

**FLORIDA DISTRICT OF
CIRCLE K INTERNATIONAL**

SERVICE GUIDE

WE ARE HERE FOR YOU!



**We want to assist you in
planning service projects
with organizations.**

**This guide will show you
how to get started!**



WHAT'S INSIDE

WHAT IS IMPACTFUL SERVICE?

Read how you can make an impact on your community through your service



PLANNING IMPACTFUL SERVICE PROJECTS

Check out our step-by-step tutorials and tips for planning the optimal service event

ORGANIZING CONTINUOUS SERVICE

Want to volunteer with an organization on a regular basis? Read our guide on how to get started



ESSENTIALS FOR THE DAY OF THE PROJECT

Read our compilation of tips for actively leading a service project

INTERNATIONAL SERVICE INITIATIVES

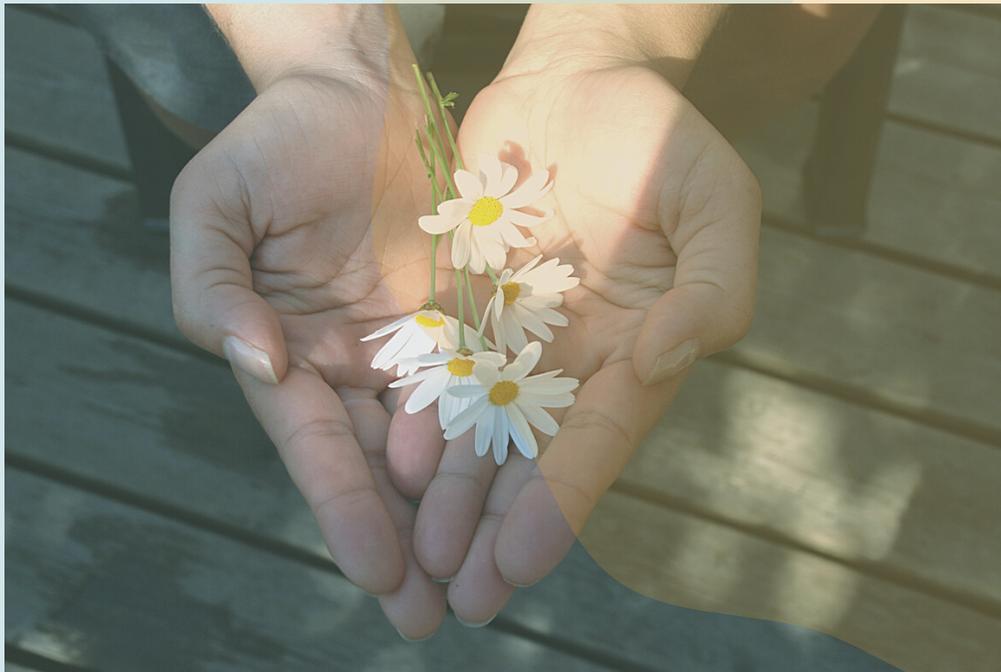
Check out our engaging service ideas that go along with the international service initiatives



VIRTUAL PROJECT IDEAS

A must-have list with projects that could be done at home during social distancing

WHAT IS SERVICE?



SERVICE: A CRUCIAL TENET OF CKI

**How does one
accomplish
impactful
service?**

Service can be defined as an altruistic act for the purpose of bettering both one's community and oneself. While service can affect our members in many ways, its impact can be evaluated by what was accomplished.

The most impactful projects tend to be ones that are both hands-on and deeply engaging with a cause. Thus, in planning an impactful service event, we must consider who we are helping, what was achieved during the project, the extent to which the affected community improved, and how closely our members connected to the project.

HOW TO PLAN AN IMPACTFUL SERVICE PROJECT

STEP 1: THINK OF AN IDEA

Brainstorm impactful service ideas with a group of your peers. Check out social media pages of other clubs or districts for potential projects. Research CKI partner organizations.

Ask yourself...

- What cause do you want to benefit? Is there a cause that you are particularly devoted to?
- Who will your project impact?
- How engaging is your project?
- How hard will it be to implement your idea?



STEP 2: PICK AN ORGANIZATION

Research local organizations committed to your selected cause. Try to pinpoint the organization that will offer the most engaging service experience. If this happens to be an organization your club has worked with in the past, use established connections. Otherwise, find the organization's website to gather contact information.



STEP 3: REACHING OUT

Once you have acquired contact information, either send an email to or call the organization you wish to work with.

Try to include the following in your call or email...

- Introduce yourself (include position) and CKI
- Give a short description of the project you want to complete
- State the scale of your project (likely number of volunteers)
- Ask which locations need the most help
- Give an estimated date or time range
- Be sure to reach out at least a month in advance
- Thank the coordinator!



STEP 4: CHECKING IN



Oftentimes, organizations can be slow to respond, so a major part of planning a service project is following up. If an organization has not responded in approximately three business days, it is advisable to send a polite follow-up email. If the organization has responded, reach out once more and confirm the details of the project about one week before the date of the event.

Also, when confirming, verify...

- Times
- Addresses
- Number of allowed volunteers
- Age limits
- Attire
- Materials to bring

Ask if there is anything else you should know regarding the event! Be accessible and responsive!

STEP 5: ADDITIONAL CONSIDERATIONS

Once you have the event coordinated with an organization, advertise it to your club members. Add it to the club calendar, present it at club meetings, tell members what the event will entail, and talk about how awesome it will be! Organize transportation by surveying your club for volunteer drivers and arranging rides. Possibly split the event into shifts if necessary. Make sure all preliminary waivers and forms are sent to volunteers.



STEP 6: EXPANDING THE SCOPE OF YOUR EVENT

After you have the event details organized, if your project allows for it, increase the scope of your event. Most organizations would love more volunteers. When trying to expand your scope, you are not limited to just your club.

You can reach out to...

- Student organizations on campus (Academic Societies, Volunteer Groups, Sports Teams)
- Other nearby chapters of CKI
- Branches of Kiwanis (Key Club, Kiwanis, Builders' Club, Aktion Club)

EMAIL TEMPLATE FOR CONTACTING A SERVICE ORGANIZATION

To whom it may concern,

I hope this email finds you well.

I am *Your Name*, and I am the *Your Position* of the *Your School* chapter of Circle K International. We are an international collegiate community service organization that focuses on three main tenants: fellowship, service, and leadership.

We would like to know if your organization is interested in doing a project with us.

Describe your project idea or ask if the organization has any upcoming projects that you can participate in.

Ideally, we would like to bring *Number of Estimated Volunteers* to this event. Which days would work best for you? *State your club's time limitations.* Is there a particular location of the vicinity of *Your City* that you would want us to volunteer at?

Feel free to contact us if you have any questions, and we look forward to hearing from you.

Yours in service,

Your Name

Your School Chapter of Circle K International

Your Phone Number

Your Email

ORGANIZING CONTINUOUS SERVICE

An excellent way to increase your club's presence in the community



SCHEDULING PROJECTS

Interested in consistently volunteering with an organization? You can begin to establish a connection by contacting them and set up an initial project. If the first project goes well, tell them how much fun your volunteers had. Then, propose setting up consistent dates.

CREATE A COMMITTEE

If you want to have a recurring event, we recommend that you create a committee to be in charge of this event year-round. You can delegate responsibilities to members to make the event run more smoothly.



PASS IT ON



Be sure to pass on all contacts to your successors, so this event can be carried on from year to year. Let the coordinator from the organization know of the position change to ensure an easy transition.

ESSENTIALS FOR THE DAY OF A SERVICE PROJECT

CHECK IN AND ATTENDANCE

As soon as your group arrives at the event, let the coordinator know. Take attendance. If you are still waiting on members to arrive, offer the coordinator help setting up, and if they decline, do a fun icebreaker. Make sure you start on time.



CHECK UP ON MEMBERS

Throughout the event, check on your members. Walk around and see if they need any help with their assigned tasks. Take pictures throughout the event of your group to send to your historian or editor.



PLAN A MINI SOCIAL

Ask your members if they want to grab a meal together or explore the nearby area afterwards. This is a great opportunity for your members to join in fellowship after doing service.



REFLECT

When the event ends, send out a form to all attendees asking what they thought of the event. Also, thank the coordinator and introduce the idea of potentially volunteering again. At the following GBM, include a slide that explains the impact of what your volunteers accomplished.



THE INTERNATIONAL SERVICE INITIATIVES



**ENVIRONMENTAL
JUSTICE**

1

**HOMELESSNESS &
FOOD INSECURITY**

2

**CHILDHOOD
DEVELOPMENT**

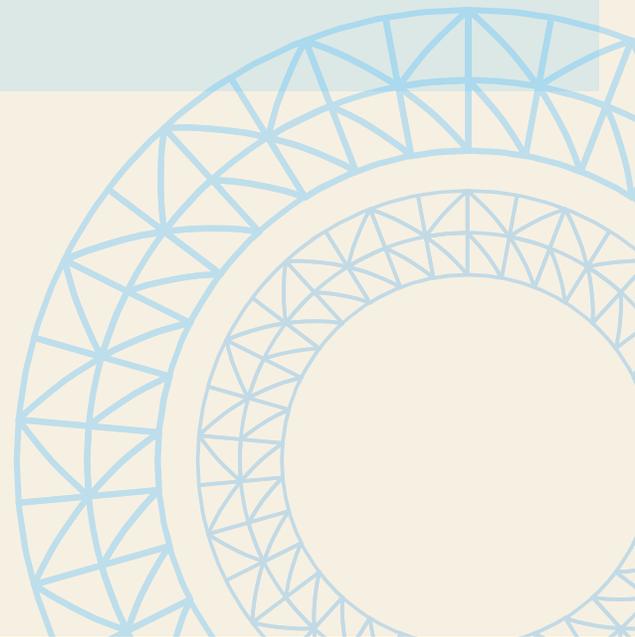
3

**MENTAL
HEALTH**

4

HOW CAN YOU HELP?

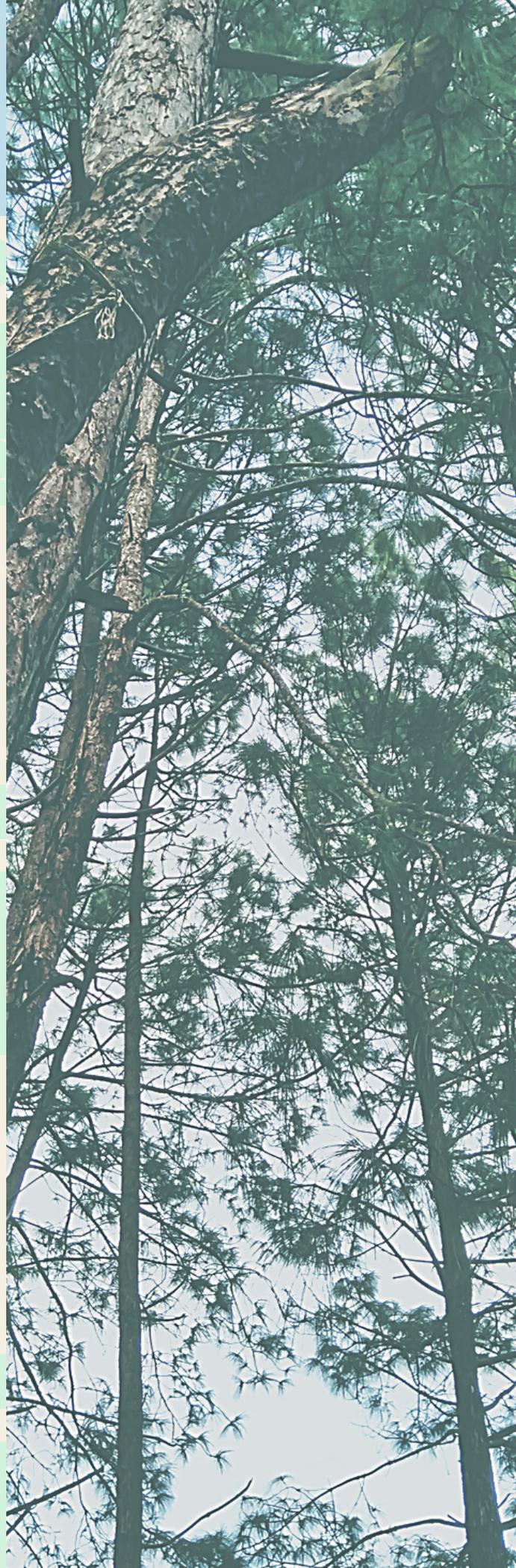
The Florida District of Circle K International will be focusing its service on the following initiatives: environmental justice, homelessness and food insecurity, childhood development, and mental health. The next few pages will introduce a variety of ideas your club can implement to play a role in accomplishing these goals.



ENVIRONMENTAL JUSTICE

SERVICE IDEAS

- Volunteer at a community garden
- Regularly care for and clean a local street
- Host a recycling contest
- Grow flowers on campus and bring them to hospital patients
- Clean up a park, river, or beach
- Go to local elementary and middle schools and give seminars on the environment
- Host a water drive and donate profits to organizations like the Thirst Project
- Help the National Park Service conserve natural and archaeological sites
- Host presentations by environmental advocacy groups like Zero Hour and Fridays for Future
- Sponsor an animal at a local zoo
- Write letters to Congress representatives to push for environmental protection legislation (partner with Friends of the Earth)
- Host a solar panel making workshop
- Build a club rain barrel
- Care for cats and dogs at an animal shelter
- Volunteer with the Humane Society
- Train service animals
- Build and decorate bird houses
- Make a club vertical vegetable hanging patch
- Create plastic bottle herb planters from used water bottles
- Offer to collect environmental quality data for a school research group
- Work with local nonprofits to clear out invasive species



HOMELESSNESS & FOOD INSECURITY

SERVICE IDEAS

- Build care kits to donate to homeless shelters
- Organize and sort food with a local pantry or organizations like Feeding America
- Build a home with Habitat for Humanity
- Bake food and bring it to a soup kitchen
- Around Halloween, trick-or-treat for nonperishable items to donate
- Host a food, toy, or clothing drive
- Start a "Food Fight" with Students Team Up to Fight Hunger
- Help pick crops at a local farm to bring to a food bank
- Serve a meal to the homeless with a local organization (GRACE Marketplace in Gainesville)
- Help repair or repaint a homeless shelter
- Work with a local organization to get food insecure families in contact with their nearest food bank
- Go to local garage sales and pick out amenities in good condition to donate
- Invite an advocacy group to educate your club on homelessness and food insecurity
- Teach classes on important skills at a local homeless shelter
- Join a meal packing event (Million Meal Pack in Fort Lauderdale)
- Host a Peanut Butter and Jelly drive
- Adopt a struggling family to support and feed year round



CHILDHOOD DEVELOPMENT

SERVICE IDEAS

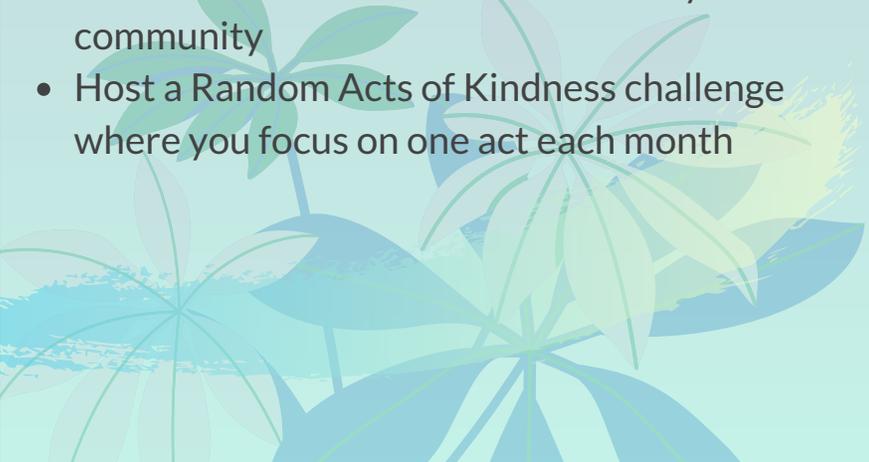
- Read books to or plan an activity with local elementary school students
- Help repair and revitalize a local school
- Set up tutoring programs in essential subjects like math or language arts
- Set up a pen pal system with a local elementary school class
- Help teach ESOL students English
- Volunteer with your closest Miracle League, Best Buddies, or Special Olympics chapter to actively engage disabled children in sports
- Put on music performances for children or teens in hospitals
- Knit or crochet blankets for children
- Host a book drive and donate to a Title I school near you
- Volunteer at a local Child Advocacy Center
- Take part in an initiative with the American Adoption Congress to advocate for and possibly reunite children with their families
- Help out a local Ronald McDonald House chapter to help children recover from illness
- Assemble Days for Girls kits to increase access to menstrual care and education
- Set up an immunization day with a local health department
- Raise funds for UNICEF initiatives such as the Eliminate Project or Trick-Or-Treat for UNICEF
- Collect baby clothes to donate to new parents in hospitals





MENTAL HEALTH

SERVICE IDEAS

- Help set up at and participate in a National Alliance on Mental Illness (NAMI) walk
 - Raise funds for and educate members on the True Colors United Fund to help LGBT children struggling with acceptance
 - Paint rocks with kind messages and place them around your campus
 - Host an advocacy presentation with a guest speaker to raise awareness of resources
 - Participate in a Walk to End Alzheimer's
 - Start a support group within your club for your members to talk about their own mental health
 - Mentor a student struggling with mental illness
 - Volunteer at a local health or education fair with Mental Health America
 - Help those struggling with substance abuse or mental illness through working with your local Volunteers of America chapter
 - Make stress balls and give them out to students around campus
 - Bake cookies and distribute them to your local community
 - Host a Random Acts of Kindness challenge where you focus on one act each month
- 

VIRTUAL SERVICE

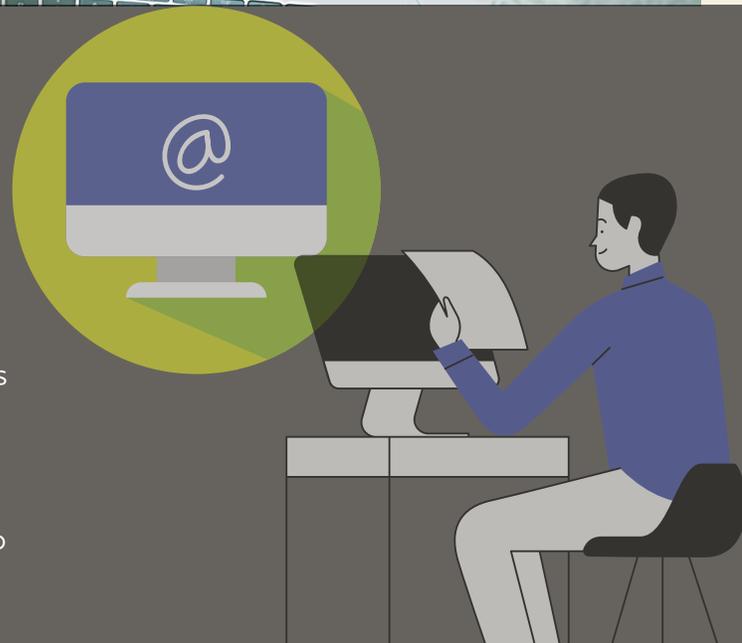


HOW YOUR CLUB CAN VOLUNTEER FROM HOME

When on-campus service is not possible, it is important for your club to continue to serve the communities that need you most. There are many different projects your club can take on. We offer some of our favorite virtual service ideas on the next page of this guide.



Though on-campus service may be favorable, remember that virtual service allows your club to do joint service with CKI clubs around the globe!



VIRTUAL PROJECTS



FREE RICE

Answer trivia questions to feed global populations in need! We recommend splitting your club into teams that compete to earn the most grains of rice.

BE MY EYES

Help the blind complete tasks through video calls.

SMITHSONIAN DIGITAL VOLUNTEERING

Transcribe or review historical documents presented at the Smithsonian Institute.

DISTRIBUTED PROOFREADERS

Proofread newly written e-books to check for grammar errors, give suggestions, and help improve the site.

THANK YOU CARDS

Write letters thanking health care workers, veterans, Kiwanians, teachers, or grocery store workers for their service.

MOTIVATIONAL NOTES

Write messages to hospital patients or those struggling with mental illness or acceptance.

WITH A THOUSAND CRANES

Have your club fold a thousand origami cranes to donate as a gift to someone in need.

RYAN'S CASE FOR SMILES

Sew pillow cases or face masks to donate to local hospitals in need of supplies.

OPERATION GRATITUDE

Members can assemble care packages for soldiers overseas.

BEADED BRACELETS

Create beaded bracelets to give to elementary school students or hospital patients.

HELP A LOCAL BUSINESS TRANSITION ONLINE

Pick a business in your college's area and assist them with setting up their office virtually and using platforms such as Word or Google Drive.

TUTOR STUDENTS

Have your members offer free tutoring service online by posting Facebook ads.

PLANT A GARDEN

Have members plant indoor or outdoor gardens in their backyards. Consider giving crops or flowers to neighbors once ripe.

POSTERS FOR DELIVERY PEOPLE

Make and decorate a banner to place on your door step greeting and thanking those delivering your packages.

SONG BOOKS FOR THE ELDERLY

Design a song book with lyrics of older songs to give to a local nursing home.

CREATE A MEMORY CARD GAME

Have members make custom memory card games to send to schools, nursing homes, or retirement communities.

MY FAVORITE THINGS BACKPACK

Have members create backpacks of their favorite things to donate to a homeless person their same age.

CONTACT INFO

How to Reach Us



Email us at:

service@floridacirclek.org



Follow us on Instagram:

@floridacirclek



Like us on Facebook at:

Florida District of Circle K International



Follow us on Twitter:

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We would love to hear your feedback!

Fill out this form: <https://forms.gle/1p7d3wTKxKTXzwW79>

