



*Circle K in your Community*



COLLEGE STUDENTS WITH A LIFELONG  
COMMITMENT TO SERVICE WORLDWIDE





# *This is Circle K*

Circle K International (CKI) is college and university students who are responsible citizens and leaders with a lifelong commitment to community service worldwide. More than 11,000 college students on 550 campuses around the globe make up Circle K International. College and university students govern the organization on all levels. A board of officers on the district level and an 11 member International Board of Trustees comprise the leadership teams. The student-run organization promotes fellowship, leadership, and service.

Above all else, CKI is a service organization whose members are dedicated to improving their communities. The variety of service work is as broad as the needs CKI fills. The Service Initiative, "Focusing on the Future: Children," is designed to unify the service efforts of Circle K members worldwide. Each Circle K club is encouraged to sponsor projects that support the issues faced by children ages 6 to 13. As clubs learn

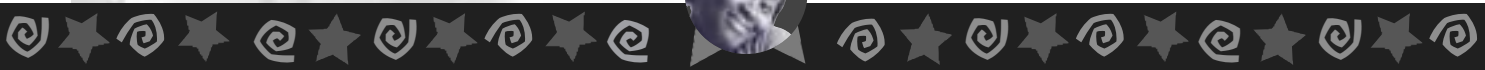


about the needs of their campuses and communities, they develop hands-on activities to address these problems. College is more than a pursuit for a scholastic degree; it offers good times, new friendships, personal development, and meaningful contributions to the world. Circle K provides a unique opportunity to make a difference now. CKI is the total college experience.

## **CKI offers a wide range of opportunities to its members:**

- Leadership development
- Service learning
- College scholarships
- Subscription to CIRCLE K magazine

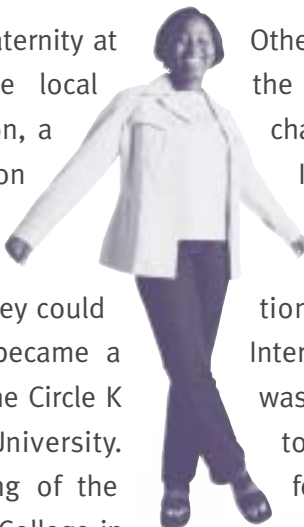
- International conventions
- Liability and medical insurance coverage
- Value-added member benefit programs
- Personal enrichment





## History

Circle K actually was instituted as a fraternity at Washington State University by the local Kiwanis club. In 1936 Jay N. Emerson, a member of the Pullman Washington Kiwanis club, proposed that his club purchase a house and rent it to young men in need of assistance so they could attend the local college. The plan became a reality as the Kiwanians established the Circle K House at Washington State University. Emerson's interest led to the building of the first Circle K club in 1947 at Carthage College in Illinois.



Other Kiwanians became involved, and during the next eight years, 168 Circle K clubs were chartered in the United States and Canada.

In October 1955, representatives from these clubs met in Philadelphia and voted to form an international organization under the sponsorship of Kiwanis International. In 1956, a special department was created in the Kiwanis International Office to serve as the International Headquarters for Circle K.

## International Development



Today, Circle K clubs are active in every state of the United States, various Canadian provinces, and in numerous other nations. The first Circle K club to be officially chartered outside of the United States and Canada was the College of the Bahamas on April 25, 1977. Other countries that have embraced CKI in their communities include: Jamaica, Suriname, Mexico, Barbados, Colombia, Costa Rica, Korea, Panama, Venezuela, and the Philippines. Currently, CKI exists in 12 countries, which include: the Bahamas, Barbados, Canada, Colombia, Ecuador, Jamaica, Malaysia, Nigeria, Panama, the Philippines, St. Lucia, and the United States.





# Circle K Objects and Purpose

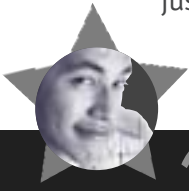
## The objects of the organization shall be:

- 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 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 Circle K 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.





# Circle K Sponsorship

Circle K is a jointly sponsored activity between an educational institution of higher learning and a Kiwanis club. Together, educators and community leaders provide the interactive support for the club's functioning. The school's administration team is the authority over all club activities, including membership recruitment, service projects, fund-raising, and club administration; however, the students take the most active role in actually performing these duties. A designated faculty advisor is appointed to the Circle K club and becomes the primary advisor for the club, attending meetings and participating in projects, counseling club officers, committee chairs, and members.

## Responsibilities of the college or university:

Circle K clubs may be formed at any institution that offers courses leading to a baccalaureate or post-baccalaureate degree, as well as vocational technical schools that have received technical certification by state or provincial boards of education or the appropriate national board or body. Currently there is a strong emphasis to promote community service and service learning in higher education. Circle K is a well-established network of college

and university students and community leaders, and few resources are required by the college or university to support a Circle K club. Circle K is unique among collegiate service programs available and may be very attractive to many college and university administrators.



Circle K International offers a special training and resource guide for faculty advisors. Training and orientation workshops for advisors are offered at most district and International conventions and conferences.






## Circle K Sponsorship

### Responsibilities of the Kiwanis club:

In agreeing to sponsor a Circle K Club, the Kiwanis Club commits to the following requirements:

1. **Appoint** a Kiwanis advisor to the Circle K club and ensure he/ she receives adequate orientation.
  2. **Ensure** Kiwanis members attend every Circle K meeting.
  3. **Maintain** an expense line item in the Kiwanis club's service account to support the activities of the Circle K 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 dues and that an active membership of at least 20 members is maintained.
  6. **Ensure** Circle K club officers receive proper training following election.
  7. **Conduct** a planning session involving the leadership of both clubs.
  8. **Host or participate** in two joint activities involving the membership of both clubs.
  9. **Invite** two Circle K members to attend every regular Kiwanis meeting.
  10. **Ensure** Circle K members attend conventions and conferences.
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### Kiwanis support:

The sponsoring Kiwanis club pledges its support and commitment to the Circle K club and the school in the following ways:

- **Collaborating** with all members of the Kiwanis family to achieve our common objectives
- **Developing** student leadership of the organization at all levels
- **Developing** positive role models
- **Enhancing** intercultural understanding and cooperation
- **Increasing** our service potential
- **Providing** opportunities for fellowship, personal growth, and professional development
- **Working** toward greater public recognition of the organization



## Club Membership and Structure

The club is the most important level of the Circle K organization. Each club is expected to maintain a membership of at least 20 students, which ensures the club will continue to exist year after year. There is no maximum limit to the size of the club.

These are the general requirements for Circle K membership: Willingness to serve, commitment to humankind, and dedication and adherence to the organization's ideals.

Each Circle K club is annually assessed a per-member fee for Circle K International dues. In 2002, the fee was US\$18. Dues and other costs associated with sponsoring a Circle K club may change. For

the most up-to-date information, visit our Web site at [www.circlek.org](http://www.circlek.org). In return, members receive all the benefits described on page 1. Circle K clubs and districts also set the amount of dues, which are to be paid by each member for administrative expenses. District dues are a separate obligation and vary by district.

Each Circle K club elects a president, vice-president, secretary, treasurer, and a bulletin editor annually. The Kiwanis and faculty advisors are ex-officio members of the club's board of officers and serve in a nonvoting capacity.

## Circle K Service Programs



Serving others probably is the most exciting and fulfilling aspect of being a member of Circle K. Service is a fundamental element of Circle K International. Collectively, Circle K members perform nearly 1 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.

The Service Initiative, "Focusing on the Future: Children," provides focus on specific areas of child growth and development including: Health and Safety Issues, Economically Disadvantaged Children, Education, Life Skills Training, and After-School Programs.

To learn more about "Focusing on the Future: Children," visit the Circle K Web site at [www.circlek.org](http://www.circlek.org).





## *The Kiwanis family*

**Kiwanis International** is a worldwide organization of men and women whose clubs serve children, develop youth leadership, and provide for social and business networking. Collectively, more than 8,000 Kiwanis clubs sponsor Circle K clubs, Key Clubs at the high schools, Builders Clubs for middle school and junior high students, K-Kids in elementary schools, and Aktion Clubs for adults with disabilities. These organizations and programs are known as the Kiwanis sponsored programs.

Kiwanis International provides office, staff, and program support for each group at its International Office in Indianapolis, Indiana, USA. Thousands of adult volunteers provide counseling assistance to Kiwanis clubs and Kiwanis-sponsored youth programs in almost every community.

For more information about Kiwanis International, visit the Kiwanis Web site at [www.kiwanis.org](http://www.kiwanis.org).

**Key Club International:** Founded in California in 1925, Key Club is the oldest and largest service program for high school students worldwide. With more than 225,000 members, Key Club can be found on almost 5,000 high school campuses throughout the United States, Canada, the Caribbean nations, Central and South America, and most recently Asia and Australia.





## *The Kiwanis family*



**Builders Club:** With more than 35,000 members, Builders Club is the largest service organization for middle school students (ages 12-14). The first Builders Club was chartered in 1975, and today there are more than 2,000 clubs in Aruba, Bahamas, Barbados, Canada, Italy, Jamaica, Korea, Martinique, the Philippines, Suriname, and the United States.

**K-Kids:** This is the newest and fastest growing service organization for elementary students (ages 6-12) worldwide. K-Kids originated in Florida, and today there are clubs throughout the United States, and in Australia, Jamaica, and the Philippines.

**Aktion Club:** This community service group is for adults with disabilities. Aktion Club provides these adults an opportunity to develop initiative and leadership, serve their community, and be integrated into society.





# The Circle K International organization

Circle K International supports the local Circle K clubs and the members in the following ways:

**Circle K magazine** is published five times a year. The subscription is included as a part of the annual dues each member pays. Several mailings, newsletters, and Web resources are provided to club officers and advisors.

**Service Program opportunities** are available to clubs, including partnerships with members of the Young Children: Priority One Advisory Council.

**District Conventions:** Circle K district conventions are scheduled during the months of February, March, and April. They provide clubs and members with training, educational forums, and a chance to network and gain support from other Circle K members. Outstanding clubs and their leaders are recognized, and district officers are elected annually.

**International Convention:** The CKI convention, scheduled each summer, offers the biggest and most exciting Circle K celebration of the year. Outstanding leaders from the various districts and local clubs receive awards. The

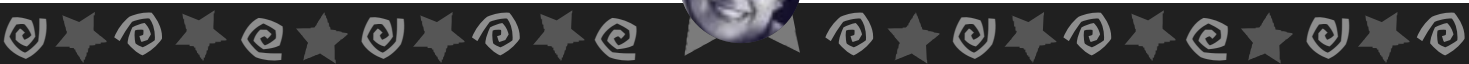
membership elects the Circle K International Board to serve for the upcoming year. The convention also features leadership training, interesting workshops, and outstanding speakers.

**Circle K Leaderscape Weekends:** These hands-on leadership development experiences are conducted in retreat settings for club members and advisors in the fall of each year.

**Scholarships:** Circle K International and the Kiwanis International Foundation offer nearly 50 scholarships to Circle K members each year.

**Insurance:** A US\$1 million liability insurance umbrella and a US\$5,000 per incident medical insurance policy covers Circle K members during club activities and projects.

**Member benefit programs** are provided to clubs and members, and include discounts for merchandise from major retailers and name brand product and service providers.





## *Dues*

Circle K International charges its clubs annual dues for every member in the club (US\$18 in 2002). In addition, each district can charge no more than the amount of Circle K International dues for district dues, which normally include a subscription to the district newsletter. These dues are payable beginning October 1, and become past due on December 1 (February 1 for non-US clubs) each year. Almost every Circle K club conducts one or more annual fund-raising events to support club service activities and convention/conference attendance costs.

## *Frequently Asked Questions*

### **Where can Circle K clubs be chartered?**

A Circle K club can be chartered in a community where there is an established Kiwanis club to petition for sponsorship and at any institution that offers courses leading to a bachelors/baccalaureate degree, post-baccalaureate degree, or at vocational technical schools that have received a technical certification by their government or ministry of education.

### **How many members are needed to start a new Circle K club?**

At two-year institutions and institutions with enrollments of less than 1,000 students, a club may charter with 15 dues-paid members. For all other institutions, 20 dues-paid members are needed to charter.

### **What is the cost for chartering a new Circle K club?**

Each member of the chartering club must pay district and Circle K International dues. In 2002,

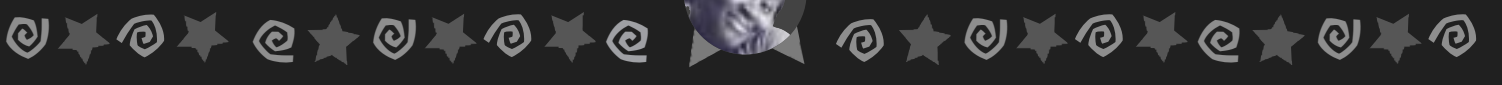
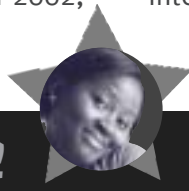
Circle K International dues were US\$18 per member, per year. Dues and other costs associated with sponsoring a Circle K club may change. For the most up-to-date information, visit our Web site at [www.circlek.org](http://www.circlek.org). District dues vary between districts, with the average being US\$10. District dues may not exceed the cost of Circle K International dues.

### **What will the club receive upon chartering?**

The newly chartered club will receive a certificate of charter, member pins for each member and will begin receiving copies of the magazine for each member along with International mailings. Additionally, members will receive a member handbook with a personalized membership card.

### **How do I build a new Circle K club?**

A step-by-step process has been created to build a new club. If you are interested in starting a Circle K club on your campus, contact the International Office at 800-KIWANIS, ext. 380.





A KIWANIS-FAMILY MEMBER



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