



BUILDERS CLUB / K-KIDS CLUB BUILDING PACKET

COVER SHEET

Capital District
Circle K International

THE STEPS TO BUILDING A BUILDERS OR K-KIDS CLUB INCLUDED IN THIS BUILDING PACKET:

STEP 1: READ THIS COVER PAGE

STEP 2: READ THE "CIRCLE K CO-SPONSORING A BUILDERS/K-KIDS CLUB" INFO SHEETS

STEP 3: REVIEW THE POTENTIAL CLUBS LIST TO FIND THE NEAREST CHARTERABLE SCHOOL TO YOU.

STEP 4: SEND A LETTER OUT TO ALL TARGETED SCHOOLS TO SECURE INTEREST FOR A CLUB AT THE SCHOOL(S). IF YOU DON'T HEAR BACK FROM THEM, MAKE SURE YOU FOLLOW UP WITH A VISIT AND PHONE CALLS.

STEP 5: ORDER A BUILDING KIT FROM KIWANIS INTERNATIONAL (1-800-KIWANIS) TO COMPLETE THE CHARTERING PROCESS!

If you have any questions, feel free to contact Governor Troy at tdibley@gwu.edu or Governor's Project Chair Abby Sills at sills05@sbc.edu.

WHY CO-SPONSOR A BUILDERS OR K-KIDS CLUB?

While there are many reasons why your club should strongly consider co-sponsoring a Builders or K-Kids Club, here are just a few reasons why:

- Provide your club with instant service projects (mentoring, tutoring, creation of after-school programs, et al).
- Increase relations with the Kiwanis Club with whom you sponsor the Builders/K-Kids Club.
- Help spread the word of the Kiwanis Family.
- Help the district reach it's goal of chartering five Builders or K-Kids Clubs by April 2004!
- Make a difference in the lives of children!

HOW CAN MY CLUB CO-SPONSOR?

Circle K clubs are not yet able to solely sponsor another Kiwanis Family club. Therefore, we encourage your club to actively seek out a Kiwanis Club near the school where you want to charter the club. As soon as you have a Kiwanis Club on-board, start the chartering process. We recommend the following steps:

- Scan the list of potential Builders and K-Kids Clubs included in this packet and target at least one club near your school.
- Obtain a building kit from Kiwanis International by calling 1-800-KIWANIS and asking for Builders and K-Kids Club.
- Secure a Kiwanis Advisor to the Builders or K-Kids Club. The Kiwanis Advisor must be a member of the Kiwanis Club willing to sponsor.
- Send out the included letter to the school. Be sure to follow-up with the school and be willing to answer any logistical questions they may have about the chartering process.
- Meet with the school administration once the idea for a Builders or K-Kids Club is approved. Ask the school to assist in the selection of a suitable Faculty Advisor.
- Once a Faculty Advisor is selected, educate the advisor about the mission and objects of Kiwanis and the Kiwanis Family.
- Publicize and promote the first meeting of the club. Have the new Faculty Advisor run the meeting and encourage an election or appointment of club officers to run future meetings and projects.