



CKI[®]
Circle K
International

Club Secretary Training Manual

2015-2016 Edition



Updated by 2015-2016 District Governor Melissa Campbell

Introduction

Letter from the Editor

Dear PACK Secretary:

First, I would like to congratulate you on your election as club secretary! Your dedication to your board does not go unnoticed, and I'm so excited to work with you and the rest of your club's board!

The Club Secretary Training Manual is an excellent resource created specifically for your reference if you have any questions on your duties. In this manual, you will find information to help guide you through your roles and responsibilities as a club secretary, as well as guide you through some of your roles and responsibilities to the Pennsylvania District! Please use this resource to your advantage and familiarize yourself with your duties and the Monthly Report Form (MRF).

Having so many responsibilities and duties can definitely be overwhelming at times, so please do not hesitate to reach out for help from your club board or from the district board.

I can't wait to see everything you and your board accomplishes this year - just remember to HAVE FUN!

In friendship and service,



Melissa Campbell

2015-2016 Pennsylvania District Governor

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The Mission

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

The Three Tenants of Circle K International

Circle K International Pledge

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

Circle K Motto

“Live to Serve, Love to Serve!”

Circle K International's 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.

Service ▪ Service is the heart of Circle K International. 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 experimental 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.

Secretary Duties

General Documentation Duties:

- Member attendance at all general club meetings
- Minutes of general club and board meetings
- Member participation in all club activities
- Service, social, and administrative hours contributed by each member

Weekly Duties:

- Take minutes and attendance at all general and board meetings, publicizing these to all members of the club, your faculty and Kiwanis advisors, the district secretary and governor, your lieutenant governor, your divisional advisor, and the district administrator.
- Track service, social, and administrative hours during all Circle K sponsored activities.
- Respond to all correspondences within several days, informing officers and advisors of any important communication

Yearly Duties:

- Obtain all files/information from immediate past secretary
- Inventory all club property
- Create a filing system to organize club reports, bulletins, and literature
- Create/maintain a club membership roster and update MUC as needed
- Submit contact information for incoming officers
- Complete and submit all award forms with all necessary documentation for distinguished officer awards and general club awards
- Assist incoming secretary in becoming acquainted with the position

Monthly Duties:

- Attend board meetings
- Collect and record club members' and officers' personal service hours, including service hours obtained outside of Circle K.
- Collect and record all interclubs, Kiwanis Family events attended/hosted, and any projects/fundraisers benefiting the district service project (Serve Today, Cure Tomorrow)
- Update officer and member rosters as needed with contact information, service hours, attendance, etc.
- Track club goals and report on progress
- Fill out and submit a Monthly Report Form by the 5th of every month to:
 - District Secretary (secretary@pacirclek.org)
 - District Governor (governor@pacirclek.org)
 - District Administrator (administrator@pacirclek.org)
 - Lieutenant Governor (yourdivision@pacirclek.org)
 - Divisional Advisor (yourdivision.kiwanis@pacirclek.org)
 - Club President
 - Faculty Advisor
 - Kiwanis Advisor

**** yourdivision should be replaced with the division your school is located in! ****

Keeping a Club Roster

Keeping a club roster is one of your most important responsibilities as a secretary. Without a club roster, it is very difficult to keep track of the people in your club – who is still part of the club, who has paid dues, who has graduated, how many service hours they have completed, which meetings they attended, etc. They are also very important because it makes updating the Membership Update Center (MUC) much easier, as you have all that information already updated and available to you!

A club roster can be as detailed as you would like it to be (names, emails, birthdays, graduation years, dues paid or not, service hours, meetings attended, etc.) or as simple as you would like it to be (name, email, graduation year) – it just depends on what your club needs and what you can do with your board’s help!

Excel and Google Spreadsheets work wondrously for club rosters, whether simple or very detailed. You can create multiple sheets if needed, you can color code things, and you can make the sheets do any math work that you may not want to do! Work together with your club board to put a roster together and figure out what you may need to track for each member!

An Example:

PACK University Circle K								
Member Name	Position	Dues Paid	Graduating (Year)	Volunteer Interests	Phone	Mailbox Number	Email Address	Notes
Leroy Rabbit	President	Y - 8/5/15	2019	Animals, Elderly, Outdoors	(555) 454-8976	Box 990	lrabs@email.com	Carrots are favorite snack
Clark Kent	Vice President	Y - 8/5/15	2018	Elderly, Kids, Outdoors	(555) 898-7865	Box 880	supervp@email.com	Allergic to kryptonite
Peter Parker	Secretary/Treasurer	Y - 8/5/15	2018	Elderly, Outdoors	(555) 223-8594	Box 700	tinolvspiders@email.com	
Raven Darkholme	General Member	N	2017	In-House Service	(555) 334-8009	Box 606	bluegirl@email.com	
Bruce Wayne	General Member	Y - 8/10/15	2019	Elderly, Animals	(555) 829-5499	Box 703	battv@email.com	
Bruce Banner	General Member	N	2016	Animals, Elderly, Outdoors	(555) 888-8888	Box 810	green-science@email.com	

The Membership Update Center

Members of all clubs must be formally registered online with Circle K International prior to submitting the dues amount. As a club secretary, you are in charge of keeping the Membership Update Center up to date! Using your club roster, this task can be fairly quick and easy! Please review the instructions for updating the MUC:

1. Access the Membership Update Center
 - a. Go to www.circlek.org and click on MEMBERSHIP UPDATE CENTER
2. To import members, follow these steps:
 - a. Have last year's secretary update the club officers to give you access to the MUC
 - b. When you are on the homepage, click on Register/Reset Password
 - c. Enter your email and click submit. An email will be sent to you. When you receive this email, follow the link to reset your password.
 - d. Login to the MUC. Click on the Membership Update Center button on the left side of the screen.
 - e. At the top of the screen, click on Members
 - f. On this screen, you will have a few options/tasks
 - i. Delete any members that have graduated, no longer attend meetings/projects, or haven't paid for the new term
 1. To do this, select the box following the names of past members and then select the delete button closer to the top.
 - ii. Add any new members that you may have gained
 1. Click on "Bulk Add Members". Enter their first and last name, email, and the year they intend to graduate. At the bottom, click send.
 - iii. Need a list of members? Click "Export to Excel" and a membership list will be put into an Excel Sheet that you can download and open up.
 - iv. Need to edit information? Someone's email changed? You spelled a name wrong? They are graduating later/earlier? Click on the pencil icon next to the member's name.
 - g. After you have deleted members no longer in the club and added any new members, click on the Finances button at the top (this is where you should work with your treasurer).
 - h. On the Finances screen:
 - i. Check the box next to the order you just made.
 - ii. At the bottom, click "Print Invoice and Pay by Mail" – it's recommended that two copies be printed – one for International, one for your club's records
 - iii. Write out a check – information (who to write it out to, where to send it, etc.) is on the invoice.

What kinds of hours are there?

The club secretary is responsible for keeping track of all member hours, including service, social, and administrative hours. But what do all these hours mean? Are there other kinds of hours?!

Service Hours ▪ One of the most important hours you will track! A service hour is 60 minutes performed on a service project. A service project is defined as a voluntary act (one for which no payment is received for services rendered) by one or more dues-paid Circle K member(s) for the sole benefit of an individual or group of individuals who possess a basic need for said services.

Preparation Hours ▪ All time that Circle K members put into preparing for a service project or service fundraiser is considered *service hours*, *NOT* administration hours. This includes planning meetings, distributing flyers, hosting a table to advertise the event, making phone calls, etc.

Travel Hours ▪ Travel *to*, but *NOT from*, a service project counts a service hours. Travel time should *NOT* be counted for events where service is performed but the primary purpose of the event is not service (i.e. District Convention). Any time spent on the trip other than service and travel does not count as service hours (pit stops, social activities, overnight stays, etc.).

Fundraising Hours ▪ When a club fundraises for a charitable entity, the time put into the fundraiser counts as service hours. All proceeds raised during a fundraising activity **must** be applied towards a charitable entity for it to be considered a service project.

Personal/Outside Hours ▪ Pennsylvania Circle K counts any and all hours served during non-Circle K sponsored projects and events as service hours. Personal service hours must meet all criteria listed under service hours!

Administrative Hours ▪ An administrative hour is 60 minutes of work performed for the benefit of the general business of a Circle K Club.

Fundraising Hours ▪ Fundraising activities where the proceeds benefit the general club budget are administrative hours, **NOT** service hours.

Social Hours ▪ A social hour is 60 minutes of an activity that promotes the morale or membership development/education of general members.

Hour Collection Tips

Having trouble keeping track of everyone's hours, getting members to submit outside service hours, or even getting members to participate in more service projects? Here are a few tips!

Remind Members

Remind members to record their hours outside of Circle K because they count! Remind them to keep track of their service hours and to bring service hours when you are collecting them.

Make Hour Submission Easy & Frequent

Collect members' hours regularly! Some clubs use service logs at meetings, GiveGab, email, and/or Facebook for service hour submission. Pick something that works for your club and have submission dates regularly, even if it's just writing the number down beside their name at each weekly general meeting!

Enforce Club Service Hour Requirements

Some clubs have service requirements in their club bylaws. If you're having trouble collecting service hours you know people have done, or you're having trouble getting people to sign up for service, start publicizing the requirement.

Track Members at Each Event

Make sure you're tracking everyone's attendance at projects and events and how many hours they are at a project for – even if you're not there, appoint someone to keep attendance for you. Sign-in sheets can make this an easier task!

Tell Members about Incentives

Publicize service recognition awards offered by the district and even make your own awards. Recognize members that have a lot of service hours at general meetings or make incentives, such as after achieving 300 hours as a club, there will be a pizza party. Or try making it a competition to see who can get the most hours in a month!

Go After Missing Hours

Always remind club members about hour submissions, whether it be in meetings or via email. Don't assume no one is doing them just because you're not getting any. Make sure members are aware of what outside hours are and that they count toward your club's hour count!

What are meeting minutes?

Keeping track of meeting minutes is another important duty of a club secretary. Meeting minutes are a source for future club boards, club members who may not have been able to make meetings, and for current club boards. Future club boards can look back and see what the club was doing at the same time the previous years, and present club boards can look back at minutes and see what needs repeating and what they've already talked about. Minutes are beneficial for members who may be absent from a meeting, came late to a meeting, or for members who don't always remember what events are going on within the club easily.

As secretary, you should be taking organized and consistent minutes including the topics, events, and projects discussed at meetings and distributing them to your club board, your club members, your advisors, and the district secretary so that everyone is aware of what may be going on in your club. **If you cannot attend a meeting, you are responsible for appointing someone else to take the minutes for you!**

When should minutes be distributed?

General meeting minutes should usually be distributed within a few days of the meeting so that members get the information as quickly as possible and before any events/projects happen so they can have time to sign up and check schedules!

Board and Committee meeting minutes should be out within a week of the meeting so that it can be voted on at the next board meeting/accepted into the club's official records.

**General board meeting minutes may also be voted on by paid members of the club because they are a record of what happened at each minute.

What should minutes look like?

What your minutes look like depends on the type of club you have. If your club runs meetings very officially with voting and parliamentary procedure, your minutes should look more professional and have all votes and discussions within the minutes.

If your club runs meetings more casually, your minutes can be a little more casual with headings and a quick blurb about what was talked about.

Some Tips for Keeping Minutes

Create a Template

Create a template that can be used throughout the year and simply needs to be typed into. If you won't be at a meeting, make sure whoever you appoint to take minutes has this template so it is a little easier.

Type Minutes during the Meeting

Take your laptop with you and type the minutes as the meeting goes. It's quicker than writing, and you'll always be able to read what you type! If you are writing minutes by hand, though, keep your writing legible, but remember to jot down all important information!!

Always include date and time of a meeting

Usually, location is a good idea, too! But if the meeting is in the same spot every time, it might not be such an important aspect of the minutes. Do what fits your club!

Only Include the Important Stuff

If someone spends twenty minutes talking about favorite colors, don't include it in the minutes. Only include important dates and events, actions taken, decisions made, votes if they occur, and announcements. If there is discussion on something or a presentation or a special guest makes a comment that's not announcing anything coming up, write a brief summarization of what was discussed, the presentation, or the comments - main points in bullet form is an idea - so members have some idea of what went on without having to read ten pages of comments that may not be directly related to them.

Make Minutes Accessible to ALL Members

It's important to make sure you have an up-to-date list of club members, whether they regularly attend meetings or not, so that if they have another commitment at the time of meetings or they just couldn't make that one meeting, they know what went on and what projects/events are coming up!

Examples of Meeting Minutes

Formal/Professional Minutes

If your club is more professional at meetings, here's an example of what minutes may look like:

PACK University Circle K Meeting Minutes

Tenth Official General Meeting

Wednesday, November 11, 2015

Meeting called to order at 7:00 PM by presiding officer President Leroy Rabbit.

- I. Roll Call Secretary-Treasurer Peter Parker
- II. Circle K International Pledge Vice President Clark Kent
- III. Club Officer Reports
 - a. President Report President Leroy Rabbit
 - i. The club gained two new members! Welcome Robin and Lex to the club!
 - b. Vice President Report Vice President Clark Kent
 - i. Committee members have been planning a lot of new service projects, so make sure to sign up for events! All committee members should attend a committee meeting on Thursday at 6:30 pm!
 - c. Secretary Report Secretary-Treasurer Peter Parker
 - i. The club has reached 300 service hours! All members should submit any outside service hours to the secretary at the end of the meeting!
 - d. Treasurer Report Secretary-Treasurer Peter Parker
 - i. The club raised \$200 at the recent fundraiser for Eliminate!
- IV. Old Business
 - a. The club participated in a March for Babies at the Twisted Tree Field and raised \$100. Members were able to advertise the Eliminate Project to other walkers, too!
- V. New Business
 - a. Make sure to sign up for all new service projects!
 - i. Cooking Dinner at the Ronald McDonald House - Sunday, November 15 @ 4:30
 - ii. Cleaning Horse Farm - Tuesday, November 17 @ Noon
 - b. Come bowling with club! Saturday, November 14 @ 6:00
- VI. Reminders
 - a. Next Meeting: November 18 @ 7:00

Meeting adjourned at 7:45 PM by presiding officer, President Leroy Rabbit./

Examples of Meeting Minutes

Casual Minutes

If your club is more casual at meetings, here's an example of what minutes might look like:

PACK University Circle K Meeting Minutes for **Wednesday, November 11**

Welcome to another awesome meeting of Circle K! Vice President Clark's birthday was yesterday, so make sure to wish him a happy birthday after the meeting!

District Happenings

InterPACK will be next weekend! If you haven't already let us know you would like to go, please do so by this Friday so that we can register! More information about who will be driving and where to meet will come soon!!

K-Family Fun Fact of the Week

Kiwanis was founded in 1915, which makes this year the 100th Anniversary! Woohoo! That makes us affiliated with a 100 year old organization – how sweet is that?!

Club Fair Day

There will be a club fair day next week – Thursday, November 19 from 4:30 – 7:30 PM! If you're interested in sitting at the table with the board, let us know! We're happy to have more volunteers there!! :)

Upcoming Projects

Dinner at the Ronald McDonald House – Sunday, November 15 @ 4:30 PM

We have 5 spots open! We'll be cooking a quick and easy dinner for the families of patients at the hospital – hopefully macaroni and cheese and tacos! If interested, sign up by emailing tinglingspideys@email.com!

Clean Up at Horse Farm – Tuesday, November 17 @ 12:00 PM

We have 10 spots open! We'll be mucking stalls and will get a short tour of the horse farm. We'll also be helping take care of horse tack and we will probably get to brush some of the horses, too!! If you'd like to sign up, do so by emailing tinglingspideys@email.com!

Project Recap

Thanksgiving Art Show @ Preschool

On Sunday, ten of us helped the local preschool set up for their Thanksgiving Art Show! There was tons of art drawn by the preschoolers and it was a ton of fun – some of them are awesome drawers, and they were pretty adorable, too!

Service Hour Update

The club has a total of 300 service hours right now! Keep up the awesome work, everyone!

Raven Darkholme has the most service hours as of Tuesday, November 10. Over the last couple of months, Raven has accumulated **98 service hours**! Congrats, Raven! :)]

What is the Monthly Report Form?

The Monthly Report Form (MRF) is one of the most important files a club secretary will use throughout his or her term! It is how you report your club's projects and service hours to the district. MRFs and service hours all factor into district awards for officers (honored and distinguished secretary).

When is it due?

The MRF is due on the 5th of every month. It covers everything your club did during the prior month, or the reporting month. Meaning the report for August is due on September 5th, September's report is due on October 5th, and so on and so forth.

2015-2016 Monthly Report Form

The MRF for the 2015-2016 administrative year is just like the form for 2014-2015 in its formatting and size. However, there have been some minor changes to tags and questions asked, and what is reported on the MRF.

I've broken the MRF down into sections so you can fill out the form, step by step! There is also an instructions page in the MRF – it's one of the very first tabs, so you always have these instructions with you!!

Section One – Club Administration **

This is your executive board roster, including appointed board members (i.e. committee chairs). Please make sure this page is always up to date, and if you change someone's information, please make sure to indicate that it has been changed and when it was changed. Be sure to choose a club and division at the top, too!

Section Two – Club Membership Roster

This is a tool for you! It's a place for you to keep an updated membership roster of your club's dues-paid and non-dues-paid members – it's a great resource for your treasurer and you to work together on to keep track of both dues and your club roster!

Section Three – Annual Totals

This page is a work-in-progress! You don't need to fill anything out on this page; it's another tool for you. It should keep a record of how many service hours you've completed each month and keep a running total of those hours. It also tracks your k-family events, your interclubs, and how many district service projects you do!

Monthly Report Form

2015-2016 Monthly Report Form

Section Four – Club Goals

Once again, this is a tool for your club! Keep a record of all your club goals and what you'd like to accomplish this year, then track them at the end of each season!! This isn't mandatory, but it's a great tool for you.

Section Five – Monthly Tabs & Month Events **

Fill out each section carefully and consistently. Be sure that you report all of your clubs meetings, your monthly goals if you had any, whether you've had any district contact, answer all questions, and record all projects and events that occurred during the month, as well as how many hours each project/event was and the attendance of each event!

When recording hours of an event/project, please be sure to record **TOTAL HOURS** (# of members at an event x # of hours at an event) in the appropriate column; if it was a social event, record the NUMBER under F. If it was a leadership event, record the NUMBER under L. And if it was a service event, record the NUMBER under S.

After you have recorded the hours under S, L, and F, go about tagging each event according to what they were with 'x's!

Section Six – Seasonal Reflections **

These sections are both for your benefit as well as the district's benefit. These sections are to help keep you on track throughout the year. There's a section at the top where you can view your club's progress and lay out what you want to do throughout a longer period of time than a month, but smaller than a year!

**** indicates mandatory sheets!**

Tips for Filling out the MRF

Start Early! Don't wait until the 4th to start filling out an entire month's worth of data. After each meeting, make note of the attendance at the meeting. After each project, fill in the monthly events sheet.

Outside Service Hours Count! When you get outside hour submissions, put them on the MRF right away! Even if you have several lines of outside hours – you can add them up later!

What is an Honored or Distinguished Officer?

Every year at District Convention, awards are given out after the Governor's Banquet on Saturday. Some of the awards go out directly to club officers for all the hard work and dedication they put into their clubs each year. For each officer, there are two awards – Honored Officers and Distinguished Officers. Each officer must apply for the award (application details will be given closer to District Convention) and each application is held up to the standards of the criteria for honored and distinguished officers, all of which is up to the discretion of the judges. The 2015-2016 Criterion for Honored and Distinguished Officers is included in this manual so that you can keep an eye on what criteria you need to meet throughout the year!

Honored Club Secretaries Must Have:

- 15 Hours of Service
- Attended at least **ONE** training conference [1/4 – 2 Fall, 2 Spring]
- Attended InterPACK *OR* DCON
- DSP Promotion [volunteering, fundraising, or awareness]
- 75% of MRFs submitted
- 2015-2016 Officer Directory information submitted by September 6th, 2015

Distinguished Club Secretaries Must Have:

Distinguished officers are held to a higher standard, therefore there are a few more requirements for those applying to be a distinguished officer.

- 15 Hours of Service
- Attended at least **ONE** training conference [1/4 – 2 Fall, 2 Spring]
- DSP Promotion [volunteering, fundraising, or awareness]
- Attended InterPACK *AND* DCON
- Held/Attended at least **THREE** interclubs
- Held/Attended at least **THREE** K-Family Relation Events
- 85% of MRFs submitted
- 2015-2016 Officer Directory information submitted by August 6th, 2015
- Dissemination of meeting minutes after meetings [CC District Secretary + Appropriate Lt. Governor]

Missing Criteria

Sometimes things are missed – other events are scheduled for the same day or something comes up. The district board understands this – life happens. Therefore, there is a section on missing some criterion for those applying to keep in mind.

All officers applying for Honored awards may submit **up to TWO** essays of 250+ words explaining **two different** missed criteria addressing the following:

- Why was criterion not met?
- What was done to make up for said missing criterion?

All officers applying for Distinguished awards may submit **ONE** essay of 250+ words explaining missed criteria addressing the following:

- Why was criterion not met?
- What was done to make up for said missing criterion?

District Contact Information

Executive Board

District Governor

Melissa Campbell
governor@pacirclek.org

District Treasurer

Lauren Herneisey
treasurer@pacirclek.org

District Secretary

Vacant
secretary@pacirclek.org

District Editor

Kelly McCurdy
editor@pacirclek.org

Lieutenant Governors

Black Diamond Division

Vacant
blackdiamond@pacirclek.org

Colonial Division

Vacant
colonial@pacirclek.org

Keystone Division

Vacant
keystone@pacirclek.org

Liberty Division

Fawn Jakieliaszek
liberty@pacirclek.org

Three Rivers Division

Tim Haight
threerivers@pacirclek.org

Snowbelt Division

Jess Patz
snowbelt@pacirclek.org

Committee Chairs

Club Building/Retention

Lauren Herneisey
treasurer@pacirclek.org

Conferences & Conventions

Rebecca Feinberg/Jessica Patz
service@pacirclek.org/
snowbelt@pacirclek.org

Fundraising

Lauren Herneisey
treasurer@pacirclek.org

IT

Kelly McCurdy
editor@pacirclek.org

Kiwanis Family

Tim Haight
threerivers@pacirclek.org

Laws & Regulations

Fawn Jakieliaszak
liberty@pacirclek.org

Service

Rebecca Feinberg
service@pacirclek.org

Kiwanis Committee

District Administrator

Kelly Shaup
administrator@pacirclek.org

Colonial Advisor

Vacant
colonial.kiwanis@pacirclek.org

Liberty Advisor

Mariza Shavelle
liberty.kiwanis@pacirclek.org

Three Rivers advisor

Kristina Badali
threerivers.kiwanis@pacirclek.org

Black Diamond Advisor

Vacant
blackdiamond.kiwanis@pacirclek.org

Keystone Advisor

Vacant
keystone.kiwanis@pacirclek.org

Snowbelt Advisor

Catherine Hagadorn
snowbelt.kiwanis@pacirclek.org

Websites

PA Circle K

www.pacirclek.org
<https://www.facebook.com/pacirclek>

Circle K International

www.circlek.org
<https://www.facebook.com/circlekintl>

Sub-Region E

<https://www.facebook.com/groups/5546001142/>

Don't ever hesitate to reach out to any district board member or Kiwanis Committee member – we are all here to help YOU, the officers and members of PA Circle K!!