

2013-2014

# New Club Chartering Checklist

*New Jersey District of CKI*



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 a checklist to be filled in as each step is completed.

- **Contact the New Club Building Chair**

Your first step can be to contact Sean Matteo, Club Building & Revitalization Chair, and Shivam Patel, District Governor. They 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 Club Building and Revitalization Chair, Sean, and the Circle K Kiwanis Committee, led by Mickey Cohen, 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](http://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 or 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 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 Sean throughout the process for any questions or support from the District.

- **Have an Informational Meeting**

Set a date to have a meeting explaining what Circle K is. Put flyers and poster 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 Club Building and Revitalization Chair, Sean, attend to speak a little bit about Circle K and the NJ District (including upcoming 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 of 15 members. Be sure to get their contact information!

- **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 meeting time and place. The elected positions are President, Vice President, Secretary, Treasurer, and Editor.

- **Organize the Club**

Once you have your officers, set up a meeting with your board of 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 at your meeting (e.g. cards for kids, letters to soldiers, coloring books for hospitals) will show the members what the club is all about!

- **Begin Attending District Events**

The NJ District of Circle K has many different events throughout the year and we would love our new clubs to attend and make connections throughout the state! Visit [www.njcirclek.org](http://www.njcirclek.org) for the most up-to-date information and dates for each event.

- **Petition for Charter**

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

- **Keep the Club Going and Motivated!**

While all the paper work is being processed, keep having meetings and service events. Don't forget to arrange your charter night and invite other NJ Circle K clubs so they can show their support!

Other ways to get help during the process of chartering include talking to other clubs in your division and communicating with the Club Building and Revitalization Chair who will be able to help you through every step of the process.

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

Sean Matteo  
Club Building & Revitalization Chair  
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*Courtesy of Rob Acerra.*