

Invitational Membership

Here are the steps:

1. Ask your faculty members to nominate 5 students that they feel would benefit by being a member of a club dedicated to community service and leadership development. If your school is very large or if you have a freshman seminar or class, you may want to target those professors.
2. From the students nominated, send letters to the students informing them of their nomination including the *name* of the faculty member that nominated them, and invite them to join Circle K. This is very important as the faculty member is in their “sphere of influence” and your invitation to them to join Circle K will be more meaningful
3. Arrange a special meeting for all of the nominees to learn more about Circle K so that they can become members. You should mention this meeting in the invitation discussed in point #2 above. Discuss your club projects, membership requirements, and club structure. Try to have an interclub from the sponsoring Kiwanis club to show support for the club.
4. Ask the nominees to become members by giving them membership applications. You must make them apply for membership in order for this process to be successful. If you give them the impression that just everyone can get in then the value of the faculty nomination diminished.
5. Schedule an induction ceremony and present each of the new members with a pin and membership card. Get them involved in the club through service projects and district events. Make sure that the new members know that you are glad they are in Circle K.
6. Make sure that thank you notes are sent to the faculty members who give you nominations so they will be willing to help when you ask again in the future. You may even want to invite them to the induction ceremony.

The following letters are examples that can be reproduced to fit your school. They are in order to which they should be sent out.

Month Day, Year

Address

Street

City, State, Zip

Dear Professor Name,

Circle K International is currently taking nominations for membership. We would like you to nominate five students whom you think will benefit from membership in the Name of School Circle K club. Circle K is an international organization that is dedicated to service, leadership, and fellowship. We are a sponsored youth of Kiwanis International and perform over 400,000 hours of community service a year.

The students in which you nominate will receive an invitation to an informational meeting. At this meeting, the officers will briefly describe what Circle K does on our campus as well in our community and at the end of the meeting the officers will pass out membership applications for the nominees. From the applications, the officers will review the nominees and select at least number new members for membership into the name of university/college Circle K club. Following the selection, the new members will be inducted into Circle K International and receive a membership pin and a membership card.

Your name will be on the letter to the students you nominate. Please return the nominations to Name of person in charge of membership and include address by Date to be returned by. Thank you in advance for your help in making Circle K International a leading service organization at name of school.

Yours in service,

Name, position in club

Month Day., Year

Address

Street

City,

Dear Name of Nominee,

Congratulations! You have been nominated for membership into Circle K International by Name of Professor. Circle K International is the largest collegiate service organization in the world. With over 500 clubs in over 10 nations around the world, Circle K International focuses on service to the campus and community, leadership development and fellowship with other Circle K members around the world.

Name of University/College Circle K club invites you to an informational meeting on Day, Month Day, Year at Time in room number building. At this meeting, you will learn more about Name of University/College Circle K and receive an opportunity to apply for membership. There are a limited number of openings for membership during the year school year. Your application will be reviewed by the board of officers and within number weeks you will be notified.

Good luck and again congratulations on your nomination.

Yours in service,

Name

Application for Membership
Circle K International

Name: _____ Year: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Major: _____ Minor: _____

Extra-curricular activities: _____

Why do you want to become a member of Circle K International? _____

What is your favorite community service project? _____

What can you bring to this organization? _____

Why is it important for community service organizations to exist? _____

Will you be willing to give up free time to support the club and community? _____

Signature

Date

Circle K Club of Name of University/College
Agenda
Month Day, Year

Welcome Name, Position

Introductions Name, Position

History of Circle K International Name, Position

Projects Name, Position

Membership Requirements Name, Position

The Indiana District Name, Position

Conferences and Conventions Name, Position

Applications for Membership Name, Position

Questions Name, Position

Please join us for refreshments following the meeting. This is a great opportunity to meet our members and ask any other questions about our organization.

Month Day, Year

Address

Street

City, State, Zip

Dear Name of New Member,

After reviewing many applications, we are pleased to offer you membership into the largest collegiate organization in the world, Circle K International. Our next meeting will be date, time in room, building. Please join us for this meeting where you will receive a calendar of upcoming projects and events.

Membership into Circle K is an honor and we are pleased that you applied and were accepted for membership. We hope that you enjoy being part of an exceptional organization that is changing lives around the world.

Yours in service,

Name, Positions

Month Day, Year

Address

Street

City, State, Zip

Dear Name Professor,

Thank you for taking the time to nominate students for membership into Name of University/College Circle K International. The collegiate level of Kiwanis is a thriving part of the name of university/college campus. With strong membership, we can continue to better our community and campus through service. The members of Circle K International can also continue to improve the world with our strong leaders. Please join us for the new member induction ceremony on Day, Month Date, Year at time. Thank you again for your dedication to bettering our community.

Yours in service,

Name, position