

*CNH Circle K*

# **SERVICE RESOURCE DATABASE**



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# BALANCING THE THREE TENETS

By Samantha Shen (UC Los Angeles)

## Why does Circle K exist?

Do you remember...  
that moment when you were serving meals to the hungry, or renovating a public space... that moment when you just felt absolutely **fulfilled** knowing that you, in your own way, helped **make this world a better place** to live in?

Circle K exists because people who love service come together, knowing that together they can **HELP MAKE THIS WORLD A BETTER PLACE**



## SERVICE

**MAKING THE WORLD A BETTER PLACE**

Service is one of the fundamental elements of Circle K International. Through active involvement with the community and within college campuses, Circle K'ers perform 250,000 hours of service every year, 100,000 of which come from California-Nevada-Hawaii.

## THE THREE TENETS

Circle K International is composed of three tenets. A well-rounded club has a strong balance of all of them.

*There is no such thing as too much of anything; but careful not to devote all your club's energy into a single tenet and neglect the other two. Try to incorporate activities and events that involve multiple tenets.*



## LEADERSHIP

**LIVE TO SERVE, LOVE TO SERVE**

Circle K is a leadership development organization. There are countless opportunities to become involved with the organization at different levels. Take these opportunities to serve your own members and practice service leadership.

### Leadership + Service Ideas

- Service Committees (e.g. Single Large-Scale Service Project Committee)
- Impact Teams
- Chairing Service Events
- Host service-related workshops (e.g. Healthy Living in College, What is a disability?, How to be a Service Leader)



## FELLOWSHIP

**FORMING BONDS AND DEVELOPING RELATIONSHIPS**

College can be a stressful period of time so it is important that we build a support system for each other. We are a family, and thus the name, the "Kiwaniis family."

### Fellowship + Service Ideas

- Family Competitions (e.g. Recycling Competition)
- Service Auctions
- Service-Socials
- Charity Food Auctions
- Kiwanis Family Events

# CHARITABLE FUNDRAISING

*By Mariella Batacan (Orange Coast College)*

*Other contributors: Erica Wei (UC San Diego)*

*Shaira Ramirez-Santos (UC Berkeley)*

*William Le (UC Irvine)*

## TYPE 1 **ADMINISTRATION**

### **Raising funds for your own club**

This is necessary for your home club in order to pay for internal funds. This can help lower your club's membership dues.

**Cheaper dues = More members!**

#### **Examples:**

- *Eat for Service (Restaurant Fundraisers): Quick and easy!*
- *Kiwanis Takeover: Go to Kiwanis meeting and ask their president if you can take over and plan their general meeting! With this, Happy/Sad change and earn extra cash for your club!*

*(For more information about the Kiwanis Family Foundation, please visit <http://www.cnhcirclek.org/committees/kiwanis-family-and-foundation/>).*

## TYPE 2 **CHARITABLE**

### **Raising funds for the District Fundraising Initiatives or other Non-Profit Charities**

Not only is it charitable, but it also feels great for educating your members about the non-profit organizations that your club is involved with! Get creative!

*Go to page 6 for ideas*

# DISTRICT FUNDRAISING INITIATIVES



## AMERICAN FOUNDATION FOR Suicide Prevention

The **American Foundation for Suicide Prevention (AFSP)** is the nation's leading non-profit organization dedicated to understanding and preventing suicide through research, education and advocacy, and to reaching out to people with mental disorders and those impacted by suicide.

For more information please visit <http://afsp.org/>

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The **Kiwanis Family House** is a non-profit organization that provides temporary housing for families with loved ones who are being treated at UC Davis Medical Center or Shriners Hospital in Sacramento, CA. They strive to provide support for these families and to be a home-away-from-home. The Kiwanis Family House also serves as a central meeting location for many Sacramento-county Key Clubs, Circle K, and Kiwanis Family. It's like a Kiwanis Family hub along with the residences they provide temporary housing for.

For more information please visit <http://kiwanisfamilyhouse.org/>

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Unintentional injury is the leading cause of death for children under 14, and studies show that 90% of these injuries can be prevented. The **Pediatric Trauma Program** aims to develop local projects and increase awareness in its cause in order to reduce the number of children who are killed through unintentional trauma. The funds raised for PTP are used to purchase safety equipment for children, give proper pediatric medical training to doctors, and provide grants to our six partner hospitals.

For more information please visit

<http://www.cnhfoundation.org/what-we-do/pediatric-trauma-program/>

**For more information about this year's District Fundraising Initiatives, feel free to reach out to the FiFun Committee at <http://www.cnhcirclek.org/committees/fifun/>**

# HOSTING / PLANNING CHARITABLE FUNDRAISERS

1. Choose an activity that you want to do
2. Find a team and start thinking about the basics of planning an event
3. Set deadlines for venues, themes, publicity, itinerary, etc.
4. Have ideas and know whether your vision is large-scale or small-scale

**\*\*\*Any money solicited from the public must go back to the public.\*\*\***

*Example - Money from publicly advertised food fundraisers must go back to community efforts such as charities or service events.*

## EXAMPLES

### Small-Scale

- Car Wash
- Holiday Grams
- Restaurant/Boba Socials
- Bake Sales
- Water Balloon Tosses
- Pie an Officer
- Service Auction

### Large-Scale

- Kids Rock Benefit Concert (UC Riverside)
- Masquerade Ball (UC San Diego)
- Mr. CKI (UC Irvine)
- Serenade (UN Las Vegas)
- Talent Show (San Diego State University)

### **Qualifications for Service Hours**

- Members must actively help with the fundraiser
- 100% of the profits must be donated to a non-profit

*Refer to the "The Service Hour" section on page 32 for more specific guidelines*

## TIPS & TRICKS

- Host an event that aligns with the District Service Initiative and/or International Service Initiative
  - Service + Fundraiser = 2 Birds + 1 Stone
  - DSI 2018 - 2019: Helping Those With Disabilities
  - ISI: Focusing on the Future - Children
- Plan your events in advance! The larger the event, the longer it will take to plan it!
- Prepare agendas for every event-planning meeting
  - Allow everyone to preview the meeting
  - Help everyone stay on track
  - Keep meetings organized
- Always have a backup plan!
  - Most things don't go according to plan, so it is important to always have backup plans and supplies.
  - Gather more supplies than you think you'll need

# PREFERRED CHARITIES & INTERNATIONAL SERVICE PARTNERS

*By Christina Tran (Orange Coast College) and Numfon Vilay (UN Reno)  
Revised by Chloris Li (UC San Diego) and Samantha Shen (UC Los Angeles)*

To unite Circle K clubs from all over the world, CKI has preferred charities and international service partners. Together with our partners, we work towards our **International Service Initiative, Focusing on the Future: Children.**



**March of Dimes** works to prevent prematurity. They organize programs to help moms have full-term pregnancies and healthy babies. They also provide support and educate families on premature births.

Website: <http://www.marchofdimes.org/index.aspx>

**Possible Projects:** Help in local NICU, assist with March for Babies ([marchforbabies.org](http://marchforbabies.org)), awareness ribbons, letter campaigns, cards, etc.

A list of projects and tips/links to creating these projects can be found at <http://www.circlek.org/Service/PartnersCharities/MarchOfDimes.aspx>



**Junior Chamber International** is a non-profit organization of young people between 18 and 40 years old. It focuses on searching for sustainable solutions to issues in our communities and our world. Its diverse members from all over the world come together to address the issues of today.

Website: <https://www.jci.cc/>





**Better World Books** uses the power of business to change the world. They collect and sell books online to donate books and fund literacy initiatives worldwide. With more than 8 million new and used titles in stock, they're a self-sustaining, triple-bottom-line company that creates social, economic and environmental value for all our stakeholders.

Website: <http://www.betterworldbooks.com/>

**Possible projects:** Create a book drive!

For more, visit <http://www.circlek.org/Service/PartnersCharities/BetterWorldBooks.aspx>



## Students Team Up to Fight Hunger

**Students Team Up To Fight Hunger (STUFH)** is a non-profit organization devoted to assisting and inspiring food drives at colleges and universities across the country. The mission of STUFH is to help feed the hungry while at the same time raising awareness among college students about hunger in their local communities. Since its founding in 1999, STUFH has reported over five million pounds of food raised by colleges throughout the nation through various types of food drives. STUFH invites colleges and food banks to send their comments, food drive results and photos to their website to inspire other universities to become involved.

Website: <http://www.stufh.org/>

**Possible projects:** Encourage members and their families to skip a meal and donate that money to the food bank, grow your greens and donate it to local soup kitchens, etc.

For more, visit <http://www.circlek.org/Service/PartnersCharities/STUFH.aspx>



*Conquer Childhood Cancers*

The **St. Baldrick's Foundation** is a not-for-profit organization with the aim of raising funds to help find cures for children with cancer. The name of the foundation is not associated with a recognized Saint of the Catholic Church, but it is founded on word play and appropriation of the title of sainthood. Volunteers sponsored by family, friends, and employers shave their heads in solidarity with children who typically lose their hair during cancer treatment in order to raise funds.

Website: <http://www.stbaldricks.org/>

**Possible projects:** Create a fundraiser of people willing to shave their head to donate to the cause!





**UNICEF** is a leading humanitarian and development agency working globally for the rights of every child. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle: pre-natal care for healthy births, clean water and sanitation, healthcare and education. Working with and for children through adolescence and into adulthood requires a global presence whose goal is to produce results and monitor their effects. UNICEF also lobbies and partners with leaders, thinkers, and policy makers to help all children realize their rights—especially the most disadvantaged.

Website: <http://www.unicef.org/>

**Possible projects:** Spread awareness and raise funds for the Eliminate Project and Six Cents Initiative, Trick-or-Treat with UNICEF, Movie Night showcasing a movie that celebrates motherhood.

For more, visit <http://www.circlek.org/Service/PartnersCharities/UNICEF.aspx>

# DISTRICT SERVICE INITIATIVE

*By Samantha Ruiz (UN Las Vegas) and Chloris Li (UC San Diego)*

The District Service Initiative (DSI) is a service initiative that is proposed annually by the District Service Committee and then approved by the District Board for CNH Circle K. It is a cause that the district decides to focus on for the respective term, and this is achieved through the collaboration of service officers and members from all throughout the CNH District.

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## ***2017-2018 CNH Circle K District Service Initiative***

### **Be the Change: Personal Health**

The fast-paced nature of the world we live in can easily lead us to compromise various aspects of our personal health in order to balance all of the demands placed on us by things like school, work, extracurriculars, and maintaining our personal relationships with other people. Sometimes, we get so caught up taking care of everything and everyone else in our lives that we forget to take care of the one person that needs our help the most, **ourselves**. Our overall personal health is a combination of several factors, such as our physical, mental, and emotional well-being, and in order to achieve the best versions of ourselves, we must continue to practice behaviors that will improve the quality of our lives for the long term. By encouraging and inspiring our members to take better care of themselves, we are equipping them with the tools to teach other members of our communities to do the same. Through this year's District Service Initiative, **our members will become forces of positive change in their communities** and show the general public how they, too, can practice healthier behaviors in order to achieve optimal physical, mental, and emotional well-being over the course of their entire lives. We, as a District, have the power to change the world, but we can only do that so long as we remember to take care of ourselves, too.

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#### **UPCOMING**

### **2018-2019: Helping Those With Disabilities**

#### ***Past CNH District Service Initiatives***

2016-2017: Serve to Conserve - the Focus on Planet Conservation

2015-2016: Hope for the Homeless

2014-2015: Leaping for Literacy

2013-2014: Anti-Bullying

# FUNDING

*By Emily La (UC Santa Barbara)*

***funding:*** the act of budgeting and seeking external funding sources for your service project

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Budgeting is essential for many different types of service projects that require funding: tabletop service, large-scale projects, nice notes, etc. In order to properly budget, learn how to F.U.N.D.!

## **Find Your Goal**

Set a long term goal in mind. What do you want to accomplish through this event? What kind of experience do you want your member to gain from this?

## **Utilize Your Board**

Communicate uncertainties and finances with your board. The treasurer usually has a master record of club funds, fundraiser chair can help schedule a fundraiser to raise money, and the Kiwanis Family chair can ask Kiwanians for funding if needed.

## **Never Give Up**

Instead, adjust your goals and budget realistically, or plan ways to expand your budget. Reach out to other service officers or the District Service Committee for help too!

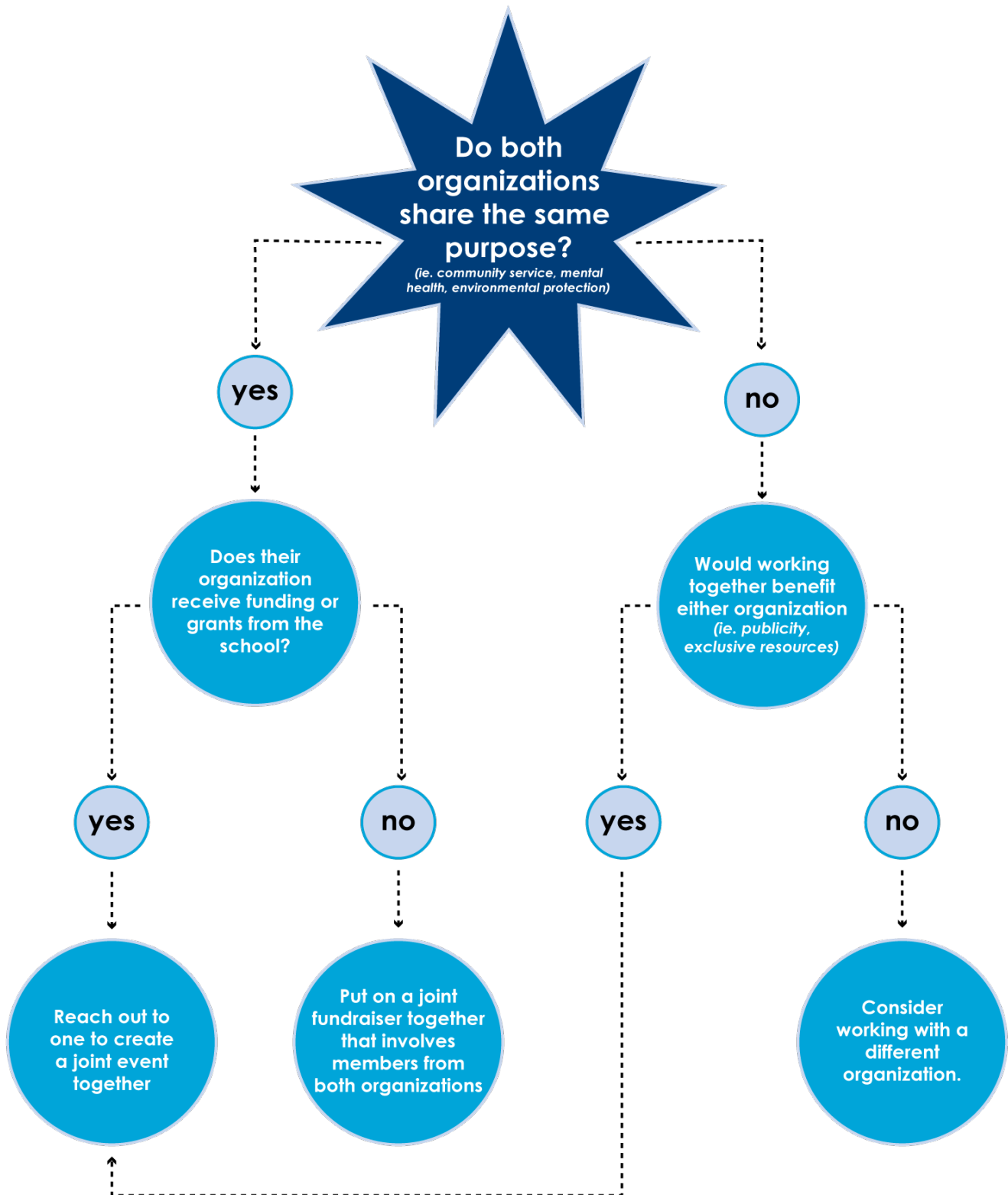
## **Do Allot for Time**

Events alone can often need at least two weeks to prepare for. Allow companies and other organizations to have enough time to determine if they can provide funding.

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**Reach out to other organizations** - It's always easier to F.U.N.D. together with other clubs than alone. Some clubs are funded by the school and can give stipends to other clubs if they share the same purpose. Collaborating with other organizations allows the club to expand networking opportunities, put on larger events, and establishes good relationships for future help. Work with your club's Public Relations Chair to explore different possibilities.

# SHOULD YOU REACH OUT TO ANOTHER ORGANIZATION?



**Donations Letters:** This is one way to F.U.N.D. without using too much of your club's funds and allows the community to become more involved with Circle K. While it may seem difficult at first, professional behavior and a friendly demeanor can go a long way!

## SAMPLE LETTER



**Donations Coordinator**  
**Your Name**

Telephone: **(999)-999-999**

Email: **YourEmail@CKI.com**

To whom it may concern:

I am the **[donations coordinator]** writing to you on behalf of the CNH District of Circle K International. We are seeking your support for **[the second annual District Professional Development Conference]**, which will take place from **[August 4 - August 6 in Sparks, Nevada]**. The conference will allow members of Circle K International from various universities across California, Nevada, and Hawaii to gain professional skills in order for them to succeed in their future careers. Featured past workshops included Financial Literacy, Resume and Cover Letter Building, and Branding Yourself.

Last year, our organization had the honor of hosting a large-scale service project during the event. Over 100 attendees had the opportunity to volunteer with Opportunity village, a not-for-profit organization which serves children and adults in southern Nevada community with intellectual disabilities. Members assisted with the organization to enhance their lives and lives of the families who love them.

We would love to mention you as a sponser in our program in return for your contribution. In any case, **[gift cards]** are gladly accepted. There are limitless options the funds would be used for: gloves, tools, items for care packages. Anything to help us achieve our goals would be highly appreciated!

In the case that we do receive a donation from you, your contributions will be tax exempt. Our sponsoring Kiwanis Club ID number is: **[XX-XXXXXXX]**.

Thank you for your time and consideration.

Sincerely,

**[Your Name]**

## **Main Points**

1. Include the CKI masthead at the top. Who are you? What is the organization that you are representing?
2. What is the event? When? Where?
3. (If applicable) When you had this event in the past, how did it go? What was the IMPACT?
4. Tell the company WHY their support matters. Remember to be generous!
5. What kind of donations are you requesting?
6. Include your tax exempt form and Kiwanis Club ID number. (Ask your Kiwanians for this!)

Link to the CKI Mastheads: <http://tinyurl.com/cnhgraphics>

## **Following Up**

- Go to the stores in person
- Ask for a manager if possible
- Explain what your club and event is
- Call back in a few days
- Keep track of your donations

## ***SAMPLE DONATIONS SHEET***

Store	Amount/Item	Status Update	Use?
Safeway (near Blackhawk)	\$20 gift card	received	snacks/breakfast
ACE hardware (near Berkeley)	14 pairs of gloves	received	DLSSP South
Target	\$50 gift card	received	
Orchard Supply Hardware (San Ramon)	glove?	did not work out	
Home Depot	gloves?	Waiting on email	DLSSP North

## **Companies that Provide Donations**

- Target
- Home Depot
- Trader Joes
- Kmart
- Walmart
- Dollar Tree
- Whole Foods
- Ralph's
- Sprouts
- Smart and Final
- Sherwin-Williams Paint Stores
- Food Maxx
- Stater Bros
- ACE Hardware
- And MANY MORE!!!

### **TIPS:**

- Visit a LOT of stores!
- Different companies prefer different methods of communication. Do your research ahead of time to find out whether you should call, email, or visit in person
- Don't let rejection stop you!

*Companies can either directly provide materials/items you need OR gift cards*

## **Grants**

Many companies and organizations offer grants for community service. This funding method is usually application-based. Here are some grants that your club may be eligible for:

- Double the Donation: Corporate companies match your donation (<https://doublethedonation.com/companies-that-donate-to-nonprofits/>)
- The Tomorrow Fund (<http://circlek.org/service>)
- Kiwanis Club Grant Program (<http://www2.kiwanis.org/childrensfund/im-pact-and-programs/club-grant-program>)
- Pediatric Trauma Program Grant (<https://cnhkiwanis.app.box.com/v/Grantmaking/file/12879558774>)
- Associated Students
- Talk to your sponsoring Kiwanis Club

# IMPACTFUL SERVICE (vs. Meaningful Service)

By Samantha Ruiz (UN Las Vegas) and Chloris Li (UC San Diego)

## service

Noun

1. A voluntary act in which no payment is received for service rendered
2. An act of helping others in an impactful way in order to better oneself and the community

As we participate in service, we want to make sure that the actions we take positively impact both our members and our surrounding communities. While every service project we do means something different to each one of our members, the impact we make on our communities by doing service can be objectively measured by *analyzing what has been achieved through the service project*. Impactful service allows members to participate in a hands-on service opportunity that directly benefits their surrounding communities and measure these impacts objectively. This is different from meaningful service because there is no way to objectively measure the meaning that members find in service projects. It is important to focus on impactful service as a way of **measuring the change that we make in our communities through one of our core tenets as members of Circle K International.**

Some ways to measure the impactfulness of a service project include:

- Thinking about who the service project benefited
- Analyzing what was accomplished during the service project
- Compare the conditions before the service project to the effects post-service project

You can emphasize the importance of impactful service by:

- Researching background information on service projects and sharing this with your club so that members gain a deeper understanding of their contributions.
- Utilizing reflection periods after service to assess how members felt about the project and what was achieved as a result.



# **PLANNING SERVICE PROJECTS**

# LARGE-SCALE SERVICE PROJECTS

By Ryan Tsao (UC Berkeley)  
Revised by Gavin Li (UC Berkeley)

Any project with over 20 attendees qualifies as a large-scale service project (LSSP). Follow these steps to plan your own!

## STEP 1 | BRAINSTORMING

Brainstorm some ideas with a committee and/or board. Make sure that *impactful service to the community* is foremost in the brainstorming process.

Consider...

- District Service Initiative (DSI) - Helping Those with Disabilities
- International Service Initiative (ISI) - Focusing on the Future: Children
- Potential organizations that have shared goals and interests
- Possible sites & their proximity to your school campus.

## STEP 2 | CONTACTING OTHER ORGANIZATIONS

- Utilize connections that your club already has (ask your predecessor or any senior officers)
- Google is your friend!
- Contact large groups that oversee the geographic area your club is in
- Go to the organization's website and find the "Contact Us" page

## STEP 3 | DRAFTING THE EMAIL

If you're emailing an organization for the first time, introduce yourself, give a brief description of what Circle K is, and state what your goals. 1-2 sentences should be enough.

- Brief introduction
- How you came into contact with this person
- Brief Circle K introduction
  - What is Circle K
  - Your position
- Other important information to include
  - Goal: Make sure it is clear what your project entails so the person can decide whether their organization is a good fit for this project or not.
  - The question
    - > Make it clear what you are asking for from the volunteer coordinator(s)
    - > Examples
      - Do you know of any sites that could benefit from this project?
      - Would your organization be interested in working with Circle K for a project of this scale?
  - Scale of your project – estimated # of volunteers

- Projected date
  - > If it's still being decided, at least give them what month you're planning it to be. Remember to tell them the exact date later on!
  - > If any information is not available yet, be sure to let them know in a follow up email.
- Thank them for their time!
  - These coordinators are very busy, and taking time out of their day to read these emails is a lot of work. Make sure to thank them appropriately.

## STEP 4 | FOLLOW UP

Sometimes, you may not receive a reply right away. As a rule of thumb, **follow up sooner if you are close to the event date and you can follow up later if you are further away.** If you are still unsure, 5-7 days should be good. Make sure to include any new information not present in your original email.

## STEP 5 | OTHER PLANNING

After you've secured a project, make sure to consider other logistics.

- Donations
  - Send out donation letters 1-2 months in advance, the earlier the better.
  - Some food places will allow you to take whatever is left at the end of the day, but this isn't as reliable as you can't predict the exact amount of food you will receive.
- Transportation
  - # of drivers
  - Bus routes
  - Parking
  - Weather forecast
- Shift delegation
  - Projects that run >4 hours or are strenuous may need job shifts so that volunteers can take breaks and alternate between tasks
- Budget
  - Plan out the objects that need to be purchased. Keep your receipts for reimbursements!
- Safety and Permission
  - Waivers and medical forms are required for any Circle K event that involves labor. All members **MUST** bring and sign both forms in order to participate.
  - Event Request Forms or ERF's are required if you plan to work with other schools outside your home club. Allow AT LEAST 1 month before the event to fill out all the required sections.
  - All forms can be found here:  
[http://resources.cnhcirclek.org/category/2-policies\\_forms\\_and\\_manuals/](http://resources.cnhcirclek.org/category/2-policies_forms_and_manuals/)

# RECURRING SERVICE

*Revised by Hever Miranda (San Diego State)*

**Circle K International defines Continuous Service as an event that has been completed with the same organization repeatedly at least once a month for a two-month duration.**

Continuous Service projects are an opportunity for your club to **develop a stronger relationship** with another organization. Other positives:

- More members get the opportunity to attend this event as more dates are available
- "Impactful Service" - being able to see long-term change

Frequency of recurring service projects may vary.

- Weekly
- Bi-Weekly
- Monthly
- Seasonal
- Annually
- However many times you want it to be!

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*Starting recurring service in your club is built off of a strong relationship and trust between the coordinator and the club. Here are the steps to get started:*

1. **Contact the coordinator.** Introduce yourself and mention your club's interest with helping. Ask them if they are interested with help on a one-time basis or looking for help on a regular basis. Places usually interested in continuous help:
  - Tutoring
  - Environmental Restoration
  - Schools
  - Animal Shelters
  - Soup Kitchens
2. If you are uncomfortable with bringing up continuous service right away, **start by setting up one project** with them and gather thoughts and responses from volunteers and the coordinator. If everything went well, propose recurring service to the coordinator!
3. If they are interesting in continuing, **set up a few more dates** to come in and let the service grow from there.
4. Consider **forming a committee** to help with this process.
5. Before your term is over, **arrange for your successor to meet with the coordinator** so to ensure a smooth transition between terms, and so that the coordinator is informed of the change in your club's service chair.

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Some examples of schools with different service:

- UCLA Circle K (uclackiservicevp@gmail.com) - weekly service
- UCI Circle K (ucickivps@gmail.com) - service rotation
- UCSD Circle K (vps@ucsdcki.org) - Impact Teams
- UCSB Circle K (ucsbcirclek.vps@gmail.com) - service committee to plan projects
- UN Reno Circle K (vpsservice@nevadacki.com) - bi-weekly continuous service

*....And many other great schools! If you have more questions on how to set up recurring service in your club, contact another club in your area that volunteers recurringly and they can help you get started!*

# VOLUNTEER-COORDINATOR RELATIONSHIP

By Samantha Ruiz (UN Las Vegas)  
Revised by Henry Pham (CSU Fullerton)

## CONTACTING VOLUNTEER COORDINATORS

- Search through an organization's website, word of mouth, campus announcements, Kiwanis family, etc.
- Once the information has been located, try to contact them within 4-5 weeks before the event.
  - *Note: Generally if you contact coordinators too early, this increases the chances that the project may suddenly be cancelled on you. If you contact them too late, there may not be enough spots left.*
- Always have your club's calendar available and ready to discuss dates
- Contacting Methods
  - Email
    - > Introduce yourself and the organization
    - > Purpose
    - > Ask for upcoming volunteer opportunities or schedule specific dates
    - > Be professional - use proper formatting and greetings in your emails
    - > Thank them for their time
  - Phone Call
    - > Follow the same steps as email
    - > Same general guidelines can be used if you need to leave a voicemail

## MAINTAINING RELATIONSHIPS

After you finish sending that email or hang up the phone, it is time to plan. Several things can happen within this time span.

- **Check back in with the coordinator** as the date gets closer to the event, and make sure everything is still going according to plan.
- **Be responsive** - You want the coordinator to know that you and your group are serious about this, and you always want to keep each other in constant communication to ensure a successful event.
- Coordinators may sometimes forget that you are coming, or they may have to cancel a service project due to unforeseen circumstances. Make sure you are on top of this so you can accommodate for any mishaps in the future.
- After a service project, **maintain contact with these coordinators** so that they can give you information on future volunteer opportunities. You may even be able to set up a continuous service project.

*These coordinators are all people too. They may experience a lot more stress than we do during a project, and they also have their own personal issues. There will be times when they get frustrated, and they may take that out on something or someone else. But, **always treat them with respect**, because at the end of the day, we are all here to serve.*

# LEADING A PROJECT

*Revised by Mariella Batacan (Orange Coast College)*

Chairing events is a great way to get involved with leadership in your home club. You discover what goes into planning a service event, and this can lead to more opportunities in the future.

## STEP 1 | BECOMING THE CHAIR

If you have a club website:

- Go to the website and log in.
- Go to the event calendar.
- Find the event you want to chair.
- If there is no chair already, sign up to be the chair.

If you do not have a club website:

- Sign up through your club
  - Let a board officer know you are interested in being the chair or ask them for more information about what being a chair entails.
  - Sign up during/end of your general meeting
- Sign up through your club's Facebook
  - Look for an event chair request form
  - Go through any club officer post about events with no chair

## STEP 2 | PUBLICITY

- Make sure your club's board knows that you are chairing this event.
- Share your event at a general meeting
  - Provide your club's technology chair or president with a graphic to be included in the meeting's presentation
  - The graphic should include:
    - > Event title
    - > Date
    - > Time
    - > Location
  - Be excited, be passionate!
- Provide your contact information to allow yourself to be available for questions

## STEP 3 | SIGN-UPS

- Create a sign-up sheet that includes all event details along with a brief summary of the event (1-2 sentences)
- Carpool
  - Include a column for carpool in the sign-up sheet
  - Please see the "Transportation" section on page 33 for more information
- Contact all members 3-5 days in advance to confirm their availability for the event
- If there are limited spots, create a waitlist in case a member cancels last minute

## STEP 4 | DAY OF EVENT

- Upon arrival, communicate with the coordinator(s) to let them know that your club has arrived
- Keep a list of all members who are attending and who is driving
- Keep an eye on your members throughout the event
  - Make sure the event runs smoothly and everyone is always aware of what is going on
  - Check in with your members every once in a while to make sure that they are doing okay
  - Take a group photo afterwards for memories, newsletter articles, and scrapbooks
- Have fun!

## STEP 5 | AFTER THE EVENT

- Consider these activities
  - Club Reflection - to reflect on the impact that everyone made
    - > Did you enjoy the event?
    - > Has your perspective changed about a certain topic?
    - > What did you learn from today?
    - > Give shout-outs to members who stood out
  - Have an after social!
    - > Great way to get to know your members (Bonding time!)
    - > Relax with some food and drinks after a long day of work
- CERF - Club Event Report Form that records everyone's hours for the district.
  - Communicate with your club's secretary for your club's CERFing method
  - Here is a CERF manual provided by District Secretary Katelyn Duch:  
<https://docs.google.com/document/d/1Rd8u6J2NsIC4PrwM-lBisZB3F7ZEgAyHUTu9g-9WDZ8/edit>

***Refer to the "Transportation" section on page 33 for more information***



# ORIGINAL PROJECTS

By Gavin Li (UC Berkeley)

**original projects:** service projects planned and organized by you, with relevant organization[s] providing basic support

*Examples - free yoga session in the park, adding compost bins at a school, taping nice notes in public areas, teaching elderly how to use an iPhone, alleyway beautification, etc.*

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*NOTE: Original projects differ from large-scale service projects—LSSPs usually involve contacting organizations and volunteering for their pre-planned projects*

*For more information about how to host a large-scale service project, please visit our Large-Scale Service Project article.*

## STEP 1 | BRAINSTORMING

First think of **what community you want to impact** and then assess what specific type of impact you want to make on that community.

*Example*

Community: Local elderly

Locations: Areas frequented by the elderly

Parks

Nursing Homes

*Conclusion:* Plan service projects with organizations that manage these locations

## STEP 2 | RESEARCH

1. Look for organizations/project sites that could benefit your targeted communities.
2. Contact the coordinators and ask if they would be interested to host your service project.
  - **Be clear to state that you have a project in mind** that you want to execute!
3. Compile a list of items needed
4. Start requesting donations (See "Funding") and gathering supplies
5. Apply for grants of necessary

Other questions to ask yourself:

- How viable is my project idea?
- Who do I need to get help from and what kind of help do I need from them?
- Is it within the budget?
- Is it doable in a single day/project's worth of time?
- Would we need to establish this as a continuous project?
- Does the project entail any specialized skills? If so, how limiting would it be without having those skills?

## STEP 3 | PLANNING & PREPARATION

- **Create a timeline** to keep track of what and when everything needs to be done to ensure the success of your project
- Hold committee meetings and/or host workdays to brainstorm specifics and create any tools that you will need (props, posters, flyers, crafts, etc.)
- Visit the site beforehand so you know what to expect on the day of
- Prepare an itinerary, tasks, and teams if necessary for your project
- Confirm the itinerary with the coordinator to avoid any confusion or miscommunication
- Ensure that you have the means to transport all materials and volunteers to project site

## STEP 4 | EXECUTION

- Arrive on time to set up for your project (especially if the coordinators need to open up the site for you)
- Maintain communication with these coordinators by exchanging contact information to ensure that the project runs smoothly
- Be prepared to clean up any and all messes, even those that you did not foresee. An unspoken rule in Circle K is to leave project sites cleaner than we found them.

**Don't stress, relax, and HAVE FUN!!! This is all going to end before you know it so enjoy every moment of it.**

# SUMMER & HOLIDAYS

By Hever Miranda (San Diego State University)

Vacation and breaks are the most difficult times to keep the club active in service. It is important that we remind our members that **Circle K is a resource**, and service is something that can be done anywhere and anytime, beyond the club level!

## Long Distance Planning

- **Location:** Find out where your members will be spending their break and seek events in that area
- **Availability:** Consider creating a survey (see below) to find out when your members are available during break
- **Service Liaison:** Consider assigning a member the task of liaison in your absence if they live in a city where many of your members will be located during break
- **Tip:** Look into sites like "Volunteer Match" that let you search for events in other cities
- **Joining Other Clubs:** Members who go back home for the summer are able to participate in service with Circle K clubs in the area as long as it's within a 35 mile radius of their home without needing an Event Request Form (ERF)

*NOTE: All service hours completed with a different club will benefit YOUR own club!*

### Service Event Availability Form

Hi! Thanks for taking the time out of your day to fill out my form. I hope that I can use the responses collected here to book events more open to your schedules for the remainder of this summer and to make these events more available to you in general!

\* Required

Name \*

Your answer

What days of the week are you available to come out to events? \*

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

What time(s) of the day is/are most convenient for you in general? \*

- ☐ Morning (7AM-11AM)
- ☐ Midday (12PM-3PM)
- ☐ Late Afternoon (4PM-8PM)

If you've had to skip a service event this summer, what have been the deciding factors? \*

- ☐ Schedule Conflicts
- ☐ Transportation
- ☐ Lack of Interest in Events
- ☐ Other: \_\_\_\_\_

Are there any specific days in the coming weeks in which you will not be available for service events? \*

Your answer

Notes (Suggestions, comments?) \*

Your answer

# TABLETOP

*Revised by Emily La (UC Santa Barbara) and Chloris Li (UC San Diego)*

Tabletop service is a quick service project that can be done anywhere that is easily accessible to members, such as campus. It is an easy way to get new and returning members engaged without performing too much strenuous activities. Projects are meant to be creative and original so feel free to add your own flair and create some original ideas.

## BEGINNER'S LIST TO TABLETOP PROJECTS

- Card making
  - Thank you cards: Kiwanians, maintenance/custodial staff, military, faculty, etc.
  - Motivational cards: hospitalized children, cancer patients, students, etc.
- Care Packages
  - Mental Health
  - Midterms/Finals
  - Operation Secret Santa
  - Operation Gratitude (for veterans)
- Repurposing old materials
  - T-shirt dog toys
  - No-sew blankets/scarves/pillows
  - Plarn sleeping mats
  - Plastic bottle plant pots
- Motivational Campaigns
  - Heartfelt Revolution
  - Clothespin compliments
  - Positivity Notes
  - Rock painting
  - Origami cranes
  - Baking cookies to pass out
- Children
  - Beaded bracelets
  - Nonstick socks
  - PTP dolls
  - Activity Kits
  - Capes for Kids
  - Coloring/Lettering books
  - Sticking reflective tape on bike helmets
- Drives
  - Canned food
  - Feminine Hygiene
  - Books
- First Aid Kits for Homeless Shelters
- Water Pasteurization Indicators (WAPIs)
- Making/Distribution of food to the homeless
- Paracord bracelets for veterans
- Art pieces for public spaces (ie. murals, decoration for a hospital)
- Crocheting baby bird nests

# SERVICE WORKSHOPS

*Revised by Zena Amran (UC Berkeley)*

## WHAT IS A WORKSHOP?

A workshop is a meeting in which people gather to become educated about a specific topic. A service workshop is specific to service, and it is meant to teach people how to better serve their community.

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### BASICS

- Use a strong projecting voice: be prepared to yell if your workshop gets too crowded
- Have a Powerpoint Presentation or some sort of visual in order to better **gain the interest** of the audience
  - Prezi
  - Microsoft PowerPoint
  - Pamphlets
  - Posters

### PURPOSE

- What are you trying to accomplish?
- How will you do it?
- What is your **goal**?
- Do you want to branch off your own ideas or involve the ideas of others?
- What do you want your audience to take back to their clubs?

### ENGAGE

- Incorporate different styles of presentation to your workshop
  - Question & Answer
  - Icebreaker activities
  - Discussion
- **Get the audience involved** and ask them questions throughout the workshop. When creating your presentation, be sure to keep in mind when it will be convenient to ask your audience a question.
- Make sure that the audience knows that their ideas are heard and let them know that what they have to share is helpful.

### INSPIRE

At the end of the day, your main goal is to inspire your members. Spread your desire to do service to other members of CKI! Let's make sure that your passion and knowledge for service gets passed on to other members so that we can **keep spreading the impact of service!**

# SERVICE WITH KIWANIS FAMILY

*By Karina Gonzalez (CSU Fullerton) and Christina Tran (Orange Coast College)  
Revised by Arlene Anguiano (UC Santa Cruz) and Chloris Li (UC San Diego)*

Circle K International is only possible because of our sponsoring club, Kiwanis International. As a Kiwanis family, we must maintain strong relationships with each other. Familiarize yourself with these other Kiwanis Family organizations to get started on your service.

*If you want to learn more about the Kiwanis Family outside of the tenant of service, please talk to a District Kiwanis Family and Foundation's Committee Member or visit  
<http://www.cnhcirclek.org/committee/kiwanis-family-and-foundation/>.*



## Kiwanis®

***"Serving the Children of the World"***

Kiwanis clubs, located in 79 nations, help their communities in countless ways. By working together, members achieve what one person cannot accomplish alone. Kiwanis is dedicated to serving the children, ensuring them all the chance to learn, experience, grow, succeed, and thrive. They focus on "changing the world, one child and one community at a time."

Website: [www.kiwanis.org](http://www.kiwanis.org)

### Possible Project Ideas

- Pancake breakfasts
- Marathons
- Kiwanis One Day
- Parade floats
- Kiwanis Family Month (November)

### Communication Methods

- Attend Kiwanis meetings and ask if there are any projects they need help in
- Email your Kiwanis advisor or your sponsoring Kiwanis Club president
- Read newsletters
- See advertisements around the city of possible Kiwanis involvement



***"Live to Serve, Love to Serve"***

Circle K is the largest collegiate organization in the world, existing in 14 different nations. Members strive to make a difference in their communities and develop skills needed to become the next generation of leaders. CKI is organized under three tenets: service, leadership, and fellowship.

Website: [www.circlek.org](http://www.circlek.org)

Possible Project Ideas

- District Large-Scale Service Projects
- Divisional Service Events
- Inter-Clubbing with other schools in the division (with proper approval)

Communication Methods

- Talk to your LTG or Divisional Service Chair
- Contact VPS's and Service Chairs from other schools
- Contact your regional advisor to learn the process of organizing large-scale service projects (projects going beyond the divisional level)

# KEY CLUB®

***"Caring—Our Way of Life"***

Key Club is the largest branch of the Kiwanis Family, with over 276,000 members from high schools all over the world. These members are caring and passionate students who are all leaders in their own way. Founded in 1925, It is the oldest high school service organization.

Website: [www.keyclub.org](http://www.keyclub.org)

Possible Project Ideas

- Beach/Highway clean-ups
- Environmental restoration
- Holiday Drive Packages
- Food Drives
- Feeding the homeless
- Key2College

Communication Methods

- Talk to the sponsoring Kiwanis of the Key Club's division to find out the proper paperwork to fill out as well as assigning chaperones
- Work with your club's Kiwanis Family Chair(s) or other schools in your division
- Contact the LTG of the Key Club division





Builders Club is the largest service organization for middle school and junior high school students in the world. Members work to develop servant-leader skills, learning to work together to serve their schools and communities. Community-based Builders Clubs, which are sponsored by Kiwanis, can also be established at churches, libraries, Boys & Girls Clubs, YMCAs, lodges or similar facilities.

Website: [www.buildersclub.org](http://www.buildersclub.org)

#### Possible Project Ideas

- Planting gardens
- Recycling programs
- Food drives
- Anti-bullying campaigns

#### Communication Methods

- Contact sponsoring Kiwanis of their division or sponsoring club
- Browse the school's website



K-Kids is the elementary/primary school branch of the Kiwanis Family. As a student-led organization, it provides members with service-oriented leadership opportunities, getting them involved with the community. There are more than 35,000 K-Kid members around the world, making a difference not only in the world, but also in themselves.

Website: [www.kiwaniskids.org](http://www.kiwaniskids.org)

#### Possible Project Ideas

- Card making
- Assist in elderly homes
- Fundraising for school events/ programs that are receiving low government funding

#### Communication Methods

- Contact sponsoring Kiwanis of their division or sponsoring club
- Browse the website



Aktion Club is the only service club for adults with disabilities, existing worldwide with over 500 clubs and 12,000 members. They can be found at state-supported living centers, schools, community centers, and more. They have their own service initiative, Sleeping Children Around the World (SCAW).

Website: [www.aktionclub.org](http://www.aktionclub.org)

#### Possible Project Ideas

- Tutoring
- Environmental beautification
- Food drive

#### Communication Methods

- Contact sponsoring Kiwanis of their division or sponsoring club
- Browse the website

# ORGANIZING THE PROJECT

All branches of the Kiwanis Family Tree generally share the same ideals and passion for service. Therefore, service is a great way to bond with them. Follow these steps to start your project!

*Remember, Kiwanis is a leadership-development organization. **Be professional and respectful** when contacting others.*

## 1. Decide what to do

- Select an age-appropriate event for the Kiwanis Family branch you are working with

## 2. Invite the club

- Make sure to do this with enough time so that the members in their club will be able to go. Nobody likes last minute invitations
- Get permission where needed
- Fill out an Event Request Form AT LEAST 1 month before the event
- Follow up with the club as the event approaches
- Set a date for the clubs (yours and theirs) to report how many members will be attending

## 3. Plan the event

- Check materials
- Ensure members are notified of waivers and medical forms
- Consider contacting the president of the other club to see if they would like to help plan the event

## 4. Host the event

- Be welcoming and get excited!
- Stray away from cliques and meet new people. Don't be afraid to go out of your comfort zone!

## 5. Keep in touch for possible future events

*It is very important that we get to know the other parts of our branches as we support each other through service. As we are on the collegiate level, we can make a huge difference if we keep a connection with the younger clubs through mentorship. You can also make lots of new friends, and tons of great memories!*

# THE “SERVICE HOUR”

*By Arlene Anguiano (UC Santa Cruz)*

**“service hour”**: a service hour is 60 minutes of uncompensated volunteering that benefits a charitable and/or non-profit organization

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*The CNH CKI District Operating Procedures specify:*

- Any form of monetary compensation received from a service project, either directly or indirectly, **must be donated to a charitable entity**
- For a member to receive service hours for a service project, the event must have been **properly advertised to the entire club as a Circle K affiliated event**.
- The recording of service planning hours will be restricted to events classified as **Service Fundraising Events** and **Single Service Events**
- Planning hours reported for Service Fundraising Events or Single Service events should be reasonably proportional to the amount of service hours accrued from the event or the amount of funds raised. (This differs for every event!)
- A Single Service event is considered a volunteer event that is **entirely planned and executed by any Circle K member**. This includes providing materials, preparing activities, and securing a location, among other logistics.
  - All the service hours completed during the event abides by the official definition of a service hour (stated above).
- Attendance at a service fundraiser should not count as service hours **UNLESS both definitions of service and fundraisers are fulfilled**. In all other cases, it would be a social or administrative event, but still a fundraiser.
  - **Work needs to be done voluntary** in order for it to count as service. If work was put into planning, hours may be counted for service.
  - Members cannot receive service hours by just paying admission to an event, having meals, etc. This constitutes as “buying” hours.

*For the complete CNH District Operating Procedures, please visit  
<http://www.cnhcirclek.org/downloads/download-info/cnh-circle-k-operating-procedures/>*

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## MEMBER RECOGNITION PROGRAM REQUIREMENT

“Service hours” is one of the key requirements in the CNH Circle K District’s Member Recognition Program. Knowing this information can help you fill out Club Event Report Forms (CERFs) and also act as motivation to accomplish your service goals.

Club members must meet a certain number of service hours in addition to other requirements to achieve **bronze, silver, gold, and platinum** status.

*For an in-depth list of MRP requirements, please visit  
<http://www.cnhcirclek.org/leadership/membership-recognition-program/>*

# TRANSPORTATION

By Henry Pham (CSU Fullerton)

Transportation is perhaps one of the most difficult and frustrating parts of chairing a service project. Though there are many methods in trying to solve this problem, it is important to recognize that this is something that EVERY SINGLE CLUB faces. **Your struggle does not define your capability as a leader.**

## CARPOOLING

Always dedicate enough time to find drivers, organize carpool, and share the information with the driver and passengers. When multiple parties are involved, it is important that tasks are completed in a timely manner.

### STRATEGY 1 | THE COMMUTER SCHOOL STRATEGY

Usually members in commuter schools live within a reasonable proximity to each other. This makes carpooling a lot easier because members can skip meeting up at a certain location. This method is not limited to commuter schools.

1. Create a sign-up sheet for the event. Give members the option to provide or receive carpool
  - This is to ensure that you (The Event Chair) can stay informed with how many drivers you have, and how many are needed
2. Figure out the geographic location of each member who is attending
3. Based on this information, designate who will provide, and who will receive carpool.
4. Inform the drivers that they will be driving, and inform the rest of who their driver will be.
5. Make sure the drivers get in contact with their carpool buddies, and individually set-up where the driver will be picking up everyone.

When: Saturday, March 31st							
Where:							
Pancake Breakfast - La Mirada Regional Park (13701 Adelfa Dr, La Mirada, CA 90638)							
Duck Races - Splash Aquatics Center (13806 La Mirada Blvd, La Mirada, CA 90638)							
What: We will begin the event w/ a pancake breakfast at La Mirada Regional Park and then assist with the Duck Races at Splash Aquatics Center!							
Name	Number	Need Carpool?	Provide?	From?			Questions, Comments, & Concerns
Josephine Chau	714 872 6757	No	Yes	Fullerton			
Henry Pham	714 837 0982	yes	yes	gg			
Angela Lagrada	951 442 5040	yes	no	CSUF			
RJ Pacquing	951 534 3143	no	yes	CSUF			
Kim Ubungen	909 895 9837	no	yes	CSUF			
Melody Tran	714 260 4909	no	yes	GG			
Daniel Luong	714-702-0664	yes	no lol	FV			i can drive up to someones place for the carpool
Kelly Quach	657-246-7700	yes	no	Santa Ana			
Michelle Hong	626-560-2785	Maybe	No	Not sure yet			
Rafa Alam	626 524 1468	no	no				
Christina Lam	714 253 2068	no	no	Fullerton			

## STRATEGY 2 | THE DORMING SCHOOL STRATEGY

This is not necessarily just for dorming schools, but if you are in a club that has a very complex situation with housing, and nobody seems to be living near each other then this is the strategy for you.

1. Create a sign-up sheet and give members the option to provide carpool.
2. If there is a good driver-passenger ratio (keep in mind how many seats each driver has available):
  - Have everyone in attendance meet-up at a certain location (usually on our campus)
  - Assign carpool on the spot and make sure everyone has a ride
3. If there are not enough drivers:
  - Begin looking for more people capable of providing carpool. Try reaching out to other club and board members who can potentially drive.
  - After finding enough drivers, assign carpool on the day of the event and make sure everyone has a ride

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### **In the unfortunate case in which there is absolutely no other drivers available, here are a few things to consider:**

- Establish a “hierarchy”
    - Sometimes, you will have to be the one to decide who can attend the project and who cannot
    - This is completely up to your discretion. Some hierarchies you can consider:
      - > Giving general members priority over board members
      - > Giving priority to those who have never attended the event
      - > First come first serve
  - Informing members
    - It is your responsibility to let members know that they cannot attend.
    - You can choose to inform these members via Phone/Text/Facebook/etc. Be sure to inform them within a reasonable time so they aren't finding out a few hours before the service project.
    - This is not an easy thing to do. Stay calm and be compassionate. Remind them that there are more opportunities in the future. For example, something you can say might be:
      - > “Hi \_\_\_\_\_, thank you for signing up to attend \_\_\_\_\_. We really appreciate your support. Unfortunately, due to the lack of drivers for this event, we are unable to provide you with carpool. There will be more service opportunities in the future and we definitely hope to see you then! I am so sorry for the inconvenience. Thank you for your time and have a wonderful day.”
-

# ALTERNATIVE TRANSPORTATION

If you are unable to find drivers for everyone, it is not the end of the world. If you happened to be the unlucky individual who did not receive carpool, there are still many other great options.

- **Bus**
  - Although this may not be suitable for early morning projects, the bus is a very reliable option during the daytime.
  - Find out more about your school's transportation services. Lots of schools actually provide students with a free/discounted bus passes. This can be very useful in situations like these
- **Campus Shuttle**
  - Some school are fortunate enough to provide free community service shuttle services.
  - Contact your school's student involvement center to discuss your options.
- **Carpooling with other schools**
  - If this is an event is an interclub, contact the event chair of the other school to see if they have any extra spots.
- **Uber**
  - Although this does cost money, carpooling via uber can be fairly inexpensive depending on the distance, especially if there are multiple people.
  - Discuss with your club's treasurer to see if reimbursement is a possibility.
- **Going green!**
  - Though walking or biking are only feasible for nearby projects, these are both cheap and environmentally friendly options to help you get to your destination.
  - Walking is a wonderful way to practice self-care, which is so often neglected!

# DRIVER APPRECIATION

Drivers sacrifice a lot of their time and their gas to help you, so it is important to show them your gratitude! The more appreciated they feel, the more likely they are to provide carpool again in the future.

- Thank them, before and/or after the event
  - This seems obvious, but it's the little things that count
- Establish a rewards system
  - Examples
    - > "Driver Stamp Card" - prizes are awarded after having provided a certain number of rides
    - > Member Spotlight - Spotlight a member who has demonstrated great dedication to the club through carpool or other means
- If the project happens to be very far away, request that the members receiving carpool contribute to the cost of gas.
  - The amount that should be paid can be decided by the driver, as well as how far away the service project is.
  - Determine the amount by asking drivers to retain their gas receipts
  - Depending on your club, you can also implement a reimbursement system. Instead of the members pitching in, the drivers can be reimbursed using the club's fund.
  - Note: Your board can consider increasing membership dues by \$5 - \$10.

# VOLUNTEER APPRECIATION

By Zena Amran (UC Berkeley)

Volunteers take time out of their busy schedules in order to help the community. This is a selfless act and something that should be *admired* and *celebrated*. Those who feel appreciated are much more likely to continue staying involved with the club because they feel that their work is being recognized.

## WHY DO WE VOLUNTEER?

**Promote Credibility:** Beneficial to have on a resume or application

**Stress:** Great way to take a break from the stresses of schoolwork and daily struggles

**Education:** Volunteering is a learning experience

**The “Warm Feeling”:** For the amazing feeling you get when you take the time to help others

## g r a t i t u d e

- **SAY THANK YOU!** Affirmation has the ability to evoke strong feelings. Message them personally and express your hopes to see them again.
- Bring **treats** to general members and **reward** them for their hard work
- **Snap photos and videos** at events and give **shout-outs** on social media or at general meetings to those who go above and beyond!

## SOME IDEAS

WEEK	<b>Member Spotlight</b> <ul style="list-style-type: none"> <li>• Provide a token of appreciation or even just a shout-out</li> <li>• Post a photo and short on the club's social media accounts</li> </ul>
MONTH	<b>Member of the Month</b> <ul style="list-style-type: none"> <li>• Someone who embodies all three tenets</li> <li>• Feature the MoM in the club's newsletter</li> <li>• Member Appreciation Dinner</li> </ul> <b>Volunteers of the Month</b> <ul style="list-style-type: none"> <li>• Create a page in the club newsletter featuring all members who volunteered that month</li> </ul>
YEAR	<b>Banquet Awards</b> <ul style="list-style-type: none"> <li>• New Member of the Year, MVP, Hall of Fame, Service, Fellowship, etc.</li> </ul> <b>Annual Volunteer Appreciation Day</b> <ul style="list-style-type: none"> <li>• Web challenges, events, get-together, free stuff</li> </ul>



# acknowledge

- Keep track of your member's birthdays (with the help of your MD&E Chair, or even Family Heads)
- During the event, talk to your volunteers! Try to talk to people you've never met before. Build personal relationships!
- Compliment someone on their work ethic.
- Get personable

**IT IS NECESSARY THAT VOLUNTEERS FEEL THAT THEIR SERVICE HAS MADE A DIFFERENCE.**

Volunteers should be **proud** of how their work positively influences their community. Not only does this contribute towards member retention, but it is what leads to the idea of **"impactful service."**

## Ways to Show Impact

- Statistics are powerful
- Infographics
- Videos/Photographs/Slideshows
- Thank You letter from the volunteer coordinator and/or people influenced by the act of service
- Looking at things from the bigger picture

*For more information on member appreciation, visit the District Member Recognition Committee's Recognition Manual:*

<http://www.cnhcirclek.org/committees/member-recognition/mr-resources/>

# CONTRIBUTORS

*Compiled & Revised by*

**Chloris Li**

Resources & Promotions Coordinator 2017-2018

*Edited by Samantha Ruiz, District Service Chair 2017-2018*

## **District Service Committee 2016-2017**

Vivian Tran  
Steffanie Tran  
Ryan Tsao  
Lily Lequang  
Jong Choi  
Karina Gonzalez  
Samantha Ruiz  
Christina Tran  
Abigail Pearman  
Sonia Xu  
Numfon Vilay  
Cailey Barnes

## **District Service Committee 2017-2018**

Samantha Ruiz  
Zena Amran  
Hever Miranda  
Gavin Li  
Henry Pham  
Emily La  
Samantha Shen  
Arlene Anguiano  
Mariella Batacan  
Chloris Li

If you have any questions or concerns, feel free to  
contact **[service@cnhcirclek.org](mailto:service@cnhcirclek.org)**



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Service Leadership Programs

