

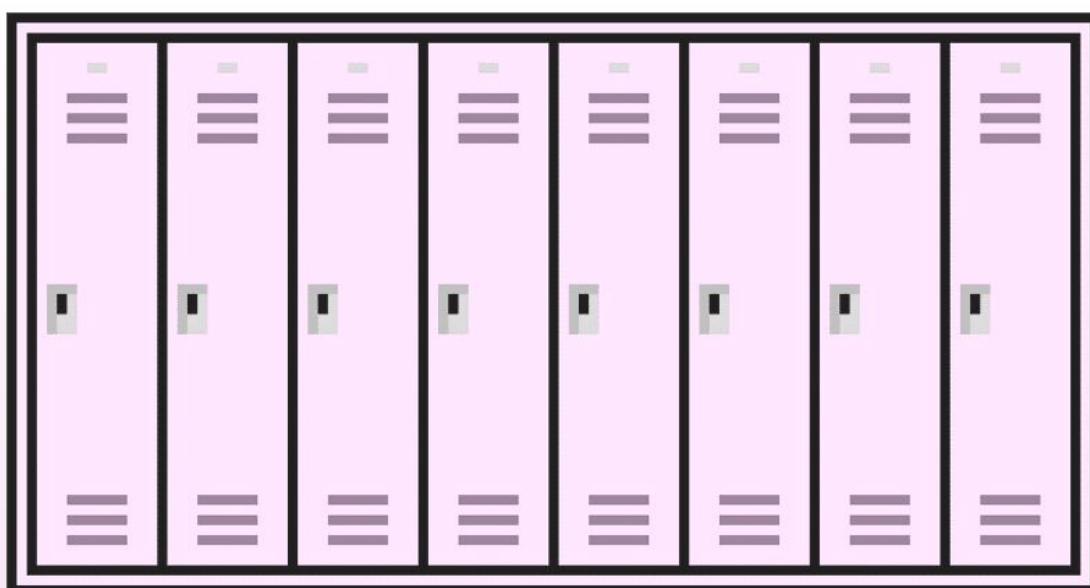


# CAL-NEV-HA District Circle K International



2019 - 2020

# General Member Handbook





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# What is Circle K International?



CSULB CKI

- ❖ There are many ways to describe Circle K; but in a nutshell, we are the largest student-led collegiate service organization!
- ❖ We especially focus on friendship building, leadership development, and community service all around the world.
- ❖ Many people find their place in our club through actively participating in our three main tenets: **service, leadership, and fellowship**.
- ❖ Some people just stay for the friends, others may stay to help out the community, or take up a leadership role in their clubs.

- ❖ Circle K is a volunteer organization, so everything you are invited to partake in is completely voluntary.
- ❖ The timeless adage in our organization: “Circle K is what you make out of it”.
- ❖ There are so many ways that you can make your time as a member worth the experience!
- ❖ Whether it be making new friends in college, applying for Kiwanis scholarships, community service, learning new skills, networking with professionals, leading your club into ways that you see fit, etc. CKI has it all.



IVC CKI



# Kiwanis Family Branches

Circle K International is the collegiate branch of a larger parent organization: Kiwanis International!

The Kiwanis Family has many other branches called:



## ***Key Club***

- ❖ Largest student-led high school service organization
- ❖ “Key” in Key Club stands for **Kiwanis Educated Youth**
- ❖ Motto: Caring--Our way of life
- ❖ Core Values: Leadership, Character Building, Caring, and Inclusiveness
- ❖ 38 Countries; 34 Districts; 5,000 Clubs; 270,000 Members
- ❖ Firstly chartered at Sacramento High School in 1925
- ❖ Became coeducational in 1977
- ❖ Preferred Charities: PTP, UNICEF, Children’s Miracle Network, March of Dimes,
- ❖ CNH KIWIN’S
  - A district in Key Club International
    - Only exists in CNH
  - 9 divisions



## ***Circle K International***

- ❖ Largest student-led collegiate service organization
- ❖ Motto: Live to service, love to serve
- ❖ Tenets: Service, Leadership, and Fellowship
- ❖ 17 Countries; 35 Districts; 550 Clubs; 13,000+ Members
- ❖ Firstly chartered at Carthage College (Illinois) in 1947
- ❖ Became coeducational in 1971
- ❖ Preferred Charities: PTP, UNICEF, Kiwanis Family House, STUFH, March of Dimes, Better World Books, St. Baldrick’s Foundation, and Junior Chamber International





*OCC CKI & Kiwanis Club of Costa Mesa*



*Markham Middle School Builders Club*

### ***Kiwanis***

- ❖ Service organization that improves lives of children
- ❖ Motto: Serving the Children of the World
  - > Before 2005: We Build
- ❖ Values: Objects of Kiwanis  
(<https://www.kiwanis.org/about/values>)
- ❖ 80 Countries; 49 Districts; 7,333 Clubs; 198,902 Members
- ❖ Firstly chartered in Detroit, Michigan in 1915
- ❖ Became coeducational in 1987
- ❖ Hosts nearly 150,000 service projects per year

### ***Builder's***

- ❖ Student-led middle school service organization
- ❖ Motto: Building leaders
- ❖ Core Values: Leadership, Character Building, Caring, and Inclusiveness
- ❖ 15 Countries; 1,600+ Clubs; 45,000 Members
- ❖ Firstly chartered in 1975
- ❖ Partners: UNICEF and March of Dimes

### ***Aktion Club***

- ❖ Membership is open to any adult living with a disability who desires to become a leader in his/her community and wishes to provide service to others. Each Aktion Club is sponsored by a Kiwanis club.
- ❖ The only member-led service organization for adults with disabilities
- ❖ Motto: Where development has no disability
- ❖ Core Values: Character Building, Leadership, Inclusiveness, and Caring
- ❖ 8 Countries; 500 Clubs; 12,000 Members
- ❖ Firstly chartered in Putnam County, Florida in 1987

### ***K-Kids***

- ❖ Student-led elementary school service organization
- ❖ Service Leadership Model
- ❖ 12 Countries; 1,200 Clubs; 36,000 Members
- ❖ Firstly chartered in Florida in 1998
- ❖ Partner: Read and Lead

# Organizational Structure



Circle K International is made up of different districts and clubs around the world! At the highest level is the International level, then the district level, and so forth below.

## International Level

- ❖ Website: [circlek.org](http://circlek.org)
- ❖ President
- ❖ Vice-President
- ❖ International Trustees
  - Act as a liaison between both the international level and their respective districts.



2019 - 2020 International Board

- ❖ CKIx Planning
  - Plans and executes CKIx, which consists of the Day of Service and International Convention.
- Finance Ad-Hoc
  - Generates resources relating to finances and help to create strategic plans relating to dues submission, budgeting, and fundraising.
- Governing Documents & Awards
  - Reviews both the Circle K International Policy Code and Bylaws and ensure that the International Awards process runs smoothly.
- Kiwanis Family Relations
  - Concentrates on improving the relationships between CKI and other branches of the Kiwanis Family.
- Membership
  - Focuses on membership development and education of current members in order to assist in organization growth.
- Service
  - Focuses on the Service Initiatives of CKI, the Tomorrow Fund, and CKI Preferred Charities and Service Partners.
- Global Development
  - Improves global relations while expanding Circle K International into areas outside of the United States, Canada, and the Caribbeans.

## *District*



- ❖ Website: [cnhcirclek.org](http://cnhcirclek.org)
- ❖ Cal-Nev-Ha (short for California-Nevada-Hawaii)
  - All the Circle K clubs that are in these three states are grouped together as a district! Every district is overseen by a District Governor and a District Board.
  - Comprised of smaller regions called divisions!
  - Like the international level, the CNH District also has committees and committee chairs. More information on these committees is featured later in the guide!

*Golden Gate Capital*



## *Divisions*

There are 9 divisions in our CNH Circle K International District! Below and on the side are the names of each division in our district:

1. Capital
2. Central Coast
3. Citrus
4. Desert Oasis
5. Foothill
6. Golden Gate
7. Metro
8. Paradise
9. Sunset



# *Leadership, Fellowship, and Service Opportunities*

Every Circle K club has varying leadership events & positions, as well as different types of fellowship and service projects. These are some examples for each tenet which many different clubs may feature:

Leadership at your home club can include:

- ❖ Executive Board
  - President, Vice President of Administration, Vice President of Service, Treasurer, Secretary
- ❖ Appointed Board
  - Fundraising, Kiwanis Family, Membership Development and Education, Public Relations, Publications, Service, Spirit and Social, Technology, etc.
- ❖ Committees
  - Depending on what club it is, many clubs have committees depending on what focus the board wants
    - Examples: Member Induction Committee, Key to College Committee



*CSULB x CSUF Basketball Tournament*



*Citrus Division at the 2018 June DSP*



*Sac State CKI 2019-2020 Executive Board*

At other levels of the club, you'll find a mix of these types of events and opportunities:

- ❖ International opportunities include:
  - Board
  - Committees
  - CKIx
- ❖ District opportunities include:
  - Board
  - Various Committees
  - Fall Training Conference
  - District Convention
  - Spring Training Conference
- ❖ Divisional opportunities include:
  - Leadership
    - Divisional Leadership Team
    - Divisional Council Meetings
    - Various Committees
  - Divisional Service Projects
- ❖ Opportunities at either the club, divisional, etc. levels include:
  - Webinars
  - Workshops
  - Club Meetings
  - Office Hours
  - Interclub events
  - Fellowship
    - Socials
    - Mentor/ Mentee System
    - Family System
    - Pen-pal Systems
    - Member Induction Night
    - End of the Semester/Year Banquets
  - Service
    - Education
    - Food banks
    - 1, 3 5K etc. Runs
    - Clean Ups
    - Gardening/beautification projects
    - Table tops



*Cypress, Saddleback, and Irvine Valley College CKI interclubbing at OC Great Park Orange Groves service event*



*Nathan Dang (CSUF) stuffing PTP dolls at Kiwanis Family BBQ*

Every club has some mix of these events; enjoy & inquire about the different ones your Circle K hosts!

# *Tips/Tricks On How To Be More Involved*

- ❖ Whether you're a new member or a returning member, sometimes finding your next steps in Circle K International isn't easy. To better shape Circle K experience:
  - ❖ Ask questions!
    - Can be general questions about club traditions or how a member joined.
    - One of the easier ways to take initiative & learn more about your Circle K!
  - ❖ Don't be afraid!
    - Everyone starts somewhere in Circle K; your experience is what you make of it.
  - ❖ Bring a buddy to events with you can ease your worries!
  - ❖ Reach out and talk to fellow members!
  - ❖ Join a club committee!
  - ❖ Host workshops
    - Not only does this educate your club, but this can also be an opportunity to improve public speaking skills.
  - ❖ Go to District/Divisional/other club's events
    - Make friends and experience what other Circle K clubs do!
  - ❖ Write an article or make a video for your school's media!



*Josephine Chau & Renz Lane at the  
2018 June DSP*



*Heather Fann recognized by Angel Martinez  
as CSULB's Golden Nugget of the Month*



# Survival Guide To Acronyms

Below is a quick list to clear up any confusion about acronyms.

- ❖ CKI (Circle K International)
- ❖ CKI (Crazy Kompetition for Infants)
- ❖ FTC (Fall Training Conference)
- ❖ DCON (District Conference)
- ❖ MD&E (Membership Development and Education)
- ❖ KFAM (Kiwanis Family)
- ❖ MR (Member Recognition)
- ❖ C&M (Communications and Marketing)
- ❖ CERF (Club Event Report Form)
- ❖ MRF (Monthly Report Form)
- ❖ MRS (Master Record Sheet)
- ❖ MRP (Membership Recognition Program)
- ❖ DSI (District Service Initiative)
- ❖ DFI (District Fundraising Initiatives)
- ❖ DLSSP (District Large Scale Service Project)
- ❖ DCM (Divisional Council Meeting)
- ❖ LTG (Lieutenant Governor)
- ❖ CKIx (Circle K International Convention)
- ❖ DO (Desert Oasis)
- ❖ GG (Golden Gate)
- ❖ DGOV (District Governor)
- ❖ DLT (Divisional Leadership Team)
- ❖ DSEC (District Secretary)
- ❖ DTREAS (District Treasurer)
- ❖ EA (Executive Assistant)
- ❖ A-BOARD (Appointed Board)
- ❖ E-BOARD (Executive Board)
- ❖ FTC (Fall Training Conference)
- ❖ K2C (Key 2 College)
- ❖ KFAM (Kiwanis Family)
- ❖ KFH (Kiwanis Family House)
- ❖ PTP (Pediatric Trauma Program)
- ❖ MRP (Member Recognition Program)
- ❖ MRS (Master Record Sheet)
- ❖ SLP (Service Leadership Partners)
- ❖ UNICEF (United Nations Children's Emergency Funds)
- ❖ STC (Spring Training Conference)





# District Events Timeline



Every year, these are some of the typical events which occur in the CNH District:



*May*

- ★ Spring Training Conference North/South

*July*

- ★ District Board Meeting

*October*

- ★ CKI North/South

*November*

- ★ Fall Training Conference
- ★ District Board Meeting

*January*

- ★ District Board Meeting



*February*

- ★ District Large-Scale Service Projects (locations vary)



*March*

- ★ District Convention



# District Documents/Files



**Club Event Report Forms (CERFs):** These forms are to record your clubs' events and to keep member attendance, event hours, what type of an event it is, and many more information in a single file to easily access for everyone. This form is very important because it allows secretaries to keep in check everyone's participation at a single event be able to put the information down into 2 extremely important files: Monthly Reports Forms and the Master Record Sheet. More information about the submission and file itself can be found under [Secretary resources](#).

Club Event Report Form for (insert name here)																						
For the MRF																						
Date MM/DD/YY	Name of Event (insert name here)	Members Attende	S	L	F	CO	CA	CS	DS	SP	AD	SE	MD	FR	AL	KF	IN	WB	DV	DE	INT	HE
			0	0	0																	
General Information																						
Name of Event (insert name here)	Date&Time of Event MM/DD/YY HH:MM:SS																					
Event Chair	Mileage 0.00	Location																				
Person Filling out CERF	Funds Raised \$0.00	Event Contact & Number																				
Event Tags																						
Service	Yes? — 'X'																					
Was this a Community Service event?																						
Was this a Campus Service event?																						
Was this a Continuing Service event?																						
Did this event contribute to the District's Service Initiatives?																						
Did this event contribute to the Intercollegiate Service Initiatives?																						
Leadership	Yes? — 'X'																					
Was this an Administrative event?																						
Fellowship	Yes? — 'X'																					
Was this a Social Event?																						
Miscellaneous																						
Does this event require Student Membership?																						
Was this event a Fundraiser?																						
Does this event require a permit?																						
Was this event an educational?																						
Was this event a competition?																						
Was this event a Cultural event?																						
Was this a Family event?																						
Was this an Intercollegiate event?																						
Was this an International event?																						
Was this an Educational event?																						
Was this an Administrative event?																						

**Monthly Report Forms (MRFs):** This form is an essential file for the club as well as the district as it is a way for the district to communicate with clubs on a monthly basis. This communication involves the clubs to include crucial information like the amount of meetings and attendance of meetings, how much money was fundraised and for what specific aspect like charitable or administrative funds, and the events a club has had and what type of events they were. Every club is required to send this to the district. This is typically due on the 5th of every month and the secretary is in charge of sending this file out to the district executive board, their respective ltg, Regional Advisor, Club Advisor, and board members. More information about the submission and file itself can be found under [Secretary resources](#).

Club Trends in Service and Fundraising for School Name																		
Select Division																		
Club Service Hours per Month																		
Number of hours																		
-1.00																		
0.00																		
1.00																		
Months																		
No data																		
Club Service Hours per Month																		
Month	2014-2017	2017-2018	2018-2019	2019-2020	2014-2017	2017-2018	2018-2019	2019-2020	Membership Totals per Term									
March									2016-2017									
April									2017-2018									
May									2018-2019									
June									2019-2020									
July									0									
August																		
September																		
October																		
November																		
December																		
January																		
February																		
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00										
Total Money Fundraised for DFTs per Month																		
Month	2016-2017	2017-2018	2018-2019	2019-2020	Total Money Fundraised for DFIS per Month													
March																		
April																		
May																		
June																		
July																		

**CKI** Circle K International  
**Master Records Sheet**  
 2018-2019



**Circle K University**

Date	Name of Event	Hours	Service	Leadership	Fellowship	Community Service	Campus Service	Contingency Service	Dist. Service Initiative	In. Service Initiative	Administrative	Social Event	Membership Dev & Ed	Fundraiser	Alumni	Alumni Family	Events	Webinar	Divisional Event	District Event	International Event	Club Related Event		
			19	735	63	54	6	2	8	1	1	5	2	3	2	3	5	7	1	1	1	1	4	
			Total Hours		5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
			19	735	63	54	6	2	8	1	1	5	2	3	2	3	5	7	1	1	1	1	4	
3/2/18	Circle K University General Meeting	5		5							x			x								x		
3/4/18	xxx Marathon Goodie Bag Stuffing	5	12				x																	
3/18/18	Kiwanis Club General Meeting	2		4							x			x			x	x						
3/20/18	Raising cane's Fundraiser Social	3			3							x	x		x	x						x	Dung, Christopher	
4/2/18	Tabling at Circle K University	3	9			x	x					x												
4/8/18	Circle K at xxx University General Meeting	2		2							x						x							
4/15/18	Kiwanis Pancake Breakfast	4	12			x											x	x						
4/20/18	How to Budget Webinar	5		5							x							x						
4/23/18-4/23/18	District Summer Social	3		45	45						x	x		x	x				x					
7/23/18	Bake Sale Fundraiser	3	6			x						x			x	x		x	x				Dingleberry, Jane	
7/27/18	xxx July Divisional Council Meeting	2		2							x			x			x	x	x	x				
8/28/18	Unrealistic Service Event to Show Hours Change	4	634			x		x	x			x		x		x	x			x		Adam, John		
8/30/18	Welcome Back to School Tabling	3	6			x	x				x		x	x						x		Bert, Will		

**Master Record Sheet (MRS):** This file is the mother of all files for secretaries as it keeps records of each specific individual in a club with information like how many hours they were at every single club event, and what tier of MRP (Member Recognition Program) they currently stand at. Every club is required to send this to the district. This file is typically due every 2 starting sometime from August/September all the way to March. This file is to be sent to the MR (Member Recognition) Chair as this is a way for the MR chair to work on a clubs' achievements for their members and award members for their hard work. More information about the submission and file itself can be found under [Secretary resources](#).

## Kiwanis

California-Nevada-Hawaii District

SERVICE LEADERSHIP PROGRAMS • 8860 Red Oak Street, Suite 200 • Rancho Cucamonga, CA 91730-8688  
 Office: 909-949-1500, ext. 305 • Tel/Fax: 800-597-1770, ext. 305 • Fax: 533-593-2811

### Event Request Form

An Event Request Form (ERF) must be completed and approved before an event can be publicized outside the immediate club membership. Prior to approval, the event may be posted on social or business networks - such as MySpace or Facebook - or promoted by email, only to the home club membership. Once approved, the event may be posted with a closed invitation list. ERFs must be submitted no later than three (3) weeks in advance of the proposed event.

The ERF must be filled out in compliance with Kiwanis District Policy concerning Service Leadership Programs, paragraph 721, which specifically addresses procedures for Service Leadership Programs when operating outside the normal club functions. Further, high school students must adhere to Key Club District Policy section 105.6 if the event is an overnight event. Kiwanis District Policy Section 721 and Key Club District Policy Section 105.6 are included for your reference.

Each participating high school member must also have a Consent and Medical Release form completed and signed by a parent/guardian. To help you determine which events require a completed ERF, please refer to the Information Worksheet on the back side of this form.

School/Institution Name: \_\_\_\_\_  Circle K  Key Club  KIWINS

#### EVENT INFORMATION

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Description, including cost: \_\_\_\_\_

Which clubs or divisions will be invited? \_\_\_\_\_

Is This An Overnight Event?  Yes  No (Check One)

#### CONTACT INFORMATION

Requestor: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Supervising Advisor(s) who will be present throughout the event: \_\_\_\_\_

Supervising Advisor's Telephone Number(s): (Number(s) available during the event) \_\_\_\_\_

#### APPROVAL as necessary by clause, (see Kiwanis Policy Section 721)

Faculty Advisor: \_\_\_\_\_

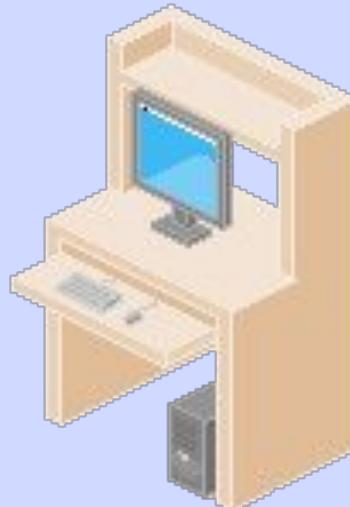
Kiwanis/Sponsor Advisor: \_\_\_\_\_

Region Advisor: \_\_\_\_\_

District Administrator: \_\_\_\_\_

When completed and signed by your advisor, please return this form to your Event Host.

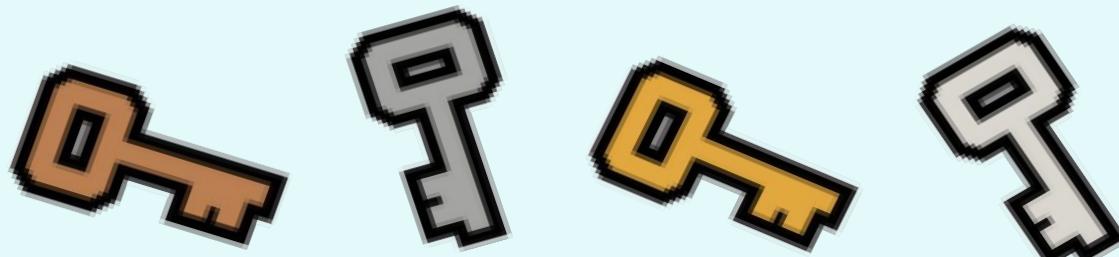
**Event Request Forms (ERF):** This form is typically for clubs that would like to invite other divisions or branches of Kiwanis to an event. This form goes into detail as to what the event is, the details of time and location, why they want to invite people outside of their respective division, and much more. The form must be submitted AT LEAST 4 weeks prior to an event to the required people. More information about the submission and file itself can be found under [District resources](#).



# District Membership Recognition Program

The Membership Recognition Program (MRP) is a system for our District to recognize club members for their involvement throughout the various tenets of Circle K. Aside from getting recognized at Fall Training Conference and District Convention, MRP is a great method and motivation for tracking your involvement in Circle K! More information & a more detailed breakdown of the MRP can be found on our [CNH District website!](#)

MRP Level	Bronze	Silver	Gold	Platinum
Service Hours	50	80	130	200
Dues Paid	✓	✓	✓	✓
Additional Requirements	5	6	8	11
Socials (SE)	3	4	6	9
MD&E Events (MD)	2	3	4	5
Fundraisers (FR)	1	2	3	4
Alumni (AL)	1	1	2	2
Kiwanis Family (KF)	2	3	4	5
Interclub (IN)	1	2	3	4
Divisional Events (DV)	2	3	4	5
District Events (DE)	1	2	2	3
International Events (INT)	1	1	1	1
Articles Submitted	1	2	3	4
Webinars Attended (WB)	4	5	6	7
Chaired Events	1	2	3	4
Host Workshop or Webinar	✓	✓	✓	✓
Club Committee Member	✓	✓	✓	✓



# *Executive Board and Appointed Board*

Boards in Circle K International are typically split into two sections that work in conjunction with one another in order to create events and make things happen in home clubs. These two sections are the Executive Board and the Appointed Board.

Executive Board: Typically consists of a President, Vice President (of Administration and/or of Service), Secretary, and Treasurer



**President** - The main face of a club! The President position varies club per club but typical duties include being the liaison between all non-club entities and the club. This can be for the school/university, the local area, the city council, the division, the district, and even international. The President is the overseer of all items that happen within the realm of the home club. They are in charge of a variety of items that come and go.

**Vice President of Administration (VPA)** - A President's right-hand individual! The Vice President of Administration is typically in charge of the Appointed Board and acts as a liaison between the two boards. This individual is the main contact for Appointed Board issues, conflicts, concerns, etc. Additionally, they help the President with administrative duties such as organizing school room bookings, overviewing the A-Boards work, and other items. The VPA also fills in for any missing/non-appointed A-Board members when needed.



**Vice President of Service (VPS)** - The service coordinator and liaison! Typically in charge of service coordination and service creation. As we are a community service organization, this VP oversees all volunteering activities and is the main contact for service related items. They sit on the E-Board as a reminder that this is a club dedicated towards service, but also as a liaison between club administrative duties and serving the community.



**Secretary** - The main records keeper! The secretary is in charge of the collection and the maintenance of various club records such as attendance at events and counting of hours. They are the office who oversees the CERFs, MRFs, MRS, and other official documentation necessary to record and prove earned hours. They also keep minutes and create agendas as needed for board and general meetings.



**Treasurer** - The money tracker! The Treasurer is in charge of handling a club's finances and inputting members into the Membership Update Center (MUC). This officer keeps tabs on all the inflows and outflows of money within the club and helps to set a budget for the club officers as a whole.

# Appointed Board

- ❖ *Fundraising Chair* - in charge of raising funds for administrative items or for the District Fundraising Initiatives
- ❖ *Public Relations Chair* - in charge of tabling, social media, and getting the word out there about CKI on your campus
- ❖ *Historian/Newsletter Chair* - in charge collecting photos/videos and publishing newsletters for organized ways to viewing events your club has had
- ❖ *Technology/Web Technician Chair* - in charge of creating and maintaining a club website as well as other technology items for the club (projector, speakers, etc.)
- ❖ *Membership Development & Education Chair* - in charge of developing members, planning formal installations, and educating them about CKI
- ❖ *Kiwanis Family Relations Chair* - in charge of keeping up relations with your local Kiwanis clubs in all branches (youth & adult)
- ❖ *Special Events Chair* - in charge of planning any special event unique to your club/something that your club wants to start!



Ishan Pathirana  
UC Santa Cruz

(insert caption here)

# District Committees

## Communications and Marketing

- ❖ Maintains the public relations of CNH Circle K through various platforms.

## Club Building & Revitalization

- ❖ Assists in helping individuals interested in chartering, rechartering, and/or reactivating a Circle K clubs; also a resource for at-risk and struggling clubs.

## District Convention

- ❖ Plans and coordinates CNH Circle K's annual District Convention.

## Fall Training Conference

- ❖ Plans and coordinates CNH Circle K's annual Fall Training Conference

## Finance and Fundraising

- ❖ Plans Crazy Kompetition for Infants North and South, facilitates on-site fundraisers at District Convention and Fall Training Conference, and educates members on our District Fundraising Initiatives.

## Kiwanis Family and Foundation

- ❖ Works to strengthen the District Kiwanis Family relations through club and divisional aid.

## Laws and Regulations

- ❖ Handles, edits, and educates members about our District documents and policies.



FTC Committee 2019 - 2020

## Member Recognition

- ❖ Handles all things related to recognition, from helping individual clubs to promoting methods of District recognition for members, divisions, and clubs.

## Membership Development and Education

- ❖ Aids on the club, divisional, and district level with member recruitment, member retention, member and club development, officer and member education, and more.

## Service

- ❖ Provides service-related resources to clubs and plans the District Large Scale Service Project.

## Technology

- ❖ Oversees all technical aspects in CNH Circle K and provides resources through the District Website (<http://www.cnhcirclek.org/>).



Technology Committee 2019 - 2020

# District Board

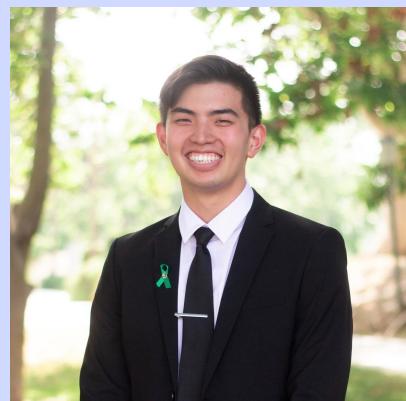
- ❖ The District Board provides guidance, support, and leadership to the District. Our District Board is comprised of the Executive Board, Lt. Governors, and Committee Chairs.
- ❖ The District Executive Board positions are: District Governor, District Secretary, and District Treasurer. These positions are elected annually at District Convention.
  - District Governor - The District Governor oversees the District Board, serves as the liaison between CNH and International, serves as the liaison between CNH and Kiwanis, and serves as the chair of any special committees.
  - District Secretary - The District Secretary records and publishes all minutes of official District meetings, compiles Club Monthly Report forms, and serves as the chair of the Laws and Regulation Committee.
  - District Treasurer - The District Treasurer oversees dues and other District income, maintains the District budget, compiles the financial report, and serves as the chair of the Finance and Fundraising Committee.
- ❖ For each Division, there is a Lt. Governor. The Lt. Governor serves as the liaison between their respective Division and the District, oversees the clubs in the Division, provides training and support, appoints and leads the Division Leadership Team.
- ❖ For each of the aforementioned District Committees, there is an appointed District Chair. The District Chair serves as the liaison between the committee and the District, appoints and leads a committee to complete the objectives of their respective committees.



Jennifer Sandoval  
2019 - 2020 District Secretary



Wayne Cheng  
2019 - 2020 District Governor



Kevin Ru  
2019 - 2020 District Treasurer

# District Service Initiative



*Sophia Herrera (CSUF) at Kids Club Summer Camp*

Each year, the DSI is proposed by the District Service Committee and approved by the District Board for the next Circle K term. The DSI encourages members throughout California, Nevada, and Hawai'i to participate in service projects and other service-related activities related to this initiative throughout the duration of the Circle K year.

The District Service Initiative (DSI), is a district-wide service initiative that unites members all across the CNH District under one common service goal in order to raise awareness about an important cause and make a large positive impact within our communities with respect to this cause.



## **2019-2020 DSI:** *Focusing on Education*

The goal of this term is to provide resources and aid to the disadvantaged community in grades K - 12, collegiate level, or the special needs community.



*Anne Dang (CSUF) at LA Career Day*

# *District Fundraising Initiative*

*Each year, the CNH Circle K District focuses its fundraising efforts toward three distinct charitable causes, called our District Fundraising Initiatives (DFIs). These charities often align with Kiwanis vision, address a concern in modern society, or represent causes that are important to our membership. Currently, the Cal-Nev-Ha District Operating Procedures establish that the Pediatric Trauma Program and the Kiwanis Family House are two pre-selected DFIs every year. The 2016-17 District Board allowed for the third DFI to be a rotating charity to be proposed by the District Finance and Fundraising Committee and approved by the District Board every year in order to promote global and modern causes that the membership would like to support.*

## KIWANIS FAMILY HOUSE

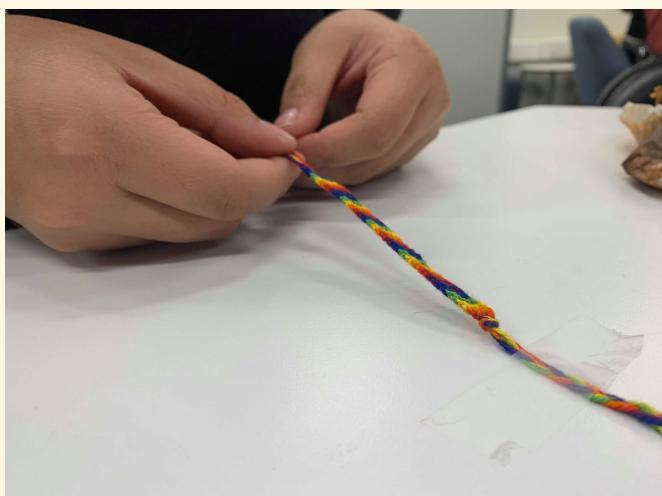
The Kiwanis Family House was built via the efforts of several Kiwanis club volunteers from the Sacramento area. It provides affordable, temporary housing and support to families of seriously ill or injured children and adults being treated at UC Davis Medical Center or Shriners Hospital in Sacramento, CA.

## PEDIATRIC TRAUMA PROGRAM

The Pediatric Trauma Program is a program started by the Cal-Nev-Ha Kiwanis District in 1994. This program was developed to raise awareness about the dangers of childhood trauma has on kids, as well as educate doctors on how to properly treat children who have gone through traumatic experiences.

## 2019-2020 DFI: Trevor Project

The Trevor Project is the leading national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer & questioning youth.



*CSUF making rainbow bracelets for the Trevor Project Initiative*



*Michael Hayes (CSUF Alumni) making PTP Dolls at CSUF Kiwanis Family BBQ*



## *Special Thank You To...*

Sacramento State CKI  
CSU Fullerton CKI  
CSU Long Beach CKI  
UC Santa Cruz CKI  
Saddleback College CKI  
Irvine Valley College CKI  
Orange Coast College CKI  
Markham Middle School Builders Club  
Kiwanis of Costa Mesa

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other photographers, including...

Lay Hak  
Ben Distor  
Vincent Vu  
Jeremiah Abano  
Alan Camargo  
Samantha Wagner

**... and many more for their support &  
contributions!**



We hope you all find this handbook as useful as we enjoyed making it! Please don't hesitate to reach out to any one of us on the MD&E Committee!

*Braden Lem*

MD&E Chair

[cki.bradenlem@gmail.com](mailto:cki.bradenlem@gmail.com)

*Randall Belyea*

Executive Assistant

[cki.randallbelyea@gmail.com](mailto:cki.randallbelyea@gmail.com)

*Renz Lane*

Resource Coordinator

[krlane.cki@gmail.com](mailto:krlane.cki@gmail.com)

*Amy Bryant*

Resource Coordinator

[cki.amybryant@gmail.com](mailto:cki.amybryant@gmail.com)

*Cammie Lam*

Creative Director

[cki.cammielam@gmail.com](mailto:cki.cammielam@gmail.com)

*Marne Amoguis*

Professional Development  
Coordinator

[marne.amoguis@gmail.com](mailto:marne.amoguis@gmail.com)

*Live to serve,  
love to serve.*



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8360 RED OAK ST #201, RANCHO CUCAMONGA, CA 91730 USA