

# Circle K Chartering Checklist

*This form should be used  
beginning October 1, 2004*

The *Circle K in Your Community* booklet is designed to provide an overview of Circle K, its role as a Kiwanis-family member, and the benefits it can provide to the school and community. A copy of this booklet may be obtained from the Sponsored Organizations and Programs Team at the Kiwanis International Office and should be read before analyzing the information in this publication. Reading this booklet will help a school student activities director or a Kiwanis club understand how Circle K can play an important role in the development of a college/university student's positive self-esteem and leadership skills.

Before making a decision to organize a Circle K, it is essential that the commitment to sponsor the club be affirmed by the Kiwanis club and by the college/university.

The Chartering Checklist will provide a step-by-step approach on how to organize a Circle K. The effort may proceed through the steps in a slightly different order, but each step is important, and each step must take place to successfully organize a Circle K. Keep the following in mind throughout the new-club-building effort:

- Begin club activities immediately – don't wait until the membership reaches a preset level.
- Plan and maintain a balance of service projects and social activities for the club.
- Understand that it takes several months to build the new club.
- Remember that Circle K is a student-led club.
- Set a plan for the first year.
- Assign club committees to encourage participation from all club members. Remember that building a Circle K requires involvement from the students, Kiwanis members, and school officials. Get everyone involved in the effort.

## Step 1 – Select the Site

Building a Circle K is a joint sponsorship between a Kiwanis club and a college/university. A Circle K should be considered beneficial to a school of any size and can be one of several active, contributing service clubs.

## Step 2 – Order the *New Club Building Kit #1*

The Sponsored Organizations and Programs Team at Kiwanis International will send you a *New Club Building Kit- #1*, at no cost. It consists of information about Circle K for the sponsoring Kiwanis club and the school's student activities director, and discusses things such as the history, purpose, sponsorship, club membership and structure, and types of service. This information can be used to promote Circle K to a potential school and Kiwanis sponsor.

This New Club Building Kit may be obtained by calling 800-KIWANIS (or 317-875-8755), ext. #390, or you can order it at [www.circlek.org](http://www.circlek.org). Click on "How to Build a Circle K.... Club Building". Scroll to the bottom of the Introductory Kit section and click on "to order Kit #1 via email, click here." Complete the online form and submit.

## Step 3- Secure a Sponsoring Kiwanis Club

Using local Kiwanis contacts, determine which area Kiwanis club would be the best match to sponsor the new Circle K. Consider proximity to the college/university, participation in or support of school-related activities, and Kiwanis members with links to the school (such as faculty members, administrators, and parents).

Meet with the Kiwanis club president, president-elect, and sponsored programs chairman. A member of the district committee on Circle K also could be a part of this meeting. Present the idea for a Circle K, and discuss the opportunities and benefits for the Kiwanis club. Include discussion of expanding the Kiwanis club's community involvement into the college/university, the opportunities for growth in the club's service projects, and the possibilities for membership growth by introducing the Kiwanis club to parents and school administrators. Once the club's board of directors has approved the sponsoring of a Circle K, a program about Circle K should be presented to the membership of the Kiwanis club.

## Step 4 – Meet with the School Student Activities Director

Schedule a meeting with the school student activities director to discuss the proposed Circle K. The Kiwanis club president, president-elect, sponsored programs chairman, and any members involved in the school (school administrators, possible faculty advisor, etc.) should be present. If possible, include a member of the district committee on Circle K. Present a copy of *Circle K In Your Community* to the student activities director.

Include the following points:

- Circle K is the largest and oldest service club for college/university students.
- Circle K is a student-led club sponsored by a Kiwanis club consisting of leading business and professional people in the community.
- Circle K draws its members from the student body and welcomes any student who is interested in service, is of good character, and possesses leadership potential.
- The student activities director is the final authority for all club activities.
- The student activities director should appoint a faculty advisor as his/her representative to the Circle K.
- The sponsoring Kiwanis club is expected to attend the club meetings and provide financial and labor support for the Circle K. A Kiwanis advisor will be designated for the club.
- If the school already has one or more service clubs, most schools still have service needs that aren't met. Circle K is encouraged to work with other school clubs and organizations to provide enhanced service to the school and community.

## Step 5 – Secure a Faculty Advisor

Usually, the student activities director will appoint a faculty advisor for the new Circle K. In some cases, however, the Kiwanis club or the students may meet with the student activities director and offer suggestions for an advisor. The following are good "rules of thumb" for effective advisor selection:

- Student input can be effective in identifying a faculty member who is well liked and respected by students.
- A teacher or school employee who is a member of the Kiwanis club can be a good selection but should not be the same person as the Kiwanis advisor.

## Step 6 – Order the *New Club Building Kit #2*

After the Kiwanis club and the school have decided to sponsor a Circle K, and have selected a Faculty Advisor and a Kiwanis Advisor, the *New Club Building Kit #2* should be ordered. It consists of information for the sponsoring Kiwanis club, the school student activities director and faculty advisor, and potential student members. It also contains a petition for charter, the official document that must be submitted to the Kiwanis International Office to secure a club charter. (See Step 2 for ordering information).

Once the kit has arrived, review the contents and call your district administrator or Circle K staff at Kiwanis International with any questions. Schedule a meeting with the Circle K leaders of the sponsoring Kiwanis Club, the Circle K, a member of the district committee on Circle K, and any other Circle K or Kiwanis officers involved in the new-club-building effort.

## Step 7 – Recruit Members

Solicit nominations from counselors, faculty members, and school administrators. Remember that membership is open to any student who is interested in community service.

A great way to encourage student participation is to display Circle K posters at various locations throughout the school to spark interest. Distribute brochures to faculty members and administrators to share with students they believe might benefit from involvement in Circle K. Ask faculty to record the names of any students they recommend and those who volunteer to participate.

Schedule a time to make a special presentation about Circle K and invite all interested parties, including interested students, school administrators, school faculty, and Kiwanis members.

This meeting should be a fun, informative 20- to 30-minute session. Be sure to have refreshments for everyone and include a discussion about possible projects a Circle K could conduct to help the school and community. This will start the brainstorming process, and students will provide more than enough service project ideas. If possible, schedule a project that the students can start on immediately. This activity should be scheduled to take place one or two weeks following the initial meeting. Club members might want to consider conducting a project survey to determine what type of service project would best meet the needs of the school and community. A service bulletin/interview guide is available from the Circle K Web site and from the Circle K Department.

### **After the First Meeting**

This is the time when interested students are eager to learn about the organization. The following are just a few of the topics that should be covered with new and prospective members:

- Parliamentary procedure used to conduct meetings
- Objects and purpose of Circle K
- Structure of Kiwanis and the Kiwanis family
- Responsibility and benefits of membership
- Involvement of the sponsoring Kiwanis club
- Role and importance of the faculty advisor
- Importance of conducting a project survey
- Duties and responsibilities of club officers and directors

## Step 8 – Organize the Circle K

As new members commit to joining, an official organizing meeting should be scheduled. The purpose of the meeting will be to adopt the club's bylaws and elect the charter officers and directors.

**Bylaws** – The Circle K Standard Form for Club Bylaws is provided to give clubs the required structure for a club. This form may be amended to meet school or other guidelines or policies but should not deviate from the requirements for clubs in the Circle K bylaws. The club bylaws should be adopted by two-thirds (2/3) majority vote of the members and approved by the student activities director and sponsoring Kiwanis club.

**Election of Officers** – The club members should vote to elect the officers for the club. A president, a vice-president, a secretary, a treasurer, and an editor should be elected by majority vote of the membership. Prior to election, the members should be informed as to the various duties and responsibilities of each officer. Normally, the president is elected first, allowing each candidate to be nominated by another member. Candidates should be allowed to provide brief remarks on why they should be elected.

This 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 of Club Bylaws. The faculty and Kiwanis advisors serve as non-voting, ex-officio members of the board.

### Training and Orientation

Providing training and support to the newly elected club officers and directors is vital to the success of the club. Using resources provided by Circle K International and utilizing information available on the Circle K Web site will assist with officer training. Schedule a meeting to train the officers and to begin goal setting and calendar planning for the remainder of the Circle K year.

## Step 9 – Charter the Circle K

Once the club is organized, the official Petition for Charter must be completed. There are three sections to the petition: one for the sponsoring Kiwanis club, one for school administration, and one for the student leaders of the Circle K. It is important that each section is completed and the signatures of the designated officials be provided. The petition form is available on-line and included in the new-club-building kit. A membership form (roster) must be completed and submitted with the petition.

The Requirements of Sponsorship for the Kiwanis club are stated in the petition, and it is suggested these be read to the Kiwanis club so its members understand what is expected of them and their Kiwanis club.

Once the Petition for Charter has been completed, the Kiwanis club should submit this along with a check or money order (payable to *Kiwanis International*) for the new club fee to: Sponsored Organizations and Programs, Membership Department, Kiwanis International, 3636 Woodview Trace, Indianapolis, IN 46268-3196. Refer to the web site at [www.circlek.org](http://www.circlek.org) for current club fee information. A charter certificate and official correspondence will be returned to the Circle K's Kiwanis advisor. **Please allow four to six weeks for processing of these materials.**

Take the time to build the new club's membership. The charter members submitted with the petition for charter are included in the charter fee paid at the time of chartering. Members added after the petition has been submitted will be required to pay member dues.

Also, each club is required to file a copy of the club's adopted bylaws with the International Office. Make two copies of the signed bylaws. One should be sent to the International Office for approval, and one should be kept in the club's files.

### Planning a Charter Presentation

Most Circle K clubs celebrate the organization of their new club by conducting a special charter night dinner or party. There, the members can be recognized for their commitment to helping their school and community. Officers are inducted at this charter celebration. Invited dignitaries should include area Kiwanis and Circle K officers and school officials. Members of nearby Circle Ks, Kiwanis club members, and other community leaders should be invited as guests.

The Kiwanis club presents the Circle K with its banner, gavel and gong, and officer, member, and advisor pins. These are sent to the club after the petition for charter is processed.

The charter presentation for a new Circle K is an important event because it announces to the school and community the official formation of the club. Therefore, it is important that the following people are invited to the event in addition to the members of the Circle K and Kiwanis club.

- Member of the district committee on Circle K and spouse
- Kiwanis family district officers living in the area
- Faculty advisor and spouse
- School student activities director and spouse

Select a site and a menu for the event that is nice, yet affordable. Most Circle Ks conduct the event on campus. **Allow approximately six weeks from the time the petition is received by the International Office to the day the charter presentation is scheduled.**

Take the time to make arrangements for publicity. Arranging for community and school newspaper coverage shouldn't be overlooked. Asking a mayor or local government official to declare "Circle K Day" usually will result in an official proclamation for the new club. Send out a news release to television, radio, and newspapers in the area.

## Step 10 – Launch the Circle K

Once the Circle K has been chartered, all members should be encouraged to learn more about Circle K. A membership card and handbook will be mailed to each member. Visiting the Circle K Web site at [www.circlek.org](http://www.circlek.org) is a great way to learn more about service and fund-raising projects that other Circle Ks are conducting.

The club's board of officers should begin regular monthly meetings, or semimonthly meetings. Every member should be appointed to a committee, and the committees should become active. Weekly service and social activities can be planned. For the young club, it is important to plan a simple project or activity.

Members of the sponsoring Kiwanis club should be regular guests at Circle K meetings, and Circle K members should be invited to attend Kiwanis meetings.

## Step 11 – Support the Circle K

During its first year, the Circle K officers and members should be encouraged to work together as a team while the club learns how to function. Support from the sponsoring Kiwanis club and the school administration must be steady. To ensure this support, it is critical that the club officers and advisors maintain communication with their sponsoring Kiwanis club, school student activities director, and the Circle K Department at Kiwanis International.

At all times, the Circle K officers and advisors should be aware that a network of support exists for every club. A telephone call or e-mail should solicit a response from any one of the following:

Circle K International – 3636 Woodview Trace, Indianapolis, IN 46268 USA; telephone: 317-875-8755, ext 390 (toll-free 800-KIWANIS, ext. 390); fax: 317-879-0204.

E-mail: [circlek@kiwanis.org](mailto:circlek@kiwanis.org)

Circle K Web site address: [www.circlek.org](http://www.circlek.org).

Kiwanis advisor – This is the Kiwanis member appointed from the sponsoring Kiwanis club to advise and counsel the Circle K and its officers.

Faculty advisor – This is the professor or other school representative appointed by the student activities director to advise and counsel the Circle K and its officers.

Circle K International publishes several publications to assist with the organization and development of your club. To receive helpful service bulletins and manuals, please contact Circle K International via phone or the Internet. Our staff looks forward to assisting you with a productive and fun year!

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