



CKI

Circle K International

Resource Guide

for Advisors to Circle K

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Introduction

THANK YOU! As an advisor to your Circle K club, you play a major role in ensuring the success of the club. The time and effort you commit to assist the members of the club contributes to their service and leadership experience.

This guide is designed to provide you with some basic information to help you fulfill your role as advisor. It not only includes basic information about the CKI organization, but also covers topics specific to your position. You should be familiar with the material in this guide to most effectively advise the officers and members of the club.

This guide is designed for use by both Kiwanis and faculty advisors. A Kiwanis advisor is a member of the

sponsoring Kiwanis club who chairs that club's committee on Circle K. The faculty advisor is a member of the school's faculty or administration and provides the club with a direct liaison to the school community. Though the role of each differs slightly, the advisors should work as a team and regularly communicate with each other. The specific responsibilities of each advisor will be covered in greater detail later in the manual.

Participating in an advisory or mentoring capacity with college and university students is a rewarding experience. It offers the opportunity to watch students grow into their roles as the leaders, professionals, government officials, and humanitarians of our world. However, there also are some special challenges that may be encountered when working with college and university students, and advisors must be aware of possible solutions to potential problems.

Throughout this guide, you will see the notation, "Additional References." These notations provide you with names of other literature items, general mailing materials, or individuals who can provide more information on that topic. CKI literature items are available online at www.circlek.org in the resource section.



CKI in Brief

The Motto Live to serve, love to serve

The Mission

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

The 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.

All sponsoring Kiwanis Clubs pledge to:

- < Collaborate with all members of the Kiwanis family to achieve our common objectives.
- < Continue student management of the organization on 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 statement is the guiding principle for Circle K sponsorship. CKI is a collegiate-level service organization. Circle K clubs on college and university campuses provide students opportunities to participate in organized volunteer activities, providing needed service to individuals, families, agencies, and communities. Results of joining together to perform service in a club include fellowship and the opportunity to develop leadership skills.

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

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

CKI is an association of clubs. The strength of those clubs is 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. Each club 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 complete, correspondence to write, and mail to read. Each club must have leadership to function, and each year, elections are held and students are placed in leadership positions within the club.

CKI members focus on making their campuses and communities better places in which to live and work. In the process, members benefit from their involvement in the organization. *Some of the benefits of membership include:*

- < Learning the importance of voluntarism and altruism in the 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.
- < Opportunities to receive scholarships for future educational costs.
- < Professional training in areas such as membership recruitment, leadership skills, public relations, and organization through attendance at conventions and conferences.

Additional Reference: CK#1: Circle K in Brief

CKI Structure

As previously mentioned, the club is the most important level of the CKI organization. Each club is expected to maintain a membership at charter strength (charter strength is 15 members for two-year institutions and institutions with enrollments of fewer than 1,000 students, as defined by the most current copy of Peterson's Guide to Colleges. For all other institutions, charter strength is 20.) This ensures the club will continue to exist year after year, because there are enough returning members each year to keep the club functional and work to recruit new members. There is no maximum membership limit for a club, and no maximum limit should be set by the club.

The club officers are the president, one or more vice-presidents, a secretary, and a treasurer (or secretary/treasurer). Clubs also may elect directors, or other representatives from the membership, provided this is approved by the district board. The Kiwanis and faculty advisors are ex-officio members of the club's board of officers and serve in a non-voting capacity. Club officers are elected prior to the district convention, and serve a one-year term from April 1 to March 31.

Clubs are organized into geographic areas called divisions. A division typically is comprised of three to seven clubs. Clubs within a division often gather together once or twice a year to conduct a training session, motivational meeting, or a service project. The chief officer of the division is the lieutenant governor. The lieutenant governor is elected by the clubs in the division and is a member of one of the clubs within the division. The lieutenant governor's job is to advise and support the clubs within the division by providing information, communicating with the club presidents, and organizing divisional events.

The lieutenant governor also serves as a member of the district board of officers. A district is a collection of divisions within a set geographic region. In the United States, a district may be one state or a combination of states. Outside the US, a district typically is one country or a collection of countries in the same geographic area. There are currently 30 CKI districts.

The district board of officers is comprised of a governor, several lieutenant governors, a secretary, a treasurer (or a secretary/treasurer), and often a bulletin editor. There are also individuals who serve in the capacities of district

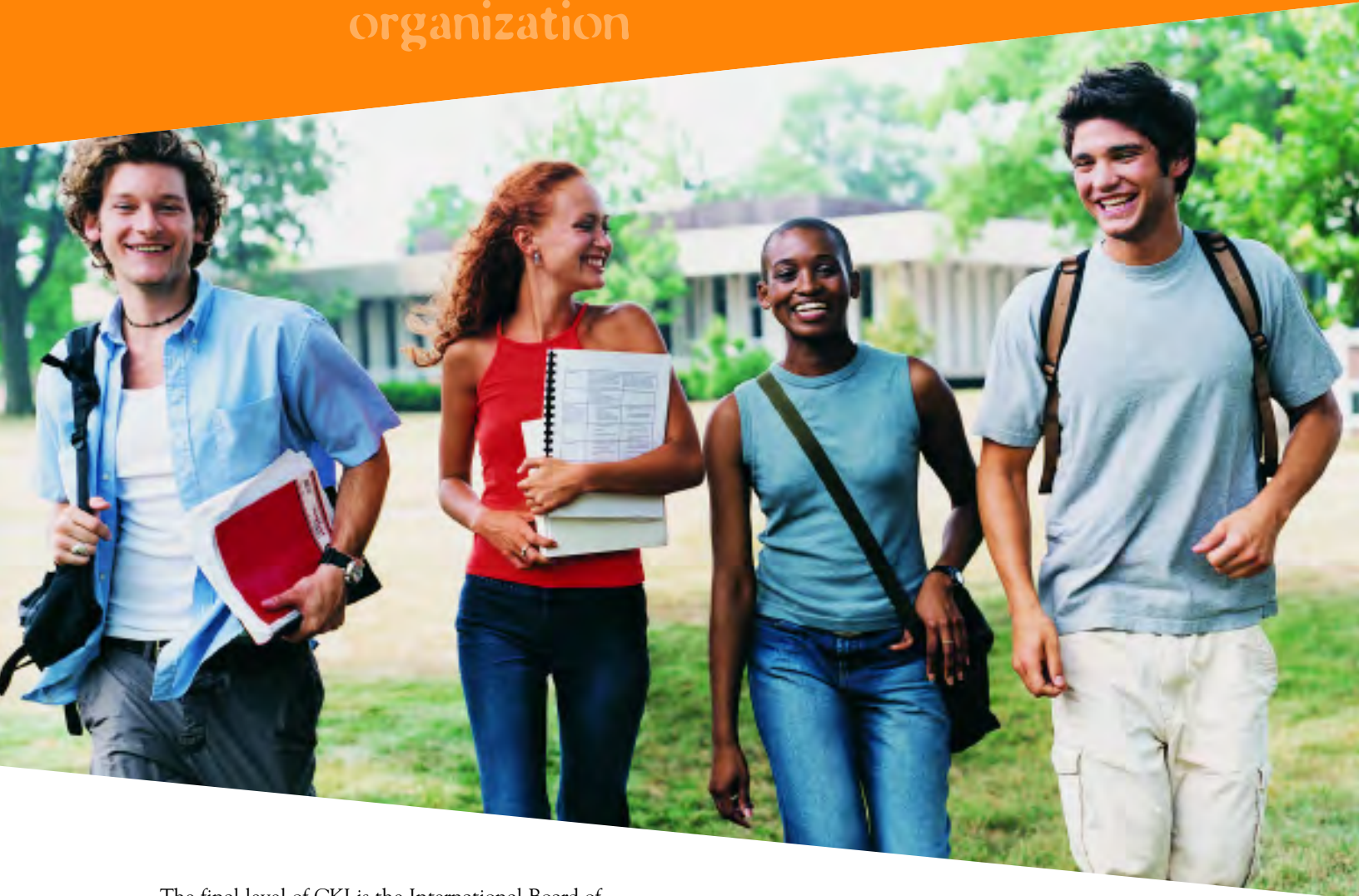
chairs for various committees. These chairs are appointed by the governor and do not have voting privileges as a part of the district board. The district officers are elected each year at the district convention, which occurs between the last two weekends of February and the last weekend of March. District officers serve a one-year term from April 1 to March 31.

District officers are elected by the clubs within the district, and each is a member of a club within the district. The purpose of the district is to provide support services to the clubs. Districts typically provide a district newsletter or bulletin to communicate information; organize district events, such as the annual district convention; and provide award and incentive programs for clubs and members.

One important individual at the district level is the district administrator. Similar to the Kiwanis advisor, this individual is the chair of the Kiwanis district's committee on Circle K. This individual is always a Kiwanian who volunteers his or her time to advise and counsel the district board. The administrator also serves as a liaison between the district board and the Kiwanis district board.



the club is the most important level of the CKI organization



The final level of CKI is the International Board of Representatives. The International Board consists of a President, a Vice-President, and a representative for each sub-region. These individuals are elected by all clubs within the sub-regions at the annual International convention. Board members serve from the last day of that convention until the final day of the next convention.

These students, members of clubs within the organization, take the lead in guiding the organization toward the future. They study the opportunities and challenges the organization is facing and set policy and design programs to assist the organization in fulfilling its mission.

Counseling and advising the CKI Board is the Director of CKI and staff. These individuals are paid employees of Kiwanis International and are responsible for all administrative functions carried out by the International organization. This includes developing support materials and programs, developing and maintaining the budget,

disseminating mailings, producing the International convention, developing and facilitating training conferences, processing International dues payments, and chartering new clubs.

The structure of CKI parallels that of Kiwanis International. At each level of the organization—club, district, and International—there is a corresponding Kiwanis entity that has responsibility for overseeing the activities of its CKI counterpart. As a sponsored program of Kiwanis International, Kiwanis members ultimately are responsible for the health and well-being of CKI.

Though the structure includes several levels, the emphasis must remain on the club. CKI is only as strong as the clubs that comprise it.

Additional References: Standard Form for Club Bylaws, Standard Form for District Bylaws, Circle K International Bylaws

The Calendar

Because CKI is composed of students, many activities of the organization follow the academic year calendar. Though this calendar will be very familiar to the faculty advisor, the Kiwanis advisor may begin thinking in terms of a Circle K year and a Kiwanis year. For example, Circle K club officers serve from April 1 to March 31, and Kiwanis club officers serve from October 1 to September 30.

Typically, clubs do not meet during summer months. This often leaves just eight months during the year for the club to be active and involved in campus and community service activities. This makes effective leadership and organization all the more important.

Following is a month-by-month breakdown of basic activities that will occur during the year. This listing is generic and should be tailored to each campus.

SEPTEMBER

Recruit Members

With new students entering college, this is an ideal time to recruit underclassmen into the club. Most underclassmen are searching for an opportunity to join a worthwhile organization to help them adjust to life on a college campus. *Additional Reference: Membership, Recruitment, and Orientation Series*

Set the Calendar

The club officers should establish a calendar of events for the entire year. This calendar should include club meetings, board meetings, service projects, campus activities, sponsoring Kiwanis club functions, and division, district, and International events. The calendar should be distributed to all club members.

Collect Dues

It is the responsibility of each CKI club to collect dues from each member. CKI dues are US\$25 per member and are payable to the CKI Office in Indianapolis, Indiana. Each district also has dues, which range from US\$4 to US\$12 per member. District dues for US clubs are payable

to the CKI Office. Clubs may establish club dues if desired. International and district dues become payable October 1 and are past due after November 30 for US clubs. International dues are past due after February 1 for non-US clubs. *Additional References: CKI Bylaws; District Administrator*

OCTOBER

District Leadership Training Conference

Each district organizes and hosts a leadership training conference during this time of year. The purpose of the conference is to train club officers, advisors, and members and motivate members to effectively carry out the planned service activities of their clubs. The conference typically occurs over a weekend. The registration and housing costs are minimal, because many conferences are staged at camps or on college campuses. *Additional Reference: District Administrator*

Key to College Month

The Key to College Program offers high school students the opportunity to learn from actual college students about selecting a college and college life. Clubs are encouraged to organize and present a Key to College Program during the month of October. *Additional Reference: CK#8: Key to College Program*

NOVEMBER

Kiwanis Family Month

It started with Key Club Week, CKI Week, and about 15 other Kiwanis-family awareness events. It continued with discussion of adding a Builders Club Week and other observances. It culminated in the merging of all these events into Kiwanis Family Month, a time to build awareness of Kiwanis and its sponsored organizations and programs. November marks Kiwanis Family Month. This allows a club plenty of time to continue the relationships it creates or reinforces during this month.

FEBRUARY

Club Officer Elections

Club officer elections should be conducted in February to allow sufficient time for training newly elected officers prior to taking office on April 1. *Additional References: Standard Form for Club Bylaws; Club Officers Guide*

FEBRUARY (continued)

CKI Community Service and Awareness Week

This week, always the first full week in February, is set aside to encourage all clubs to participate in activities that support the CKI Service Initiative, Focusing on the Future: Children. Recognition for participation in Community Service and Awareness Week is awarded to those clubs completing and forwarding the required form to the International Office. *Additional Reference: Service Initiative Kit*

CKI Service Day

This day, always the last Saturday of Community Service and Awareness Week, is set aside to encourage all CKI clubs to participate in a service project that supports the CKI Service Initiative. *Additional Reference: Service Initiative Kit*

MARCH

District Convention

Each club in good standing is entitled to seat two voting delegates at their district convention's House of Delegates. Each club is encouraged to send as many members as possible to the district convention. This convention will include officer, advisor, and member training; election of new district officers; announcement of award recipients; motivational speakers and sessions; and discussion of district business such as proposed amendments to the district bylaws. *Additional References: District Administrator; Standard Form for District Bylaws*

Club Officer Training

Each sponsoring Kiwanis club is responsible for conducting a training day for newly elected club officers. The Kiwanis and faculty advisors should be included in this training. Each sponsoring Kiwanis club can request a complete training kit from the International Office to assist in preparing and facilitating this conference. This session is also used as a time for the new officers to set goals for the upcoming year. *Additional Reference: CKI Club Leadership Education Guide*

APRIL

Club Officers Take Office

Effective April 1, the newly elected and trained club officers officially assume their duties. *Additional Reference: Standard Form for Club Bylaws*

MAY

Delegates to International Convention

Each club in good standing is entitled to send two voting delegates to the CKI Convention. These delegates must be elected by the members of the club, and their names must be submitted to the CKI Office. *Additional References: CKI Bylaws; Delegate Certification Form*

Club Award Submissions

All clubs in good standing are eligible to compete in several contests at the International convention. Club award forms must be completed and either mailed to the CKI Office 45 days prior to the start of Convention or brought to the International convention. *Additional Reference: Club Award Forms*

International Leadership Training Conference

CKI members are given the opportunity to participate in an International Leadership Training Conference. The conference provides emerging leaders with an opportunity to experience leadership firsthand. The conference consists of team-building, communication, and leadership exercises, which provide the students with actual experience. *Additional References: District Administrator, Service Leadership Programs Director of Leadership Education and Development*

Though there usually is little club activity during the months of June and July, it is a good idea to plan a summer reunion or social to keep members thinking about the club and focused on goals for the new academic year.

AUGUST

CKI Convention

The new International officers are elected and installed, outgoing International officers are retired, proposed amendments to the CKI Bylaws are debated and voted on in the House of Delegates, educational workshops are conducted, and motivational sessions are staged. There's lots of fun, lots of dancing, a service fair, and a service project. *Additional References: Convention Registration Form at circlek.org*

Advisor Duties and Responsibilities

The dictionary defines an advisor as one who provides counsel, makes recommendations regarding a decision or course of conduct, provides information or notice, and cautions the advisees to give careful consideration and deliberation to issues at hand.

In a theoretical sense, this very accurately describes the roles of the Kiwanis and faculty advisors to a club. In a practical sense, issues are not always this clear. In this section, the basic responsibilities of each advisor are outlined. Later in the manual, other issues will be discussed to help you deal with situations that may place you in unpredictable positions.

Faculty Advisor Duties and Responsibilities

To effectively counsel club members, the faculty advisor should attend each weekly meeting of the club and every other meeting of the board of officers. The faculty advisor should attend as many service projects and other club events as his/her schedule allows. To remain up-to-date on CKI operations and training, the faculty advisor should attend these district and International events:

- < District Leadership Training Conference (October – November timeframe)
- < District Convention (February – March time-frame)
- < CKI Convention (August)

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

- < 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 maintain the minimum requirement for graduation, and advise and counsel members who are in academic difficulty.

To assist the club in fulfilling its financial and administrative responsibilities, the faculty advisor should:

- < Monitor the submission of monthly reports to the district secretary.
- < Ensure that US clubs pay all district and International dues by November 30 and submit the appropriate dues and membership forms.
- < Ensure that all non-US clubs pay International dues by February 1 and submit the appropriate dues and membership forms.

- < Review the club's current bylaws to make certain they conform to the Standard Form for Circle K Club Bylaws and have been approved by CKI, including 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 and retention activities for the year.

To provide communication between the club and the sponsoring Kiwanis club, the faculty advisor should:

- < Meet at least monthly with the Kiwanis advisor.
- < Attend the Kiwanis club's meetings as often as possible.
- < Work with the Kiwanis advisor to plan and facilitate the annual training session for incoming club officers.

Kiwanis Advisor Duties and Responsibilities

To effectively counsel the club members, the Kiwanis advisor should try to attend each weekly meeting of the club and every other meeting of the board of officers. The Kiwanis advisor should attend as many service projects and other club events as his or her schedule allows. To remain up-to-date on CKI operations and training, the Kiwanis advisor should attend the following district and International events:

- < District Leadership Training Conference (October – November timeframe)
- < District Convention (February – Early March timeframe)
- < CKI Convention (August)

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

- < Report on the activities of the club at each Kiwanis club board of officers meeting and at least monthly to the entire Kiwanis club.
- < Notify the Kiwanis club board of officers when projects and activities are planned in which the 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 about the 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 ongoing training to the club officers.

To assist the club in fulfilling its financial and administrative responsibilities, the Kiwanis advisor should:

- < Try to attend each weekly meeting of the club and other meetings of the board of officers.
- < Try to attend as many service projects and other club events as his/her schedule allows.
- < Monitor the submission of monthly reports to the district secretary.
- < Ensure that US clubs pay all district and International dues by November 30 and submit the appropriate dues and membership forms.

- < Ensure that all non-US clubs pay International dues by February 1 and submit the appropriate dues and membership forms.
- < Review the clubs current bylaws to make certain they conform to the Standard Form for Circle K Club Bylaws and have been approved by CKI, including any language required by the college or university, and are on file in the student activities office.
- < Work with the faculty 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 and retention activities for the year.
- < Encourage the club to maintain current and accurate member addresses on file with Kiwanis International to ensure delivery of CIRCLE K magazine, the CIRCLE K e-zine, and other member benefits.

Additional References: District Administrator, Kiwanis Sponsorship Resource Guide

Contract of Expectations

After reviewing the duties and responsibilities of your advisor position, you may feel overwhelmed. As a business professional, professor, or campus official, you have little extra time to spend on outside projects. It is not expected that you will be able to accomplish every responsibility every time.

You may find that members of the club do not always understand the time constraints their advisors may have. Often, the students become so involved in the club, they do not understand why the advisors cannot find time to meet the same demands. This can cause conflicts between the students and the advisors.

The best way to avoid such a conflict is to establish a mutually agreeable level of expectation prior to the start of the academic year. Take the time to discuss the Contract of Expectations with the officers of the club. Work with them to establish the parameters within which you can effectively carry out your duties as advisor and within which the needs of the club members and officers can be met.

Determine how often you will be able to attend club and board of officer meetings.

If you cannot be in attendance, are you able to send a replacement, such as another member of the Kiwanis club or faculty?

If you or a replacement cannot attend a meeting, how much notice can you give the club president?

How much notice will you require to be able to attend a project, event, or special meeting of the club?

When can the club members phone you?

How late is too late to phone you at home?

Is it appropriate for you to accept their phone calls during work hours, or do you prefer to be called at home?

If you are not available at the time of the phone call, within what timeframe can the students expect to hear back from you?

If you are the faculty advisor, how often will you attend meetings of the sponsoring Kiwanis club?

How often will you meet with the Kiwanis/faculty advisor?

If you have a concern about an activity, action, or behavior of a club member, you will do the following to resolve it (describe how you will approach the situation, who you will approach, and when you will attempt to resolve the conflict):

A copy of the Contract of Expectations should be given to each member of the club's board of officers, the Kiwanis advisor, and the faculty advisor. This is an excellent resource to when questions arise regarding the method by which you, as advisor, are fulfilling your responsibilities. This also helps keep the position in perspective. Though being an advisor to a club is important and a responsibility to be taken seriously, it cannot consume every moment of time available to you.

Additional Reference: District Administrator

Advisor Code of Ethics



Generally, the first goal of an advisor is to establish a congenial, effective working relationship with student members of the club. Certainly, the day-to-day operations of the club and the overall success of the club will be enhanced by the development of a quality advisor-student relationship. Recently, however, questions have been raised as to the parameters that should be set for such relationships.

The advisor-student relationship should be a professional one. The advisor is in the position of an unofficial supervisor. Though the students are responsible for

planning and implementing club projects and carrying out the administrative responsibilities of the club, the advisors monitor these activities and notify the club officers when corrections may be necessary.

College students are adults, but in many cases they are young adults. Club advisors represent authority, knowledge, and experience to the students. Often, an advisor is viewed as the individual to whom the club members are accountable for their decisions and actions. It is imperative that these perceptions and the trust of the students are not used in inappropriate ways.

Many colleges and universities have established policies regarding the relationship between faculty, administration officials, and the students. These policies are in place to protect both the students and professionals from the risks associated with developing a relationship that is other than professional.

Though CKI does not have an official policy governing the behavior of advisors, it is in the best interest of students and advisors to establish guidelines for this advisor-student relationship. The following information is based upon A Statement of Ethical Principles and Standards of the American College Personnel Association and is adapted for use by Circle K advisors.

CKI Advisors Should:

- < Establish a professional relationship with the student members.
- < Represent fairly to the sponsoring Kiwanis club and/or school administration, the activities and views of the club members.
- < Inform students as to the nature and extent of confidentiality. If, as an advisor, you are taken into a student's confidence and you believe the student needs additional assistance and/or guidance, will you break the confidence, and if so, to whom?
- < Ask assistance of other advisors or professionals as necessary.
- < Define job responsibilities, decision-making procedures, and expectations with the student members at the beginning of each year.
- < Treat students as individuals who possess dignity, worth, and the ability to be self-directed.
- < Confront students regarding issues, attitudes, and behaviors that have ethical implications.

CKI Advisors Should Not:

- < Establish a sexual or otherwise intimate relationship with any student member.
- < Place any student member in a position in which the student may feel uncomfortable or have difficulty extricating himself or herself.
- < Engage in behavior with members that is prohibited to the members, such as the consumption of alcoholic beverages.
- < Direct the behavior of the students or make demands upon the students, except in situations where the existence of the club or the well-being of its members are in jeopardy.
- < Harass in any way, shape, or form any student member.
- < Encourage student members to engage in behavior or make decisions that are in conflict with the governing principles and documents of CKI or the college or university.
- < Encourage or allow students to engage in any behavior that is illegal.
- < Use the club or its members for the advancement of business practices.

Ethical Principles

Not all situations are covered by these guidelines. There will be situations in which an advisor must either make a difficult decision or counsel club members in making a difficult decision. Though it is impossible to predict every situation, adhering to the following ethical principles will assist in making the appropriate decision.

Act to benefit others. Unselfish service is the basis of the CKI organization. Students and advisors should ensure that decisions and activities are consistent with this principle.

Promote justice. Decisions made should be impartial and as fair to all parties as possible, given the circumstances. This may mean ensuring fairness not only for the parties involved but also for all members of the club who may be affected by the decision.

Respect autonomy. Student members' autonomy and freedom of choice and action should not be restricted.

Be faithful. Individuals trust and respect of one another is critical to the success of the club. Actions should reflect that trust and respect.

Do no harm. Activities and behavior that are potentially physically or psychologically damaging to any individual are not acceptable.

The advisor-student relationship can add a new and exciting dimension to a student's collegiate experience. Following these guidelines and ethical principals will ensure the experience is a positive one for all students.

Kiwanis Guidelines for Adults

Youth deserve the best Kiwanis has to offer. This includes the relationship and interaction between youth impacted by Service Leadership Programs and those adults who so generously give of themselves to assure the success of Kiwanis leadership development.

All adults working with Kiwanis programs for youth under the age of 18 are expected to read, understand, and agree to abide by these guidelines.

Chaperone: A chaperone shall be defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis, over the age of twenty-one (21), approved by the school, and registered with and accompanying the youth at a specific event.

Alcoholic beverages: While attending any project, meeting, social event, or other gathering that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages during any portion of the event.

Use of tobacco: While attending any project, meeting, social event, or other gathering that is produced primarily by or for the benefit of youth, adults are expected to refrain from the use of tobacco products in the presence of youth.

Overnight stays: While attending an event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and should include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room with a child of the parent, no adult should share a hotel or dormitory sleeping room with a youth. In the event that sleeping quarters consist of multiple beds, such

as a bunkhouse or camp cabin, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

Transportation: Adults transporting youth in a motor vehicle should do so with a second adult in the vehicle, or, in hardship cases, the “rule of threes,” being at least three people in the car at all times, is recommended.

Medications: The possession of prescription and nonprescription medications by youth at an event should be permitted only by permission of the parent/guardian.

Background checks: Background checks for adults working with youth may be required and should conform to applicable local and state/provincial laws and requirements. In the absence of local or state/provincial regulations, Kiwanis clubs are expected to undertake confidential background checks for all adults who will be working directly with youth outside of the school or who may not have undergone a background check.

Conflicts with other rules: Whenever these guidelines may conflict with local school policies or rules, or local, state/provincial, or national laws or regulations, the highest applicable standards for conduct are expected to prevail.

Personal information: All documents bearing personal information, including registration forms, medical information forms, permission to treat forms, etc., should be treated as being confidential. Processes that protect this information should be created, including minimizing the number of people who have access to any such documents. The documents should be maintained a minimum of three years or as required by applicable state/provincial laws and regulations if longer. After the maintenance period has expired, the documents should be destroyed in a way that maintains confidentiality, such as shredding. It is also expected that the disposal and destruction of all confidential information will conform to applicable state/provincial laws and regulations.

Education: Every Kiwanis club is expected to inform and educate its members on these guidelines and best practices annually.

Financial Obligations and Budgeting

As a member of the International organization, each club has certain financial obligations. The status of the club is determined by the payment of these obligations. Clubs that do not meet their financial obligations are not-in-good-standing with the organization, and services and privileges of membership are restricted.

CKI dues are US\$25 per member and are payable to the CKI Office in Indianapolis, Indiana. Each district also has dues, which range from US\$4 to US\$12 per member. District dues for US clubs are payable to the CKI Office. Clubs may establish club dues if desired. International and district dues become payable October 1 and are past due after November 30 for US clubs. International dues are past due after February 1 for non-US clubs.

Club dues collected from members may be used to cover the administrative costs of operating the CKI club. These costs include such items as photocopying, purchasing awards, printing fliers and posters, buying advertising in the campus newspaper, sending delegates to district or

International conventions and conferences, and purchasing member pins and additional literature items.

Because students usually are unable to make significant contributions in the form of dues to the administrative operations of the club, this is an area in which the sponsoring Kiwanis club may be able to assist.

This financial assistance can come from the Kiwanis club's service account, because the sponsorship of a club and much support given to that club is considered a service project. Kiwanis clubs can conduct specific fund-raisers for the purpose of supporting Circle K activities.

The Kiwanis club may have the financial means to budget some funds to be used by the club for items such as travel, lodging, and registration expenses for sending delegates to conventions. It is important to remember that these funds are controlled by the Kiwanis club, and all payments made should be through the Kiwanis advisor.

Additional References: CKI International Bylaws; CK#10: Kiwanis International Board Procedures re: Circle K Clubs



Fundraising and the Internal Revenue Service

Clubs may engage in fundraising activities to earn money to cover administrative expenses. However, there are limitations to this fundraising. It is important to differentiate between fundraising for administrative needs and fundraising for community-service needs. Fundraising for administrative needs is limited to project and activities that solicit money from other members of the Kiwanis family, such as members of the sponsoring Kiwanis club, members of other Kiwanis clubs, or members of Key Clubs.

Fundraising activities may involve members of the campus community and the city or town in which the campus is located. However, all funds raised from such activities, however, must be used for community-service purposes. For example, such funds may be used to provide a donation to a hospital, to purchase books for a Reading Is Fundamental program, or to send a child to summer camp. It is important to note that these funds cannot be used for administrative purposes, as described above.

These guidelines are for club fundraising projects. However, if the sponsoring Kiwanis club wishes to support the club's administrative needs or conference attendance, it may do so with fundraisers among the public, because sponsorship of the club is a legitimate service project for the Kiwanis club.

There are two reasons for this separation of fundraising activities. It is critical that the club establishes and maintains a quality reputation with the campus and the community. This separation of funds ensures that monies are not used inappropriately and that even the hint of financial impropriety is nonexistent.

The second reason relates to Internal Revenue Service requirements, which pertain only to clubs in the United States. CKI clubs are exempt from paying federal income tax as a subsidiary unit of CKI, which is a 501(c)(4) organization. This nonprofit designation requires that no monies raised from the community be used to benefit the members of the club. Obviously, using monies raised during a car wash to pay International dues or send members to district convention would violate this requirement.

There is some additional information regarding the tax status of CKI clubs that is worth noting. The 501(c)(4), nonprofit designation exempts CKI clubs from paying federal income tax and, in most states, state income tax as well. Donations or contributions to a club are not tax-deductible for the donor. Only donations to 501(c)(3) or charitable organizations are tax-deductible for the donor. This is an important distinction that should be fully explained in the event an individual or company wishes to contribute to the activities of a club.

Though CKI maintains a blanket exemption for all clubs, it is necessary that each club obtain an individual Employer Identification Number. The process of applying for this number and the assigned number identify clubs as members of the International organization. The requirement that each club obtain an Employer Identification Number exists, regardless of the club's banking arrangements. Even if the club uses banking arrangements provided by the college or university, this requirement remains unchanged.

Clubs may be required to complete a federal income tax return. The Internal Revenue Service periodically audits non-profit organizations by sending tax return forms to subsidiary groups. If the club receives such a form, it must be completed and returned. However, if the club has gross receipts for the year less than US\$25,000, completing the form requires only providing name and address information. If a club has gross receipts in excess of US\$25,000, a tax return form must be completed in its entirety. In this case, a qualified accountant should be consulted.

Additional Reference: CK#15: CKI Club Tax Information Application for Employer Identification Number Information Packet

There are several documents that govern the operation of CKI at the International, district, and club levels. Though it would be impossible to cover each of these documents in detail, the following is a brief description of each and some policies of special interest.

CKI Bylaws

This document outlines the purpose and Objects of CKI. Also included are sections governing the structure of the organization, membership in the organization, International Board structure, conventions, revenue club administration; membership in clubs; club structure; district structure and the duties of district officers; duties of International officers; International Board administration; structure, timing, purpose, and procedure for International conventions; and nomination and election of International officers. This document is a resource for the International Board, districts, and clubs. It is amendable annually at the International convention by a vote of two-thirds of the voting delegates.

CKI Policy Code

This document is published with the CKI Bylaws. Topics covered include: administration of the International Board and various International programs; formation of districts and district operating procedure; administration of clubs and sponsoring Kiwanis club responsibilities; club statuses; campaign and election rules governing International officer candidates; conduct of members; and rules and criteria for International contests, awards, and recognition programs. This document is a resource for the International Board, districts, and clubs and is amendable by a vote of two-thirds of the CKI Board of Trustees.

CKI Communication Plan

Used as a guide for the CKI Board, topics covered include: shared goals, agenda items, general announcements, board

vacancies and appointments, document interpretations, district infractions and ad hoc committees.

Standard Form for Circle K District Bylaws

Each district is governed by the Standard Form for Circle K District Bylaws and any approved amendments made by the member clubs of the district. This document covers such topics as: the boundaries of the district; nomination and election of district officers; operation of the district board; duties of the district board and officers; procedures for the district convention; and district revenue. This document is a resource for districts and clubs and is amendable by a two-thirds vote of the delegates present at the annual district convention.

Standard Form for Club Bylaws

Each club is governed by the Standard Form for Club Bylaws and any approved amendments made by the members of the club. This document covers such topics as: club membership and classification; suspension and termination of membership; nomination, election, and duties of club officers; operation of the club board of officers; club committee structure and operation; and revenue. This document is a resource for clubs and is amendable by a two-thirds vote of the club members, with two weeks notice, at any regular meeting.

Each club should have an updated set of bylaws on file with the CKI Office. When changed, club bylaws must be approved by the Director of CKI prior to taking effect. In the event a club does not have an approved set of bylaws on file, it is assumed to be operating under the Standard Form.

Kiwanis International Board Procedures Concerning Circle K

The Kiwanis International Board regulates some activities of CKI through its procedures. Topics covered include: travel limitation for CKI and district officers; use of the CKI registered trademark; organization of CKI clubs outside North America; and the regulation of district meetings and events. This document is amendable by the Kiwanis International Board. *Additional Reference: CK#10: Kiwanis International Board Procedures Concerning Circle K*

Policies of Note

The CKI Policy Code strictly prohibits the possession, sale, or consumption of alcoholic beverages at any CKI function. This includes all club meetings, club board of officers meetings, social events, and service projects. Violations of this policy include suspension of membership, termination of membership, suspension of the club, and revocation of the club's charter. CKI members also are restricted from consuming alcoholic beverages when attending any Kiwanis function where such beverages may be served.

CKI has a written policy regarding hazing. Hazing is illegal in all states in the United States and is therefore strictly prohibited. The Fraternity Insurance Purchasing Group defines hazing as:

Any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or

ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities.

Particularly in the areas of membership development and orientation, activities must be developed which in no way constitute hazing. CKI provides excellent resources for clubs to develop positive activities for the education of members and potential members.

Additional References: CKI Bylaws; Standard Form for Circle K District Bylaws; Standard Form for Club Bylaws

All clubs
are
encouraged
to participate

CKI Programs

SERVICE INITIATIVE

The Service Initiative, Focusing on the Future: Children is designed to unify the service efforts of CKI members worldwide. Each club is expected to sponsor projects that support issues affecting children ages six to 13. Service Initiative program materials are available online at www.circlek.org in April. Printed materials are available in August.

Community Service and Awareness Week, always the first full week in February, is designed as an opportunity for all clubs to focus on projects and activities that support the Service Initiative. Community Service and Awareness Week concludes with International Service Day on Saturday. All clubs are encouraged to participate in a service project that supports the Service Initiative on that day.

KEY TO COLLEGE MONTH

The Key to College Program is designed for clubs to assist high school students, especially Key Clubbers, in selecting a college and making the transition from high school to college. During October, designated as Key to College Month, clubs should host a Key to College Program for their local high schools. Clubs are not limited, however, to presenting a Key to College program only in October.

KIWANIS ONE DAY

A new observance conducted the first Saturday in April, Kiwanis One Day is an opportunity to join with the entire Kiwanis family in a day of united service. Think of the impact that more than 600,000 Kiwanis family members can have on their communities. To learn more, go to www.kiwanis.org/service/oneday.asp, and check with your sponsoring Kiwanis club to find out what activities and projects are planned.

CKI Contests and Recognition Programs

CKI sponsors a number of contests and recognition programs for members, clubs, sponsoring Kiwanis clubs, and citizens. Each of these programs is described briefly below. Also noted is the time of year when clubs receive more specific information about each of these programs.

CKI MEMBER RECOGNITION PROGRAMS

The Society of Distinguished Collegians

This program recognizes those members of CKI who strive for excellence in academics, service to campus and community, and commitment to the club. Each district may induct up to 2 percent of its total membership into the society. All applications are due to the district administrator by February 15. Application forms for the Society of Distinguished Collegians are available on the CKI Web site.

The Service Incentive Program

This program recognizes those CKI members who have demonstrated a commitment to service in their communities and on their college campus by providing 100, 150 or 200 hours of service throughout the CKI district's administrative year, April 1- March 31. An application must be completed and submitted by the individual applying or the individual applying for the award on behalf of another Circle K member. Completed applications must be submitted to the International Office, postmarked by May 1.

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. An applicant must have completed at least 250 hours of service on behalf of his or her home club, as well as the minimum membership requirements established by the club. Districts may recognize as many individuals as qualify and are nominated for this award. All applications are due to the district administrator by January 15. Application forms for the Service Recognition Award are mailed to club presidents in August.

NON-CKI RECOGNITION PROGRAMS

CKI Humanitarian Award

This program annually recognizes one individual, whose efforts on behalf of others has contributed significantly to the betterment of the world. Any outstanding individual who has had a positive impact on humanity is eligible to receive this award. Members in good standing may nominate candidates for this award. Nomination must be received by the International Office by May 1.

Faculty and Kiwanis Certificates of Appreciation

This program is a means by which clubs can show appreciation to advisors who have provided consistent guidance, support, counsel, and enthusiasm to the club for at least five years. Nomination information for this award are mailed to club presidents in November.

The CKI McKittrick Award

This program recognizes those Kiwanis district governors that make significant contributions to the growth and strengthening of the Circle K program in their districts. For the Kiwanis Governor to be eligible for this recognition, a current or immediate past CKI district board member must nominate the Kiwanis Governor. The award year is October 1 – September 30. Award nominations must be postmarked by November 1.

The Circle of Service Award

This program annually recognizes and honors that individual within Kiwanis International who has made the most outstanding contribution to all of Circle K International. Individuals may be nominated by members of the CKI Board or a district governor. A completed application package must include a nomination essay, written by the nominator, and up to five supporting documents. The supporting documents may include essays by other individuals, letters of recommendation, or other documents as the nominator sees fit. A completed application package must be submitted to the International Office, postmarked by May 1.

The CKI Outstanding Alumni Award

This program recognizes one outstanding CKI Alumnus who has remained committed to the realization of mankind's potential after his/her years as a CKI member. Recommendations for outstanding alumni will be accepted by clubs, district or individuals filling out a brief nomination form and explaining or showing how the nominee is deserving of the award. Completed nominations must be submitted to the International Office, postmarked by May 1.

CLUB RECOGNITION PROGRAMS

CKI Community Service and Awareness Week Patch Program

This program annually recognizes clubs that sponsor a service project on International Service Day, the Saturday concluding Community Service and Awareness Week. Clubs should refer to the CKI Service Initiative Guide for the proper report form.

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

This program recognizes clubs that achieve success in membership growth as compared to their previous year's paid membership total. There is no formal application process for this award. CKI evaluates the membership increases of clubs annually to determine award recipients.

CKI CONTESTS

All award forms for CKI contests are mailed to club presidents in September and will be judged on-site at the International convention. All awards for CKI contests are presented at the annual International convention.

Outstanding Kiwanis Family Relations Award

This award recognizes and honors clubs that have participated in activities and events to enhance Kiwanis-family relations.

Club Scrapbook Award

This award recognizes and honors clubs that produce a high quality scrapbook chronicling the activities of the CKI club.

Club T-Shirt Award

This award recognizes and honors clubs for outstanding t-shirt design and distribution to club members.

Single Service Award

This award recognizes and honors clubs that sponsored the best single service project during the year.

Oratorical Award

This award recognizes and honors the individual member who best shares his or her attitudes, beliefs, and experiences regarding CKI through a prepared speech.

Club Achievement Award

This award recognizes and honors clubs that have excelled in all aspects of club operation.

Club Newsletter Award

This award recognizes and honors clubs that produce an outstanding club newsletter or bulletin.

NON-CKI RECOGNITION PROGRAMS

The CKI Outstanding Kiwanis Sponsor Award

This program recognizes and honors those Kiwanis clubs that provide exceptional support and guidance to their sponsored club. Clubs may submit an application form for this award on behalf of their sponsoring Kiwanis club, or the Kiwanis club may submit the application directly.

Literature and Publications



CKI produces many literature items to assist in club operations. To reduce production and mailing costs, CKI literature items are available online at www.circlek.org.

circlek.org

Comprehensive General Liability Insurance

The Kiwanis International Comprehensive General Liability Insurance Program provides legal liability insurance for clubs, members, and sponsored clubs when they become legally obligated to pay damages to third parties for bodily injury or property damage arising out of a CKI-sponsored function or activity. This insurance is available in the United States, Canada, and selected areas in the Caribbean. Clubs in these areas are insured.

The provisions of the policy apply to most normal liability exposures of clubs. As with most insurance policies, there are exclusions, limitations, and restrictions. Claims arising out of liability for operation, use, or maintenance of aircraft, or automobiles owned by members or CKI, or of watercraft are excluded.

CKI strongly urges its member clubs not to conduct events that would involve: (1) the use or operation of a mechanical

amusement device or ride owned or operated by a CKI or Kiwanis club member or (2) the detonation of fireworks or explosive devices detonated directly by a club, member, or other named insured.

Owners of premises and other facilities used by CKI are included as additional insureds as respects their liability for the CKI use of their property.

This summary contains only some of the principal provisions of this insurance and is not considered a contract of insurance. For policy details, a complete copy of the policy described herein can be obtained from the plan administrator. More information is contained in the General Liability Risk Management packet, which can be obtained without charge from the International Office.

Advisors are encouraged to work with club officers to evaluate the potential risk of any planned activity or event. Your assistance in ensuring that CKI functions are safe helps in protecting the well-being of the organization and the individuals it serves.

Human Resources

SPONSORING KIWANIS CLUB

Ultimately, the sponsoring Kiwanis club has the responsibility for the health and well-being of the club. Certainly, the involvement of the faculty advisor is critical to the continuation of the club, and the Kiwanis club should collaborate with the faculty advisor for effective club advisement.

A club is not a project of one member of the Kiwanis club, it must be a project of the entire club. Every member of the Kiwanis club should have some interaction with the club and its members. This may be attending a club meeting, working alongside a member during a service project, driving a member to a division or district event, or welcoming a member to a regular Kiwanis club meeting. Whatever the level of interaction, everyone should be involved.

Technically, the charter of the club belongs to the sponsoring Kiwanis club. If the Kiwanis club for some reason believes the club cannot continue to exist, it can request the revocation of the club's charter by writing to the CKI Office. It is hoped, of course, that this type of action is only necessary in extreme cases.

The Kiwanis club should be viewed as a primary resource for the faculty advisor. The Kiwanis club should be notified and consulted when these situations arise:

- < The club becomes past due in paying International and/or district dues.
- < The club's membership falls below charter strength.
- < The club's officers appear unable to effectively carry out their duties and responsibilities.
- < The club stops meeting and/or stops participating in service projects.
- < The club becomes involved in a project or activity that is ethically or legally questionable.
- < The club's officers or members become entangled in serious disputes that threaten the functioning and continuation of the club.
- < The club's budget becomes overextended or funds appear to be used inappropriately.
- < The club wishes to undertake a project with which the Kiwanis club could assist.

Hopefully, it will not be necessary for the faculty advisor to inform the Kiwanis club of any of these situations. If the Kiwanis advisor and Kiwanis club are actively involved with the club, they will be able to foresee these situations.

A CKI club is not a project of one member of the Kiwanis club, it must be a project of the entire club.

FACULTY ADVISOR

For the Kiwanis club, the faculty advisor is a critical resource. This individual provides the input needed to ensure the club remains a good citizen of the campus community. All campuses have rules and regulations regarding the operation and activities of campus organizations. Also, most campuses have a student code of conduct detailing rules of behavior. The faculty advisor is able to work with the club to make certain the members understand and adhere to these rules.

The faculty advisor should notify the Kiwanis advisor and request his or her advice, if any of these situations occur:

- < The club is undertaking a project or activity on campus property.
- < The club is planning a membership-recruitment activity.
- < Any of the clubs officers fall below minimum grade-point-average requirements or other academic standards set by the college or university.
- < The club is unsure how to proceed with organizing and obtaining permission to implement a project or activity on campus.
- < Any conflict arises with the club and members of the campus community or the community at large.
- < The club experiences difficulty – or has questions – with the financial operations of student activities on campus.

CKI LIEUTENANT GOVERNOR

The lieutenant governor is a student member elected by the clubs within the division to oversee and guide the operations of those clubs. This student should have regular contact with the presidents of the clubs in the division. Depending upon geographic limitations, this contact may take the form of telephone calls, the Internet, written correspondence, and club visits. The lieutenant governor should make at least one visit to the club during the year.

The lieutenant governor primarily is a resource for the members of the club; however, he or she also can be helpful to the club's advisors. The lieutenant governor should be contacted when any of these situations occur:

- < The club needs additional information or education on specific topics, such as the Service Initiative, producing a club newsletter, or developing a creative fundraising project.
- < The club needs information on the activities and functioning of the CKI district or the district board of officers.

- < Information is needed on upcoming division or district events.
- < The club is interested in sponsoring a division-wide project or event.
- < Club officer or advisor contact names, addresses, and phone numbers are needed for other clubs within the division or district.
- < The club wishes to report on an activity or event for possible publication in the district bulletin.

DISTRICT ADMINISTRATOR

The district administrator is a Kiwanis member appointed by the Kiwanis district leadership to oversee the activities of the CKI clubs within the district and the Circle K district board of officers. Often, this Kiwanian has several years of experience in this position and is always dedicated to the success of the organization.

Ideally, the district administrator will have the opportunity to meet or at least communicate with each faculty and Kiwanis advisor on an annual basis. The district administrator attends all Circle K district events, and the district leadership training conference and/or district convention are ideal times to meet and speak with this individual.

The district administrator is a good resource for both the faculty and Kiwanis advisor. His or her name and address are listed in the Kiwanis International Directory or may be obtained by contacting the International Office. The district administrator should be notified if any of these situations occur:

- < The club appears to be in jeopardy of retaining its charter due to low membership, nonpayment of dues, or change in the desire of the sponsoring Kiwanis club to continue the relationship.
- < Any individual, member or otherwise, is injured during a project or event.
- < The faculty advisor is experiencing difficulty communicating with or receiving support from the sponsoring Kiwanis club.
- < The club or any member is involved in an activity or behavior that violates CKI Policies and Procedures.
- < The lieutenant governor is not communicating with clubs or otherwise seems unresponsive to the clubs requests.

everyone should be involved

Circle K International Office

The Circle K International Office is housed in the Kiwanis International building in Indianapolis, Indiana. There, CKI staff work to develop training programs; produce literature and publications; administer the budget; counsel and advise the CKI Board, governors, and district administrators; charter new clubs; process dues payments; and provide answers to questions from CKI members and advisors.

International Office staff is available to assist you during regular office hours.

Office Hours: Monday through Friday
8:30 a.m. – 4:45 p.m.
Eastern Standard Time (year-round)
Time can be checked online at kiwanis.org

CKI
3636 Woodview Trace
Indianapolis, IN 46268 USA
1-800-KIWANIS toll-free in USA and Canada
1-317-875-8755
Fax: 1-317-879-0204
Web site: www.circlek.org
E-mail: circlek@kiwanis.org

CKI Department	Extension 123
CIRCLE K Magazine Department	Extension 174
Club Status Information	Extension 390
Dues and Membership Information	Extension 390
Literature Orders	Extension 390
New Club Charter Information	Extension 125
Supplies (Catalog Items)	Extension 390
Liability Issues	Extension 112

The International Office should be contacted if any of these situations occur:

- < The club needs literature or supply items.
- < The club, faculty advisor, and/or sponsoring Kiwanis club is not receiving regular mailings.
- < The club wishes to report on a project or activity for possible publication in the CIRCLE K magazine.
- < The club appears to be in jeopardy of retaining its charter due to low membership, non-payment of dues or change in the desire of the sponsoring Kiwanis club to continue the relationship.
- < Any individual—member or otherwise—is injured during a project or event.
- < The club, or any member is involved in an activity or behavior that violates any of the CKI Policies and Procedures.
- < The club wishes to submit club bylaws for approval.
- < The club needs information regarding the International convention.

All of the above described situations are provided as guidelines.

Whenever questions or concerns arise, any of the above listed individuals or groups can provide some level of assistance.

CKI
Circle K International





A Kiwanis-family member
www.circlek.org

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA
WORLDWIDE: 1-317-875-8755, EXTENSION 123 USA AND CANADA: 1-800-KIWANIS, EXTENSION 123

e-mail: circlek@kiwanis.org

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