



# Kiwanis Toolkit

*Circle K International*

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# Kiwanis 101

## **Kiwanis Pledge**

"I pledge to uphold the Objects of Kiwanis International, to provide service to my community, to extend the opportunity of membership to all persons of goodwill, and to dedicate myself to serving the children of the world"

## **Kiwanis Motto**

"Serving the Children of the World"

## **Kiwanis Vision**

"Extend your Kiwanis impact"

## **Kiwanis Core Values**

Stewardship  
Transparency  
Responsiveness  
Legacy  
Integrity

## **Key Facts**

80+ Countries  
7,000+ Clubs  
190,000+ Members  
First Kiwanis Club  
founded in 1917

# Ways to Get Involved with Kiwanis

## Service

- Attend an open Kiwanis service project
- Invite local Kiwanians to all of your projects

## Social

- Attend a Kiwanis Holiday Party
- Invite Kiwanians to club outings

## Leadership

- Attend a Kiwanis meeting
- Ask Kiwanians about their leadership values

## Clubs

- Plan an interclub service project with a Kiwanis Club
- Organize a mentorship program with your sponsoring club

# Reasons to Get Involved with Kiwanis

**Inspire Someone:** Getting involved with a Kiwanis Club can help show Kiwanians there is a younger generation that is still willing to get out there and make a difference

**Helping Out:** Kiwanis members can always use additional hands at their service projects; volunteering alongside them is a great way to thank them for support they offer you

**Kiwanis Family Relations:** Working with a Kiwanis Club can help build the bond between different branches of the K-Family; connecting with Kiwanians can also help you meet other local SLPs

**Service Hour Opportunities:** Working with a Kiwanis Club to organize a project can provide extra service hours for Circle K Members

**Professionalism:** Working with Kiwanians will help provide a sense of professionalism and networking that can help with your career

# Communication Resources

*When communicating with Kiwanians, Advisors, or anybody else involved in the project planning process, it is important to be clear and professional in your communications.*

## **Courteous Communication Tips**

- Aim to respond to emails within 24-36 hours
- Double check your emails for correct grammar/spelling
- Be friendly – do not just demand that others help you, ask politely and be respectful of their other obligations
- Try to coordinate events early in advance – a lack of planning on your part does not guarantee the other party will treat a situation as an emergency
- Let your passion shine! Many times, emails come across as boring busywork for audiences to dismiss immediately. However, if you allow your love for service and the K-Family to show through enthusiastic language or a fun subject line/opening statement, your audience may be more willing to read your email.

- Keep it short! Remember that your audience likely has a busy schedule and will not want to read a long email. Try to say what you need to in as few words as possible.

## **Important Information to Include**

- If establishing contact with somebody for the first time:
  - Introduce yourself
  - Explain how you know of the individual you are contacting (shared connection, referrals, website research, etc.)
  - Provide background information on yourself and any projects you are trying to plan
- If planning a project:
  - Detail project plan/overview
  - Include the goals/outcomes of a project
  - Provide the date/time of a project if it is established
  - If no date/time is established, offer your audience a few choices so they can select times they are available
  - Invite audience for participation in your project
    - If audience agrees to participate, give them a reasonable task list to accomplish (if appropriate)
- If asking for financial support:
  - Be professional and clear about your intentions
  - Outline why you need financial support and what you will use the money for
  - Follow up with a Thank You note

# Asking for Financial Support

*Money is hard to come by, whether you're a college student or an adult. However, as CKI members, we need money to attend fall conferences, district and international conventions, and even some service projects. One thing to keep in mind is that Kiwanis is here to help you, and many Kiwanis clubs set aside funding specifically for SLP support.*

## Tips to Get You Started

- **Be Professional:** Above all else, it is incredibly important that you be professional when reaching out for financial support. Make sure that you write in complete sentences, double check grammar, and make sure your tone is appropriate.
- **State Your Intentions:** When asking for financial support, make sure you state what you want to use the money for.
- **Be Detailed:** Always provide a detailed budget and activity summary when asking for financial support.
- **Be Open:** Recognize that Kiwanians may propose a slight change to your plan to maximize cost-efficiency.
- **Follow Up:** ALWAYS send a "Thank You" note thanking Kiwanians for time, consideration, and financial support.

# Service Events

## Park Clean Up

### Project Overview

Work with your sponsoring Kiwanis club to plan and execute a park clean up. This project will help the town's image and provide a better public space for local citizens.

### Materials Needed

- Trash bags
- Garbage grabbers
- Gloves

### Estimated Time

2-3 hours

## In-Meeting Service

### Project Overview

Have Kiwanians attend your meeting and organize a short project for the end. One example for this type of project is creating cards for veterans on Veteran's Day.

### Materials Needed

- Paper
- Art supplies
- Envelopes

### Estimated Time

30 minutes – 1 hour

# Leadership Events

## Fundraise for a Cause

### Project Overview

Work with a divisional sports competition to sell concession items at a local game. Collaborate with other branches of the K-Family and donate the money to a cause of your choosing!

### Materials Needed

- Concession items

### Estimated Time

1 month planning  
3-4 hours the day of

## Invite a Speaker to Your Meeting

### Project Overview

Invite a Kiwanian to speak on a topic such as professionalism, future careers, or service after graduation. This is a perfect way to engage with leadership at a regular meeting.

### Materials Needed

- Nothing!

### Estimated Time

30 minutes – 1 hour

# Fellowship Events

## Organize a Social Walk

### Project Overview

A great way to connect both service and fellowship is to organize a fundraising walk. All this requires is finding an area, coordinating with the city to secure the area, charging a small fee to participate, promoting your event, and then donating the proceeds!

## Career Dinner Party

### Project Overview

Have a pot luck dinner with local Kiwanians and seat CKI members near Kiwanians with experience in their prospective field. This is a great way to network while getting to know another SLP!

### Estimated Budget

\$50-\$100 if club pays  
\$10 per person if everyone brings a dish

# Master Project Checklist

- Contact groups involved in project-planning process
- Work collaboratively with Kiwanis club to organize a project
- Establish project date/time
- Delegate tasks
  - Assign individuals to oversee logistics, budgeting, and advertising
- Advertise your project! Try to get as many K-Family members involved as possible
- Make sure your project and its participants comply with Youth Protection Guidelines
- Utilize a “Stop. Start. Continue.” form

# Start. Stop. Continue.

*After hosting a project with a Kiwanis Club, review the project planning process and go over what went wrong, what went right, and what could be done in the future!*

**Start:**

**Stop:**

**Continue:**