



CAL-NEV-HA District Circle K International



2022 - 2023

General Member Handbook

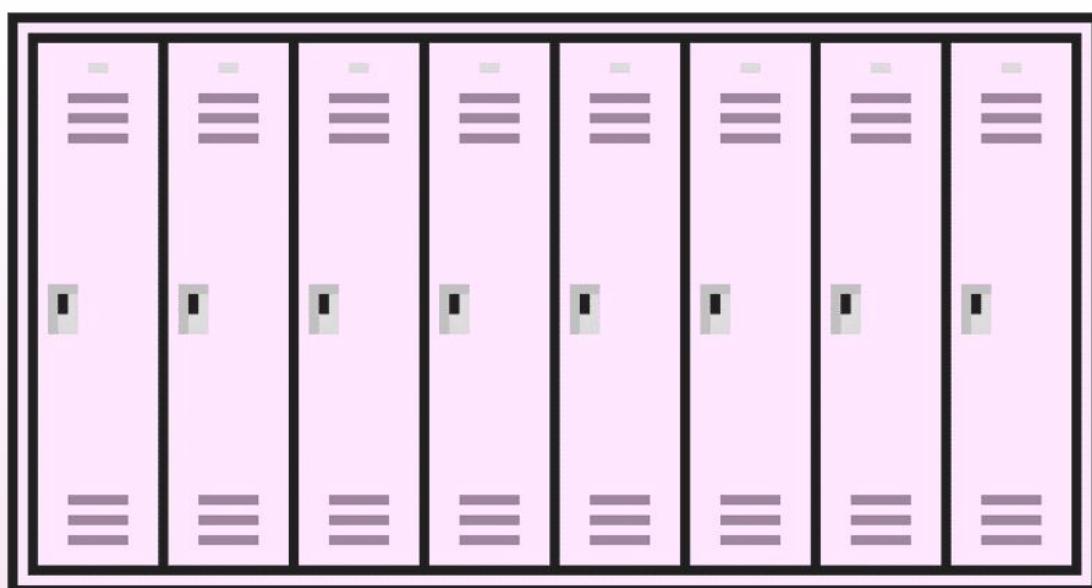




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What is Circle K International?



Capital, Central Coast, Golden Gate, and
Sunset Divisions at Quad DCM 2022

- ❖ There are many ways to describe Circle K; but in a nutshell, we are the largest student-led collegiate service organization!
- ❖ We especially focus on friendship building, leadership development, and community service all around the world.
- ❖ Many people find their place in our club through actively participating in our three main tenets: **service, leadership, and fellowship**.
- ❖ Some people just stay for the friends, others may stay to help out the community, or take up a leadership role in their clubs.



- ❖ Circle K is a volunteer organization, so everything you are invited to partake in is completely voluntary.
- ❖ The timeless adage in our organization: "Circle K is what you make out of it".
- ❖ There are so many ways that you can make your time as a member worth the experience!
- ❖ Whether it be making new friends in college, applying for Kiwanis scholarships, community service, learning new skills, networking with professionals, leading your club into ways that you see fit, etc. CKI has it all.

Organizational Structure



Circle K International is made up of different Districts and clubs around the world! At the highest level is the International level, then the District, and so forth.

International Level

- ❖ Website: circlek.org
- ❖ President, Vice President
- ❖ International Trustees
 - Act as a liaison between the International level and their respective Districts



2022 - 2023 International Board

District

- ❖ Website: cnhcirclek.org
- ❖ California-Nevada-Hawaii (Cal-Nev-Ha or CNH)
 - All the Circle K clubs that are in these three states are grouped together as a District! Every District is overseen by a District Governor and a District Board.
 - Comprised of smaller regions called Divisions!
- ❖ The CNH District has Committees and Committee Chairs.



2021 - 2022 District Board



Divisions

There are 9 Divisions in our CNH Circle K District! Each Division is led by a Lieutenant Governor (LTG), who are considered District Board Members, and a Divisional Leadership Team appointed by the LTG. Below is a map of the areas each Division covers!



*2022 - 2023 District Governor &
Foothill Divisional Leadership Team*

Leadership, Fellowship, and Service Opportunities

Every Circle K club has varying leadership events & positions, as well as different types of fellowship and service projects. These are some examples for each tenet which many different clubs may feature:

Leadership at your home club can include:

- ❖ Executive Board
 - President, Vice President of Administration (VPA), Vice President of Service (VPS), Treasurer, and Secretary
- ❖ Appointed Board (positions vary by club)
 - Fundraising, Kiwanis Family, Membership Development and Education, Publications, Service, Spirit and Social, Technology, etc.
- ❖ Committees
 - Depending on what club it is, many clubs have committees depending on what focus the board wants
 - Examples: Technology Committee, Committee for a specific event



*2021-2022 UC Berkeley Circle
K Board*



*San Jose State University
Big/Little Reveal 2022*



*CSU Channel Islands
General Meeting
(2021)*

At other levels of the club, you'll find a mix of these types of events and opportunities:

- ❖ International opportunities include:
 - Board
 - Committees
 - International Convention (CKIx)
- ❖ District opportunities include:
 - Board
 - Various Committees
 - Fall Training Conference
 - District Convention
- ❖ Divisional opportunities include:
 - Leadership
 - Divisional Leadership Team
 - Committees (varies by Division)
 - Divisional Service Projects
 - Divisional Council Meetings
- ❖ Opportunities at either the club, Divisional, etc. levels include:
 - Webinars and Workshops
 - Club Meetings
 - Interclub events
 - Fellowship
 - Socials
 - Mentor/ Mentee System
 - Family System
 - Pen-pal Systems
 - Member Induction Night
 - End of the Semester/Year Banquets
 - Service
 - Education
 - Food banks
 - 1, 3 5K etc. Runs
 - Clean Ups
 - Gardening/beautification projects
 - Table tops



*Desert Oasis Division at
District Convention 2022*



*2021-2022 District
Membership Development
& Education Committee*

Every club has some mix of these events; enjoy & inquire about the different ones your Circle K hosts!

Tips/Tricks On How To Be More Involved

- ❖ Whether you're a new member or a returning member, sometimes finding your next steps in Circle K International isn't easy. To better shape Circle K experience:
- ❖ Ask questions!
 - Can be general questions about club traditions or how a member joined.
 - One of the easier ways to take initiative & learn more about your Circle K!
- ❖ Don't be afraid!
 - Everyone starts somewhere in Circle K; your experience is what you make of it.
- ❖ Bring a buddy to events with you can ease your worries!
- ❖ Reach out and talk to fellow members!
- ❖ Join a club committee!
- ❖ Host workshops
 - Not only does this educate your club, but this can also be an opportunity to improve your public speaking skills.
- ❖ Go to District/Divisional/other club's events
 - Make friends and experience what other Circle K clubs do!
- ❖ Submit photos and videos from an event to your club, Division, and District's leadership to use!



*Citrus Division at District
Convention 2022*



Survival Guide To Acronyms

Below is a quick list to clear up any confusion about acronyms.

- ❖ CKI (Circle K International)
- ❖ CNH (California-Nevada-Hawaii)
- ❖ Events
 - CKIx (Circle K International Convention)
 - STC (Spring Training Conference)
 - FTC (Fall Training Conference)
 - DPDC (District Professional Development Conference)
 - DLSSP (District Large Scale Service Project)
 - DCON (District Convention)
 - DCM (Divisional Council Meeting)
 - K2C (Key to College)
- ❖ MD&E (Membership Development and Education)
- ❖ KFAM (Kiwanis Family)
- ❖ MR (Member Recognition)
- ❖ C&M (Communications and Marketing)
- ❖ MRP (Membership Recognition Program)
- ❖ CERF (Club Event Report Form)
- ❖ MRF (Monthly Report Form)
- ❖ MRS (Master Records Sheet)
- ❖ CENCO (Central Coast)
- ❖ DO (Desert Oasis)
- ❖ GG (Golden Gate)
- ❖ LTG (Lieutenant Governor)
- ❖ DLT (Divisional Leadership Team)
- ❖ DGOV (District Governor)
- ❖ DSEC (District Secretary)
- ❖ DTREAS (District Treasurer)
- ❖ D-BOARD (District Board)
- ❖ EA (Executive Assistant)
- ❖ A-BOARD (Appointed Board)
- ❖ E-BOARD (Executive Board)
- ❖ DSIs (District Service Initiatives)
- ❖ DFIs (District Fundraising Initiatives)
- ❖ KFH (Kiwanis Family House)
- ❖ PTP (Pediatric Trauma Program)
- ❖ UNICEF (United Nations Children's Emergency Funds)
- ❖ SLP (Service Leadership Programs)



Executive Board and Appointed Board

Club Boards in Circle K International are typically split into two sections that work in conjunction with one another in order to create events and make things happen in home clubs. These two sections are the Executive Board and the Appointed Board.

Executive Board: Typically consists of a President, Vice President (of Administration and/or of Service), Secretary, and Treasurer



President - The main face of a club! The President position varies club per club but typical duties include being the liaison between all non-club entities and the club. This can be for the school/university, the local area, the city council, the Division, the District, and even International. The President is the overseer of all items that happen within the realm of the home club. They are in charge of a variety of items that come and go.

2021-2022 and 2022-2023 Sunset Lieutenant Governors



Vice President of Administration (VPA) - A President's right-hand individual! The Vice President of Administration is typically in charge of the Appointed Board and acts as a liaison between the two boards. This individual is the main contact for Appointed Board issues, conflicts, concerns, etc. Additionally, they help the President with administrative duties such as organizing school room bookings, overviewing the A-Board's work, and other items. The VPA also fills in for any missing/non-appointed A-Board members when needed.

UC Los Angeles Habanero Hotties Family (2021-2022)



Foothill Division at their April 2022 DSP



Vice President of Service (VPS) - The service coordinator and liaison! Typically in charge of service coordination and service creation. As we are a community service organization, this VP oversees all volunteering activities and is the main contact for service related items. They sit on the E-Board as a reminder that this is a club dedicated towards service, but also as a liaison between club administrative duties and serving the community.

Secretary - The main records keeper! The secretary is in charge of the collection and the maintenance of various club records such as attendance at events and counting of hours. They are the office who oversees the CERFs, MRFs, MRS, and other official documentation necessary to record and prove earned hours. They also keep minutes and create agendas as needed for board and general meetings.

Treasurer - The money tracker! The Treasurer is in charge of handling a club's finances and inputting members into the Membership Update Center (MUC). This officer keeps tabs on all the inflows and outflows of money within the club and helps to set a budget for the club officers as a whole.

Paradise and Golden Gate Division Members at CNH Kiwanis District Convention 2022

Appointed Board

Appointed Board positions vary by club. Below are positions common in many clubs.

- ❖ *Fundraising Chair* - in charge of raising funds for administrative items or for the District Fundraising Initiatives
- ❖ *Historian / Public Relations / Media Chair* - in charge of social media, collecting photos/videos, and publishing newsletters as organized ways to view and memorialize your club's events
- ❖ *Technology/Web Technician Chair* - in charge of creating and maintaining a club website as well as other technology items for the club (projector, speakers, etc.)
- ❖ *Membership Development & Education Chair* - in charge of developing members, planning formal installations, managing the Family and Mentor/Mentee (or Big/Little) programs, and educating them about CKI
- ❖ *Kiwanis Family Relations Chair* - in charge of keeping up relations with your local Kiwanis clubs in all branches (youth & adult)
- ❖ *Special Events Chair* - in charge of planning any special event unique to your club/something that your club wants to start!



2021-2022 UN Las Vegas Appointed Board

District Board

- ❖ The District Board provides guidance, support, and leadership to the District. Our District Board is comprised of the Executive Board, Lt. Governors, and Committee Chairs.
- ❖ The District Executive Board positions are: District Governor, District Secretary, and District Treasurer. These positions are elected annually at District Convention.
 - District Governor - The District Governor oversees the District Board, serves as the liaison between the CNH District and International, and serves as the liaison between the CNH District and Kiwanis Family branches.
 - District Secretary - The District Secretary records and publishes all minutes of official District meetings, compiles Club Monthly Report Forms, and serves as the Chair of the Laws and Regulation Committee.
 - District Treasurer - The District Treasurer oversees dues and other District income, maintains the District budget, compiles the financial report, and serves as the Chair of the Finance and Fundraising Committee.
- ❖ For each Division, there is a Lt. Governor. The Lt. Governor serves as the liaison between their respective Division and the District, oversees the clubs in the Division, provides training and support, appoints and leads the Divisional Leadership Team.
- ❖ In addition to the District Executives and Lieutenant Governors, there are appointed District Chairs. The District Chairs appoint and lead a committee to complete the objectives of their respective committees. They serve as the liaison between their committee and the District.



2022-2023 Lieutenant Governors

District Membership Recognition Program

The Membership Recognition Program (MRP) is the largest recognition program in the District. It recognizes members who have shown dedication in our three tenets: Service, Leadership, and Fellowship. Members are recognized during Fall Training Conference and District Convention. In order to achieve an MRP ranking, members need to be dues-paid, reach a specific number of service, leadership, and fellowship hours, and complete a specific number of additional requirements. More information & a more detailed breakdown of the MRP can be found on the [District website!](#)

Stay on track to achieving an MRP tier with the MRP Progress Trackers! These trackers are a resource for you to use to easily track your progress towards an MRP tier. Make a copy of the tracker for the tier you'd like to achieve for your own personal use!

- Bronze MRP Tracker: <https://bit.ly/cnhcki-2223bronzemrp>
- Silver MRP Tracker: <https://bit.ly/cnhcki-2223silvermrp>
- Gold MRP Tracker: <https://bit.ly/cnhcki-2223goldmrp>
- Platinum MRP Tracker: <https://bit.ly/cnhcki-2223platinummrp>

MRP Level	Bronze	Silver	Gold	Platinum
Service Hours	30	55	85	120
Leadership Hours	20	40	60	80
Fellowship Hours	15	30	45	70
Dues Paid	✓	✓	✓	✓
Additional Requirements	4 of 13	6 of 13	7 of 13	9 of 13
MD&E Events (MD)	2	3	4	5
Fundraisers (FR)	1	1	1	1
Alumni (AL)	1	1	2	2
Kiwanis Family (KF)	2	2	3	4
Interclub (IN)	2	2	3	4
Divisional Events (DV)	2	3	4	5
District Events (DE)	1	2	2	3
International Hosted (INT)	1	1	1	1
Media Submitted	1	2	3	4
Webinars Attended (WB)	3	4	5	6
Events Chaired	1	1	2	3
Host Workshop or Webinar	1	1	2	2
Committee Member	✓	✓	✓	✓

District Service Initiatives



The District Service Initiatives (DSI), are District-wide service initiatives that unite members all across the CNH District under common service goals in order to raise awareness about important causes and make a large positive impact within our communities with respect to these causes.

UN Las Vegas Single Service Event

The DSIs encourage members throughout the District to participate in service projects and other service-related activities related to these initiatives throughout the duration of the Circle K year. There are two permanent DSIs: Serving the Environment and Community Wellness & Equity. Each year, a Rotating DSI is voted on by the District Board.



2022-2023 Rotating DSI:

Youth Development

Healthy development in the early years (particularly birth to three) provides the building blocks for educational achievement, economic productivity, responsible citizenship, lifelong health, strong communities, and successful parenting of the next generation. In addition, this means that children of all abilities, including those with special health care needs, are able to grow up where their social, emotional and educational needs are met.



CSU Fullerton at District Convention 2022

District Fundraising Initiatives

Each year, the CNH District focuses its fundraising efforts toward three distinct charitable causes, called our District Fundraising Initiatives (DFIs). These charities often align with Kiwanis vision, address a concern in modern society, or represent causes that are important to our membership. Like the DSIs, there are two permanent DFIs: Kiwanis Family House and the Pediatric Trauma Program. Each year, a Rotating DFI is proposed by the District Treasurer and voted on by the District Board in order to promote global and modern causes that the membership would like to support.

KIWANIS FAMILY HOUSE

The Kiwanis Family House was built via the efforts of several Kiwanis club volunteers from the Sacramento area. It provides affordable, temporary housing and support to families of seriously ill or injured children and adults being treated at UC Davis Medical Center in Sacramento, CA.

PEDIATRIC TRAUMA PROGRAM

The Pediatric Trauma Program is a program started by the CNH Kiwanis District in 1994. This program raises awareness about the dangers of childhood trauma has on kids, as well as educates doctors on how to properly treat children who have gone through traumatic experiences.

2022-2023 Rotating DFI: UNICEF

UNICEF is the world's largest provider of vaccines and they support child health and nutrition, safe water and sanitation, quality education and skill building, HIV prevention and treatment for mothers and babies, and the protection of children and adolescents from violence and exploitation.



*Foothill Division at Crazy Kompetition
for Infants South 2021*



Special Thank You To...

CSU Channel Islands CKI

CSU Fullerton CKI

CSU Long Beach CKI

CSU Sacramento CKI

Irvine Valley College CKI

Orange Coast College CKI

Saddleback College CKI

San Jose State University CKI

UC Berkeley CKI

UC Los Angeles CKI

UC Santa Cruz CKI

UN Las Vegas CKI

Citrus Division

Desert Oasis Division

Foothill Division

Markham Middle School Builders Club

Kiwanis Club of Costa Mesa

2019-2020 District Membership

Development & Education Committee

And to our historians, media team, and
other photographers, including...

Lay Hak

Ben Distor

Vincent Vu

Jeremiah Abano

Alan Camargo

Samantha Wagner

... and many more for their support &
contributions!



We hope you all find this handbook as useful as we enjoyed making it! Please don't hesitate to reach out to any someone on the District Member Recognition & Education Committee.

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love to serve.*



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