

CIRCLE K INTERNATIONAL

Advisor Resource Guide





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Introduction

THANK YOU! As an advisor to your CKI club, you play a major role in ensuring its success. The time and effort you commit to assisting club members enhances their service and leadership experience.

This guide provides information to help you fulfill your advisor role. It includes basic details about the CKI organization and covers topics specific to your position. Familiarize yourself with this material to most effectively advise club officers and members.

This guide is designed for use by both Kiwanis and faculty/staff advisors. A Kiwanis advisor is a member of the sponsoring Kiwanis club who chairs that club's committee on CKI. The faculty/staff advisor is a member of the school's faculty or administration and provides a direct liaison to the school community. Though the role of each differs slightly, the advisors should work as a team and communicate regularly. Specific responsibilities of each advisor will be covered in greater detail later in the manual.

Participating in an advisory or mentoring capacity to university students is a rewarding experience. It offers the opportunity to watch students grow into their roles as the leaders, professionals, government officials and humanitarians of our world. However, you might encounter some special challenges, and advisors must be aware of possible solutions to potential problems.



CKI in Brief

THE MISSION

Circle K International develops college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

THE 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.

All sponsoring Kiwanis Clubs pledge to:

- Collaborate with all members of the Kiwanis family to achieve our common objectives.
- Continue student management of the organization on all levels.
- Develop positive role models.
- Enhance intercultural understanding and cooperation.
- Increase our service potential.
- Provide opportunities for fellowship, personal growth and professional development.
- Work toward greater public recognition of the organization.

This pledge is the guiding principle for CKI sponsorship.

CKI is a collegiate-level service organization. CKI clubs on university campuses enable students to participate in organized volunteer activities that provide needed service to individuals, families, agencies and communities. Through these opportunities, members build strong friendships and develop leadership skills.

CKI is a sponsored program of Kiwanis International, a community-service organization for professional men and women.

There are thousands of members in hundreds of clubs on campuses worldwide.

Each CKI club is sponsored by one or more Kiwanis clubs.

This relationship allows students to interact with community professionals. Joint service projects, meetings and other events generally take place each year, combining the efforts of community and campus leaders. The Kiwanis club provides annual financial support to the club.

CKI is an association of clubs.

The strength of those clubs is key to the organization's success. The work of CKI occurs at the club level. Clubs devise, develop, organize and implement service projects that best fit the needs of the campus and community.

Though clubs focus primarily on service, the very nature of the organization requires some administrative tasks.

Dues must be collected and paid, reports completed, correspondence written and mail read. Because each club needs guidance to function, annual elections place students in club leadership positions.

CKI members focus on making their campuses and communities better places to live and work.

In the process, members benefit from their involvement. *Benefits of membership include:*

- Learning the importance of voluntarism and altruism.
- Discovering and developing leadership talents and skills that will be used in future career and professional positions.
- Applying concepts learned in the classroom to everyday situations when planning a project or organizing an event.
- Networking with professional men and women in similar fields of interest through interaction with members of the sponsoring Kiwanis club.
- Developing lasting friendships with others who have similar values and ideals.
- Opportunities to receive scholarships for future educational costs.
- Professional training in areas such as membership recruitment, leadership skills, public relations and organization through attendance at conventions and conferences.

CKI Structure

The club is CKI's most important level.

Each club is expected to maintain a membership at charter strength. This ensures the club's continued existence, because a sufficient number of returning members each year keep the club functional and recruit new members. There is no maximum membership limit for a club, and no maximum limit should be set by the club.

The club officers are the president, one or more vice presidents, a secretary and a treasurer (or secretary/ treasurer). Clubs also may elect directors or other representatives from the membership if approved by the district board. The Kiwanis and faculty/staff advisors are ex-officio members of the club's board of officers and serve in a non-voting capacity. Club officers are elected prior to the district convention and serve a one-year term from April 1 to March 31.

Clubs are organized into geographic areas called divisions.

A division typically is comprised of three to seven clubs. Clubs within a division often meet once or twice a year for a training session, motivational meeting or service project. **The division's chief officer is the lieutenant governor.** The lieutenant governor must be a division club member and is elected by division clubs.

The lieutenant governor advises and supports division clubs by providing information, communicating with club presidents and organizing divisional events. The lieutenant governor also serves as a member of the district board of officers.

A district is a collection of divisions within a set geographic region.

In the United States, a district may be one state or a combination of states. Outside the U.S., a district typically is one country or a collection of countries in the same geographic areas. **The district board of officers is comprised of a governor, several lieutenant governors, a secretary, a treasurer (or a secretary/treasurer) and often an editor. The board also includes individuals who serve as district chairs for various committees.** The governor appoints these chairs, who do not have voting privileges on the board. District officers are elected each year at the district convention. District officers serve a one-year term from April 1 to March 31.

Officers must belong to a district club and are elected by district clubs. The district provides support services to its clubs, including: a district newsletter, organized events (such as the annual district convention) and award and incentive programs for clubs and members.

The district administrator chairs the Kiwanis district's committee on CKI. This Kiwanian advises and counsels the district board and serves as a liaison between the CKI district board and the Kiwanis district board.

The final level is the CKI International Board of Representatives, consisting of a president, vice president and eight international trustees.

These individuals are elected by delegates at the annual CKI international convention. Board members serve from the last day of that convention until the final day of the next convention.

These CKI members guide the organization toward the future. They study opportunities and challenges, set policy and design programs that fulfill CKI's mission.

The CKI director and staff, all paid employees of Kiwanis International, counsel and advise the CKI board. These individuals are responsible for all CKI administrative functions, including support materials and programs, the international budget, mailings, the international convention, training conferences, processing international dues payments and chartering new clubs.

The structure of CKI parallels that of Kiwanis International.

At each level of the organization — club, district and international — a corresponding Kiwanis entity oversees the activities of its CKI counterpart. The members of Kiwanis International ultimately are responsible for CKI's health and well-being.



Though CKI's structure includes several levels, emphasis must remain on the club. CKI is only as strong as its clubs.

The Calendar

Because CKI is composed of students, many of its activities follow the academic year calendar. Though this calendar will be familiar to the faculty/staff advisor, the Kiwanis advisor should begin thinking in terms of a CKI year and a Kiwanis year. For example, CKI club officers serve from April 1 to March 31, and Kiwanis club officers serve from October 1 to September 30.

Typically, clubs do not meet during summer months, often leaving just eight months for involvement in campus and community service activities. This makes effective leadership and organization even more important.

The following generic schedule offers a breakdown of basic activities that occur during the year. Tailor it to your campus.

August/September

- Recruit new members.
- Begin holding club meetings.
- Create and share the club's calendar of events for the year.

October

- Kiwanis Youth Protection week.
- CKI's Trick-or-Treat for UNICEF campaign.
- Pay CKI club dues (by November 30).
- Non-U.S. clubs pay dues.

February

- Elections of new club officers.
- District conventions begin.

March

- World Water Month — CKI March Water Madness campaign for WASH project.

April

- Club officer training.

May

- Delegates for convention selected.
- Club award submissions to CKI.

Summer

- CKI convention.

Advisor Duties and Responsibilities

The dictionary defines an advisor as one who provides counsel, makes recommendations regarding a decision or course of conduct, provides information or notice and cautions the advisees to give careful consideration and deliberation to issues at hand.

In a theoretical sense, this very accurately describes the roles of Kiwanis and faculty/staff advisors to a club.

In a practical sense, issues are not always this clear. This section outlines each facilitator's basic responsibilities. Later in the manual, other issues will be discussed to help you deal with situations that may place you in unpredictable positions.

FACULTY/STAFF ADVISOR DUTIES AND RESPONSIBILITIES

To effectively counsel club members, the faculty/staff advisor should attend each club meeting and every other meeting of the board of officers. The faculty/staff advisor should attend as many service projects and other club events as possible.

To remain current on CKI operations and training, the faculty/staff advisor should attend these district and international events:

- District Leadership Training Conference (October–November timeframe)
- District convention (February–March timeframe)
- CKI convention (Summer)



The faculty/staff advisor's most critical role is to be a liaison between the school and the club.

To fulfill this responsibility, the faculty/staff advisor should:

- Assist in obtaining a regular meeting room and needed equipment.
- Explain the school's policy on providing financial assistance to campus organizations and help the club obtain needed funds.

- Understand and explain campus policies regarding organizing campus-wide events and posting signs and other advertising on campus.
- Provide a club contact for the school newspaper and other media services.
- Help the club obtain information from the registrar's office on incoming students to reach in membership-recruitment activities.
- Advise the club of any actions or planned events that conflict with campus policies and should be discontinued.
- Monitor the grade point averages of club members and officers to ensure all members maintain the minimum requirement for graduation. Advise members who are in academic difficulty.

To assist the club in fulfilling its financial and administrative responsibilities, the faculty/staff advisor should:

- Monitor the submission of monthly reports to the district secretary.
- Ensure that clubs pay all district and international dues by November 30 and submit the appropriate dues and membership forms.
- Review the club's current bylaws to make certain they conform to the Standard Form for Circle K International Club Bylaws, have been approved by CKI, include any language required by the college or university, and are on file in the student activities office.
- Work with the Kiwanis advisor and the club board of officers to develop an effective annual budget.
- Monitor club expenses to ensure expenditures remain within budget parameters.
- Make certain the club develops and implements a plan for membership recruitment and retention activities for the year.

To provide communication between the club and the sponsoring Kiwanis club, the faculty/staff advisor should:

- Meet at least monthly with the Kiwanis advisor.
- Attend the Kiwanis club's meetings as often as possible.
- Work with the Kiwanis advisor to plan and facilitate the annual training session for incoming club officers.

KIWANIS ADVISOR DUTIES AND RESPONSIBILITIES

To effectively counsel club members, the Kiwanis advisor should try to attend each club meeting and every other meeting of the board of officers.

The Kiwanis advisor should attend as many service projects and other club events as possible.

To remain current on CKI operations and training, the Kiwanis advisor should attend the following district and international events:

- District Leadership Training Conference (October–November timeframe)
- District convention (February–March timeframe)
- CKI convention (Summer)



The most critical role of the Kiwanis advisor is to be a liaison between the sponsoring Kiwanis club and the CKI club.

To fulfill this responsibility, the Kiwanis advisor should:

- Report on CKI club activities at each Kiwanis club board of officers meeting and at least monthly to the entire Kiwanis club.
- Notify the Kiwanis club board of officers when projects and activities are planned in which the club members can be actively involved.
- Plan and facilitate, in consultation with the faculty/staff advisor, the annual training session for incoming club officers.
- Annually review with the Kiwanis club membership its CKI club sponsorship obligations.
- Organize and manage an active Kiwanis club committee on CKI.
- Work with Kiwanis club officers to include funds for CKI club operations in the Kiwanis club budget.
- Encourage CKI club members to attend Kiwanis club meetings and, if possible, arrange for the students' meal costs to be covered.

- Arrange for CKI club officers to present an annual program about the club's activities and programs to the Kiwanis club.
- Communicate at least monthly with the faculty/staff advisor.
- Submit articles on CKI club activities to the Kiwanis district newsletter editor.
- Arrange formal recognition from the Kiwanis club for the faculty/staff advisor throughout the year.
- Encourage parents/guardians and graduating members to join a Kiwanis club.
- Provide ongoing training to CKI club officers.

To assist the club in fulfilling its financial and administrative responsibilities, the Kiwanis advisor should:

- Try to attend meetings of the club and other meetings of the board of officers.
- Try to attend as many service projects and other club events as possible.
- Monitor the submission of monthly reports to the district secretary.
- Ensure that clubs pay all district and international dues by November 30 and submit the appropriate dues and membership forms.
- Review the club's current bylaws to ensure they conform to the Standard Form for Circle K International Club Bylaws, have been approved by CKI, include any language required by the university, and are on file in the student activities office.
- Work with the faculty/staff advisor and the club board of officers to develop an effective annual budget.
- Monitor club expenses to ensure expenditures remain within budget parameters.
- Make certain the club develops and implements an annual plan for membership recruitment and retention activities.
- Encourage the club to maintain current and accurate member addresses on file with Kiwanis International via the Member Update Center, ensuring delivery of Circle K International Monthly Update.

Expectations & Guidelines

Contract of Expectations

After reviewing the duties and responsibilities of your advisor position, you might feel overwhelmed. As a business professional, professor or campus official, you have little extra time to spend on outside projects. **It is not expected that you will be able to accomplish every responsibility every time.**

You may find that CKI members do not always understand the time constraints their advisors may have. Often, students become so involved in the club that they think advisors can meet the same scheduling demands. This can cause conflicts between students and advisors.

To avoid such a situation, establish a mutually agreeable level of expectation prior to the start of the academic year. **Discuss the Contract of Expectations with CKI club officers and work with them to establish the parameters within which you can effectively serve as advisor while meeting the club's needs.**

1. Determine how often you will be able to attend club and board of officer meetings.

- If you cannot attend, can you send a replacement, such as another member of the Kiwanis club or faculty/staff?
- If you or a replacement cannot attend a meeting, how much notice can you give the club president?
- How much notice will you require to be able to attend a project, event or special club meeting?

2. When can the club members phone, text and email you?

- How late is too late to call you?
- Is it appropriate for you to accept their phone calls during work hours or do you prefer to be called at home?
- If you can't take a phone call, within what timeframe can the students expect to hear back from you?

3. If you are the faculty/staff advisor, how often will you attend meetings of the sponsoring Kiwanis club?

4. How often will you meet with the Kiwanis/faculty/staff advisor?

5. If you have a concern about an activity, action or behavior of a club member, how will you approach the situation, who will you approach and when will you attempt to resolve the issue?

A copy of the Contract of Expectations should be given to each member of the club's board of officers, the Kiwanis advisor and the faculty/staff advisor. This serves as an excellent resource if questions arise concerning how you are fulfilling your advisor responsibilities.

The contract also helps keep your position in perspective. Though being an advisor to a club is important and a responsibility to be taken seriously, it cannot consume every moment of your time.



Advisor Code of Ethics

Generally, the first goal of an advisor is to establish a congenial, effective working relationship with student members of the club. The day-to-day operations of the club and its overall success will be enhanced by developing a quality advisor-student relationship. However, you need to set parameters on such relationships.

The advisor-student relationship should be professional. **The advisor is an unofficial supervisor.** Though students are responsible for planning and implementing club projects and carrying out the club's administrative responsibilities, advisors monitor these activities and notify club officers about necessary corrections.

College students are adults, but often they are young adults. **Advisors represent authority, knowledge and experience.** Club members often feel they are accountable to an advisor for their decisions and actions. It is imperative that these perceptions and the students' trust are not used in inappropriate ways.

Many colleges and universities establish policies regarding the relationship between faculty/staff and administration officials and students. These policies protect both students and professionals from the risks of developing a relationship that goes beyond a professional level.

Though CKI does not have an official policy governing the behavior of advisors, it is in the best interest of students and advisors to establish guidelines for the advisor-student relationship. The following information is based upon A Statement of Ethical Principles and Standards of the American College Personnel Association and is adapted for use by CKI advisors.

CKI ADVISORS SHOULD:

- Establish a professional relationship with student members.
- Fairly represent club activities and views to the sponsoring Kiwanis club and/or school administration.
- Inform students about the nature and extent of confidentiality. If a student confides information to you and you believe the student needs additional assistance and/or guidance, will you break the confidence, and if so, to whom?
- Ask assistance of other advisors or professionals as necessary.
- Define job responsibilities, decision-making procedures and expectations with student members at the beginning of each year.
- Treat students as individuals who possess dignity, worth and the ability to be self-directed.
- Confront students regarding issues, attitudes and behaviors that have ethical implications.

CKI ADVISORS SHOULD NOT:

- Establish a sexual or otherwise intimate relationship with any student member.
- Place any student member in a position in which the student might feel uncomfortable or have difficulty disengaging.
- Engage in behavior with members that is prohibited to members, such as consuming alcoholic beverages.
- Direct the behavior of or make demands on students, except in situations where the existence of the club or the well-being of its members is in jeopardy.
- Harass in any way, shape or form any student member.

- Encourage student members to engage in behavior or make decisions that conflict with governing principles and documents of CKI or the university.
- Encourage or allow students to engage in any illegal behavior.
- Use the club or its members for the advancement of business practices.

ETHICAL PRINCIPLES

These guidelines don't cover all situations. An advisor sometimes must either make a difficult decision or counsel club members in doing so. Though it is impossible to predict every situation, adhering to the following ethical principles will assist in making the appropriate decision.

Act to benefit others. Unselfish service is the basis of the CKI organization. Students and advisors should ensure that decisions and activities are consistent with this principle.

Promote justice. Decisions should be impartial and as fair to all parties as possible given the circumstances. This might mean ensuring fairness not only for the parties involved but also for all club members who might be affected by the decision.

Respect autonomy. Student members' autonomy and freedom of choice and action should not be restricted.

Be faithful. Trust and respect among members are critical to the club's success. Your actions should reflect that standard.

Do no harm. Activities and behavior that are potentially physically or psychologically damaging to any individual are not acceptable.



The advisor-student relationship can add a new and exciting dimension to a student's collegiate experience. Following these guidelines and ethical principles will ensure the experience is a positive one.

Youth protection policies and procedures

effective May 2020

These policies can be found in Kiwanis International Policies and Procedures as Procedure 432. All adults working with youth under the age of 18 at any Kiwanis event are required to read/understand, agree to and abide by these policies.

Education: Every Kiwanis club is expected to inform and educate its members on these guidelines, best practices and required actions for individuals who become aware of youth in potentially harmful situations. This education must occur annually, including providing a copy of these guidelines to each club member. Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference regarding guidelines and best practices for adults working with youth, using materials provided by Kiwanis International.

Chaperone: A chaperone is defined as a Kiwanis member, faculty/staff member, parent, legal guardian or person who is in loco parentis, twenty-one (21) years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

Chaperone addition: A minimum of one adult per 10 students must be serving as chaperones during the entirety of the event. All chaperones (club members and non-members) participating in any single-day or overnight service leadership program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. Additionally, chaperones must follow all applicable policies and procedures. (See also Procedure 432.)

Criminal history background checks: Kiwanis International requires clubs to have a clear criminal history background check for any club member serving as an advisor to any Service Leadership Program club. The check must be conducted and verified by Kiwanis International. Persons without a clear criminal history background check may not serve as the advisor. Approved background checks shall be valid for no more than two years. Kiwanis advisors shall acquire a new criminal history background check upon their initial appointment to the position.



Tip: For the latest Kiwanis Youth Protection Policies and Procedures, you can always go to [kiwanis.org/youthprotection](https://www.kiwanis.org/youthprotection).

District administrators for Service Leadership Programs: Kiwanis International requires all SLP district administrators to complete an application process, which includes submission of a completed application, having a clear background check conducted and verified by Kiwanis International and completion of Kiwanis International youth protection training and any other elements that may be required by Kiwanis International. After receipt of an individual's application and verification of all required elements, Kiwanis International will review the information and decide, in its sole and absolute discretion, whether the individual is accepted to become an SLP district administrator. Kiwanis has no obligation to allow an individual to become an SLP district administrator based solely on a "clear" background check. Denial may be appealed via the process outlined in Procedure 197.

Overnight events: All adults (club members and non-members) registered for or staying overnight at any Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. However, parents/guardians of participating students who are not chaperones may attend the event for a maximum of one overnight stay without a criminal history background check.

Overnight stays: While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and must include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room or other sleeping quarters (e.g., a tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarters with a youth. In the event that sleeping quarters consist of multiple beds (such as in a bunkhouse or camp cabin), adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

Transportation: When transporting youth, the best practice is the "rule of threes," with at least three people in the vehicle at all times, along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

Use of alcoholic beverages, tobacco, marijuana, and other substances: While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.

Medications: The possession of prescription and non-prescription medications by youth at a Kiwanis event should be permitted only by the written permission of the parent/guardian.

Reporting: If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he/she must immediately contact the appropriate personnel at the event, as well as provide notification to law enforcement personnel as appropriate. All local, state, provisional and federal laws regarding reporting must be followed. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. Kiwanis International now offers a 24-hour, confidential helpline at 1-888-607-SAFE. The helpline can be used if you think a youth has been harmed or their safety and well-being are at risk.

Personal information: All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission to treat forms, etc., should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained a minimum of three years or longer, as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

Youth and social media: For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, the Kiwanian should use his/her best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly "liking" or commenting on a person's posts on Facebook). Prior to posting any media online, such as photographs,

obtain permission from any and all individuals (or parents, for minors) who appear in that media; it could be illegal to do otherwise. *See Kiwanis International Policy B for complete social media guidelines.*

Behavioral or health issues: Kiwanians are often seen by a young person as adults to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

Conflicts with other rules: Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.

Administrator & Advisor role in youth protection

It is essential to equip Kiwanis clubs, districts and CKI club administrators and advisors with the tools and best practices to provide a safe and secure environment for youth. In addition to new policies, we are introducing new resources for our Service Leadership Programs advisors at kiwanis.org/youthprotection.

We have new training from Praesidium, Inc. via their Praesidium Academy eLearning courses, plus new materials and training for chaperones. Also, we have introduced a 24-hour, confidential helpline if you think a youth has been harmed or their safety and well-being are at risk.

Outlined in the policies and procedures, all Kiwanis members serving as CKI club administrators and advisors are required to meet the following:

- Complete, be cleared of and maintain a valid Kiwanis background check with our vendor, Safe Hiring Solutions, during their tenure. Checks are good for two years.
- Complete “Advisor” Praesidium Academy child abuse prevention and youth protection training modules. Training is good for two years.
- Review Youth Protection policies and procedures annually.

Kiwanis Youth Protection helpline 1-866-SAFE (7233)
Report abuse and policy violations to a trained professional 24 hours/7 days.



Tip: An online education session and power point slide deck (PDF) covering Kiwanis Youth Protection Policies are available for any Kiwanian to review on the youth protection training page at kiwanis.org/youthprotection.



Finances

Financial Obligations and Budgeting

As a member of the international organization, each club has certain financial obligations. The club's status is determined by the payment of these obligations, which are based on the size of the school and the country in which the club is located. Clubs that do not meet their financial obligations are not in good standing with the organization, and services and privileges of membership are restricted.

Club dues collected from members may be used to cover the club's administrative costs. These costs include photocopying, purchasing awards, printing fliers and posters, buying advertising in the campus newspaper, sending delegates to district or international conventions and conferences and purchasing member pins and additional literature items.

Because students usually are unable to make significant dues contributions toward administrative operations, the sponsoring Kiwanis club might be able to assist.

This financial assistance can come from the Kiwanis club's service account, because the sponsorship and support of a club is considered a service project. Kiwanis clubs can conduct specific fundraisers for the purpose of supporting CKI activities.

The Kiwanis club might have the financial means to budget funds for items such as travel, lodging and registration expenses for conventions. The Kiwanis club controls these funds, and all payments should be made through the Kiwanis advisor.

Fundraising and the Internal Revenue Service

Clubs may engage in fundraising activities to earn money to cover administrative expenses. However, there are limitations. It is important to differentiate between fundraising for administrative needs and fundraising for community service needs. Fundraising for administrative needs is limited to projects and activities that solicit money from other members of the Kiwanis family, such as members of the sponsoring Kiwanis club, members of other Kiwanis clubs or CKI members.

Fundraising activities may involve members of the campus community and the city or town that hosts the campus. However, all funds raised from such activities must be used for community service purposes. For example, such funds may be used to provide a donation to a hospital, to purchase books for a Reading Is Fundamental program or to send a child to summer camp. It is important to note that these funds cannot be used for administrative purposes.

These guidelines are for club fundraising projects. However, if the sponsoring Kiwanis club wishes to support the club's administrative needs or conference attendance, it may do so with fundraisers among the public, because sponsorship of the club is a legitimate service project for the Kiwanis club.



There are two reasons for this separation of fundraising activities. It is critical that the club establishes and maintains a quality reputation with the campus and community. This separation of funds ensures that monies are not used inappropriately and that even the hint of financial impropriety is nonexistent.

The second reason relates to Internal Revenue Service requirements, which pertain only to clubs in the United States. CKI clubs are exempt from paying federal income tax as a subsidiary unit of CKI, which is a 501(c)(4) organization. This nonprofit designation requires that no monies raised from the community be used to benefit the members of the club. Obviously, using monies raised during a car wash to pay international dues or send members to district convention would violate this requirement.

There is some additional information regarding the tax status of CKI clubs that is worth noting. The 501(c)(4) nonprofit designation exempts CKI clubs from paying federal income tax and, in most states, state income tax as well. Donations or contributions to a club are not tax-deductible for the donor. Only donations to 501(c)(3) or charitable organizations are tax-deductible for the donor. This important distinction should be fully explained if an individual or company wishes to contribute to the activities of a club.

Though CKI maintains a blanket exemption for all clubs, it may be necessary for some clubs to apply for their own Employer Identification Number. If your club's host university or college maintains and reports your financial records, your Circle K International club is considered by the IRS as being part of the school and is, therefore, tax-exempt and not required to file tax returns with the IRS.

If your Circle K International Club remains a tax-exempt 501(c)(4) organization (social welfare organization) under IRS rules, it must continue to file tax returns with the IRS. In addition, contributions to a 501(c)(4) organization are not tax-deductible by individuals.

Clubs may be required to complete a federal income tax return. The Internal Revenue Service periodically audits nonprofit organizations by sending tax return forms to subsidiary groups. If the club receives such a form, it must be completed and returned. However, if the club has gross receipts for the year less than US\$25,000, completing the form requires only providing name and address information. If a club has gross receipts more than US\$25,000, a tax return form must be completed in its entirety. In this case, a qualified accountant should be consulted.



Policies & Procedures

CKI Governance

Several documents govern the operation of CKI at the international, district and club levels. Though it would be impossible to cover each of these documents in detail, the following is a brief description of each and some policies of special interest.

CKI BYLAWS

This document outlines the purpose and Objects of CKI. It also includes sections about governing CKI, the organization's structure, membership, CKI International Board structure, conventions, revenue, club administration, membership in clubs, club structure, district structure and the duties of district officers, duties of international officers, CKI International Board administration, procedure and policies for international conventions, and nomination and election of international officers. This document is a resource for the CKI International Board, districts and clubs. It is amendable annually at the CKI international convention by a vote of two-thirds of voting delegates.

CKI POLICY CODE

This document is published with the CKI Bylaws. Topics covered include: administration of the international board and various international programs, formation of districts and district operating procedure, administration of clubs and sponsoring Kiwanis club responsibilities, club statuses, campaign and election rules governing international officer candidates, conduct of members, and rules and criteria for international contests, awards and recognition programs. This document is a resource for the international board, districts and clubs and is amendable by a vote of two-thirds of the CKI Board of Trustees.

STANDARD FORM FOR CKI DISTRICT BYLAWS

Each district is governed by the Standard Form for Circle K International District Bylaws and any approved amendments made by the district's member clubs. **This document covers topics such as: the boundaries of the district, nomination and election of district officers, operation of the district board, duties of the district board and officers; procedures for the district convention, and district revenue.** This document is a resource for districts and clubs and is amendable by a two-thirds vote of the delegates present at the annual district convention.

STANDARD FORM FOR CLUB BYLAWS

Each club is governed by the Standard Form for Club Bylaws and any approved amendments made by the club's members. **This document covers topics such as: club membership and classification, suspension and termination of membership, nomination, election and duties of club officers; operation of the club board of officers; club committee structure and operation; and revenue.** This document is a resource for clubs and is amendable by a two-thirds vote of club members, with two weeks' notice, at any regular meeting.

Each club should have an updated set of bylaws on file with the CKI office. When changed, club bylaws must be approved by the director of CKI prior to taking effect. If a club does not have an approved set of bylaws on file, it is assumed to be operating under the Standard Form.

KIWANIS INTERNATIONAL BOARD PROCEDURES CONCERNING CIRCLE K INTERNATIONAL

The Kiwanis International Board regulates some activities of CKI through its procedures. **Topics include travel limitation for CKI and district officers, use of the CKI registered trademark, organization of CKI clubs outside North America, and the regulation of district meetings and events.** This document is amendable by the Kiwanis International Board.

Policies of Note

CKI ALCOHOL POLICY:

- No CKI member who is under the drinking age as defined by law will be allowed to possess, sell, distribute or consume alcohol at any CKI event.
- The possession, sale, distribution or consumption of alcoholic beverages during any event or situation sponsored or promoted by one CKI district, or promoted by CKI clubs in one district, will be determined by that CKI district's policy code and by that CKI district's Kiwanis district board.
- CKI members are to abide by their home district's alcohol policy at their home district's CKI events.
- Guests, alumni and Kiwanis family members attending said district CKI events are asked to observe this policy in terms of alcohol consumption.
- CKI members are to abide by the host district's alcohol policy when attending an event outside of their home district.
- CKI members may or may not be allowed to drink at their home district's Kiwanis events as outlined by the applicable Kiwanis and Circle K International club and district policy codes, as long as no other Kiwanis Service Leadership Program members are in attendance.
- The possession, sale, distribution or consumption of alcoholic beverages during any event or situation sponsored or promoted by more than one CKI district or by the international level of CKI (i.e. CKIx, Spark!) or any other Kiwanis service leadership program event will not be allowed or tolerated.

DRUG USE POLICY:

- The possession, sale, distribution or consumption of illegal drugs, and misuse of prescription and over-the-counter drugs during any event or situation sponsored or promoted by CKI will not be tolerated.
- Members of Circle K International are to abide by this policy at all Kiwanis family events.
- Guests, alumni and Kiwanis family members in attendance are asked to observe this policy at Circle K International events.

- Each club, under the leadership of the club president and/or membership development and education chairperson, is encouraged to include illegal drug and misuse of prescription and over-the-counter drug awareness education as part of the membership development and education program.

HAZING POLICY:

- On the club level, hazing shall be defined as: Any action or situation created, whether intentional or unintentional, which produces physical or mental discomfort, embarrassment, harassment or ridicule. Such actions may include (but are not limited to) physical contact or situations which create the danger of physical injury, creation of excessive fatigue, physical and/or psychological shock, quests which infringe on the rights of others, wearing of apparel that is conspicuous and not normally in good taste, engaging in publicly embarrassing stunts, forced consumption of food and drink, and morally degrading or humiliating games and activities.
- The hazing policy of Circle K International shall be consistent with the constitutional laws of the country that the club is located within, the state or territory laws or regulations on the issue, and any policies stated at the institution at which the Circle K International club is located.

Violations of these policies will result in disciplinary actions, as detailed in the CKI policy code.

Programs & Publications

CKI Programs

KIWANIS ONE DAY

Conducted the last Saturday in October, Kiwanis One Day is an opportunity to join with the entire Kiwanis family in a day of united service. Think of the impact that hundreds of thousands of Kiwanis family members can have on their communities. To learn more, go to kiwanis.org/oneday, and check with your sponsoring Kiwanis club to find out what activities and projects are planned.

WASH

CKI is partnering with UNICEF until 2022 to raise funds to improve access to and the quality of water, sanitation and hygiene for those who live in Haiti.

SPARK!

Spark! is an intensive four-day leadership experience held each year in Chicago. Designed to help ignite CKI members' leadership potential, this highly-selective event is for emerging and developing leaders who have not yet had major leadership roles.

CKI Contests and Recognition Programs

CKI sponsors a number of contests and recognition programs for members, clubs, sponsoring Kiwanis clubs and citizens. Each of these programs is described briefly below. Also noted is the time of year when clubs receive more specific information about each of these programs.

CKI MEMBER RECOGNITION PROGRAMS

The Society of Distinguished Collegians

This program recognizes those CKI members who strive for excellence in academics, service to campus and community and commitment to the club. Each district may induct up to 2% of its total membership into the society. All applications are due to the district administrator by February 15. Application forms for the Society of Distinguished Collegians are available on the CKI website.

CKI Hall of Fame Award

Recognizes distinguished members of Circle K International who, through years of dedication, commitment and service, have exemplified the tenets, principles and motto of the organization and have made significant contributions to CKI as a whole.

New Member of the Year Award

This award recognizes new CKI members who demonstrate unwavering dedication to the tenets of service, leadership and fellowship and are outstanding members of the Kiwanis family.

Outstanding International Committee Member

The award recognizes members who serve on international committees and/or task forces and excel in their respective positions, going above and beyond in their assigned responsibilities.

NON-CKI RECOGNITION PROGRAMS

CKI Humanitarian Award

This program annually recognizes one individual whose efforts on behalf of others have contributed significantly to the betterment of the world. Any outstanding individual who has had a positive impact on humanity is eligible to receive this award. Members in good standing may nominate candidates. Nominations must be received by the Kiwanis International Office by May 1.

The Circle of Service Award

This program annually recognizes and honors an individual within Kiwanis International who has made the most outstanding contribution to Circle K International. Individuals may be nominated by CKI board members or a district governor. A completed application package must include a nomination essay by the nominator and up to five supporting documents. The supporting documents may include essays by other individuals, letters of recommendation or other documents as the nominator sees fit. A completed application package must be submitted to the Kiwanis International Office, postmarked by May 1.

The CKI Outstanding Alumni Award

This program recognizes one outstanding CKI alumnus who has remained committed to the realization of humanity's potential after being a CKI member. Clubs, a district or individuals can nominate outstanding alumni by completing a brief nomination form. Completed nominations must be submitted to the Kiwanis International Office, postmarked by May 1.

CLUB RECOGNITION PROGRAMS

Growth Enhances Membership Program (G.E.M.)

This program recognizes clubs that achieve success in membership growth as compared to their previous year's paid membership total. There is no formal application process for this award. CKI evaluates the membership increases of clubs annually to determine award recipients.

CKI CONTESTS

Outstanding Kiwanis Family Relations Award

This award recognizes and honors clubs that have participated in activities and events to enhance Kiwanis family relations.

Single Service Award

This award recognizes and honors clubs that sponsored the best single service project during the year.

Oratorical Award

This award recognizes and honors the individual member who best shares their attitudes, beliefs and experiences regarding CKI through a prepared speech.

Club Achievement Award

This award recognizes and honors clubs that have excelled in all aspects of operation.

Club Promotional Video Award

The Circle K International Promotional Video Contest recognizes and honors those who craft an exceptional promotional video to promote Circle K International at the club's institution.

NON-CKI RECOGNITION PROGRAMS

The CKI Outstanding Kiwanis Sponsor Award

This program recognizes and honors those Kiwanis clubs that provide exceptional support and guidance to their sponsored clubs. Clubs may submit an application form for this award on behalf of their sponsoring Kiwanis club, or the Kiwanis club may submit the application directly.

LITERATURE AND PUBLICATIONS

CKI produces many literature items to assist in club operations. To reduce production and mailing costs, all CKI materials are available online at circlek.org.

Human Resources

Comprehensive General Liability Insurance

MEMBER

The Kiwanis International General Liability Program is designed to protect clubs, members and Service Leadership Programs clubs from claims of property damage and bodily injury to non-Kiwanians when either is caused by a Kiwanis-sponsored event, activity or from a Kiwanian themselves. The program protects every Kiwanis club and foundation, which includes CKI. A “member” must be listed on the official CKI roster. The insurance policy may not provide coverage to the individual if they are not an official Kiwanis member.

COVERAGE

The following coverage is provided: premises, operations and activities, elevator liability, products and completed operations, owners and contractors protective, contractual liability, broad form property damage, personal injury coverage, fire legal liability, incidental malpractice, hired, rented and non-owned automobile liability, liquor liability, medical payments—third parties, members and volunteers: US\$5,000.

This is a legal liability policy. The provisions of the policy apply to most normal liability exposures of Kiwanis clubs and Service Leadership Programs. As with most insurance policies, there are exclusions, limitations and restrictions. For a list of these exclusions and more information, see the Club Insurance resource guide available at kiwanis.org/liability.

You may also contact the safety coordinator of your club’s sponsoring Kiwanis club, who can help in obtaining a certificate of insurance, filing a claim or finding the answer to a risk management question.

Frequently Asked Questions

1. If a CKI member sprains an ankle during a fundraiser, is the injury covered?

Yes, but the coverage is self-insured by Kiwanis International. Limits are US\$5,000 for third parties and US\$5,000 for club members and volunteers. Your CKI member must be listed on the annual CKI roster to claim this benefit. To provide further coverage for club members and volunteers, see pages 4-7 in the Optional Insurance resource guide.

2. Is an injury caused by a CKI member on a Kiwanis project covered?

Yes, but only if there is legal liability resulting from negligence of a named insured.

3. Is coverage provided to a participant in a sporting event or other activity sponsored by Kiwanis?

Such an individual is covered, but only if there is legal liability resulting from negligence of a named insured. Note that medical payments coverage does not apply to athletic participants.

4. Occasionally, our CKI has nonmember volunteers assist with our activities. Are these volunteers covered?

Yes, but only if there is legal liability for injury or damage arising out of their negligence. Medical payments coverage would also apply to volunteers if they are injured while working in a Kiwanis-sponsored activity.

The Sponsoring Kiwanis Club

Ultimately, the sponsoring Kiwanis club has the responsibility for the health and well-being of the CKI club. Certainly, the involvement of the faculty/staff advisor is critical to the continuation of the club, and the Kiwanis club should collaborate with the faculty/staff advisor for effective club guidance.

A club is not a project of one Kiwanian; it must be a project of the entire club. Every member of the Kiwanis club should have some interaction with the CKI club and its members. This may be attending a club meeting, working alongside a member during a service project, driving a member to a division or district event or welcoming a member to a regular Kiwanis club meeting. Whatever the level of interaction, everyone should be involved.

Technically, the charter of the club belongs to the sponsoring Kiwanis club. If the Kiwanis club for some reason believes the club cannot continue to exist, it can request the revocation of the club's charter by writing to the CKI office. It is hoped, of course, that this type of action is necessary only in extreme cases.

The Kiwanis club should be viewed as a primary resource for the faculty/staff advisor.

The Kiwanis club should be notified and consulted when these situations arise:

- The club becomes past due in paying international and/or district dues.
- The club's membership falls below charter strength.
- The club's officers appear unable to effectively carry out their duties and responsibilities.
- The club stops meeting and/or stops participating in service projects.
- The club becomes involved in a project or activity that is ethically or legally questionable.
- The club's officers or members become entangled in serious disputes that threaten the functioning and continuation of the club.
- The club's budget becomes overextended or funds appear to be used inappropriately.

Hopefully, it will not be necessary for the faculty/staff advisor to inform the Kiwanis club of any of these situations. If the Kiwanis advisor and Kiwanis club are actively involved with the club, they will be able to foresee these situations.

Faculty/Staff Advisor

For the Kiwanis club, the faculty/staff advisor is a critical resource. **This individual provides the input needed to ensure the club remains a good citizen of the campus community.** All campuses have rules and regulations regarding the operation and activities of campus organizations. Also, most campuses have a student code of conduct detailing rules of behavior. The faculty/staff advisor works with the club to make certain members understand and adhere to these rules.

The faculty/staff advisor should notify the Kiwanis advisor and request advice if any of these situations occur:

- The club is undertaking a project or activity on campus property.
- The club is planning a membership recruitment activity.
- Any of the club's officers fall below minimum grade-point-average requirements or other academic standards set by the university.
- The club is unsure how to proceed with organizing and obtaining permission to implement a project or activity on campus.
- Any conflict arises with the club and members of the campus community or the community at large.
- The club experiences difficulty with or has questions about the financial operations of student activities on campus.

CKI Lieutenant Governor

The lieutenant governor is a student member elected by the division's clubs to oversee and guide the operations of those clubs. This student should have regular contact with the division's club presidents. Depending upon geographic limitations, this contact may take the form of telephone calls, the internet, written correspondence and club visits. The lieutenant governor should make at least one visit to each club during the year.

The lieutenant governor primarily is a resource for club members but can also be helpful to the club's advisors. ***The lieutenant governor should be contacted when any of these situations occur:***

- The club needs additional information or education on specific topics, such as the Service Initiative, producing a club newsletter or developing a creative fundraising project.

- The club needs information on the activities and functioning of the CKI district or the district board of officers.
- Information is needed on upcoming division or district events.
- The club is interested in sponsoring a division-wide project or event.
- Club officer or advisor names, addresses and phone numbers are needed for other clubs within the division or district.
- The club wishes to report on an activity or event for possible publication in the district newsletter.

District Administrator

The district administrator is a Kiwanis member appointed by Kiwanis district leadership to oversee CKI activities and clubs within the district and the CKI district board of officers. Often, this Kiwanian has several years of experience in this position and is dedicated to CKI's success.

Ideally, the district administrator will have the opportunity to meet or at least communicate with each faculty/staff and Kiwanis advisor on an annual basis. The district administrator attends all CKI district events, and the district leadership training conference and/or district convention are ideal opportunities to meet and speak with this individual.

The district administrator is a good resource for both the faculty/staff and Kiwanis advisor; contact information can be found in the Kiwanis International Directory or by contacting the Kiwanis International Office. ***The district administrator should be notified if any of these situations occur:***

- The club appears to be in jeopardy of losing its charter due to low membership, nonpayment of dues or the sponsoring Kiwanis club wanting to discontinue the relationship.
- Any individual, member or otherwise, is injured during a project or event.
- The faculty/staff advisor experiences difficulty communicating with or receiving support from the sponsoring Kiwanis club.
- The club or any member is involved in an activity or behavior that violates CKI Policies and Procedures.
- The lieutenant governor is not communicating with clubs or otherwise seems unresponsive to the clubs' requests.

Circle K International Office

The Circle K International Office is housed in the Kiwanis International building in Indianapolis, Indiana. There, CKI staff develop training programs; produce literature and publications; administer the budget; counsel and advise the CKI Board, governors and district administrators; charter new clubs; process dues payments; and provide answers to questions from CKI members and advisors.

OFFICE HOURS

Monday through Friday 8:30 a.m.–4:45 p.m.

Eastern Standard Time (year-round)

Time can be checked online at kiwanis.org

CKI

3636 Woodview Trace Indianapolis, IN 46268 USA

U.S. & Canada: 1-800-KIWANIS, ext. 237 Worldwide: +1-317-875-8755

Fax: 1-317-879-0204

Website: circlek.org

Email: circlek@kiwanis.org



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The International Office should be contacted if any of these situations occur:

- The club needs literature or supply items.
- The club, faculty/staff advisor and/or sponsoring Kiwanis club is not receiving regular mailings.
- The club appears to be in jeopardy of losing its charter due to low membership, non-payment of dues or the sponsoring Kiwanis club wanting to discontinue the relationship.
- Any individual, member or otherwise, is injured during a project or event.
- The club or any member is involved in an activity or behavior that violates any of the CKI Policies and Procedures.
- The club wishes to submit club bylaws for approval.
- The club needs information regarding the international convention.

The above situations are provided as guidelines.



Whenever questions or concerns arise, any of the individuals or groups above can provide some level of assistance.





3636 Woodview Trace, Indianapolis, IN 46268 USA
U.S. & Canada: 1-800-KIWANIS, ext. 237 Worldwide: +1-317-875-8755

circlek.org

Circle K International is a program of Kiwanis International.

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