Suggestions for charter presentation

Organizing the charter night is the responsibility of the sponsoring Kiwanis club. As soon as the paperwork needed for chartering is complete and mailed to the CKI Office, the sponsoring Kiwanis club may begin planning its charter presentation activities. Allow approximately six weeks from the time the petition for charter was sent to the International Office to the day the charter presentation is scheduled. Planning for the charter presentation should begin well in advance to secure facilities, speakers, guests, meals, CKI supplies, and publicity. Early preparation will ensure strong attendance.

Though the charter has not been formally presented to the Circle K club, the club should continue organizing its activities as it has in the past and as it will in the future.

At least three weeks prior to the charter presentation, the sponsoring Kiwanis club may wish to order the following supplies from the Kiwanis International Supplies Department.

- Membership Pins for the club officers
- Membership Certificates for each Charter Member
- Gong and Gavel
- Club Banner

Upon chartering, CKI will forward the following items for the charter presentation:

- Charter Certificate
- Banner Patch for the Sponsoring Kiwanis Club
- New Member Handbooks for each member
- Membership Cards and pins for each member

All of the items noted above can be given to the club during the charter presentation, with the exception of the banner patch. The Kiwanis club should keep the banner patch.

Program Suggestions

There are a variety of methods the sponsoring Kiwanis club can use to present the Circle K club with its charter. The sponsoring Kiwanis club may like to take the traditional approach by having a banquet. Or, the sponsoring Kiwanis club may choose a method that will make members of the campus and community stop and recognize this new service movement. Outlined below are some ideas that can be used to organize the charter presentation.

Kick Off Service Project

Plan the “service project of the year” and involve the campus and community. Identify a project that will get the entire campus involved, such as a literacy campaign in which various campus groups compete to create a slogan and design a poster or banner that will promote literacy education. The winner could be unveiled as a part of the charter presentation. In addition, the campus could conduct a book drive to collect books for children and adults who don’t have access to books of their own. Other activities to promote literacy might include a Read In, in which students on campus spend their Saturday at local agencies reading to children.

To conclude the day of service, the Kiwanis club could sponsor a charter night at which students donate the books they have collected. A prominent community speaker could be invited to speak about some of the issues in the community, such as literacy, and speak to the value of building Circle K’s new service movement on campus. The Kiwanis club president could then conclude the program with the formal presentation of the charter, the gong and gavel, the club banner, and install the club officers.
A Fast for the Hungry

A twist on the standard dinner banquet program is to sponsor a fast for the hungry. The standard banquet format outlined could be followed; however, rather than serving a full meal, the Kiwanis club could serve soup or rice. The money that would have been used to pay for a complete meal could then be donated by the sponsoring Kiwanis club, on behalf of the Circle K club, to a local program addressing the needs of the hungry and homeless.

The Traditional Charter Night

Many charter presentations are planned as a formal event, either with a meal or without, dependent upon the funds available. Outlined here are some considerations for this banquet as well as a sample program agenda.

Who will be invited? Consider who of the following you will invite.

- President of the college or university
- College or university administrators and officials who work with student organizations
- Faculty supporters
- Circle K district officers
- Circle K district administrator and assistant administrators
- Members of surrounding Circle K clubs
- Local Kiwanians
- Parents and special friends of the members
- Officers of other organizations and agencies in the community
- Student government officers

What will the program be? Consider what type of message you would like presented in the program.

- Motivational Speaker
- Message and Endorsement from College or University President
- A professional from a community agency or community leader speaking on the topic of Voluntarism and Community Involvement
- College or University Alumnus speaking on the topic of involvement in community service as it relates to students future

What atmosphere should be created for this event? What type of decorations should be prepared?

Utilize the following checklist to ensure that you plan accordingly for your charter banquet.

Check when complete

☐ Set a date, time, and location.

☐ One month prior to the charter banquet, contact the Kiwanis International Supplies Department to order materials noted previously in this bulletin.

☐ Three weeks prior to the charter banquet, mail out invitations to guests.

☐ If there will be food at this event, make arrangements for catering three weeks prior to the banquet.

☐ Select a unique speaker to make a presentation.

☐ Purchase nametags and decorations for the event.

☐ Develop the charter banquet program.

☐ Confirm food and space arrangements.

☐ On the day of the event spend plenty of time decorating and finalizing arrangements.

☐ Follow-up thank you notes to all participants.

Sample Charter Night Agenda

Call to Order
Introduction of Special Guests
Opening Remarks
Keynote Speaker
Statement of Support by Kiwanis
Presentation of Charter
Induction of Members
Circle K Pledge
Installation of Officers
Closing Remarks
Adjournment

Charter Presentation Script

Regardless of the type of format chosen for the charter presentation, there are a few activities that should happen during the charter night’s activities. The president of the sponsoring Kiwanis club should be on hand to conduct the following:

Presentation of charter
Installation of officers

The following script can be used to present the charter and install officers. You should complete biographical information for each officer and insert it into the script.

Kiwanis Club Statement of Support

Kiwanis Club President: One of the greatest gifts our Kiwanis club can give is increased service to our community, while developing quality leaders and citizens. It is with this in mind that our Kiwanis club is very proud to share the benefits of Kiwanis family membership with the Circle K club of ______________________ (insert college or university name). It is without question that student involvement in community service is the best way to
make a difference in our community. Not only will this Circle K club develop its own sense of community, it also will confront the issues facing the campus and community by identifying solutions to create change.

Our Kiwanis club is committed to assisting this Circle K club to be successful in serving the campus and community. Our Kiwanis club is committed to providing adequate support to the club and its members throughout this club’s existence. Our Kiwanis club is committed to training this Circle K club’s officers to ensure that the club is equipped to manage effectively. Our Kiwanis club is committed to working together with this Circle K club to plan and implement service projects and fellowship activities.

With these promises in mind I now invite Circle K club president ________________________________ (insert name) to the podium. It is with great pride and enthusiasm that I now present to you and the charter members of this Circle K club the charter for the Circle K Club of ________________________________ (insert school name.) I charge each of you with the responsibility of living the objects of CKI:

~ 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 institution of which this club is 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 to the material values of life;
~ To encourage the daily living of the Golden Rule in all human relationships;
~ To promote the adoption and the application of high social, business and professional standards;
~ 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 altruistic service, and to build better communities; and
~ To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism and goodwill.

I look forward to our clubs working together to strengthen the Kiwanis family and our communities.

**Induction Ceremony**

Inductor (Kiwanis Club President or Circle K Lieutenant Governor): Circle K is such an incredible organization that each of us should want to share its opportunities with others. Surely there is no better evidence of our interest in involving more individuals in service than the establishment of a club and the induction of its charter members. Today we are very pleased to induct the charter members of this Circle K club. I would like to invite all of these individuals to come forward at this time.

Today we bring these individuals into membership of this Circle K club. They already have demonstrated their commitment to Circle K as they completed our orientation program that consisted of service projects, educational programs, and social activities. One by one I will introduce each new member.

(Insert biographical information about each individual being inducted. Include name, hometown, major, class, special achievements, and other organizational affiliations.)

At this time I would like each of you to make your membership pledge by repeating after me. “I pledge to uphold the objects of CKI, 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.”

(Give each new member a member pin).

We now induct you into the membership of the Circle K Club of ________________________________ (college/university). I welcome you into our Kiwanis-family fellowship. We know that each of you will bring strength to this Circle K club, just as we surely know that membership in this club will bring many rewarding experiences into your life.

Please join me in welcoming our Circle K club and its members. (Applaud)

**Club Officer Installation**

At this time I invite the club officers to come forward.
(name of treasurer), would you please step forward? It is your responsibility to work with our Kiwanis club and the school administration to develop and maintain the club budget and receive and record dues payments. It also is your responsibility to ensure that payment of district and international dues are made in a timely manner and that all club activities conform to the club's available funds. Do you pledge to fulfill the duties and responsibilities of the office of Club Treasurer and serve, to the best of your ability, the members of this Circle K club? If so, answer I do.

(name of secretary), would you please step forward? It is your responsibility to chronicle the business of this club through complete, accurate and timely minutes of the meetings of the club and its board of officers. It also is your responsibility to complete the monthly report form on time and complete correspondence. As secretary, it is your responsibility to document the business of the club. Do you pledge to fulfill the duties and responsibilities for the position of Club Secretary and serve, to the best of your ability, the members of this Circle K club? If so, answer I do.

(name of vice president), would you please step forward? It is your responsibility to preside at all meetings of the club and Board of Officers in the absence of the president. As vice president, it also is your responsibility to oversee all committee activities. Do you pledge to fulfill the duties and responsibilities for the position of Club Vice President and serve, to the best of your ability, the members of this Circle K club? If so, answer I do.

It is now my distinct honor and pleasure to install the person whom you have elected to lead your Circle K club as President. Will (name of president) please step forward? As president, your duties and responsibilities are vast and varied. As the chief executive officer of this club, it will be your overall duty to maintain the organization's health during this next administrative year. You will lead the board of officers during decision and policy-making processes, communicate with the members of the clubs, develop programs, encourage campus and community service, provide leadership development opportunities and much more. Do you pledge to fulfill the duties and responsibilities of the office of Club President and serve, to the best of your ability, the members of this Circle K club? If so, answer I do.

If there are additional officers, insert information about each.

At this time, I will turn the reigns of leadership over to Club President

________________________

Allow the club president to make some remarks.