



circle k international

YEARBOOK MANUAL

2018-2019

WHAT IS AN EVENT REQUEST FORM?

A form that must be completed and approved before an event can be publicized outside the immediate club membership.

WHERE CAN I FIND IT?

www.cnhcirclek.org >
resources > district
files

WHY'S IT IMPORTANT?

The ERF ensures that all advisors are both aware of the event, and informed of its details.

WHO DO I SEND IT TO?

ERFs are sent to your Faculty Advisor and Kiwanis Advisor. If the event includes non-home divisions and/or other Service Leadership Programs, you must also send it to all involved Regional Advisors, and the District Administrator, respectively.

WHEN DO I NEED TO TURN IN AN ERF?

The ERF must be submitted a minimum of THREE weeks before the proposed event. However, we recommend that you submit it sooner in case changes must be made to the form or the event itself.



Location: _____

Description, including cost: _____

Itinerary for the event (be as specific as possible)

If there's an attendance fee, that must be specified.

If it's a charitable fundraiser, where will the money be going?

Note: generally, at least half of the proceeds should be going to charity

Budget and anticipated revenue

If it's an overnight event, you must provide housing details

Which clubs or divisions will be invited? _____

Do not over-invite.
Gauge how big your event can/will be and realistically decide how many people/divisions you can invite.

You must receive the signatures of all necessary advisors, based on your . (see table below)

EVENT	Permission of original faculty advisor	Permission of all involved clubs' faculty advisors	Permission of Kiwanis /Sponsor Advisor	Permission of Regional Advisor(s)
Your Key Club Only	Yes	N/A	Yes	No
Within your Division	Yes	Yes	Yes	Yes
Outside your Division	Yes	Yes	Yes	Permission from all involved R/A's
Involves other Service Leadership Programs or <u>any</u> Overnight Event	Yes	Yes	Yes	Yes, and the District Administrator

CONTACT INFORMATION

DISTRICT SECRETARY

Wayne Cheng
cki.waynecheng
@gmail.com

NORTHERN LIAISON

Samantha Pham
samantha
@uopcirclek.org

CENTRAL LIAISON

Sara Chen
sa12ra29
@outlook.com

EXECUTIVE ASSISTANT

Annie Chen
cki.anniechen
@gmail.com

CREATIVE ASSISTANT

Andy Nguyen
andytnguyen98
@gmail.com

SOUTHERN LIAISON

Dylan Huynh
dhuynh.cki
@gmail.com



"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