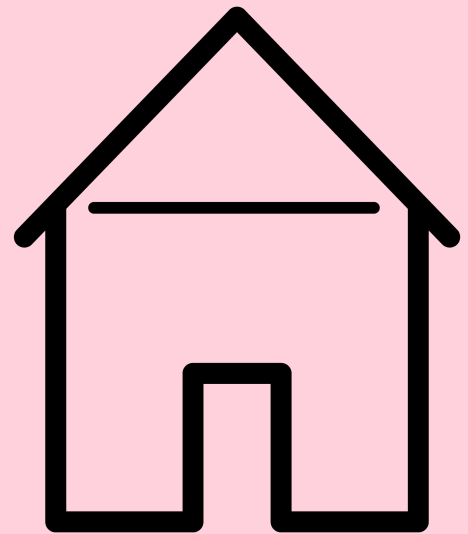


Kiwanis Family Starter Kit

Table of Contents

- Introduction
- Kiwanis Branches
- Getting Involved
 - Officers
 - General Member
- Event Examples
- ERF
- Resources



Introduction

What sets the Kiwanis Family apart from other organizations? We have 7 different branches, some of which comprising of the largest international student led organizations. Another wonderful factor of the Kiwanis Family is the willingness to work together among the different branches which include events with a mentorship factor, such as Key to College, Key to Life, and more.

Kiwanis Branches



Circle K

We are the largest collegiate service organization with over 13,000 members. Embodied by its tenets of leadership, fellowship, and service at the club, district, and International levels, CKI continues to grow through service to the world's campuses and communities.



Key Club

Key Club International is one of the oldest and largest high school service organizations across the globe. This organization offers service, leadership, and inclusiveness to high school student members.



KIWIN'S

KIWIN'S was founded so that high school females would be allowed to serve in the Kiwanis Family. Although they are from different districts, they ultimately strive towards similar goals and service efforts.

Kiwanis Branches



Builders Club

Builders Club is the middle school branch of the Kiwanis Family, and it is the largest service organization for middle school and junior high students with over 45,000 members worldwide.



K-Kids

K-Kids is the elementary school branch of the Kiwanis Family. The focus of K-Kids is empowering youth through serving others, developing leadership abilities, and uniting students to protect and grow their schools and communities.



AKTION Club

Aktion Club is the only service club for adults with disabilities, with more than 12,000 members worldwide. Aktion Clubs draw members from various organizations that support individuals with disabilities, as well as other community programs.

Kiwanis Branches



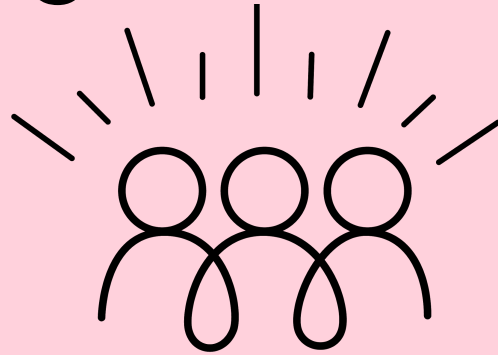
Kiwanis

Kiwanis consists of the adult branch. When Kiwanis International was founded, the members focused the organization around business networking, but in 1919, Kiwanis International changed the focus to service! Without our Kiwanis Clubs, our Service Leadership Programs (SLP) would not exist. Every SLP is sponsored by a Kiwanis Club in order to be active. Take the time to thank your Kiwanis Club as often as possible as they do so many things for your home club!

For more information, check out our [Building Kiwanis Family Relations Manual](#)

Officers

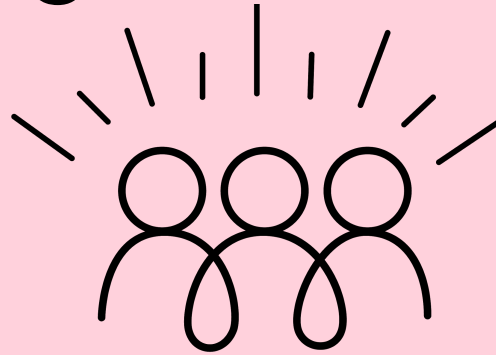
Why get involved?



Working together with other branches is definitely a unique trait to the Kiwanis Family that you can use to retain members and bring in new members, by providing leadership opportunities with our SLPs (Service Leadership Programs). It is also a good way to find service projects or socials, if you are having trouble finding events for a particular day. You can find SLPs with our Kiwanis Family Map.

Officers

Why get involved?



We also have manuals to help you put together these kinds of events!

[Connecting the K's Manual](#)

[Kiwanis Takeover Manual](#)

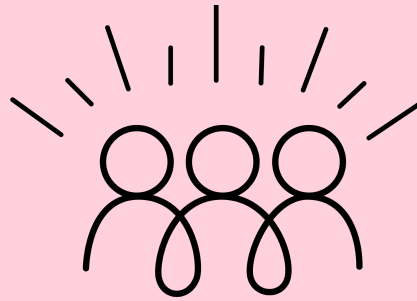
[Key to College Manual](#)

[Key to Life Manual](#)

[Kiwanis Family Events Manual](#)

Officers

Want to get your club involved with different branches, but don't know where to start?



Connecting with Kiwanis is the best place to start, especially because they are the sponsoring club keeping us alive. You can start by sending an email, attending their Kiwanis General Meetings to get to know them, or even simply asking if you can join them in one of their service events! Once you build some relations with the Kiwanis club, you could even ask them to have a Kiwanis Takeover!

Officers

Here's a checklist to get you started.

- Fill out your monthly KFRFs
- Attend Kiwanis Meetings
- Host a Kiwanis Takeover
- Have a joint service project with Kiwanis, Key Club/ KIWIN's
- Invite Kiwanis to your banquets
- Host a Key to College or Workshop at Key Club Regional Training Conference
- Participate in/Plan a Kiwanis One Day in both April and October



General Members

If the Kiwanis Family interests you, there are many ways to get involved, even as a General Member!

- Attend Kiwanis Meetings
- Attend Kiwanis Family Events
- Join a planning committee
- Attend SLP RTCs or DCMs in the area (with Kiwanis Advisor & RA permission)
- Talk to your officers about connecting with the Kiwanis Family!



Event Examples

UCLA Circle K: Career Development Night



Career Development Night is an annual event which aims to connect Kiwanians and Circle K alumni with current Circle K members to facilitate their professional growth!

DVC Circle K: Carnoween

Carnoween is an annual event at Pleasant Hill Elementary School that DVC, along with College Park Key Club, volunteer at! It is an event that the teachers and parents put together for the kids in order for them to enjoy Halloween. They help with making food, running carnival like games, giving out prizes, setting up/ tearing down the event and simply making sure the kids are having a fun time!



CSUF Circle K: Kiwanis Family Barbeque



Kiwanis Family Barbeque is an annual summer event where CSUF CKI connects their Kiwanis Family by having a picnic filled with service and leadership! This year they invited Region 3 Key Clubs and Division 30 Kiwanis to enjoy some hamburgers and hotdogs at the Kiwanis Youth Park. They had a service project where they stuffed PTP dolls. They also had a special guest speaker come and lead a fun workshop about how to climb up the ladder in life.

UC Davis Circle K: Kiwanis Picnic

UC Davis CKI held our 7th Annual Kiwanis Picnic this past May! It was a fun day where members were able to socialize with several Davis Kiwanians, play games like water balloon fights, and eat good food. The purpose of the event was to promote positive relations and introduce members to our local Kiwanis Family. It was nice to get to know Kiwanians in a casual setting and celebrate the beginning of a new term!



Event Examples

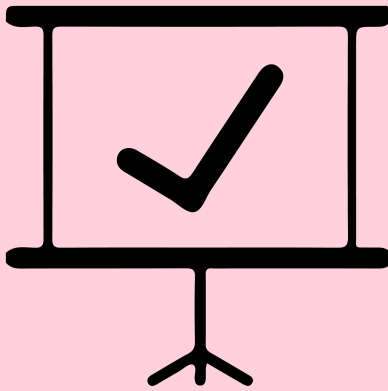
Sac State Circle K: Gift of Giving



Sacramento State Circle K hosted a single service project, Gift of Giving (GoG). GoG is a full day of service with Kiwanis Family members that features several tabletop service projects geared towards our ISI and DSI that will benefit the community as a whole. Some projects include scarf making for those in need, making candy turkeys for the children that eat at St. Philomene's Soup Kitchen every Tuesday, and handmade notebooks for Title 1 schools in the area.

Event Request Form

Event Request Form = ERF



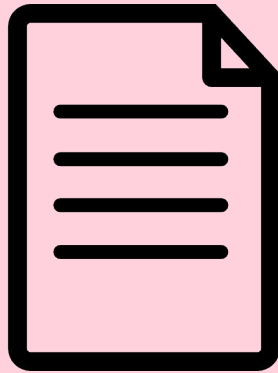
ERF approval is necessary before publicizing an event with SLPs or outside the Division!

- Needed for every event having to do with Service Leadership Programs (SLPs- such as Key Club/ KIWIN's high school branch). Exceptions and logistics can be found on pages 2-4 of the ERF or by contacting a member of the Kiwanis Family Foundation Committee. Due a minimum of 3 weeks before the proposed event.

Event Request Form

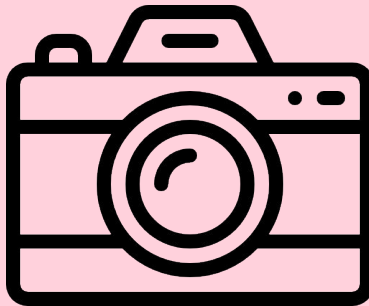
- **Events where ERFs are not required (within 35 miles plus RA & Kiwanis Advisor's approval):**
 - Divisional Council Meetings (DCMs)
 - Regional Training Conferences (RTC)
 - KIWIN'S Training Conference (KTC)
 - Fall Rally (North/South)
 - Conclave
 - District Convention
 - International Convention
 - Or any event where the sponsoring organization invites Key Club members to participate (e.g. Rose Float, Relay for Life).
- **Events where ERFs are not required (only permission of Kiwanis Advisor):**
 - Events with SLPs of the same sponsoring Kiwanis Club. (This can be any event, such as attending one of their General Meetings, Club Events, or hosting a Circle K Event and inviting the SLPs sponsored by your Kiwanis Club.)
 - Ex: East Sacramento Kiwanis sponsors both Sacramento State and Franklin High School. They only need their Kiwanis Advisor's approval to host events together.

Event Request Form



- **Proposal Document:**

- In order to give your RA enough information for them to approve the event, you may use the proposal document on the last page as a template!



- **Medical/Photo Release Form:**

- Needed from members of SLP organizations during joint events.

Terms & Acronyms

- **Event Request Form (ERF):** a form required to be submitted at least 3 weeks in advance of an event with SLPs, so their advisors are kept in the loop of any events Circle K plans.
- **District Kiwanis Family Foundation (DKFF):** the district committee consisting of 9 people, with a liaison from each division, here to help you build better Kiwanis Family relations.
- **Kiwanis Family House (KFH):** a nonprofit organization in Sacramento that offers temporary housing for families of UC Davis Health System or Shriners Hospital patients.
- **Kiwanis Family Report Form (KFRF):** a monthly form sent to the Kiwanis Family chair/representative of each club to assess how their Kiwanis Family relations are.
- **Regional Training Conference (RTC):** an annual event held by LTGs in a Key Club region where members can attend various workshops and bond with one another.
- **Key to College:** an event held by Circle K where they invite Key Club and KIWIN'S to come learn about college through workshops and presentations!
- **Kiwanis Family Map:** a visual map containing the different branches of the Kiwanis Family.
- **Kiwanis Family Manuals:** manuals to help with events such as Key to College, Kiwanis Takeovers, etc.



If you have any questions about Kiwanis Relations, please do not hesitate on contacting any member of the District Kiwanis Family and Foundation Committee! Good luck with planning!

Acknowledgements:

Created:

- 2019-2020 term (*The District Kiwanis Family and Foundation Committee, chaired by Roselyn Duong*)

Helpful Links:

[Circle K International Website](#)

[CNH Circle K Website](#)

[Kiwanis Family Map](#)

[Kiwanis Family Manuals](#)

ERF Supplemental Documents:

[Proposal Document](#)

[Medical/Photo Release Form](#)

Contact your District Kiwanis Family and Foundation Chair at kfamily@cnhcirclek.org