



CKI
Circle K International

club manual
vol. 2: club events



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Remember, this is a GUIDE.
Everything enclosed is general.
Take these ideas and personalize them to
your club. Please make notes throughout the
manual that will help future club leadership.



Event Planning

Set the particulars of your event:

- **Choose the Date.** Schedule the best time with the campus and other events in mind. It might be good to consult the student activities board for a schedule of campus events. Also be sure to check out the dates with your club and advisors. If your event is “the event” for the night, it is likely more people will show.
- **Choose the Place.** How many people are you expecting, and will this site accommodate that many? Are there any special needs for this event? Is this place suitable for our agenda? Also make sure to check if there are any problems, limitations, or requirements for the room. Reservations are a very good thing!
- **Plan a Budget.** Self-explanatory. Figure out how much money you can use (treasurer) and then stay to that number!
- **Plan to invite guests.** The more the merrier. People to consider inviting: the district, sponsoring Kiwanis club, your lieutenant governor, the District Membership Development and Education Chair, your local Key Club, and any other Kiwanis-family members.
- **Remember first impressions can sometimes be last impressions.**

Event Planning

Please refer to the recruitment timeline for suggestions on how to balance your planning over the course of time.

It is very important to plan an agenda. A planned agenda will assure that certain things will happen at your meeting, and will help you stay on time. Here is just one suggestion:

- ☐ Call to order
- ☐ Welcome
- ☐ Icebreakers
- ☐ Introduction of Guests
- ☐ Leadership
 - Board introduces themselves: name, position, favorite thing about CKI
 - Share any open leadership positions
- ☐ Fellowship
 - Social events
- ☐ Service
 - Service events
- ☐ Kiwanis Family
 - Kiwanis-family events
 - Kiwanis guests comments
- ☐ Slide show and/or CKI video
- ☐ Question and answer

Putting together a new member packet? Here are some suggestions for what to include:

- ☐ E-mail address and phone list of officers
- ☐ Quick facts about CKI, your district, and your club
- ☐ Calendar of events and event descriptions
- ☐ Membership information
- ☐ Club newsletter
- ☐ Benefits

Publicity

It is very important to publicize your recruitment program. Create catchy phrases and posters that will catch people's attention and spark their interest. When creating your publicity remember to include:

- ☐ The CKI name. Take credit for what you are sponsoring.
- ☐ What is the event? Tell people what's going to happen.
- ☐ The CKI logo.
- ☐ The date.
- ☐ The time.
- ☐ The location.
- ☐ A contact for more information/Web site.
- ☐ Tell who is welcome (all).

Here are some ideas to publicize your Recruitment Program:

- ☐ Use word of mouth (Personal favorite).
- ☐ Have sign up tables. Be present at your school's organization day and take peoples names and e-mail addresses that show an interest in the organization.
- ☐ Table tents in your student union and food courts.
- ☐ Send out a mass e-mail.
- ☐ Pass out fliers around campus.
- ☐ Target different groups, large groups, or groups requiring service hours.
- ☐ Hang a CKI banner on campus.
- ☐ Set up welcome tables in freshman dorms.
- ☐ Wear your CKI gear, have your whole club wear it on one day in particular.
- ☐ Use radio announcements.
- ☐ Use chalking.
- ☐ Use bookmarks.
- ☐ Use newspaper ads.
- ☐ Use bus ads.

The type of publicity you can generate also depends on the size of your school.

For smaller, commuter schools:

- ☐ Larger posters and banners around campus
- ☐ Chalking
- ☐ Table tents
- ☐ Fliers in orientation packets
- ☐ Fliers on people's cars

For isolated schools, where most students are on campus:

- ☐ Blitz campaign
- ☐ Chalking in high traffic areas
- ☐ Banners and fliers in areas where a lot of students are likely to see them

For large school:

- ☐ Fliers and banners where a lot of students are likely to see them
- ☐ Eye-catching phrases and posters
- ☐ Chalking
- ☐ Mass e-mails

size of your school





Recruitment Program

What is a recruitment program?

A recruitment program can be an event that defines a club. It is an event that is completely geared toward new membership. At this event, your club will be able to show off its benefits and success stories. In this short period of time you are trying to get members “hooked” on that which is dear to so many of us. It is therefore a noble job, for without new members we would have no future. So be proud in planning this event.

****Note:** Not ALL information sessions are called “recruitment programs.” Call it whatever you want; the bottom line is you want to recruit and educate!

Examples: Open House, Meet and Greet, Information Session

Self analysis

Before planning begins it is important to reflect on CKI and you. Understanding this relationship will help mold the Recruitment Program, or any event, more toward the new members. These questions should help with that reflection:

1. Why did I join CKI?
2. When did I join CKI?
3. What did I enjoy at my first Recruitment Program?
4. How did I find out about the Recruitment Program?
5. What didn't I like about CKI, and how can we fix this?
6. What made me decide to be a member? Was it a person, an event, etc.?
7. What hesitations did I have about joining, and how were these later tackled?
8. What are some fun stories that I recall about being a member?

Remember the answers to these questions when you are planning and publicizing your event.

Recruitment Program Planning Form

Title of Recruitment Program: _____

Individual(s) Responsible for Coordinating Program: _____

Target Audience: _____

How many new members do you hope to recruit through this program? _____

Date of Program: _____

Location of Program: _____

Time of Program: _____

Publicity Checklist

Type of Publicity	Individual(s) Responsible	Distribution Date
_____ Fliers	_____	_____
_____ Table Tents	_____	_____
_____ Newspaper Ads	_____	_____
_____ Posters	_____	_____
_____ Brochures	_____	_____
_____ Banners	_____	_____
_____ Radio Announcements	_____	_____
_____ Press Releases	_____	_____
_____ Photographer	_____	_____
_____ Invitations	_____	_____
_____ Chalking Blackboards	_____	_____
_____ Creating Displays	_____	_____
_____ Other _____	_____	_____
_____ Other _____	_____	_____
_____ Other _____	_____	_____
_____ Other _____	_____	_____
_____ Other _____	_____	_____

Recruitment Program Planning Form

Task	Individual Responsible	Deadline
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Are there special guests who should be invited (including District Board members, sponsoring Kiwanis club, or school officials)? _____

Is there a speaker who needs to be secured? Do they know what they are speaking about?

Planning

- ☐ Set up a table at the entrance to pass out CKI information.
- ☐ Pass out a calendar of upcoming events.
- ☐ Have a sign-up sheet for all upcoming events.
- ☐ Have the friendliest members at the entrance table.
- ☐ Have all of the members mingle with the potential members.
- ☐ Give the dates, times, meeting places, and brief descriptions of any upcoming events.
- ☐ Meet as many people as possible.
- ☐ Personally invite as many members as you can to an upcoming project you are planning to attend.
- ☐ Get to know the potential members.
- ☐ Have snacks, candy, or food.
- ☐ Wear CKI apparel.
- ☐ Smile.
- ☐ FOLLOW-UP!



Resources

Check resources needed for the program (be sure to note how much is needed):

- _____ agenda
- _____ club calendar
- _____ name tags
- _____ masking tape
- _____ scissors
- _____ scratch paper
- _____ visual aids
- _____ pens and markers
- _____ newsprint paper
- _____ banner, gavel, and gong
- _____ audiovisual equipment (specify) _____
- _____ brochures (specify) _____
- _____ informational literature (specify) _____
- _____ other _____
- _____ other _____
- _____ other _____
- _____ other _____
- _____ other _____
- _____ other _____



Project Budget Worksheet

Program materials	\$ _____
Presenter's fee	\$ _____
Publicity	\$ _____
Food	\$ _____
Special event	\$ _____
Clothing	\$ _____
Travel	\$ _____
Postage	\$ _____
Rentals	\$ _____
Copies	\$ _____
Room rate	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenses = _____ **\$** _____

Income

From club budget	\$ _____
Kiwanis donation	\$ _____
School funding	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Income = _____ **\$** _____

Submit a copy of this proposal to the treasurer to request funds.
Save and submit all receipts.

****Work with your club treasurer on all financial matters!****

Recruitment Program Do's and Don'ts

Do...

- Have your location all set up the way you want it to appear before your guests arrive. Have snacks out and your welcome table all prepared.
- Get the name, address, phone number, and e-mail address of all who attend your event. This will help you follow up with them afterwards.
- Hand out agendas after members give their information.
- Wear name tags.
- Remember recruitment is only making friends.
- Learn the art of a friendly smile and firm handshake.
- Be yourself, and behave in a courteous, polite manner. Smile!
- Relate opportunities and involvement offered by CKI.
- Share the district and international perspective (without overloading them with information).
- Be positive about CKI and yourself.
- Point out the accomplishments of your club.
- Wear pins and clothing that show CKI spirit.
- Be honest. If you don't know the answer to a question, admit it, and then find the answer.
- Have guests do most of the talking.
- Listen to what your guest has to say.
- Be aware of your reactions to the potential member and how the conversation is flowing.
- Let the potential member know you enjoyed visiting with him/her.
- Give a friendly good-bye and "see you soon!" (or similar)
- Make sure the guests know the who, what where, when, why, and how of the club.
- Let guests know when and where meetings are held.
- Follow-up!!!

Don't...

- Congregate in large groups.
- Forget that the guest knows very little about CKI.
- Forget that you don't get a second chance to make a first impression!
- Apologize for your club's weak points.
- Leave a guest by themselves at any time.
- Stick together! Move around, talk with new people.
- Wait to be introduced; introduce yourself.
- Criticize other members.
- Run the Recruitment Program as a formal meeting.
- Dress up.
- Monopolizing the conversation.
- Speak in acronyms! If they do come up, be sure to explain what they mean.
- Place emphasis or mention dues.
- Have current members huddle together.
- Talk negatively about other members or other potential members.
- Bring up the full history of CKI (save it for the educational meeting).
- Start clean up right away.
- Leave until all potential members are gone.

How to Sell CKI to Potential Members

Many of the lessons taught to sales professionals apply to the recruitment of new members into CKI. During recruitment drives, each CKI member should consider himself or herself a salesperson.

A good CKI salesperson ...

- ☐ Knows CKI International's history, its organizational structure, club goals and achievements, and opportunities available through membership.
- ☐ Can explain the benefits of lifelong friendships, international affiliation, scholarship assistance, and opportunities for personal growth, leadership development, and professional development.
- ☐ Understands and can explain the membership requirements and financial obligations associated with membership.
- ☐ Is willing to seek out potential members to invite them to participate in club activities.
- ☐ Will get to know the potential member's needs and interests, as well as their hesitations and can share how the club can meet those needs and interests.
- ☐ Reviews and knows facts about the CKI club and international organization.
- ☐ Is enthusiastic about their membership in CKI.
- ☐ Believes in CKI's mission, is proud to be a member of CKI and wears the CKI logo on T-shirts and pins, and knows he or she will be able to inform anybody about CKI because he or she is prepared to sell CKI.

Sample Questions to Ask Potential Members

- ☐ What do you hope to gain by getting involved in an organization?
- ☐ Are there certain experiences you hope a club will offer?
- ☐ Are there certain skills you want to develop to help you in your major, or are there certain skills that you want to share with an organization?
- ☐ What interests/hobbies do you have?
- ☐ Do you have any questions you want to ask me about membership in CKI?

How to Say Goodbye

Having trouble finding the right words to leave with a potential member, try one of these phrases:

- ☐ "I'm so glad I've had this opportunity to meet you."
- ☐ "I have enjoyed our conversation."
- ☐ "I have enjoyed your company."
- ☐ "I hope you have had a good time."
- ☐ "It has been a pleasure to talk to you."
- ☐ "It has been fun talking/visiting with you."
- ☐ "I look forward to working with/seeing you again soon."

Following the Recruitment Program

The recruitment program is key, but what is the point if you lose half of your club in the following three meetings? You want them to come back. Here are some suggestions for member retention.

- ☐ Give a phone call to those who came.
- ☐ Pass out raffle tickets and present a prize at the next meeting for those who bring the raffle ticket back.
- ☐ Set up a Big K/Little K program right away and have your "bigs" get in contact with their "littles."
- ☐ Send an invitation to those who came inviting them to come to the next meeting.
- ☐ Show them that CKI is fun.
- ☐ Make meetings fun.
- ☐ Reward members for accomplishments, such as have a member of the month.
- ☐ Respect and seek everyone's opinions.
- ☐ Educate!

Interest Survey

This survey will be used to plan club service projects and programs that match member interests and needs.

Name: _____

Campus Address: _____

Home Address: _____

Campus Telephone: (____) _____ Home Telephone: (____) _____ Cell: (____) _____

Birth Date (month and day): ____/____/____

Hobbies and Interests _____

My Part-time/Full-time Job Is: _____

I am interested in joining CKI because: _____

What do you hope to gain from your membership in CKI? _____

What skills and expertise do you look forward to sharing with the club? _____

Do you belong to any other student organizations? Yes No

If yes, to which organizations do you belong? _____

Service Projects

Please check three issues that you would like to see the club address.

- | | | | |
|---|--|---|---------------------------------|
| <input type="radio"/> AIDS | <input type="radio"/> Elderly | <input type="radio"/> Hunger | <input type="radio"/> Literacy |
| <input type="radio"/> Environment | <input type="radio"/> Personal Health | <input type="radio"/> Drug & Alcohol Awareness | <input type="radio"/> Children |
| <input type="radio"/> Homelessness | <input type="radio"/> Substance Abuse | <input type="radio"/> Crime & Victim Assistance | <input type="radio"/> Education |
| <input type="radio"/> Promoting the Fine Arts | <input type="radio"/> Mentally & Physically Challenged | | |

Other _____

Social Activities

Please check three activities that you would be interested in participating as a club.

- | | | | |
|---|--------------------------------|--------------------------------|---|
| <input type="radio"/> Sporting Events | <input type="radio"/> Dances | <input type="radio"/> Concerts | <input type="radio"/> Plays or Musicals |
| <input type="radio"/> Miniature Golf | <input type="radio"/> Lectures | <input type="radio"/> Movies | <input type="radio"/> Bowling |
| <input type="radio"/> Recreational Trips for the Weekend or Day (White-water Rafting, Skiing, etc.) | | | |

Other _____

Personal and Leadership Development

Check five of the following topics you are interested in learning more about during club meetings and activities.

- | | | | |
|---|---|--|---|
| <input type="radio"/> Internships | <input type="radio"/> Marketing | <input type="radio"/> Communication | <input type="radio"/> Assertiveness |
| <input type="radio"/> Resume Writing | <input type="radio"/> Job Interviewing | <input type="radio"/> Leadership Experience | <input type="radio"/> Decision Making |
| <input type="radio"/> Leadership Styles | <input type="radio"/> Personality Styles | <input type="radio"/> Intercultural Awareness | <input type="radio"/> Motivating Others |
| <input type="radio"/> Ethical Leadership | <input type="radio"/> Team Building | <input type="radio"/> Time Management | <input type="radio"/> Creative Thinking |
| <input type="radio"/> Stress Management | <input type="radio"/> Planning for the Future | <input type="radio"/> Health & Wellness | |
| <input type="radio"/> Personal Goal Setting | <input type="radio"/> Conflict Management | <input type="radio"/> Balancing Responsibilities | |

Other _____

Orientation Program

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

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

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

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

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

have a complete appreciation
and understanding of what
their involvement means to
them and to the club



CKI 101

FOUR WEEK AGENDA

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

Week 1

CKI 101-INTRODUCTION TO CKI

An Educational Program

All clubs should have minimum membership requirements.

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

I. Overview of the Orientation Program

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

II. Overview of the Year

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

III. Benefits of Membership

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

IV. Expectations of Membership

Discuss Purpose of Minimum Membership Requirements

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

A Service Project Program

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

A Social Program

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

Week 2

CKI 101-THE CLUB'S OPERATION

discuss
outline
describe

Educational Program

I. CKI's Relationship with Kiwanis

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

II. Structure of the Club

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

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

IV. Club history

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

Board Meeting Program

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

Service Project Program

Plan another service project for the entire club.

Week 3

CKI 101-THE CKI INTERNATIONAL STRUCTURE

Educational Program

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

I. Levels of CKI

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

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

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

III. Builders Club

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

IV. CKI Service Initiative program

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

Participate in an Inter-club Program

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

Service Project Program

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



Week 4 CKI 101-MEMBERSHIP COMMITMENT

Educational Program

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

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

Also see CKI's New Member Orientation Program

present
this educational
program

Member Inductions

Holding member inductions is a great way to recognize new members in the club. This can be done during a normal meeting or as a formal banquet. No individuals should be inducted until their dues have been paid.

To formally recognize those students who successfully completed your orientation program and who have pledged to be an active member of CKI, a banquet should be held in their honor. An appropriate setting should be chosen, and CKI members from all over the district and your sponsoring Kiwanis club should be invited to this festive occasion. This should be a memorable event for your new members.

Use the following checklist to ensure you plan accordingly for your induction banquet.

- ☐ Set a date, time, and location.
- ☐ One month prior to the induction banquet, contact the Kiwanis International Supplies Department to order new member pins.
- ☐ Three weeks prior to the induction banquet, mail out invitations to sponsoring Kiwanis club members, CKI clubs in the district, and the district officers.
- ☐ Invite your lieutenant governor to perform the inductions. If her or she is unable to make it, your club president or sponsoring Kiwanis club president should conduct the induction.
- ☐ If there will be food at this event, make arrangements for catering three weeks prior to the banquet.
- ☐ Purchase name tags and decorations for the event.
- ☐ Develop the induction banquet program. Include the schedule of events for the evening and the names of all students being inducted.
- ☐ Confirm food and space arrangements.
- ☐ On the day of the event, spend plenty of time decorating and finalizing arrangements.

INDUCTION BANQUET AGENDA

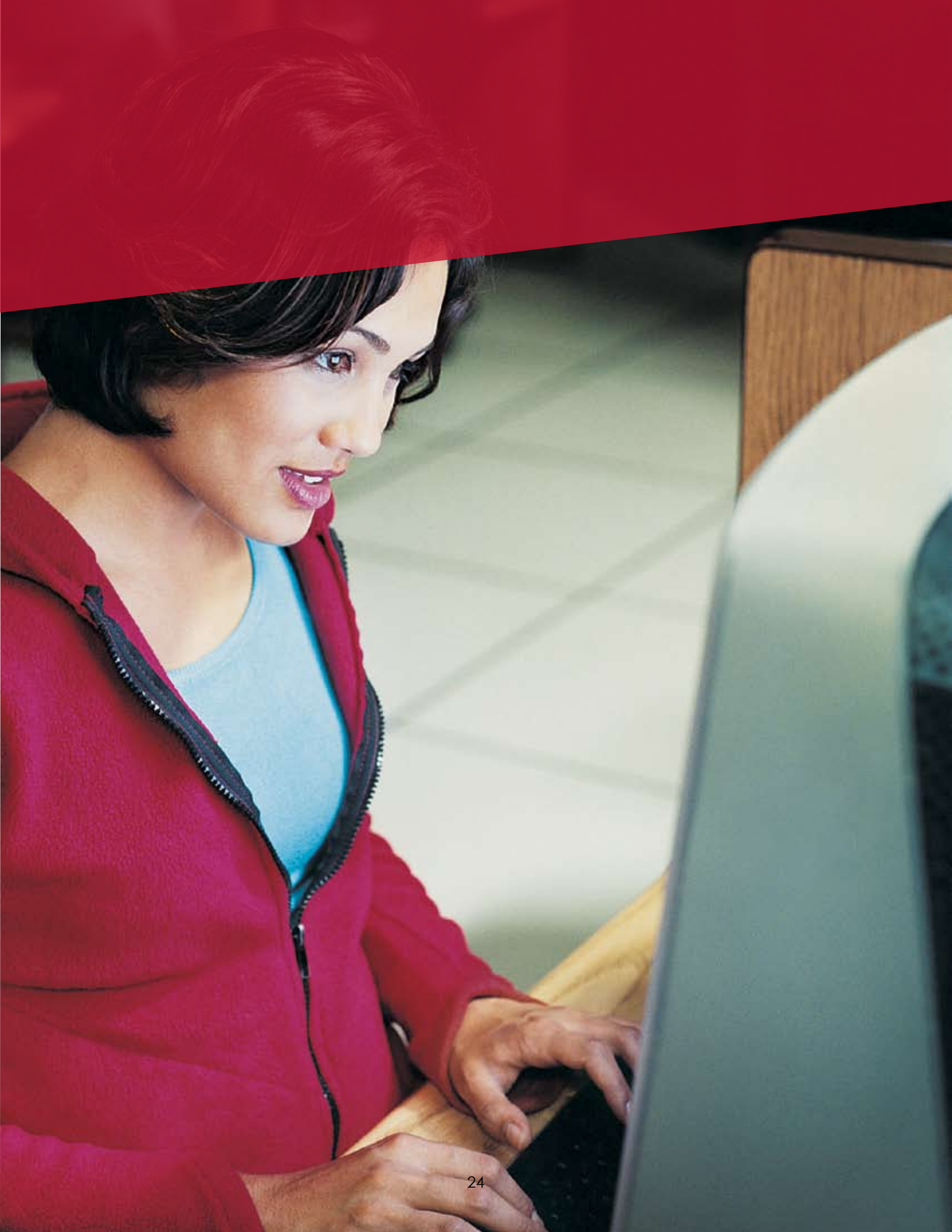
The following agenda lists a recommended order of events for your induction banquet.

- I. Pledge of Allegiance
- II. CKI Pledge (List this inside your program, so all are able to say it.)
- III. Invocation
- IV. Meal (if applicable)
- V. Speaker
- VI. Inductions
- VII. Closing remarks

Note: If a meal is not served, refreshments of a simpler nature can follow the induction ceremony.

A vibrant photograph of five young adults of diverse ethnicities and ages, all expressing joy and excitement. They are positioned on white bleachers against a clear blue sky. In the foreground, a Black woman on the left and a white woman on the right are both smiling broadly and clapping their hands. Behind them, three young men are cheering with their mouths open and arms raised high. The man in the center has curly brown hair and is wearing a white t-shirt and a black beaded necklace. The man to his left has dark hair and is wearing a light blue t-shirt. The man to his right has dark curly hair and is wearing a grey t-shirt. The overall mood is one of collective celebration and positivity.

CKI rocks!



Member Induction Program Planning Form

Date of program: _____

Time of program: _____

Location of program: _____

Task

Individual Responsible

Deadline

Room reservations

Food

Membership pins (from CKI)

Fill out certificates of membership

Are there special guests who should be invited (including District Board members, sponsoring Kiwanis club, or school officials)? _____

Is there a speaker who needs to be secured? Does he or she know their topic?

CKI Club Member Induction Ceremony Script

The following script can be used to perform the induction of your new members. You should complete biographical information for each individual being inducted and insert it into the script.

Inductor:

CKI is such an incredible organization, each of us should want to share its opportunities with others. Surely there is no better evidence of our interest in involving more individuals in service than the induction of new members. Today we are very pleased to induct a number of new members into the CKI club of _____. I would like to invite all of these individuals and sponsors to come forward at this time.

Today we are pleased to bring these individuals into membership of this CKI club. They already have demonstrated their commitment to CKI by completing our orientation program that consisted of service projects, educational programs, and social activities. One by one, I will introduce each member. Would new members please come to the front to receive your pin, and then please remain in the front? Would returning members please stand at their seats?

(Read names.)

Thank you. Returning members may now be seated.

New members, at this time I would like each of you to make your membership pledge by repeating after me:

"I am committed to living the values of service, leadership, and fellowship associated with CKI International membership.

"I promise to serve my community and campus as an active member of CKI.

"I will support the objects of CKI.

"And I will do my very best to inspire others to better our world."

At this time, I ask that the sponsors officially welcome them to the club by giving each new member a member pin. We now receive you into the membership of the CKI club of _____. I welcome you into our fellowship. We know each of you brings strengths to our CKI club, just as we surely know that membership in this club will bring many rewarding experiences into your life.

Today we have brought into our club new members, each representing new fellowship, enthusiastic service, and new ideas. Each has been introduced to their responsibilities as a club member. Let us now commit ourselves to our new members, to accept them into the full fellowship of this club, to assure them full opportunities to involve themselves in the activities of this club, and to give them every reason to share our pride of membership in the CKI club of _____.

Will you please join me in welcoming our newest members.

(Lead in applause.)

Officer Elections

Reasons you should consider running for a club office:

1. Personal growth through leadership development. You will learn more about yourself and how you lead people through the use and development of your interpersonal skills.
2. Opportunity to meet other people. You will meet many more people on your campus if you serve as a representative of CKI to other clubs on campus and student activities. You will also meet more CKI people from other schools when you attend district training sessions at the start of your term and/or in the fall. The chances of meeting other peers from other colleges/universities are that much higher when you become a club officer.

Things to consider before running:

1. Motivation for running. Run for office because you have a desire to make your club better. Do not run for the office because the title sounds appealing.
2. Time-management skills. Often times, club officers meet outside of club meetings, holding executive board meetings to make plans for how the club is running and to schedule future service projects, etc. Do you have the time in your schedule for the level of involvement required of becoming a club officer?
3. Other obligations. During this time of consideration, think about what other activities you are involved with over the next academic year. Will you be studying abroad for a semester? How challenging will your course load be this next academic year?

Who is eligible running for a club office?

Any dues-paid member is eligible to run for club office. Consider your past involvement within the club before deciding on which office you seek. Have you served as a member on any club committees or organized a club event the past year. Have you attended any District or International events? What year are you in school? How many months/years have you been a member of this CKI club? What level of involvement have you had in the club? Typically, the more past involvement in the club means that you have a better working knowledge of how the club operates and you have had time to think about how the club could improve under your leadership. However, there are division and district events and trainers to help you learn throughout the year.

When should club officer elections be held?

Club elections should be held in the beginning of the spring semester or winter quarter usually about a month prior to district convention. Ask a member of the District board when the next district convention is scheduled and this will serve as a good date to work from in determining the date for club elections. It is important to have club officers elected before district convention because next year's club officers may be trained and benefit from the workshops and interactive sessions of this year's district convention.

What should happen before club elections?

Tell the membership when nominations for office will be accepted and the date of the election. You want as many members in good standing to be present to nominate and then vote. The current club officers should describe their position to the club to educate members. An educated membership will then make better decisions on whom to nominate.

How should your election work?

Clubs operate differently in many aspects, including conducting elections. Consult your club's governing documents before you hold elections. Your club may already have prescribed in its governing documents how club elections will be held. If your club bylaws do not specify how elections should work, here are some suggestions:

The current club president should run the nomination and election of next year's club officers.

Nominating

Have a nominating round where members who are in good standing are nominated by their peers for a specific position. For example: "I nominate Julie Smith for the office of president." Julie Smith then must either accept the nomination or decline the nomination. You may or may not allow someone to nominate themselves. Some clubs conduct nominating rounds in one night or over a two-week period at two different meetings.

During the nominating round, you may also endorse candidates for district or International office. Endorsement means that your club votes on whether or not the club stands behind an individual who will run for a district or International office at the next district or International convention. Please follow policy for endorsement which can be found in the CKI governing documents in the Policy Codes.

Officer Elections

Election Process

After you have concluded all nominations conduct the election. Some clubs hold the election a week after the final nomination round, while other clubs hold the election the same night as nomination round. The office president is elected first followed by the remaining offices, including vice-president, secretary, treasurer, editor depending on your club structure.

Most clubs use a paper ballot so that voting is done in secret. Ask a club faculty or Kiwanis advisor or Kiwanian to assist in counting the ballots. Consult your club bylaws to determine if a candidate must receive a plurality of votes (the most votes of all those running for the office) or a majority of votes (50 percent of votes plus one vote.) If there is a tie, please consult your club bylaws. The club president then announces who received the most votes and won the election.

Invite the CKI and Kiwanis lieutenant governor for your division, along with other Kiwanis family guests, for the election. Kiwanians often help in the administering and counting of ballots.

Installation

On or around April 1, your club should hold an officer installation. This is a formal ceremony in which the outgoing officers are retired and the incoming officers are installed. This ceremony is a good event to invite other CKI clubs, your sponsoring Kiwanis club, CKI and Kiwanis district officers, faculty advisor and other school officials.

Club chairmanships and committees

Many clubs have club chairpersons who help in certain specific areas. The number of chairpersons and their responsibilities are determined by the elected officers of the club. These positions run a smaller committee comprised of other members who work towards creating and implementing club service projects or working on a club public relations campaign. Some clubs appoint club chairpersons in the spring while other clubs wait until the fall. These positions may include: service, membership development and education, Kiwanis family, public relations, technology, and many more. Some chairpersons and committees are in your club's governing documents, while others may be created on a year-to-year basis by the club president.

Training for officers

Kiwanis is responsible for training all CKI elected club officers. Typically the CKI district conducts a division-I or district-wide trainer for all club officers at district convention or separate training in the spring and/or fall. Before such organized training occurs, many clubs have the outgoing officer train the incoming officer and hand over files and other materials related to the position. Please use the Club Leadership Education materials found on the CKI Web site for further training materials.



Officer Transitions

Now that you are done with your year, or beginning the new one, here are a few general things you need to complete by April 1. These should be done with the sponsoring Kiwanis club, as well as the outgoing officers.

- Decide a meeting time, one-on-one discussion. Pick a quiet place and allow enough time to be thorough.
- Discuss your position, including duties, effective leadership qualities and skills, supplies, equipment, methods, introduce to related personnel on/off campus, history and traditions, and giving timing of traditional events and what planning is involved.
- Go through files of your office that were handed to you from previous years.
- Share problems, ideas, and recommendations. Be sure to talk about unfinished projects and ideas that are not carried out. Share your thoughts on your term in office, and talk about failures and accomplishments that you came across.
- Allow for questions, support the new officer through the next few months, and leave contact information for the fall. PLEASE, do not leave the new officer just hanging without any guidance!
- It might be helpful to start a notebook and individualize it for your club. If there are certain projects that are a tradition, include them and the dates on which to start working on them in the notebook. It can be organized in a variety of different ways: monthly, by project or tradition, or just general notes. Be sure to leave enough room for the people after you write additions!
- Old/new joint board meetings also are helpful as follow-ups to one-on-one transition!
- Do not stress or let yourself feel too overwhelmed (or if you are exiting the office, don't stress the new person out!). More information will be presented at district convention, so you will learn more about your position then. It is a good idea to write down your questions as they arise. If your predecessor or trainer does not have the answer contact your district board or sponsoring Kiwanis club.

Officer Retirement and Installation

Having an official ceremony to install new officers is a great transition from one year to the next. It allows for the new officers to pledge to their new duties. This can be done anytime between elections and when the new board members take office. It often allows for a clean transition between the new and outgoing officers. Have outgoing officers open the meeting and have the new officers installed at the beginning of the meeting. The new officers then finish the meeting. You should ask your lieutenant governor or Kiwanis advisor to lead the installation. The retirement of the outgoing board members should take place simultaneously.

CKI Club Officer Retirement and Installation Script

The following script can be used to retire outgoing officers and to install incoming ones. You may want to complete biographical information for each incoming officer and insert it into the script. You may also replace “the _____ District” and “the _____ District of CKI” with “our Kiwanis club” if the installation is performed by the Kiwanis Club president or Kiwanis advisor. Committee chairs may also be added to the ceremony.

One of the greatest gifts the _____ District of CKI can give is increased service to our community, while developing quality leaders and citizens. It is with this in mind that the _____ District is proud to share the benefits of membership with the CKI club of _____ (insert college or university name). Without question, student involvement in the community service is the best way to make a difference in our community.

The _____ District of CKI is committed to assisting this CKI club to be successful in serving the campus and community. The _____ District is committed to providing adequate support to the club and its members throughout this club's existence. The _____ District is committed to training this CKI club's officers to ensure the club is equipped to manage effectively. The _____ District is committed to working together with this CKI club to plan and implement service projects and fellowship activities.

Could the current board of officers please step to the front. You have spent one year serving your club, your campus, and your community. For this, the _____ District of CKI thanks you. Could _____ (faculty or Kiwanis advisor, or district board officer) please pin the current board with their past officer's pin as their name is called:

Bulletin Editor _____; Treasurer _____; Secretary _____;

Vice President _____; and President _____.

At this time, I retire you, the _____ (year of term) board of officers of the CKI club of _____.

Could the incoming board of officers please step to the front and stand in front of your predecessor?

It is now my pleasure to install the new club officers. Newly retired officers, once your successor is inducted, please pin them with their officer pins.



_____ (name of bulletin editor), it is your responsibility to promote the club both internally to the membership and externally to the campus and community. It is your responsibility to track club information and promote membership development through an effective club publication. Also, you are charged with assisting the club with its public relations efforts. Do you pledge to fulfill the duties and responsibilities of the office of club bulletin editor and serve, to the best of your ability, the members of this CKI club? If so, answer I do.

_____ (name of treasurer), it is your responsibility to work with the _____ (insert name of sponsoring Kiwanis club) Kiwanis club, the district treasurer, and the school administration to develop and maintain the club budget and receive and record dues payments. It is also your responsibility to ensure that payment of district and International dues is made in a timely manner and that all club activities conform to the club's available funds. Do you pledge to fulfill the duties and responsibilities of the office of club treasurer and serve, to the best of your ability, the members of this CKI club? If so, answer I do.

_____ (name of secretary), it is your responsibility to chronicle the business of this club through complete, accurate, and timely minutes of the meetings of the club and its board of officers. It also is your responsibility to complete the monthly report form on time and complete correspondence. As secretary, it is your responsibility to document the business of the club. Do you pledge to fulfill the duties and responsibilities for the position of club secretary and serve, to the best of your ability, the members of this CKI club? If so, answer I do.

_____ (name of vice-president), it is your responsibility to preside at all meetings of the club and board of officers in the absence of the president. As vice-president, it also is your responsibility to oversee all committee activities. Do you pledge to fulfill the duties and responsibilities for the position of club vice-president and serve, to the best of your ability, the members of this CKI club? If so, answer I do.

It is now my distinct honor and pleasure to install the person you have elected to lead your CKI club as president. _____ (name of president), your duties and responsibilities are vast and varied. As the chief executive officer of this club, it will be your overall duty to maintain the organization's health during this next administrative year. You will lead the board of officers during decision- and policy-making processes, communicate with the members of the clubs, develop programs, encourage campus and community service, provide leadership-development opportunities and much more. Do you pledge to fulfill the duties and responsibilities of the office of club president and serve, to the best of your ability, the members of this CKI club? If so, answer I do.

(If there are additional officers, insert information about each.)

At this time, I will turn the reigns of leadership over to the club president _____.

End-of-Year Banquet

Celebrate!

End-of-year banquets are a great way to celebrate the past year. Some clubs hold this in conjunction with officer installation/retirement or member inductions. Depending on the club, this can be formal or casual or as with any event, make it a memorable evening. It is important the event reflect the personality of the club.

End-of-Year Banquet Planning Form

Date of banquet: _____

Time of banquet: _____

Location of banquet: _____

Task	Individual Responsible	Deadline
Room reservations	_____	_____
Food	_____	_____
Member awards	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are there special guests who should be invited (including district board members, sponsoring Kiwanis club, or school officials)? _____

Does a specific speaker need to be secured? Does he or she know what topic(s) to address?





a Kiwanis-family member
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