

2018

circle k international

CERF MANUAL

laws and regulations committee

2019

START HERE

TITLE CERF FILE AS "YY.MM.DD EVENT NAME_CERF_1819"

EXAMPLE

18.06.06 CKI Wonderland_CERF_1819



INSTRUCTIONS TAB

CAMPUS SERVICE

Any event where your club is doing community service on your school's campus.

DISTRICT SERVICE INITIATIVE

Any event that contributes to the current District Service Initiative.

LEADERSHIP

Any event related to the operation of the club should be tagged as AD. Examples of administrative events include but are not limited to attending meetings (e.g. general meetings, board meetings, committee meetings, Kiwanis meetings), and workshops.

COMMUNITY SERVICE

Any event where your club members are serving for the community without pay

CONTINUING SERVICE

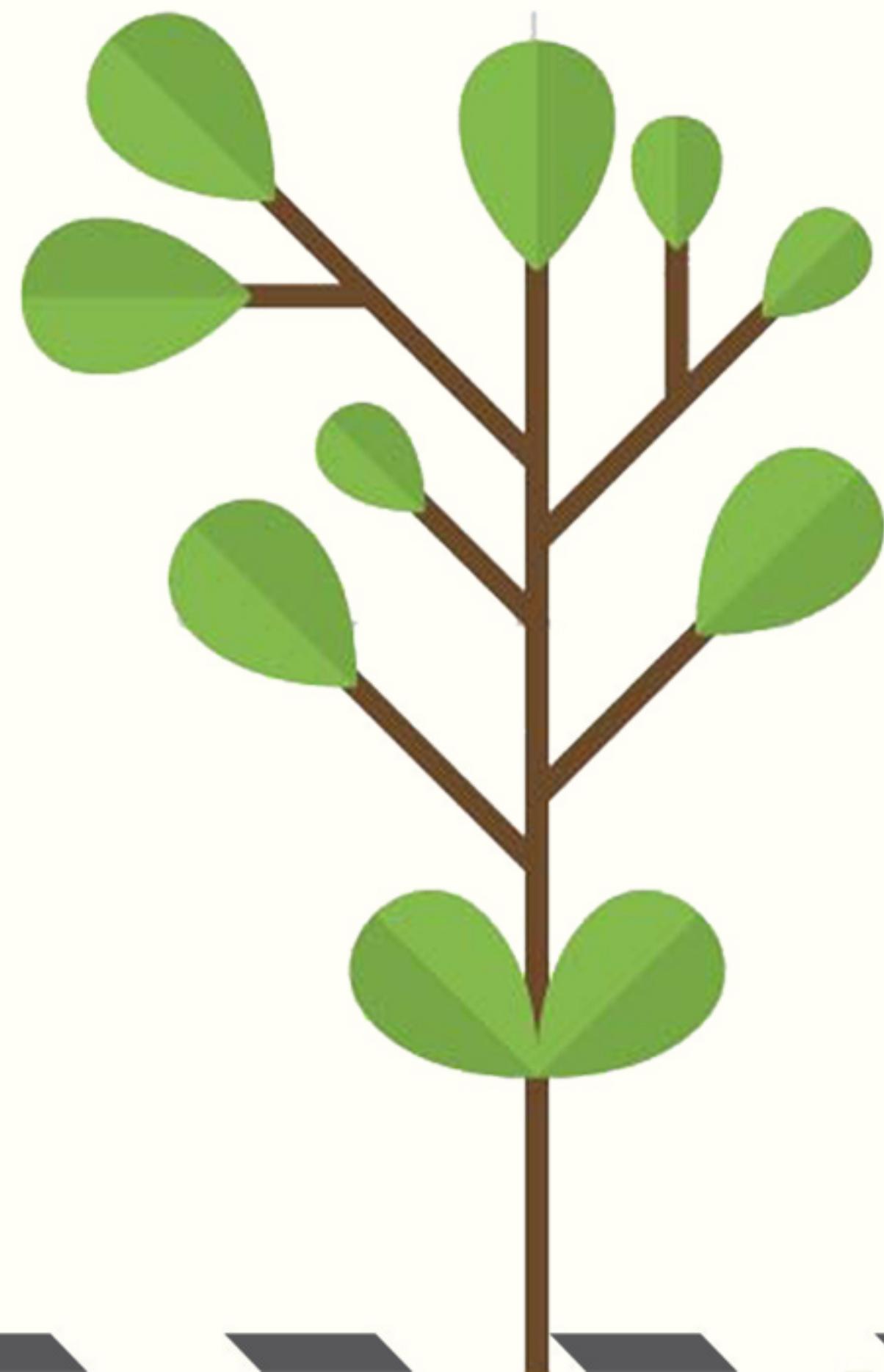
Any event that has been completed with the same organization repeatedly at least once a month for a two-month duration.

INTERNATIONAL SERVICE INITIATIVE

Any event that contributes to the current International Service Initiative.

FELLOWSHIP

Any event in which club members are socially interacting with one another should be tagged as SE. A social event promotes the moral of members so it is usually tagged as MD; however, remember that although all SE events are MD-tagged, not all MD events are SE-tagged (e.g. workshops).



INSTRUCTIONS TAB

MEMBERSHIP DEVELOPMENT

An event that promotes membership recruitment and development.

ALUMNI

An event in which two members from a Circle K club and at least two alumni are present. An alumnus/alumna is someone who was in Circle K and graduated from a college or university.

INTERCLUB

An event in which there must be a certain amount of members from your Circle K club and the same amount of members from another Circle K/Kiwanis Family club present, depending on your Circle K club's number of dues paid members. Clubs with less than or equal to 20 members need a minimum of two members present; clubs with 21-30 members need a minimum of three members present; and clubs with greater than or equal to 31 members need a minimum of four members

FUNDRAISING

A home club-hosted event that raises money for a charity or administrative funds.

KIWANIS FAMILY

An event in which at least two members from your Circle K club and at least two members from another non-Circle K Kiwanis family club are present.

WEBINAR

An online webinar usually hosted by the District Board for the District. This tag applies to both district and international webinars.

DIVISIONAL

An event hosted by and for the division, which is usually hosted by the respective Lieutenant Governor (and Divisional Board).

DISTRICT

An event hosted by and for the district.

INTERNATIONAL

An event hosted by Circle K International

CLUB HOSTED

An event hosted through your Circle K club.



EVENT INFO

**DO NOT TYPE IN
YELLOW HIGHLIGHTED ZONES**

These will be automatically filled out as you input data in the General Information Section

**EVENT CHAIR &
PERSON FILLING
OUT CERF CAN
BE THE SAME**

EVENT CHAIR
Representative from
Home Club

EVENT CONTACT
Event Host/Coordinator
(Other CKI Club/Kiwanis/
Non-Profit Org/ etc.)

**DO NOT EDIT
MILEAGE & FUNDS
RAISED**

EVENT LOCATION

General Location if on Campus
(ie. Library, CKI University)

Detailed Location if Off Campus
(ie. 1234 CKI Road, CA)

EVENT TAGS

Reference Instructions Tab



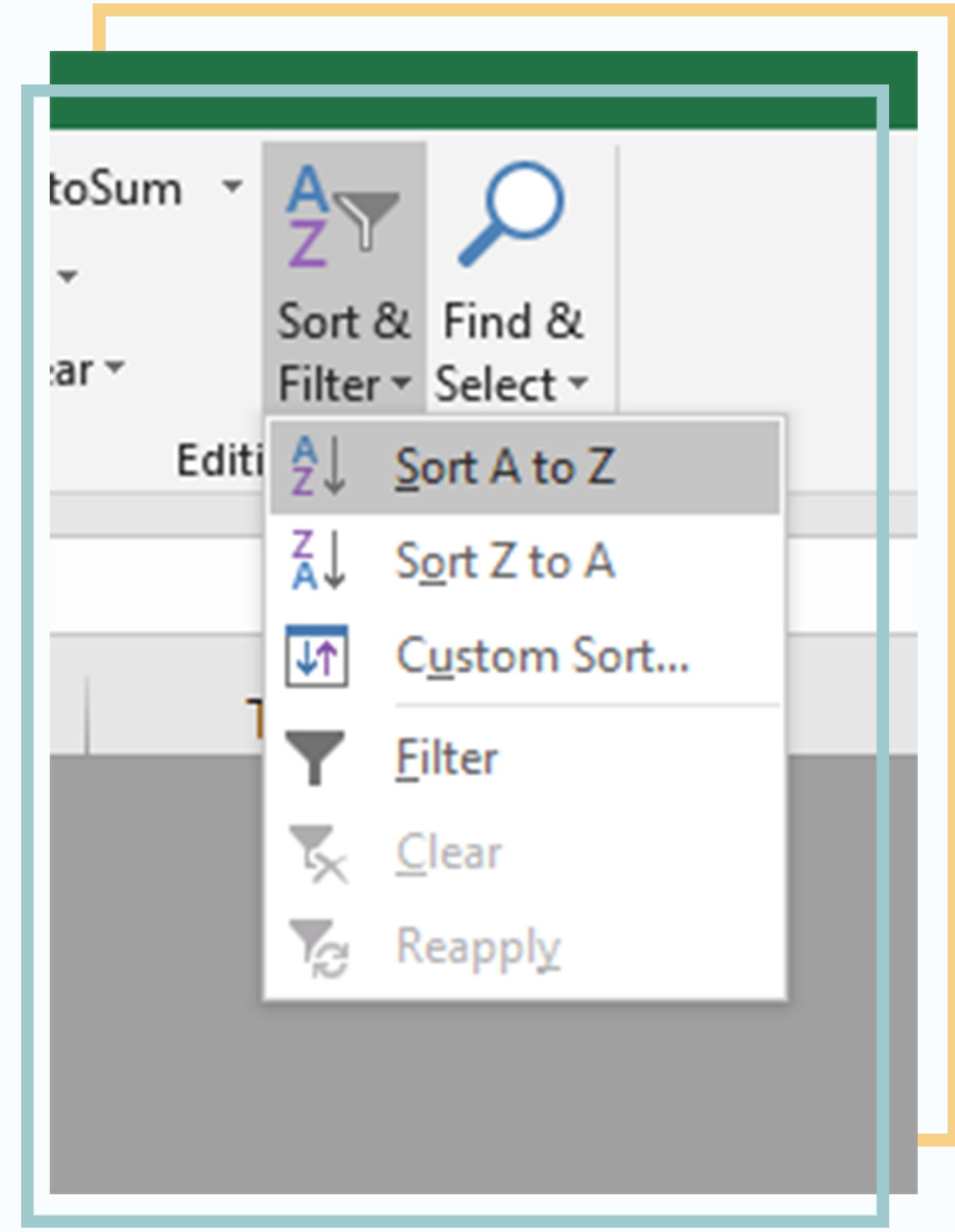
ATTENDANCE TAB

LIST MEMBERS IN ALPHABETICAL ORDER
(LAST NAME, FIRST NAME)

EXAMPLE

chen, annie
chen, sara
cheng, wayne
huynh, dylan
nguyen, andy
pham, samantha

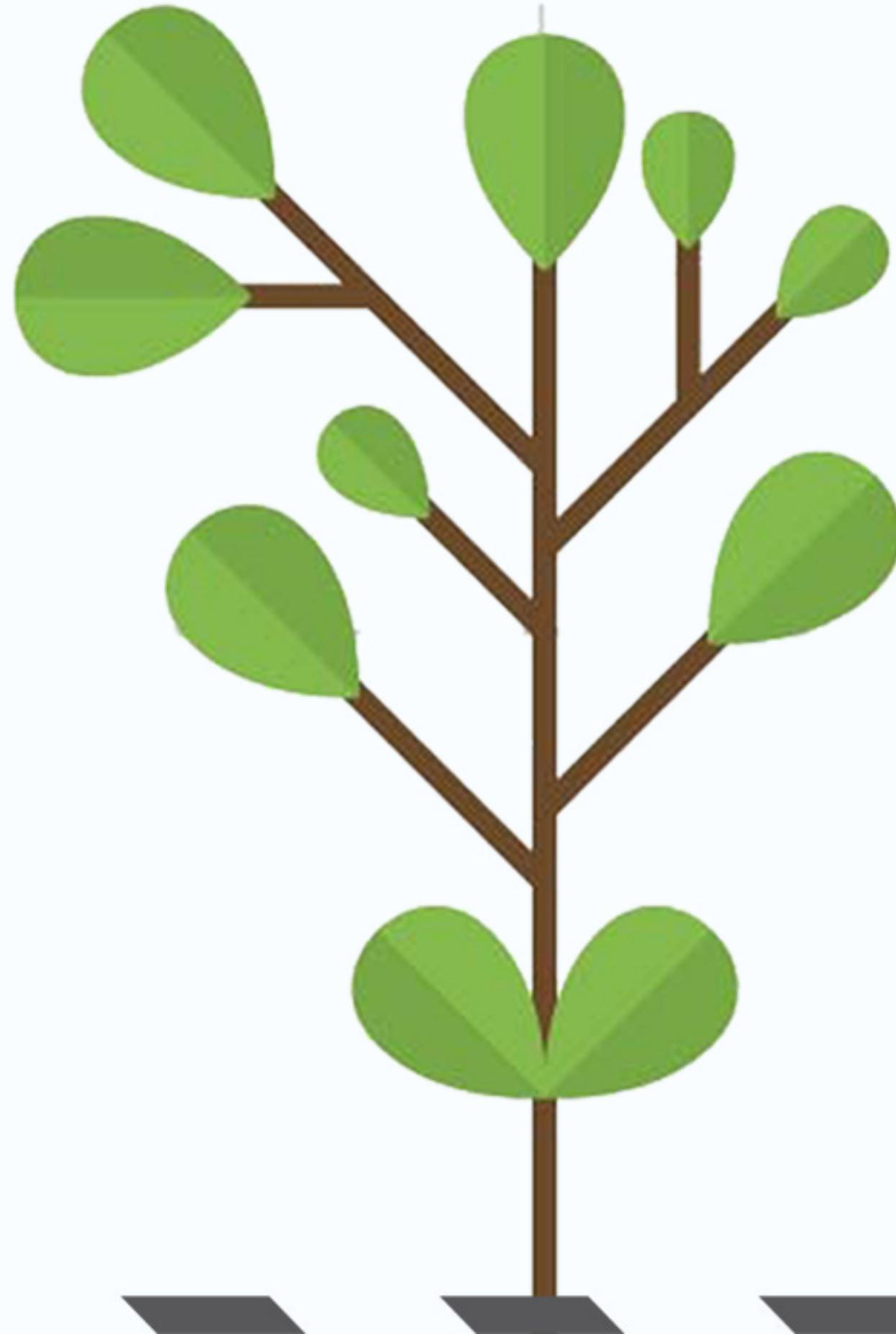
EASIEST WAY TO PUT IN ALPHABETICAL ORDER IS BY HIGHLIGHTING ALL NAMES AND USING THE “SORT & FILTER” BUTTON IN THE TOP RIGHT CORNER



DO NOT EDIT TOTALS ROW MEMBERS ATTENDED AND SLF HOURS

NON-HOME CLUB ATTENDEE?

List your KFam club & number of attendees instead!



DRIVING TAB

ON CAMPUS? SKIP IT!

Use Google Maps to calculate
total mileage to the event.

START EVERYTHING FROM SCHOOL, IT'S EASIER!



FUNDRAISING TAB

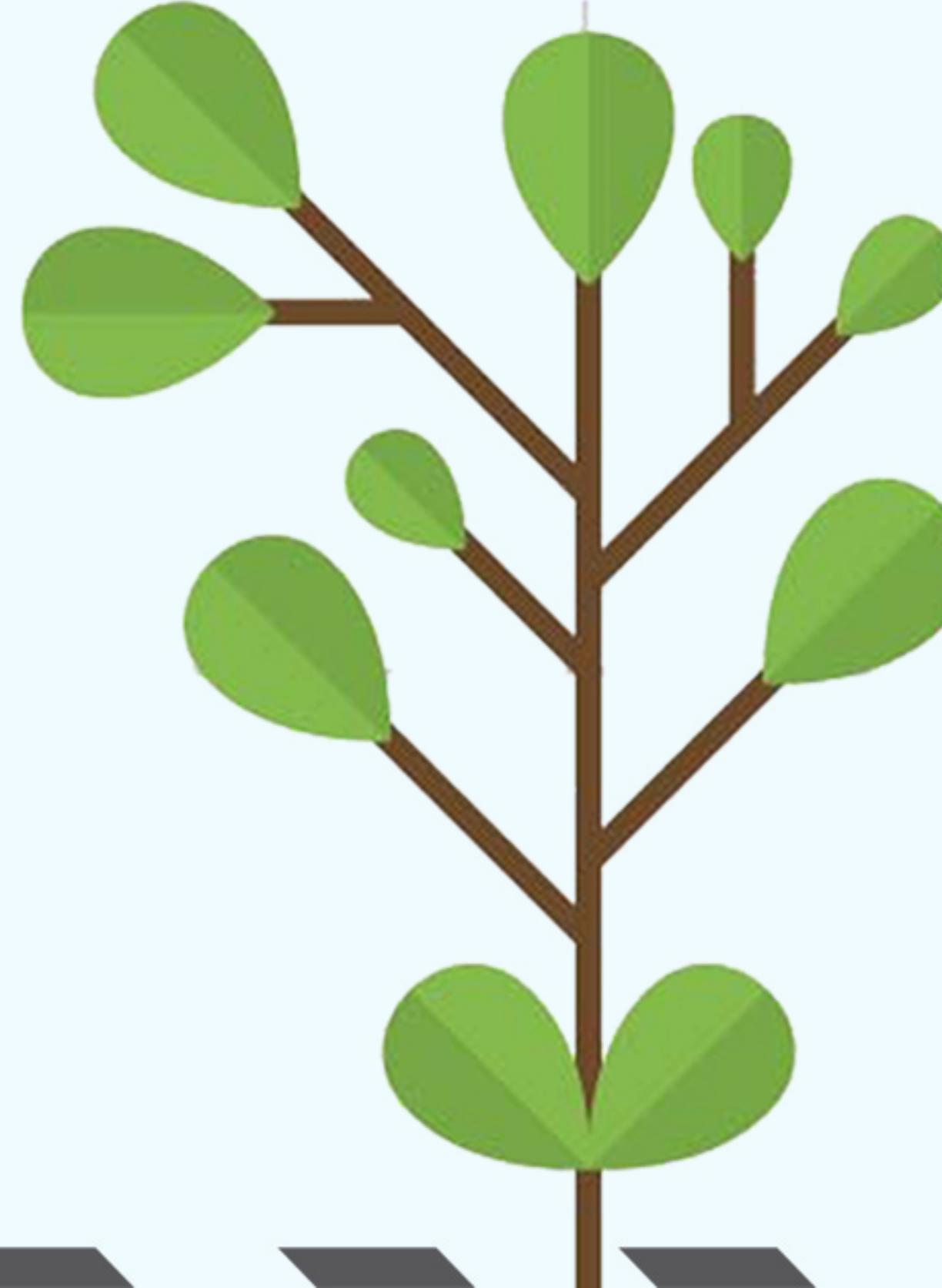
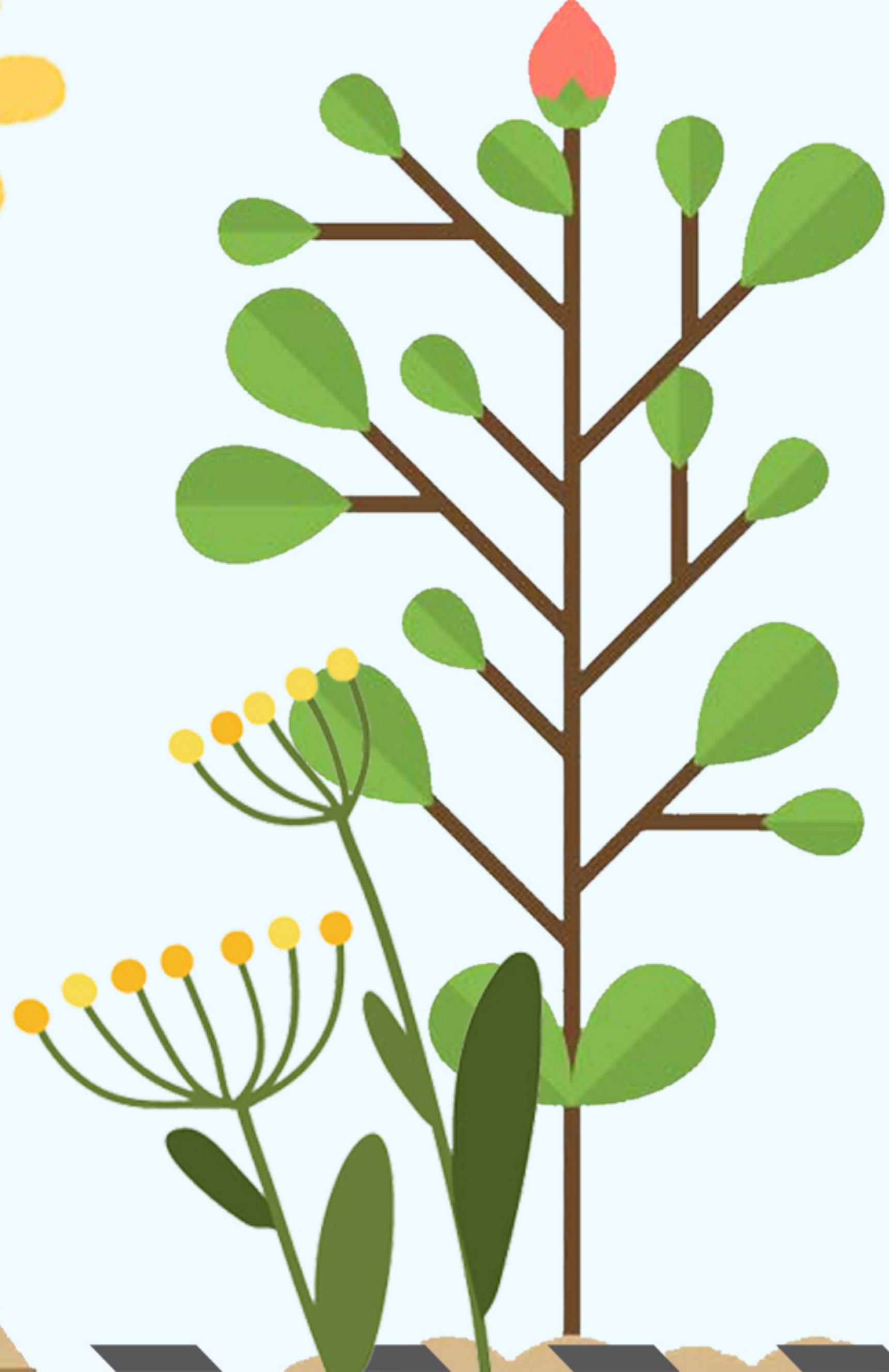
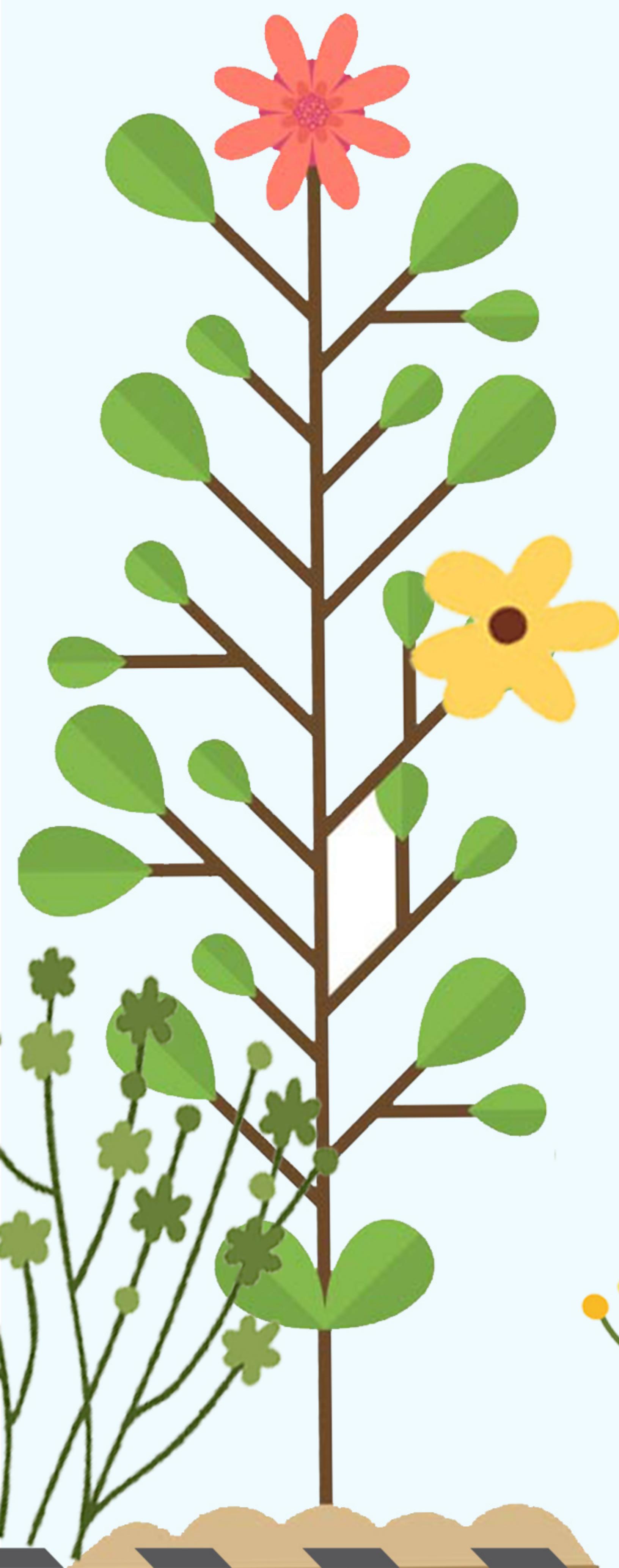
NOT A FUNDRAISER? SKIP IT!

Input how much money was raised
in "Amount Raised"

Input how much money was used
in "Amount Spent"

REFERENCE RECEIPTS

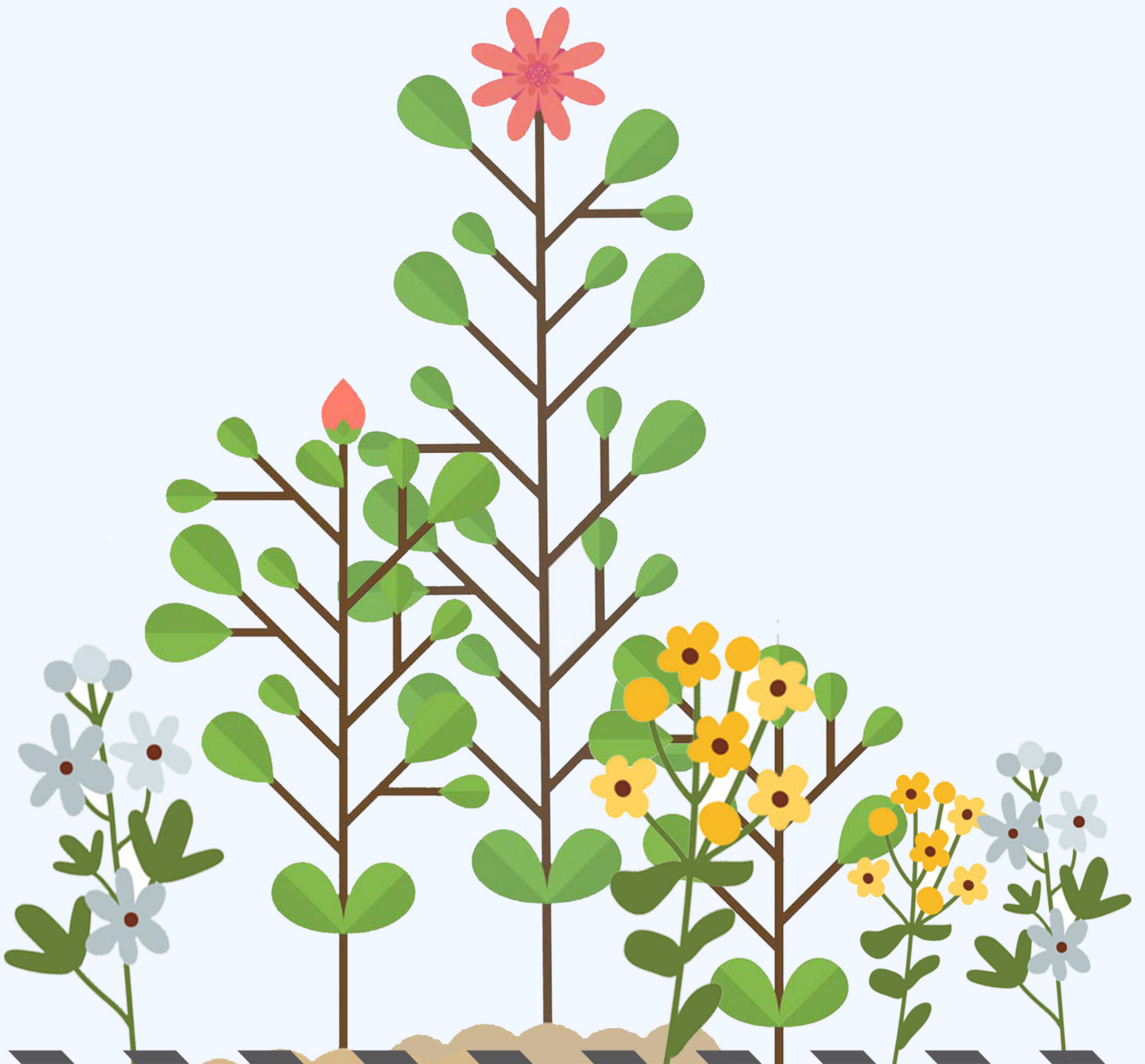
**DO NOT EDIT
NET PROFIT**



COMMENTARY TAB

ADD EVENT SUMMARY AND FEEDBACK HERE

Helpful for future event planning/
Collecting Articles for Newsletters/ Feedback
TRY TO INCLUDE THREE PROS AND THREE DELTAS



FAQ

Q: WHAT KIND OF FILE DO YOU SEND IT IN AS?
Preferred format is excel (.xlsx)

**Q: FOR THE KIWANIS FAMILY TAG,
DO THE TWO NON-CIRCLE K MEMBERS
NEED TO BE FROM THE SAME CLUB?**

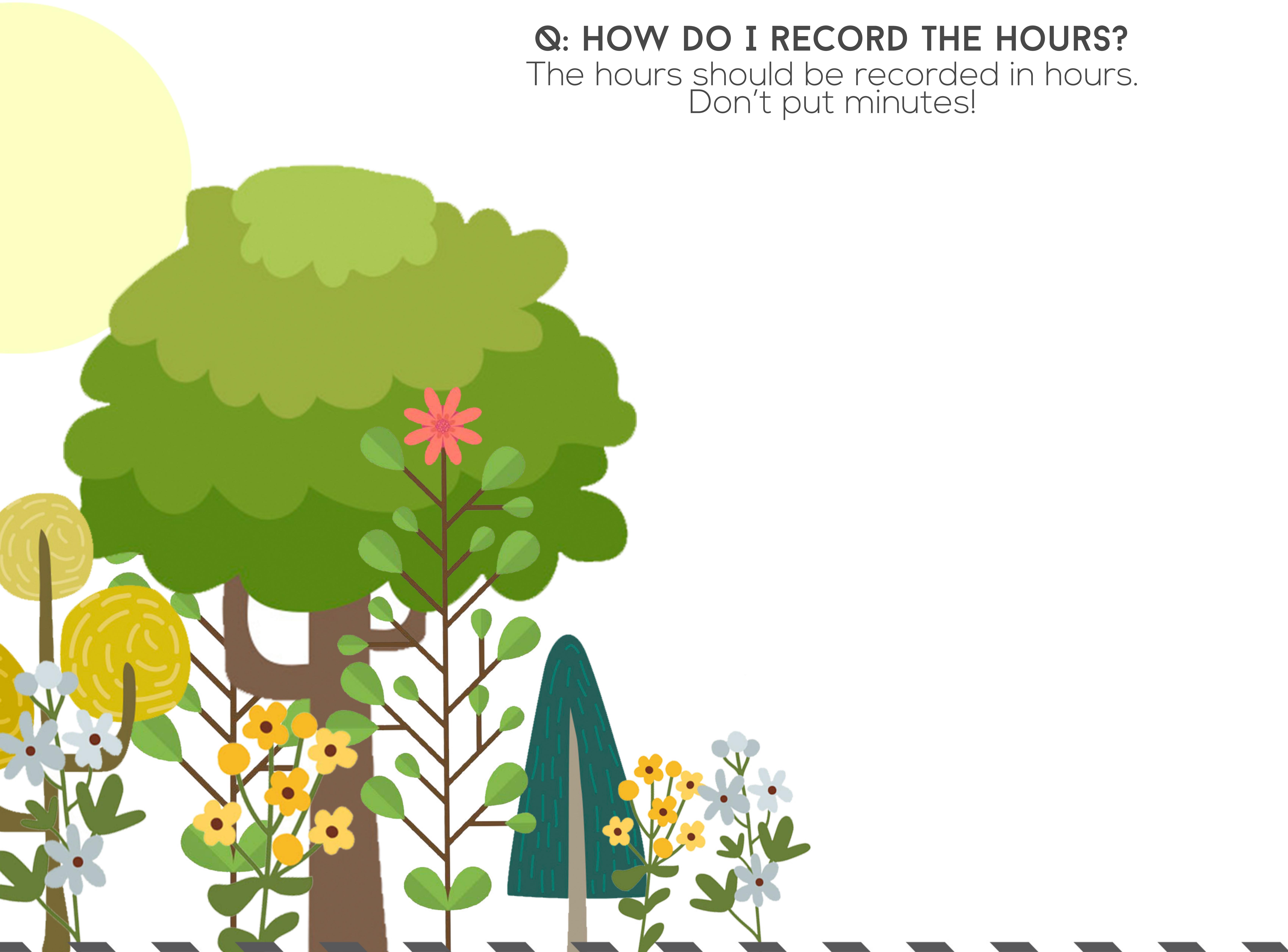
Yes, the two have to be from one club (like two from a Kiwanis club or two from Key Club)

Q: HOW SHOULD I ROUND THE HOURS?

It'll depend on your club's secretary; however, generally you should round to the nearest hour or half hour. For example, you should round 1hr and 15min to just an hour.

Q: HOW DO I RECORD THE HOURS?

The hours should be recorded in hours.
Don't put minutes!



CONTACTS

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"I PLEDGE TO UPHOLD THE OBJECTS OF CIRCLE K INTERNATIONAL, TO FOSTER COMPASSION, AND GOODWILL TOWARDS OTHERS THROUGH SERVICE AND LEADERSHIP. TO DEVELOP MY ABILITIES AND THE ABILITIES OF ALL PEOPLE AND TO DEDICATE MYSELF TOWARDS THE REALIZATION OF MANKIND'S POTENTIAL."



Kiwanis®
Service Leadership Programs