



A GUIDE TO HELP YOU GET INVOLVED WITH THE KIWANIS  
FAMILY!

# K-FAMILY




## RESOURCE BOOKLET

New Jersey District ■ ■  
**KEY CLUB®**  
**CONNECT THE K'S**



BY THE KIWANIS FAMILY RELATIONS COMMITTEE



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The Kiwanis Family Relations Committee Presents 2023-2024's

# WELCOME LETTER

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## Welcome to the K-Family!

Hello K-Family!

I would like to welcome you all to the Kiwanis Family Resource Booklet. This is a booklet that was curated by the Kiwanis Family Relations Committee to provide Key Clubbers with more knowledge about what Kiwanis is, how to get involved, and the best ways to connect to the different branches of Kiwanis.

Kiwanis International is an organization dedicated to serving others. Kiwanians alone dedicate more than 18.5 million hours to their communities each year! As Key Clubbers, we are to be extremely grateful for all that Kiwanians do to support us in bettering our communities.

The K-Family Relations Committee works diligently to create strong relationships between the various branches that make up the K-Family. There are five branches of the K-Family that all serve different demographics, but work for the same purpose. They are led by dedicated volunteer leaders with one goal: to improve the world one child and community at a time. There are over 500,000 Kiwanis Family members, ranging from ages as young as 5 to as old as 100.

We hope this Booklet can act as a guide through your journey of learning and engaging with the different branches of the K-Family. Let's connect the K's together!

If you have questions regarding this Booklet or the K-Family, please contact your Lieutenant Governor or The K-Family Relations Chairperson.

## 2023-2024 KIWANIS FAMILY RELATIONS COMMITTEE

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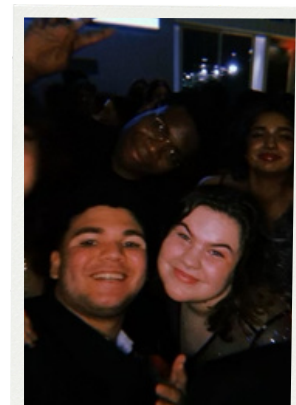
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# WHAT IS THE K-FAMILY?

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The Kiwanis Family is made up of six service-oriented organizations in total. There are five branches of the K-Family that extend out of Kiwanis which is the larger, adult organization. Additionally, there are 2 programs associated with elementary school education (Terrific Kids & BUG). The Kiwanis Family is International, meaning you'll never be away from the K-Family no matter where you go!

## SOME PICTURES FROM OUR K-FAMILIES





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# BRANCHES OF THE K-FAMILY

## K-Kids:

In K-Kids clubs worldwide, children are learning leadership skills through service. They're taking on the responsibility of facilitating community service projects while only being in elementary school. They assist the elderly with chores or organize community food drives (Much like the other branches). They serve their schools, raising funds for sports equipment and extracurricular activities. With their goal being to provide kids with opportunities to become more active within their community.



## Builders Club:

Builders Club is the largest service organization for middle school and junior high students, with more than 45,000 members worldwide. Members learn to work together and develop servant-leaders skills as they serve their school and community. Today, there are more than 1,600 clubs in Aruba, Australia, the Bahamas, the United States, etc. Builders Club is a student-led community service organization that operates under school regulations and draws its members from the student body. As a club they provide students with an early opportunity to provide aid to their home, school, and community.

## Key Club:

Key Club is a student led high school organization. Providing students with a more hands-on opportunity to run serve projects, fundraising events, and more. In doing so, students grow as individuals and as leaders by answering the call to lead, summoning the courage to engage and developing the heart to serve.



## Kiwanis:

Kiwanis is a global organization of volunteers dedicated to improving the world one child and one community at a time. They are an essential resource for Key Club International and provide resources to hold events and provide scholarships to the Key Clubbers that go above and beyond.



## Aktion Club:

Aktion Club is the only service club for adults with disabilities worldwide, with over 12,000 members. It is a club with members from different organizations and groups: churches, libraries, YMCAs, and/or lodges. Their main goal is to provide service opportunities for like-minded individuals who want to give back to their community.



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# CIRCLE-K INTERNATIONAL

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## What is Circle K?

Circle K is the collegiate branch of the Kiwanis Family and the final branch to complete the 6. The goals of Circle K are to empower its members to continue in acts of service after High School. They are committed to developing leaders by offering unique service, leadership and fellowship opportunities that not only help change the world but change members' lives. Their mission is to Develop college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.



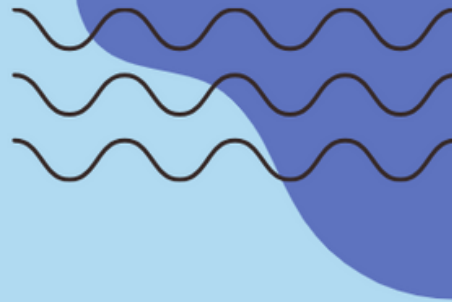
CKI<sup>®</sup> Circle K  
International

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# WHY SHOULD YOU JOIN CIRCLE-K

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## WHY SHOULD *YOU* JOIN CIRCLE K?



### CHANGE

Make an impact on the lives of others when you  
dedicate your time to volunteer

### SERVE

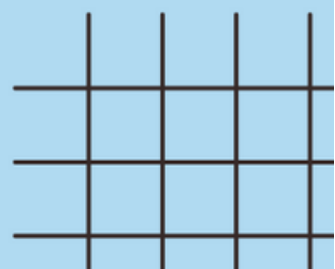
Experience a wide range of different service  
events around the district

### BUILD

A network of associates from the Kiwanis branch,  
who can assist with professional development

### LEAD

CKI offers numerous ways to become more  
involved in our organization





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# LEADERSHIP AND SERVICE PROGRAMS

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## TERRIFIC KIDS:

Terrific Kids is a character-building program for young students:

- A student-recognition program for attendance, character, behavior and relationships.
- Students develop self-esteem, learn perseverance and gain important life skills that help them make smarter choices.
- When they reach their goals, the entire class celebrates. Which is really cool!



## KEY LEADER:

Key Leader by Kiwanis is a weekend leadership program for high school and graduating 8th Grade students. Our mission is to inspire young people to achieve their personal best through service leadership. The benefits offered through Key Leader are unique in that they focus on service leadership, social-emotional skills, and can be cultivated through student participation in Kiwanis service organizations such as Key Club.

## BRINGING UP GRADES:

Empowers young students to reach academic success:

- Recognizes students who raise their grades or maintain good grades from one grading period to the next.
- Students set their own goals and participate in peer mentoring, which involves everyone in their success.
- When they reach their goals, the entire class celebrates.



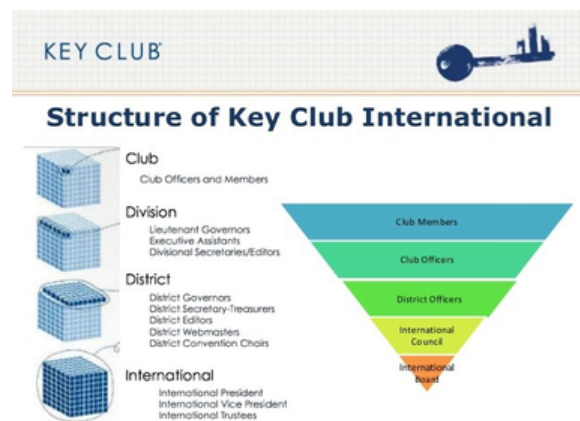
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# WORKING WITH K-FAMILY

## Why Work With The Different Branches of The K-Family:

Kiwanis club members and officers have great knowledge of how to run or start meetings. As local business owners and professionals, they also have the ability to extend financial and marketing support. Which can come in handy not only this but creates team working skills. Different branches of the K-Family will show up and assist with events if invited ex. Meetings, Service Projects, Socials Etc.

You should work with K-Kids And Builders Clubs to inspire. Through service projects and random conversations about life, you have the potential to inspire and motivate young children to do better in school and to play an active role in helping out in their local community and the world. And helping us achieve our primary goal: to serve our schools, homes, and communities. Educating them about the Kiwanis Family can show them our organization's uniqueness. This may also help recruit more members into Builders Club, Key Club, or CKI once they graduate.



# HOW TO CONNECT WITH THE K-FAMILY

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## Why Work With The Different Branches of The K-Family:

When building a relationship communication is key. It allows you to share opinions, expectations, etc and it is the same idea when you're trying to build connections with the different branches of the K-Family!

## Ways to Communicate:

### ATTEND MEETINGS

- Be on time
- Dress Accordingly
- Contribute to the meeting (be willing to share your ideas—it might be scary but they want to know what you think).

### MONTHLY EMAILS

- Get into the habit of sending your Kiwanis Club a monthly email. It should include what your club has been doing, future projects and your goals for the next month.

### NEWSLETTERS

- Club Editors; sending your newsletter is a great way to keep Kiwanis in the loop of what your club has been up to.





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# SERVICE PROJECT IDEAS

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## KIWANIS

Participating in environmental projects with your Kiwanians is a great way to spend time together. Whether you're doing a beach cleanup or park cleanup, invite them to attend. Attending walks such as March of Dimes and Relay for Life with Kiwanis members is a great way to spend time with them while raising money for great organizations. Collaborating on food drives, School Supply drives (Supports our district project) for less fortunate families with your Kiwanians during the holiday season is a great way to combine forces. Kiwanians have connections and usually know where to send food donations and can help transport materials. Raising money with your local Kiwanis Club can be fun, for example, joint socials such as bowling nights and ice cream socials.

## KEY CLUB

Attending service projects with Key Club is a great way to reach out to them. You simply need to contact your local Key Club to find out what projects they have coming up. Occasionally Key Clubs lack necessary resources (manpower, materials, or need to be driven to events) to plan service projects. This is where Circle K clubs can step in and provide support. Our examples of such service projects are helping out at the food bank, going to the soup kitchen, and/or helping out the homeless population. Interacting with younger kids or senior citizens is one of the most engaging service projects in which high school students can partake in. Tutoring kindergartens, elementary school students or visiting senior apartments can be very rewarding for the kids, elders, and high school students. You can be a chaperone, especially since a lot of soup kitchens require 18+ or chaperones!

# SERVICE PROJECT IDEAS (CONT.)

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## BUILDERS CLUB

Book drives and toy drives are some of the possible service projects to work with middle school students. Book drives are one of the best ways to promote illiteracy awareness while toy drives teach middle school students the value of donation. Educate on the transition to high school, Key Club and real life. Arts and crafts allow middle school students to explore their creativity. By writing thank you cards for children's hospitals or soldiers, students develop a sense of appreciation and teach them the importance of caring.

## K-KIDS

Invite your K- Kids to some events so you can get to know them as you volunteer with crafts and book readings. Hold education workshops, such as respect for all, science projects, and different service projects/ charities (like Lyme Disease or Safety Tips). Christmas Caroling or Trick-or-Treating for The Eliminate Project are also great service projects to do together! You can set up a beach, park day to have a BBQ, or a picnic to hang out with the K-Kids along with their parents. This is also a great way to get parents involved and to see how great the relationship between K-Kids and Circle K clubs can be.

## AKTION CLUB

Get involved with your local Aktion Club by holding events together such as community clean ups, since the Aktion Club focuses on hands-on service. Raising money with your local Aktion Club can be fun if you hold events such as car washes or art shows. This is a great opportunity to spend time with your Aktion Club and get to know them better!

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# MAJOR EMPHASIS

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## Children: Their Future, Our Focus

Our Major Emphasis is based on the idea of helping all children from around the globe. Our slogan "Children: Their Future, Our Focus" was originally established at the first Key Club International Convention in 1946.

Our Major Emphasis can be seen throughout everything we do from service projects to our preferred charities and service partners. At the end of the day every key clubber has one goal in mind: to serve their Home, School, and Community.

Our District project is usually aligned with our major emphasis, which is serving the children of the world; this year's District project is "Education is the KEY," which focuses on combating socioeconomic disparities and lowering the learning gap in the state of New Jersey.



**OUR CHILDREN. OUR FOCUS.  
OUR FUTURE.**



**Our Kids Are Our  
Future**



**Children**  
★ are the ★  
**Future**



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# SERVICE PROJECTS

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## SCHOOLHOUSE

Want to make an impact and have fun while doing it? Looking for a service project that you can complete from the comfort of your bedroom? Key Club has partnered with Schoolhouse to bring free tutoring to thousands of learners across the world. If you're interested in learning something new, or you're interested in becoming a tutor yourself, sign up today! <https://schoolhouse.world>



## ERIKA'S LIGHTHOUSE

The mission of Erika's Lighthouse is to make sure no young person feels alone in their depression. This nonprofit organization encourages good mental health and strives to break down the stigma surrounding mental health issues. Erika's Lighthouse is dedicated to creating a community of empathy and education and has resources and programs for students and educators, grades 4-12. <https://www.erikaslighthouse.org>



## COLLEGEWISE

Collegewise helps identify the college that's right for you, assists with the application process, and provides tutoring for ACT/SAT exams. While a paid subscription is available for those who wish to access it, every Key Club member has access to a suite of Collegewise resources on the Runway platform as a member benefit.

<https://collegewise.com>



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# PREFERRED CHARITIES

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## THIRST PROJECT

Thirst Project hopes to educate the next generation by arming students with information about how they can be a part of social change, make a difference and encourage others to join in the effort.

<https://thirstproject.org>



## UNICEF

UNICEF is the only organization of the United Nations dedicated exclusively to children. Working with other United Nations bodies, governments and non-governmental organizations, UNICEF helps to provide for children's needs in more than 150 developing countries through community-based services in primary health care, basic education and safe water and sanitation.

<https://www.unicef.org>



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# HOW TO CHARTER A NEW BRANCH OF THE KIWANIS FAMILY

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## THE STEPS:

**Step 1** - Determine if a sponsor is available. Decide which community organization you want to enlist to be your sponsor. If you don't know where to start, we can help connect you with local organizations that are familiar with these programs. If not, reach out to Key Club International, and we'll help you find a sponsor.

**Step 2** - Find an advisor. Identify one or more faculty/staff members who could be the club advisor. You might consider someone who has a particular interest in service or leadership development, or perhaps someone who was a program participant when they were a student.

**Step 3** - Recruit your members. Anyone who is a member at the start of the club is a charter member, and the initial set of officers are charter officers. Find those students at your school who share your passion for helping others and ask them to embark on this creative process with you. To be chartered and become an official Kiwanis club, a club must have 15 members.

**Step 4** - Set aside funds. This is an essential part of the process. That is because there is a chartering fee, and members are expected to pay dues. Make sure you're up-front with potential members about this fact. Although a sponsoring community organization or Kiwanis club might be willing to cover some of these costs, do not rely on another club to do this.

**Step 5** - Complete the chartering form or reactivation process. After the steps above are completed, you can submit your chartering document to Key Club International.

**Step 6** - Hold a chartering ceremony and celebrate! This is the best part of the whole experience! When you receive your chartering kit, plan a ceremony to install the new club and officers. Invite potential new members, family members, school officials, and members from your sponsoring agency or Kiwanis club to join the celebration!



# RESPONSIBILITIES OF A SPONSORING KIWANIS CLUB

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Although Key Club is a student-led organization, it does require some guidance and oversight from adults — this is where Kiwanis comes in! As many of you know, Kiwanis is the parent organization that supports our Service Leadership Programs (SLPs). As a Kiwanis Club, it is your responsibility to promote the Kiwanis mission and serve the children of the world in your communities and in the clubs you choose to sponsor in order to foster leadership potential and further the Kiwanis continuum.

Traditionally, every Key Club is chartered with the help of a sponsoring Kiwanis club in that geographic area to provide guidance in aspects of service, mentorship, and in some cases financial assistance. Some of you (especially newer Kiwanis and Key Clubs) might be asking, “What does a sponsoring Kiwanis actually DO?”. Here’s a checklist of a few responsibilities that every sponsoring Kiwanis club should definitely do at minimum each year for their Key Club:

- Appoint a Kiwanian or committee of Kiwanians to be Key Club Advisors (please note, you need a Kiwanis background check for this role)
- Attend Key Club meetings or events when available and invite them as guests to attend your Kiwanis meetings as well
- Maintain communication with the school’s Club Advisor and student officers through your Kiwanis Advisor and following Kiwanis Youth Protection Policies
- Participate in service projects hosted by the school’s Key Club and invite them to participate in events hosted by your club as well
- Ensure Key Club members are properly trained by their Key Club Lieutenant Governors
- Ensure they have access to additional training information at the officer and club level (i.e. Key Leader, Regional Training Conferences, DECON)
- Be trusted adult mentors that students can rely on and serve their community with

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# RESPONSIBILITIES OF SPONSORING KIWANIS CLUB (CONT.)

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**Additional duties most sponsoring Kiwanis clubs also perform are:**

- Maintain expense line item in service account to provide financial support to send Key Club students to trainings and other events
- Provide at least one scholarship for seniors from their sponsoring Key Clubs to apply for
- Attend district or divisional trainings and events to support Key Clubbers (can also act as a chaperone in some cases depending on school district approvals)
- Assist in covering the charter activation fee for new Key Clubs

No matter what level of commitment you provide, it is always critical to make sure the safety of each student is top priority. The purpose of Kiwanis is to help the children of the world, and sometimes that means starting right here in our own communities.





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# 2023 K-FAM PHOTO DUMP

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# FREQUENTLY ASKED QUESTIONS

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## **How can I find the contact information for the Kiwanis family branches in my area?**

- Contact your LTG or The Kiwanis Family Relations Committee Chairperson at [alee@njkeyclub.org](mailto:alee@njkeyclub.org)
- Click [HERE](#) to find your LTG

## **Who are the '23-'24 Governors of each branch of the Kiwanis Family?**

- New Jersey Kiwanis Governor: Howard I. Gordon
- New Jersey Key Club District Governor: Laine Elliott
- New Jersey Circle K Governor: Sarah Harvey

## **How can I find out more information about the different branches of the Kiwanis Family?**

- Visit Kiwanis International's Website to learn more about Kiwanis International by clicking [HERE](#).
- Visit the K-Kids' Website to learn more about K-Kids by clicking [HERE](#).
- Visit the Builder's Club Website to learn more about Builders Club by clicking [HERE](#).
- Visit Key Club's Website to learn more about Key Club by clicking [HERE](#).
- Visit Circle K Int's Website to learn more about Circle K by clicking [HERE](#).
- Visit Aktion Club's Website to learn more about Aktion Club by clicking [HERE](#).

## **What should I do if I do not know if I have a Kiwanis Family Branch in my area/school district?**

- Contact your LTG or The Kiwanis Family Relations Committee Chairperson at [alee@njkeyclub.org](mailto:alee@njkeyclub.org)
- Click [HERE](#) to find your LTG
- Click [HERE](#) to find your Kiwanis Club

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# CONTACTS

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## **Key Club - K-Fam Relations Chairperson**

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## **Kiwanis - NJ District Governor**

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## **Builder's Club Admin**

Danielle Sammut

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## **K-Kids Admin**

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## **Aktion Club Admin**

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# CONNECT THE K'S RESOURCE BOOKLET

Stay determined, because relationships take time to build!

New Jersey District ■ ■  
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**CONNECT THE K'S**

