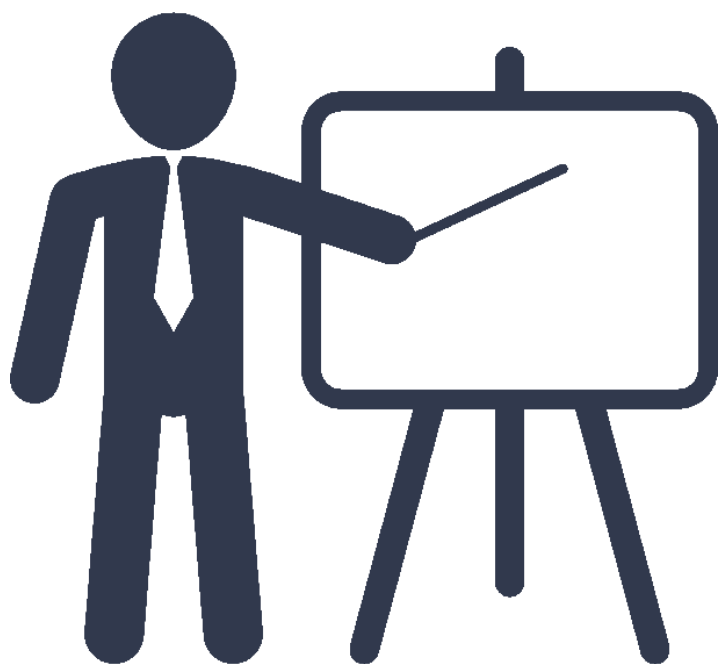


Key to Life Manual

What is Key to Life?

Key to Life is an event similar to Key to College, with the difference being that a Key to Life is catered towards Circle K members. This event provides workshops, networking opportunities, and other planned activities geared towards helping the Circle K member develop professionally. During this event, Circle K members can learn from working professionals and learn about the tools they need to succeed in the real world.



Why You Should Host A Key To Life

- “Live to serve, love to serve.” That’s our Circle K motto! But with so much of our time devoted to serving others and to serving the community, it’s rare to have an event that is solely focused on serving US -- the Circle K’ers. A Key to Life is an event that is specifically designed to help us succeed. From this event, Circle K members can learn about the next steps they can take in their career, how to build themselves professionally, and how to live in the real world. This event provides the Circle K member with professional benefits, something that not many Circle K events can provide at the moment.
- In addition, hosting this event will help to improve your Kiwanis-Circle K relationship. By inviting Kiwanians out to help with your program, you are able to get Circle K members and Kiwanians to interact and learn more about each other. You’re also able to utilize the Kiwanians’ experience and make them feel resourceful. Hosting a K2L is a great way to build upon your relationship with your local Kiwanians.

Testimonial

“Key to Life is a great program that bridges the benefits of Kiwanis Family Relations with Professional Development, something that college students can only benefit from as we take a step into our careers. As we think about life after graduation, who better to learn from than Kiwanians who have a diverse knowledge of traversing adult life?

From creating this program tailored for UCLA students and seeing the content and the connections come to life through Kiwanians and Circle K Alumni, I can say firsthand that everybody walked out of Key to Life learning something new that will help them as they develop professionally and as young adults.” - Nick Stringfellow



Planning Key to Life



Starting the process

When starting to plan a Key to Life, organize the following:

a. Date and Time:

Choose a date and time that works best for the Kiwanians. Try to plan it not too early in the morning. Late morning through the evening work. Weekends as opposed to weekdays are best, as well. Also take into account how the time frame of your event.

a. Location

Ensure the location of the event is accessible for all attendees. Your home campus can be an optimal place. Keep parking in mind, as many Kiwanians and other guests will be driving.

a. Kiwanians and Guests

Create a list of Kiwanians and Circle K alumni you would like to invite. For Kiwanians, it helps if you contact the President of the Kiwanis Club and get connected with people who fit the need of your program. For Alumni, old membership forms

and/or an alumni directory (if it exists in your club) are helpful to note who to contact. You can also ask older members if they know any alumni that could be beneficial to your program. Past Elected Board and/or Appointed Board members are also options.

d. Create your program

Formulate the outline of the event. The Key to Life program can vary in length, which will change how many items/topics will be in your program. For example, UCLA structured its Key to Life based off of its Key to College, but other clubs/divisions have made short workshop or Q&A sessions. Have an idea of what content you want to include, and in which format it should be put together; this will help as you move through the planning process.

d. Budget and other materials

Create the budget needed for the event. Know your costs for food (if necessary), printing, materials, parking (if guests need it), prizes (if doing any contests), etc. Along with that, create a list of needed materials (name tags, projectors, etc).

Planning the Event

Create a timeline to accomplish the following and stick to it!

- a. Secure Kiwanians (and Circle K Alumni) for the event by reaching out to them and asking if they are available for the date of your Key to Life.
- a. Finalize your program and how your guests will participate/facilitate (i.e., assigning guests to workshops, panels, Q&A, etc)
- a. Set your registration format and start getting signups. Registration can be done via Google Form or through a club website, depending on host preferences
- a. Inform guests about the logistics of the event, their responsibilities, parking information, and other pertinent event information
- b. Create a promotional Facebook event page with posts about the event.
 - Promotional Ideas:
 - Host spotlights
 - Sneak peeks of workshop content
 - Social media contests for registration

- Post regularly to keep interest up and spread publicity
- If inviting those outside of your home club, make sure to get approval from your Region Advisor/those you must get approval from. With approval, you can spread your publicity and audience even further if you desire

Day of the Event:

Keep the following in mind so that your event runs smoothly:

- a. Make sure that all of your guests are accounted for, know where the event is, etc.
- a. Provide directions for parking if necessary
- a. Set up projectors, acquire Wi-Fi access and assure all rooms are opened
- a. Have assisting members help collect registration information and assist you with your program throughout the event
- a. Ensure that your program stays on schedule as much as possible
- a. Finish the event!

Workshops and Contents

Before deciding on your workshop type, decide what kind of structure you want your workshop to have.

1. Normal Workshop

This is the original style of workshops, with presenters presenting a PowerPoint on the given topic. There may be a Q & A at the end.

1. Panel

Multiple hosts line up in front, and a designated person and/or attendees can ask questions which will be answered by all the hosts.

1. One-on-One

Similar to a career fair, this allows the attendees to have one on one time with different professionals/ hosts.

4. Exercises/Activity

These provide a more entertaining way to educate. Come up with an exercise or activity that is related to the topic at hand!

5. Ice Breakers

These provide a more interactive experience at Key to Life.



Workshop Topics

Here are some ideas for workshop topics! In addition, you can ask members what kind of workshops they'd be interested in attending.

- **How to Write a Resume**

This workshop can be done as a presentation or be made more interactive. You could have a presenter talk about how to write an effective resume giving tips and guidance. You could also instead have a workshop where professionals could review attendees' own resumes for a more interactive feel. An alternative to that is having the presenters guide the attendees on writing a resume on the spot so people leave with a complete resume.

- **Continuing the Kiwanis Family (joining Kiwanis)**

Since speakers include Kiwanis members, this is a good opportunity them to offer future membership to graduating members of Circle K International. Request a short presentation on culture, structure, and benefits of joining Kiwanis.

- **Interview Tips**

As professionals, Kiwanians have undergone several interviews throughout their careers, and may as well have conducted interviews. This topic can cover anything from common questions, attire, different styles of interviews, to body language.

- **Other ideas:**

- How to Use Connections in the Real World
- Where to Find Jobs
- Developing your Leadership in the Workforce
- Public Speaking
- Day after Graduation
- Real Talk
- Graduate School
- Professional Social Media Platforms

Alternatives for Clubs Who Don't Want to Plan a Key to Life

There are other alternatives to providing these valuable resources to your club! Broadly, they include but are not limited to: publishing resources, hosting workshops, and even informal opportunities, sitting down and speaking to Kiwanians could provide a lot of insight!

1. Resources

A simple alternative to hosting a Key to Life would be publishing resources! These resources could provide insight topics ranging from different career paths to properly cooking a meal with a busy schedule. Regardless, these topics could broadly help college students learn more about being successful at life!

1. Workshops

Workshops are another means to expand more on how to succeed at life! With hosted workshops, topics can be covered in depth. These can include building a resume, techniques for interviews, or even how to dress to work! Additionally, local professionals on campus or from the Kiwanis Club can also host these workshops. In this case, the guest hosts could provide a great deal of clarification based upon their own life experiences.

1. Networking Night

This event is a great way to help your club's members professional develop. After planning a few logistics, such as time and location, you can invite professionals from around the area. People you might consider include: Kiwanians, professors, research/internship employers, etc. Then, you can have Circle K members come to network with these professionals. You can take it further by asking the professionals to provide services, such as mock interviews, resume editing, etc.

2. Dinner with Kiwanians

One means to interact with local Kiwanians and hear more about their lives is through conversations over dinner. Reaching out to local chapters and inviting them to dinner would be a good way to sit down and learn more about experienced people's backgrounds and how they ended up where they, provide life tips and network.



If you have any questions on the *Key to Life* Manual, please do not hesitate on contacting any member of the District Kiwanis Family and Foundation Committee! Good luck with planning!

Acknowledgements:

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Helpful Links:

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

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