

NEW CLUB CHARTERING CHECKLIST NEW JERSEY DISTRICT OF CIRCLE K INTERNATIONAL

Chartering a Circle K at a college or university can be a struggle, but with the right guide, each step should be easier. The process is broken down with circles to be filled in upon completion of each step.

Contact the New Club Building Chair:

Your first step can be to contact Robert Acerra, New Club Building Chairperson. He will be able to help with each of these steps and can give you information he may have regarding past Circle K clubs at your school and information on if a club is currently being formed at your college/university.

Find a Faculty Advisor:

The Faculty Advisor for the club should be someone that enjoys doing community service. Find out from your school if there is a community service advisor that sets up clubs or individuals that would like to perform community service. That person would probably be the best person to ask to be your advisor. Getting the Faculty Advisor earlier in the process helps a lot, particularly when you need to talk to the school for approval.

Find a Kiwanis Club to Sponsor You:

As a chartering club, a sponsoring Kiwanis Club will help you in the chartering process. The New Club Building Chairperson and the Circle K Kiwanis Committee will aid you with this by finding the perfect fit for your school.

Order New Club Kit #2:

You can order the charter kit through the Circle K International website (www.circlek.org). Click on **BUILD A CKI CLUB**. The kit will contain such information as the petition for charter, the bylaws, posters, and other sources of information that will help you along your way.

○ **Talk to the School:**

Talk to the office that is in charge of new clubs (e.g. Student Services Office or Students Activities.) Confer with them about the steps it takes to start a club on campus. Get their permission to start a Circle K club at your school. When talking to the school, fill them in on the key points of what the club is.

Some of key points: Circle K is...

1. An international organization.
2. The largest and oldest service club for college students.
3. A student-led organization that is sponsored by a parent organization, Kiwanis International.
4. Open to all college students that are interested in service, developing good character, and working on leadership potential.

You may also need to talk to the school about scheduling informational meetings.

○ **Keep the New Club Building Chair Updated**

Don't forget to contact Rob throughout the process.

○ **Have an Informational Meeting:**

Set a date to have a meeting explaining what Circle K is. Put flyers and posters up around the school inviting everyone to come. Have the Kiwanis Advisor attend. Get the names and contact information from them. Have the NJ Circle K New Club Building Chair attend to speak a little bit about Circle K and the NJ District Events.

○ **School Club Required Steps:**

Each school has its own set of requirements for starting a new club on campus after the initial informational meeting.

○ **Get Members:**

Have another meeting to get a group of members that will be the start of the club. To be an official club, you need to secure a minimum 20 members (15 for community colleges and schools with under 1,000 students enrolled).

○ **Get Officers:**

At the second or third meeting (depending on how long it takes to get a core group of charter members), have an election to set up the officers that will help in setting up the club. Set up a set meeting time and place.

○ **Organize the Club:**

Once you have your officers, set up a meeting with the officers, the Faculty Advisor and the Kiwanis Advisor. Set up a real meeting for the club with an agenda and a service project. Having a service project will show the members what the club is really about!

○ **Begin attending District Events:**

The New Jersey District of Circle K has many different events throughout the year and we would love our new clubs to attend. Visit www.njcirclek.org for the most update to date information and dates for each event.

○ **Petition for Charter:**

In the chartering kit, there is a petition for charter. Fill out all of the information on it. (There are instructions in the packet that will help you fill out the form.)

○ **Keep the Club Going:**

While all the paper work is being processed, keep having meetings. Plan events and arrange your charter night!

Other ways to get help during the process of charting include talking to other clubs in the division and communicating with me. I will be able to help you with each step of this process.

If you have any questions or need assistance at any step, please feel free to contact me at:

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