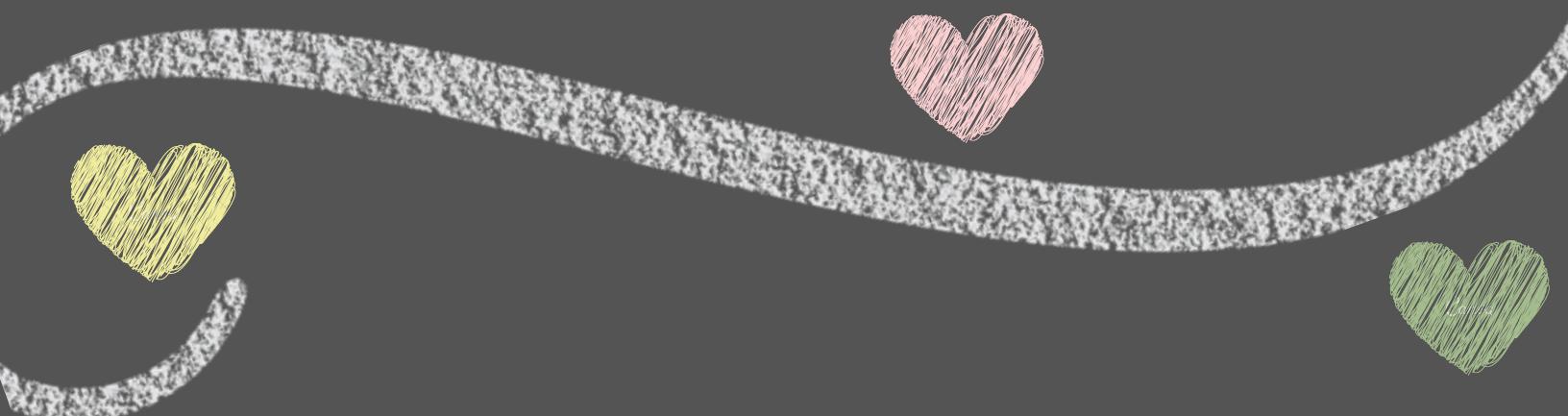




# Cal-Nev-Ha Circle K:

## A HOW-TO ON

# TABLING





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# WHAT IS TABLING?

**TABLING** is a chance to showcase Circle K to your school so you can bring new members, ideas, and diversity into the club!

Without recruiting new general members, you simply would not have the foundation for a club, not to mention leadership.

Allows people who have previously participated in other Kiwanis branches to continue their Kiwanis Family journey.

As members graduate, transfer, or leave for other reasons, you need the opportunity to fill the spaces they have left.

## LETTERS FROM THE EDITORS



### **Braden Lem [2019–2020 District MD&E Chair]**

"Hello, Sunny CNH! Please enjoy the Tabling Manual, as knowing how to table will effectively make the experience of prospective members more positive!"



### **Amy Bryant [2019–2020 Resource Coordinator]**

"Tabling is one way to bring new members into this wonderful organization which is built on... members!"



### **Renz Lane [2019–2020 Resource Coordinator]**

"Tabling can sometimes be awkward & confusing, even for board members! However, with every interaction, you might just come across a new member, or even a new good friend."

# How would members most effectively table?

**By connecting with people who are interested!**

Some reasons for prospective students to join include:

1. Serving at meaningful volunteering opportunities that impact our communities.
2. Making new friends from the California–Nevada–Hawaii (CNH) District
3. Becoming part of a family and finding your second home.
4. Gaining leadership, professional development, & networking opportunities

**Sharing events, information, etc. you think would resonate with that individual or with yourself.**

Mention reasons to join Circle K:

- Be a part of the world's largest collegiate service organization.
- Contribute to causes and organizations such as UNICEF (2022–2023 Rotating DFI), Born This Way Foundation (2022–2023 Governor's Project), and youth development (2022–2023 Rotating DSI, Key Club).
- Foster all 3 tenets of Circle K International: Service, Leadership, and Fellowship.
- Gain access to scholarship opportunities and experience for your resume.



**CSULB - PROMOTING THE TENETS**

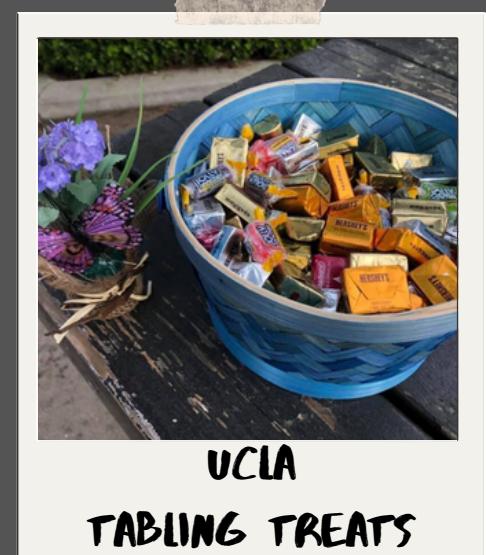
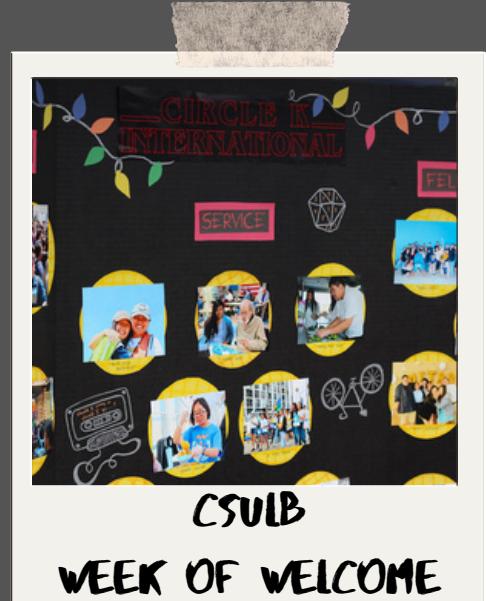


# Recruitment, Recruitment: Read all about it!



**PRESENTATION** is also key to attracting people's attention!

- Ideas would include:
  - Your Circle K International Banner!
  - A table cloth of your school, Circle K International colors, and/or matching color scheme.
  - A trifold with descriptions and pictures of the three Circle K International tenets.
    - Invest in making your trifold easy to update with new pictures to save time for future leaders!
  - A triangular kiosk with CKI info.
  - Examples of what CKI members do and achieve (tabletop service projects, a District Award certificate, etc.).
  - Past scrapbooks & other themed decorations (like a seal plushy for a "sea" theming!)
  - A sign-up sheet via paper, laptop, etc.

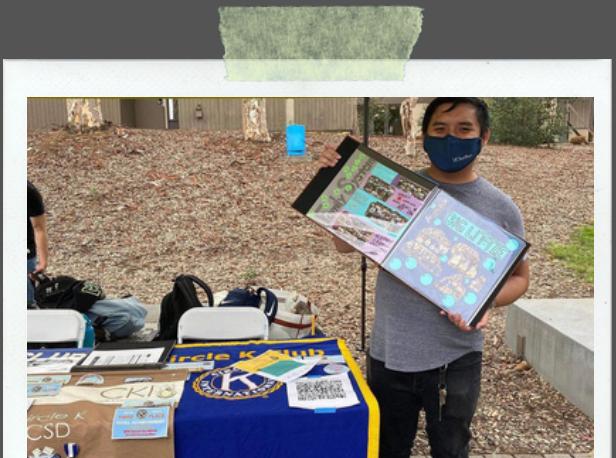


☆ Be creative and have fun! ☆

- **VERBALS:** Once you catch their attention, how do you keep them?
- Create a 30-second elevator pitch!
  - Keep it brief so that you don't overwhelm anyone with information.
- Share your own experiences to make it relatable
  - Be genuine & have conversations – listen to them/don't do all the talking
  - Avoid acronyms, dues, drama, inside jokes, etc.
- Practice your elevator pitches beforehand! CKI board or general members are good partners & can help you make edits.
- Get to know the person's name!  
You can then:
  - Offer a handshake → follow up (email, Facebook, text...) → ask for questions → have a 1-on-1 conversation, etc.



**UC BERKELEY - RECRUITMENT**



**UC SAN DIEGO - TABLING**

Build that relationship with the potential member from here!

People don't join organizations.

**People join people.**



# Following up: Retaining New membership

- Plan a special event after the club rush or an informative email for those who showed interest!
  - Show appreciation for your members! Hosting ice cream socials, having raffle prizes, recognition, etc. after tabling can go a long way.
- Reach out! Invite them to events. Remember & use their name!
- Having personal communication/testimonies to leave intimate impressions on students is a must!
  - Small-talk is a segway into more in-depth conversations.
  - Don't get stuck or not put in effort; get to know your members and have thoughtful conversations with your members.
  - Show your appreciation to the members too, and find ways to be comfortably personal!
- **INCLUSIVENESS:** keep an eye for members who feel like they don't belong or are isolated during events/meetings
  - Scatter board members around the meeting room! Have each board member engage a member during the meeting.
  - Encourage interaction between new and returning members!





- **FELLOWSHIP SYSTEMS** can be one of many helpful options!
  - Ex. big/little, mentor/mentee, family systems...
  - Socials & fellowship systems foster good club dynamics, boost retention, & give members reasons to come back to CKI!
- Keep your meetings interactive and interesting! One idea can be the Fellowship box:
  - Hand out pieces of paper in the beginning of the meeting and have each member write down a shoutout.
  - At the end of the meeting, collect said pieces of paper and put them in a box, then read them out loud!
- Do a raffle style drawing, and whoever “wins” gets a prize.
- All of these different ideas make the difference between a good Circle K International experience & a lively one!

Refer to the Fellowship Manual and the Recruitment & Retention Manual on the CNH Website for more info!

<http://resources.cnhcirclek.org/mde/>

### NO MONEY RAFFLE IDEAS:

- Free (old) merch
- Go to banquet for free
- Extra "points" for some family or mentor/mentee competition
- Choose icebreaker for next general meeting

In general, try to have the prizes "oblige" the member to stay involved and/or get a little bit of leadership!

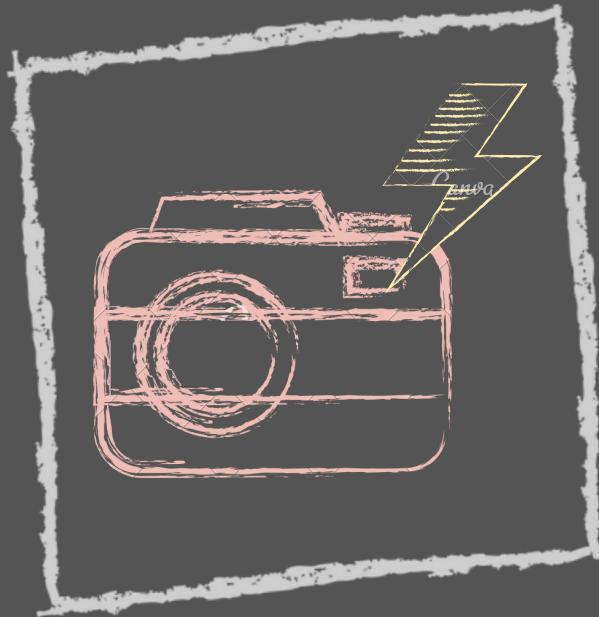


UC DAVIS, TABBISCOTTI FAM

# Helpful tips: what else would help with tabling?

- ☆ Arrive early to prepare the table! The more time you have, the smoother your set-up will be and the prettier your presentation will look!
- ☆ Have at least 2 members present at all times, more is great but avoid talking amongst yourselves!
- ☆ Wear Circle K apparel.
- ☆ Spirit and enthusiasm are good to show that we are fun, but excessive cheering can scare people away.
- ☆ Have members attend the club rush/tabling and challenge them to recruit members themselves.
- ☆ Contact the hosts of your tabling fair! Having a good relationship with your student body or organization (i.e Associated Student Government) is helpful for your club tabling booth.





# SPECIAL THANKS TO...

☆ Erica Wei, 2019–2020 District Communications & Marketing Chair ☆

☆ CSU Fullerton CKI ☆

☆ CSU Long Beach CKI ☆

☆ UC Berkeley CKI ☆

☆ UC Los Angeles CKI ☆

☆ UN Reno CKI ☆

☆ 2019–2020 District MD&E Committee for originally creating  
this manual ☆

**for their support and contributions!**



If you have any questions or concerns,  
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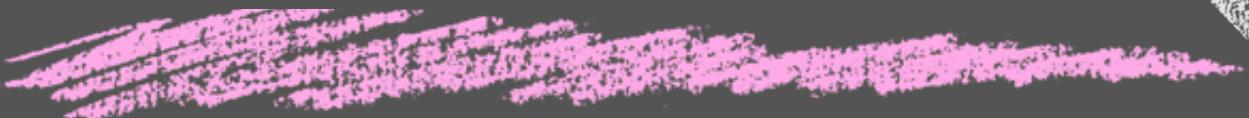
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