

# Connecting the K's Manual

*Ideas for Kiwanis  
Family Month*

# What & When is Kiwanis Family Month?

Each November we have a special event called Kiwanis Family Month! This event is a whole month dedicated to celebrating the Kiwanis Family and all its branches. These branches are K-Kids, Builders Club, Key Club/KIWINS, Circle K, Aktion Club, and Kiwanis! This is a time where all the branches come together in celebration of Kiwanis through service and fellowship events.

By collaborating within the Kiwanis Family, there are more opportunities to strengthen our bonds with each other through service projects and social gatherings. This is also a time where the different branches of Kiwanis can educate one another to develop the understanding of Kiwanis among all members. Overall, Kiwanis Family Month is a time for the different branches to come together and exemplify our tenets of service, leadership, and fellowship.



*How Can I  
Celebrate  
Kiwanis  
Family  
Month?*



# Hosting Events

## **KIWANIS SERVICE-IN**

Circle K clubs can reach out to their local Kiwanis Family Clubs about the possibility of setting up a Kiwanis Service-In! Once per month, Kiwanians invite Circle K members to their homes. During this event, the Kiwanians and Circle K members work together on table-top service projects. For instance, UC Berkeley Circle K participates in Project ReServe, where they work together to cut tennis balls to put under the desks of schools, make PTP Dolls for children at local hospitals, and even make jam for the Kiwanians to donate. At the end of the service event, the Kiwanians prepare dinner for everyone to enjoy! This project is a great way to interact with Kiwanians on a more personal level while participating in service!

## **INTERCLUB SERVICE**

Host a interclub event with your neighboring Kiwanis Family branches by having a joint service project! For example, you can do a park clean up in your local community or whatever follows the year's District Service Initiative. Assure that all rules are being strictly followed and an Event Request Form has been submitted to the appropriate advisors three weeks in advance.

# Hosting Events

## Photos of Kiwanis Service-In and Interclub Service





# Hosting Events

## INTERCLUB SOCIAL BBQ/DINNER

A great way to reach out with other Kiwanis Family clubs is to hold a interclub BBQ or dinner at a local park, a Kiwanian's house (with their permission), or at a university or college. Invite all the different Kiwanis Family clubs in your area so everyone can meet each other and bond while enjoying lunch or dinner. For example, UCSB Circle K planned a Kiwanis appreciation beach BBQ and invited all the other nearby SLPs to help thank and appreciate the many Kiwanians who help sponsor all of our clubs and activities. It was a great way to meet the other SLPs in our area while showing our appreciation to our sponsoring Kiwanis Club.

It's important to first reserve a date and venue so that invitations can be sent out and rsvp's can be made to determine how many people are coming and how much food to prepare. During the social, plan some icebreakers or other games so that the different SLPs can get to know each other and can also talk about each club's current progress and potential service events.



# Hosting Events

## Key to College

Key to College is a full day program for high school students to learn about college and the application process through workshops and other preparatory activities. The event is hosted by Circle K to better prepare high school students for college! Topics that can be discussed include financial aid, housing, admissions, and other options depending on what the high school students ask about! this event is for them to bring their questions and directly ask college students from your school on what they want to know about college! This is a great opportunity to connect with your local Key Club and help them with the college process. "See Key to College Manual" under Kiwanis Family and Foundation Resources for more in depth instructions on how to host a Key to College."



# Hosting Events

## KEY TO LIFE

Similar to the concept of a Key to College, a Key to Life is meant to teach Circle K members valuable life skills that will help them develop professionally. A great way to involve the Kiwanis Family during your Key to Life is to work with local Kiwanis clubs and ask them to come to your event and help out! This way, you can have Kiwanians teach workshops, sit on panels, have mock interviews, etc. This event helps to foster interaction between the Circle K branch and the Kiwanis branch, and the Kiwanians are typically more than happy to pass on their wisdom! It's a great opportunity for your club members because they can meet people from the career fields that they are interested in. See "Key to Life Manual" under Kiwanis Family and Foundation Resources for more in depth instructions on how to host a Key to Life.

## KIWANIS TAKEOVER

Host a Kiwanis Family Takeover meeting! You can have a joint Kiwanis Family takeover meeting with your sponsoring SLPs or even just Circle K alone! How to Host a Kiwanis Family Takeover: Email your Kiwanis Club President to ask if it's okay to do a takeover and when is the best possible date. Keep constant communications with your Kiwanis Family so the takeover can run as smoothly as possible! Also icebreakers and having Happy/Sad Dollars with rules (For example, If your elbows touch the table throughout the meeting, that will cost \$1) would be a fun way to keep it interactive! It shows Circle K and other SLPs how the Kiwanis Clubs run their meetings and how different it from our meetings!



# Hosting Events

## KIWANIS FAMILY WORKSHOP

Host a Kiwanis Family Workshop for your home club and talk about what the Kiwanis Family is and go in depth about what it is! A great way is to bring in your Kiwanis Family and ask them to present a slide with you about their branch!

## GAME DAY

Plan a day where Circle K and Key Club can play fun and competitive games! It can be a full day of competitive games and lunch can be provided! For example, a game of volleyball or basketball. Our Kiwanians will chaperone and watch the SLPs play!

## KIWANIS TALENT SHOW

Work together with your sponsoring Kiwanis club to create a talent show for your community. This is a great way to bond with your Kiwanians by planning an event together. Invite members from Kiwanis, Circle K, and Key Club/KIWIN'S to perform during the talent show to get the whole K-Family involved!



# Social Media



# Social Media

Here are some ideas of how you can celebrate Kiwanis Family Month through social media!

1. Use Facebook event pages and social media campaigns (hashtags, online drawings with submissions of photos, contests, etc.) to help advertise your events and get people involved!



2. Post pictures from Kiwanis Family events to show the great time you're having with other branches! It shows the connection that y'all have is real, can encourage people to get involved at events too, and creates positive social media presence for both clubs.
3. Make appreciation posts to Kiwanis Family counterparts on social media and tag them in the posts! It may be small, but showing appreciation to our Kiwanis Family means a lot to everyone involved and promotes closer bonds between clubs and members.





4. Get the word out about your events and have members create user generated content with a club's own hashtag (ex: #UCBCKI). The club could promote the use of a hashtag by choosing a randomly selected winner who uses the hashtag to provide incentives for members to post. Afterwards, it would be easy to compile the posts to feature in the newsletter or at meetings. To do this with Kiwanis, the district could have a hashtag of #KiwanisAndMe or #NotJustNovemeber
5. Make a video compilation of the events to post on social media. This can help with creating work for the club while also having something to show to Kiwanians as well as campaigns featuring individual Kiwanis members (why they joined Kiwanis, profession, years in family, something special about them) on the CKI page and visa versa on a Kiwanis e-newsletter if they don't have a FB page of sorts can get clubs to know one another on a closer level.
6. Kiwanis Family Spotlight: Educate members and let them get to know members from their local and sponsoring Kiwanis Family. Post a picture of the member and some facts about them on social media or during a club meeting. You should ask for your Kiwanians approval when using their photos beforehand, as well as interact with them to find out those interesting facts.





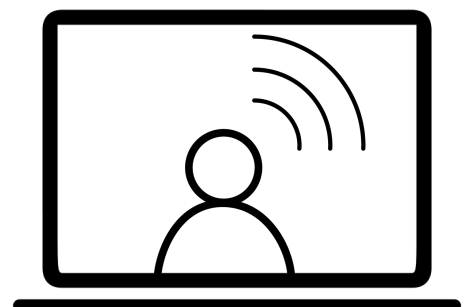
# Policies to keep in mind

## Kiwanis Social Media Policy

All District Officers are encouraged to adhere to the following guidelines when posting to a Blog, making comments inline, or using Facebook, Twitter, youTube, LinkedIn, Flickr or any other tools that fall within the social media realm.

Recognizing that the individual actions of each Kiwanis club member reflects upon the entire organization, the Board urges all clubs to adopt a similar policy and for all Kiwanis members to abide by these guidelines.

- A. Be Aware that you are responsible, legally and morally, for what you say and post online.
- B. Remember that your audience may include Kiwanis family members and nonmembers, both adults and youth, from many cultures throughout the world.
- C. Talk about your Kiwanis experience in positive terms.
- D. Make it clear that you are speaking only for yourself and any views posted are yours alone.
- E. Online conversations should be open, honest, honorable.
- F. Do not post any items, make any comments, or share any material that would be inappropriate for children to read, view or share.
- G. Add value to the conversation.
- H. Know when to respond. You may disagree with a post, but never fight or air grievances online, and don't get caught up in someone else's rant or rage.
- I. Do not use foul language.
- J. Don't speak of others in derogatory or degrading terms.
- K. Prior to posting any media online, obtain permission from any individuals who appear in that media. It could be illegal to do otherwise.
- L. Adhere to copyright and fair use.
- M. Use factual information and cite sources.



# Policies to keep in mind

## **Internet Promotion**

Kiwanis has policies prohibiting event promotion online by its Service Leadership Programs, however there are exceptions for Circle K.

- All internet promotion must first require an ERF approval.
- Once approved Facebook Event page promotion is allowed.
- If event is public, the event page is not allowed to include the date, Time, and location anywhere. Attendees must click on an external link Or access a different website in order to get this information. This is due to Safety and privacy concerns.
- If event is private, promotion of date, time and location are allowed on the event page.
- In general, all attendees must sign up through a registration form and not through a confirmation on the event page itself.

# Policies to keep in mind

## Permission to Post a Person's Picture

It is very common for social media weeks to consist of posting about another person in response to a prompt. Make sure you have explicit permission from that individual or, if they are a minor, parent to post a photo. If permission is not granted, you must delete the post immediately. Release forms are required as a part of any events for this case.



## Youth and Social Media

For any social networking site that involves requesting a connection (such as inviting someone to be a friend of Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, he/she should use their best judgement in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) that appear in that media; it could be illegal to do otherwise.

## Event Request Form

Event Request Forms (ERF) are required for all events with other Kiwanis branches in attendance. Events may only be advertised by email or posted on social or business network sites in advance of ERF approval is obtained, events may only be posted with a closed invitation list. Postings shall specifically identify the hosting club and not be made in the name of the SLP Organization in general.

## Chaperones

Chaperones are required at all events that involve minors. 1 chaperone per 10 members in which this ratio must also be gender specific if it is an overnight event.

Full details of these and other policies can be found within the CNH Kiwanis District Policy Manual.



If you have any questions on *Connecting the K's*, please do not hesitate on contacting any member of the District Kiwanis Family and Foundation Committee! Good luck with planning!

### **Acknowledgements:**

#### **Created:**

- 2016-2017 term (*The District Kiwanis Family and Foundation Committee, chaired by Josef Madrigal*)

#### **Revised:**

- 2017-2018 term (*The District Kiwanis Family and Foundation Committee, chaired by Ana Chavez*)
- 2018-2019 term (*The District Kiwanis Family and Foundation Committee, chaired by Calvin Chau*)

### **Helpful Links:**

Circle K International Website  
CNH Circle K Website

Contact your District Kiwanis Family and Foundation Chair at [kfamily@cnhcirclek.org](mailto:kfamily@cnhcirclek.org)