't hide your feeling if you don't like the way the club is being run or if you don't like a project. You HAVE to be vocal about what is going on and express your feelings because that way you have good communication and also it could really help your club. Furthermore, it could release a lot of stress from your life and make a more productive environment for your board. By being open with anyone on the board, it doesn't have to be the President, it can also increase the comradely on the board and make it more like a family.
- 5) **Show your appreciation:** When someone does something exceptionally well or goes out of their way to help you or others, show your appreciation. A simple thank you, or a card says that I really appreciate you, goes a long way in making people feel special and really welcomed. Everyone in this club does all that they do out of the kindness of their heart. They are not getting paid to do so, so it makes a big difference when someone shows that they are appreciative it motivates people to want to do more and shows them that people do recognize all that they are doing.
- 6) **Take time off when needed:** Like before about asking for help, sometimes we all have problems that we face that make it very difficult for us to be able to do Circle K. When, and if, that time comes, make sure that you talk to your board and let them know what is going on. Tell them that you just can't be involved right now and need time off. People will understand and will really try to help out as much as possible. The board is like your family, they want the best for you and so let them know that you will not be able to help and for about how long.
- 7) **Hang out outside of CKI events:** Sometimes we get hung up in Circle K stuff so much that we forget to realize there is more to college than Circle K. Sometimes we just associate certain people with Circle K and nothing else. However, take a break from Circle K and hang out with the board or members outside of a Circle K setting. Go out and watch a movie or go to the beach or just hang out. Get away from the Circle K setting to help each other stay sane and realize that there is a lot more to enjoy of about college and get to know each other better and become even a closer family and group of friends.
- 8) **COMMUNICATE:** Without communication, you can't succeed at having a good year. Things fall apart and it won't be an enjoyable year for everyone. Communication makes a huge difference is the outcome of your year.