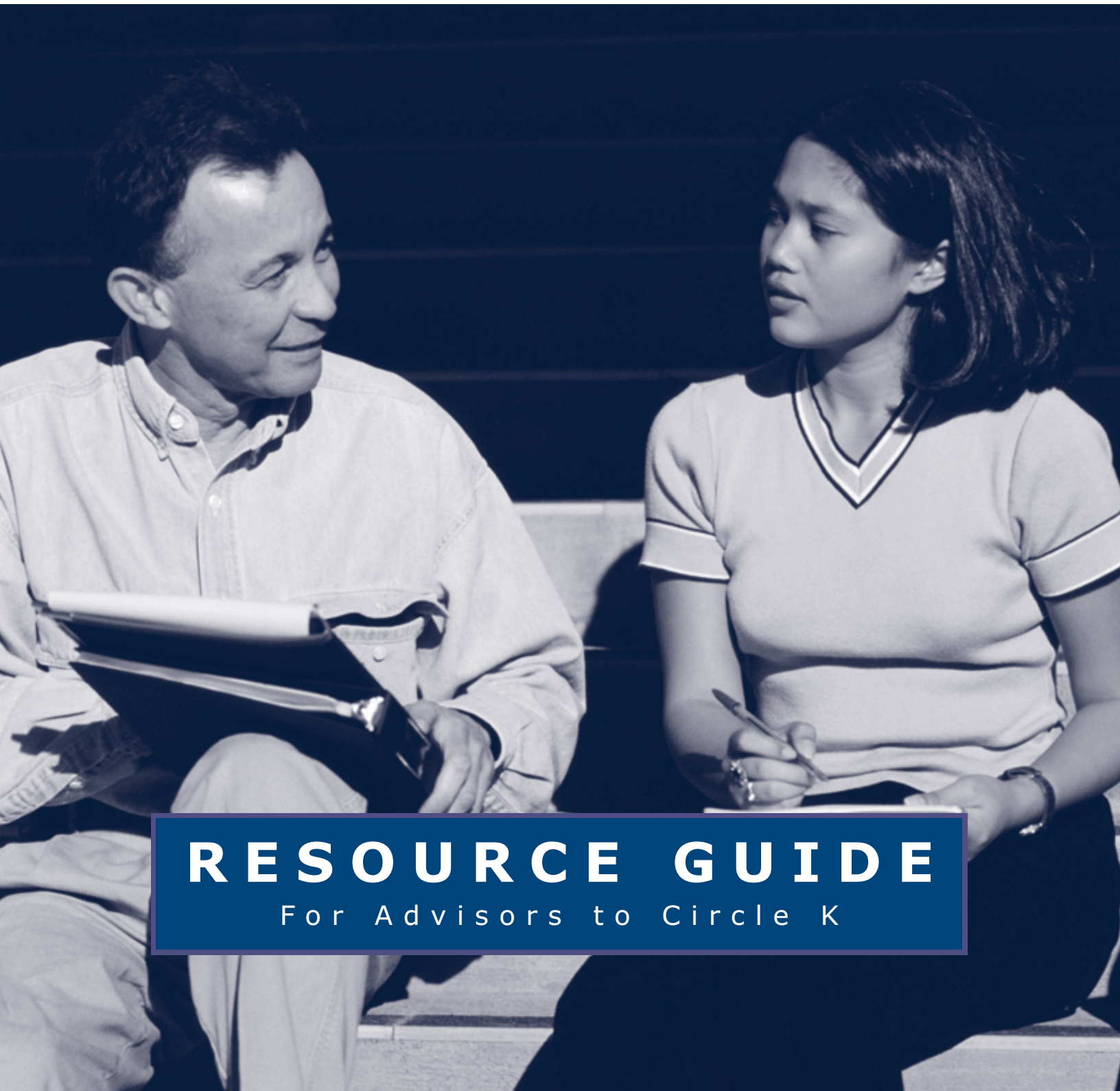


Circle K

International



RESOURCE GUIDE

For Advisors to Circle K



Table of Contents

Introduction	2
Circle K in Brief	3
Circle K Structure	4-5
Circle K Calendar	6-7
Advisor Duties and Responsibilities	8-10
Contract of Expectations	10-11
Advisor Code of Ethics	11-12
Financial Obligations and Budgeting	13
Fund-raising and the Internal Revenue Service	14
Circle K Governance	15
Policies of Note	16
Circle K Programs	16-18
Literature and Publications	18
Comprehensive General Liability Insurance	18-19
Human Resources	19-20
Circle K International Office	21

INTRODUCTION

THANK YOU! As an advisor to your Circle K club, you play a major role in ensuring the success of the club. The time and effort you commit to assist the members of the club contributes to their service and leadership experience.

This manual is designed to provide you with some basic information to help you fulfill your role as advisor. It not only includes basic information about the Circle K organization, but also covers topics specific to your position. You should be familiar with the material in this manual to most effectively advise the officers and members of the Circle K club.

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

Participating in an advisory or mentoring capacity with college and 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, there also are some special challenges that may be encountered when working with college and university students, and advisors must be aware of possible solutions to potential problems.

Throughout this manual, you will see the notation, "Additional References." These notations provide you with names of other literature items, general mailing materials, or individuals who can provide more information on that topic. Circle K literature items are available online at www.circlek.org in the resource section.



THE MISSION

Circle K International is college and university students who are responsible citizens and leaders with a lifelong commitment to community service worldwide.

Circle K is committed to:

- < Collaborating with all members of the Kiwanis family to achieve our common objectives.
- < Continuing student management of the organization on all levels.
- < Developing positive role models.
- < Enhancing intercultural understanding and cooperation.
- < Increasing our service potential.
- < Providing opportunities for fellowship, personal growth, and professional development.
- < Working toward greater public recognition of the organization.

This statement is the guiding principle for Circle K International. Circle K is a collegiate-level service organization. Circle K clubs on college and university campuses provide students opportunities to participate in organized volunteer activities, providing needed service to individuals, families, agencies, and communities. Results of joining together to perform service in a Circle K club include fellowship and the opportunity to develop leadership skills.

Circle K is a sponsored program of Kiwanis International, a community-service organization for professional men and women. There are Circle K clubs on more than 600 college and university campuses worldwide. There are additional affiliate clubs in 15 countries, specifically in the South American and the Asia-Pacific areas. There are more than 12,500 student members.

Each Circle K club is sponsored by one or more Kiwanis clubs. This relationship provides students opportunities to interact with professionals within the

community. Joint service projects, meetings, and other events generally are conducted each year, joining together the efforts of the community and campus leaders. Annually, the Kiwanis club provides financial support to the Circle K club.

Circle K International is an association of clubs. The strength of those clubs is key to the success of the organization. The work of Circle K occurs at the club level. Clubs devise, develop, organize, and implement service projects that benefit the campus and community. Each Circle K club may undertake projects that best fit the needs of that community and those members.

Though service is the primary focus of Circle K clubs, the very nature of the organization requires that some administration take place in each club. There are dues to be collected and paid, reports to complete, correspondence to write, and mail to read. Each club must have leadership to function, and each year, elections are held and students are placed in leadership positions within the club.

Circle K members focus on making their campuses and communities better places in which to live and work. In the process, Circle K members benefit from their involvement in the organization. *Some of the benefits of Circle K membership include:*

- < Learning the importance of voluntarism and altruism in the world.
- < 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 friendships that last because members spend time 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

Additional Reference: CK#1: Circle K in Brief

CIRCLE K STRUCTURE

As previously mentioned, the club is the most important level of the Circle K organization. Each club is expected to maintain a membership at charter strength. (Charter strength is 15 members for two-year institutions and institutions with enrollments of fewer than 1,000 students, as defined by the most current copy of Peterson's Guide to Colleges. For all other institutions, charter strength is 20.) This ensures the club will continue to exist year after year, because there are enough returning members each year to keep the club functional and work to recruit new members. There is no maximum membership limit for a Circle K 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, provided this is approved by the Circle K district board. The Kiwanis and faculty advisors are ex-officio members of the club's board of officers and serve in a nonvoting 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 gather together once or twice a year to conduct a training session, motivational meeting, or a service project. The chief officer of the division is the lieutenant governor. The lieutenant governor is elected by the clubs in the division and is a member of one of the clubs within the division. The lieutenant governor's job is to advise and support the clubs within the division by providing information, communicating with the club presidents, and organizing divisional events.

The lieutenant governor also serves as a member of the Circle K 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 US, a district typically is one country or a collection of countries in the same geographic area. There currently are 30 Circle K districts, and they follow the same boundaries as the identical Kiwanis districts.

The Circle K district board of officers is comprised of a governor, several lieutenant governors, a secretary, a treasurer (or a secretary/treasurer), and often a bulletin editor. There also are individuals who serve in the capacities of district chairs for various committees. These chairs are appointed by the governor and do not have voting privileges as a part of the district board. The Circle K district officers are elected each year at the district convention, which occurs between the last weekend of February and the last weekend of March. District officers serve a one-year term from April 1 to March 31.

District officers are elected by the clubs within the district, and each is a member of a club within the district. The purpose of the district is to provide support services to the clubs. Districts typically provide a district newsletter or bulletin to communicate information; organize district events, such as the annual district convention; and provide award and incentive programs for clubs and members.

One important individual at the Circle K district level is the Circle K district administrator. Similar to the Kiwanis advisor, this individual is the chair of the Kiwanis district's committee on Circle K. This individual is always a Kiwanian who volunteers his or her time to advise and counsel the Circle K district



board. The administrator also serves as a liaison between the Circle K district board and the Kiwanis district board.

The final level of the Circle K organization is the International Board of Trustees. The International Board consists of a President, a Vice-President, and nine Trustees. These individuals are elected by all clubs within the organization at the annual International convention, which takes place in August. Board members serve from the last day of that convention until the final day of the next convention.

These students, members of clubs within the organization, take the lead in guiding the organization toward the future. They study the opportunities and challenges the organization is facing and set policy and design programs to assist the organization in fulfilling its mission.

Counseling and advising the Circle K International Board is the Circle K International Director and staff. These individuals are paid employees of Kiwanis International and are responsible for all administrative functions carried out by the International organization. This includes developing support materials and programs, developing and maintaining the budget, disseminating mailings, producing the International convention, developing and facilitating training conferences, processing International dues payments, and chartering new Circle K clubs.

The structure of Circle K International parallels that of Kiwanis International. At each level of the organization—club, district, and International—there is a corresponding Kiwanis entity that has responsibility for overseeing the activities of its Circle K counterpart. As a sponsored program of Kiwanis International, Kiwanis members ultimately are responsible for the health and well-being of Circle K International.

Though the structure includes several levels, the emphasis must remain on the club. Circle K International is only as strong as the clubs which comprise it.

Additional References: Standard Form for Club Bylaws, Standard Form for District Bylaws, Circle K International Constitution and Bylaws



THE CIRCLE K CALENDAR

Because the Circle K International (CKI) organization is composed of students, many activities of the organization follow the academic year calendar. Though this calendar will be very familiar to the faculty advisor, the Kiwanis advisor may begin thinking in terms of a Circle K 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. Therefore, it is possible that two different Kiwanis advisors will work with one Circle K board of officers.

Typically, CKI clubs do not meet during summer months. This often leaves just eight months during the year for the CKI club to be active and involved in campus and community service activities. This makes effective leadership and organization all the more important.

Following is a month-by-month breakdown of basic activities that will occur during the year. This listing is generic and should be tailored to each campus.

SEPTEMBER

6

Recruitment Members

With new students entering college, this is an ideal time to recruit underclassmen into the CKI club. Most underclassmen are searching for an opportunity to join a worthwhile organization to help them adjust to life on a college campus. *Additional Reference: Membership, Recruitment, and Orientation Series*

Set the Calendar

The club officers should establish a calendar of events for the entire year. This calendar should include club meetings, board meetings, service projects, campus activities, sponsoring Kiwanis club functions, and division, district, and International events. The calendar should be distributed to all club members.

Collect Dues

It is the responsibility of each CKI club to collect dues from each member. CKI dues are US\$25 per member and are payable to the CKI Office in Indianapolis, Indiana. Each district also has dues, which range from US\$4 to US\$12 per member. District dues for US clubs are payable to the CKI Office. Clubs may establish club dues if desired. International and district dues become payable October 1 and are delinquent after November 30 for US clubs. International dues are delinquent after February 1 for non-US clubs. *Additional References: Dues and*

Membership Form; Circle K International Constitution, Bylaws, and Policy Code; Circle K District Administrator

OCTOBER

District Leadership Training Conference

Each district organizes and hosts a leadership training conference during this time of year. The purpose of the conference is to train club officers, advisors, and members and motivate members to effectively carry out the planned service activities of their clubs. The conference typically occurs over a weekend. The registration and housing costs are minimal, because many conferences are staged at camps or on college campuses. *Additional Reference: Circle K District Administrator*

International Leadership Training Conference

Circle K members are given the opportunity to participate in an International Leadership Training Conference. The conference provides emerging leaders with an opportunity to experience leadership firsthand. The conference consists of team-building, communication, and leadership exercises, which provide the students with actual experience. *Additional References: Circle K District Administrator, Sponsored Organizations and Programs Director of Leadership Education and Development.*

Key to College Month

The Key to College Program offers high school students the opportunity to learn from actual college students about selecting a college and college life. CKI clubs are encouraged to organize and present a Key to College Program during the month of April. *Additional Reference: CK#8: Key to College Program*

NOVEMBER

Kiwanis Family Month

It started with Key Club Week, Circle K Week, and about 15 other Kiwanis-family awareness events. It continued with discussion of adding a Builders Club Week and other observances. It culminated in the merging of all these events into Kiwanis Family Month, a time to build awareness of Kiwanis and its sponsored organizations and programs. November marks Kiwanis Family Month. This allows a club plenty of time to continue the relationships it creates or reinforces during this month.

NOVEMBER (continued)

Circle K International Service Day

This day, always the last day (Saturday) of Community Service and Awareness Week is set aside to encourage all CKI clubs to participate in a service project that supports the CKI Service Initiative. *Additional Reference: Service Initiative Kit*

FEBRUARY

Club Officer Elections

Club officer elections should be conducted in February to allow sufficient time for training newly elected officers prior to taking office on April 1. *Additional Reference: Standard Form for Club Bylaws; Club Officers Guide*

Circle K International Community Service and Awareness Week

This week, always the first full week in November, is set aside to encourage all CKI clubs to participate in activities that support the CKI Service Initiative, Focusing on the Future: Children. Recognition for participation in Community Service and Awareness Week is awarded to those clubs completing and forwarding the required form to the International Office. *Additional Reference: Service Initiative Kit*

MARCH

District Convention

Each club in good standing is entitled to seat two voting delegates at their district convention's House of Delegates. Each club is encouraged to send as many members as possible to the district convention. This convention will include officer, advisor, and member training; election of new district officers; announcement of award recipients; motivational speakers and sessions; and discussion of district business such as proposed amendments to the district bylaws. *Additional Reference: Circle K District Administrator; Standard Form for District Bylaws*

Club Officer Training

Each sponsoring Kiwanis club is responsible for conducting a training day for newly elected CKI club officers. The Kiwanis and faculty advisors should be included in this training. Each sponsoring Kiwanis club can request a complete training kit from the

International Office to assist in preparing and facilitating this conference. This session is also used as a time for the new CKI officers to set goals for the upcoming year. *Additional Reference: Circle K Club Officer Training Packet; Certified Instructors*

APRIL

Club Officers Take Office

Effective April 1, the newly elected and trained club officers officially assume their duties. *Additional Reference: Standard Form for Club Bylaws*

MAY

Delegates to International Convention

Each CKI club in good standing is entitled to send two voting delegates to the CKI convention. These delegates must be elected by the members of the club, and their names must be submitted to the CKI Office. *Additional References: Circle K International Constitution, Bylaws, and Policy Code; Delegate Certification Form*

Club Award Submissions

All CKI clubs in good standing are eligible to compete in several contests at the International convention. Club award forms must be completed and either mailed to the CKI Office 45 days prior to the start of Convention or brought to the International convention. *Additional Reference: Club Award Forms*

Though there usually is little CKI club activity during the months of June and July, it is a good idea to plan a summer reunion or social to keep members thinking about the club and focused on goals for the new academic year.

AUGUST

Circle K International Convention

The new International officers are elected and installed, outgoing International officers are retired, proposed amendments to the International Constitution and Bylaws are debated and voted on in the House of Delegates, educational workshops are conducted, and motivational sessions are staged. There's lots of fun, lots of dancing, a service fair, and a service project. *Additional References: May issue of the CIRCLE K Magazine or e-zine; Circle K Convention Registration Form*

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 the Kiwanis and faculty advisors to a Circle K club. In a practical sense, issues are not always this clear. In this section, the basic responsibilities of each advisor are outlined. Later in the manual, other issues will be discussed to help you deal with situations that may place you in unpredictable positions.

FACULTY ADVISOR DUTIES AND RESPONSIBILITIES

To effectively counsel the Circle K club members, the faculty advisor should attend each weekly meeting of the club and every other meeting of the board of officers.

The faculty advisor should attend as many service projects and other club events as his/her schedule allows.

To remain up-to-date on Circle K operations and training, the faculty advisor should attend these district and International events:

- < District Leadership Training Conference (October – November timeframe)
- < District Convention (February – March time-frame)
- < Circle K International Convention (August)

The most critical role of the Circle K faculty advisor is to be a liaison between the school and the club. To fulfill this responsibility, the faculty advisor should:

- < Provide assistance in obtaining a regular meeting room and needed meeting room equipment.
- < Explain the school's policy on providing financial assistance to campus organizations and help the club obtain any needed funds.
- < Understand and explain campus policies regarding organizing campus-wide events, posting signs, and other advertising on campus.
- < Provide a contact for the club with the school newspaper and other media services.

- < Help the club obtain information from the registrar's office on incoming students for the club to use 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, and advise and counsel members who are in academic difficulty.

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

- < Monitor the submission of monthly reports to the district secretary.
- < Ensure the club pays all district and International dues by December 1 and submits the appropriate dues and membership forms.
- < Review the club's current bylaws to make certain they conform to the Standard Form for Circle K Club Bylaws and have been approved by Circle K International, including any language required by the college or university, and are on file in the student activities office.
- < Work with the Kiwanis advisor and the Circle K club board of officers to develop an effective annual budget.

- < Monitor the expenses of the Circle K club to ensure expenditures remain within the parameters of the budget.
- < Make certain the Circle K club develops and implements a plan for membership-recruitment and retention activities for the year.

To provide communication between the Circle K club and the sponsoring Kiwanis club, the faculty 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 Circle K club officers.

KIWANIS ADVISOR DUTIES AND RESPONSIBILITIES

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

The Kiwanis advisor should attend as many service projects and other club events as his or her schedule allows.

To remain up-to-date on Circle K operations and training, the Kiwanis advisor should attend the following district and International events:

- < District Leadership Training Conference (October – November timeframe)
- < District Convention (February – Early March timeframe)
- < Circle K International Convention (August)

The most critical role of the Kiwanis advisor is to be a liaison between the sponsoring Kiwanis club and the Circle K club. To fulfill this responsibility, the Kiwanis advisor should:

- < Report on the activities of the Circle K club 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 Circle K club members can be actively involved.

- < Plan and facilitate, in consultation with the faculty advisor, the annual training session for incoming Circle K club officers.
- < Annually review with the entire Kiwanis club membership the obligations of sponsorship of the Circle K club;
- < Organize and manage an active Kiwanis club committee on Circle K;
- < Work with the Kiwanis club board of officers to include funds for Circle K club operations in the Kiwanis club budget.
- < Encourage Circle K club members to attend Kiwanis club meetings and, if possible, arrange for their meal costs to be covered.
- < Arrange for the Circle K club officers to annually present a program about the club's activities and programs to the Kiwanis club.
- < Meet at least monthly with the faculty advisor.
- < Submit articles on the activities of the Circle K club to the Kiwanis district bulletin editor.
- < Arrange formal recognition from the Kiwanis club for the faculty advisor and his or her efforts throughout the year.
- < Encourage parents and graduating members to join a Kiwanis club.
- < Provide ongoing training to the Circle K club officers.

To assist the Circle K club in fulfilling its financial

and administrative responsibilities, the Kiwanis advisor should:

- < Try to attend each weekly meeting of the club and other meetings of the board of officers.
- < Try to attend as many service projects and other club events as his/her schedule allows.
- < Monitor the submission of monthly reports to the district secretary.
- < Ensure the club pays all district and International dues by December 1 and submits the appropriate dues and membership forms.
- < Review the clubs current bylaws to make certain they conform to the Standard Form for Circle K Club Bylaws and have been approved by Circle K International, including any language required by the college or university, and are on file in the student activities office.

- < Work with the faculty advisor and the Circle K club board of officers to develop an effective annual budget.
- < Monitor the expenses of the Circle K club to ensure expenditures remain within the parameters of the budget.
- < Make certain the Circle K club develops and implements a plan for membership-recruitment and retention activities for the year.
- < Encourage the Circle K club to maintain current and accurate member addresses on file with Kiwanis International to ensure delivery of Circle K magazine, the Circle K e-zine, and other member benefits.

Additional Reference: Circle K District Administrator, CKI Kiwanis Sponsorship Resource Guide

CONTRACT OF EXPECTATIONS

After reviewing the duties and responsibilities of your advisor position, you may 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 members of the Circle K club do not always understand the time constraints their advisors may have. Often, the students become so involved in the club, they do not understand why the advisors cannot find time to meet the same demands. This can cause conflicts between the students and the advisors.

The best way to avoid such a conflict is to establish a mutually agreeable level of expectation prior to the start of the academic year. Take the time to discuss the Contract of Expectations with the officers of the Circle K club. Work with them to establish the parameters within which you can effectively carry out your duties as advisor and within which the needs of the Circle K club

members and officers can be met.

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

If you cannot be in attendance, are you able to send a replacement, such as another member of the Kiwanis club or faculty?

If you or a replacement cannot attend a meeting, how much notice can you give the Circle K club president?

How much notice will you require to be able to attend a project, event, or special meeting of the Circle K club?

When can the Circle K club members phone you?

How late is too late to phone you at home?

Is it appropriate for you to accept their phone calls during work hours, or do you prefer to be called at home?

If you are not available at the time of the phone call, within what timeframe can the students expect to hear back from you?

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

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

If you have a concern about an activity, action, or behavior of a club member, you will do the following to resolve it (describe how you will approach the situation, who you will approach, and when you will attempt to resolve the conflict):

A copy of the Contract of Expectations should be given to each member of the Circle K board of officers, the Kiwanis advisor, and the faculty advisor. This is an excellent resource to when questions arise regarding the method by which you, as advisor, are fulfilling your responsibilities. This also helps keep the position in perspective. Though being an advisor to a Circle K club is important and a responsibility to be taken seriously, it cannot consume every moment of time available to you.

Additional Reference: Circle K District Administrator

ADVISOR CODE OF ETHICS

Generally, the first goal of an advisor is to establish a congenial, effective working relationship with student members of the Circle K club. Certainly, the day-to-day operations of the club and the overall success of the club will be enhanced by the development of a quality advisor-student relationship. Recently, however, questions have been raised as to the parameters that should be set for such relationships.

The advisor-student relationship should be a professional one. The advisor is in the position of an unofficial supervisor. Though the students are responsible for planning and implementing club projects and carrying out the administrative responsibilities of the club, the advisors monitor these activities and notify the club officers when corrections may be necessary.

College students are adults, but in many cases they are young adults. Club advisors represent authority, knowledge, and experience to the students. Often, an advisor is viewed as the individual to whom the club members are accountable for their decisions and actions. It is imperative that these perceptions and the trust of the students are not used in inappropriate ways.

Many colleges and universities have established policies regarding the relationship between faculty, administration officials, and the students. These policies

are in place to protect both the students and professionals from the risks associated with developing a relationship that is other than professional.

Though Circle K International 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 this 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 Circle K advisors.



CIRCLE K ADVISORS SHOULD:

- < Establish a professional relationship with the student members.
- < Represent fairly to the sponsoring Kiwanis club and/or school administration, the activities and views of the Circle K club members.
- < Inform students as to the nature and extent of confidentiality. If, as an advisor, you are taken into a student's confidence 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 the 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.

CIRCLE K 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 may feel uncomfortable or have difficulty extricating himself or herself.
- < Engage in behavior with Circle K members that is prohibited to the members, such as the consumption of alcoholic beverages.
- < Direct the behavior of the students or make demands upon the students, except in situations where the existence of the club or the well-being of its members are in jeopardy.
- < Harass in any way, shape, or form any student member.
- < Encourage student members to engage in behavior or make decisions that are in conflict with the governing principles and documents of Circle K International or the college or university.
- < Encourage or allow students to engage in any behavior that is illegal.
- < Use the Circle K club or its members for the advancement of business practices.

Not all situations are covered by these guidelines. There will be situations in which an advisor must either make a difficult decision or counsel Circle K club members in

making a difficult decision. 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 Circle K organization. Students and advisors should ensure that decisions and activities are consistent with this principle.

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

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

Be faithful. Individuals trust and respect of one another is critical to the success of the club. Actions should reflect that trust and respect.

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 principals will ensure the experience is a positive one for all students.

FINANCIAL OBLIGATIONS AND BUDGETING

As a member of the International organization, each Circle K club has certain financial obligations. The status of the club is determined by the payment of these obligations. Clubs that do not meet their financial obligations are not-in-good-standing with the organization, and services and privileges of membership are restricted.

Circle K International dues are US\$25 per member per year. Dues become payable each year on October 1 and are delinquent as of December 1 for US clubs and February 1 for clubs outside the US. Dues should be submitted to the Circle K International Office with a completed Dues and Membership Form.

Each Circle K club also has a financial responsibility to the district in which it resides. Circle K district dues are established by the member clubs of the district and range in amount from US\$4.00 to US\$12.00.

Each Circle K club may establish club dues if desired. Club dues collected from members may be used to cover the administrative costs of operating the Circle

K club. These costs include such items as 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 contributions in the form of dues to the administrative operations of the club, this is an area in which the sponsoring Kiwanis club may be able to assist.

This financial assistance can come from the Kiwanis club's service account, because the sponsorship of a Circle K club and much support given to that club is considered a service project. Kiwanis clubs can conduct specific fund-raisers for the purpose of supporting Circle K activities.

The Kiwanis club may have the financial means to budget some funds to be used by the Circle K club for items such as travel, lodging, and registration expenses for sending delegates to conventions. It is important to remember that these funds are controlled by the Kiwanis club, and all payments made should be through the Kiwanis advisor.

Additional References: Circle K International Constitution, Bylaws, and Policy Code; CK#10: Kiwanis International Board Procedures re: Circle K Clubs



Circle K clubs may engage in fund-raising activities to earn money to cover administrative expenses. However, there are limitations to this fund-raising. It is important to differentiate between fund-raising for administrative needs and fund-raising for community-service needs. Fund-raising for administrative needs is limited to project 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 members of Key Clubs.

Fund-raising activities may involve members of the campus community and the city or town in which the campus is located. However, all funds raised from such activities, however, 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, as described above.

14

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

There are two reasons for this separation of fund-raising activities. It is critical that the Circle K club establish and maintain a quality reputation with the campus and the 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. Circle K clubs are exempt from paying federal income tax as a subsidiary unit of Circle K International, 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 Circle K clubs that is worth noting. The 501(c)(4), nonprofit designation exempts Circle K clubs from paying federal income tax and, in most states, state income tax as well. Donations or contributions to a Circle K club are not tax-deductible for the donor. Only donations to 501(c)(3) or charitable organizations are tax-deductible for the donor. This is an important distinction that should be fully explained in the event an individual or company wishes to contribute to the activities of a Circle K club.

Though Circle K International maintains a blanket exemption for all clubs, it is necessary that each club obtain an individual Employer Identification Number. The process of applying for this number and the assigned number identify Circle K clubs as members of the International organization. The requirement that each club obtain an Employer Identification Number exists, regardless of the club's banking arrangements. Even if the Circle K club uses banking arrangements provided by the college or university, this requirement remains unchanged.

Circle K clubs may be required to complete a federal income tax return. The Internal Revenue Service periodically audits non-profit organizations by sending tax return forms to subsidiary groups. If the Circle K 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 Circle K club has gross receipts in excess of US\$25,000, a tax return form must be completed in its entirety. In this case, a qualified accountant should be consulted.

Additional References: CK# 15: Circle K Club Tax Information Application for Employer Identification Number Information Packet

CIRCLE K GOVERNANCE

There are several documents that 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.

Circle K International Constitution

This document outlines the purpose and Objects of CKI. Also included are sections governing the structure of the organization, membership in the organization, International Board structure, conventions, and revenue. This document is a resource for the International Board, districts, and clubs. It is amendable annually at the International convention by a vote of two-thirds of the voting delegates.

Circle K International Bylaws

This document always is published in conjunction with the CKI Constitution and covers similar topics in greater detail. Topics covered include: club administration; membership in clubs; club structure; district structure and the duties of district officers; duties of International officers; International Board administration; structure, timing, purpose, and procedure for International conventions; and nomination and election of International officers. This document is a resource for the International Board, districts, and clubs. It is amendable annually at the International convention, by a majority vote of the voting delegates.

Circle K International Policy Code

This document is published with the CKI Constitution and 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 majority vote of the CKI Board of Trustees.

Circle K International Communication Plan

This document is published with the CKI Constitution and Bylaws. Topics covered include: shared goals, agenda items, general announcements, board

vacancies and appointments, document interpretations, district infractions and ad hoc committees. The Communications Plan is meant to serve as a guide as to the agreed method through which the International Board will communication within the organization.

Standard Form for Circle K District Bylaws

Each district is governed by the Standard Form for Circle K District Bylaws and any approved amendments made by the member clubs of the district. This document covers such topics 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 Circle K Club Bylaws

Each CKI club is governed by the Standard Form for Circle K Club Bylaws and any approved amendments made by the members of the club. This document covers such topics 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 the 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 CKI Director prior to taking effect. In the event 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

The Kiwanis International Board regulates some activities of the CKI through its procedures. Topics covered include: travel limitation for CKI and district officers; use of the Circle K 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. *Additional Reference: CK#10: Kiwanis International Board Procedures Concerning Circle K*

POLICIES OF NOTE

The Circle K International Policy Code strictly prohibits the possession, sale, or consumption of alcoholic beverages at any Circle K function. This includes all club meetings, club board of officers meetings, social events, and service projects. Violations of this policy include suspension of membership, termination of membership, suspension of the club, and revocation of the club's charter. Circle K members also are restricted from consuming alcoholic beverages when attending any Kiwanis function where such beverages may be served.

Circle K International has a written policy regarding hazing. Hazing is illegal in all states in the United States and is therefore strictly prohibited. The Fraternity Insurance Purchasing Group defines hazing as:

Any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but

are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities.

Particularly in the areas of membership development and orientation, activities must be developed which in no way constitute hazing. Circle K International provides excellent resources for clubs to develop positive activities for the education of members and potential members. These resources include the Membership Recruitment and Orientation Manual and the Membership Development Manual.

Additional References: Circle K International Constitution, Bylaws, Policy Code; Standard Form for Circle K District Bylaws; Standard Form for Circle K Club Bylaws

CIRCLE K PROGRAMS

SERVICE INITIATIVE

The Service Initiative, *Focusing on the Future: Children* is designed to unify the service efforts of Circle K'ers worldwide. Each Circle K club is expected to sponsor projects that support issues affecting children ages six to 13. Service Initiative program materials are sent to all Circle K Sponsoring Kiwanis clubs in August.

Community Service and Awareness Week, always the first full week in November, is designed as an opportunity for all Circle K clubs to focus on projects and activities that support the Service Initiative. Community Service and Awareness Week concludes with International Service Day on Saturday. All Circle K clubs are encouraged to participate in a service project that supports the Service Initiative on that day.

KEY TO COLLEGE MONTH

The Key to College Program is designed for Circle K clubs to assist high school students, especially Key Clubbers, in selecting a college and making the transition from high school to college. During

October, designated as Key to College Month, Circle K clubs should host a Key to College Program for their local high schools. Circle K clubs are not limited, however, to presenting a Key to College program only in October. Club presidents receive Key to College Program information in January.

CIRCLE K CONTESTS AND RECOGNITION PROGRAMS

Circle K International 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.

CIRCLE K MEMBER RECOGNITION PROGRAMS

The Society of Distinguished Collegians

This program recognizes those members of Circle K who strive for excellence in academics, service to campus and community, and commitment to the club. Each district may induct up to 2 percent of its total membership into the society. All applications are due to the district administrator by December 1. Application forms for the Society of Distinguished Collegians are mailed to club presidents in August.

Circle K International Service Recognition Award

This program recognizes those members from each district who have had a significant impact in the area of service to their campuses and communities. An applicant must have completed at least 250 hours of service on behalf of his or her home club, as well as the minimum membership requirements established by the club. Districts may recognize as many individuals as qualify and are nominated for this award. All applications are due to the district administrator by January 15. Application forms for the Service Recognition Award are mailed to club presidents in August.

NON-CIRCLE K RECOGNITION PROGRAMS

Circle K International Humanitarian Award

This program annually recognizes one individual, whose efforts on behalf of others has 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 for this award. Nomination information for this award is mailed to club presidents in November.

Faculty and Kiwanis Advisor Citation

This program is a means by which clubs can show appreciation to advisors who have provided consistent guidance, support, counsel, and enthusiasm to the club for at least five years. Nomination information for this award are mailed to club presidents in November.

17

CLUB RECOGNITION PROGRAMS

Circle K International Community Service and Awareness Week Patch Program

This program annually recognizes those Circle K clubs that sponsor a service project on International Service Day, the Saturday concluding Community Service and Awareness Week. Clubs should refer to the Service Initiative Program Kit for the proper report form.

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. Circle K International evaluates the membership increases of clubs annually to determine award recipients.

CIRCLE K CONTESTS

All award forms for Circle K contests are mailed to club presidents in September and will be judged on-site at the International convention. All awards for Circle K contests are presented at the annual International convention.

Outstanding Kiwanis Family Relations Award

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

Club Scrapbook Award

This award recognizes and honors those Circle K clubs that produce a high quality scrapbook chronicling the activities of the Circle K club.

Single Service Award

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

Oratorical Award

This award recognizes and honors the individual member who best shares his or her attitudes, beliefs, and experiences regarding Circle K International through a prepared speech.

Club Achievement Award

This award recognizes and honors those Circle K clubs that have excelled in all aspects of club operation.

Club Newsletter Award

This award recognizes and honors those Circle K clubs that produce an outstanding club newsletter or bulletin.

NON-CIRCLE K RECOGNITION PROGRAMS

18

The Circle K International Outstanding Kiwanis Sponsor Award

This program recognizes and honors those Kiwanis clubs that provide exceptional support and guidance to their sponsored Circle K club. Circle K 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

Circle K International produces many literature items to assist in club operations. To reduce production and mailing costs, Circle K literature items are available online at www.circlek.org.

COMPREHENSIVE GENERAL LIABILITY INSURANCE

The Kiwanis International Comprehensive General Liability Insurance Program provides legal liability insurance for clubs, members, and sponsored Circle K clubs when they become legally obligated to pay damages to third parties for bodily injury or property damage arising out of a Circle K-sponsored function or activity. This insurance is available in the United States, Canada, and selected areas in the Caribbean. Clubs in these areas are insured.

The provisions of the policy apply to most normal liability exposures of Circle K clubs. As with most insurance policies, there are exclusions, limitations, and

restrictions. Claims arising out of liability for operation, use, or maintenance of aircraft, or automobiles owned by Circle K members or the Circle K organization, or of watercraft are excluded.

Circle K International strongly urges its member clubs not to conduct events that would involve: (1) the use or operation of a mechanical amusement device or ride owned or operated by a Circle K or Kiwanis club member or (2) the detonation of fireworks or explosive devices detonated directly by a Circle K club, Circle K member, or other named insured.

Owners of premises and other facilities used by Circle

K are included as additional insureds as respects their liability for the Circle K use of their property.

This summary contains only some of the principal provisions of this insurance and is not considered a contract of insurance. For policy details, a complete copy of the policy described herein can be obtained from the plan administrator. More information is contained in the

General Liability Risk Management packet, which can be obtained without charge from the International Office.

Advisors are encouraged to work with Circle K club officers to evaluate the potential risk of any planned activity or event. Your assistance in ensuring that Circle K functions are safe helps in protecting the well-being of the organization and the individuals it serves.

HUMAN RESOURCES

SPONSORING KIWANIS CLUB

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

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

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

The Kiwanis club should be viewed as a primary resource for the faculty advisor. The Kiwanis club should be notified and consulted when these situations arise:

- < The Circle K club becomes delinquent in paying International and/or district dues.
- < The Circle K club's membership falls below charter strength.
- < The Circle K club's officers appear unable to effectively carry out their duties and responsibilities.

- < The Circle K club stops meeting and/or stops participating in service projects.
- < The Circle K club becomes involved in a project or activity that is ethically or legally questionable.
- < The Circle K club's officers or members become entangled in serious disputes that threaten the functioning and continuation of the club.
- < The Circle K club's budget becomes overextended or funds appear to be used inappropriately.
- < The Circle K club wishes to undertake a project with which the Kiwanis club could assist.

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

FACULTY ADVISOR

For the Kiwanis club, the faculty advisor is a critical resource. This individual provides the input needed to ensure the Circle K 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 advisor is able to work with the Circle K club to make certain the members understand and adhere to these rules.

The faculty advisor should notify the Kiwanis advisor and request his or her advice, if any of these situations occur:

- < The Circle K club is undertaking a project or activity on campus property.

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

CIRCLE K LIEUTENANT GOVERNOR

The Circle K lieutenant governor is a student member elected by the clubs within the division to oversee and guide the operations of those Circle K clubs. This student should have regular contact with the president of the Circle K club. 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 the club during the year.

The lieutenant governor primarily is a resource for the members of the Circle K club; however, he or she also can be helpful to the club's advisors. The lieutenant governor should be contacted when any of these situations occur:

- < The Circle K club needs additional information or education on specific topics, such as the Service Initiative, producing a club newsletter, or developing a creative fund-raising project.
- < The Circle K club needs information on the activities and functioning of the Circle K district or the district board of officers.
- < Information is needed on upcoming division or district events.
- < The Circle K club is interested in sponsoring a division-wide project or event.
- < Club officer or advisor contact names, addresses, and phone numbers are needed for other clubs within the division or district.

- < The Circle K club wishes to report on an activity or event for possible publication in the district bulletin.

CIRCLE K DISTRICT ADMINISTRATOR

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

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

The district administrator is a good resource for both the faculty and Kiwanis advisor. His or her name and address are listed in the Kiwanis International Directory or may be obtained by contacting the International Office. The district administrator should be notified if any of these situations occur:

- < The Circle K club appears to be in jeopardy of retaining its charter due to low membership, nonpayment of dues, or change in the desire of the sponsoring Kiwanis club to continue the relationship.
- < Any individual, Circle K member or otherwise, is injured during a Circle K project or event.
- < The faculty advisor is experiencing difficulty communicating with or receiving support from the sponsoring Kiwanis club.
- < The Circle K club or any member is involved in an activity or behavior that violates Circle K International Policies and Procedures.
- < The Circle K lieutenant governor is not communicating with the Circle K club 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, Circle K International staff work to develop training programs; produce literature and publications; administer the budget; counsel and advise the Circle K International Board, governors, and district administrators; charter new clubs; process dues payments; and provide answers to questions from Circle K members and advisors.

International Office staff is available to assist you during regular office hours.

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

Circle K International

3636 Woodview Trace
Indianapolis, IN 46268-3196
800-KIWANIS toll-free in North America only
317-875-8755
Fax: 317-879-0204
Web site: www.circlek.org
E-mail: circlek@kiwanis.org

Circle K Department, Extension 123
CIRCLE K Magazine Department, Extension 174
Club Status Information, Extension 390
Dues and Membership Information, Extension 390
Literature Orders, Extension 390
New Club Charter Information, Extension 125
Supplies (Catalog Items), Extension 390

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

- < The Circle K club needs literature or supply items.
- < The Circle K club, faculty advisor, and/or sponsoring Kiwanis club is not receiving regular mailings.
- < The Circle K club wishes to report on a project or activity for possible publication in CIRCLE K magazine.
- < The Circle K club appears to be in jeopardy of retaining its charter due to low membership, non-payment of dues or change in the desire of the sponsoring Kiwanis club to continue the relationship.
- < Any individual -Circle K member or otherwise- is injured during a Circle K project or event.
- < The Circle K club, or any member is involved in an activity or behavior that violates any of the Circle K International Policies and Procedures.
- < The Circle K club wishes to submit club bylaws for approval.
- < The Circle K club needs information regarding the International convention.

All of the above described situations are provided as guidelines.

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





A Kiwanis-family Member

www.circlek.org

3636 Woodview Trace Indianapolis, Indiana 46268 USA • circlek@kiwanis.org
Worldwide: 1-317-875-8755, Extension 123 • USA and Canada: 1-800-KIWANIS, Extension 123