

# Orientation Program

**One way of ensuring your club recruits quality members, committed to the objects of the organization, is to establish a four-week orientation program.** Each potential member should participate in this orientation before being inducted into the club. An orientation program will introduce potential members to the organization and its offerings, various facets of club activity, and the expectations of membership. Before members are asked to make a commitment to the organization, they must have a complete appreciation and understanding of what their involvement means to them and to the club. It is possible that after completing the orientation program a potential member may decide not to join. This actually is a benefit of the orientation program. If a club does not meet a potential member's needs he or she will not be satisfied once he or she is inducted. It is better to bring in educated members who know that the club meets their personal needs. These members will be better able to commit to the club and its mission, thus becoming satisfied, active members.

The membership development and education chairperson should organize an orientation program each semester or quarter. After three weeks of recruiting members in the beginning of the semester or quarter, create an orientation group for the individuals interested in joining. An orientation group allows potential members to develop friendships with individuals who have the same level of knowledge about CKI and can share a

common experience, develop a cohesive group of new members who will be ready to become active contributors to the club's activities, promote new member satisfaction, and increase member retention.

The agenda for a four-week orientation program that your club should use to introduce potential members to CKI is outlined in the following pages. The program integrates service activities with social activities and educational programs. Each week the club should sponsor CKI 101 sessions. Agendas for each week's sessions are presented in the following pages. These sessions could be presented before or after the weekly club meeting. An alternative to weekly CKI 101 sessions is to concentrate the four educational sessions into a weekend retreat. Only new members, the Orientation Committee, the sponsoring Kiwanis club, and the Club President should participate. The focus of the retreat should be education and fellowship.

It is still recommended that the potential members participate in the other orientation activities over the course of four weeks. All potential members should participate in all components of the orientation program. If there are individuals who are unable to attend an event, your club should arrange an alternative activity for this individual. Potential members should spend about three hours per week participating in planned orientation programs.

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# CKI 101

## FOUR WEEK AGENDA

Each week, your club should plan the outlined programs for new member orientation.

### **An Educational Program**

All clubs should have minimum membership requirements.

You must learn what your club's requirements are and be prepared to present them to the potential members.

I. Overview of the Orientation Program

- A. Discuss the purpose of the orientation program.
- B. Discuss the schedule of orientation events.
- C. Discuss potential member's participation in these events.

II. Overview of the Year

- A. Highlight the club's plans for the year – projects, conferences, etc.

III. Benefits of Membership

- A. Discuss the benefits of membership as outlined earlier in this manual.

IV. Expectations of Membership

Discuss Purpose of Minimum Membership Requirements

- o To ensure that the individuals involved with the club are committed to the club's mission and willing to participate in activities to support that mission.
  - o To maximize the club's service potential. (Some areas for minimum membership requirements are outlined below. Your club may have some additional areas you should include.)
- A. Attendance requirements
  - B. Service hour requirements
  - C. Committee involvement
  - D. Inter-club participation
  - E. Attendance at educational seminars sponsored by the club
  - F. Minimum grade point average
  - G. Dues payment

### **A Service Project Program**

Conduct a service project immediately with the entire club to get the potential members experiencing the spirit of your club's service. The service project should be non-threatening and you should allow the potential members the choice of how they want to become involved with the service project. Be certain to orient all club members to the service project. Who will they be working with? What exactly will they be doing? What impact will they make?

### **A Social Program**

Your club should demonstrate its excitement and commitment to the individuals interested in becoming CKI members by sponsoring a social activity in their honor. Perhaps sponsor a pizza night, bowling night, sledding event, murder mystery event, casino night, or any other ideas your club has, to welcome these individuals to CKI. Invite your sponsoring Kiwanis club to participate. A social event is an energetic and casual introduction to CKI. It's a good opportunity for potential members and current members to become well-acquainted. Match a potential member to a sponsor. The current member should serve as a CKI mentor for the potential member by helping with the potential member's education, inviting the potential member to attend events with him or her, and following-up with the potential member to ensure he or she is enjoying involvement with CKI.

## Week 2

# CKI 101-THE CLUB'S OPERATION

discuss  
outline  
describe

### Educational Program

#### I. CKI's Relationship with Kiwanis

- A. Discuss the connection between CKI and your sponsoring Kiwanis club.
- B. Discuss the benefits of this relationship.

#### II. Structure of the Club

- A. Discuss the club officers and their duties.
- B. Outline the committee structure and each committee's responsibilities.
- C. Discuss the difference between board meetings and club meetings.
- D. Describe how club decisions are made and member's involvement with the decision making.

#### III. Discuss your faculty advisor's relationship to the club.

#### IV. Club history

- A. When organized
- B. Outstanding achievements
- C. Objects of CKI
- D. CKI motto

### Board Meeting Program

Participate in a board meeting during week two. Your potential members should attend the meeting of the board of officers. (If this doesn't happen during this week, revise the orientation schedule to have potential members attend a board meeting before being inducted.) Attending the board meeting will introduce the potential members to club governance. How does parliamentary procedure work; what types of decisions does the board make; and how does the club resolve issues facing it?

### Service Project Program

Plan another service project for the entire club.

## Week 3

# CKI 101-THE CKI INTERNATIONAL STRUCTURE

# educate

### Educational Program

Use the following agenda to present this educational program to your potential members.

#### I. Levels of CKI

- A. Discuss the difference between the club, district, and International levels of the organization.
- B. Discuss who manages the organization at these levels – students.
- C. Discuss the role of the lieutenant governor.
- D. Discuss opportunities at each level.
  - 1. Fall training conference
  - 2. District convention
  - 3. International Convention
  - 4. Divisional rallies
  - 5. Inter-clubs

#### II. Key Club International (Refer to the President’s Workbook for information on this topic.)

- A. Discuss Key Club.
- B. Highlight joint projects your CKI club sponsors with Key Club.

#### III. Builders Club

- A. Discuss Builders Club.
- B. Highlight joint projects your CKI club sponsors with a local Builders Club.

#### IV. CKI Service Initiative program

- A. Show the Service Initiative presentation available from CKI.
- B. Specify how the club is involved in the program.

### Participate in an Inter-club Program

Coordinate an inter-club with another CKI club. This inter-club may take place at the other club’s meeting, social activity, or service project. You may want to plan a joint service project with another CKI club. If you are unable to plan an inter-club with a CKI club, participate in an inter-club with your sponsoring Kiwanis club.

### Service Project Program

Participate in a joint service project either with another CKI club or your sponsoring Kiwanis club.

# service project



## Week 4 CKI 101-MEMBERSHIP COMMITMENT

### Educational Program

Use the following agenda to present this educational program to your potential members.

- I. Discuss new member involvement with the club
  - A. Ask potential members how they want to become involved with the club.
  - B. Are there certain committees on which they want to serve?
  - C. Are there areas of service in which they would like to see the club become involved?
  - D. What programs would they like to see the club present at a club meeting to promote their personal, leadership, and professional development?
- II. Reinforce the need for active participation.
- III. Collect dues from unpaid individuals.

\*\*\*Also see CKI's New Member Orientation Program\*\*\*

present  
this educational  
program