



- Please include the following items when submitting your charter:
- Petition for Charter /Agreement to sponsor
 - Acceptance of leadership/ CKI Bylaws
 - Charter member roster
 - Fee payment
- Please send all pieces together. A charter cannot be processed until all items are received. Thank you.*

PETITION FOR CHARTER: Circle K International

Circle K International (CKI) is a student-led service organization for college and university students. CKI was originally developed by and is modeled after, **Kiwanis International**, a global network of men and women serving the children of the world. **The stated purpose** of CKI is to exist to meet the personal needs of the individual university student through the qualities of leadership, the rewards of service, and the unique spirit of friendship.

Proposed name of club: The club name must bear the name of the university or college.

CIRCLE K OF: (Please print, allowing one letter, numeral or space to a box - recommended maximum of 30 characters)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Kiwanis District Name: _____ Kiwanis Division: _____

Key number (**re-charters only**): C

This petition is intended to be the unifying document by which the college/university organization and Kiwanis sponsor agree to meet the requirements of forming and operating an active CKI club. Proper completion and submission of this petition with club bylaws along with proper payment is the prerequisite for chartering by Kiwanis International.

Instructions for petitioning:

1. The Kiwanis sponsor of record must complete, in its entirety, page two of this petition. In the case of co-sponsorship, the second sponsor of record must complete and attach a separate copy of page two. The school administration must complete, in its entirety, page three of this petition. Only one CKI charter is allowed per university or college.
2. The member leaders, duly elected by the CKI members, must complete the Acceptance of Leadership form and the Standard Form for Circle K International Bylaws and return with chartering paperwork.
3. The accompanying membership information form must be completed, listing all charter members by name, and providing accompanying membership information for each. Use additional sheets as necessary.
(Note: Kiwanis International maintains these names and information for organizational use only. At no time will Kiwanis International provide membership list to outside organizations.)
4. A minimum of 15 members is required (in a two-year institution or in the case of a school with enrollment of 5,000 or fewer students, a minimum of 10 members is required). Notify the Circle K District Administrator of the club’s intent to charter. A current listing of administrators can be found at circlek.org/leadership
5. Upon completion of the petition with club bylaws, select one of the options below.

Mail completed petition for charter with club bylaws with new club fee payment check or money order to: Kiwanis International, ATTN: Service Leadership Programs Chartering, 3636 Woodview Trace, Indianapolis, Indiana 46268, USA. Contact Kiwanis International with any questions at 1-800-KIWANIS, ext 411 or slpcharter@kiwanis.org. **Allow at least 4-6 weeks** for processing and return of official charter certificate and materials.

Check the appropriate box and send the corresponding payment: (see Tiered Nation list on the web site)

Tier A Nation:

- o **Option one:** US\$600 (charter kit includes gavel/gavel block, charter banner, pins, membership cards and additional resources)
____ Please include a felt club banner for an additional US\$50.(Felt banner purchase available for option 1 only.)
- o **Option two:** US\$400 (charter kit includes gavel/gavel block, pins, membership cards and additional resources)

The standard charter kit provides a personalized gavel and gavel block. Please visit the Circle K store online if you wish to purchase a traditional gong.

If you qualify under the Kiwanis Tier Dues Structure, contact slpcharter@kiwanis.org to determine charter fees.

FOR OFFICE USE ONLY: Key # _____ District _____ Membership _____

AGREEMENT TO SPONSOR A CIRCLE K CLUB: KIWANIS CLUB

Kiwanis Club of _____ Key Number _____

District Name _____ Kiwanis Division # _____

This Kiwanis club hereby petitions that Circle K International issue a new club charter for a Circle K at the academic institution specified on page three of this petition. The Kiwanis club agrees to annually support the following Requirements of Sponsorship for the Circle K club:

1. Appoint a Kiwanis advisor to the club and ensure he/she receives adequate orientation.
2. Ensure the advisor attends every meeting or event.
3. Maintain an expense line item in the Kiwanis club’s service account to support the activities of the CKI club.
4. Work with the college/university administration to secure a faculty advisor for the Circle K club.
5. Ensure that all Circle K members pay annual fees and dues, and that an active membership of at least 15 members is maintained.
6. Ensure club officers receive proper training following election.
7. Hold a planning session involving the leadership of the Kiwanis club and the Circle K club officers.
8. Host or participate in joint activities involving the membership of the CKI Club and the Kiwanis club.
9. Invite CKI Club members to attend sponsoring Kiwanis club meetings.
10. Ensure CKI club members attend conventions and conferences.

In addition, the Kiwanis club agrees to appoint an active committee of members to support the Circle K club and designate one member as the Kiwanis advisor to the Circle K (print below):

Kiwanis advisors to any sponsored Service Leadership Program will be required to have a criminal background check conducted and verified by Kiwanis International.

Advisor _____ Member # (if a Kiwanian) _____

Mailing Address (No PO Boxes) _____

Email Address _____ Telephone _____ Fax _____

The ten items listed above should be read to the membership of the Kiwanis club at a regular meeting. The signatures affixed below indicate the acceptance of responsibilities of sponsorship by the Kiwanis sponsor of record, and further indicate the commitment of the Kiwanis sponsor to provide continuing support for the Circle K club, its members and the school. It also is understood that if the school shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In such an instance, the Kiwanis club shall forfeit any rights or claim to the Circle K charter or the academic institution.

The charter certificate and club materials will be mailed to the Kiwanis club advisor at the address shown above.

In the event the leadership of two Kiwanis clubs intends to co-sponsor the new Circle K club, a copy of this form must be completed and signed by each Kiwanis club. Both forms should be submitted at the time of chartering.

Signatures of Kiwanis club officers:

Signature _____ Signature _____
Kiwanis Club President Kiwanis Club Secretary

Print name _____ Print name _____

Date _____ Date _____

AGREEMENT TO SPONSOR A CIRCLE K CLUB: ACADEMIC INSTITUTION

School/Organization Name _____ Telephone _____

Address _____

Web Site _____ Fax _____

(Mark one) _____ 2-year school _____ 4-year school Student enrollment _____

Permanent Club Address:

A permanent mailing address is required for each Circle K club. A permanent campus address is strongly recommended to ensure continuity from year to year. Regular mailings from Circle K International and the district are sent to this address.

Permanent Mailing Address _____

City _____ State/Province _____ Postal Code _____ Country _____

This school hereby petitions that Circle K International issue a new club charter for a Circle K club to be sponsored by the Kiwanis sponsor of record shown herein. The school agrees to provide the following terms of sponsorship to support the Circle K club:

1. Provide a faculty/campus advisor (**print below**), designated by the school administration, to advise and counsel the Circle K club, attend all meetings of the club, and ensure the club abides by the regulations of the school and all other local, state/provincial, and/or federal laws:

Faculty Advisor: _____ Email: _____

Telephone: _____ Fax: _____

2. Ensure the Circle K club conducts service-related projects and activities within the school and community.
3. Confirm the Circle K club pays international club fees and district dues annually.
4. Encourage the Circle K club to send representatives to district and international conventions and conferences.

Acting on the belief that a Circle K club would be in the best interest of the school and community, in that such an organization would channel student energies into meaningful and needed altruistic service, we hereby approve this petition, agree to support the efforts of this Circle K club and request the issuance of the Petition for Charter. It also is understood that, at such time the school shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In the case that the Kiwanis sponsor shall no longer be able or willing to act as sponsor of record, Kiwanis International may choose to seek new Kiwanis sponsorship for the Circle K club.

Signatures of college/university officials:

Signature _____
University/College Administrator

Signature _____
Faculty/Campus Advisor

Print name _____

Print name _____

Date _____

Date _____

ACCEPTANCE OF LEADERSHIP: By the Circle K Officers

We, the elected officers of Circle K, agree to accept and uphold the following items as leaders of Circle K International.

Motto:

Live to serve, love to serve

Pledge:

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

Objects:

To emphasize the advantages of the democratic way of life;

To provide the opportunity for leadership training in service;

To serve on the campus and in the community;

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

To encourage participation in group activities;

To promote good fellowship and high scholarship;

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

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

To encourage and promote the following ideals:

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

We also certify the club membership has adopted the Standard Form for Club Bylaws and that we will, to the best of our abilities, operate this club within the guidelines established within these bylaws. We agree to abide by school regulations and local, state/provincial, and federal laws. We commit ourselves to the creation of service and leadership opportunities within this school and community.

Signatures of Circle K officers:

Officer

Print Name

Signature

President

Vice-
President

Secretary

Treasurer

Note: Club Bylaws is a separate PDF document.

CHARTER MEMBERS

PLEASE PRINT. Provide all information requested. Attach additional sheets if necessary

PRESIDENT Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

VICE-PRESIDENT Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

SECRETARY Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

TREASURER Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

EDITOR Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

CHARTER MEMBERS

PLEASE PRINT. Provide all information requested. Attach additional sheets if necessary

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

CHARTER MEMBERS

PLEASE PRINT. Provide all information requested. Attach additional sheets if necessary

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

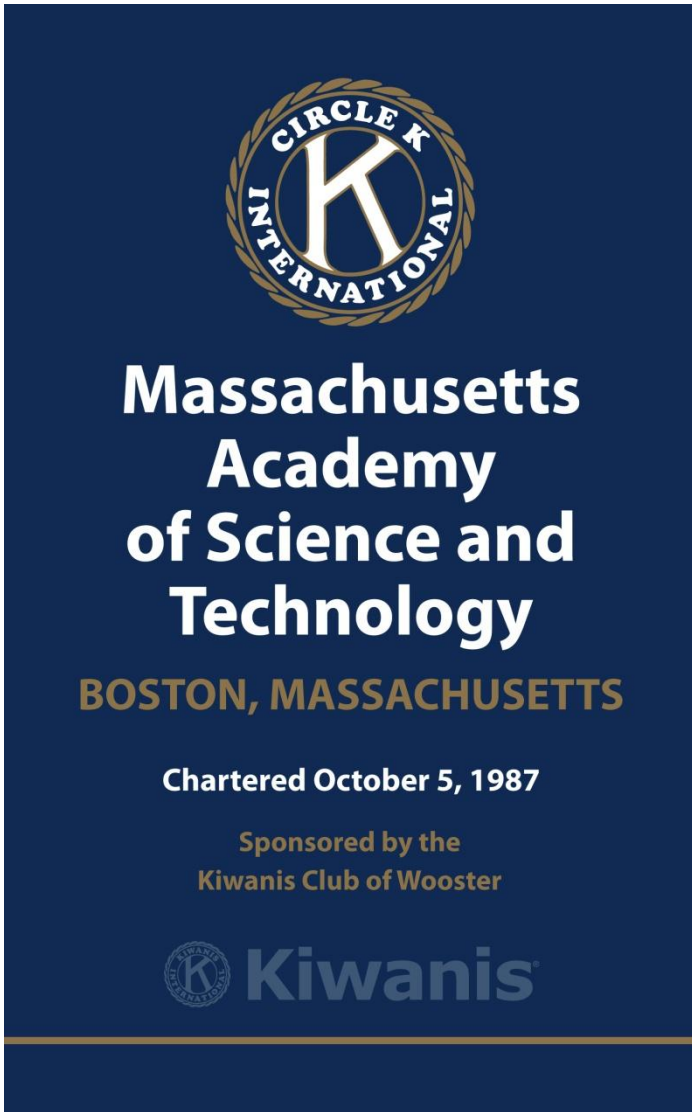
Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Charter Banner Order Form



A vinyl club banner (design shown) is included in the \$600 chartering fee for each new club.

Check this box if you would like to upgrade to a traditional felt banner (\$50 additional charge). *Note: the felt banner only includes club name, city, and state.*

SCHOOL NAME: We strongly encourage that the banner state the school name as officially written on the charter petition. Use the lines below if you want it to be stated differently.

Banner text size is adjusted for shorter/ longer school names

SCHOOL CITY AND STATE/PROVINCE

CHARTER DATE

Determined upon receipt of petition to charter to Kiwanis International.

SPONSORED BY THE

Kiwanis Club of _____

Check this box if you do not wish to use the “sponsored by” field on the banner.

There is room to include one co-sponsor if applicable. Check this box and write below:

(Kiwanis Club of _____)