



Please include the following items when submitting your petition for reactivation:

- Petition for Reactivation /Agreement to sponsor
- Acceptance of leadership/ CKI Bylaws
- Member roster
- Fee payment = Club fee, district dues and reactivation fee

**Please send all pieces together. A charter cannot be processed until all items are received. Thank you.**

### PETITION FOR REACTIVATION: Circle K International

**Circle K International (CKI)** is a student-led service organization for college and university students. CKI was originally developed by and is modeled after, **Kiwanis International**, a global network of men and women serving the children of the world. **The stated purpose** of CKI is to exist to meet the personal needs of the individual university student through the qualities of leadership, the rewards of service, and the unique spirit of friendship.

**Name of club:** The club name must bear the name of the university or college.

**CIRCLE K OF:** *(Please print, allowing one letter, numeral or space to a box - recommended maximum of 30 characters)*

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Kiwanis District Name: \_\_\_\_\_ Kiwanis Division: \_\_\_\_\_ Key number: C

**This petition** is intended to be the unifying document by which the college/university organization and Kiwanis sponsor agree to meet the requirements of forming and operating an active CKI club. Proper completion and submission of this petition with club bylaws along with proper payment is the prerequisite for chartering by Kiwanis International.

#### Instructions for petitioning:

1. The Kiwanis sponsor of record must complete, in its entirety, page two of this petition. In the case of co-sponsorship, the second sponsor of record must complete and attach a separate copy of page two. The school administration must complete, in its entirety, page three of this petition. Only one CKI charter is allowed per university or college.
2. The member leaders, duly elected by the CKI members, must complete the Acceptance of Leadership form and the Standard Form for Circle K International Bylaws and return with reactivation paperwork.
3. The accompanying membership information form must be completed, listing all members by name, and providing accompanying membership information for each. Use additional sheets as necessary.  
**(Note: Kiwanis International maintains these names and information for organizational use only. At no time will Kiwanis International provide membership list to outside organizations.)**
4. A minimum of 15 members is required (in a two-year institution or in the case of a school with enrollment of 5,000 or fewer students, a minimum of 10 members is required).  
Notify the Circle K District Administrator of the club’s intent to reactivate. A current listing of administrators can be found at <http://www.circlek.org/Leadership/DistrictLeadership/DistrictAdmins.aspx>
5. **Mail completed petition for reactivation with club bylaws and check or money order to:  
Kiwanis International, ATTN: Service Leadership Programs Chartering, 3636 Woodview Trace, Indianapolis, Indiana 46268, USA.** Contact Kiwanis International with any questions at 1-800-KIWANIS, ext 411 or [slpcharter@kiwanis.org](mailto:slpcharter@kiwanis.org).

The following fees must be included in your petition to reactivate:

- International Club Fee**
    - US\$600 (four-year schools with student enrollment of 5,001 or more
    - US\$450 (four-year schools with student enrollment of 5,000 or fewer
    - US\$300 (two-year schools)
  - District Dues-** this is a per-member fee that is allocated to the CKI district. To determine your district dues, please visit <http://www.circlek.org/join/membership/dues.aspx>
  - Reactivation Fee**  
Submit a US\$100 reactivation fee
6. Notify the CKI District Administrator of the club’s intent to reactivate. A current listing of administrators can be found at <http://www.circlek.org/leadership/districtleadership/districtadmins.aspx>

**FOR OFFICE USE ONLY:** Key # \_\_\_\_\_ District \_\_\_\_\_ Membership \_\_\_\_\_

**AGREEMENT TO SPONSOR A CIRCLE K CLUB: KIWANIS CLUB**

Kiwanis Club of \_\_\_\_\_ Key Number \_\_\_\_\_

District Name \_\_\_\_\_ Kiwanis Division # \_\_\_\_\_

**This Kiwanis club hereby petitions that Circle K International issue a new club charter for a Circle K at the academic institution specified on page three of this petition. The Kiwanis club agrees to annually support the following Requirements of Sponsorship for the Circle K club:**

1. Appoint a Kiwanis advisor to the club and ensure he/she receives adequate orientation.
2. Ensure the advisor attends every meeting or event.
3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the CKI club.
4. Work with the college/university administration to secure a faculty advisor for the Circle K club.
5. Ensure that all Circle K members pay annual fees and dues, and that an active membership of at least 20 members is maintained.
6. Ensure club officers receive proper training following election.
7. Hold a planning session involving the leadership of the Kiwanis club and the Circle K club officers.
8. Host or participate in joint activities involving the membership of the CKI Club and the Kiwanis club.
9. Invite CKI Club members to attend sponsoring Kiwanis club meetings.
10. Ensure CKI club members attend conventions and conferences.

In addition, the Kiwanis club agrees to appoint an active committee of members to support the Circle K club and designate one member as the Kiwanis advisor to the Circle K (print below):

**Kiwanis clubs are required to have a clear background check, by any provider, for any member serving as Kiwanis advisor to any Circle K Club.**

Advisor \_\_\_\_\_ Member # (if a Kiwanian) \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

The ten items listed above should be read to the membership of the Kiwanis club at a regular meeting. The signatures affixed below indicate the acceptance of responsibilities of sponsorship by the Kiwanis sponsor of record, and further indicate the commitment of the Kiwanis sponsor to provide continuing support for the Circle K club, its members and the school. It also is understood that if the school shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In such an instance, the Kiwanis club shall forfeit any rights or claim to the Circle K charter or the academic institution.

**The charter certificate and club materials will be mailed to the Kiwanis club advisor at the address shown above.**

In the event the leadership of two Kiwanis clubs intends to co-sponsor the new Circle K club, a copy of this form must be completed and signed by each Kiwanis club. Both forms should be submitted at the time of chartering.

**Signatures of Kiwanis club officers:**

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Kiwanis Club President Kiwanis Club Secretary

Print name \_\_\_\_\_ Print name \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**AGREEMENT TO SPONSOR A CIRCLE K CLUB: ACADEMIC INSTITUTION**

School/Organization Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Web Site \_\_\_\_\_ Fax \_\_\_\_\_

(Mark one) \_\_\_\_\_ 2-year school \_\_\_\_\_ 4-year school Student enrollment \_\_\_\_\_

**Permanent Club Address:**

A permanent mailing address is required for each Circle K club. A permanent campus address is strongly recommended to ensure continuity from year to year. Regular mailings from Circle K International and the district are sent to this address.

Permanent Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

**This school hereby petitions that Circle K International issue a new club charter for a Circle K club to be sponsored by the Kiwanis sponsor of record shown herein. The school agrees to provide the following terms of sponsorship to support the Circle K club:**

1. Provide a faculty/campus advisor (**print below**), designated by the school administration, to advise and counsel the Circle K club, attend all meetings of the club, and ensure the club abides by the regulations of the school and all other local, state/provincial, and/or federal laws:

Faculty Advisor: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Ensure the Circle K club conducts service-related projects and activities within the school and community.
3. Confirm the Circle K club pays international club fees and district dues annually.
4. Encourage the Circle K club to send representatives to district and international conventions and conferences.

**Acting on the belief that a Circle K club would be in the best interest of the school and community, in that such an organization would channel student energies into meaningful and needed altruistic service, we hereby approve this petition, agree to support the efforts of this Circle K club and request the issuance of the Petition for Charter.** It also is understood that, at such time the school shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In the case that the Kiwanis sponsor shall no longer be able or willing to act as sponsor of record, Kiwanis International may choose to seek new Kiwanis sponsorship for the Circle K club.

**Signatures of college/university officials:**

Signature \_\_\_\_\_  
University/College Administrator

Signature \_\_\_\_\_  
Faculty/Campus Advisor

Print name \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## ACCEPTANCE OF LEADERSHIP: By the Circle K Officers

We, the elected officers of Circle K, agree to accept and uphold the following items as leaders of Circle K International.

### Motto:

*Live to serve, love to serve*

### 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".*

### 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; and

**To encourage** and promote the following ideals:

- To give primacy to the human and spiritual, rather than the material values of life.
- To encourage the daily living of the Golden Rule in all human relationships.
- To promote the adoption and application of higher standards in scholarship, sportsmanship, and social contacts.
- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
- To provide through Circle K clubs a practical means to form enduring friendships, to render unselfish service, and to build better communities.
- To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

**We also certify the club membership has adopted the Standard Form for Club Bylaws and that we will, to the best of our abilities, operate this club within the guidelines established within these bylaws. We agree to abide by school regulations and local, state/provincial, and federal laws. We commit ourselves to the creation of service and leadership opportunities within this school and community.**

### Signatures of Circle K officers:

<u>Officer</u>	<u>Print Name</u>	<u>Signature</u>
President	_____	_____
Vice- President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____

**Note: Club Bylaws is a separate PDF document.**

## MEMBERSHIP ROSTER

PLEASE PRINT / Provide all information requested / Attach additional sheets if necessary

<b>PRESIDENT</b> Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

<b>VICE-PRESIDENT</b> Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

<b>SECRETARY</b> Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

<b>TREASURER</b> Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

<b>EDITOR</b> Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
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