



Circle K International

# The Advisory

The Official Wisconsin-Upper Michigan Circle K Advisor Publication

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## Membership Update Center (MUC)

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It is that exciting time of year when Circle K clubs recruit new members and expand the service that the club does. It is also time to update the club membership information on the Membership Update Center (MUC). The Membership Update Center is up and running. It can be accessed at <https://members.portalbuzz.com/Member/User/Login?skin=kiwanis>. If you are logging in for the first time you will need to enter the email address that was on the roster last year and click "Register/Reset Password." This will allow you to set your password and access the system. Circle K club secretaries and treasurers should be able to access the system as well as Kiwanis and faculty advisors. I just sent an updated list of advisor emails to Kiwanis International so if you are having problems accessing the system please email me at [janet.degroot@gmail.com](mailto:janet.degroot@gmail.com) and I will look into it for you.

Once in the system the club will need the following information for update:

- 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)

There is a tutorial video created by Kiwanis that you can check out at the following link:

<http://www.youtube.com/watch?v=0tfAvudii-w&feature=youtu.be>

As always if you or your club officers have questions please feel free to ask. The Circle K district will also be holding a workshop for club officers at the Membership Awareness Conference in October on using the system as well. (Continued)

## Membership Update Center (cont.)

Additionally a change was made in the Circle K International House of Delegates to the International club fee structure. **This change was approved by the Kiwanis International Board.**

\*Four year schools over 5000 students: \$600.00

\*Four year schools under 5000 students: \$450.00

\*Two year schools : \$300.00

When your Circle K club enters their new information into the Membership Update Center it will have them print an invoice to pay the International club fee and the District per member fee (\$10.00 per member.) If you think that your club has been billed the incorrect International fee please contact me and I will look into it. As of August 1, 2013 it appeared that Circle K International had all the clubs properly classified.

## Trick or Treat for UNICEF

**Below you will find a message from our district ELIMINATE Coordinator, Sarah Nolan.**

Hey WUM, it's time to Eliminate MNT in a new tricky way! I'm sure you have always thought Trick or Treat for UNICEF was always done by trick or treating and going door to door. That is no longer true, there are many different ideas that the ELIMINATE team has come up with for you to use. Here they are: [http://sites.kiwanis.org/Kiwanis/en/theELIMINATEproject/SLP/TrickortreatforUNICEF/Fundraisingideas\\_IOT.aspx](http://sites.kiwanis.org/Kiwanis/en/theELIMINATEproject/SLP/TrickortreatforUNICEF/Fundraisingideas_IOT.aspx) ONLY the Kiwanis family Trick or Treat for UNICEF money goes to ELIMINATE (if there is another organization doing Trick or Treat for UNICEF it's not for the ELIMINATE Project).

You may order your boxes

starting **TODAY** at <http://store.kiwanis.org/products/category?http://store.kiwanis.org/products/category?id=8>. You may order as many as you want and they are FREE! Once you place an order this year, you will automatically receive boxes next year!! The only club that will automatically receive 50 boxes in the mail is UW-Eau Claire because they have participated in the past.

If you need a refresher on what the Eliminate project is all about here is the newest Eliminate video that I encourage you to show to your members so they can see what the money they are raising is going towards! <http://www.youtube.com/watch?v=pGoH7OEKUeI>! Always remember \$1.80 saves the life of a mother and a Child!! Its our year to ELIMINATE MNT WUM, let's do this!

**For more information on the ELIMINATE Project, ideas, and updates, you can contact Sarah Nolan at [nolans24@gmail.com](mailto:nolans24@gmail.com).**



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# SNAPSHOTS: Quick Information

(items to be detailed in upcoming months)

## Club Bylaws

### Call for Club Bylaws

Kiwanis International requires clubs to submit their bylaws when they file their petition to charter. After that, Kiwanis International does not actively collect club bylaws; however, the director of Circle K is requesting that each club submit its current bylaws to be archived electronically. The international office has had several requests for the most current version of a club bylaws, and often the copy the office has is ten or more years outdated. Often the district office cannot help the club either in this way. Clubs may submit their bylaws to [lbennett@kiwanis.org](mailto:lbennett@kiwanis.org). **Please make sure the document is saved as the club's school name (and key number if possible)**. Club bylaws should be submitted by October 15, 2013. If, for some reason, your club only has a printed copy of the bylaws without a way to scan the document for emailing, please mail your bylaws to Chris Martz, CKI Director, 3636 Woodview Trace, Indianapolis, IN 46268. Thank you.

## Club Officer Guide Online Only

Effective immediately, the club officer guide will no longer be printed and shipped to clubs and districts for club officer trainings. Don't freak out! We have you covered.

Welcome to the online version of the club officer guide

(<http://www.circlek.org/Resources/OnlineTraining/ClubOfficerGuide.aspx>). Using the new online club officer guide is easy and will better facilitate specific club officer roles to the intended officer instead of receiving an overwhelming book of duties. We were printing 28-page officer guides for which an officer would read two or three pages specifically for his or her duties. This printing expense had to be cut from the Circle K budget. Now, you can go online and do one of three suggested things:

- Print the pdf of the club officer manual in its entirety and distribute to your club officers.
- Print the pdf of the club officer manual and distribute only the pages relevant to each club officer (saving you a lot of extra page printing from giving each officer the entire guide).
- If you have internet access during your club officer training, walk the officers through the online version of the club officer guide. When you hit the landing page of the club officer guide, each officer can select the pages he or she needs to become familiar with in order to do his or her job as a club officer.

Again, you can find the online club officer guide here

(<http://www.circlek.org/Resources/OnlineTraining/ClubOfficerGuide.aspx>). Check it out today and plan how you will use it in your next club officer training.

## Circle K District Convention Info and Website

The 51<sup>st</sup> 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 website is located at the following link : <http://sahujar.wix.com/wumcki51stannualdcon>. Convention updates as well as registration information will be arriving soon.

## The Circle of Sharing for September

The Wisconsin-Upper Circle K District publication The Circle of Sharing has been issued for the month of September. Check it out here [http://issuu.com/wumckicos/docs/september\\_cos](http://issuu.com/wumckicos/docs/september_cos)

You can check out past issues at the following links:

August: [http://issuu.com/wumckicos/docs/august\\_cos](http://issuu.com/wumckicos/docs/august_cos) July:

[http://issuu.com/wumckicos/docs/july\\_cos](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. **A district t-shirt will be included with early registration while supplies last.**

## 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

- 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 September

Kiwanis advisors now is the time to get your incoming Kiwanis president engaged with Circle K. Make sure that they meet with the Circle K club president and talk about how the clubs can work together and provide more service to the community. It is also a great time to talk about expectations for the upcoming year. What projects your Kiwanis club wants Circle K to help with, how many Circle K meetings they would like Kiwanis to have representation at (hint it is more than likely all of them and while they love their Kiwanis advisor they would love to see other Kiwanians too), and what financial support is available for Circle K among other topics. Thank you to the two clubs that sent me their signed Obligations of Sponsorship forms. **For those of you who still need to get that to me it is a great tool to get the conversation going. Please get this form returned to me as soon as possible.**

This past month Circle K clubs were given a survey to evaluate their relationship with their sponsoring Kiwanis club. There was one thing that every club wanted to improve upon and that is involvement with their sponsor Kiwanis club. Even the clubs that said they have an excellent relationship wanted to build upon it and see more of Kiwanis. PLEASE, PLEASE, PLEASE Kiwanis and faculty advisors maintain contact throughout the year with your Circle K club. Talk about what the club expects from you and what you expect and can help the club with. Open dialogue will help foster a positive relationship and provide a strong base on which to build and grow Circle K.

You will be receiving a survey next month for Kiwanis clubs to fill out evaluating your relationship with your sponsored Circle K club. We hope to use all the responses to foster stronger working relationships.

Thank you for all that you do! If you have any questions please feel free to email me.

*Janet*

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