

# Circle K

International

**Guidebook 2005-06**



**COLLEGE STUDENTS WITH A LIFELONG COMMITMENT TO SERVICE WORLDWIDE**

## TABLE OF CONTENTS

### Section 1: What is Circle K International?

Service, Leadership, Fellowship .....	1
Membership Benefits .....	1
Structure of Circle K .....	1
Where in the World is CKI? .....	2
Kiwanis Family .....	3
Kiwanis International .....	3
Key Club International .....	4
Builders Club .....	4
K-Kids .....	4
Aktion Club .....	5
Conventions and Conferences .....	5

### Section 2: Club Resources

Your Source for Circle K .....	8
Circle K District Administrators .....	8
Circle K District Offices .....	9
Club Officer Duties .....	10
Resource Guide .....	18
Literature Order Form .....	19

### Section 3: Service Resources

Focus on the Future: Children.....	22
Tomorrow Fund.....	22
Carthage-Pullman Society.....	22
Sapphire Circle Honorary.....	23
Kiwanis Family International Service Exchange.....	23
Young Children: Priority One.....	23

### Section 4: Recognition Programs and Awards

Scholarships.....	27
Recognition Programs.....	29
Club Awards.....	31
District Awards.....	36

### Section 5: Governing Documents

List of Governing Documents and Link to Web site.....	46
---	----

### Section 6: Glossary of Terms

Circle K Glossary of Terms .....	49
----------------------------------	----

# SECTION 1



WHAT IS CIRCLE K

INTERNATIONAL



## SECTION 1

### WHAT IS CIRCLE K INTERNATIONAL?

#### OBJECTS AND VISION

##### Objects

The objects of this organization shall be:

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 to the material values of life;
- ◆ To encourage the daily living of the Golden Rule in all human relationships;
- ◆ To promote the adoption and the application of high social, business and professional standards;
- ◆ 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 altruistic service, and to build better communities; and
- ◆ To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism and goodwill.

##### Vision

The vision of this organization shall be:

Circle K is the organization that holds the promise of today's college student becoming tomorrow's leader. It exists to meet the personal needs of the individual collegian through the qualities of leadership, the rewards of service, and the unique spirit of friendship. Circle K's potential lies in its ability to positively influence those in our society who are facing ultimate personal decisions, and those who will one day create the vision of mankind for generations to come. Circle K is the embodiment of those qualities necessary to shape the future, realized in the colleges and universities of today.

The Vision of Circle K International is dedicated to the realization of mankind's potential.

## SERVICE, LEADERSHIP, FELLOWSHIP

### Service

As one of the three tenets, service is a fundamental element of Circle K International. Collectively, Circle K members perform more than 1 million hours of service on their campuses and in their communities annually. Without service, Circle K International would be just another campus activity. Through service, college students are making the world a better place.

As a sponsored program of Kiwanis International, Circle K International shares the focus of serving the children of the world. In support of this effort, the Circle K International service initiative is Focusing on the Future: Children.

### Service Initiative

The Service Initiative of Circle K International is designed to educate all Circle K members about the problems and issues that face children worldwide, ages six to 13. Through personal interaction and public awareness, we will enable children to develop the skills and ideals necessary to be successful.

### Focusing on the Future: Children

The program has three emphasis areas that rotate annually. The emphasis areas are: health & safety, literacy, and after-school programs.

### Leadership

Through the mission and vision of the organization, Circle K International is dedicated to the realization of mankind's potential. The potential of Circle K International lies in its ability to positively influence members of society who are facing ultimate personal decisions and those who will one day create the vision of mankind for generations to come. Leadership opportunities afford Circle K members the resources and tools needed to become active citizens. Circle K'ers can assume leadership responsibilities at all levels of the organization and through various experiential training conferences.

### Fellowship

If there is one thing that Circle K'ers know best, it is fellowship. Whether they are planning a car wash, visiting shut-ins, reading to three-year-olds or conducting business, Circle K members across the globe take time to meet and welcome new people. With each element and aspect of Circle K International, members experience fellowship and develop life-long relationships with fellow collegians, advisors, Kiwanians and citizens in their communities. Whether a Circle K'er is mentoring a child, networking with a businessman, or bowling with members, that Circle K'er is developing social skills, meeting new people and strengthening relationships.

## MEMBERSHIP BENEFITS

Circle K members focus on making the campuses and communities better places 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 our 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
- Applying to receive scholarships for future educational costs
- Gaining professional training in areas such as membership recruitment, leadership skills, public relations, and organization through attendance at conventions and conferences

## CIRCLE K INTERNATIONAL STRUCTURE

There are three levels of Circle K International: the Club, District, and International levels.

### The Club Level

The Club is the first and most important level of Circle K International. For without the clubs, there would be no need for the District and International levels. The club level is where the mission of Circle K is realized. Clubs are the heart of Circle K's service. The other levels exist to provide consultation and develop program materials that will assist and support the club in attaining their service and leadership development objectives.

### The District Level

Circle K International is divided into districts that are either a state, a combination of states, provinces, and/or countries. They are regionally identified. The main function of the district is to develop and maintain Circle K clubs within the specified region. The chief spokesperson and leader of the district is the governor. Other district officers include the secretary, treasurer, or secretary/treasurer, bulletin editors, and lieutenant governors. The districts are further broken down into divisions that are managed by lieutenant governors. The lieutenant governor is responsible for servicing the needs of the

clubs in his/her division by visiting the clubs in the division, counseling and assisting each club in the division, involving clubs in district and division projects, and evaluating club progress. He/she is your club's primary liaison to the district. The lieutenant governor can share ideas and recommend strategies for your club management questions.

The district will offer a number of leadership development and social opportunities. The district also involves itself in what is known as a district-wide project. These service projects are programs in which each club in the district is encouraged to participate. The district will conduct divisional rallies for the clubs in each division; it will sponsor a leadership training conference typically in September, October, or November; and the district will sponsor a district convention. At the district convention, as many club members as can attend should represent each club. The club is allowed two voting delegates to elect new district leadership and share input and vote with regard to district bylaw amendments and the district's future.

### The International Level

The final level of Circle K is the International level. The International Board of Trustees is composed of the President, the Vice-President, and nine Trustees. These students administer the organization at the International level. They identify the critical issues facing the organization and evaluate strategies to help the organization support its mission. The International Board sets the policies for Circle K, develops Service Initiative programs, and advises and educates the districts.

The International Board provides consultation to each district governor to assist him/her in managing the organization at the district level. The International representative serves as a liaison between the district and International levels. Annually the council of governors meets with the International Board of Trustees to discuss the state of the organization.

There is an annual International convention. At the International convention, as many members as can attend should represent each club. The club is allowed two voting delegates to elect new International leadership and share input and vote with regard to amendments to the International Constitution and Bylaws and the future of CKI.

One thing that sets Circle K International apart from other collegiate organizations is that students manage the organization at all levels.

The Kiwanis International Office in Indianapolis also maintains a department that is designated to work solely with the Circle K program. It develops service program materials, processes dues and membership information,

creates leadership development literature, manages the International budget, and forwards mailings to clubs, faculty advisors, and Kiwanis clubs.

Though the structure of Circle K International is complex, it is designed to ensure that Circle K members receive adequate support for their organizational activities. Furthermore, the organizational structure has been developed so all levels are interrelated and interdependent. Although autonomy in operation and decision making is maintained at each level, all three levels of Circle K International must interact to realize the Objects and Vision of the organization.

## WHERE IN THE WORLD IS CKI?

### Nations

The founding country of Circle K International, the **United States of America**. This is a melting pot nation, allowing each person unlimited potential to achieve -- just as we, in our Circle K clubs, are unlimited in the service we can render to others. Since 1947, Circle K has been providing service to our campuses and communities.

Circle K International became a truly international organization with the chartering of the first Circle K club in Canada. Few nations could lend the international character to Circle K that **Canada** does, from its dual language, to the rich French and British influences, and its vast geographic diversity.

In 1492, Columbus sailed the ocean blue and discovered the **Bahamas**. The crazy Bahamians became part of Circle K International in 1977.

With its tropical beaches and island hospitality, this free and independent nation of **Jamaica** lures vacationers each year from around the world. Circle K has been there since October of 1977 showing visitors and residents alike, an Irie good time and that caring really counts.

**Panama**, a country that declared its independence in 1903, enjoys over 1,500 miles of coastline. Panama was recognized as a Circle K nation in March 1995, with the organization of a club at the University of Santa Maria La Antigua.

Colombia, the only South American country with coastlines on both the North Pacific Ocean and the Caribbean Sea, counts coffee as its major export. Now service is a large part of their lives. **Colombia** became a Circle K nation in 1996 with the chartering of its first two clubs.

The re-organization of the Circle K Club of the University of the West Indies in **Barbados**, was completed in February 1996. Barbadians celebrate their independence

day on November 30, commemorating when their independence was declared from Britain.

A nation of 7,101 islands The Republic of the **Philippines**, with its agricultural economy and mountainous geography, is the home to Circle K clubs which were first organized in January 1996.

**St. Lucia** chartered its first club in 1997. St. Lucia counts among its natural resources forests, sandy beaches, and a safe inactive volcano, which draws over 165,000 tourists each year.

Home of the tallest building structure in the world, the Patronis towers of Kaluha, Lampur, **Malaysia** became a member of Circle K International in 1998 with one club.

Located in South America, with a strong history of diversity and belief in family value, **Ecuador** has been a hot spot for growth in the Kiwanis-family having chartered in 1999.

Located in West Africa, has southern lowlands merging into central hills and plateaus, mountains in southeast, and plains in the north. This beautiful country, **Nigeria**, became Circle K International's 12<sup>th</sup> nation in June of 2000.

Also in the heart of the Caribbean, **Antigua** chartered its first club in 2002.

This nation chartered its first club in 2003. Circle K's expansion efforts are proving to be successful with our 14<sup>th</sup> nation—**Dominica**.

**Taiwan** is the newest of the Circle K nations. They chartered their first club in 2004, becoming our 15<sup>th</sup> nation.

### Districts—in Numerical Order

- C01 ALABAMA
- C02 CALIFORNIA-NEVADA-HAWAII
- C03 CAPITAL
- C04 CAROLINAS
- C05 FLORIDA
- C06 GEORGIA
- C07 ILLINOIS-EASTERN IOWA
- C08 INDIANA
- C09 KANSAS
- C10 KENTUCKY-TENNESSEE
- C11 LOUISIANA-MISSISSIPPI-WEST TENNESSEE
- C12 MICHIGAN
- C13 MINNESOTA-DAKOTAS
- C14 MISSOURI-ARKANSAS
- C15 MONTANA
- C16 NEBRASKA-IOWA
- C17 NEW ENGLAND
- C18 NEW JERSEY
- C19 NEW YORK

- C20 OHIO
- C21 EASTERN CANADA AND THE CARIBBEAN
- C22 PACIFIC NORTHWEST
- C23 PENNSYLVANIA
- C24 ROCKY MOUNTAIN
- C25 SOUTHWEST
- C26 TEXAS-OKLAHOMA
- C27 UTAH-IDAHO
- C28 WESTERN CANADA
- C29 WEST VIRGINIA
- C30 WISCONSIN-UPPER MICHIGAN

## THE KIWANIS FAMILY

### Kiwanis International

Kiwanis is a worldwide service organization comprised of individuals who want to improve their communities. As a group, they can achieve what they cannot do alone.

Kiwanis is not a social club nor a secret or political society. It does not prescribe a way of life for others. It often does, however, act as a forum for diverse ideas.

It performs service beyond the capability of an individual; assistance to the aging, the needy, and to youth; improvement of communities; encouragement of international understanding.

Individuals of good standing in the community, invited by a Kiwanis club itself, are eligible for membership. The cost is low, considering the tremendous satisfaction Kiwanis membership provides.

Kiwanis was founded in Detroit, Michigan, January 21, 1915. It extended into Canada in 1916. Not until 1962 did it serve outside these two nations.

Today Kiwanis numbers more than 300,000 members in over 8,000 clubs. Though Kiwanis serves in countries around the world, the basic principals are the same.

For more information you can visit the Kiwanis Web site at: [www.kiwanis.org](http://www.kiwanis.org)

### Key Club

Key Club is a co-educational service organization for high school students, organized and sponsored by a Kiwanis club. It is a self-governing organization and elects its own officers, determines its own service activities, and establishes its own dues structure. Its Objects include the Objects of Kiwanis. Once organized, a Key Club is continuously sponsored by a Kiwanis club. Although the ultimate responsibility for Key Club sponsorship is that of the Kiwanis board of directors, the sponsorship function is most directly carried out by the Kiwanis club Committee on Key Clubs, assisted by a faculty advisor (who may or may not be a Kiwanian) designated by the

high school administration.

It was in May, 1925 in Sacramento, California, that the 11 charter members, comprising the first Key Club, met officially for the first time. Prior to that meeting, came a full year 's activity through which the idea of Key Club developed and finally reached fruition.

Key Club continues to grow rapidly. There are now clubs located throughout the world. In these groups, thousands of students are receiving training in leadership and service. Key Club is truly an "international " organization. In 1946 the first club was built in Canada, and since that time many more have been added. Every year two hundred or more new Key Clubs are added to this fast growing organization, but emphasis is on permanent, active clubs, rather than on mere numbers as such.

For more information you can visit the Key Club Web site at: [www.keyclub.org](http://www.keyclub.org)

### Builders Club

Builders Club is a co-educational service program, sponsored by a Kiwanis club, which provides young people between the ages of 12 and 15 the opportunity to help others, serve their school and community, and build a positive future for themselves.

The Kiwanis club role is to initiate organization of a Builders Club in accordance with guidelines provided by Kiwanis International, get the approval of school officials for its establishment as a school organization, recruit initial members, schedule the organizational meeting, file the Petition for Charter, plan for the charter presentation event, and after the club is fully operating, to provide continuous coordination, counsel, and assistance. Additional information, including a Petition for Charter and the Standard Form for Builders Club Bylaws, are included in the "Builders Club Building Kit," free upon request from Kiwanis International.

A Builders Club takes the name of the school in which its members are enrolled, and the school administration names a faculty member to serve as faculty advisor to the Builders Club. For this reason, a Builders Club must be approved by the school administration before it can be organized, and, once organized, it must operate in conformity with school.

A Builders Club elects its own officers, determines the schedule for its regular meetings, and establishes its own committees. Projects are carried out under the supervision and cooperation of a faculty advisor, school administrator, and sponsoring Kiwanis club. The club may select its own projects, but it also seeks opportunities to work with the sponsoring Kiwanis club, Key Club, Circle K Club, and/or K-Kids Club in joint service or fund-raising activities.

For more information you can visit the Builders Club Web site at: [www.buildersclub.org](http://www.buildersclub.org)

### **K-Kids**

K-Kids, a local Kiwanis club sponsored community service program for elementary school students, has experienced continued growth since its inception in 1990. Begun in Florida, the program soon spread to other districts. K-Kids was adopted as a sponsored program of Kiwanis International on October 1, 1998.

A K-Kids club can be organized in a school or as a community-based club in a non-educational facility, such as a YWCA, YMCA, Boys Club, Girls Club, or church.

K-Kids clubs elect a president, vice president, secretary, and treasurer. Each club is supported by one or more faculty and Kiwanis advisors, parents, and a K-Kids Committee from each sponsoring organization. K-Kids may be sponsored by a Kiwanis club and a Circle K or Key Club.

K-Kids is structured only on the local club level but is supported by the Kiwanis International Office in Indianapolis, Indiana. The International Office provides programs, literature, and opportunities to relate to elementary school children from countries all around the world. New club building kits are available through the Kiwanis International Office.

The district may have a district committee chairperson responsible for the K-Kids program on that level. This person serves to promote the K-Kids program, train Kiwanis clubs concerning their role in sponsoring a K-Kids club, and involving Key Clubs and Circle K as cosponsors of K-Kids clubs.

Above all else, K-Kids is a community-service organization whose members are dedicated to improving their communities. The variety of K-Kids service work is as broad as the needs it fills. The elderly, the disabled, and the underprivileged are all benefited by K-Kids sponsored projects. Virtually any unanswered need is a potential target for K-Kids commitment and dedication.

For more information you can visit the K-Kids Web site at: [www.kkids.org](http://www.kkids.org)

### **Aktion Club**

The Aktion Club program was created by the Florida District of Kiwanis International in 1987 to address the needs of citizens with disabilities. An Aktion Club is a community-service group of adults who are developmentally impaired, and it is co-sponsored by a Kiwanis club or division and an agency that serves people who have disabilities. An Aktion Club program has four primary goals for its members:

- To develop initiative and leadership

- To provide experience in living and working together
- To serve the community
- To prepare for useful citizenship

For more information you can visit the Aktion Club Web site at: [www.aktionclub.org](http://www.aktionclub.org)

## **CONVENTIONS AND CONFERENCES**

### **Circle K International Convention**

The Circle K International Convention is an annual event which takes place in the summer. The business of the organization is conducted through the election of International officers and amendments to the governing documents. Throughout the four-day event, Circle K members from around the globe gather in a different location annually to attend educational workshops, receive awards and recognition, participate in fellowship activities and perform service. The annual International Convention is the culmination of a year's worth of hard work, leadership, service and fellowship.

### **LeaderShape**

Leadership programs focused primarily on young men and women in all settings of the LeaderShape Institute; to facilitate their application through follow-up advisory support to participants and sponsors; and to be a catalyst in expanding leadership programs centered on leading with integrity to new audiences.

### **Key Leader**

Kiwanis International's new leadership experience for emerging youth leaders of the 21st century. Key Leader introduced the concept of service leadership at the first most meaningful leadership development experience to the next generation of local, state, national and world leaders.

# SECTION 2



CLUB RESOURCES



## SECTION 2 CLUB RESOURCES

### YOUR SOURCE FOR CIRCLE K INFORMATION

Kiwanis International provides an office for Circle K International which is run by a paid, professional staff. The office, located in Indianapolis, Indiana, oversees the production of the International Convention, Service programming, the Circle K magazine, and numerous other programs and materials. Most importantly, the office exists to support each Circle K club and sponsoring Kiwanis club. Call 1-800-KIWANIS (317-875-8755 outside the United States and Canada) for the following people:

#### Circle K International

- ◇ Casey Keller, Director, x258  
ckeller@kiwanis.org
- ◇ Gloria Bidgood, Analyst, x123  
gbidgood@kiwanis.org

#### Circle K Magazine

- ◇ Vacant  
ckimagazine@kiwanis.org

#### Youth Funds Specialist

- ◇ Gayle Webb, x244  
youthfunds@kiwanis.org

#### New Club Chartering

- ◇ Lizette Bennett, x125  
spgcharter@kiwanis.org

#### Dues Collection

- ◇ spdues@kiwanis.org

#### Builders Club/K-Kids/Aktion Club

- ◇ Dave Wohler, Director, x163  
dwohler@kiwanis.org
- ◇ Lisa Pyron, Program Specialist, x168  
lpyron@kiwanis.org

#### Contest and Awards

- ◇ Sonya Evans, Analyst, x167  
sevans@kiwanis.org

#### Website Updates/Newsletters/Mailings

- ◇ Lynn Tate, Communications Analyst, x245  
ltate@kiwanis.org

#### Key Club

- ◇ Mike Downs, Director, x270  
mdowns@kiwanis.org

#### Circle K Supplies and Merchandise

- ◇ SOAP Member Services, x390  
supplies@kiwanis.org

#### Conventions and Conferences

- ◇ Melissa Parton, Youth Conventions Specialist, x142  
mparton@kiwanis.org

## CK DISRICT 2005-06 ADMINISTRATORS

### ALABAMA—Asstistant

Jarrold White  
E-mail: jarroldwhite@bellsouth.net

### CALIFORNIA-NEVADA-HAWAII

Jane Alexander  
E-mail: birdladyjane@msn.com

### CAPITAL

Carla Morin  
E-mail: kiwanis99pres@aol.com

### CAROLINAS

James Griffin  
E-mail: jimmyg31@bellsouth.net

### FLORIDA

Wade Shrack  
E-mail: wadeskiw@aol.com

### GEORGIA

David Kelly  
E-mail: dkgonzo198@aol.com

### ILLINOIS-EASTERN IOWA

Robert Woodward  
E-mail: administrator@iicirclek.org

### INDIANA

Abby Downs  
E-mail: adownstcu@aol.com

### KANSAS

Chad Lehman  
E-mail: calehman@member.  
kiwanis.org

### KENTUCKY-TENNESSEE

Glen Kleine  
E-mail: kleine@chpl.net

### LA-MISS-W. TENN

Mark Mobley  
E-mail: mmobley@cpb.com

### MICHIGAN

Sean Havera  
E-mail: michckiassist@comcast.com

### MINNESOTA-DAKOTAS

Joe Blasko  
E-mail: jblaskomndakcki@hotmail.com

### MISSOURI-ARKANSAS

John Snipes  
E-mail: jsnipes@juno.com

### MONTANA

Tami Mathewson  
E-mail: tam1127@bigskyhsd.com

### NEBRASKA-IOWA

Jenn Hermsen  
E-mail: jennd@dilbret.com

### NEW ENGLAND

Tim Daly  
E-mail: tdkiwanis@comcast.net

### NEW JERSEY

Ron Weber  
E-mail: bigkiwana@hotmail.com

### NEW YORK

John Keegan  
E-mail: johnnyk11@optonline.net

### OHIO

Bob Hobart  
E-mail: bob.hobart@sbcglobal.net

## EASTERN CANADA AND THE CARIBBEAN

Lloyd Davis  
E-mail: lloyda@cwjamaica.com

## PACIFIC NORTHWEST

Jim McAllister  
E-mail: jamestmca@aol.com

## PENNSYLVANIA

Jason McConney  
E-mail: packadmin@deeplight.net

## ROCKY MOUNTAIN

Shannon Stowe  
E-mail: shannondstowe@aol.com

## SOUTHWEST

Debbie DesChene  
E-mail: southwestdeb@npgcable.  
com

## TEXAS-OKLAHOMA

Sean Raich  
Email: sraich@pobox.com

## UTAH-IDAHO

Norm Taylor  
E-mail: circlekui@aol.com

## WESTERN CANADA

Darlene Kerr  
E-mail: herdar@telus.net

## WEST VIRGINIA

Roger Williams  
E-mail: docwilliams@aol.com

## WISC-UPPER MICHIGAN

Stan Cravens  
E-mail: scravens@execpc.com

Please be sure to check the Web-  
site for any updates and changes  
to this list— [www.circlek.org](http://www.circlek.org)

## KIWANIS DISTRICT OFFICES

### ALABAMA

Kiwanis District Office  
85 Bagby Dr., Ste. 206  
Birmingham, AL 35209-3705  
Ph: 205/945-1334  
Fax: 205/942-5348  
E-mail: secretary@alabama.kiwanis.org

### CALIFORNIA-NEVADA-HAWAII

Kiwanis District Office  
7977 Capwell Dr., Ste. 200  
Oakland, CA 94621-2105  
Ph: 619/749-7290  
Fax: 510/562-0688  
E-mail: pete@cnhkiwanis.org

### CAPITAL

Kiwanis District Office  
7307 Coventry Dr.  
PO Box 855  
Middletown, MD 21769-0855  
Ph: 301/371-4650  
Fax: 307/371-6010  
E-mail: kiwanis@adelphia.net

### CAROLINAS

Kiwanis District Office  
890 W. King St., Ste. 201  
Boone, NC 28607-4690  
Ph: 800/739-1827  
Fax: 828/266-9610  
E-mail: ncsckiwanis@esinc.net

### EASTERN CANADA AND THE CARIBBEAN

Kiwanis District Office  
1390 Clyde Av., Ste. 204  
Nepean, ON K2G 3H9 CAN  
Ph: 613/727-0107  
Fax: 613/727-3350  
E-mail: district@kiwanis-ecc.org

### FLORIDA

Kiwanis District Office  
5545 Benchmark Ln.  
Sanford, FL 32773-8116  
Ph: 407/324-9800  
Fax: 407/324-9900  
E-mail: george@floridakiwanis.com

### GEORGIA

Kiwanis District Office  
PO Box 6618  
Macon, GA 31208-6618  
Ph: 478/474-6169  
Fax: 478/474-3647  
E-mail: alexia@gakiwanis.org

### ILLINOIS-EASTERN IOWA

Kiwanis District Office  
218 First Av., 2nd Fl.  
Sterling, IL 61081-3945  
Ph: 815/625-8619  
Fax: 815/625-8735  
E-mail: iioffice@ii.kiwanis.org

### INDIANA

Kiwanis District Office  
PO Box 37  
Greenfield, IN 46140-0037  
Ph: 877/883-5974  
Fax: 317/468-1920  
E-mail: susan@indkiw.org

### KANSAS

Kiwanis District Office  
PO Box 4463  
Topeka, KS 66604-0463  
Ph: 785/234-9702  
Fax: 785/234-9718  
E-mail: kiwanis@amycampbell.com

### KENTUCKY-TENNESSEE

Kiwanis District Office  
1035 Strader Dr., Ste. 150-1  
Lexington, KY 40505  
Ph: 859/422-2256  
Fax: 859/422-2259  
E-mail: ktkiwanis@thewoodgroup.com

### LOUISIANA-MISSISSIPPI-WEST TENNESSEE

Kiwanis District Office  
5319 Didesse Dr., Ste. B  
Baton Rouge, LA 70808-4306  
Ph: 225/769-9233  
Fax: 225/769-9215  
E-mail: paula@lamisstenn.org

### MICHIGAN

Kiwanis District Office  
315 Kiwanis Dr., PO Box 231  
Mason, MI 48854-0231  
Ph: 517/676-3837  
Fax: 517/676-6600  
E-mail: mikiwanis@arq.net

### MINNESOTA-DAKOTAS

Kiwanis District Office  
PO Box 70  
Spicer, MN 56288-0070  
Ph: 320/796-6977  
Fax: 320/796-6978  
E-mail: tmhoran@tds.net

### MISSOURI-ARKANSAS

Kiwanis District Office  
650 2nd St., PO Box 214  
Troy, MO 63379-0214  
Ph: 636/528-7562  
Fax: 636/528-7519  
E-mail: greendavida@aol.com

### MONTANA

Kiwanis District Office  
3003 Amherst Av.  
Butte, MT 59701-4651  
Ph: 888/236-3172  
Fax: 888/236-3172  
E-mail: mdkroger@bigplanet.com

### NEBRASKA-IOWA

Kiwanis District Office  
8611 Blondo St., Ste. 2  
Omaha, NE 68132  
Ph: 402/571-6600  
Fax: 402/571-7181  
E-mail: nikiwanis@prodigy.net

### NEW ENGLAND

Kiwanis District Office  
PO Box 687  
Framingham, MA 07107-0687  
Ph: 508/875-4724  
Fax: 508/875-0262  
E-mail: nekiwanis@aol.com

### NEW JERSEY

Kiwanis District Office  
PO Box 300  
Kunkletown, PA 18058-0300  
Ph: 610/381-6970  
Fax: 610/381-6971  
E-mail: kiwanis1@ptd.net

### NEW YORK

Kiwanis District Office  
1522 Genesee St.  
Utica, NY 13502-5297  
Ph: 315/735-3463  
Fax: 315/735-4647  
E-mail: kiwanis@borg.com

### OHIO

Kiwanis District Office  
67 Ceremic Dr., PO Box 14339  
Columbus, OH 43214-4339

Ph: 614/447-0630  
Fax: 614/447-1915  
E-mail: sarah@ohiokiwanis.org

### PACIFIC NORTHWEST

Kiwanis District Office  
PO Box 747  
10184 SW Laurel St.  
Beaverton, OR 97075-0747  
Ph: 503/641-8869  
Fax: 503/644-3600  
E-mail: dst@pnwkiwanis.org

### PENNSYLVANIA

Kiwanis District Office  
800 Corporate Cir., Ste. 102  
Harrisburg, PA 17110-9346  
Ph: 717/540-9300  
Fax: 717/540-1018  
E-mail: ketkiwanis@aol.com

### ROCKY MOUNTAIN

Kiwanis District Office  
PO Box 280009  
Lakewood, CO 80228-0009  
Ph: 303/462-5148  
Fax: 303/238-0021  
E-mail: rmdkiwanis@comcast.net

### SOUTHWEST

Kiwanis District Office  
PO Box 1603  
Mesa, AZ 85211-1603  
Ph: 480/969-5978  
Fax: 480/969-9168  
E-mail: swdkiwanis@qwest.net

### TEXAS-OKLAHOMA

Kiwanis District Office  
624 Six Flags Dr., #265  
Arlington, TX 76011  
Ph: 817/640-7711  
Fax: 817/649-1905  
Email: txokdist@swbell.net

### UTAH-IDAHO

Kiwanis District Office  
815 N 300 W  
Provo, UT 84604-3313  
Ph: 801/377-8294  
E-mail: u-district@hotmail.com

### WESTERN CANADA

Kiwanis District Office  
125 Sheep River Bay  
Okotoks, AB T1S 1R3 Canada  
Ph: 403/938-6213  
Fax: 403/938-2703  
E-mail: wvoth@shaw.ca

### WEST VIRGINIA

Kiwanis District Office  
PO Box 99  
Shenandoah Jct., WV 25442  
Ph: 304/725-8084  
Fax: 304/229-1959  
E-mail: wvkisey@quixnet.net

### WISCONSIN-UPPER MICHIGAN

Kiwanis District Office  
120 W. Huron, PO Box 311  
Berlin, WI 54923-0311  
Ph: 920/361-9954  
Fax: 920/361-2181  
E-mail: mfinger@wiumkiwanis.org

## CLUB OFFICER DUTIES

### Board of Officers

The Board of Officers is the club's governing body responsible for managing the overall operation of the club. Information about the club board of officers may be found in the Standard Form for Club Bylaws, Article IX. A club's officers are specified in the club's bylaws. The faculty and Kiwanis advisors are non-voting, ex-officio members who serve in an advisory capacity.

### Board Of Officers Duties and Responsibilities

- Determines policies that must govern the club
- Determines the nature and content of the club's service activities with input from the club members
- Assesses member recruitment and retention activities, and pursues further club development
- Evaluates club progress
- Maintains operating budget and oversees disbursement of all funds
- Advises all club committees
- Evaluates member status based on member participation, conduct, fulfillment of academic requirements, and dues payment
- Approves all presidential appointments of committee chairs and special positions
- Oversees the filling of club officer vacancies
- Approves all club reports to the district and International Offices

Every member of the board should evaluate club performance continuously: board operation, committee operation, club officer progress, club meeting operation, membership growth, Circle K education, financial management, public relations, service achievements, attendance, and the club's relationship with the sponsoring Kiwanis club. Board meetings should provide opportunities for every board member to express concerns and recommendations.

A board meeting should be used to conduct the business of the club, so regular club meetings can be geared toward programs of interest to the members. Board meetings should be used as an evaluation session, allowing the board to take action if necessary. In addition to the above responsibilities, all officers must perform the responsibilities of their respective positions.

The board of officers should meet at least twice per month during the school year and at least once during summer session. The board of officers also may meet at such other times as the president or a majority of the board's voting members deem necessary. The board of officers has been empowered by the club members, through the election to office, to direct the club's activities. When considering issues facing the club, the board of officers should always do what is in the best interest of the club. Because decisions made by the

board of officers affect the entire club, all action taken by the board must be reported to the club, either during a regular club meeting or via the club newsletter.

### President

As your club's chief executive officer, the president will be responsible for overall club management. The president does not actually complete the monthly reports, process the dues, or organize the projects. However, it is under the president's leadership that others are enabled to do the tasks assigned. Ultimately, the president is responsible for all of the activity of the club.

One way to ensure a successful year as president is to clearly define expectations of the club, to outline the goals of the club, and to specify the tasks to accomplish. The tasks that the president delegates to members must be appropriate for the club member's interest and skill level. The president's enthusiasm for club activities will set the tone for the club; if the president is excited about what is being done, the club members will be motivated to achieve the club's goals.

### Club President Duties and Responsibilities

- Guide the board of officers in setting goals for the club
- Communicate the goals to the members
- Maintain the club's focus on the priorities specified in the goals
- Identify a club committee structure to best achieve the goals
- Recognize task requirements, member strengths, and member interests and appoint chairs to committees that match those skills and interests
- Recognize member accomplishments
- Publicly recognize achievements both within the club and in other campus activities
- Educate yourself about the documents that govern Circle K International
- Educate members about the opportunities available to them through their involvement with the Kiwanis family
- Preside at all club and board meetings
- Plan the agendas for club and board meetings in advance
- Attend committee meetings and Kiwanis club meetings as often as possible
- Represent the club and its views at all district, division, and International events
- Participate in club service projects, inter-clubs, and social activities
- Evaluate club progress toward established goals
- Communicate club progress to the Kiwanis club and to the district through monthly reports
- Monitor the activities of all officers and committee chair
- Provide guidance to assist officers and committee

chair in accomplishing their responsibilities

- Motivate club members to participate in club activities
- Establish a climate of enthusiasm, openness, and concern
- Train committee chair and officers to fulfill their duties
- Recruit and retain members
- Ensure that all members are active and involved
- Conduct an aggressive, year-long membership campaign with weekly and monthly goals to be achieved
- Submit reports to the district and International upon request
- Coordinate officer elections
- Ensure a smooth transition for incoming officers by keeping files and reports in order
- Assist in training incoming officers

### **Weekly Duties**

- Create an agenda for each club meeting
- Conduct club meeting
- Follow-up with officers to verify progress
- Communicate club activities to officers and club members
- Personally contact delinquent members
- Consult with the faculty advisor and Kiwanis advisor to discuss club activities

### **Monthly Duties**

- Create agendas for two board meetings
- Conduct board meetings
- Distribute information, such as magazines and newsletters, received from the International Office and district officers
- Ensure that all monthly reports are submitted accurately and on time
- Follow up with treasurer to ensure that new member dues have been submitted

### **Annual Duties**

- Pursue a net increase in membership
- Obtain information and assistance from immediate past president, faculty advisor, and Kiwanis advisor
- Review all literature and resources available from the district and Circle K International
- Establish active Circle K/Kiwanis relations
- Appoint committee chairs and special positions
- Conduct officer elections
- Report club activities to CIRCLE K magazine
- Submit award forms for district and International contests
- Ensure that delegates attend district and International convention

### **Vice-President**

The Circle K club vice-president is responsible for the Circle K club in the absence of the club president and should assist the president and other officers with their duties.

### **Club Vice-President Duties and Responsibilities**

- Oversee all committee activities
- Preside at all meetings of the club and board of officers in the absence of the president
- Serve as an ex-officio member of all committees
- Report on committee progress to board of officers

### **Weekly Duties**

- Follow up with committee chairs to verify progress
- Attend weekly club meeting

### **Monthly Duties**

- Attend two board of officers' meetings
- Attend the monthly meetings of the committees as an ex-officio member and advisor
- Collect all monthly of the committees and submit them to the secretary
- Present a report on committee progress during board of officers' meetings

### **Annual Duties**

- Become familiar with the responsibilities of all officer positions
- Obtain information from the immediate past vice-president of the club
- Recruit and retain members
- Conduct educational programs as assigned by president
- Familiarize incoming vice-president with the position

### **Secretary**

The secretary is responsible for the management of all club records. The secretary must be ready to document the details important to smooth club operation.

### **Club Secretary Duties and Responsibilities**

- Maintain all records of the Circle K club membership, dues payment, and committee activity
- Document club activity through meeting minutes
- Maintain attendance records for meetings and activities of the club
- Coordinate all club correspondence
- Respond within seven days to requests made of the club
- Write club bulletin to update members on club activities (if club bulletin editor position does not exist)
- Forward dues invoice and membership forms to

- the district and International offices
- Complete and submit all monthly reports to the district
- Maintain a file for committee reports Submit club activities to the district publication and CIRCLE K magazine
- Forward all registration forms for club participation in district and International events
- Upon election, submit names and current contact information of elected officers to the district administrator and International Office
- Recommend to the president, prior to each club meeting and board of officers meeting, a list of business items for the agenda

One of the most important duties of the club secretary is documentation of club activities and member involvement with those activities. Accurate records lend the club credibility and viability. In addition, this information is helpful to incoming officers and committee chair as they evaluate the success of club activities in the past and then develop goals for the future.

*The secretary is responsible for documenting the following activities:*

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

#### **Weekly Duties**

- Attend all meetings and compose the official minutes
- Respond to all correspondence within seven days and inform officers and advisors of the communication

#### **Monthly Duties**

- Recommend to president agenda items for the board of officer meetings
- Attend board of officer meetings
- Collect the monthly committee reports
- Write and submit monthly report to the district
- Forward newsworthy information to the district publication and CIRCLE K magazine
- Publish a club bulletin (if club bulletin editor position does not exist)

#### **Annual Duties**

- Obtain all files and information from immediate past secretary
- Inventory all Circle K club property
- Create a filing system for Circle K club reports, bulletins, and literature
- Produce a club membership directory
- Complete award forms for district and International contests

- Complete all delegate registration forms for district and International conventions
- Assist incoming secretary in becoming acquainted with the position

#### **Reporting to the Board**

At each board meeting the secretary should be prepared to present a report of activities over the past two weeks. This report should include the following items:

- Information about any correspondence received and/or mailed
- Report of meeting attendance and total member and guests participating in club projects
- Report on prospective new members
- Report activities accomplished, such as the submission of dues, development of the club bulletin, and monthly report
- Report on the number of committee reports received (monthly)

#### **Treasurer**

The treasurer should work closely with the club secretary to coordinate the collection and disbursement of money. Accurate record keeping is imperative to this position. In many cases, the college or university will require the club to process all transactions through the college or university business office. The treasurer will need to learn about the college or university's procedure for the collection and disbursement of club monies.

#### **Club Treasurer Duties and Responsibilities**

- Collect and record member dues
- In coordination with the secretary, forward dues and Dues Invoice and Membership Form to district and International Office
- Prepare the budget and ensure that club activities adhere to the budget
- Maintain accurate financial records
- Establish a book of accounts showing all financial transactions
- Transact business through a bank or school account
- Inform the club of its financial strengths and weaknesses
- File appropriate forms with the Internal Revenue Service (U.S. only) if necessary
- Inform the Kiwanis club of Circle K club's financial status
- Disburse funds and pay bills promptly as approved by the board of officers
- Reconcile bank statements
- Invoice members for unpaid dues
- Deposit club funds

#### **Weekly Duties**

- Pay all bills as approved by the board of officers

- Record all expenditures and income for the week
- Secure advice from faculty advisor and Kiwanis advisor on all financial matters

### Monthly Duties

- Collect all money for club projects
- Present finance report at board meetings
- Collect dues from new members and forward them to the district and International Office

### Annual Duties

- Obtain all financial records, receipts, and files from immediate past treasurer
- Prepare a budget for the year following your term
- Organize all financial records to give to treasurer-elect

### Preparing the budget

One of the main functions of the treasurer is the development and management of the club's budget. The treasurer should develop the budget in consultation with the Kiwanis advisor and then present it to both the Circle K club board of officers and Kiwanis club board of directors for approval.

The budget should be the regulating factor for the club's activities. The budget is a statement of the organization's planned expenditures and income based on the approval and commitment of the club. Use the budget as a guide for the club's activities during the year.

When approving the budget, the club must commit to raising the necessary income, for without the budgeted income, the club cannot spend as it had planned without incurring a deficit. Thus, when total expected income is not achieved, total expenditures must be cut.

The club should work with the college or university to establish financial accounts. Follow the college or university's guidelines regarding account management to maintain the accounts accurately.

Circle K is a non-profit organization, receiving much of its receipts from the general public. Therefore, the law requires that two separate accounts for receipts and expenditures be maintained. These accounts are the service account and administrative account.

**Service Account** - All monies collected from the general public must be returned to the general public. Such monies cannot be used for club administrative costs, such as printing, conventions and conferences, and travel to non-service projects.

**Administrative Account** - The administrative account is the operating account for the club. It is used for those monies to be spent on club administration and/ or the

members. Monies coming into the administrative account are collected from dues, Kiwanis-family members, and college or university subsidies. Monies in this account may be used to buy supplies, purchase advertising, send members to conventions and conferences, etc. Funds in the administrative account can be transferred to the service account. However, funds from the service account cannot be transferred to the administrative account.

It is helpful in bookkeeping and auditing to note on each receipt into which account the money was deposited.

Likewise, all checks should note from which account and line item, if appropriate, the money was drawn.

### Maintaining Accurate Financial Records

It is important to keep an account of all transactions as they are made. A simple method to use is the general journal, containing three columns: income, expenses, and balance. Log in each transaction when it occurs; specify the date and a simple description; list it properly under income or expense; and record the balance. It is recommended that the club purchase a general ledger for the club treasurer.

- Always obtain a receipt as evidence of payment when disbursing money
- Use a check rather than cash. This will provide the club with an additional receipt.
- Require members to complete an expense voucher and attach a copy of the receipt to receive reimbursement for expenses.
- No more than two individuals should have authorization to write checks. Typically, the club treasurer and president are authorized to write checks.
- Always issue a receipt, especially when you receive cash (i.e., dues and fund-raiser money) when receiving money. Ideally, you should purchase a book of cash receipts so copies of the receipts can be maintained by the club.
- Never hold cash personally for any length of time. The treasurer is responsible for the finances of the club. By depositing cash soon after receipt, you guarantee that your member's money or community's contributions are secure.

### Bank Reconciliation

Periodically, the bank will submit a statement listing all transactions that took place within a certain period of time. The bank may or may not return the canceled checks, depending upon their policy. When receiving the statement, a reconciliation should be made to verify the accuracy of the club's balance; if this is done upon receipt of each statement, errors can be corrected.

An easy way to perform the reconciliation is to follow these steps:

- Verify all amounts on the statement with amounts noted in the checkbook.
- Place the amount of the bank statement balance in the appropriate space on the back of the statement.
- Add any deposits not noted on the statement.
- Deduct all outstanding checks not yet cashed.
- This adjusted balance should agree with the checkbook balance. If it does not, double-check your arithmetic. If the error is not the club's, contact the bank and ask that someone review the statement for possible error.

### **Financial Reports**

The treasurer should present a formal report to the board of officers bi-weekly. The following information should be included in the report.

- Summary of the club's financial status - current assets, current liabilities, and outstanding debts.
- Profile of the budgeted revenues and expenditures compared to the actual revenues and expenditures with a column showing the year-to-date balance. The budget worksheet in this chapter shows how this information can be set-up.
- Outstanding bills to be paid.
- Financial concerns, if any.

### **Auditing Club Books**

It is strongly suggested that the club's financial records be audited annually. This audit should take place after October 1, after the fiscal year has ended and the year-end report has been prepared. Check with your Kiwanis club for the name of a reputable accountant. You may find that there is an accountant in the Kiwanis club who will perform the audit free or for a nominal charge. If there is not one in the club, it is still worth the club's money to have it done. This is an area of club administration in which the Kiwanis and faculty advisors can be extremely helpful.

### **Tax Status and Filing Form 990 with the Internal Revenue Service**

This information applies only to clubs within the United States. Because Circle K is non-profit, Circle K clubs do not have to file any tax forms unless the club's gross receipts exceed \$25,000, or unless the Internal Revenue Service requests the clubs to file. If such is the case, Form 990SF must be completed and filed. The Form 990 can be obtained from any Internal Revenue Service Office or on-line at [www.irs.gov](http://www.irs.gov). To complete Form 990, an Employer Identification Number is needed. This number can easily be obtained by filing Form SS-4 (Application for Employment Identification Number).

Contact the International Office to obtain this application form. This number is permanent. More detailed information about tax status is outlined in literature item CK #15: Club Tax Information. This CK Series Bulletin can be found on the Circle K Web site at: <http://www.circlek.org/circlek/lit/default.asp?cat=Club%20Resources>.

If you are a member of a club outside the United States, consult your Kiwanis and faculty advisors, as well as your sponsoring Kiwanis club, for the proper laws and restrictions in your area.

### **Collecting and Submitting Dues**

The dues each member pays to belong to Circle K International are used to provide many services-program materials, leadership training, conventions and conferences, professional development, fellowship opportunities, scholarships, member support information, CIRCLE K magazine, experienced counseling, club mailings, and literature on member development, membership recruitment, public relations, and club-officer training.

Each Circle K member must pay both International dues (*please check the Web site for current rates*) and district dues which vary from district to district. In addition, clubs may require that members pay dues to the club. This dues amount should be specified in the club's bylaws. Members should be aware of the financial implications of membership prior to joining Circle K. The money they pay in dues allows Circle K to provide the services described above.

Your club will receive a Dues Invoice and Membership Form from Circle K International in September. All dues and membership information should be submitted on the Dues Invoice and Membership Forms supplied by Circle K International. To make payment of district and International dues as simple as possible, Circle K International has one form that should be used when submitting both district and International dues payments. To pay your club's district and International dues simply follow the instructions included in the dues mailing.

Your club may charge your members dues to support club and member activities. If your club charges dues, the money can be used to benefit the club and members - purchase member pins, pay for the administrative costs of club operations, finance events such as an induction ceremony and appreciation banquet, and send delegates to district and International conferences and conventions.

International, district, and club dues are payable on October 1. If clubs do not pay dues by December 1 - (clubs in the United States only), they will be considered past due. Past due clubs lose the right to seat delegates at the district and International convention: their members

are not eligible to serve in an elected or appointed office on the district or International level, nor may they attend the Circle K International or district convention. In addition, members of clubs on past due status are not eligible to receive scholarships administered by the Kiwanis International Foundation. Past due clubs are not eligible for awards or recognition in any program administered by Circle K International.

You must work with the club secretary to ensure that the Dues Invoice and Membership Form is completed accurately and submitted on time. Before remitting dues, always double-check everything to be sure it is correct. Oftentimes treasurers fail to ensure that the number of names submitted on the Dues Invoice and Membership Form corresponds to the amount of money enclosed. Many clubs tend to delay the payment of dues until every prospective member has paid. Any dues collected before December 1 should be sent to the district treasurer and the International Office before the past due date. Dues can be sent in periodically as they are received. Additional forms may be ordered from Circle K International and are available on-line at [www.circlek.org](http://www.circlek.org).

When collecting dues, explain to the members where the money goes and what they get for it. The services provided for International dues are outlined above. It is advisable to mention that through the aid of Kiwanis districts and the Kiwanis International Foundation, they actually are receiving more for their money than most organizations offer.

### **Secretary/ Treasurer**

Many clubs decide to merge the positions of secretary and treasurer into one position –secretary/treasurer. The responsibilities of the secretary/ treasurer are doubly extensive and the club should limit the addition of new job responsibilities for this officer. The secretary/treasurer position requires both financial management and club documentation skills. If the club has a secretary/treasurer position, he or she should refer to the job descriptions for both the secretary and treasurer outlined in this officer manual.

### **Bulletin Editor**

If your club elects or appoints a bulletin editor it is the editor's responsibility to develop a monthly bulletin or newsletter to apprise your club members of club activities, deadlines, important dates, and board action. Some clubs choose to have this responsibility as one of the club secretary's. A good newsletter will motivate members who have not been attending club meetings to participate in club projects.

Fancy or simple, the purpose of the club bulletin is to briefly remind members of the club's activities.

The following topics should always be addressed in the club bulletin:

- Programs to be presented during meetings for upcoming month
- Service projects, and Kiwanis-family activities for upcoming month
- Deadlines for the submission of Committee Progress Report Forms
- Deadlines for project sign-ups
- Important dates (Circle K club, college or university, and sponsoring Kiwanis club)
- District, division, and International events
- Accomplishments of the club and members in the past month
- Actions taken by board
- Names of new members

You may want to liven up the bulletin by including special interest articles, such as Circle K education spotlight, career development topics, and activities of other student organizations on campus.

When designing the newsletter be creative, but keep it simple. Developing newsletters can be very time consuming; the most important component of writing a newsletter is informing the members about club activities.

### **Committees**

In consultation with the board of officers, the club president should design a committee structure that will enable the club to achieve the goals set. All activity of the club should move the club closer to goal achievement. The Standard Form for Club Bylaws recommends some standing committees; however, each club needs to specify committees unique to the club's interests and goals. For the list of standing committees, refer to the Standard Form for Club Bylaws.

Once the club has established its goals for the year the president and vice-president should spend some time designing a committee structure. It is the responsibility of the vice-president to oversee committee activity and report on committee progress during the board of officers meetings. A misconception of many clubs is that committees must be year-long. Certainly, a committee should be year long if it is going to take that long to accomplish the goals; however, committees can be established task forces with a very specific, short-term mission. Other short-term committees could be established for each service program the club decides to sponsor. Rather than having one committee coordinate all service projects, the club may want to encourage fresh ideas and energy by creating committees for each club project.

The president and vice-president's role in managing committees is advisory. Committees should submit monthly reports of the activities. Upon review of this information, the vice-president, in consultation with the president, should follow up with the chair to address any questions or needs that were expressed in the report.

The president and vice-president should encourage committee progress by rewarding committees for their efforts. When committees seem confused about where to go next or appear misdirected, the vice-president should schedule a meeting with the committee chair to discuss specific direction and identify resources that will assist the committee in accomplishing its tasks.

### **Club Committee Chair Duties and Responsibilities**

The committee chair is responsible for the coordination of all committee activities. Upon receipt of the committee appointment, he or she should prepare to manage committee activities by doing the following:

- Review the purpose and responsibilities of the committee with the vice-president upon appointment
- Ask for clarification and further direction, if needed
- Detail the committee's responsibilities
- Provide each committee member with the detailed responsibilities
- Orient committee members to the purpose of the committee and its goals for the year
- Plan project strategy for each task
- Conduct at least two committee meetings monthly
- Discuss progress, outline activities for the coming months, and delegate tasks
- Review the activities and achievements of past committees
- Consider recommendations made for future programs
- Assess community needs when planning service projects
- Complete monthly reports for vice-president
- Evaluate committee progress periodically and in its entirety at the conclusion of the project

### **Faculty Advisor**

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, if necessary:

- 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 are maintaining the minimum requirement for graduation, and advise the club president of any members with academic difficulty
- Try to attend each weekly meeting of the club and biweekly meeting of the board of officers
- Meet at least monthly with the Kiwanis advisor
- Attend the Kiwanis club's weekly 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**

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 meetings and at least monthly to the entire Kiwanis club
- Notify the Kiwanis club board of officers when Circle K club projects and activities are planned in which the Kiwanis 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 on their 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 on going training to the Circle K club officers
- Try to attend each weekly meeting of the club and biweekly meeting of the board of officers

To assist the Circle K club in fulfilling its financial and administrative responsibilities, the faculty and Kiwanis advisors 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, include any language required by the college or university, and are on file in the student activities office
- Work with the Kiwanis advisor and the 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 activities for the year

### **Instructions for Online Club Roster and Dues Processing**

Every year in August to late September, your club will receive confidential password and access information to update the club's membership roster. Clubs can update this information and generate a dues invoice online via the secure Web site. *The confidential password and access information will only be sent to the listed school club advisor.* If your club does not receive its confidential password and access information, or the password becomes lost, **there is a link on the site that will allow you to request a new one to be sent to you. Please provide your club's name and key number.**

To update your club roster and generate a dues invoice visit the Web site and click on the button marked "*Online Roster and Dues Payment for Clubs.*" Please note that the confidential password and access information is case sensitive. **Be sure to read the instructions on this page carefully.** After you have updated your club's ros-

ter, you will then generate an invoice. The invoices will be in PDF (portable document format). **Make sure you have Acrobat Reader before proceeding.**

PDF format requires Adobe Acrobat Reader 5.0 or better. If you do not have this free program or if you have a previous version installed, you can download the newest version from our Web site and then install it.

After generating and printing an invoice (the invoice is zeroed out so that new members can be added and a new invoice for those new members can be generated) you will get a prompt that asks: "Did it print successfully?" Click YES. That will register the new members that you have just added. You will then need to send in the invoice along with the correct amount of dues for the club. Send invoice and payment to the address listed on the invoice.

Please allow 4-6 weeks from the time the International Office receives the payment for your club to receive the pins/cards/handbooks for the new members. **(Only new members will receive these items.)**

For questions or concerns, please call our Member Services Department at 317-875-8755 x390 or toll free in the U.S. & Canada at 1-800-KIWANIS x390; or contact

# A SERVICE BULLETIN OF CIRCLE K INTERNATIONAL



## COMMUNICATION

- Internet Web Site** Access [www.circlek.org](http://www.circlek.org) to learn more about Circle K.
- E-Mail** Communicate directly with the Circle K Department of Kiwanis International at [circlek@kiwanis.org](mailto:circlek@kiwanis.org)
- Telephone** Call the Circle K Department at 317-875-8755 (ext. 390) or 800-KIWANIS (ext. 390) between the hours of 8:30 a.m. and 4:45 p.m. EST.  
Fax: 317-879-0204
- Mail** Write to Circle K International, 3636 Woodview Trace Indianapolis, IN 46268 USA
- Supplies** Order a Circle K supplies catalog at 317/875-8755 (ext. 390) or 800-KIWANIS (ext. 390)

## ON-LINE RESOURCES

**CK Series** Available via Circle K on-line at [www.circlek.org](http://www.circlek.org). These publications address Circle K topics such as Kiwanis Family Relations, suggestions for charter presentations, career contacts, etc.

## PUBLICATIONS

**Circle K Service Materials** These are available to dues-paid Circle K clubs:

- **Service Initiative Manual** A multi-color manual explaining the Service Initiative: *On Call for the Future*
- **Tomorrow Fund Grant**
  - **Carthage-Pullman Society**
  - **Sapphire Circle Honorary**

**Club Administration Material** This is available to dues-paid Circle K clubs.

- **Circle K Guidebook** Available on-line, this book is a compilation of club administrative forms, documents, and other information.
- **Membership Handbook** This handbook is mailed to members along with their membership cards upon payment of annual dues.

**Public Relations Materials** These are available to dues-paid Circle K clubs and sponsoring Kiwanis clubs.

- **Public Relations Manual** This manual contains a variety of public relations information, examples, and ideas.
- **Circle K in Your Community** This booklet is designed for school administrators, community leaders, and others who want to know more about Circle K.

## SPECIAL INFORMATION

**New-Club-Building Kit #1**—This kit is an introduction kit and contains materials to use to introduce Circle K to prospective Kiwanis clubs or schools.

**New-Club-Building Kit #2**—This is the “Chartering Kit” that has all of the paperwork and instructions on getting a club chartered through Kiwanis International.

## AVAILABLE THROUGH THE MEMBER SERVICES DEPARTMENT

**Officer Manuals** These manuals are available to Circle K club officers, committee chairs, and leaders.



\_\_\_\_\_ Phone Number \_\_\_\_\_  
 Name \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ E-mail \_\_\_\_\_  
 Kiwanis Club/Circle K Club \_\_\_\_\_ Club Key # \_\_\_\_\_  
 \_\_\_\_\_  
 Street \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

All of the Circle K resources/bulletins, except the videos, are available on the Circle K Web site in pdf or word format. If you would like the following items hard copy, please submit this order form to the address below, call a member service representative at 1-800-KIWANIS x 390 or fax to .

**LAWS AND REGULATIONS**

- \_\_\_\_\_ 93040 International Constitution and Bylaws and Policy Code
- \_\_\_\_\_ 93042 Standard Form for Club Bylaws

**PUBLIC RELATIONS**

- \_\_\_\_\_ 93033 Member Recruitment Brochure - (100 max)
- \_\_\_\_\_ 93037 Recruitment Poster
- \_\_\_\_\_ 93039 Public Relations Kit
- \_\_\_\_\_ 93038 Service Initiative manual

**CIRCLE K MAGAZINE**

- \_\_\_\_\_ 93044 Subscription form - Non-members

**NEW CLUB BUILDING**

- \_\_\_\_\_ 93020 Introduction Kit - Kit #1 - This kit is if you are wanting information on Circle K and are thinking about starting a club

Chartering Kit - Kit #2 This kit is ordered on-line or by calling 800-549-2647 x 390

**TRAINING MATERIALS AND MANUALS**

- \_\_\_\_\_ 93028 CLE Leader Packet
- \_\_\_\_\_ 93045 Circle K Advisor Manual **\$2.00 each**
- \_\_\_\_\_ 93029 CLE Student Packet
- \_\_\_\_\_ 93032 Circle K Officers' Manual - **\$2.00 each**
- \_\_\_\_\_ 93046 Kiwanis Sponsor Resource Guide

**Mail form to:**  
 Circle K International  
 3636 Woodview Trace  
 Indianapolis, IN 46268-3196  
 or fax to (800) 825-8289  
 www.circlek.org

# SECTION 3

Services

Resources



## SECTION 3 SERVICE RESOURCES

### FOCUS ON THE FUTURE: CHILDREN

#### Service Initiative — Life Skills Training: *Supplying the tools for life*

The Service Initiative of Circle K International was designed to educate all Circle K members about the problems and issues that face children worldwide, ages six to 13.

Through personal interaction and public awareness, we will enable children to develop the skills and ideals necessary to be successful.



As Circle K International focuses on the future, we are committed to accomplishing the following:

- Involving each Circle K member in a minimum of 10 hours of community service to benefit children ages six to 13.
- Collaborating with other student organizations by having each club co-sponsor one service project that supports the Circle K International Service Initiative.
- Performing more hours of service than any other collegiate service organization.
- Targeting service projects that correspond with one of the Circle K International Service Initiative emphasis areas.
- Participating in the Circle K International Community Service and a final service project on International Service Day in November.

#### America's Promise

The Service Initiative of CKI was designed to educate all Circle K members about the problems and issues facing children ages six to 13 worldwide. "Focusing on the Future: Children," is the focal point of the service initiative, and each year there will be a different emphasis.



On call for the future  
Beginning April 1, 2005, there will be three rotating emphasis areas: "Health and Safety Issues: On Call for the Future;" "After-school Programs: Turn off TV, Turn on to Life;" and "Educating Children: Open a Book, Show them the World." After careful consideration, the International Service Committee and staff decided one of the most appropriate service partners would be an organization that shares these focuses: America's Promise-The Alliance for Youth.

America's Promise is a collaborative network that builds upon the collective power of communities to help fulfill five promises for every person: ongoing relationships with caring adults, safe places with structured activities, a healthy start, marketable skills, and opportunities to give back. Its mission is to mobilize people from every sector of American life to build the character and competence of our nation's youth by fulfilling these promises.

Founded after the Presidents' Summit for America's Future, which brought US Presidents Clinton, Bush, Carter, and Ford-with First Lady Nancy Reagan representing her husband-to Philadelphia in 1977, America's Promise challenged the nation to make youth a national priority. Its call to action included a commitment on the part of the nation to fulfill the five promises.

America's Promise has created a diverse and growing alliance of more than 400 national organizations, called Partners, as well as more than 400 efforts involving community and state partners across the nation, all united to fulfill the five promises.

A Power of Five learning kit is available to help you as you make plans for how your club will fulfill its role in the Service Initiative and, hopefully, its partnership with America's Promise. The kit is a service-learning tool that engages 11- to 14-year-olds in discussion and service around the five promises framework of America's Promise. Each Power of Five kit includes:

- A four-page guide for educators and group leaders.
- Five reproducible activity sheets to use with youth.
- Thirty 8-1/2" x 5-1/2" take-home messages for parents.
- One four-color classroom poster (22" x 28").
- Response card for follow-up evaluation.

For additional information or to request a Power of Five kit, Click here to [e-mail](#). Include your name, organization, mailing address and the number of packets needed.

America's Promise [Web site](#) also gives you the opportunity to search many of their other partners' Web sites and participate in Best Practices databases. The links on its Web site gives best practices for community-based youth development programs. When you visit America's Promise's Web site, you can sign up to receive e-mail tips.

Circle K International and America's Promise make wonderful partners, especially is light of how our Service Initiative aligns with the five promises. America's

Promise provides us with group of student lead leaders to present programs to fellow students and all kinds of ideas that complement and expand on those found in Kiwanis family. This partnership will add to the many benefits of CKI membership and to the depth of project information available to members. If you have any questions about America's Promise or the Partnership please contact Elizabeth Warren, Service Programming Manager. In focusing on the future, Circle K members will become aware of their capabilities to effect change, as they better understand the issues and provide solutions to help today's children.

Circle K clubs learn about the issues. Circle K clubs educate their campuses and communities about current social issues. Circle K clubs think creatively about solutions facing communities. Circle K clubs commit time to implementing solutions. Circle K clubs inspire other collegians, faculty, administrators, and members of the community to reduce threats and increase opportunities within the community. Circle K clubs effect change through the thousands of projects they sponsor. Circle K clubs mobilize public support by approaching the media and sharing their concerns with legislators. Circle K clubs become a solution.

Now is the time for Circle K International to focus on the future by providing diverse programs so children may test their talents and develop new skills; training children to confront the issues they will face; educating the campus and community about the issues facing children six to 13 so they, too, can become involved; motivating children to stay in school by making academic work meaningful and enjoyable; improving children's abilities to protect themselves; and creating a better world in which to live.

For Circle K to have this impact, every Circle K club is asked to participate in Focusing on the Future: Children. Any project that addresses the needs of children ages six to 13 is a Service Initiative project. Circle K clubs are encouraged, however, to target their service efforts toward the emphasis area highlighted.



### TOMORROW FUND

**Carthage-Pullman Society**  
*The Carthage-Pullman Society* offers individuals and clubs the opportunity to demonstrate their commitment to Circle K International by supporting the **Tomorrow Fund**.

The Society allows alumni a mechanism to give back to the organization. Clubs and individuals use this as a method to recognize deserving individuals who have contributed to CKI on the club, district or

International level. This can be a vehicle for parents, advisors, college faculty, administrators, and Kiwanians to recognize deserving members while at the same time demonstrating their support of Circle K International.



*The Carthage-Pullman Society* membership is obtained by making a US\$250 tax deductible contribution to the Kiwanis International Foundation (put **Carthage-Pullman Society** in the memo

line of the check). Donors at this level will receive a plaque and pin. Society members have their names permanently inscribed in the official Circle K International records.

The money donated to secure *The Carthage-Pullman Society* is utilized in the **Tomorrow Fund**. This fund, housed in the Kiwanis International Foundation endowment, is growing to a point where the interest from the fund can be used to further the purpose of Circle K International. It is hoped that a grant program will be developed to help fund Circle K projects that address important needs in their communities and campuses, and to help fund scholarships for Circle K members.

### Sapphire Circle Honorary

Created by the 2000-01 Circle K International Board of Trustees, *The Sapphire Circle Honorary* honors deserving individuals, Circle K clubs, divisions, districts, sponsoring Kiwanis clubs, or organizations that have exemplified dedicated service to Circle K, the club, community, or humankind.



Denoted by the sapphire's club color, which represents unwavering character, *The Sapphire Circle Honorary* is the highest level of recognition offered by the **Tomorrow Fund** within the Kiwanis International Foundation.

*The Sapphire Circle Honorary* contributions can be made on behalf of an individual or an entity such as a club, corporation, or organization. However, individuals cannot honor themselves. The purpose of *The Sapphire Circle Honorary* is to recognize someone special whose life is dedicated to supporting Circle K activities. By recognizing such devotion to Circle K, your contribution helps fulfill one of the objects of CKI: to foster compassion and goodwill through service, leadership and fellowship.

Recipients are presented an attractive crystal award designed specifically for *The Sapphire Circle Honorary*. The award signifies that a minimum contribution of US \$1,000 has been made.

he **Sapphire Circle Honorary** proceeds are placed in the Circle K International **Tomorrow Fund**. Held within the Kiwanis International Foundation, this endowment fund's earnings will be used to provide grants in support of Circle K club community-service projects, leadership opportunities, and scholarships.

Each year at the Circle K International convention, a **Tomorrow Fund** reception is scheduled to recognize those individuals in *The Sapphire Circle Honorary*, as well as contributors to *The Carthage-Pullman Society* and the **Tomorrow Fund**.

## YOUNG CHILDREN: PRIORITY ONE

Young Children: Priority One is the ongoing service program of Kiwanis International, addressing the needs of children prenatal through age five. All clubs are urged to carry out at least two projects each year—one addressing a local children's need and one supporting the Worldwide Service Project to eliminate iodine deficiency disorders.

Projects to help young children may address:

- Maternal and Infant Health - Projects include immunizations, lead-poisoning prevention, and educating future mothers about the dangers of smoking or drinking while pregnant.
- Child Care and Development - Clubs can support projects like literacy development and Reading Is Fundamental, support of child care and Head Start centers, playground improvement or construction, educational play, and inter generational programs.
- Parent Education and Support - This includes parenting fairs and education programs, prevention of shaken baby syndrome, play day programs, and support of Parents Anonymous.
- Safety and Pediatric Trauma - Projects range from support of pediatric trauma centers and Children's Miracle Network hospitals to distribution of the home-safety checklists and prevention of scald burns.

Kiwanis International supports clubs developing projects with instructional materials and award programs Service Project Ideas - The Project Idea List summarizes more than 50 possible projects. Service bulletins give detailed instructions on specific projects, including helping a Head Start center, starting a parenting fair, and supporting a Children's Miracle Network hospital.

Instructions on Committee Operations - Tells the committee chairperson how to lead the committee through needs analysis, project selection, implementation, and evaluation.

Collaboration - The tip sheet provides advice on forming relationships with other organizations. A list of Priority One Advisory Council members shows the national organizations that have agreed to cooperate with Kiwanis to help children. Many of these organizations have local contacts with which local clubs can work.

## Awards

Kiwanis International provides three Young Children: Priority One award banner patches:

- Outstanding Club Project Award
- Partnership Project Award
- Children's Miracle Network Award

## CIRCLE K IN ACTION

This area on the Web site allows guests to view photographs of Circle K clubs serving communities, raising funds, or performing leadership or fellowship functions and gives the guest an idea of what the Kiwanis family does. Also, registered members can view extended detail about the projects and activities and upload their own photos and descriptions.

If your club has a project they would like to share, be sure to post this information on the In Action page of the Circle K Web site: <http://www.circlek.org/circlek/ckia/>.

# SECTION 4



Recognition Programs  
and Awards



## SECTION 4 RECOGNITION PROGRAMS AND AWARDS

### SCHOLARSHIPS

#### Philosophy

Circle K International scholarships are designed to provide recognition and financial assistance to individual members of Circle K clubs who have excelled in areas of their collegiate careers. The recipients will be Circle K'ers who have achieved academic excellence, demonstrated leadership abilities and provided service to others. The applicants should be of high moral character, and should strive for excellence in their endeavors. Financial need is not a factor in these awards.

#### Who is eligible to receive a Circle K International Scholarship?

A Circle K member who:

- is a member of a club in good standing with Circle K International.
- has paid dues and appears on the club roster on file at Circle K International.
- is at least a part-time college student at the time of application and will be the term after the 2006 Circle K Convention.
- has a grade-point average of B or higher (equivalent to 3.0 grade-point average on a 4.0 scale).
- is enrolled in good standing with said college or university.
- has completed the application properly.
- has completed 100 service hours in Circle K career.
- has submitted an official college transcript with an explanation of the grading system utilized.
- has submitted a letter of verification confirming student status and enrollment from the dean of students or registrar.
- has submitted a 500-word essay on how the applicant has fulfilled the Mission of Circle K International, which reads, "Developing college and university students into responsible citizens and leaders with a lifelong commitment to serving the children of the world."
- has submitted two reference letters that describe the applicant's leadership ability – one from a Kiwanis club member, and one from a fellow Circle K member.
- has the required signatures on the application.
- has submitted the typewritten (or neatly printed) application with all required attachments by the postmarked deadline of February 14, 2006.

### How to Apply for Circle K International Scholarships

1. Read the application and general instructions BEFORE you complete each section. Use only the 2006 application form. A typed or neatly printed application is required.
2. Read through the booklet so you are aware of the eligibility requirements for the scholarships.
3. Put your name on the top of each page of your application. You must attach: the general application form; exhibit one for your Circle K activities; exhibit two for your campus organizations and activities; exhibit three for your religious and community activities; exhibit four for your Circle K service hours; exhibit five for your honors, awards, and special recognition; exhibit six for your essay; exhibit seven for your two reference letters (no more than two pages in length) that are original letters dated and signed by your references; and exhibit eight for your official transcript with description of grading system.
4. Complete all sections of the application as accurately as possible. Make sure that all signatures required for eligibility are included.
5. When preparing the exhibits about your activities, list the activities by organization in chronological order through your collegiate years.
6. Applications must include all of the required attachments. Any submitted without any portion of the application will be disqualified.
7. Application packets submitted in a binder, notebook, page covers, or scrapbook will be disqualified.
8. Submit your application as early as possible. Applications postmarked after February 14, 2006, will not be accepted – no exceptions granted.
9. Only students who have been awarded a scholarship will receive a notification letter by June 13, 2006.

#### Basic Information

The 2006 scholarship application is the only acceptable form that will be considered. This application also is available electronically by accessing the pdf file or the on-line form. The application may be printed directly from your computer screen.

Circle K International staff reviews all applications to assure they meet the eligibility requirements. After

thoroughly evaluating all categories on the application, a scholarship committee composed of Kiwanians or adult community leaders determines the recipients. All scholarships are provided as cash awards in the form of a check issued to the college or university and the student. This check is sent directly to the college or university for deposit into the student's account and most likely will require the student to endorse the check also. Checks are disbursed in late August or early September.

Recipients will be announced at the 2006 Circle K International Convention.

### ***Important Note #1***

Timely submission is ultimately the applicant's responsibility, not because a reference letter was late, etc. Applicants should thoroughly review the application to check for all required signatures and completeness before it is mailed. Incomplete sections of the application may prevent an applicant from being considered for a scholarship.

### ***Important Note #2***

The Circle K International Scholarship Program does not utilize the services of any scholarship search companies. Applicants interested in Circle K International scholarships should not send money or information to any companies. All questions regarding this program should be directed to Circle K International Youth Funds specialist, 800/549-2647, ext. 244.

### **Circle K International Scholarships Available Are:**

**Circle K Past International Presidents' Scholarship:** one US\$500 scholarship. This scholarship was begun by these leaders to show continued support for Circle K. These past presidents believe that continued emphasis on the strength of the club level would be in the best interest of Circle K. The scholarship is intended to assist and reward club presidents who have demonstrated excellence and dedication to Circle K.

**Himmel Scholarship:** one US\$500 scholarship. Funded by family and friends of Harry S. Himmel,

deceased President Emeritus of the Kiwanis International Foundation.

**J. Walker Field Endowed Scholarship:** one US \$1,000 scholarship. Presented since 1985, the scholarship is in memory of J. Walker Field, a past Kiwanis club president, lieutenant governor, district treasurer, and the first distinguished governor of the Florida District.

**Cunat Visionary Scholarship:** one US\$2,500

scholarship provided by 2001-02 Kiwanis International President Brian and Miki Cunat. Based upon visionary leadership in his or her line of study, regardless of grade point average or financial need.

### **Kiwanis International Foundation/Circle K District Matching Scholarships Offered to Participating Districts**

#### ***Application Deadline Determined by Each District***

The Kiwanis International Foundation and Circle K International have designed a scholarship program to recognize Circle K members who have excelled in leadership and have provided service to others. Financial need is not a factor in this award. Each winner will receive a one-time US\$1,000 award. Districts are eligible for between one and five matching scholarships based on the amount of Kiwanis clubs participating in the Annual Club Gift Campaign to the Kiwanis International Foundation.

Interested students need to contact their district administrator (listed below) to determine the district's participation in the 2006 program. Most districts utilize the Circle K International Scholarship Application Form. Applications for this scholarship are mailed directly to the district administrator, unless he or she tells you otherwise. Each district determines its own deadline.

Circle K International Board members and Circle K district governors are NOT ELIGIBLE for the District Matching Scholarship program. Each district's Circle K board is to determine the procedure to select the district scholarship winner (s). The district administrator is to forward the winning recipient form and matching funds to Circle K International by May 30, 2006.

The Kiwanis International Foundation/Circle K District Matching Scholarship recipients will be notified by Circle K International and also will be announced at the 2006 Circle K International Convention. All scholarships are provided as cash awards in the form of a check issued to the college or university and the student. This check is sent directly to the college or university for deposit into the student's account and most likely will require the student to endorse the check also. Checks are disbursed in late August or early September.

### **Who Is Qualified for the Kiwanis International Foundation/District Matching Scholarship Program?**

#### ***A Circle K member who:***

- has been an active Circle K member in good standing and is a member of a club in good

standing with the district and International organizations.

- has paid dues and appears on the roster on file at Circle K International.
- is at least a part-time college student at the time of application and will be the term after the 2006 Circle K Convention.
- has a grade-point average of at least a "B" average or the equivalent of a 3.0 on a 4.0 scale.
- has attached an official college transcript with an explanation of the grading system utilized.
- submits the application to the Circle K district administrator by the deadline established by the district. For further information, contact the administrator.

## RECOGNITION PROGRAMS

### Society of Distinguished Collegians

Since the first Circle K club was established in 1947, members of the organization have risen to the challenge of becoming involved in both their campuses and communities by serving others. In the process, members have experienced tremendous personal growth and satisfaction. The Society of Distinguished Collegians was established to recognize those members of Circle K International who strive for excellence in academics, service to campus and community, and commitment to the local club.

#### Eligibility

To qualify for consideration for induction into the Society of Distinguished Collegians, a member must meet or exceed the following criteria:

1. Individual must be a member in good standing, having paid International, district, and club dues for at least one full academic year.
2. Individual must be a member of a club in good standing with Circle K International and the district.
3. Individual must have completed the minimum membership requirements established by the home club each year of membership.
4. Individual must have attended at least 80 percent of home club meetings throughout his or her membership. (Note: Attendance at other Kiwanis-family meetings may be substituted for up to 20 percent of this requirement.)
5. Individual must have participated in at least 60 percent of home club service and fundraising projects throughout his or her membership. (Note: Attendance at other Kiwanis-family service

and fund-raising projects may be substituted for up to 20 percent of the requirement.)

6. Individual must have completed at least 250 hours of service\* on behalf of the home club. A service hour is defined as sixty (60) minutes of work performed by a member of a Circle K club on a service project approved by the club or club board of officers. Preparation and travel time for service projects are counted as service hours.
7. Individual must have the equivalent of the grade point average of 3.0 on a 4.0 scale, "B," or 80 percent.

### Selection

Selection of membership in the Society of Distinguished Collegians is made by Circle K members. Each district is responsible for establishing an impartial committee for the sole purpose of selecting members for induction into the society. A district is entitled to induct up to 2 percent of its total membership into the society on an annual basis. Induction into the society is permanent, and those not selected for membership may reapply.

### Recognition

Each inductee receives a special membership pin and certificate of recognition. New members are inducted and receive these awards at the annual district convention. Additionally, members of the Society are recognized each year at the Circle K International convention and listed in an issue of CIRCLE K magazine.

### Service Recognition Award

The Circle K International Service Recognition Award is designed to recognize those members from each district who have had a significant impact in the area of service to their campuses and communities.

#### Eligibility

To qualify for consideration for the Service Recognition Award, a member must meet or exceed the following criteria:

1. Individual must be a member in good standing, having paid International, district, and club dues.
2. Individual must be a member of a club in good standing with International and the district.
3. Individual must have completed the minimum membership requirements established by his or her home club.
4. Individual must have completed at least 250 hours of service\* on behalf of his or her home club in the time period January 1 to December

31. A service hour is defined as sixty (60) minutes of work performed by a member of a Circle K club on a service project approved by the club or club board of officers. Preparation and travel time for service projects are counted as service hours.

A service project is a voluntary act by members of a Circle K club for the sole benefit of an individual or group of individuals who possess a basic need for said services. All proceeds raised during a fund-raising activity must be applied toward a charitable entity for the fund-raiser to be considered a service project.

### **Selection**

Selection for receipt of the Service Recognition Award is made by Circle K members. Each district is responsible for establishing an impartial committee for the sole purpose of selecting members for the recognition. Districts may recognize as many individuals as qualify and are nominated for this award.

### **Recognition**

Each recipient is recognized with an award certificate, which is presented at the annual Circle K district convention. Recipients also will be recognized each year at Circle K International convention.

### **Circle K International Humanitarian Award**

The Circle K International Humanitarian Award is designed to recognize one individual annually, whose efforts on behalf of others has significantly contributed to the betterment of the world.

Some of the past recipients of the Circle K International Humanitarian Award include: Rosalynn Carter, Jerry Lewis, Sally Struthers, Christopher Reeve, Dr. Margaret Douglas, and Nancy Reagan.

### **Eligibility**

The Humanitarian Award is presented to individuals who have had a positive impact on humanity. Humanitarian traits include: acts of heroism, promotion of fellowship, dedication to technological discovery, academic advancements or contributions, diplomatic endeavors, and community contributions.

Therefore, candidates for this award may be internationally, nationally or locally recognized within the community. Candidates nominated for the Circle K International Humanitarian Award will be evaluated according to the need fulfilled by the individual and the scope of his or her contribution within the community.

### **Selection**

The following criteria shall be used by the Circle K

International Board when evaluating candidates for the Circle K International Humanitarian Award:

- Any outstanding individual who has had a positive impact on humanity is eligible to receive this award for one or more of the following reasons: heroism, promotion of fellowship, technological discovery, academic contributions, diplomatic achievements, or significant community contributions.
- Candidates may be nominated by any member in good standing with Circle K International.
- Nominations must be one to three pages and typed double-spaced. The following information must be included in the nomination:
  - ◇ Nominator's name, address and Circle K club.
  - ◇ Nominee's name, address, and phone number.
  - ◇ A biographical sketch, highlighting the nominee's contributions to the community. Specify the need fulfilled and activities undertaken by the individual to fulfill the need.
  - ◇ Support materials such as media recognition and nominator's reasons for nomination.
- Nominations must be postmarked by May 1.

Forward all entries or questions to:

Circle K International  
3636 Woodview Trace  
Indianapolis, IN 46268-3196  
800/KIWANIS or 317/875-8755  
cki@kiwanis.org

### **Recognition**

The winner will be notified in May and will be invited to accept the award at the Circle K International Convention in August.

### **Outstanding Sponsoring Kiwanis Club Recognition**

Recognize your sponsoring Kiwanis Club for outstanding support, guidance and involvement!

The nomination form must be submitted to Circle K International by **June 1**.

To qualify for this recognition the sponsoring Kiwanis club must complete following responsibilities:

1. Conduct a joint summer planning session involving the leadership and boards of both clubs.
2. Meet with the school principal before the school year begins.

3. Provide funding to support the activities of the Circle K club.
4. Ensure that the Kiwanis advisor and sponsored youth (or Circle K) committee chairman attends Kiwanis advisor training.
5. Host a Circle K model meeting at a regular meeting of the Kiwanis club.
6. Two Kiwanis members attend 60 percent of the regular Circle K meetings.
7. Two joint Kiwanis/Circle K activities involving the membership of both clubs.
8. Two Circle K members attend 60 percent of the regular Kiwanis meetings.

### Advisor Recognition Program

The Circle K International Board recognizes that to foster continuity, long-term commitment, and growth in Circle K clubs, much depends on the dedication and support of our faculty and Kiwanis advisors. The Advisor Recognition Program is a means by which local clubs can show appreciation to advisors who have provided consistent guidance, support, counsel, and enthusiasm to the club. Circle K and Kiwanis clubs are encouraged to nominate advisors who have gone above and beyond their duties as advisor.

Advisors who have served a Circle K club for a minimum of one year are eligible for this recognition. To receive the recognition, the advisor must be nominated by two of the following:

- Circle K club
- Sponsoring Kiwanis club
- College/university administration

Advisors who receive an award of recognition will be presented with a certificate from the Circle K International Board of Trustees. The Circle K club, sponsoring Kiwanis club, and college or university administration also will be notified of the award.

## CLUB AWARDS

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

The G.E.M. Program was instituted by the 1990-91 Circle K International Board to recognize clubs that achieve success in membership growth as compared to the previous year's statistics. The program recognizes clubs in four divisions: Ruby, Sapphire, Emerald, and Diamond. The five clubs with the highest membership growth in each

category will be recognized at the Circle K International Convention.

### The Specifications of Each Division are as Follows:

- **RUBY** - clubs with 1-19 members during previous year, but 20 or more members during current year
- **SAPPHIRE** - clubs with 20-40 members during previous year
- **EMERALD** - clubs with 41-65 members during previous year
- **DIAMOND** - clubs with more than 65 members during previous year

A percentage increase will be computed in each division, and the five clubs with the highest percentage increase will be recognized.

Clubs do not need to complete specific forms to participate in this program. The total dues a club pays by April 15 of each year will be the figure the International Office uses to compute the percentage of growth for that club.

Throughout the year, clubs must forward a dues and membership form as they register and pay for new members.

### Circle K International Club Achievement Award

#### Philosophy

The Club Achievement Award is designed to recognize and honor those Circle K clubs that have excelled in all aspects of club operation.

#### Guidelines for the completion of this form.

1. Members reported must be in good standing as reported to the district and to Circle K International.
2. Complete the remainder of the form using club minutes, report forms sent to the district and to Circle K International, project report forms, and other club records.
3. Use specific statements showing definite accomplishments and the month and year in which the activities were conducted.
4. State the exact extent of participation by the club, such as "cooperated," "aided," "assisted," etc.

5. List activities performed by the club, but not those performed by individual members on their own initiative or as members of other school or community groups.
6. In any area or question that does not apply to the individual club, please write "N/A" in the space provided. Review the award submission with the individuals listed on this application and obtain the proper signatures of certification. Failure to do so disqualifies your entry.
7. **PART ONE** of this award consists of check-based questions and the club must only answer the questions in the space provided. DO NOT ATTEMPT TO SCORE OR PUT ANY OTHER MARKINGS IN THE SCORING SECTION. THE SCORING SECTION IS RESERVED FOR THE JUDGES' USE AND ANY UNAUTHORIZED MARKINGS WILL LEAD TO DISQUALIFICATION OF THE AWARD.
8. **PART TWO** of this award consists of essay-based questions. Responses to part two, section H are limited to 3 sides of a typed, double-spaced 8.5 x11" page. Responses to part two, sections I, J and K are limited to one side of a typed, double-spaced 8.5 x11" page.
9. Present the entry to the Circle K International Convention Office in Indianapolis, Indiana, no later than the closing posted office time. Reports may also be mailed to the Circle K International Office, 3636 Woodview Trace, Indianapolis, Indiana 46268-3196. Mailed entries must be received by July 10, 2006. Circle K International is not responsible for damage to or loss of mailed entries.

during the period of April 1, 2005 to March 31, 2006.

4. Part two of the report must be typed.
5. Repetitious reporting of activities, fancy bindings, pictures, etc. will not be taken into consideration.
6. Total service hours for each activity shall be reported by area: planning, travel, actual project time, and follow-up. A service hour is sixty (60) minutes of work performed by a member of a CKI club on a service project approved by the club or club board of officers.
7. First, second, and third places in each division will be awarded prizes.
8. The decisions of the judges are final, and no changes, alterations, or re-gradings will take place after the results have been certified by the contest committee members, the chairman of the contest committee, and the Circle K International Board Counselor of the contest.

### Single Service Award

#### Philosophy

The Single Service Award is designed to recognize and honor those Circle K clubs, through dedication and unselfish efforts, producing the best single project or service during the year.

#### Guidelines for the Completion of the Award Form

Read the entire form carefully before beginning work on your application.

1. Each club should enter its one most outstanding single service activity, whether it is an ongoing project or a one-day event.
2. This award form should accompany the entry essay and supplemental material.
3. Review the award submission with the individuals listed on the reverse side and obtain their signatures of certification.
4. Present the entry to the Circle K International Convention Office in Indianapolis, Indiana no later than the posted closing time. Reports also may be mailed to the Circle K International Office, 3636 Woodview Trace, Indianapolis, Indiana, 46268-3196. Mailed entries must be received by June 10, 2006.

#### Division Determination

*(The following figure will determine the division in which the club will compete.)*

Number of Circle K members on:

April 1, 2002 \_\_\_\_\_ + March 31, 2004 \_\_\_\_\_ =  
Total \_\_\_\_\_

Total divided by 2 = \_\_\_\_\_

Gold Division (61 + members) Silver Division (26-60 members) Bronze Division (25 or fewer members)

#### Rules Governing Circle K Club Achievement Report

1. Each Circle K club shall use the standard form for its entry and follow all instructions on this form.
2. Each club must be in good standing with Circle K International and its district.
3. The report should include activities undertaken

## Rules Governing Single Service Award

1. To be eligible for this contest, clubs must be in good standing with both International and the district.
2. Only one service project may be entered by a club.
3. The entry shall be a complete document reporting all details of the project.
4. Certification of the accuracy of the information provided, by signature from the individuals listed on the reverse side, must accompany the entry.
5. The activity described shall cover any program of service performed between April 1, 2005 and March 31, 2006.
6. The entry essay must be typewritten, double-spaced, on only one side of 8½" x 11" white paper and limited to 2,000 words.
7. A maximum of 10 items of supplemental material may be included. Examples of supplemental items include a letter, a report, a brochure, a page of pictures, or a newspaper clipping.
8. Entries will be judged based upon these criteria:

Need for the Project.....	10%
<i>Briefly describe why this project was necessary.</i>	
Planning and Execution of the Project...	25%
<i>Briefly describe necessary planning involved and what actually happened during the execution of the project.</i>	
Club Participation.....	25%
<i>Include total service hours employed in the following categories: planning, travel, actual project time, and follow-up.</i>	
Publicity.....	15%
<i>Briefly describe the way in which the publicity was arranged for the project. Was a description of the project submitted to the CIRCLE K magazine and the district bulletin?</i>	
Evaluation of the Project.....	10%
<i>Include project's merit to campus or community.</i>	
Relationship to Service Initiative Program .....	15%
<i>Briefly describe how, if at all, the project was related to the International Service Initiative, "Focusing on the Future: Children."</i>	

9. First, second, and third place winners shall be selected.
10. Entries shall be judged by a committee of convention attendees selected by the International Administrator in consultation with the Circle K International President.

## Outstanding Kiwanis-Family Relations Award

### Philosophy

The Outstanding Kiwanis-Family Relations Award is designed to recognize and honor those Circle K clubs that have participated in activities and events to enhance Kiwanis-family relations.

### Guidelines for the Completion of this Award Form

1. Read the entire form carefully before beginning work on your application.
2. Describe the club's participation in at least four of the five following areas. Use one 8½" x 11" sheet of white paper, typed, on only one side, to describe participation in one area. Attach these sheets to the award form for submission.

**Kiwanis-Family Service Projects** - List and briefly describe all Kiwanis-family service projects. Indicate the club's involvement and which members of the Kiwanis-family participated.

**Key to College Program** - Explain how the club implemented this program and the results of the program.

**Kiwanis Career Contacts (KC<sup>2</sup>) Program** - List and briefly describe the extent to which the club participated in areas such as establishment of a business directory, day at the office, career mentor program, career fair, or other related programs.

**Kiwanis-Family Special Events, Conferences, and Conventions** - Describe all special events organized for the purpose of promoting Kiwanis-family relations, and the involvement of the club in each.

**Inter-clubbing** - List and briefly describe all inter-clubs and meeting attendance with Kiwanis-family organizations other than Circle K. Indicate the level of involvement of the club, such as host, co-organizer, attendee, etc. *(An inter-club requires a minimum of four Circle K members.)*

3. Review the award submission with the individuals listed on the reverse side and obtain their signatures of certification.

4. Present the entry to the Circle K International Convention Office in Indianapolis, Indiana no later than the posted office closing time. Reports may also be mailed to the Circle K International Office, 3636 Woodview Trace, Indianapolis, Indiana, 46268-3196. Mailed entries must be received by June 10, 2006.

1. Read the entire form carefully before submitting your entry.
2. This award form should four issues of accompany the newsletters.
3. Review the entry with the individuals listed on the reverse side and obtain the proper signatures of certification.
4. Present the entry to the Circle K International Convention Office in Indianapolis, Indiana at the posted office closing time. Reports also may be mailed to the Circle K International Office, 3636 Woodview Trace, Indianapolis, Indiana, 46268-3196. Mailed entries must be received by June 10, 2006. Circle K International is not responsible for damage to or loss of mailed entries.

**Rules Governing Outstanding Kiwanis-family Relations Award**

1. To be eligible for this contest, a club must be in good standing with both International and district.
2. To qualify for this award, a club must have participated in at least four of the five following areas during the year.
  - ~ Kiwanis-Family Service Projects
  - ~ Key to College Program
  - ~ Kiwanis Career Contacts (KC<sup>2</sup>) Program
  - ~ Kiwanis-Family Special Events, Conferences, and Conventions
  - ~ Kiwanis-Family Inter-clubs
3. No single event can be listed in more than one category.
4. The time frame of this award is April 1, 2005-March 31, 2006.
5. Reported information pertaining to any one of the described areas of participation may not exceed one side of one sheet 8½' x 11" paper.
6. Certification, by signature from the individuals listed below, of the accuracy of the information must accompany the entry.
7. Entries shall be judged, at Circle K International convention, by a panel consisting of at least one Kiwanis International official, one Key Club International official, and a past Circle K International President.
8. Decisions of the judges are final.

**Rules Governing Club Newsletter Award**

1. To be eligible for this contest, clubs must be in good standing with both International and the district.
2. The time period covered by entered newsletters shall be from April 1, 2005, through March 31, 2006.
3. One copy of each of four (4) issues of the newsletter must be submitted with the entry form.
4. Judging of the entries shall be based on these criteria:
  - General Appearance - layout, masthead design, typography.....25 points
  - Editorial Content - variety, originality, clarity.....25 points
  - Value to members and to the club as a whole.....25 points
  - Inclusion of Circle K International Programs.....25 points
5. First, second, and third place winners shall be selected. Up to two (2) honorable mentions may be given.
6. All phases of the work of the publication, except for the professional services required for printing, must have been performed by a Circle K member or members who are in good standing with the district and International. Non-Circle K members may act only in an advisory capacity.
7. Entries shall be judged by a committee of convention attendees selected by the International Administrator in consultation with the Circle K International President.
8. Decisions of the judges are final.

**Club Newsletter Award**

**Philosophy**

The Club Newsletter Award is designed to recognize and honor those Circle K clubs that produce a high-quality newsletter on a regular basis, providing an effective communication tool for the club and its members. Guidelines for Entering this Contest.

## Club Scrapbook Award

### Philosophy

The Club Scrapbook Award is designed to recognize and honor those Circle K clubs that produce a high-quality scrapbook chronicling the activities of the Circle K club.

### Guidelines for Entering This Contest

1. Read the entire form carefully before submitting your entry.
2. This award form should accompany the scrapbook.
3. Review the entry with the individuals listed on the reverse side and obtain the proper signatures of certification.
4. Present the entry to the Circle K International Convention Office in Indianapolis, Indiana no later than the posted office closing time. Reports may also be mailed to the Circle K International Office, 3636 Woodview Trace, Indianapolis, Indiana, 46268-3196. Mailed entries must be received by June 10, 2006. Circle K International is not responsible for damage to or loss of mailed entries.

### Rules Governing Club Scrapbook Award

1. To be eligible for this contest, clubs must be in good standing with both International and the district.
2. The time period covered by an entered scrapbook shall be from the 2005 district convention to the 2006 district convention.
3. The size of the scrapbook is limited to 18" x 27". In the case of irregularly shaped scrapbooks, the dimensions of the cover are not to exceed 468 square inches.
4. Judging of the entered scrapbooks shall be based on these criteria:
  - ◇ General Content.....25%
  - ◇ Organization of Material.....25%
  - ◇ Reference to International Service Initiative.....25%
  - ◇ Originality..... 25%
5. First, second, and third place winners shall be selected.
6. Entries shall be judged by a committee of convention attendees selected by the International

Administrator in consultation with the Circle K International President.

7. Decisions of the judges are final.

## Oratorical Contest

### Philosophy

The Circle K International Oratorical contest is designed to encourage members to share their attitudes, beliefs, and experiences regarding the organization through a prepared speech. This also assists members in developing public-speaking skills while providing an inspirational and motivational message.

### Guidelines for Entering This Competition

1. Return the completed entry form to the Circle K International Convention Office in Indianapolis, Indiana no later than the posted office closing time. Entry forms may also be mailed to the Circle K International Office and must be received by June 10, 2006.
2. The competition will be staged during the Circle K International Convention. The location and time will be published in the official convention program.
3. The first-place orator will present his/her oration during the Club Awards and Service session.

### Rules Governing the Oratorical Competition

1. The subject of all orations shall be, "Describe the qualities you believe an effective leader must possess, and how involvement in Circle K contributed to your growth as a leader?"
2. The subject matter and the presentation must be original and completely developed by the orator. Subject matter and presentation will be weighted equally in the selection of the winners.
3. To be eligible for this competition, individuals must be Circle K members in good standing with International and their district, and members of a club in good standing with International and the district. International Officers will not be allowed to participate in this contest.
4. Each orator will be allowed a maximum of seven minutes for the presentation. No more than two of the seven minutes available can be used for presenting quotations.

5. Each orator must submit a complete manuscript of the oration, in English, prior to judging.
6. Each orator may use notes on index cards, no larger than 5" x 7", only.
7. First, second, and third place winners shall be selected.
8. Orators shall be judged by a committee of convention attendees selected by the International Administrator in consultation with the Circle K International President.
9. Decisions of the judges are final.

6. International Convention
7. Dues Collection Education
8. Service Hour Reporting

2. **Kiwanis International Communication** (120 points maximum) Produced and submitted monthly articles to the Kiwanis district office for publication in the Kiwanis district bulletin. Articles should reflect proper spelling and grammar. (Articles may take the form of an e-mail, highlighted section of a newsletter, or a written article.)
  - a. 4 articles submitted for the year: 35 points
  - b. 6 articles submitted for the year: 75 points
  - c. 8 articles submitted for the year: 120 points

## DISTRICT AWARDS

### Distinguished District Award

- A. An evaluation will be made on the basis of the criteria set forth below. This is not a competition between districts. This award recognizes the district team.
- B. In order to be eligible for this award, district leadership must meet all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to district. Nominations must be received at Circle K International no later than May 1st.
- C. Copies of all required e-mails and documents must accompany the nomination. In order to receive this award, the district must accumulate a total of at least 1,332 points out of the 1,480 possible points must be earned.
- D. Information must be submitted in no more than one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.
- E. Only twenty percent of those districts eligible will receive this recognition.
- F. Criteria
  1. **Club Communication** (90 points maximum) Produce and distribute at least six timely forms of communication to club presidents. All communications should reflect proper spelling and grammar. (Communications may take the form of an e-mail, newsletter, or other written correspondence.) The following are to be taking into consideration.
    - a. Appearance (5 points)
    - b. Timeliness (5 points)
    - c. Content covered throughout the year (10 points each)
      1. Service Initiative
      2. Tomorrow Fund
      3. Kiwanis Family
      4. New Club Building
      5. District Convention

3. **District Web site** (140 points maximum) Provide updated information via a district Web site. All information posted on the Web site should reflect proper spelling and grammar.
  - a. Appearance (5 points)
  - b. Timeliness (5 points)
  - c. Resources provided on Web site should include: (10 points each. -25 for each missing resource.)
    1. History
    2. New Information
    3. District Goals
    4. District Board
    5. Calendar of District and International Events
    6. Kiwanis Family
    7. Club Resources
    8. Club Officers
    9. District Convention
    10. Advisor Resources
    11. International Convention
    12. Service Initiative & Tomorrow Fund
    13. New Club Building
4. **District Officer Training** (maximum of 100 points total. Deduct 50 points if training does not occur.) Develop materials and institute a training program for district officers. The prescribed training must at a minimum include the following. (10 points each)
  - a. Service Initiative
  - b. Tomorrow Fund
  - c. Kiwanis Family
  - d. Suggested Calendar
  - e. Position Responsibilities
  - f. Emphasis on Club Building and Reactivation
  - g. Communication

- h. Goal Setting
  - i. Dues Collection Education
  - j. Service Hour Reporting
5. **Committee Directives** (130 points maximum)  
District leadership provides written directives and assists district committees in their operation.
- a. Appoint at least the following committees. (10 points each)
    - 1. Kiwanis Family Relations
    - 2. Membership Development and Education
    - 3. Service Initiative
  - b. Appoint convention committees during term as needed. (20 points) (\* If the district chooses not to appoint convention committees, a letter from the administrator is required to be eligible for the (20 points.)
  - c. Thoroughly explain committee responsibilities. (20 points)
  - d. Schedule committee meetings at district board meetings. (20 points)
  - e. Provide follow-up directives on a quarterly basis. (20 points)
  - f. Use a committee report form and record in district minutes. (20 points)
6. **District Officers Goals** (75 points maximum)  
All District Officer Goal Sheets should be submitted within 45 days of taking office.
- a. 6+ officers submitted Goal Sheets within 45 days of taking office: 75 points
  - b. 4-5 officers submitted Goal Sheets within 45 days of taking office: 50 points
  - c. 2-3 officers submitted Goal Sheets within 45 days of taking office: 25 points
  - d. 1 officer submitted Goal Sheets within 45 days of taking office: 10 points
7. **Active Clubs as of March 31 (Clubs that have paid dues to CKI.)** (65 points maximum)
- a. 75% or more of clubs active (20 points)  
At least 50% of clubs active (10 points)
  - b. No decrease in the number of active clubs (5 points)
  - d. Publicity and promotion of new club building (20 points)
  - e. New Club Building Chair (20 points)
8. **Membership** (20 points maximum)
- a. Net increase of 3% in district membership based upon data from April 15<sup>th</sup> the year of and the year after assuming office.
9. **Percentage of Dues Collected by November 30<sup>th</sup>** (75 points maximum)
- a. Three-fourths of chartered clubs' dues paid by November 30<sup>th</sup>. (50 points)
  - b. One half of the percentage of chartered clubs' dues postmarked by November 30<sup>th</sup> (25 points)
  - c. Enclose samples of publicity and/or promotion of dues collection. Minimum of 3 samples. Samples cannot include e-mailed Invoice & Membership Rosters. (25 points)
10. **Club Officer Training** (100 points maximum)  
Provide proof of effective training of club officers, including club presidents, vice-presidents, secretaries, treasurers, and editors (100 points) (20 Point Bonus for implementing the Club Leadership Education (CLE) Program)
11. **District Events** (100 points maximum)  
Provide examples of how the district facilitated professional and fun district conferences, conventions, and events. Also provide a list of all district sponsored events.
- a. Fun aspects (icebreakers, theme, et al) 40 points
  - b. Business aspects (workshops, training sessions, forums, et al) 60 points
12. **Reporting** (125 points maximum)  
File all governor monthly reports required by the Circle K International Office or Board within specified time limits.
- a. Received if report is not submitted or 3 days late: 0 points
  - b. If report is submitted 1 to 2 days late: 5 points each
  - c. If the report is submitted on time: 10 points each
  - d. Submit all other forms (e.g. visit assessment, etc.) 5 points
13. **Participation at CKI and Kiwanis-Family Conventions** (140 points maximum)
- a. Circle K District Convention – Attendance increase over previous year. (30 points)
  - b. Circle K District Convention – percent attendance of membership converted to points and rounded to the nearest point value. (Maximum is 60 points)
  - c. CKI Convention Attendance – 5 % of district membership (30 points)
  - d. Kiwanis and Key Club district convention attendance (10 points each)

14. **Setting and Achieving Goals** (100 points possible) On a separate sheet of paper in 300 words or less, describe how each district goal was met. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal.

15. **Above and Beyond-** (20 points per document with 100 point maximum.) (No more than 5 documents may be submitted.) Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria.

**Note:** If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

### **CKI Distinguished District Administrator Award**

#### **Purpose:**

To annually recognize those Circle K International District Administrators who demonstrates exemplary service to the Circle K International Board and district.

#### **Award Submission:**

- A. Circle K International district leadership shall make nominations for this award. District administrators should not directly apply for this recognition.
- B. Nominations must be received at Kiwanis International no later than May 1st.
- C. In order for a district administrator to be eligible for this award he/she must serve in this position for one year.
- D. Information must be submitted in no more than one binder, not to exceed three inches, keeping the information in accordance with each individual heading described below.
- E. In order to receive this award, a total of at least 1,350 points out of the 1,500 possible points must be earned.
- F. Only 20% of those eligible will be recognized.

#### **Criteria:**

##### **Attendance at Circle K Events:**

(250 points possible – 50 points for each CKI event attended.)

- Attendance at mid-year meeting for administrators
- Attendance at the Governors-Administrators Training Conference
- Attendance at the Circle K District Convention

Attendance at the Circle K International Convention

Attendance at all Circle K district board meetings

##### **Support to Circle K District Board and Officers:**

(250 points possible - 100 for written section / 25 points for each additional piece of documentation.)

On a separate sheet of paper in 500 words or less, explain how the district administrator provided guidance, counsel, and advise to the CKI district board and officers. Up to 6 samples of communication, and or educational resources used for training purposes may be included in this section.

Touch on the following areas in your written explanation.

- Goal-setting
- Teambuilding
- Leadership development
- Membership recruitment

##### **Education of Kiwanis Leadership**

(250 points possible – 100 points for the written section / 25 points for each additional piece of documentation.)

On a separate sheet of paper in 500 words or less, describe how the district administrator assisted in educating the Kiwanis district about Circle K. Provide samples up to 6 examples of communications, and/or educational materials created to educate Kiwanis members about CKI.

Touch on the following areas in your written explanation:

- Attendance and participation at Kiwanis events
- Communication with Kiwanis district leadership
- Submission of CKI information to KI district bulletin editor
- Utilization of Kiwanis Committee on Circle K

##### **Setting Goals**

(250 points possible)

Provide a copy of the goals district leadership established for the district.

On a separate sheet of paper in 500 words or less explain how the district administrator assisted in accomplishing these goals.

##### **Above and Beyond**

(500 points possible – 100 points for each piece of documentation.) No more than 5 documents may be submitted.) Submit evidence of performance above and beyond the call of duty including recommendations, written testimonials by CKI district leadership, and documentation of achievements not covered by these criteria.

##### **Distinguished District Governor's Award**

- A. An evaluation will be made on the basis of the criteria

set forth below. This is not a contest between district officers, but recognition of an individual's performance.

- B. Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer. Nominations must be received at Circle K International no later than May 1st.
- C. All nominees must have completed a minimum term of six months. Copies of all required e-mails and documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of at least 1,638 points out of the 1,820 possible points. All nominees must have completed at least ten board communications (e-mails, newsletters, written correspondence) and six club communications (e-mails, newsletters, written correspondence) in order to be considered for this award. In addition, all governor monthly reports must be received by the Office, ten out of twelve of which must be submitted on-time.
- D. Information must be submitted in no more than one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.
- E. Criteria
1. **Club Communication** (90 points maximum)  
Produce and distribute at least six timely forms of communication to club presidents. All communications should reflect proper spelling and grammar. (Communications may take the form of an e-mail, newsletter, or other written correspondence.) The following are to be taken into consideration.
    - a. Appearance (5 points)
    - b. Timeliness (5 points)
    - c. Content covered throughout the year (10 points each)
      1. Service Initiative
      2. Tomorrow Fund
      3. Kiwanis Family
      4. New Club Building
      5. District Convention
      6. International Convention
      7. Dues Collection Education
      8. Service Hour Reporting
  2. **Board Communication** (90 points maximum)  
Produce and distribute at least ten monthly communications to the district board. All communications should reflect proper spelling and grammar. (Communications may take the form of an e-mail, newsletter, or other written correspondence.) The following are to be taken into consideration.
    - a. Appearance (5 points)
    - b. Timeliness (5 points)
    - c. Content covered throughout the year (10 points each)
      1. Service Initiative
      2. Tomorrow Fund
      3. Kiwanis Family
      4. New Club Building
      5. District Convention
      6. International Convention
      7. Dues Collection Education
      8. Service Hour Reporting
  3. **Board Meeting Agenda** (10 points for each agenda with a maximum of 40 points total.)  
Prepare and distribute a final/official agenda for each district board meeting. Include agendas for all board meetings. Also include e-mail samples of agenda distribution. Points may be deducted at the judge's discretion based on timeliness of agenda distribution (Providing an agenda four to three weeks prior to the meeting is considered timely). If you do not have four board meetings, please explain why.
  4. **District Officer Training** (maximum of 100 points total. Deduct 25 points if training does not occur.)  
Develop materials and institute a training program for district officers. The prescribed training must at a minimum include the following. (10 points each)
    - a. Service Initiative
    - b. Tomorrow Fund
    - c. Kiwanis Family
    - d. Suggested Calendar
    - e. Position Responsibilities
    - f. Emphasis on Club Building and Reactivation
    - g. Communication
    - h. Goal Setting
    - i. Dues Collection Education
    - j. Service Hour Reporting
  5. **Committee Directives** (130 points maximum)  
Provide written directives and assist district committees in their operation.
    - a. Appoint at least the following committees. (10 points each)
      1. Kiwanis Family Relations
      2. Membership Development and Education
      3. Service Initiative
    - b. Appoint convention committees during term as needed. (20 points) (\* If the district chooses not to appoint convention committees, a letter from the administrator is required to be eligible for the 20 points.)
    - c. Thoroughly explain committee

- responsibilities. (20 points)
  - d. Schedule committee meetings at district board meetings. (20 points)
  - e. Provide follow-up directives on a quarterly basis. (20 points)
  - f. Use a committee report form and record in district minutes. (20 points)
6. **Required Attendance** (25 points each with a maximum of 150 - deduct 25 points for each event not attended). The district governor must attend the following: (Please provide registration receipts illustrating attendance.)
- a. District Convention at the beginning and end of term as governor
  - b. Governor/Administrator Training Conference
  - c. International Convention during his/her term in office either
  - d. All International Council meeting(s) during his/her term in office
  - e. All district Board meetings
  - f. Kiwanis district convention and/or Mid-Winter conference during term in office
  - g. Key Club district convention, or major event during term in office.
7. **Active Clubs as of March 31** (Clubs that have paid dues to CKI.) (50 points maximum)
- a. 75% or more of clubs active (20 points)
  - b. At least 50% of clubs active (10 points)
  - c. No decrease in the number of active clubs (10 points)
  - d. Publicity and promotion of new club building (20 points)
8. **Membership** (20 points maximum)
- a. Net increase of 3% in district membership based upon data from April 15<sup>th</sup> the year of and the year after assuming office.
9. **Percentage of Dues Collected by November 30<sup>th</sup>** (50 points maximum)
- a. One half of the percentage of chartered clubs' dues postmarked by November 30<sup>th</sup> (25 points)
  - b. Enclose samples of publicity and/or promotion of dues collection. Minimum of 3 samples. Samples cannot include e-mailed Invoice & Membership Rosters. (25 points)
10. **Kiwanis Family Relations** (150 points maximum) Please provide official minutes of these meetings:
- a. Hold at least one meeting with Kiwanis governor (25 points)
  - b. Hold at least one meeting with Key Club governor (25 points)
  - c. Attend at least one Kiwanis District Board meeting (25 points)
  - d. Attend at least one Key Club District Board meeting (25 points)
  - e. Organize a district wide Kiwanis Family event (50 points)
  - f. Provide proof that three branches of the Kiwanis Family were in attendance. A copy of the event program, or promotional materials is acceptable.)
11. **Club Officer Training** (50 points maximum)
- a. Provide proof of effective training of club presidents. Develop materials for and conduct a club president's workshop. Provide a copy of the agenda and educational materials distributed during this workshop
  - b. (10 point bonus for implementing Club Leadership Education (CLE) Program.)
12. **Divisional Visits** (50 points maximum) The percentage of divisions visited officially (divided by 2) will equal the total number of points awarded. District convention, fall conferences, and board meetings held in a particular division cannot count toward the total.
13. **International Board Liaison** (100 points maximum)
- a. Provide written directives for board liaison outlining how he/she can assist the district (25 points)
  - b. Provide time at board meeting for board representative liaison's report (25 points)
  - c. Communicate at least two times per month with the board liaison (25 points)
  - d. Provide opportunity at events for any visiting liaison to address event attendees and make purposeful district visit (25 points)
14. **Reporting** (125 points maximum) File all monthly reports required by the Circle K International Office or Board within specified time limits.
- a. Received if report is not submitted or 3 days late: 0 points
  - b. If report is submitted 1 to 2 dates late: 5 points
  - c. If the report is submitted on time: 10 points

- d. Submit all other forms (e.g. visit assessment, etc.) 5 points

15. **Administrator** (125 points maximum)

- a. Contact the administrator prior to each board meeting to prepare the agenda. Submit samples of e-mails, phone bills, etc. (50 points)
- b. Communicate at least three times per month with the administrator (75 points – 25 points per communication sample.)

16. **Service** (2 points per service hour with a 200 point maximum - if service is verified.) Perform at least 50 hours of service through Circle K activities. Verification shall consist of a description of service performed certified by the club president or secretary and faculty advisor or Kiwanis advisor. Deduct 5 points for every hour below 50.

17. **Home Club involvement** (Maximum 100 points) Provide proof of attendance at club events and meetings. Verification shall consist of a document certified by the club president or secretary and faculty or Kiwanis advisor. Do not include club events missed due to classes or district board events when calculating attendance percentage.

100% attendance:	100 points
99 - 75% or more attendance:	75 points
74 - 50% or more attendance:	50 points
49 - 25 % or more attendance:	25 points
Below 25% attendance:	0 points

18. **Setting and Achieving Goals** (100 points possible) Provide a copy of the goal sheet submitted to CKI for the current year. (25 points) On a separate sheet of paper in 300 words or less, describe how each goal was met. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal. (75 points)

19. **Above and Beyond-** (20 points per document with 100 point maximum.) (No more than 5 documents may be submitted.) Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria.

**Note:** If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

**Distinguished Lt. Governor's Award**

- A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but recognition of an individual's performance.
- B. Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer.
- C. Nominations must be received at Circle K International no later than May 1st.
- D. All nominees must have completed a minimum term of six months. Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of at least 1,386 points out of the 1,540 possible points. All nominees must have completed at least ten board communications (e-mails, newsletters, written correspondence) and ten club communications (e-mails, newsletters, written correspondence) in order to be considered for this award.
- E. Information must be submitted in no more than one binder, not to exceed three inches, keeping the information in accordance with each individual heading described below.
- F. If the criteria requests proof of attendance at an event, provide a copy of a registration form, program, or an agenda, which documents your attendance. If this is not available, a signed document from the district administrator or district governor confirming your attendance at the event is acceptable.
- G. Only 20% of those eligible will receive this recognition.
- H. Criteria
  - 1. **Club Communication** (90 points maximum) Produce and distribute at least ten timely forms of communication to club officers, with at least four to club presidents. All communications should reflect proper spelling and grammar. (Communications may take the form of an e-mail, newsletter, or other written correspondence.) The following are to be taking into consideration.
    - a. Appearance (5 points)
    - b. Timeliness (5 points)
    - c. Content covered throughout the year (10 points each)
      - 1. Service Initiative
      - 2. Tomorrow Fund
      - 3. Kiwanis Family
      - 4. New Club Building
      - 5. District Convention
      - 6. International Convention

- A. Dues Collection Education
- B. Service Hour Reporting

2. **Club Officer Training** (100 points maximum) The percentage of clubs receiving training will equal the total number of points awarded.) The lieutenant governor must work with Kiwanis to provide the prescribed training of all club officers at a divisional training conference or at a pre-arranged meeting with club officers. This can be held in conjunction with regional or zone conferences or can be done individually with the club. The prescribed training should at a minimum include position responsibilities, Committee structure, executing meetings, Kiwanis relations, communication, Service Initiative, Tomorrow Fund, and Circle K and Kiwanis education.

**Note:** Include proof of Kiwanis involvement in your effort to train club officers.

3. **Club Visitation** (100 points maximum) The lieutenant governor must have visited every club within the division at least twice. The percentage of clubs visited above one visit will equal the total number of points awarded.
4. **Required Attendance** (200 points maximum – deduct 50 points for each event not attended) The lieutenant governor must attend the following:
- a. District Convention at the beginning and end of his/her term as lieutenant governor.
  - b. International Convention during his/her term in office including all meetings and training sessions for lieutenant governors.
  - c. All district board meetings.
  - d. District Officers Training Conference.
5. **Delegates at District Convention** (100 points maximum) The percentage of clubs within the division represented by at least two voting delegates at the district convention will equal the total number of points awarded. +5 points for every form of district convention promotion (up to 20 points).
6. **District Dues Collection** (100 points) The percentage of district and International dues collected by December 1 will equal the total number of points awarded. +5 points for every form of dues collection promotion (up to 15 points.)
7. **Club Growth** (50 points – 50 bonus points for

increasing number of active clubs by more than 1 added to award total) Work with Kiwanis to increase the number of active clubs within the division during the administrative year as defined by Circle K International Policy, by either building new clubs or reactivating suspended or retained clubs.

- a. Increasing number of active clubs by 1: 50 points

8. **Submission of New Club Officer Information** (100 points maximum) New club officer information must be submitted by all clubs within the division to the International Office.
- a. Submitted by May 15: 100 points
  - b. Submitted by September 1: 75 points
  - c. Submitted by November 30: 50 points
  - d. Later than November 30: 0 points

+10 points for each form of club building promotion (up to 30 points)

9. **Division-Wide Function** (100 points maximum) Lieutenant governors are encouraged to hold a division-wide function. President's Council Meetings do not count. The percentage of clubs participating will equal the total number of points awarded.
10. **Committee Correspondence** (50 points maximum – 5 points awarded for each piece of correspondence) Lieutenant governors are encouraged to communicate with members of their district committees regularly and to report the committees' progress in the district.
11. **President's Council Meetings** (50 points maximum) President's Council Meetings should be held by lieutenant governors on a regular basis. President's Council Meetings can be held in conjunction with a divisional meeting. However, in order for points to be awarded for a meeting (this includes on-line meetings), a two-thirds quorum must be present. Agendas must accompany the nomination.
- a. At least 4 meetings held: 50 points
  - b. At least 3 meetings held: 40 points
  - c. At least 2 meetings held: 25 points
  - d. At least 1 meeting held: 10 points
  - e. No meetings held: 0 points

+5 points for each form of President's Council Meeting promotion (up to 15 points)

12. **Service** (2 points per service hour with a 200 point maximum – if service is verified.)

Perform at least 50 hours of service through Circle K activities. Verification shall consist of a description of service performed certified by the club president or secretary and faculty or Kiwanis advisor. Deduct 5 points if less than 50 hours of service was completed.

13. **Setting and Achieving Goals** (100 points possible) Provide a copy of the goal sheet submitted to CKI for the current year. (50 points) On a separate sheet of paper in 300 words or less, describe how each goal was met. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal. (50 points)

14. **Home Club involvement** (Maximum 100 points) Provide proof of attendance at club events and meetings. Verification shall consist of a document certified by the club president or secretary and faculty or Kiwanis advisor. Do not include club events missed due to classes or district board events when calculating attendance percentage.

100% attendance:	100 points
75% or more attendance:	75 points
50% or more attendance:	50 points
25 % or more attendance:	25 points
Below 25% attendance:	0 points

15. **Above and Beyond** (20 points per document with 100 point maximum.) (No more than 5 documents may be submitted.) Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria.

**Note:** If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

#### **Distinguished District Secretary's Award**

- A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but recognition of an individual's performance.
- B. Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer.
- C. Nominations must be received at Circle K International no later than May 1st.
- D. All nominees must have completed a minimum term of six months. Copies of all required documents must

accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of at least 1,152 points out of the 1,280 possible points. All nominees must have completed at least eight board communications (e-mails, newsletters, written correspondence) and six club communications (e-mails, newsletters, written correspondence) in order to be considered for this award.

- E. Information must be submitted in no more than one binder, not to exceed three inches, keeping the information in accordance with each individual heading described below.
- F. If the criteria requests proof of attendance at an event, provide a copy of a registration form, program, or an agenda, which documents your attendance. If this is not available, a signed document from the district administrator or district governor confirming your attendance at the event is acceptable.
- G. Only twenty percent of those eligible will receive this recognition.
- H. Criteria

1. **Board Communication** (90 points maximum)  
Produce and distribute at least eight communications to district board members. All communications should reflect proper spelling and grammar. (Communications may take the form of an e-mail, newsletter, or other written correspondence.) The following are to be taken into consideration.
  - a. Appearance (5 points)
  - b. Timeliness (5 points)
  - c. Content (10 points each)
    1. Service Initiative
    2. Tomorrow Fund
    3. Kiwanis Family
    4. New Club building
    5. District Convention
    6. International Convention
    7. Service Hour Reporting
    8. Other responsibilities/duties of club secretary and treasurer

2. **Club Communication** (90 points maximum)  
Produce and distribute at least six timely communications to clubs. All correspondence should reflect proper spelling and grammar. (Communications may take the form of an e-mail, newsletter, or other written correspondence.) The following are to be taken into consideration.
  - a. Appearance (5 points)
  - b. Timeliness (5 points)
  - c. Content (10 points each)
    1. Service Initiative
    2. Tomorrow Fund
    3. Kiwanis Family

4. New Club building
  5. District Convention
  6. International Convention
  7. Service Hour Reporting
  8. Other responsibilities/duties of club secretary
3. **Club Secretary's Workshop** (100 points) Develop materials for and conduct a club secretary's workshop before the district convention at the end of his/her term of office. Provide a copy of the agenda and educational materials distributed during this workshop.
  4. **Board Minutes** (100 points maximum) Distribute copies of all district board minutes to district board officers and the International Office.
    - Within 15 days of the board meeting: 100 points
    - Within 30 days of the board meeting: 50 points
    - Within 45 days of the board meeting: 25 points
    - Later than 45 days of the board meeting: 10 points
    - No report: 0 points
  5. **Required Attendance** (75 points maximum – deduct 25 points for each event not attended.
    - a. District convention at the beginning and end of term
    - b. International Convention and District Secretary Forum at Convention
    - c. All district board meetings
    - d. 25 point bonus for attending Leader-Scape
  6. **Reporting** (100 points maximum for four reports – deduct 25 points for each report not submitted) Present the Secretary's Report at all official Board meetings.
  7. **Club and District Officer Directory** (100 points maximum) Produce and distribute a club and district officer directory for distribution to club and district officers.
    - Directory produced and distributed before (May 15): 100 points
    - Directory produced and distributed before (May 20): 75 points
    - Directory produced and distributed before (May 25): 25 points
  8. **Club and District Officer Directory Addendums** (25 points maximum) Produce addendums to the club and district officer directory with updated information for distribution to clubs through lieutenant governors or district mailings and district officers.
  9. **Monthly Report Form Collection** (100 points maximum) Collect the monthly reports from each club secretary. Report the percentage of monthly reports collected out of the total number of potential reports. This percentage will equal the total number of points awarded.
  10. **Service** (2 points per service hour with a 200 point maximum – if service is verified.) Perform at least 50 hours of service through Circle K activities. Verification shall consist of a description of service performed certified by the club president or secretary and faculty or Kiwanis advisor. Deduct 5 points if less than 50 hours of service was completed.
  11. **Home Club involvement** (Maximum 100 points) Provide proof of attendance at club events and meetings. Verification shall consist of a document certified by the club president or secretary and faculty or Kiwanis advisor. Do not include club events missed due to classes or district board events when calculating percentage attendance.
 

100% attendance:	100 points
75% or more attendance:	75 points
50% or more attendance:	50 points
25% or more attendance:	25 points
Below 25% attendance:	0 points
  12. **Setting and Achieving Goals** (100 points possible) Provide a copy of the goal sheet submitted to CKI for the current year. (50 points) On a separate sheet of paper in 300 words or less, describe how each goal was met. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal. (75 points)
  13. **Above and Beyond** (20 points per document with 100 point maximum.) (No more than 5 documents may be submitted.) Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria.
 

**Note:** If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

## Distinguished District Treasurer's Award

- A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but recognition of an individual's performance.
- B. Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer.
- C. Nominations must be received at Circle K International no later than May 1st.
- D. All nominees must have completed a minimum term of six months. Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of at least 1,413 points out of the 1,570 possible points. All nominees must have completed at least eight board communications (e-mails, newsletters, written correspondence) and six club communications (e-mails, newsletters, written correspondence) in order to be considered for this award.
- E. Information must be submitted in no more than one binder, not to exceed three inches, keeping the information in accordance with each individual heading described below.
- F. If the criteria requests proof of attendance at an event, provide a copy of a registration form, program, or an agenda, which documents your attendance. If this is not available, a signed document from the district administrator or district governor confirming your attendance at the event is acceptable.
- G. Only twenty percent of those eligible will receive this recognition.
- H. Criteria
- Dues Collection** (250 points maximum) All active clubs in the district must have paid Circle K International and district dues by November 30. This date is for the purpose of the award only. Points awarded will be equal to the percentage of dues collected by November 30.

100%	200 points
99%-75%	150 points
74%-50%	100 points
49%-25%	50 points
24% or lower	25 points

Issue a call for district and International dues by Sept. 15 50 points
  - Financial and Dues Monthly Reports** (200 points maximum – deduct 25 points each item not submitted) Prepare and distribute most recent monthly financial reports and dues reports to the district board. The financial reports can be part of the monthly newsletter, but will be judged separately.
- Board Communications** (60 points maximum) Produce and distribute at least eight monthly communications for district board members. All communications should reflect proper spelling and grammar. (Communications may take the form of an e-mail, newsletter, or other written correspondence.) The following are to be taken into consideration.
    - Appearance (5 points)
    - Timeliness (5 points)
    - Content (10 points) each
      - Role of club treasurer (i.e., dues collection and club budget)
      - District and International dues collection
      - Fundraising project ideas
      - Upcoming district events
      - Other responsibilities/duties of club treasurer
  - Club Communications** (60 points maximum) Produce and distribute at least six communications written to club treasurers. All communications should reflect proper spelling and grammar. Communications may take the form of an e-mail, newsletter, or other written correspondence.) The following are to be taken into consideration.
    - Appearance and timeliness (5 points)
    - Timeliness (5 points)
    - Content (10 points each)
      - Role of club treasurer (i.e., dues collection and club budget).
      - District and International dues collection.
      - Fundraising project ideas.
      - Upcoming district events.
      - Other responsibilities/duties of club treasurer.
  - Club Treasurer's Workshop** (100 points) Develop materials for and conduct a club treasurer's workshop before the district convention at the end of his/her term of office. Provide a copy of the agenda and educational materials distributed during this workshop.
  - First Delinquent Dues Notification** (100 points) Send notification of delinquent status to delinquent Circle K presidents and faculty advisors by December 15th.

7. **Second Delinquent Dues Notification** (100 points) Send notification of delinquent status to the Circle K president and president of the sponsoring Kiwanis club by January 15th.
8. **Required Attendance** (100 points – deduct 25 points for each event not attended) The district treasurer must attend the following:
  - a. District convention at the beginning and end of term
  - b. International Convention and District Treasurer form at convention
  - c. All district board meetings
9. **Reporting** (100 points maximum for four reports – deduct 25 points for each report not submitted) Present the Treasurer’s Report at all official board meetings. If not in attendance at board meeting, reports must be presented at the board meeting.
10. **Service** (2 points per service hour with a 200 point maximum – if service is verified.) Perform at least 50 hours of service through Circle K activities. Verification shall consist of a description of service performed certified by the club president or secretary and faculty or Kiwanis advisor. Deduct 5 points if less than 50 hours of service was completed.
14. **Setting and Achieving Goals** (100 points possible) Provide a copy of the goal sheet submitted to CKI for the current year. (25 points) On a separate sheet of paper in 300 words or less, describe how each goal was met. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal. (75 points)
12. **Home Club involvement** (Maximum 100 points) Provide proof of attendance at club events and meetings. Verification shall consist of a document certified by the club president or secretary and faculty or Kiwanis advisor. Do not include club events missed due to classes or district board events when calculating percentage attendance.
 

100% attendance:	100 points
75% or more attendance:	75 points
50% or more attendance:	50 points
25 % or more attendance:	25 points
Below 25% attendance:	0 points
13. **Above and Beyond** (20 points per document with 100 point maximum.) (No more than 5 documents may be submitted.) Submit evidence of performance above and beyond the call of duty including recommendations and

documentation of achievements not covered by these criteria.

**Note:** If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

### **Distinguished District Secretary-Treasurer’s Award**

- A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but recognition of an individual’s performance.
- B. Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer.
- C. Nominations must be received at Circle K International no later than May 1st.
- D. All nominees must have completed a minimum term of six months. Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of at least 1,661 points out of the 1,845 possible points. All nominees must have completed at least ten board communications (e-mails, newsletters, written correspondence) and six club communications (e-mails, newsletters, written correspondence) in order to be considered for this award.
- E. Information must be submitted in no more than one binder, not to exceed three inches, keeping the information in accordance with each individual heading described below.
- F. If the criteria requests proof of attendance at an event, provide a copy of a registration form, program, or an agenda, which documents your attendance. If this is not available, a signed document from the district administrator or district governor confirming your attendance at the event is acceptable. Only twenty percent of those eligible will receive this recognition.
- G. Criteria
  1. **Board Communications** (60 points maximum) Produce and distribute at least ten monthly communications for district board members. All communications should reflect proper spelling and grammar. Communications may take the form of an e-mail, newsletter, or other written correspondence.) The following are to be taken into consideration.
    - a. Appearance (5 points)

- b. Timeliness (5 points)
  - c. Content (10 points each)
    - 1. Role of club secretary and treasurer (i.e., dues collection, club budget, service hour reporting, minute taking)
    - 2. District and International dues collection
    - 3. Service Hour Reporting
    - 4. Upcoming district and International events
    - 5. Other responsibilities/duties of club secretary and treasurer
2. **Club Communications** (60 points maximum)  
Produce and distribute at least six timely forms of communication, at least three of which to club secretaries and at least three of which to club treasurers. All Communications should reflect proper spelling and grammar. Communications may take the form of an e-mail, newsletter, or other written correspondence. The following are to be taken into consideration.
- a. Appearance (5 points)
  - b. Timeliness (5 points)
  - c. Content (10 points each)
    - 1. Role of club secretary and treasurer (i.e., dues collection, club budget, service hour reporting, minute taking)
    - 2. District and International dues collection
    - 3. Service Hour Reporting
    - 4. Upcoming district and International events
    - 5. Other responsibilities/duties of club secretary and treasurer
3. **Club Secretary/Treasurer Workshop** (100 points maximum) (50 points for club secretary workshop, 50 points for club treasurer workshop) Develop materials for and conduct a club secretary and club treasurer workshop before the district convention at the end of his/her term of office. Provide a copy of the agenda and educational materials distributed during these workshops.
4. **Board Minutes** (50 points maximum)  
Distribute copies of all district board minutes to district board officers and the International Office.  
Within 15 days of the board meeting: 50 points  
Within 30 days of the board meeting: 35 points  
Within 45 days of the board meeting: 25 points
5. **Dues Collection** (250 points maximum) All active clubs in the district must have paid Circle K International and district dues by November 30. Points awarded will be equal to the percentage of dues collected by November 30.  
100% = 200 points  
99 -75% = 150 points  
74 -50% = 100 points  
49 -25% = 50 points  
24 or lower = 25 points  
Issue a call for district and International dues by September 15 (50 points)
6. **Financial and Dues Reports** (200 points maximum – deduct 25 points each item not submitted) Prepare and distribute most recent monthly financial reports and dues reports to the district board. The financial reports can be part of a monthly newsletter, but will be judged separately.
7. **Monthly Report Form Collection** (100 points maximum) Collect the monthly reports from each club secretary. Report the percentage of monthly reports collected out of the total number of potential reports. This percentage will equal the total number of points awarded.
8. **Required Attendance** (100 points maximum – 25 points for each event attended) The district Secretary-treasurer must attend the following:
  - a. District convention at the beginning and end of term
  - b. International Convention and District Secretary-Treasurer forum at convention.
  - c. All district board meetings
  - d. 25 POINT BONUS FOR ATTENDING LEADERSCAPE
9. **Reporting** (100 points maximum for four reports – deduct 25 points for each tardy report or each report not submitted) Present the Secretary/Treasurer's Report at all official board meetings. If not in attendance at board meeting, reports must be presented at the board meeting.
10. **Club and District Officer Directory** (100 points maximum) Produce and distribute a club and district officer directory for

distribution to club and district officers.  
Directory produced and distributed before  
(May 15): 100 points  
Directory produced and distributed before  
(May 20): 75 points  
Directory produced and distributed before  
(May 25): 25 points

11. **Club and District Officer Directory Addendums** (25 points maximum) Produce addendums to the club and district officer directory with updated information for distribution to clubs through lieutenant governors or district mailings and district officers.
12. **First Delinquent Dues Notification** (100 points) Send notification of delinquent status to delinquent Circle K presidents and faculty advisors by December 15th.
13. **Second Delinquent Dues Notification** (100 points) Send notification of delinquent status to the Circle K president and president of the sponsoring Kiwanis club by January 15th.
14. **Service** (2 points per service hour with a 200 point maximum – if service is verified.) Perform at least 50 hours of service through Circle K activities. Verification shall consist of a description of service performed certified by the club president or secretary and faculty or Kiwanis advisor. Deduct 5 points if less than 50 hours of service was completed.
15. **Setting and Achieving Goals** (100 points possible) Provide a copy of the goal sheet submitted to CKI for the current year. (25 points) On a separate sheet of paper in 300 words or less, describe how each goal was met. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal. (75 points)
16. **Home Club involvement** (Maximum 100 points) Provide proof of attendance at club events and meetings. Verification shall consist of a document certified by the club president or secretary and faculty or Kiwanis advisor. Do not include club events missed due to classes or district board events when calculating percentage attendance.  
100% attendance: 100 points  
75%-99% or more attendance: 75 points  
74%-50% or more attendance: 50 points  
49%-25 % or more attendance: 25 points  
Below 25% attendance: 0 points

17. **Above and Beyond** (20 points per document with 100 point maximum.) (No more than 5 documents may be submitted.) Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria.

**Note:** If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

### **Distinguished District Bulletin Editor Award**

- A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but recognition of an individual's performance.
- B. Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer.
- C. Nominations must be received at Circle K International no later than May 1st.
- D. All nominees must have completed a minimum term of six months. Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of at least 1,341 points out of the 1,490 possible points. All nominees must have completed at least ten board communications (e-mails, newsletters, written correspondence) and four club communications (e-mails, newsletters, written correspondence) in order to be considered for this award.
- E. Information must be submitted in no more than one binder, not to exceed three inches, keeping the information in accordance with each individual heading described below.
- F. If the criteria requests proof of attendance at an event, provide a copy of a registration form, program, or an agenda, which documents your attendance. If this is not available, a signed document from the district administrator or district governor confirming your attendance at the event is acceptable.
- G. Only twenty percent of those eligible will receive this recognition.
- H. Criteria
  1. **Board Correspondence** (70 points maximum) Produce and distribute at least five articles of correspondence for district board members. All communications should reflect proper spelling and grammar. Examples

include: memos, newsletters and reports (e-mailed, or mailed). The following are to be taken into consideration.

- a. Appearance (5 points)
  - b. Timeliness (5 points)
  - c. Content covered throughout the year (30 points)
    - Role of the club officer
    - Importance of club newsletters
  - d. District publication promotion (30 points)
    - Upcoming district and International events
    - Other responsibilities/duties of club editor
2. **Kiwanis International Communication** (120 points maximum) Produced and submitted at least 8 articles to the Kiwanis district office for publication in the Kiwanis district bulletin. Articles should reflect proper spelling and grammar. (Articles may take the form of an e-mail, highlighted section of a newsletter, or a written article.)
- 4 articles submitted for the year: 35 points  
6 articles submitted for the year: 75 points  
8 articles submitted for the year: 120 points
3. **District Publications** (300 points maximum) Produce and distribute timely publication(s) to clubs. All publications should reflect proper spelling and grammar. If only one publication is produced, it will be judged out of 300 points. If two publications are produced, each will be worth 150 points. If three publications are produced, each will be worth 100 points. If more than three publications are produced, please indicate which three are to be judged and will be worth 100 points each. The following should be taken into consideration.
- a. Content (required in all publications)
    1. CKI Mission
    2. Club and Member Spotlights
    3. Service Initiative
    4. Tomorrow Fund
    5. Kiwanis Family
    6. New Club Building
    7. District Convention
    8. International Convention
    9. District Initiatives
    10. Other District Events
  - b. Content (each required in only one publication. –25 for each not covered.)
    1. District Convention Promotion
    2. District Convention Summation
    3. International Convention Promotion
    4. International Convention Summation
5. Dues Collection
  6. Service Hour Reporting
  7. Club and District Officer Training
- c. Appearance (required in all publications)
4. **Bulletin Editor's Workshop** (100 points) Develop materials for and conduct a club bulletin editor's workshop at the district convention at the end of his/her term of office. Provide a copy of the agenda and educational materials distributed during this workshop.
5. **Required Attendance** (200 points maximum, deduct 25 points for each event not attended)
  - a. District Convention at the beginning and end of term
  - b. International Convention and District Bulletin Editor forum at convention
  - c. All District Board Meetings
6. **Reporting** (100 points maximum for four reports, deduct 25 points for each report not submitted) Present the Bulletin Editors Report at all official board meetings.
7. **Circle K Magazine** (100 points maximum) Submit articles concerning club, division and/or district service and leadership events.
- |              |            |
|--------------|------------|
| 1 submitted: | 25 points  |
| 2 submitted: | 50 points  |
| 3 submitted: | 75 points  |
| 4 submitted: | 100 points |
8. **Service** (2 points per service hour with a 200 point maximum – if service is verified.) Perform at least 50 hours of service through Circle K activities. Verification shall consist of a description of service performed certified by the club president or secretary and faculty or Kiwanis advisor. Deduct 5 points if less than 50 hours of service was completed.
9. **Home Club involvement** (Maximum 100 points) Provide proof of attendance at club events and meetings. Verification shall consist of a document certified by the club president or secretary and faculty or Kiwanis advisor. Do not include club events missed due to classes or district board events when calculating percentage attendance.
- |                          |            |
|--------------------------|------------|
| 100% attendance:         | 100 points |
| 75% or more attendance:  | 75 points  |
| 50% or more attendance:  | 50 points  |
| 25 % or more attendance: | 25 points  |
| Below 25% attendance:    | 0 points   |

10. **Setting and Achieving Goals** (100 points possible) Provide a copy of the goal sheet submitted to CKI for the current year. (25 points) On a separate sheet of paper in 300 words or less, describe how each goal was met. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal. (75 points)

11. **Above and Beyond** (20 points per document with 100 point maximum.) (No more than 5 documents may be submitted.) Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria.

**Note:** If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

### **Distinguished District Chair Award**

- A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest; it is recognition of an individual's performance.
- B. Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district chairman. Nominations must be received at Circle K International no later than May 1st.
- C. All nominees must have completed a minimum term of six months. Copies of all required e-mails and documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of at least 914 points out of the 1,015 possible points. All nominees must have completed at least ten board communications (e-mails, newsletters, written correspondence) in order to be considered for this award.
- D. Information must be submitted in no more than one binder, not to exceed three inches, keeping the information in accordance with each individual heading described below.
- E. If the criteria requests proof of attendance at an event, provide a copy of a registration form, program, or an agenda, which documents your attendance. If this is not available, a signed document from the district administrator or district governor confirming your

attendance at the event is acceptable.

F. Only 20% of those eligible will receive this recognition.

G. Criteria

- 1. **Committee Goals and Directives**(165 points maximum)
  - a. Provide a copy of committee goals for the year. (25 points)
  - b. Provide a copy of committee directives to accomplish these goals. (25 points)
  - c. Provide a schedule of committee meetings. (25 points)
  - d. Provide follow-up committee directives on quarterly basis. (10 points each up to 40 points)
  - e. Provide copies of committee minutes for (3) three most productive meetings. (25 points)
  - f. Provide examples of follow-through and evaluation of committee goals. (25 points)
- 2. **Communication with committee members** (100 points maximum) Provide copies of 4 committee agendas and confirmation that agendas were provided to committee members at least 10 days before the proposed meeting. (25 points each)
- 3. **Communication with CKI district board** (100 points maximum) Provide 4 copies of committee reports to CKI district board. (25 points)
- 4. **Documentation of Outcome** (100 points maximum) In this section, include documentation of the end result of your committee's assignment. Items in this section should include:
  - Steps taken to implement your end product (25 points)
  - Evaluations conducted during the process (25 points)
  - Committee communications (25 points)
  - Final product report and/or program (25 points)
- 5. **Attendance** (75 points maximum) The committee chairman is encouraged to attend the following: (Please provide registration receipts illustrating attendance.)
  - District convention during his/her term – (25 points)
  - Two District Board meetings – (25 points)

International Convention – (25 points)

6. **Service** (2 points per service hour with a 200 point maximum) Perform at least 50 hours of service through Circle K activities. Verification shall consist of a description of service performed certified by the club president or secretary and faculty or Kiwanis advisor. Deduct 5 points if less than 50 hours of service was completed.
7. **Setting and Achieving Goals** (100 points possible) Provide a copy of the goal sheet submitted to CKI for the current year. (25 points) On a separate sheet of paper in 300 words or less, describe how each goal was met. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal. (75 points)
8. **Home Club involvement** (Maximum 75 points) Provide proof of attendance at club events and meetings.
  - 75% or more attendance: (75 points)
  - 50% or more attendance: (50 points)
  - 25 % or more attendance: (25 points)
  - below 25% attendance: (0 points)
9. **Above and Beyond-** (20 points per document with 100 point maximum.) (No more than 5 documents may be submitted.) Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria.

**Note:** If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

# SECTION 5



Governing  
Documents



## **SECTION 5**

### **GOVERNING DOCUMENTS**

**The following governing documents can all be found on the Circle K Web site:**

- ◆ Circle K International Constitution
- ◆ Circle K International Bylaws
- ◆ Circle K International Policy Code
- ◆ Circle K International Asia-Pacific, Latin America-Caribbean, and North America Policy Code
- ◆ Circle K International Standard Form for District Bylaws
- ◆ Circle K International Standard Form for Club Bylaws

<http://www.circlek.org>—under Forms and Literature

# SECTION 6



Glossary  
of Terms



## SECTION 6 GLOSSARY OF TERMS

### **Aktion Club**

The Aktion Club is the newest member of the Kiwanis Family. Aktion Club is a community-service group for adult citizens who live with a disability. The clubs have a dual mission. First, they work to provide these adults with an opportunity to develop initiative and leadership skills and serve their communities. Secondly, they allow the adults to be better integrated into society and demonstrate the dignity and value of citizens living with disabilities. For more information visit: [www.aktionclub.org](http://www.aktionclub.org).

### **Builders Club**

Junior high/middle school students make up this branch of the Kiwanis Family. A Builders Club can be sponsored by a Key Club, a Circle K club or a Kiwanis club. The Builders Club has no international structure, but they do pay club dues. For more information visit: [www.buildersclub.org](http://www.buildersclub.org).

### **Carthage-Pullman Society**

In honor of Carthage College, the campus where Circle K began, and the Pullman, Washington, Kiwanis club, which helped build the concept of a campus service club, the Circle K International Board of Trustees created the Carthage-Pullman Society.

One may become a member of the Society or increase his/her giving to the program either by making a single US\$250.00 contribution or through a minimum initial contribution of US \$50.00 and a pledge to contribute the balance over four years.

### **Circle K Board Policies**

The board policies are a set of governing documents of Circle K International. In order to amend the policies, the majority of the International Board must vote to do so.

### **Circle K Bylaws**

The bylaws are another set of governing documents of Circle K International. In order to amend the bylaws, the majority of the House of Delegates at International Convention must pass it.

### **Circle K Constitution**

The Constitution is one of the governing documents of Circle K International. In order to amend the Constitution, two thirds of the House of

Delegates at International Convention must pass it.

### **Circle K Magazine**

The Circle K Magazine is Circle K International's magazine. It includes articles on specific clubs and their projects, as well as International program information. Every club can, and should, submit their project information and photographs to be considered for the magazine.

### **Circle K Week**

This is a week set up each November for Circle Kers to celebrate their accomplishments and continue to serve their communities. There is no specific outline of events for the week, but ideas include days of service to the home, school, community as well as a media blitz sometime during the week.

### **Governing Documents**

The governing documents are the rules and regulations that all club, districts and International adhere to in running the organization on all levels.

All governing documents are located on the Circle K Web site at [www.circlek.org](http://www.circlek.org) under Forms and Literature.

### **Guidebook**

The Circle K International Guidebook contains valuable resources that will help you and your Circle K club have a successful year. Form, contest rules, and general information are all included.

### **International Convention**

This is an annual event where all clubs are invited to participate. Delegates from various clubs come together to elect the new International Board, amend the governing documents, learn more about our organization and make lasting memories.

### **International Speaking**

This is an online publication that serves as an informational newsletter for club presidents with regards to International resources, programs, and events. Additionally, it also serves as an interactive forum through which to share successful service projects, fundraisers, and social ideas throughout the organization.

### **K-Kids**

K-Kids clubs are part of the youngest branch of the Kiwanis family. The members are elementary school students who are dedicated to helping their

homes, schools, and communities. For more information, visit: [www.kkids.org](http://www.kkids.org).

### **Key Club**

Key Club is a service, leadership development and friendship organization made up of high school students. The clubs are sponsored by Kiwanis and follow the same objectives as the parent organization. They have an international and district infrastructure similar to the of Circle K International. For more information, visit: [www.keyclub.org](http://www.keyclub.org).

### **Key Leader**

Kiwanis International's new leadership experience for emerging youth leaders of the 21st century. Key Leader introduced the concept of service leadership at the first most meaningful leadership development experience to the next generation of local, state, national and world leaders.

### **Kiwanis International**

Kiwanis is Circle K's parent organization. Kiwanis clubs can be found in over 70 countries and they have around 8,400 clubs. This branch has an International board, as well as district boards. Kiwanis clubs work closely with Circle K, providing financial and moral support. For more information, visit: [www.kiwanis.org](http://www.kiwanis.org).

### **Kiwanis International Foundation**

The Foundation is the part of Kiwanis International that financially supports the organization and its sponsored organizations and programs, provide grants to organizations with common goals, and to provide disaster relief worldwide. The Foundation does this with its mission in mind, "to assist Kiwanis International in serving the children of the world: For more information, visit: [www.kif.kiwanis.org](http://www.kif.kiwanis.org).

### **LeaderShape**

Leadership programs focused primarily on young men and women in all settings of the LeaderShape Institute; to facilitate their application through follow-up advisory support to participants and sponsors; and to be a catalyst in expanding leadership programs centered on leading with integrity to new audiences.

### **Mission Statement**

This is one sentence that explains who we are and what we do: "Circle K is college and university students who are responsible citizens with a lifelong commitment to community service worldwide."

### **Public Relations Manual**

The PR Manual is a special club resource. It includes sample newspaper articles, radio announcements and other ways to get the word out about your club and its activities. Call 1-800-KIWANIS, ext. 390 for more information.

### **Sapphire Circle Honorary**

Created by the 2000-01 Circle K International Board of Trustees, the Sapphire Circle Honorary honors deserving individuals, Circle K clubs, divisions, districts, sponsoring Kiwanis club, or organizations that have exemplified dedicated service to Circle K, the club, community, or humankind. Denoted by the sapphire's blue color, which represents unwavering character, the Sapphire Circle Honorary is the highest level of recognition offered by the Tomorrow Fund within the Kiwanis International Foundation.

### **Service Bulletins**

These are informational fliers on specific aspects of our organization. The information included ranges from the duties of a club president, to tax information for Circle K clubs, to service project ideas. The bulletins can be found on-line on the Circle K Website under "Club Officers, Active Club Resources" section.

### **Service Initiative**

The Service Initiative of Circle K International was designed to educate all Circle K members about the problems and issues that face children worldwide, ages six to 13. Through personal interaction and public awareness, we will enable children to develop the skills and ideals necessary to be successful.



**A KIWANIS-FAMILY MEMBER**

**CIRCLE K INTERNATIONAL**

3636 Woodview Trace  
Indianapolis, IN 46268-3196 USA  
North America: 800-KIWANIS ext. 390  
Worldwide: 317-875-8755 ext. 390  
Fax: 317-879-0204  
[circlek@kiwanis.org](mailto:circlek@kiwanis.org)  
[www.circlek.org](http://www.circlek.org)