

New Member Education Instructor's Guide

Educating the newest members of your Circle K International family is one of the most important duties a club officer has. New Member Education (NME) instills a CKI culture rooted in service, fellowship and leadership. The program exposes members to the opportunities for personal and professional growth within CKI, empowering participants to make the most of their service leadership journey.

NME is designed to be flexible. This Instructor's Guide contains everything you need as a club officer to facilitate a successful orientation, including ideas to make the education process impactful and engaging.

All new CKI members should participate in NME orientation, as facilitated by their club board.

New Member Education Toolkit

What is in the toolkit?

The NME toolkit contains everything you need to make orientation a success! The foundations are laid through the following presentations (available at circlek.org):

- Welcome to CKI
 - The ultimate crash course in CKI. Where can this journey go?
- Live to Serve, Love to Serve
 - How are CKI members making a difference around the world?
- Unlocking Your Leadership
 - What makes a great leader and how can you become one through CKI?
- Meet the Kiwanis Family
 - We aren't alone! Who is part of our global family network?
- Recruitment and Retention
 - It's not just an officer's job. How can everyone contribute to growth?

In the New Member Education Instructor's Guide you will find:

- Sample agendas and timelines
- Service activities
- Fellowship activities
- Leadership development activities
- Member induction ceremony ideas
- Public speaking tips
- Helpful links
- Follow-up

You have a lot on your plate as a club officer. This comprehensive toolkit is designed to make the facilitation of NME orientation a seamless process. If you need more assistance or ideas, reach out to your district board representatives or international officers.

New Member Education Timeline

How do I structure my club's orientation?

There are a number of ways you can implement the NME orientation. Consider which model below will work best for your club:

- One day
- Every week for a month
- Every other week for two months

Here are agendas for what each models could look like, using the materials provided in the toolkit.

ONE DAY MODEL

This option is for those who want to plan a CKI crash-course retreat for the newest members of their family. Start a new tradition in your club!

- 10-10:45 a.m.: Introductions and icebreakers (see the Fellowship Activity List for ideas).
- 10:45-11 a.m.: Set expectations of each other.
- 11-11:15 a.m.: "Welcome to CKI" presentation
- 11:15-11:45 a.m.: Why did you join CKI?
 - Open discussion among new members, OR
 - Panel discussion among returning members
- 11:45 a.m.-noon: "Live to Serve, Love to Serve" presentation
- Noon-1 p.m.: Lunch and service activity.
- 1-1:15 p.m.: "Unlocking Your Leadership" presentation.
- 1:15-1:45 p.m.: Leadership development activity.
- 1:45-2 p.m.: "Meet the Kiwanis Family" presentation

- 2-2:30 p.m.: Conversation with Kiwanis advisor.
- 2:30-3:00 PM: "Recruitment and Retention" presentation.
- 3-3:30 p.m.: Elevator pitch activity.
- 3:30-4 p.m.: Membership induction ceremony.
- 4 p.m.-night: Fellowship.

EVERY WEEK FOR ONE MONTH OR EVERY OTHER WEEK FOR TWO MONTHS

This option is for those who want to gradually introduce new members to CKI. Programming can be done before or after a weekly club meeting or with separate time carved out each week.

Week 1: CKI 101

- 6-6:15 p.m.: Introductions
- 6:15-6:30 p.m.: "Welcome to CKI" (presentation)
- 6:30-7:00 p.m.: Why did you join CKI?
 - Open discussion among new members, OR
 - Panel discussion among returning members

Week 2 or 4: Service

- 6-6:20 p.m.: "Live to Serve, Love to Serve" (presentation)
- 6:20-7 p.m.: Service activity

Week 3 or 6: Leadership & Fellowship

- 6-6:15 p.m.: "Unlocking Your Leadership" (presentation)
- 6:15-6:30 p.m.: Leadership development activity
- 6:30-7 p.m.: Fellowship activities

Week 4 or 8: Kiwanis Family & Recruitment/Retention

- 6-6:15 p.m.: "Meet the Kiwanis Family" (presentation)
- 6:15-6:30 p.m.: Guest Speakers from different branches of Kiwanis family
- 6:30-6:45 p.m.: "Recruitment & Retention" (presentation)
- 6:45-7 p.m.: Practice Elevator Pitches
- 7-8 p.m.: Membership induction ceremony

New Member Education Engagement

How can this orientation be fun and engaging?

Presentations don't make NME orientation fun and engaging. Remember, this is new members' first real taste of everything that CKI has to offer. Make them love it, or they may not come back.

The activities below should be paired with their relevant presentations. They are designed to complement one another. Choose the ones your members will enjoy most or, if you have better ideas, use those!

Service Activities

- **Community analysis interview:** Facilitate an interview and discussion with a local community leader, drawing from the CKI Community Analysis tool. Create space for new members to ask the community leader about what issues are most prevalent and how the CKI club can help address the root causes. This will showcase the opportunities to network available through CKI, in addition to empowering members to play a role in your club's future service projects.
- **Positive rocks:** Paint positive messages onto round stones. Once dried, place the painted stones around campus for casual passersby to find. They will each bring joy to the students who find them! Materials needed: round stones, paint, brushes.
- **Make cards:** Create well-wishing cards for local nursing home residents and hospital patients or thank-you cards to university staff or Kiwanis members, etc. Materials needed: construction paper, markers, stickers (optional), pattern scissors (optional).
- **Non-slip socks:** Paint the bottom of socks with fabric paint to create a non-slip surface for hospital patients. Get creative and try fun designs! Materials needed: socks, fabric paint.
- **Make dog toys:** Collect old t-shirts, cut them into strips, gather many pieces and tie a knot in the top. Braid them to the bottom and tie another knot. Materials needed: old t-shirts, scissors.
- **Popsicle stick puzzles:** Line up 6 popsicle sticks, put a piece of tape over them at the top and bottom to hold them in place while you draw a pattern on them. Flip it over, scramble the pieces and repeat the process for a double-sided puzzle. Materials needed: popsicle sticks, markers, tape.

Leadership Development Activities:

- **Leadership panel:** Facilitate a panel with CKI club, district and/or international officers or local community leaders about their experiences with leadership. Ask panelists what advice they have for new CKI members. The moderator of the panel should have a number of scripted questions to initiate conversation, but space should be created for the participants to ask their own questions.
- **Human Knot:** Participants stand in a circle, shoulder to shoulder. Place their right hand in the hand of someone standing across the circle from them. Then place their left hand in the hand of a different person (not standing directly next to them). The

participants must then try to untangle themselves without breaking the chain. If broken, start again. This is a great problem solving and communication activity.

- **Leaders you Admire:** Divide participants into groups and discuss leaders they know or know of and why they admire them. Groups come together for a larger discussion and communication session at the end. This activity helps define desirable leadership characteristics and improves team bonding.
- **Asking for Help:** Get a long rope and tie the ends together, making a circle. Blindfold the participants and have them stand in a circle, facing in, and place the rope around them. They will hold the rope behind their back. Tell them that they cannot go under or over the rope, but need to get to the outside. Have them raise their hand if they need help. When they raise their hand, guide them to the other side of the rope. Eventually, when everyone gets to the other side (or gives up), tell them that they have to ask for help sometimes to accomplish something. This activity teaches the importance of delegating tasks and asking for help.

Fellowship Activities

- **Soul-Mate:** A person stands at the front of the room with his or her back to the group. Everyone is standing and the person at the front of the room starts listing facts about himself or herself. If that fact is true about you, you stay standing, otherwise you sit. When there is one person left standing, they are declared the other's soul mate.
- **Take What You Need:** Pass around a roll of toilet paper and instruct everyone to take however many sheets they think they need. After everyone has ripped off some sheets tell them the rest of the instructions: for every sheet that they have they have to say one fact about themselves.
- **Knock out:** Everyone blows up a balloon and has to keep it from touching the ground. Everyone tries to hit other players' balloons away so that they can't save it from the floor. The last one left with a balloon wins!
- **Bring a Friend:** Everyone who brings a friend is entered into a drawing for a fun door prize to encourage participation.
- **Paint Night:** Follow along with a Bob Ross video or have an artistically inclined member lead the session. If members want to paint their own creation that's OK, too!
- **Who Done It?** Everyone writes something fun or wild he or she has done on a piece of paper and puts it in a pile. A person picks a piece of paper and tries to guess who it is about. If they get it right, they get to keep picking; if not, the next person guesses.

If done right, you should be weaving a number of service, leadership and fellowship activities into your club's orientation. In the spirit of creating constant leadership, the activities do not have to be facilitated by returning members or club officers! Invite new members to assist in

planning activities for the upcoming NME session to boost their confidence, give them leadership experience and show that you care.

New Member Induction Ceremony

How can you celebrate members who complete orientation?

You should consider honoring your new members with an induction ceremony at the end of NME orientation to mark the beginning of a new and exciting era. Here are some ideas to make your induction a success:

- Purchase pins and certificates from the CKI Store to share with members, in addition to whatever materials are provided to new paid members by Circle K International. Call new members up one by one to present them with their recognition.
- Consider a candle lighting ceremony, where returning members or officers light the candles of new members to signify a new dawn. These ceremonials can generate a feeling of achievement and excitement.
- Create space for new members to speak about their early experiences and aspirations within the Kiwanis family and allow returning members or officers to recount their memories and wish the next generation of service leaders well.
- How formal do you want the induction to be? It can be an occasion for members to dress up and take fancy photos, or it can be a casual and high-energy activity.
- Take high-quality photos to commemorate the event, share on social media and share with members to showcase their journey.

Do whatever it takes to make these new members feel valued and have fun!

New Member Education Tips and Tricks

What else do I need to know?

Public Speaking Advice

There are many ways to make your orientation engaging, but one of the easiest ways is having a dynamic facilitation style. Here are tips to master public speaking!

1. Read over the presentations so you are comfortable with the wording and familiar with the content.
2. Take a deep breath before you start speaking.
3. Make eye contact with individuals around the room while speaking.

4. Try to stem your use of “um” and do not move to the point of distraction.
5. Minimize presenting “at” and maximize collaboration and participation with the audience. Ask questions and inject activities into the programming!
6. Turn nervousness into excitement — bring enthusiasm into your presentations.
7. Thank them for listening at the end and ask if they have any questions throughout the session.
8. Try to enjoy yourself. You are educating the future of Circle K International.

Helpful Tools

The NME toolkit contains everything you need to make your club's orientation a success. That said, there are a number of additional tools that may prove helpful at circlek.org, including:

- CKI Store
- Recruitment and retention materials
- Kiwanis family materials
- Fellowship materials
- International service materials
- Helpful materials for officers

Follow-Up

The orientation should not end cold-turkey. There is follow-up to do, as there should be after any event!

- Post the photos on your club's social media accounts to show how you celebrate and value your new members.
- Distribute a feedback survey for all new members who participated in orientation. It is important to learn what was effective and to solicit ideas from participants for future orientations.
- Include feedback and suggestions for improving NME orientation to your successors in your transition materials and meetings when nearing April 1.

That's a wrap! You used all materials in the toolkit and facilitated an NME orientation that left your new members feeling fully integrated and inspired. Congratulations!