



CKI

Circle K International

club officer guide

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CKI Information:

The Pledge

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

The Objects

- To emphasize the advantages of the democratic way of life.
- To provide the opportunity for leadership training in service.
- To serve on the campus and in the community.
- To cooperate with the administrative officers of the educational institutions of which the clubs are a part.
- To encourage participation in group activities.
- To promote good fellowship and high scholarship.
- To develop aggressive citizenship and the spirit of service for improvement of all human relationships.
- To afford useful training in the social graces and personality development.
- 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 CKI clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities.

To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism, and goodwill.

CKI Vision

To be the leading global community service organization on college and university campuses that enriches the world one member, one child, and one community at a time.

CKI Milestones

Throughout the organization's history, CKI has witnessed, experienced and hosted a wide variety of activity.

Here's a glimpse at events over the years:

1930

1936: establishes a CKI house that could be rented to young men in need of assistance to attend college

1940

1947: evolves from a fraternity to a service organization with the chartering of Carthage College Circle K Club

1950

1955: becomes an international organization sponsored by Kiwanis International

1956: publishes first magazine for the membership

1960

1964: becomes largest collegiate service organization on North American college campuses.

The Three Tenets:

Service, Leadership, and Fellowship

What does service mean?

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

As a service leadership program of Kiwanis International, CKI shares the focus of serving the children of the world. In support of this effort, the CKI service initiative is Focusing on the Future: Children. This initiative encourages members to address the issues facing children ages six to 13 and to find solutions through service for addressing these issues.

What does leadership mean?

Through the mission and vision of the organization, CKI is dedicated to the realization of mankind's potential. The potential of CKI 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 CKI members the resources and tools needed to become active citizens. CKI members can assume leadership responsibilities at all levels of the organization and through various experiential training conferences.

What does fellowship mean?

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

A Sponsoring Kiwanis Club Pledges to:

- Collaborate with all members of the Kiwanis family to achieve our common objectives.
- Continue student management of the organization at all levels.
- Develop positive role models.
- Enhance intercultural understanding and cooperation.
- Increase our service potential.
- Provide opportunities for fellowship, personal growth, and professional development.
- Work toward greater public recognition of the organization.

This commitment is the guiding principle for sponsorship of clubs. As a collegiate-level service organization, CKI provides students with the opportunity to participate in organized volunteer activities providing needed service to individuals, families, agencies, campuses, and communities. Results of joining together to perform service in a CKI club include fellowship and the opportunity to develop leadership skills.



Service, Leadership, and Fellowship

1970

1973: opens membership to females

1975: elects its first African-American International President

1980

1984: elects its first female International President

1990

1992: establishes a mission statement

1993: establishes a unified service focus for clubs to support

3

2000

2000: exceeds \$500,000 commitment to the Worldwide Service Project

About CKI:

About CKI



CKI is a sponsored program of Kiwanis International, a community-service organization for professional men and women. There are CKI clubs on more than 550 college and university campuses worldwide with more than 13,000 student members.

Each club is sponsored by one or more local Kiwanis clubs. This relationship provides students the opportunities to interact with professionals within the community. Joint service projects, meetings, and other events are generally conducted each year, joining together the efforts of the community and campus leaders. Often, the Kiwanis club provides financial support to the club.

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

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

CKI members focus on making the campuses and communities better places in which to live and work. In the process, CKI members benefit from their involvement in the organization. Some of the benefits of CKI 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.
- Participating in district and International conventions along with leadership development conferences known as LeaderShape.
- Receiving CIRCLE K Magazine published six times a year.
- Being a member of the Member Community on the CKI Web site.
- Receiving Service Program opportunities (available to clubs including partnerships with members of the Young Children: Priority One Advisory Council).



service projects that
benefit the
campus and community

CKI

Circle K International

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. A club's officers are specified in the club's bylaws. The faculty and Kiwanis advisors are nonvoting, 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.



Board of Officers.

service leadership fellowship

Every member of the board should evaluate club performance continuously: board operation, committee operation, club officer progress, club meeting operation, membership growth, CKI education, financial management, public relations, service achievements, attendance, and the club's relationship with the sponsoring Kiwanis club. The purpose of the board of officers is to ensure that the club has a solid foundation, runs smoothly, and carries out the mission of helping the community. If problems and concerns arise in the club, it is the job of the board of officers to meet, led by the president, to discuss the ways to alleviate the situation and put the club back on the right track.

Effective leaders have a vision of where the organization needs to be and they communicate that vision to the organization's membership, and motivate the membership to carry out that vision. During your year as a board, you must envision the possibilities for your club, let your members know what they, and what they are capable of accomplishing, and guide them to realizing individual and club potential. Outlined below are the steps you and your board of officers should take to set goals and work toward achieving those goals

1. Analyze club operation. Constantly assess your club for its strength's and weaknesses.
2. Identify issues. Figure out your clubs top five issues (i.e., membership growth, lack of service, etc.).
3. Rank these issues from most critical to least critical.
 - Turn an obstacle into a goal;
 - Brainstorm how to in achieve the goal;
 - Break down the obstacles and figure out ways to overcome them;
 - Assess the resources and tools available;
 - Identify specific actions that need to be taken.

4. Communicate goals to the club and carry out those goals.
5. Delegate the tasks that are needed to accomplish the goals.
6. Follow up and monitor the progress that is being made by all those who received delegated tasks.
7. Finally, evaluate the successes of the progress.

It is the task of both the board of officers as well as the entire club to analyze community needs. To do this, officers may need to speak to community leaders to identify the most pressing issues. Included in this is identifying what other organizations are doing. As a club, you do not want to duplicate another organization's efforts. If you find an organization tackling the same concern or problem, consider partnering with that organization or identify another project. There are far too many problems in the community to duplicate efforts. To assist you, check out the community analysis worksheet on the CKI Web site.

There is an overabundance of service projects available for clubs to do in any community, just as there are always different problems that will arise. While almost any type of service project will benefit the community, it is essential to analyze all the projects completed by your club to determine whether the project will continue to fit your club and its members. While service is the main goal, keeping your members interested and motivated is also important and be sure to get feedback after each service project to determine whether its something members would be interested in doing again.

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. Regular club meetings should 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, all officers must perform the responsibilities of their respective positions.

President:

As your club's chief executive officer, the president is 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 club activity.

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 the president delegates to members must be appropriate for the club member's interest and skill level. The president's enthusiasm for club activities sets 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. Goals are critical in keeping a board and club focused and passionate about what they are doing. On page 20 of the officer guide, there is a description of how individuals and the board are to set realistic and worthwhile goals.
- 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 interests, and appoint chairs to committees that match those skills and interests.
- Recognize member accomplishments.
- Publicly recognize achievements both at club meetings and at other campus events.
- Educate yourself about the documents that govern CKI. You should be familiar with the club, district, and International bylaws.
- Educate members about the opportunities available to them through their involvement with the Kiwanis family.
- Preside at all club and board meetings. It is important to be prepared for all types of meetings that you will be running. In the literature section on the International Web site, there is an extensive description of how to plan and prepare 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 newsletters or regular correspondence.
- Monitor the activities of all officers and committee chairs.
- Provide guidance to assist officers and committee chairs in accomplishing their responsibilities.
- Motivate club members to participate in club activities.
- Establish a climate of enthusiasm, openness, and concern. The best way to get your club excited about CKI and service is to show your enthusiasm and dedication toward them.
- Train committee chair and officers to fulfill their duties. It is not the job of the president to make the bulletins, fill out the reports, or give updates on the budget, but you have to show each officer what to do and how to do it.
- Recruit and retain members. On page 19 of the officer guide, read about how to go about recruiting and retaining 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 Office upon request. While you may delegate this task to another officer, it is your job to monitor whether the reports are completed and sent out.
- Coordinate officer elections. To ensure that elections run smoothly, Roberts Rules of Order should be followed. These rules can be found on the International Web site in the literature section.
- Ensure a smooth transition for incoming officers by keeping files and reports in order.
- Assist in training incoming officers. It is part of your responsibility that the newly elected officers for the upcoming year are trained (either by the club and/or the district) and ready to run the club. CKI offers the club leadership guide, which is an excellent resource and guide as new club officers are trained for their new offices.



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. While e-mail is great for quick communication, a phone call or personal letter can make a much greater impact on a member.
- Consult with the faculty advisor and Kiwanis advisor to discuss club activities.
- Attend Kiwanis club meeting.

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 CKI. CKI offers resources, both on the Internet and at the International Office. While it is not necessary to go through them all at the beginning of your term, it is important to know what is available for future reference.
- Establish active CKI/Kiwanis relations.
- Appoint committee chairs and special positions.
- Conduct officer elections.
- Report club activities to CIRCLE K magazine via the International Web site or by e-mail at: ckimagazine@kiwanis.org.
- Submit award forms for district and International contests.
- Ensure that delegates attend district and International conventions.

Special Duties

- Each and every person joined CKI for specific reasons. Understanding the reasons of members and officers will enable you to encourage their enthusiasm in club activities. If you are able to identify what motivates and inspires members to serve, it will enable you to find the right people to do the work.
- Delegation can be one of the most difficult things to accomplish as a president. To have a strong and successful club though, you have to learn how to delegate and share the workload. Here is how to properly delegate work:
 1. Identify the task to be accomplished and its expected outcome.
 2. Identify the skills and personal characteristics necessary to accomplish the task (i.e., public speaking, written communication).
 3. Outline the facets of the project that will be rewarding personally to the member.
 4. List the individuals with the skills necessary to accomplish the task.
 5. Match the project to a qualified and interested individual.
 6. Select the individual to whom you will delegate the project.
 7. Specify the rewards. You should be very clear and specific with the task requirements and rewards, but you should give the individual assigned the project the liberty to choose the means to achieve the intended outcome.
 8. Provide adequate and ongoing feedback. As you monitor progress, provide encouragement and additional guidance if necessary.

Vice-President:

The vice-president is responsible for the club in the absence of the club president and should assist the president and other officers with their duties. In order to be able to step in for the president, the vice-president must be current on everything that is occurring in the club as well as the duties of the president.

VICE-president

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 on 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 reports 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.
- Maintain files on club committees that include things such as work accomplished, members, projects, budgets, and timelines.
- 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.
- Assist the president in any way he/she sees fit.

Secretary:

The secretary is responsible for the management of all club records. The secretary must be ready to document the details important to running a smooth club operation. Included in the managing of club records is keeping minutes and attendance at all club and board meetings.



secretary

Club Secretary

Duties and Responsibilities

- Maintain all records including club membership, dues payment, and committee activity.
 - Document club activity through meeting minutes.
 - The first paragraph of the minutes should contain:
 - Type of meeting (club, board, regularly scheduled, specially scheduled);
 - Name of the organization meeting;
 - Date, time, and location of the meeting;
 - List of those present and those absent;
 - Identification of the chair (typically the club president) and secretary;
 - Specification of whether the minutes of the previous meeting were approved as read or as corrected.
 - The body of the minutes should contain a separate paragraph for each subject discussed and acted upon. Specify the exact words of the motion, the maker of the motion, and the action taken on the motion—amended, passed, rejected, tabled, or withdrawn. Describe how the motion was adopted or disposed of, whether the motion may have been debated or amended before being adopted or rejected. Also document secondary motions, such as a recess or fixed time to adjourn the meeting.
 - The last paragraph should state the hour of adjournment.
 - Go to the International Board section of the International Web site for a sample of board 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. Depending on the type of request, the response should be of similar eloquence. If there is a formal request, the response should also be formal.
 - Forward dues invoice and membership forms to the district and International offices. This should be done in conjunction with the club treasurer. A complete guide for the dues process is sent to the club every year, and in it contains very detailed instructions on the membership forms.
 - 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. If your club has a bulletin editor, this task is often delegated to them as one of his/her responsibilities.
 - Forward all registration forms for club participation in district and International events.
 - Prior to each club meeting and board of officers meeting recommend to the president 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 to club credibility and viability. In addition, this information is helpful to incoming officers and committee chairs as they evaluate the success of past club activities and then develop goals for the future.

Secretary:

write report collect
publish create

The secretary is responsible for documenting:

- 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 club property.
- Create a filing system for 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:

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

Treasurer:

The treasurer works 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 membership invoice to the International office. Additionally, contact your district treasurer to determine whether copies of the dues invoice need to be sent elsewhere.
- 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 (US only) if necessary.
- Inform the Kiwanis club of the 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 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 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. Without the budgeted income, the club cannot spend as it had planned without incurring a deficit. 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.

CKI is a nonprofit 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 nonservice 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.



Treasurer:

treasurer

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. 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.
- Require two individuals to 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 fundraiser 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 upon receipt, you guarantee that the 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, 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:

1. Verify all amounts on the statement with amounts noted in the checkbook.
2. Place the amount of the bank statement balance in the appropriate space on the back of the statement.
3. Add any deposits not noted on the statement.
4. Deduct all outstanding checks not yet cashed.
5. 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 biweekly. The following information should be included:

1. Summary of the club's financial status-current assets, current liabilities, and outstanding debts.
2. Profile of the budgeted revenues and expenditures compared to the actual revenues and expenditures with a column showing the year-to-date balance.
3. Outstanding bills to be paid.
4. Financial concerns, if any.

Tax Status and Filing Form 990 with the Internal Revenue Service

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.

This information applies to US clubs only. Because CKI is nonprofit, clubs do not have to file any tax forms unless the club's gross receipts exceed US\$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 online at www.irs.treas.gov/prod/bus_info/eo/index.html. 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). 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 CKI Web site at <http://www.circlek.org/circlek/lit/ck15.pdf>.

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 CKI are used to provide many services: leadership training, service program materials, 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 CKI member must pay both International dues 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 bylaws. Members should be aware of the financial implications of membership prior to joining CKI. The money paid in dues allows CKI to provide the services described above.

Your club's faculty advisor will receive a mailing in September containing a confidential password and the access information that will allow you to update the club's membership roster online via the secure Web site, at www.circlek.org. Click on Membership Update Center. **After logging in, follow the instructions on each screen.** After all membership information is completed, generate an invoice. Mail check or money order (**DO NOT SEND CASH**) to the address shown, and include a copy of the invoice. Or, you can pay using credit card or Paypal following the instructions on the Web site. **DO NOT MAIL A COPY OF THE ROSTER with this payment.**

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 by purchasing member pins, paying for the administrative costs of club operations, financing events such as an induction ceremony and appreciation banquet, and sending 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 - (non-US clubs are suspended if not paid by February 1), they will be considered suspended. Suspended clubs lose the right to seat delegates at the district and International convention and their members are not eligible to serve in an elected or appointed office on the district or International level. In addition, members of clubs on suspended status are not eligible to receive scholarships administered by the Kiwanis International Foundation. Suspended clubs are not eligible for awards or recognition in any program administered by CKI.

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 International Office before the past due date. Dues can be sent in periodically as they are received. Additional forms may be ordered from CKI and are available online at 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 were outlined previously. Remember that through the aid of Kiwanis districts and the Kiwanis International Foundation, members actually receive 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.

CKI develops college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

The responsibilities of the secretary/treasurer are 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 guide.

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 inform your club members of club activities, deadlines, important dates, and board actions. 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:

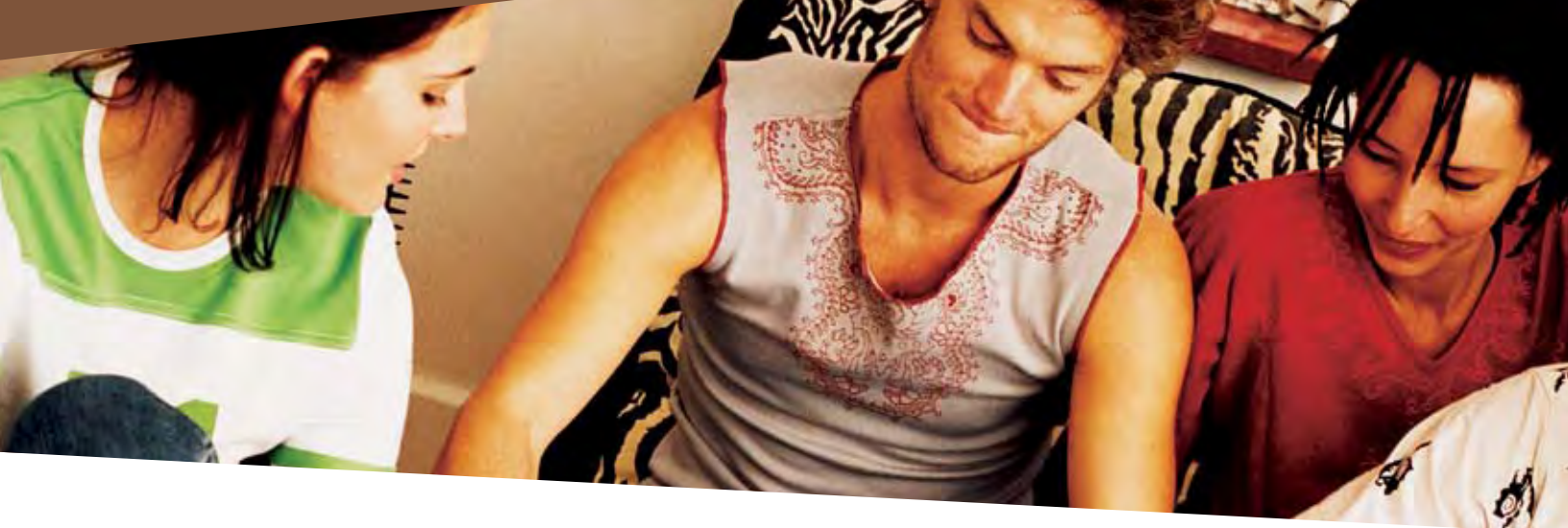
- Programs to be presented during meetings for upcoming month.
- Service projects, social activities, and Kiwanis-family activities for upcoming month.
- Deadlines for the submission of Committee Progress Report Forms.
- Deadlines for project sign-ups.
- Important dates (club, college or university, 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 CKI education spotlight, career development topics, and activities of other student organizations on campus.

When designing the newsletter, be creative, but keep it simple. Use the CKI graphic standards template to ensure consistent design. Developing newsletters can be very time consuming; the most important component of writing a newsletter is informing the members about club activities.

With the increase in technology and computer access, many clubs are moving toward electronic newsletters. The format and purpose of the bulletin remained unchanged, however the distribution of the newsletter is done via e-mail or posted onto the clubs Web site. This type of publication virtually eliminates the cost of creating club newsletters and many times members prefer the electronic version of the newsletters compared to hard copies.

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.

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 yearlong. Certainly, a committee should be yearlong 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 roles of the president and vice-president 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:

- Reviewing the purpose and responsibilities of the committee with the vice-president upon appointment.
- Asking for clarification and further direction, if needed.
- Detailing the committee's responsibilities.
- Providing each committee member with the detailed responsibilities.
- Orienting committee members to the purpose of the committee and its goals for the year.
- Planning project strategy for each task.
- Conducting at least two committee meetings monthly.
- Discussing progress, outline activities for the coming months, and delegate tasks.
- Reviewing the activities and achievements of past committees.
- Considering recommendations made for future programs.
- Assessing community needs when planning service projects.
- Completing monthly reports for vice-president.
- Evaluating committee progress periodically and in its entirety at the conclusion of the project.

Faculty Advisor:

The most critical role of 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 club officers.

Kiwanis Advisor:

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

- Report on the activities of the 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 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 club officers.
 - Annually review with the entire Kiwanis club membership the obligations of sponsorship of the club.
 - Organize and manage an active Kiwanis club committee on CKI.
 - Work with the Kiwanis club board of officers to include funds for club operations in the Kiwanis club budget.
 - Encourage club members to attend Kiwanis club meetings and, if possible, arrange for their meal costs to be covered.
 - Arrange for the 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 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 club officers.
 - Try to attend each weekly meeting of the club and biweekly meeting of the board of officers.
- To assist the 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 US club pays all district and International dues by December 1 and submits the appropriate dues and membership forms.
 - Ensure the non-US clubs pay International dues by February 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 Club Bylaws and have been approved by CKI, 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 club board of officers to develop an effective annual budget.
 - Monitor the expenses of the club to ensure expenditures remain within the parameters of the budget.
 - Make certain the club develops and implements a plan for membership recruitment activities for the year.

Recruitment and Retention:

The key to having a successful club is attracting dedicated members who are willing to serve to better the community. For this to happen, the club officers are instrumental in recruiting college students and keeping them as members after they have joined CKI.

Recruitment is a never-ending process because there is no such thing as a club with too many members. Also, a club has to be constantly looking toward the future to ensure it will have a solid foundation. Your club almost always will have turnover each year. The minimum goal is to replace those who leave so you will never have a decrease in membership. Remember, growing the membership will impact many other aspects of your club as well.

The best way to come up with recruitment ideas is for your board of officers or recruitment committee to brainstorm and develop plans based on what will appeal to students on the campus. The following are popular ideas for recruitment:

- Schedule a recruitment drive in the main building on your campus. Be sure to have members and officers on hand to talk to potential members. (Serving food is always an excellent way of getting potential members to the event.)
- Publicize recruitment efforts by putting ads in the school newspaper and on the campus television station.
- Ask members of similar clubs to join.
- Sponsor social events during the first few weeks of the semester.
- Ask professors to make announcements in class.
- Send out e-mails to your friends and classmates telling them you want them to join CKI with you.
- Ask other organizations on campus to advertise CKI at their meetings.
- Make announcements before/after your classes (with permission of your professor).
- Send out a letter to new students on campus, especially during the first weeks of school when they are deciding what they want to be involved in.
- Set up tables with information about CKI at all of the academic buildings or dining services. (Be sure to obtain permission from the proper administration.)

For more information and materials on recruitment, go to circlek.org and select "Literature."

With so much emphasis put on member recruitment, it is easy to overlook member retention, which is just as vital to the success of your club. Once you have recruited members it is essential to keep them enthused and active. This can be accomplished in many different ways, from recognizing outstanding members, having socials for the current members, and giving members special roles in the club.

the key to having a successful club
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CKI
Circle K International

Goal Setting

service leadership fellowship

An aspect of the club and member that helps keep everyone focused on the mission of CKI is goal setting. Goals give the members, officers, and club something to strive for. While performing service is fulfilling in itself, the goals that are set for a club can give members the extra incentive needed for taking part in the service projects and helping the community. At the same time, goals keep the board focused on the tasks. Throughout your term in office, the bigger picture of serving the children of the world can lose its clarity. The goals that you set at the beginning of your term can often help you concentrate on those smaller tasks that will transform into accomplishing the original mission.

The following is an excellent guide to help you and the entire board with goal setting. The acronym **SMART** describes how to establish goals that are achievable.

Specific-A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the five detailed questions: who, what, where, when, why.

Measurable-Establish concrete criteria for measuring progress (including target and completion dates) toward the attainment of each goal you set. When you measure your progress, and, reach your target dates, you stay on track for success.

Attainable-When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them.

Realistic-To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both ambitious and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force.

Truthful-Do you really want to accomplish this goal? Is it in alignment with the mission and vision of your club? Is it yours or someone else's? If you don't own it, you won't do it.

After the goals are set and in place, it becomes important to constantly assess the progress and status of your personal goals as well as the clubs goals. After assessing your goals, if you have not yet met your goals, you need to decide what it will take to achieve the original goals or re-evaluate the goals to determine how to make the goals attainable, while still remaining substantial.

goals are something
to strive for

Club to Club: The Kiwanis-Circle K Relationship



Kiwanis International is the parent organization of CKI at the college, Key Club at the high school, Builders Club at the junior high or middle school, and K-Kids at the elementary school levels. For a CKI club to exist, a Kiwanis club must sponsor it. The objects of both CKI and Kiwanis are parallel and they share the same motto, “We Build.” When a Kiwanis club agrees to sponsor a CKI club, it agrees to make a financial and programming commitment.

There are certain responsibilities that lie with both the Circle K club and the Kiwanis club to make the Kiwanis–Circle K relationship succeed. Here are the basics that each club needs to fulfill:

1. Maintain a committee of Kiwanis members to advise and counsel the club. The chair of this committee will serve as Kiwanis advisor to the club and will be responsible to the Kiwanis club for all Circle K activities.
2. Have at least one member of the sponsoring Kiwanis club attend each weekly club meeting and encourage CKI members to attend each weekly meeting of the sponsoring Kiwanis club.
3. In cooperation with the Circle K district board of officers and district administrator, ensure that all newly elected club officers are trained and educated and that an appropriate level of club activity is maintained.
4. Provide for the financial stability of the club by assisting with the implementation of sound fiscal policies, the preparation of responsible budgets, the maintenance of accurate records, and the planning and operation of needed fundraising activities (unless such activities are prohibited by the school).
5. Develop timely administrative functioning by completing and delivering district and International forms, reports, dues, and sponsorship fees on or before the required date.
6. Maintain an active membership in the club at charter strength or above.
7. Make certain that effective educational programs are presented to the Circle K and Kiwanis membership on a regular basis.
8. Encourage attendance by members and Kiwanians at all district and International events.
9. Recognize that sponsorship is a continuous endeavor.
10. Training the club officers is a number one priority. CKI makes available Club Leadership Education materials that Kiwanis clubs should use to train the club officers.

kiwanis international

Your sponsoring Kiwanis club is your club’s continuity from one year to another. College students turn over at a rapid pace; Kiwanians turn over less frequently from year to year. Your Kiwanis club will share its expertise and a historical perspective with new officers and members. For this relationship to work, it is important for both clubs to know what the expectations are. On the International Web site, go to <http://www.circlek.org/circlek/lit/sponresource.pdf> for the Kiwanis Sponsorship Resource Guide.

The Kiwanis Family

CKI, Key Club International, Builders Club, K-Kids, and Aktion Club are service leadership programs of Kiwanis International. All branches of the Kiwanis family work to accomplish the same goals and objectives. As the six organizations coordinate their service endeavors in the community, the impact they make together is tremendous. Your club should seek out opportunities to work with all branches of the Kiwanis family through inter-clubs and joint projects.

Teen programs:

KEY CLUB

- **Key Club** International is a high school-based organization with more than 245,000 members dedicated to helping others, serving their schools, and making their communities better. There are nearly 5,000 high schools around the globe with service-minded members of Key Club.



- The first chartered **Builders Club** was sponsored in 1975 by the Kiwanis Club of Ashland, Kentucky, at the Coles Junior High School (now known as Verity Middle School). The original concept of Builders Club (known as “Young Builders” in the 1930s) was to provide a guidance program to combat disruptive behavior at the junior high and middle school level. From this evolved the idea of a service organization to develop leadership skills in junior high/middle school students interested in making a personal contribution to their home, school, and community.



- **Key Leader** is a weekend experiential leadership program for today’s youth leaders. It focuses on service leadership as the first, most meaningful leadership development experience. By participating in a hands-on, weekend event, Key Leaders learn that leadership comes from helping others succeed. The program is designed to identify and empower emerging student leaders and move them beyond where most other leadership programs end. Thousands of students on four continents have and will become Key Leaders.

Kiwanis Kids programs:



- **Terrific Kids** is a student recognition program that promotes character development and good citizenship. Terrific is an acronym meaning: Thoughtful Enthusiastic Respectful Responsible Inclusive Friendly Inquisitive Capable.



- **Bring Up Grades** is a program designed to provide recognition to students who raise grades into an acceptable range, and maintain or continue to raise grades from one grading period to the next.



- **K-Kids** is a “student-led” community service club for elementary-age students that teaches members the value of helping others through participation in community service projects and club activities.

Adult programs:



- An **Aktion Club** is a community-service group composed of adults who live with disabilities. A Kiwanis club, composed of leading business and professional people of the community, serves as the Aktion club’s sponsor. Aktion club service projects can address needs of the community and of the supporting agency. Kiwanis members focus on not only the social and emotional needs of the clients through Aktion Club, but they also help the agency purchase materials and equipment. Aktion Club members strive to return to their communities the benefits, help, and caring they have received, while at the same time developing important skills.

For more information on each of the Kiwanis Service Leadership programs, visit the Kiwanis-family links on the CKI Web site at www.circlek.org.

There are three levels of CKI: club, district, and International

The Club Level

The club is the first and most important level of CKI. Without the clubs, there would be no need for the district and International levels. The club level is where the mission of CKI is realized. Clubs are the heart of CKI'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

CKI 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 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 editor, 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, counseling, assisting, getting clubs involved in district and division projects, and evaluating club progress. The lieutenant governor is the club's primary liaison to the district. He/she can share ideas and recommend strategies for your club management questions.

The district offers a number of leadership development and social opportunities. The district also involves itself in a district-wide project, in which each club is encouraged to participate. The district will conduct divisional rallies for the clubs in each division; it will sponsor a leadership training conference in the fall and a district convention in the spring. 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, share input, vote on district bylaw amendments, and determine 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 seven representatives. 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 CKI, develops service initiative programs, and advises and educates the districts.

The International Board provides consultation to each district via the 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.

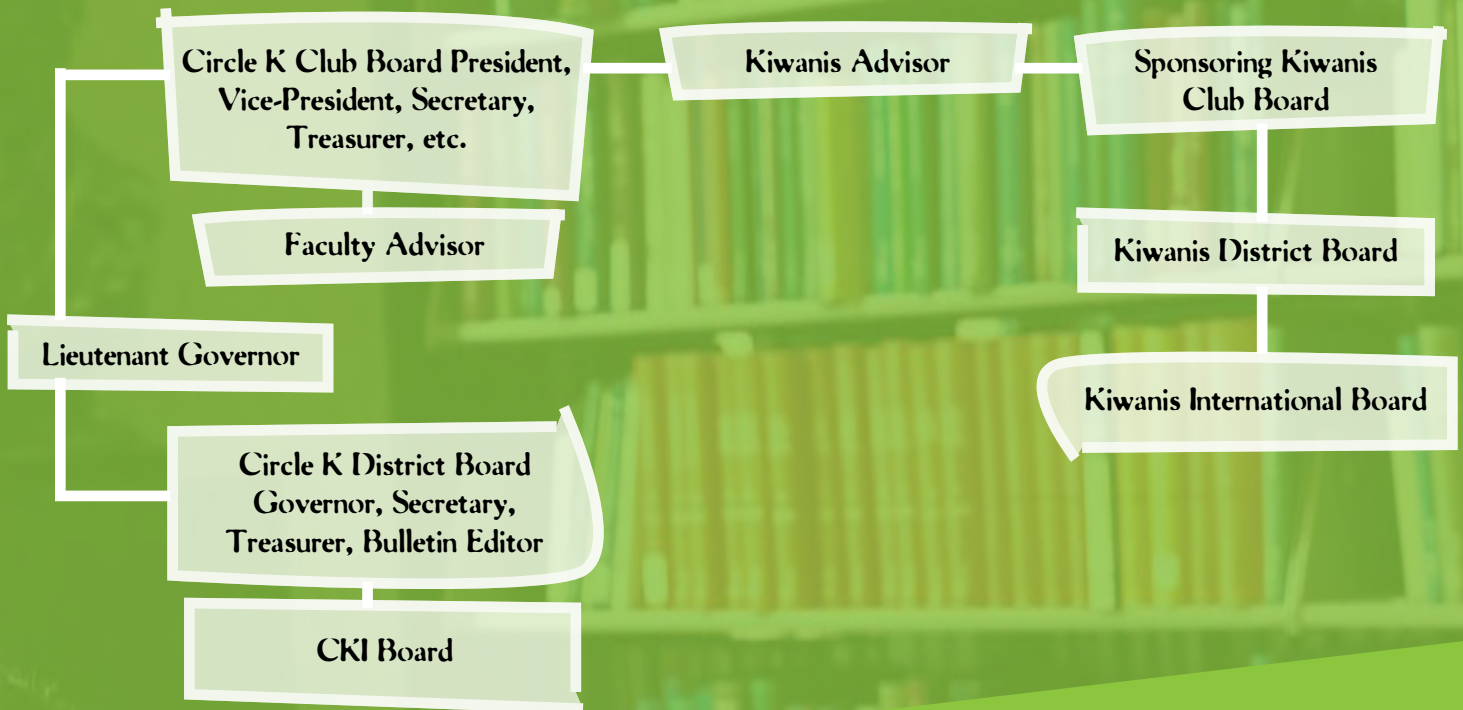
There is an annual International convention. At the International convention, as many members as can attend should represent each club. The club is allowed two voting delegates to elect new International leadership, share input, vote on amendments to the International Bylaws, and determine the future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

One thing that sets CKI apart from other collegiate organizations is that students lead the organization at all levels.

The Kiwanis International Office in Indianapolis also maintains a team of employees designated to work solely for Kiwanis service leadership programs. 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, just to name a few tasks.

Though the structure of CKI is complex, it is designed to ensure that 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 CKI must interact to realize the Objects and Vision of the organization.

Organizational Chart



Resources

CKI provides numerous resources both in hard copy form as well as many resources available online at www.circlek.org. Here are some of the many resources available to all paid CKI members:

- Bylaws and Policy Code (online)
- Standard Form for Club Bylaws (online and hard copy available)
- New Club Building Kit (online and hard copy available)
- Dues Letter and Password (online)
- Officers Guide (online and hard copy available)
- PR and Marketing Guide (online and hard copy available)
- Merchandise Catalog (online and hard copy available)
- Service Initiative Guide (online and hard copy available)
- Club Member Handbook (sent to all new members)
- Circle K (CK) Series Bulletins that address a wide variety of issues (online)
- CIRCLE K Magazine (sent to all paid members via the member's address; online and hard copy available)
- Scholarship Booklet (online)
- Award and Recognition Forms (online)
- Recruitment and Retention Tools (online and hard copy available)

Programs

To help members fulfill the mission of CKI, there are programs focusing on specific needs in the community and around the world. The following is a list of the programs provided by CKI:

- **Service Initiative:** In support of serving the children of the world, the CKI service initiative is Focusing on the Future: Children. This initiative encourages members to address the issues facing children ages six to 13 and to find solutions through service for addressing these issues.
- **Key to College Program:** The Key to College Program is designed for clubs to assist high school students, especially Key Club members, in selecting a college and making the transition from high school to college.
- **Kiwanis Career Contacts Program:** The Kiwanis Career Contacts Program was created to give CKI members an opportunity to interact one-on-one with a Kiwanian in his or her field of professional interest.
- **The Society of Distinguished Collegians:** This program recognizes those members who strive for excellence in academics, service to campus and community, and commitment to the local club.
- **CKI Service Recognition Award:** This program recognizes those members from each district who have had a significant impact in the area of service to their campuses and communities.
- **CKI Scholarships:** CKI offers a number of scholarships designed to recognize and financially assist CKI members who have demonstrated excellence in academics, leadership, and service to others.
- **Circle of Service Award:** This program was created to annually recognize and honor that individual within Kiwanis International who has made the most outstanding contribution to all of CKI.
- **Faculty and Kiwanis Advisor Citation:** This 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 for at least five years.
- **CKI Humanitarian Award:** This annual program recognizes one individual, whose efforts on behalf of others has significantly contributed to the betterment of the world. Any outstanding individual who has had a positive impact on humanity is eligible to receive this award.
- **Community Service and Awareness Week Banner Patch Program:** This annual program recognizes clubs that sponsor a Service Initiative program during Community Service and Awareness Week.
- **Growth Enhances Membership Program:** This program recognizes clubs that achieve success in membership growth as compared to their previous year's.
- **CKI Leadershape Institute:** This program serves as an opportunity for members to become more dynamic leaders in their communities. CKI LeaderShape Institutes programs are led by professional facilitators and are conducted at retreat sites, camps, or conference centers.
- **Distinguished District Officers:** This program recognizes individual district officers who have excelled during their year as a district officer and are recognized at International convention.
- **CKI Contests:** These contests are events in which clubs or individuals enter to show their excellence in a particular category. The current CKI contests include: Outstanding Kiwanis-family Relations Award, Club Scrapbook Award, Single Service Award, Oratorical Award, Club Achievement Award, Club Newsletter Award, Club T-Shirt Award, Club Web site Award, and the Member Mile Contest.



a Kiwanis-family member
www.circlek.org

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