

Hosting a Kiwanis Takeover Meeting

What is a Kiwanis Takeover?



A Kiwanis Takeover meeting is an event in which a Circle K club “takes over” their sponsoring Kiwanis’ meeting!

What does this mean?

For a designated Kiwanis meeting, Circle K will come in and take over -- Circle K members will lead and facilitate the meeting. This means Circle K members have the chance to plan the meeting however they want! Typically, a Kiwanis Takeover will include both education and fundraising aspects. Hosting a Kiwanis Takeover event is a great way to meet the members of your sponsoring Kiwanis Club and strengthen your club’s Kiwanis Family bonds! Use this event as an opportunity to thank your Kiwanis Club for their support and socialize with members from another branch of the Kiwanis Family.



Why You Should Host A Kiwanis Takeover

1. Hosting a Kiwanis Takeover requires a lot of hard work and planning, but it also provides benefits for the Kiwanis club and your own Circle K club. Most importantly, a Kiwanis Takeover allows Circle K to strengthen their relationship with their Kiwanians while also allowing the Kiwanians to learn more about Circle K and their club processes. Usually there is not much collaboration between Circle K clubs and Kiwanis clubs but implementing a Kiwanis Takeover allows Circle K clubs the ability to show their appreciation for their Kiwanis club and to bring both clubs closer together to possibly allow for more collaboration in the future.
1. Hosting a Kiwanis Takeover also specifically benefits Circle K club members by giving them the opportunity to take on leadership roles to plan and run the program. Through the process of planning and running a Kiwanis Takeover, Circle K club members will be able to see the planning and dedication needed to run such an event, and the end product will leave a big fulfillment in members. Circle K members will also be able to use this event as a fundraiser for their club, and the more creative they are with fundraising, the more money they will make to benefit their club or for charity.
3. Most Circle K clubs who have done a Kiwanis Takeover agree that they were able to develop a better relationship with their Kiwanis club and were also brought together as a family when planning a Kiwanis Takeover. It would be nice to mention that they are pretty simple to have and it's a Kiwanis family program that almost every club can do compared to something big like K2C



Planning a Kiwanis Takeover



Logistics

When planning a Kiwanis Takeover, it is important to consider and confirm the following:

a. Date and Time:

Choose a date that works best for the Kiwanians; usually this is their scheduled meeting time. Because this time will usually be their scheduled meeting time (their weekly meetings), keep in mind that most times this would normally be during a weekday. Ask a board member from the Kiwanis club so they could help you find a date. Most times Kiwanis has programs pre-planned so you will have to plan ahead a month or two.

a. Location

Ensure the location of the Takeover is accessible to members. Most times some Kiwanis takeovers will be at Kiwanis weekly meetings

a. Theme

Consider having a theme and incorporating it into the location with creative decorations. Style games and activities after a theme.

Themes can be chosen by a club committee or centered around an upcoming or recent holiday.

c. Kiwanis Attendees

Who is the audience we are addressing? What are some topics and conversations we would like to have with the attendees? Remember that we are working with Kiwanians so remember to be respectful at all times.

c. Circle K Attendees

What can these attendees offer? What do these members hope to gain from the Takeover? Utilize your Circle K attendees! After getting a list of which Circle K members would like to attend, put them to work! They will have a lot more fun if they are involved in the process and not just bystanders. Some tasks you can delegate include: organizing and presenting a



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presentation about your club or a specific event that your club hosts; helping out with the fundraiser; passing out materials. Make sure to ask your Kiwanians how many people you are allowed to bring with you especially if it is at a Kiwanis meeting because there are normally caps for that.

f. Keeping Your Goals in Mind

What is the end goal of a Kiwanis Takeover? Funding for a certain event? Better relations? Education for the Kiwanians? Aside from attending events with the Kiwanis family, hosting a takeover is a great way to build relations because it is something planned by Circle K and is a good opportunity to be able to interact with Kiwanis. In addition, Kiwanis takeovers are a great time to educate Kiwanians on Circle K because most of the time Kiwanis overall doesn't know a lot about our organization.

g. How to Communicate

Work closely with the President or another Kiwanis member of the club to understand items you have to confirm and understand what works best for both parties. Always plan ahead of time to allow the Kiwanians a good amount of time to respond! Remain friendly and professional with the Kiwanians and understand they may have different communication preferences be it via email rather than Facebook messenger. Try to actively communicate with your Kiwanis Club. Ask questions about what is receptive within the club and try to gauge what Kiwanis members would be interested in hearing about from Circle K.

h. Delivery Method

How will you present? Do you plan on using a powerpoint or what not? How will you get your message through to them? Is your message clear enough to be understood by both parties?

Education

A Kiwanis Takeover is an opportunity for Circle K clubs to visit and run a Kiwanis meeting. Kiwanis takeover is a great way for individual Circle K clubs to educate the Kiwanis club on the Circle K club and what the club is up to.

So, what should you educate the clubs on? Circle K clubs can cover: how the club works, recent recesses, DFIs, upcoming CKI club events, district/international projects or events, etc.

Here are some ideas to make the meeting both educational and fun!

1. Spin the wheel (and answer CKI related questions with prizes), Darts, Jeopardy, or Family Feud activities can be used. Circle K can also give educational presentations with icebreakers in between slides.
1. During a Kiwanis takeover, Circle K and Kiwanians can also work on table-top service projects. During the table-top service project, Circle K members can present about the cause that the service project is related to. Towards the end, CKI members can also sell baked goods, etc. and put it towards the DFI's, which provides another opportunity for education! Members can teach Kiwanians what DFIs are.



Fundraising

Like we mentioned earlier, a Kiwanis Takeover is also a great opportunity to raise some funds for your club! Here are some ideas to help you get started.

1. Host a Service Auction!

Hold an auction where Circle K members will offer specific services and Kiwanians can buy them; not only will this help increase your funds, but it's also a great way to connect with Kiwanians individually when performing the service.

1. Get the Kiwanis Officers Involved!

Ask the Kiwanis Officers to participate in small fundraisers like pie-ing and in-meeting dares; Kiwanians may want to participate in these fundraisers more with their involved! Remember to ask for permission first as a precaution.

1. Play Games!

Trivia Games like "The Price is Right", "Jeopardy", and "Are You Smarter than a Circle K'er" help to raise funds and educate Kiwanians more about your Circle K club! If Kiwanians answer a question incorrectly, they will have to donate a certain amount of money. Be reasonable with the questions you ask and keep them more general, Kiwanians may not know that much about CKI so keep that in mind when taking this approach.

2. Happy/Sad Dollars!

Bring a jar, and have people who want to participate to donate a dollar for something happy or sad! Kiwanians can donate as much as they want, and it's also fun to hear more about the lives of the Kiwanians.

3. Use Existing Kiwanis Club Fundraising Techniques!

You don't have to create a lot of fundraising items on your own; if Kiwanis Clubs have a special method for fundraising during their meetings, make sure to replicate that and those funds collected during your takeover will add to your total.

For example, some clubs charge \$1 if a Kiwanis member is caught not wearing their pin, or speaking during a presentation.



If you have any questions on *Hosting a Kiwanis Takeover Meeting*, please do not hesitate on contacting any member of the District Kiwanis Family and Foundation Committee! Good luck with planning!

Acknowledgements:

The first edition of the *Hosting a Kiwanis Takeover Meeting Manual* was created and compiled by the 2016 - 2017 CNH Circle K District Kiwanis Family and Foundation Committee:

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Helpful Links:

[Circle K International Website](#)
[CNH Circle K Website](#)

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