



Circle K International

The Advisory

The Official Wisconsin-Upper Michigan Circle K Advisor Publication

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Obligations of CKI Sponsorship

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As Kiwanis is approaching the start of a new administrative year it is a good time to reflect on the obligations that a Kiwanis club takes on when it sponsors a Circle K club. Often it is the advisor to the Circle K club that works to see that these obligations are fulfilled. I encourage all Kiwanis advisor to meet with your incoming Kiwanis club president (and Circle K club president jointly if possible) to discuss these commitments and idea for building a strong relationship between Kiwanis and Circle K for the 2013-2014 year.

1. Appoint a Kiwanis Advisor to the Circle K club and ensure he/she receives adequate orientation/training;
2. Ensure Kiwanis members attend every meeting;
3. Maintain an expense line item in the Kiwanis club’s service account to support the activities of the Circle K club;
4. Work with the college/university administration to secure a faculty advisor for the club;
5. Ensure that all Circle K members pay annual dues, and that an active membership of at least 15 members, or 10 members if a 2-year or small institution, is maintained;
6. Ensure that Circle K club officers receive proper training following election in March;
7. Hold a planning session involving the leadership of both clubs;
8. Host or participate in two joint activities involving the membership of both clubs;
9. Invite Circle K members to attend every regular Kiwanis meeting; and
10. Ensure that Circle K members attend conventions and conferences.

Advisors will be emailed a form outlining this list of obligations to be signed by the Kiwanis advisor, Kiwanis and Circle K club presidents. Please return the completed form by the end of October.

CONNECTING TO THE SCHOOL: FACULTY ADVISORS

While the role of a Kiwanis advisor to a Circle K club is vital to the continued stability of the club and its relationship to its sponsoring Kiwanis club, the faculty advisor provides the necessary connection between the club and the school. A good faculty advisor can help the students navigate the operations of their learning institution. These are some of the duties of a faculty advisor. Not all duties may be necessary for all clubs. The Kiwanis and faculty advisors having a good working relation can only benefit a Circle K club. If for some reason you need contact information I would be glad to help you connect.

- Provide assistance in obtaining a regular meeting room and needed meeting room equipment.
- Explain the school's policy on providing financial assistance to campus organizations and help the club obtain any needed funds.
- Understand and explain campus policies regarding organizing campus-wide events, posting signs, and other advertising on campus.
- Provide a contact for the club with the school newspaper and other media services.
- Help the club obtain information from the registrar's office on incoming students for the club to use in membership- recruitment activities.
- Advise the club of any actions or planned events that conflict with campus policies and should be discontinued.
- Monitor the grade point averages of club members and officers to ensure all members are maintaining the minimum requirement for graduation, and advise the club president of any members with academic difficulty.
- Try to attend each weekly meeting of the club and biweekly meeting of the board of officers.
- Meet at least monthly with the Kiwanis advisor.
- Attend the Kiwanis club's weekly meetings as often as possible.
- Work with the Kiwanis advisor to plan and facilitate the annual training session for incoming club officers.



Kiwanis[®]
Service Leadership Programs

SNAPSHOTS: Quick Information

(items to be detailed in upcoming months)

Membership Update Center

The Membership Update Center is the online system that Circle K clubs use to update the club's membership at the start of the school year and then add members as the club grows during the year. This year both the faculty and Kiwanis advisors should be able to access the center as well as the Circle K club secretary and treasurer. Circle K clubs were asked to update the center with the new club officers this past spring before leaving school for the summer. If clubs did this it should help eliminate some of the issues that occurred last year. In preparation for using the online system the following information should be gathered in advance by the club:

- School information: School name, phone number and mailing address
- Faculty advisor contact information: Name, phone number and email address
- Kiwanis advisor contact information: Name, phone number and email address
- Sponsoring Kiwanis club
- Club meetings: date and time
- Club officer information
- First and last names, email addresses and expected year of graduation for all club members
- Club website URL (if applicable)

International Club Fees

A change was made in the Circle K International House of Delegates to the International club fee structure. **This change is pending Kiwanis International Board approval.**

*Four year schools over 5000 students: \$600.00

*Four year schools under 5000 students: \$450.00

*Two year schools : \$300.00

We should have confirmation of approval prior to the Membership Update Center opening this year. Look for an update next month

Circle K District Convention

The 51st Circle K District Convention will be held at the Radisson Hotel in Green Bay, WI March 14-16. The theme this year will center on the Olympics: Serving Faster, Leading Higher, Making Friendships Stronger. Convention Chair Sara Hujar and the entire convention committee are working hard make this convention memorable. Look for a promotional video and complete website for the convention by mid-October.

The Circle of Sharing

The Wisconsin-Upper Circle K District publication The Circle of Sharing is being published monthly this year. A new issue is released on the 15th of each month you can check out past issues at the following links: August: http://issuu.com/wumckicos/docs/august_cos July: http://issuu.com/wumckicos/docs/july_cos , June: <http://issuu.com/wumckicos/docs/cos-june13> , and May: <http://issuu.com/wumckicos/docs/cos-may13> .

Membership Awareness Conference (MAC)

This year's district fall event will be October 11-13, 2013 at Camp Wawbeek in Wisconsin Dells, WI. The theme: Service is Dino-mite! will provide new and returning members alike with pre-historic theme service, education and fun. The cost for the weekend is \$20.00 a person and is a wonderful way to get new members hooked on Circle K.

Divisional Rallies

Each year the lieutenant governors put together divisional rallies. These events are an opportunity for the clubs in each division to join together for some service, education, and member bonding. The dates that have been set for this fall are:

- August 31, 2013 Superior Division (MTU & NMU) Hancock Beach, Hancock, MI
- September 21, 2013 Lakes Division (Lawrence, SNC, Ripon, Green Bay & Oshkosh) Green Bay Wildlife Sanctuary, Green Bay, WI
- September 28, 2013 Metro/Southeast Division (Alverno, Marquette, MSOE & Milwaukee/Carthage & Waukesha) Washington Park Urban Ecology Center, Milwaukee, WI
- October 5, 2013 Chippewa Division (Eau Claire, LaCrosse, Stevens Point) LaCrosse, WI
- October 25, 2013 Capital Division (Edgewood, Madison College, Madison, Platteville & Whitewater) Sequoia Library Madison, WI

Division rallies are a great way to get new club members involved and Club presidents should receive details on these events soon if they have not already.

Kiwanis Family Hockey Night

This year's Kiwanis Family Hockey Night will be Friday December 6, 2013 in Madison, WI. This year we will be watching UW-Madison Badger Hockey team take on Penn State at the Kohl's Center. Ticket cost is \$20.00 with a \$7.00 donation to the Eliminate Project.



2013-2014 District Calendar

- September 20-22, 2013 Key Leader-Camp Wawbeek Wisconsin Dells, WI
- October 11-13, 2013 Membership Awareness Conference-Camp Wawbeek Wisconsin Dells, WI
 - November 2, 2013 K-Family Service-Milwaukee, WI
 - December 6, 2013 K-Family Hockey Night-Madison, WI
- January 17-19, 2014 Winter Weekend Getaway-Houghton, Michigan
- March 14-16, 2014 WUM Circle K District Convention-Green Bay, WI
- June 17-22, 2014 Circle K International Convention-Nashville, TN

Final Thoughts for August

We are entering into a really exciting and really busy time in the Circle K year. As students are arriving back on campus now it the time to reconnect with club officers if they took a "break" from Circle K over the summer. Planning for organizational fairs on campus and first meetings should already be underway. Club officers that attended the Membership Education & Recruitment Program in July received a wealth of information to start the school year off with a bang. Clubs that were not able to attend have been contacted by Membership Development & Growth Chair Kelly Kloth and meetings were set to get them all the information and allow them to ask questions about planning for this fall.

For the faculty advisors who were lucky enough to experience the new format of the Membership Update Center (MUC) last year I have been told that it will be better this year. With both advisors and club secretaries and treasurers having access this year I am hopeful that the process will run smoother. As soon as I have more information on MUC I will make sure to share it with you.

I have finished putting together this year's resource disk for advisors. I received a few responses back from advisors and I will be mailing them out shortly. If you did not get a chance to respond back and want one or are a new advisor please email me with your mailing address and I will send one out to you. There are all types of club training, sponsorship, education, and service ideas on the disk. I put the information together not only to help you but also to make you a terrific source of information to assist your Circle K club.

I want to thank you all for your work with Circle K. Behind every great Circle K club is great support from advisors and the sponsoring Kiwanis club. I hope that all of you are as excited as I am to see what this new school year brings. Circle K members are truly amazing and I know that with your assistance the clubs of the Wisconsin-Upper Michigan District will reach new heights in service and leadership.

Janet

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