



CAL-NEV-HA District Circle K International



2022 - 2023

Fellowship Systems Manual

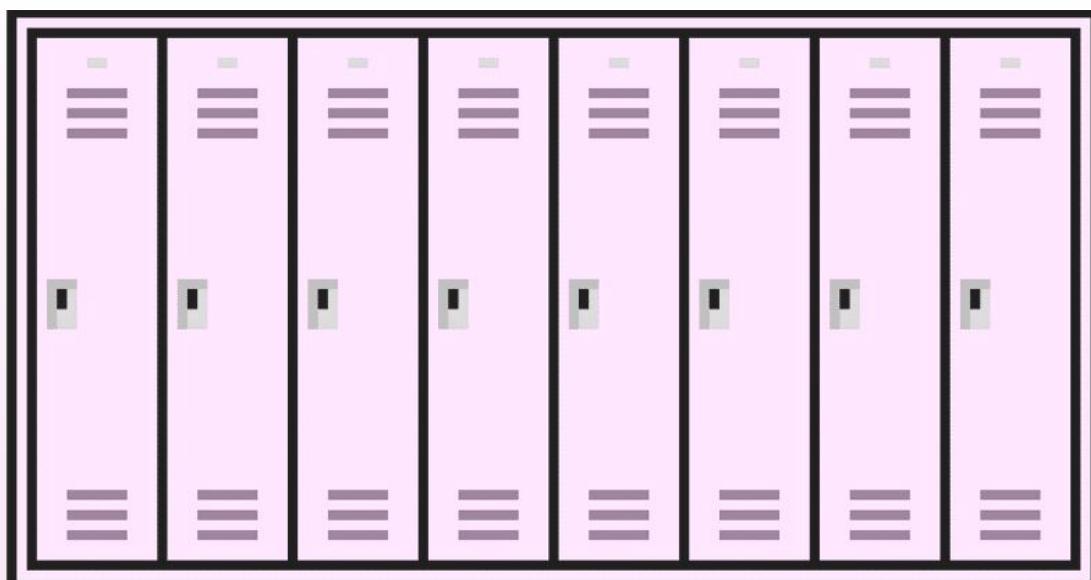




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Fellowship Systems Overview



Mentor/Mentee or Big/Little

The Mentor/Mentee or Big/Little programs are an opportunity for new members to form a deeper connection to the club as a mentee to a returning member. This system does not only bridge different generations of Circle K, but forges more personal, lifelong connections. Plus, it's a great way to boost the Fellowship tenet of the club with minimal board involvement!

Pros

- ❖ More intimate connection with 1-2 members of the club
- ❖ Long-term
- ❖ Independent

Cons

- ❖ Are not able to get to know people beyond the mentorship
- ❖ Pairs not always compatible



UN Las Vegas Big/Little

*Mentors are typically members that have been in the club for at least a year.

Family

Families are groups of members that allow members to get to know multiple people on a more intimate level. Families are a great way to recognize members who are more focused on the social aspect of the club, and keeps the club close-knit as members come and go!

Pros

- ❖ Meet a bigger group of people within the club
- ❖ Socials = many opportunities to mingle
- ❖ Creates small communities within a larger club

Cons

- ❖ Family Heads might not keep the family active
- ❖ A group setting can make it easier for shy members to not talk and participate



UC Berkeley Famous Fairies Family (2021-2022)

Fellowship Program Timeline Examples

Mentorship Programs

Late September / Early October:

Start having mixers between potential mentors and mentees once new members have established themselves

October:

Pair mentors and mentees together (semester system)

November:

Pair mentors and mentees together (quarter system)

Family Programs

As Soon As Possible:

Pair co-family heads (ideally before school starts)

Throughout September/October:

Socials and competitions for family bonding

Early September (semester system) or Early October (quarter system):

“Meet the Family Heads” night (can be worked into Welcome Week)

Mid September (semester system) or Mid October (quarter system):

Sort members into families

Recurring:

Family Days or competitions



Mentorship Program Overview



Citrus Division at
District Convention 2022

- ❖ Delegate which officers will lead the program! Common choices are Membership Development & Education / Membership Program Chairs.
- ❖ Create a strict timeline for the program (keep yourself accountable & refer to the previous page)
- ❖ Get to know your members & be “known” in your club! It is easier to pair people that you know will get along rather than relying to what is put onto paper/a preference form.
- ❖ Ensure continuity throughout the program’s life through “mentorship lineages”, competitions, etc.
 - Ex: UC Irvine Circle K’s Mentorship Line web page allows members to see the history of mentorship lines.

Managing Mentors



A Mentor or Big is typically a member who has been in the club for at least a year. A Mentor/Mentee program is more usually independent and intimate than a Family program, so you won’t be exercising much supervision over the Mentors. Though, here are some expectations to set with your Mentors so that you are on the same page!

- ❖ Attend the “Meet the Mentors” Social and Mentor/Mentee Reveal.
- ❖ If they have the means: prepare a small gift and a decorated welcome poster / sign for Mentees at Reveal!
 - If your club has a budget, consider providing funds to Mentors to help them out with this.
- ❖ Make an effort to participate in any Mentor/Mentee programs and events you plan.
- ❖ Hang out and meet up with their Mentee(s) consistently!
 - Encourage them to even try organizing lineage socials.



Pairing Mentors and Mentees

What are these terms?

You might know...

- ❖ “Reveal Night” as New Member Install
- ❖ “Mentor” as Family Head or “Big”
- ❖ “Little” as Member or Mentee



UC Davis Big/Little Lineage (2021-2022)



Applications For Mentors/Mentees

- ❖ MAKE APPLICATIONS EASY. Hard applications discourage new members!
- ❖ Gather interest! Here are a few ways you can market Mentor/Mentee:
 - Mention it at every General Meeting.
 - On your General Meeting sign-in forms, ask if members are interested in Mentor/Mentee.
 - Encourage Mentors to post on their personal social media the program and their experiences.
 - Spotlight Mentors, lineages, and testimonials on social media and your club's website.
- ❖ Here are some standard questions you can ask on the application form:
 - What do you want in a Mentor/Mentee? (Be friends or career/academic guidance)
 - Hobbies, interests, career goals
 - Preferences for Mentor/Mentees
 - For Mentors only: Are they open to having more than one Mentee?

More Mentees than Mentors?

It is possible that you will have more interested Mentees than Mentors. Here are some solutions!

- ❖ Ask a Mentor if they are willing to pick up more than one Mentee.
- ❖ Reach out to last term's dues-paid members and Mentees who didn't initially sign up to be Mentors.
- ❖ Release applications not at the beginning of your fall term. Those who sign up to be a Mentor are likely to be committed to Circle K and not just “interested”.
- ❖ On your General Meeting sign-in forms, ask if members are interested in being a Mentor, a Mentee, or even both!
 - Helps you get a tentative idea of the number of people interested in Mentor/Mentee before releasing applications.
- ❖ Limit the program to dues-paid members.

Keep in mind that not all new members will want a Mentor!



Planning Mentor / Mentee Events

Planning a Meet the Mentors Social

Plan mixers & socials for Mentors and Mentees to get to know each other!

- ❖ Schedule the event way in advance to ensure that as many Mentors as possible can come.
- ❖ Create a slideshow introducing the Mentors.
- ❖ Have Mentors stationed in specific spots and interested Mentees rotate among them.
- ❖ Have a preference form for new members to request specific Mentors to meet, activities to do, and questions/content to discuss.

Reveal Night

- ❖ A fun and memorable way to reveal pairings!
- ❖ Let Mentors know who their Mentee(s) are ahead of time so that they can plan and prepare gifts.
- ❖ Organize a scavenger hunt or surprise event for mentees
- ❖ Encourage Mentors to grab dessert or boba with their Mentee(s) and lineage after!



UN Las Vegas Reveal 2021! Have fun with gift baskets to reveal the Mentor-Mentee pairs.

After Reveal

- ❖ “Meet the Mentors” and Reveal will likely be the only formal “events” centered on Mentor/Mentee.
 - Scheduling a formal Mentor/Mentee event beyond these two would be difficult because of **Mentor/Mentee availability, interest, and logistics.**
- ❖ Rather than formal events, challenges and tasks for Mentors/Mentees that are asynchronous and can be done at any time is best.
 - Example: Mentor/Mentee Spirit Week

How to Run a Family Program



Membership D&E Chair

Family Head

Members



MD&E Chair / Overseer

Responsibilities

- ❖ Not part of any family (may not be applicable to smaller clubs)
- ❖ Presides over the Family system and handles any disputes or problems
- ❖ Appoints Family Heads
- ❖ Create Family Head pairings and assign general members into families
- ❖ Host meetings with Family Heads to check-in and help out if necessary
- ❖ Plan large-scale family events (such as Family Days) to encourage interfam interaction
- ❖ Maintain connections between board and Family Heads

Family Head
Responsibilities

- ❖ Take initiative to plan family socials
- ❖ Socialize with & reach out to members
- ❖ Host & participate in family-oriented events
- ❖ Manage the family communication platforms

To help manage Families, appoint a Membership Development & Education (MD&E) Chair and Family Heads!

- ❖ MD&E Chairs, or an “overseer”, assist Family Heads and handle big-picture items.
- ❖ Family Heads focus on fostering families and hosting family specific events.



UCLA Habanero Hotties Family (2021-2022). Give your families fun names to foster identity!



UC Davis Tabbiscotti Family (2021-2022)

Finding & Recruiting Family Heads

- ❖ Treat the application & interview process similarly to Appointed Board interviews because Family Heads should have the commitment and dedication to their family throughout the entire year.
- ❖ Standard things you can ask on the application: Name, contact information, why do they want to become a family head, time management, preferences for co-family heads
- ❖ Generally, the more Family Heads (and families), the better! So, the main purpose of the interview should be to see if there won't be any problems with the candidate being a Family Head.
- ❖ The previous term's Board members who did not graduate and did not return to CKI leadership are good people to ask about being a Family Head!



UC Berkeley Daring Dragons Family (2021-2022)

Creating Family Head Pairings

How you determine the pairings is important because this affects the members and the dynamic of the family for the year!

Important questions to consider:

- ❖ Do they know each other too well to the point that it would take away from the dynamic of the family?
- ❖ How would they work together?
- ❖ What is their experience in Circle K?
- ❖ Will at least one Family Head consistently come to events?
- ❖ How much time can they dedicate to their families?
- ❖ Do they balance each other out?
- ❖ Is one pairing overpowering the others?

Assigning Members to Families

- ❖ Consult your Family Heads on what questions should be on the application.
- ❖ Have a meeting with the Family Heads where you assign members to families!
- ❖ Important factors to consider when making assignments
 - A member's first choice preference
 - Other members someone asks to be in the same family as
 - Input from Family Heads on who they want in their family
- ❖ Distribute Board members evenly amongst the families
- ❖ Keep the Family Member application open all year long, and emphasize on the form that anyone can join a family anytime!



UC Irvine Winter 2022 Family Day

Post-Family Creation

Family Events

- ❖ If you are a larger club, work on seeing if you can host a few inter-family events!
 - Examples: UCSD hosts a “Family Day” each quarter, which is a large-scale event at the park with Olympic style games and competition between families!
- ❖ When scheduling events, make sure at least one head from each family can make the date & time.
- ❖ It’s best to have both Family Heads at the **Meet the Family Heads Social**, so members can meet all the Family Heads before signing up for one!



UC Irvine Families (2021-2022)



UC Berkeley Whimsical Wizards Family (2021-2022)

Family Head Meetings

- ❖ Frequency of meetings up to you, but once a month is generally best.
 - It’s probably best to not meet in the month of December because of finals and break!
- ❖ Go over Family Head expectations and your tentative fall Family schedule at your first meeting.
- ❖ Prepare meeting minutes for each meeting.
- ❖ Try to schedule Family Head socials once a season!



Special Thank You To...

San Jose State University CKI

UC Davis CKI

UC Berkeley CKI

UC Irvine CKI

UC Los Angeles CKI

UN Las Vegas CKI

Citrus Division

And

Valerie Nguyen, 2021-2022
Fellowship-Based Initiatives Chair
of the District Membership
Development & Education
Committee and 2022-2023 UC
Irvine Circle K President, for
starting and providing the
framework for this manual.



We hope you all find this handbook as useful as we enjoyed making it! Please don't hesitate to reach out to any one of us on the 2022-2023 Membership Development & Education Team!

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