

PETITION FOR CHARTER: Circle K International

Circle K International (CKI) is a student-led service organization for college and university students. CKI was originally developed by and is modeled after, **Kiwanis International**, a global network of men and women serving the children of the world. **The stated purpose** of CKI is to exist to meet the personal needs of the individual university student through the qualities of leadership, the rewards of service, and the unique spirit of friendship.

Proposed name of club: The club name must bear the name of the university or college.

CIRCLE K OF: (Please print, allowing one letter, numeral or space to a box - recommended maximum of 30 characters)

This petition is intended to be the unifying document by which the college/university organization and Kiwanis sponsor agree to meet the requirements of forming and operating an active CKI club. Proper completion and submission of this petition with club bylaws along with proper payment is the prerequisite for chartering by Kiwanis International.

Instructions for petitioning:

Key number (re-charters only): C

- 1. The Kiwanis sponsor of record must complete, in its entirety, page two of this petition. In the case of cosponsorship, the second sponsor of record must complete and attach a separate copy of page two. The school administration must complete, in its entirety, page three of this petition. Only one CKI charter is allowed per university or college.
- 2. The member leaders, duly elected by the CKI members, must complete the Acceptance of Leadership form and the Standard Form for Circle K International Bylaws and return with chartering paperwork.
- The accompanying membership information form must be completed, listing all charter members by name, and providing accompanying membership information for each. Use additional sheets as necessary.
 (Note: Kiwanis International maintains these names and information for organizational use only. At no time will Kiwanis International provide membership list to outside organizations.).
- A minimum of 15 members is required (in a two-year institution or in the case of a school with enrollment of 5,000 or fewer students, a minimum of 10 members is required).
 Notify the Circle K District Administrator of the club's intent to charter. A current listing of administrators can be found at <u>http://www.circlek.org/Leadership/DistrictLeadership/DistrictAdmins.aspx</u>
- 5. Upon completion of the petition with club bylaws, select one of the options below.

Mail completed petition for charter with club bylaws with new club fee payment check or money order to: Kiwanis International, ATTN: Service Leadership Programs Chartering, 3636 Woodview Trace, Indianapolis, Indiana 46268, USA. Contact Kiwanis International with any questions at 1-800-KIWANIS, ext 411 or <u>slpcharter@kiwanis.org</u>. Allow at least 4-6 weeks for processing and return of official charter certificate and materials.

Check the appropriate box and send the corresponding payment: (see Tiered Nation list on the web site) *If wanting to purchase a felt club banner for an additional US\$50, check here*

- □Tier A Nation:
 - **Option one:** US\$600 (charter kit includes gavel/gavel block, charter banner, pins, membership cards and additional resources)
 - **Option two:** US\$400 (charter kit includes gavel/gavel block, pins, membership cards and additional resources)

The standard charter kit provides a personalized gavel and gavel block. Please visit the Circle K store online if you wish to purchase a traditional gong.

If you qualify under the Kiwanis Tier Dues Structure, contact <u>slpcharter@kiwanis.org</u> to determine charter fees.

FOR OFFICE USE ONLY: Key #____

Membership___

AGREEMENT TO SPONSOR A CIRCLE K CLUB: KIWANIS CLUB

| Kiwanis Club of | Key Number | |
|-----------------|--------------------|--|
| District Name | Kiwanis Division # | |

This Kiwanis club hereby petitions that Circle K International issue a new club charter for a Circle K at the academic institution specified on page three of this petition. The Kiwanis club agrees to annually support the following Requirements of Sponsorship for the Circle K club:

- 1. Appoint a Kiwanis advisor to the club and ensure he/she receives adequate orientation.
- 2. Ensure the advisor attends every meeting or event.
- 3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the CKI club.
- 4. Work with the college/university administration to secure a faculty advisor for the Circle K club.
- 5. Ensure that all Circle K members pay annual fees and dues, and that an active membership of at least 20 members is maintained.
- 6. Ensure club officers receive proper training following election.
- 7. Hold a planning session involving the leadership of the Kiwanis club and the Circle K club officers.
- 8. Host or participate in joint activities involving the membership of the CKI Club and the Kiwanis club.
- 9. Invite CKI Club members to attend sponsoring Kiwanis club meetings.
- 10. Ensure CKI club members attend conventions and conferences.

In addition, the Kiwanis club agrees to appoint an active committee of members to support the Circle K club and designate one member as the Kiwanis advisor to the Circle K (print below):

The sponsoring organization advisor(s) must have a clear criminal history background check by any provider. The signatures of the sponsoring organization president and secretary below signify that this requirement has been met.

| Advisor | Member # (if a Kiwanian) | | |
|-------------------------------|--------------------------|-----|--|
| Mailing Address (No PO Boxes) | | | |
| E-mail Address | _Telephone | Fax | |

The ten items listed above should be read to the membership of the Kiwanis club at a regular meeting. The signatures affixed below indicate the acceptance of responsibilities of sponsorship by the Kiwanis sponsor of record, and further indicate the commitment of the Kiwanis sponsor to provide continuing support for the Circle K club, its members and the school. It also is understood that if the school shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In such an instance, the Kiwanis club shall forfeit any rights or claim to the Circle K charter or the academic institution.

The charter certificate and club materials will be mailed to the Kiwanis club advisor at the address shown above.

In the event the leadership of two Kiwanis clubs intends to co-sponsor the new Circle K club, a copy of this form must be completed and signed by each Kiwanis club. Both forms should be submitted at the time of chartering.

Signatures of Kiwanis club officers:

| Signature | Signature | |
|------------------------|------------------------|-----------------|
| Kiwanis Club President | Kiwanis Club Secretary | |
| Print name | Print name | |
| Date | Date | |
| age 2 | CKI Petition to C | harter 10/01/15 |

AGREEMENT TO SPONSOR A CIRCLE K CLUB: ACADEMIC INSTITUTION

| School/Organization Name | | | Telephone | |
|---|---|--|--|--|
| Address | | | | |
| Web Site | | | Fax | |
| (Mark on | e) 2-year school | 4-year school | Student enrollment | |
| A perman continuity | y from year to year. Regula | ar mailings from Circle K I | A permanent campus address is nternational and the district are ser | nt to this address. |
| City | | State/Province | Postal Code | Country |
| Kiwanis K club: 1. Prov. club, state, | sponsor of record shown h ide a faculty/campus advis attend all meetings of th /provincial, and/or federal h | erein. The school agrees t for (print below), designat ne club, and ensure the o laws: | ue a new club charter for a Circle o provide the following terms of s ed by the school administration, t club abides by the regulations o Email: | sponsorship to support the Circle o advise and counsel the Circle K f the school and all other local, |
| | | | Fax: | |
| Ensu Conf Enco Acting or organizat agree to s at such the revoke the second | are the Circle K club conduct firm the Circle K club pays is nurage the Circle K club to s in the belief that a Circle K tion would channel studen support the efforts of this (me the school shall request, | ets service-related projects international club fees and end representatives to dist club would be in the best at energies into meaningfu Circle K club and request , in writing, that the charte me Kiwanis sponsor shall no | and activities within the school and district dues annually. rict and international conventions interest of the school and commu al and needed altruistic service, we the issuance of the Petition for Ch r be relinquished, Kiwanis Internat o longer be able or willing to act as | d community. and conferences. Inity, in that such an hereby approve this petition , harter . It also is understood that, cional has the right to cancel or |
| Signat | tures of college/universi | ty officials: | | |

| Signature | | Signature | |
|------------|-------------------------|------------|------------------------|
| Universit | y/College Administrator | 0 | Faculty/Campus Advisor |
| Print name | | Print name | |
| Date | | Date | |

ACCEPTANCE OF LEADERSHIP: By the Circle K Officers

We, the elected officers of Circle K, agree to accept and uphold the following items as leaders of Circle K International.

Motto:

Live to serve, love to serve

Pledge:

"I pledge to uphold the Objects of Circle K International,

to foster compassion and goodwill toward others through service and leadership, to develop my abilities and the abilities of all people, and to dedicate myself to the realization of mankind's potential".

Objects:

To emphasize the advantages of the democratic way of life;

To provide the opportunity for leadership training in service;

To serve on the campus and in the community;

To cooperate with the administrative officers of the educational institutions of which the clubs are a part;

To encourage participation in group activities;

To promote good fellowship and high scholarship;

To develop aggressive citizenship and the spirit of service for improvement of all human relationships;

To afford useful training in the social graces and personality development; and

To encourage and promote the following ideals:

- To give primacy to the human and spiritual, rather than the material values of life.
- To encourage the daily living of the Golden Rule in all human relationships.
- To promote the adoption and application of higher standards in scholarship, sportsmanship, and social contacts.
- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
- To provide through Circle K clubs a practical means to form enduring friendships, to render unselfish service, and to build better communities.
- To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

We also certify the club membership has adopted the Standard Form for Club Bylaws and that we will, to the best of our abilities, operate this club within the guidelines established within these bylaws. We agree to abide by school regulations and local, state/provincial, and federal laws. We commit ourselves to the creation of service and leadership opportunities within this school and community.

Signatures of Circle K officers:

| <u>Officer</u> | Print Name | <u>Signature</u> |
|--------------------|------------|------------------|
| President | | |
| Vice- President | | |
| Secretary | | |
| Treasurer | | |

Note: Club Bylaws is a separate PDF document.

CHARTER MEMBERS

| PLEASE PRINT / Prov | vide all information requested / Attach additional sheets if r | necessary |
|---------------------|--|--------------|
| PRESIDENT Name | Birth Date (MM/DD/YYYY) | Gender |
| Mailing Address | | |
| City | State/Province | Postal Code |
| E-mail address | I | |
| | Birth Date (MM/DD/YYYY) | Cander |
| VICE-PRESIDENT Name | | Gender |
| Mailing Address | | |
| City | State/Province | Postal Code |
| E-mail address | | |
| SECRETARY Name | Birth Date (MM/DD/YYYY) | Gender |
| Mailing Address | | |
| City | State/Province | Postal Code |
| E-mail address | | |
| | | |
| TREASURER Name | Birth Date (MM/DD/YYYY) | Gender |
| Mailing Address | | |
| City | State/Province | Postal Code |
| E-mail address | | |
| | | |
| EDITOR Name | Birth Date (MM/DD/YYYY) | Gender |
| Mailing Address | | |
| City | State/Province | Postal Code |
| E-mail address | | |
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| Name | Birth Date (MM/DD/YYYY) | Gender |
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CHARTER MEMBERS

| PLEASE PRINT / | Provide all information requested / Attach additional sheets if r | necessary |
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CHARTER MEMBERS

PLEASE PRINT / Provide all information requested / Attach additional sheets if necessary

| Name | Birth Date (MM/DD/YYYY) | Gender | | |
|-----------------|-------------------------|-------------|--|--|
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| E-mail address | | | | |
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| Mailing Address | | | | |
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| Mana | | Cander | | |
| Name | Birth Date (MM/DD/YYYY) | Gender | | |
| Mailing Address | | | | |
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| E-mail address | | | | |
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| Mailing Address | | | | |
| City | State/Province | Postal Code | | |
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| Mana | | | | |
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| E-mail address | · | | | |
| None | Birth Date (MM/DD/YYYY) | | | |
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