



Circle K Club Officer Installation Script

The following script can be used to install new Circle K club officers. You may want to complete biographical information for each officer and insert it into the script.

Kiwanis Club President or Kiwanis Advisor: One of the greatest gifts our Kiwanis club can give is increased service to our community, while developing quality leaders and citizens. It is with this in mind that our Kiwanis club is very proud to share the benefits of K-family membership with the Circle K club of _____. Without question, student involvement in community service is the best way to make a difference in our community.

The _____ Kiwanis club is committed to assisting this Circle K club to be successful in serving the campus and community. Our Kiwanis club is committed to providing adequate support to the club and its members throughout this club's existence. Our Kiwanis club is committed to training this Circle K club's officers to ensure that the club is equipped to manage effectively. Our Kiwanis club is committed to working together with this Circle K club to plan and implement service projects and fellowship activities.

As I call the names of the current board, could they please step forward. (All that apply)

Service Coordinator, _____
Service Facilitator, _____
Social Chair, _____
Fundraising Chair, _____
Public Relations Chair, _____
Kiwanis Family Relations Chair, _____
SGA Representative, _____

Bulletin Editor, _____
Treasurer, _____
Secretary, _____
Vice President, _____
President, _____

You have spent one year serving your club, your campus, and your community. For this, the _____ Kiwanis Club thanks you.



At this time, I invite the incoming board of officers to please step in front of your predecessor. It is now my pleasure to install the new club officers. Newly retired officers, once your successor is installed, please pin them with your officer pin if appropriate. (All that apply)

- Service Coordinator, _____
- Service Facilitator, _____
- Social Chair, _____
- Fundraising Chair, _____
- Public Relations Chair, _____
- Kiwanis Family Relations Chair, _____
- SGA Representative, _____

As members of the executive board, it is your responsibility to serve your club and community to the best of your ability. You will be in charge of fulfilling all duties required by your position on board. Do you pledge to fulfill the duties and responsibilities of your office and serve to the best of your ability the members of this Circle K International Club? If so, answer I do. (all that apply)

_____ (*name of bulletin editor*), would you please come forward? It is your responsibility to promote the club both internally to the membership and externally to the campus and community. It is your responsibility to track club information and promote membership development through an effective club publication. Also, you are charged with assisting the club with its public relations efforts. Do you pledge to fulfill the duties and responsibilities of the office of Club Bulletin Editor and serve, to the best of your ability, the members of this Circle K club? If so, answer I do.

_____ (*name of treasurer*), would you please step forward? It is your responsibility to work with our Kiwanis club and the school administration to develop and maintain the club budget and receive and record dues payments. It also is your responsibility to ensure that payment of district and international dues are made in a timely manner and that all club activities conform to the club's available funds. Do you pledge to fulfill the duties and responsibilities of the office of Club Treasurer and serve, to the best of your ability, the members of this Circle K club? If so, answer I do.

_____ (*name of secretary*), would you please step forward? It is your responsibility to chronicle the business of this club through complete, accurate and timely minutes of the meetings of the club and its board of officers. It also is your responsibility to complete the monthly report form on time and complete correspondence. As secretary, it is your responsibility to document the business of the club. Do you pledge to fulfill the duties and responsibilities for the position of Club Secretary and serve, to the best of your ability, the members of this Circle K club? If so, answer I do.



_____ (*name of vice president*), would you please step forward? It is your responsibility to preside at all meetings of the club and Board of Officers in the absence of the president. As vice president, it also is your responsibility to oversee all committee activities. Do you pledge to fulfill the duties and responsibilities for the position of Club Vice President and serve, to the best of your ability, the members of this Circle K club? If so, answer I do.

It is now my distinct honor and pleasure to install the person whom you have elected to lead your Circle K club as President. Will _____ (*name of president*) please step forward? As president, your duties and responsibilities are vast and varied. As the chief executive officer of this club, it will be your overall duty to maintain the organization's health during this next administrative year. You will lead the board of officers during decision and policy-making processes, communicate with the members of the clubs, develop programs, encourage campus and community service, provide leadership development opportunities and much more. Do you pledge to fulfill the duties and responsibilities of the office of Club President and serve, to the best of your ability, the members of this Circle K club? If so, answer I do.

At this time, I will turn the reigns of leadership over to Club President _____.

(Allow the club president to make some remarks.)