

Petition for Charter Circle K International



**A Kiwanis Family Member
Serving the Children of the World**

Circle K International, a student-led service organization for college and university students is sponsored by Kiwanis International, a worldwide service organization of professional men and women.

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

Each Circle K club works toward fulfilling the Circle K International vision:

- ❖ CKI is an expanding service and leadership force on college and university campuses around the world.
- ❖ CKI is a respected and valued member of the Kiwanis family.
- ❖ CKI is recognized as the service-learning solution on college and university campuses around the world.
- ❖ CKI has a growing number of members seeking to participate as leaders throughout the organization.
- ❖ CKI has a diversified funding base.
- ❖ CKI operates with state-of-the-art information and communication technology.

INSTRUCTIONS FOR PETITIONING

1. All charter members of this club should be listed with contact information of the club roster included. International dues are \$18.00 (US) per member. Dues for each chartered member should be collected by the club and one payment for the entire membership remitted with this petition. Check or money order should be made payable to *Circle K International*.
2. District dues for each member should be collected by the club and one payment remitted to the International Office with this petition. District dues amount vary, see page 3 for additional information regarding district dues. A copy of the Dues Invoice and Membership Forms should be submitted with the dues payment. A separate check or money order should be made payable to *Circle K International*.
3. Club Bylaws must be enclosed with this petition and must adhere to the Standard Form for Club Bylaws.
4. Kiwanis Club verification must be certified through the various information and signatures needed on this petition. Please note that the co-sponsorship of a Circle K club is limited to two sponsoring Kiwanis clubs. Please complete all the pertinent information. It is no longer necessary for the District Administrator to sign the petition for charter, however you should notify the District Administrator when you are beginning the new club building process. A current listing of Administrators can be found at www.circlek.org/happenings/rosters/district_officer_rosters.htm.
5. College/University verification must be certified through the information and signatures needed.
6. Circle K Club verification must be certified through the information and signatures needed.

Note: Allow at least 30 days from the date the petition is mailed to the International Office for the processing and the return official charter certificate and new club materials.

CIRCLE K CLUB INFORMATION

Key Number _____

Circle K Club of _____
name of college/university

Permanent mailing address _____

2 year 4 year

City State/Province Postal Code

Estimated enrollment _____

Telephone Number () _____

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.

Mailing Address of Kiwanis Club:

Name of Kiwanis Club

Club Key Number

Address

City State/Province Postal Code

Name of Kiwanis Club (if co-sponsoring)

Address

City State/Province Postal Code

Kiwanis Club Advisor:

Name

Club Key Number Member ID Number

Address

City State/Province Postal Code

Telephone Number Email Address

Faculty Advisor:

Name

Address

City State/Province Postal Code

Telephone Number Email Address

Circle K Club President:

Name

Address

City State/Province Postal Code

Telephone Number Email Address

Circle K Club Secretary:

Name

Address

City State/Province Postal Code

Telephone Number Email Address

CHARTER MEMBER ROSTER

Name _____

Address _____

Telephone Number _____

Email Address _____

M F Year In School _____

Name _____

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Email Address _____

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M F Year In School _____

DISTRICT DUES INFORMATION

Circle K District Dues vary with each district. A Circle K club is assigned to membership in the district of its Kiwanis sponsor. The list below provides dues information for each district. Clubs in non-districted areas pay no district dues. Some districts have a reduced rate for clubs organized between April 15-September 30. The postmark date will be used to determine the official date of organization.

District	Amount	
	October 1-April 14	April 15-September 30
Alabama	8.00	
California-Nevada-Hawaii	9.00	4.50
Capital (Washington DC, Delaware, Maryland, Virginia)	7.00	
Carolinas (North and South)	8.00	4.00
Florida	10.00	
Georgia	9.00	
Illinois-Eastern Iowa	10.00	5.00
Indiana	7.00	3.50
Kansas	4.00	
Kentucky-Tennessee	8.00	
Louisiana-Mississippi-West Tennessee	8.00	
Michigan	10.00	
Minnesota-Dakotas (Minnesota, North and South Dakota)	5.00	
Missouri-Arkansas	8.00	4.00
Montana	6.00	
Nebraska-Iowa	7.00	
New England (Connecticut, Maine, New Hampshire, Rhode Island, Vermont)	6.00	
New Jersey	8.00	4.00
New York	8.00	
Ohio	10.00	5.00
Eastern Canada & Caribbean (Bahamas, Jamaica, St. Lucia, Eastern Canada)	10.00 Canadian	5.00 Canadian
Pacific Northwest (Alaska, Oregon, Washington, British Columbia)	7.00	3.50
Pennsylvania	9.00	4.50
Rocky Mountain (Colorado, Wyoming)	7.00	3.50
Southwest (Arizona, New Mexico)	7.00	3.50
Texas-Oklahoma	12.00	
Utah-Idaho	9.00	4.50
Western Canada (Alberta, Manitoba, Northwest Territory, Saskatchewan)	5.00	
West Virginia	7.00	
Wisconsin-Upper Michigan	10.00	5.00

NOTE: Districts are comprised of geographical areas. Some clubs may actually be considered in a district other than the state listed.

The aforementioned dues amounts are as of August 2002.

ANNUAL REQUIREMENTS OF SPONSORSHIP

Sponsorship of a Circle K club requires active participation of the Kiwanis club. In order to maintain an effective partnership with the Circle K club, sponsoring Kiwanis clubs are required to perform the following duties as prescribed in the Kiwanis International Board Procedures:

1. Appoint a Kiwanis Advisor to the Circle K club and ensure he/she receives adequate orientation.
2. Ensure Kiwanis members attend every Circle K meeting.
3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the Circle K 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 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 Circle K members to attend every regular Kiwanis meeting.
10. Ensure Circle K members attend conventions and conferences.

CHARTERING VERIFICATION

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.

_____ Authorized School Official	_____ Department	_____ Date	_____ Printed Name	_____ Department
_____ Circle K Faculty Advisor	_____ Department	_____ Date	_____ Printed Name	_____ Department
_____ Kiwanis Club President		_____ Date	_____ Printed Name	
_____ Kiwanis Club Secretary		_____ Date	_____ Printed Name	
_____ Kiwanis Club Advisor		_____ Date	_____ Printed Name	

ACCEPTANCE OF LEADERSHIP

We the elected officers of the Circle K Club of _____, agree to accept and uphold the responsibilities of leadership within Circle K.

The club membership has adopted the Standard Form for Club Bylaws, and we will to the best of our abilities, operate this club within the guidelines directed by 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.

_____ Circle K Club President	_____ Date	_____ Printed Name
_____ Circle K Club Vice President	_____ Date	_____ Printed Name
_____ Circle K Club Secretary	_____ Date	_____ Printed Name
_____ Circle K Club Treasurer	_____ Date	_____ Printed Name

By signing this petition for charter, I do hereby agree to and will abide by the rules set forth in the governing documents of Circle K International for the establishment of a Circle K club.

Each charter member must sign this petition.

Printed Name

Signature

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