



***This form should be used
beginning October 1, 2010***

PETITION FOR CHARTER

Circle K International A Sponsored Organization of Kiwanis International

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)

30 empty boxes for printing the club name

Circle K District Name: _____ Circle K Division: _____

Circle K International (CKI), a student-led service organization for college and university students, is sponsored by **Kiwanis International**, a worldwide service organization of men and women whose clubs serve children and develop youth leadership.

Circle K is college and university students who are responsible citizens and leaders with a lifelong commitment to community service worldwide.

Circle K is the organization that holds the promise of today's college student becoming tomorrow's leader. It exists to meet the personal needs of the individual collegian through the qualities of leadership, the rewards of service, and the unique spirit of friendship. Circle K's potential lies in its ability to positively influence those in our society who are facing ultimate personal decisions, and those who will one day create the vision of mankind for generations to come. Circle K is the embodiment of those qualities necessary to shape the future, realized in the colleges and universities of today.

The Vision of Circle K International is dedicated to the realization of mankind's potential.

Instructions for petitioning:

- 1. The Kiwanis sponsor of record must complete, in its entirety, page two of this petition. In the case of a co-sponsorship, the second sponsor of record must complete and attach a separate copy of page two.
- 2. The school administration must complete, in its entirety, page three of this petition. Only one Circle K charter is allowed per university or college.
- 3. The student leaders, duly elected by the Circle K members, must complete, in its entirety, page four of this petition.
- 4. The accompanying membership information form must be completed, listing all charter members by name and providing contact information for each. Use additional sheets as necessary. (Note: Circle K International maintains these names and information for organizational use only. Circle K International will not provide membership lists to outside organizations.)
- 5. Club Bylaws must be enclosed with this petition and must adhere to the Standard Form for Club Bylaws.
- 6. A minimum of 20 members is required (in a two-year institution or in the case of a school with enrollment less than 1,000 students, a minimum of 15 members is required).
- 7. Upon completion of the petition and membership information forms, **attach new club fee payment check or money order.** Check the appropriate box and send the corresponding payment: (see Tiered Nation list on the web site)

- Tier A Nation:** *(Includes USA, Canada, Australia, Bahamas, Italy, New Zealand, Taiwan)*
 - Option one: US\$600 (charter kit includes gavel/gong, charter banner, pins, membership cards and additional resources)
 - Option two: US\$500 (charter kit includes charter banner, pins, membership cards and additional resources)
 - Option three: US\$500 (charter kit includes gavel/gong, pins, membership cards and additional resources)
 - Option four: US\$400 (charter kits includes pins, membership cards and additional resources)
- Tier B Nation: US\$460** *(Includes Barbados, South Korea, Mexico)*
If you qualify under the Kiwanis Tier Dues Structure, contact slpcharter@kiwanis.org to determine charter fees.
- Tier C Nation: US\$240** *(Includes Jamaica, Malaysia, Colombia, Panama, Philippines)*
If you qualify under the Kiwanis Tier Dues Structure, contact slpcharter@kiwanis.org to determine charter fees.

Please refer to the web site at www.circlek.org for current information on new club fees, and mail to Circle K International at the address below. Check (or money order) must be made payable to Circle K International. **Allow at least six weeks** for processing and return of official charter certificate and new-club materials. Member pins, cards and other membership items will be sent for the number of charter member names listed. A member joining after the petition is submitted will be required to pay the membership dues. New clubs will pay the International club fee in the second year. All clubs chartered before April 1 will be invoiced for the club fee the following September. All clubs chartered after April 1 will not be invoiced until the following year

- 8. Notify the Circle K District Administrator of the club's intent to charter. A current listing of administrators can be found at www.circlek.org/happenings/rosters/district_officer_rosters.htm.

CONTACT INFORMATION: **NORTH AMERICA:** Circle K International, ATTN: SOAP Membership Department, 3636 Woodview Trace, Indianapolis, IN 46268-3196 USA; Tel: 317/875-8755, ext. 125 or 1-800-KIWANIS; FAX: 317-879-0204; E-mail: slpcharter@kiwanis.org. Web site: www.circlek.org. **EUROPE:** Kiwanis International-Regional Service Center, Leiekaai 25 D, B-9000 Ghent, Belgium; Tel: 32-9/216 77 77 or /216 77 74; FAX: 32-9/216 77 70; Website: www.kiwanis-europe.org. **ASIA/PACIFIC:** Kiwanis International Regional Service Ctr-Asia Pacific Ltd, 10 Hoe Chiang Rd., Unit13-03 Keppel Tower, Singapore 089315; Tel: +65-62263578; FAX: +65-62263579; Email: contact@kiwanis-aspac.org Web site: www.kiwanis-aspac.org. **LATIN AMERICA:** Oficina para America Latina, Calle 116 No 19-08, Oficina 101, Bogota, Colombia; Tel: 57-1/612-0538 or 612-0727; FAX: 57-1/612-0558; E-mail: latinoamerica@kiwanis.org.co

For Office Use

Key # _____ District _____ Membership _____

AGREEMENT TO SPONSOR CIRCLE K

By the 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 Kiwanis members attend every meeting.
3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the 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 both clubs.
8. Host or participate in two joint activities involving the membership of both clubs.
9. Invite two members to attend every regular Kiwanis meeting.
10. Ensure 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):

Kiwanis Advisor _____ Member # _____

Mailing Address _____

City _____ State/Province _____ Postal Code _____

E-mail Address _____ Telephone _____ Fax _____

These ten items 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 instance, the Kiwanis club shall forfeit any rights or claim to the Circle K charter or the academic institution.

**THE CHARTER CERTIFICATE AND NEW 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.

Acting on the belief that a Circle K club would be in the best interest of the school and community, in that such an organization would channel student energies into meaningful and needed altruistic service, we hereby approve this petition, agree to support the efforts of this Circle K club and request the issuance of the Petition for Charter.

Signatures of Kiwanis Club officers:

Signature _____ Date _____
Kiwanis Club President

Print name _____

Signature _____ Date _____
Kiwanis Secretary

Print name _____

AGREEMENT TO SPONSOR CIRCLE K

By the Academic Institution

School Information

School Name _____

School Mailing Address _____

City _____ State/Province _____ Postal Code _____

Telephone _____ School Web Site _____

(Mark one) _____ 2-year school _____ 4-year school Student enrollment _____

Permanent Club Address

A permanent mailing address is required for each Circle K club. A permanent campus address is strongly recommended to ensure continuity from year to year. Regular mailings from Circle K International and the district are sent to this address.

Permanent Mailing Address _____

City _____ State/Province _____ Postal Code _____

This school hereby petitions that Circle K International issue a new club charter for a Circle K club to be sponsored by the Kiwanis sponsor of record shown herein. The school agrees to provide the following terms of sponsorship to support the Circle K:

1. Provide a faculty or campus advisor, designated by the school administration, to advise and counsel the Circle K, attend all meetings of the club, and ensure the club abides by the regulations of the school and all other local, state/provincial, and/or federal laws:

Faculty Advisor _____

E-mail Address _____

Telephone _____ Fax _____

2. Ensure the Circle K club conducts service-related projects and activities within the school and community.
3. Confirm the Circle K club pays International club fees and district dues annually.
4. Encourage the Circle K club to send representatives to district and International conventions and conferences.

Acting on the belief that a Circle K club would be in the best interest of the school and community, in that such an organization would channel student energies into meaningful and needed altruistic service, we hereby approve this petition, agree to support the efforts of this Circle K club and request the issuance of the Petition for Charter.

Signatures of university/college officials:

Signature _____ Date _____
Authorized Academic Institution Official

Print name _____

Signature _____ Date _____
Faculty/Campus Advisor

Print name _____

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:

Officer

Print Name

Signature

President

Vice-President

Secretary

Treasurer

CHARTER MEMBERS

PLEASE PRINT / Provide all information allowed by school policy / Attach additional sheets if necessary

PRESIDENT Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

VICE-PRESIDENT Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

SECRETARY Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

TREASURER Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

EDITOR Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

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Mailing Address		
City	State/Province	Postal Code
E-mail address		

CHARTER MEMBERS

PLEASE PRINT / Provide all information allowed by school policy / Attach additional sheets if necessary

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

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Mailing Address		
City	State/Province	Postal Code
E-mail address		

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Mailing Address		
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E-mail address		

CHARTER MEMBERS

PLEASE PRINT / Provide all information allowed by school policy / Attach additional sheets if necessary

Name	Birth Date (MO/DA/YR)	Gender
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