CLUB LEADERSHIP EDUCATION

President

A workbook for Kiwanis club presidents:
updated 2016
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Dear participant:

Thank you for being a leader—and for participating in Club Leadership Education. The information you receive during the session will help ensure your success as you begin your new role.

This workbook will be a crucial companion throughout the course. It’s your guide to information and inspiration—from the exercises you’ll complete to the forms and other information you’ll encounter.

Take a little time to become familiar with this workbook. After all, a successful experience with Club Leadership Education is an important first step toward a successful experience as a club leader. Along with the Leadership Guide, you’ll want to refer to this workbook throughout your year of service.
Our objective is very simple: to help prepare you to manage the day-to-day operations of a Kiwanis club.

We will accomplish this by discussing the following topics:

• Job description specifics
• Administrative basics
• Additional information
• District information

How will we know if we’ve accomplished the goal? This takes time, but four measurable areas will serve as indicators:

• Improve the club experience as measured by member satisfaction surveys
• Stabilize or increase membership in your club
• Increase club participation at Kiwanis International and district events
• Support of a Service Leadership Program(s) or branded program(s)


Tip 1: Go to www.KiwanisOne.org/leadertools.
Tip 2: If you have questions and think Kiwanis International could help, call member services at +1-317-875-8755, ext. 411.
Job description

Where you fit in the big picture

Club

There are Kiwanis clubs in 80 nations around the globe. Your club is one of 7,500 clubs worldwide.

Division

Your club is part of a division. There are more than 800 Kiwanis divisions worldwide. Each division is made up of 3 to 25 clubs.

District

A group of divisions forms a district. The number of divisions within a district ranges from 7 to 40. There are 50 Kiwanis districts.

Kiwanis International

Kiwanis International is composed of all clubs worldwide, organized into 50 districts.

LEADERSHIP STRUCTURE

Club

- Club president
- President-elect
- Secretary
- Treasurer
- Club board of directors
- YOU ARE HERE

Division

- Lieutenant governor

District

- District governor
- Secretary
- Treasurer

Kiwanis International

- President
- President-elect
- Vice president
- Immediate past president
- Trustees

Just as you were elected to your position, all Kiwanis officers are elected to theirs—from a division’s lieutenant governor to the Kiwanis International president. Elections happen at division council meetings, district and Kiwanis International conventions, and club meetings. Elections take place between January 1 and May 15. To learn more about Kiwanis elections, refer to the Leadership Guide.
### Club meetings

<table>
<thead>
<tr>
<th></th>
<th>PERSON RESPONSIBLE</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Opening activity</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(This may include a song or pledge, an inspirational thought, an invocation or a simple welcome.)</em></td>
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<tr>
<td><strong>Introductions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(Visiting district and division officers, new members, inter-clubs, other guests)</em></td>
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<td></td>
</tr>
<tr>
<td><strong>Communications received</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Announcements</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Board actions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Committee chairmen reports</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Recognition of members</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Induction ceremony</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Awards received</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Newspaper publicity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Birthdays</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Anniversaries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Club achievements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Extend greetings and thanks to visitors for attending</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Presentations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Certificates and other awards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>One-minute education spot</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Introduction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Thanks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Extend appreciation to visitors for attending</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Adjournment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What are the current agenda items at your club meeting?

• ___________________________________________________________________
• ___________________________________________________________________
• ___________________________________________________________________
• ___________________________________________________________________
• ___________________________________________________________________
• ___________________________________________________________________
• ___________________________________________________________________

Now place an asterisk (*) next to the items that are nonnegotiable either due to their importance or club tradition. Note items that you may want to consider removing.

Compare your list with your neighbor’s and discuss the following:

Are there any changes your neighbor recommends you consider?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

How will prospective members feel the first time they visit your club?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Is the agenda creating a club culture that is enticing to both current members and prospective members?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Board meetings

Here are two suggested board meeting agenda formats that you may use. Or create your own. The key is to have an agenda.

**Option 1**

Roll call confirming quorum is present*

Secretary’s report

- Minutes from previous meeting (officially accepted by the board after review)
- Official correspondence

Treasurer’s report (officially accepted by the board after review)

- Administrative and service accounts
- Approval for payments not within the approved annual budget

Membership committee report

- Applications for membership
- Resignations or changes in club roster

Other committee reports

Unfinished business from a previous board meeting

New business

Strategic discussion about areas of concern

Division business

District business

Kiwanis International business
Confirm quorum is present*

**Consent agenda:** A consent agenda groups together non-controversial items that require board action but not discussion or debate. If any board member wants to discuss something on the consent agenda, he or she asks for it to be moved to the action agenda instead. After any requested items are moved from consent to action, the consent agenda is voted on as a whole, thus saving time.

- Secretary’s report and minutes
- Treasurer’s report

**Action agenda:** The action agenda includes items expected to require normal discussion and deliberation. This includes any items that were specifically moved from the consent agenda. Each item on the action agenda is discussed and voted on individually.

- Committee reports that require action
- Funding requests outside of the approved budget

**Information agenda**: The information agenda consists of items provided for information only that do not require board action. Board members may request topics be moved from the information agenda to the action agenda if they believe action is necessary at this board meeting.

- Committee reports that do not require action

**Future business**

*A quorum is defined as more than half of the board members. Without a quorum, the board should not take any formal action.

**Option 2: All business, whether unfinished or new, falls under consent, action or information. If time runs short, information agenda items can be shared electronically after the meeting.*
Parliamentary procedure

If you are unsure about board meeting practices, Kiwanis has adopted “Robert’s Rules of Order” as the standard resource for parliamentary procedures. Most clubs will not require anything this formal, but here is a quick reference guide, courtesy of Jim Slaughter, professional registered parliamentarian (www.jimslaughtercy.com).

PARLIAMENTARY MOTIONS GUIDE


The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

<table>
<thead>
<tr>
<th>YOU WANT TO:</th>
<th>YOU SAY:</th>
<th>INTERRUPT?</th>
<th>2ND?</th>
<th>DEBATE</th>
<th>AMEND?</th>
<th>VOTE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>§21 Close meeting</td>
<td>I move to adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§20 Take break</td>
<td>I move to recess for</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§19 Register complaint</td>
<td>I rise to a question of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§18 Make follow agenda</td>
<td>I call for the orders of the day</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§17 Lay aside temporarily</td>
<td>I move to lay the question on the table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§16 Close debate</td>
<td>I move the previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§15 Limit or extend debate</td>
<td>I move that debate be limited to ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>§14 Postpone to a certain time</td>
<td>I move to postpone the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§13 Refer to committee</td>
<td>I move to refer the motion to …</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§12 Modify wording of motion</td>
<td>I move to amend the motion by …</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§11 Kill main motion</td>
<td>I move that the motion be postponed indefinitely</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§10 Bring business before assembly (a main motion)</td>
<td>I move that [or “to”] …</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§23 Enforce rules</td>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§24 Submit matter to assembly</td>
<td>I appeal from the decision of the chair</td>
<td>Yes</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§25 Suspend rules</td>
<td>I move to suspend the rules which …</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
</tbody>
</table>
**Incidental motions:** No order of precedence. Arise incidentally and decided immediately.

<table>
<thead>
<tr>
<th>YOU WANT TO:</th>
<th>YOU SAY:</th>
<th>INTERRUPT?</th>
<th>2ND?</th>
<th>DEBATE</th>
<th>AMEND?</th>
<th>VOTE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>§26 Avoid main motion altogether</td>
<td>I object to the consideration of the question</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§27 Divide motion</td>
<td>I move to divide the question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§29 Demand rising vote</td>
<td>I call for a division</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§33 Parliamentary law question</td>
<td>Parliamentary inquiry</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§33 Request information</td>
<td>Request for information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
</tbody>
</table>

**Motions that bring a question again before the assembly:** No order of precedence. Introduce only when nothing else pending.

<table>
<thead>
<tr>
<th>YOU WANT TO:</th>
<th>YOU SAY:</th>
<th>INTERRUPT?</th>
<th>2ND?</th>
<th>DEBATE</th>
<th>AMEND?</th>
<th>VOTE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>§34 Take matter from table</td>
<td>I move to take from the table ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§35 Cancel or change previous action</td>
<td>I move to rescind/amend something previously adopted...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2/3 or maj. w/ notice</td>
</tr>
<tr>
<td>§37 Reconsider motion</td>
<td>I move to reconsider the vote ...</td>
<td>No</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

Communication

Written communication most commonly occurs in one of the following ways:

Formal print __________________________________________________________
Informal print ______________________________________________________
Formal electronic ___________________________________________________
Informal electronic _________________________________________________

How do you want to communicate with the members of your club? _________
____________________________________________________________________

How often? ____________________________________________________________

Do you want to be the author of the communication, or will this be delegated?
____________________________________________________________________

How often is your club featured in a community publication (either electronic or in print)? ____________________________

Is this an area of opportunity? ☐ Yes ☐ No

If yes, __________________________________________________________________________

Communication tips

<table>
<thead>
<tr>
<th>Do</th>
<th>Don’t</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be a good listener</td>
<td>Criticize others in public</td>
</tr>
<tr>
<td>Cultivate a reputation for honesty</td>
<td>Use profanity or offensive language</td>
</tr>
<tr>
<td>Be polite</td>
<td>Speak too loudly in open areas</td>
</tr>
<tr>
<td>Be clear and concise</td>
<td>Use jargon, slang or acronyms</td>
</tr>
<tr>
<td>Match your body language to your words</td>
<td>Use jokes that are inappropriate</td>
</tr>
</tbody>
</table>
HOMEWORK

Find out who has administrative access to your club’s:

Email account(s)  Login: ________________________________
                 Password: ________________________________
                 Member responsible: __________________________

Facebook page  Login: ________________________________
                 Password: ________________________________
                 Member responsible: __________________________

Twitter account  Login: ________________________________
                 Password: ________________________________
                 Member responsible: __________________________

Web hosting account  Login: ________________________________
                     Password: ________________________________
                     Member responsible: __________________________

Website  Login: ________________________________
         Password: ________________________________
         Member responsible: __________________________

Tip: Try to collect all of the information in one central place. You don’t want to be personally responsible for all of these pieces, but it’s important for the club to have ownership of these accounts.
Elections and appointments

BOARD OFFICERS

Immediate past president: ____________________________________________

President: __________________________________________________________

President-elect: _____________________________________________________

Vice president (optional position, one or more): __________________________

Secretary: __________________________________________________________

Treasurer: ___________________________________________________________

*The positions of secretary and treasurer can be combined. The position of vice president, or multiple vice presidents, is optional for each club. The secretary may be appointed by the board; however, if secretary is combined with treasurer, the position must be elected.*

BOARD MEMBERS

In addition to club officers, a minimum of three directors is required by the Standard Form for Club Bylaws, but your club may have more than three. Directors’ terms may be one, two or three years. Your secretary or current president should be able to help you determine the rotation and how many directors will need to be elected this year.

Board member 1 □ Continuing □ New _________________________________

Board member 2 □ Continuing □ New _________________________________

Board member 3 □ Continuing □ New _________________________________

Board member 4 (optional) □ Continuing □ New _______________________

Board member 5 (optional) □ Continuing □ New _______________________

Board member 6 (optional) □ Continuing □ New _______________________

Board member 7 (optional) □ Continuing □ New _______________________

Board member 8 (optional) □ Continuing □ New _______________________

Board member 9 (optional) □ Continuing □ New _______________________

Board member 10 (optional) □ Continuing □ New _____________________

That's you!
COMMITTEES

Each club has a list of standing committees within their bylaws. But many clubs over the years have continued to add committees for different functions, such as specific fundraisers and service activities.

Your standing committees likely include:

- Financial review*
- Membership
  - Invitation
  - Retention
  - Education
  - Public relations
- Programs
  - Club meetings
  - Special events
- Service and fundraising
  - Community services
  - Service Leadership Programs
  - Kiwanis International Global Campaign for Children

These topics can be divided into separate committees depending on your club preference.

What other committees does your club have?

- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________

*The only committee required by the Kiwanis International Standard Form for Club Bylaws is an annual financial review committee, unless the club hires a qualified accounting firm to conduct its annual financial examination.
You’re a Kiwanian because you care. So imagine what could happen if your club could do even more. Imagine how many more smiles your club would cultivate. The Formula is your opportunity to shape the future of your club.

The Formula is a member-led, multi-year initiative to strengthen Kiwanis membership in existing clubs and expand Kiwanis’ reach to communities that don’t yet have the benefit of a Kiwanis club. The Formula is part of a strategic plan that leverages a structure to prepare Kiwanis for its next century of impact. It looks to cultivate an environment of continual self-improvement among members and clubs.

When we share Kiwanis with others, our clubs become stronger, new clubs open and communities benefit from stronger, better Kiwanis service. So make your membership count. Make your club—and your community—a better place with The Formula. It’s simple:

- Take something you love
- Share it with others
- Make it a part of your life

The Formula is members loving, sharing and living their Kiwanis experience.

HOW DOES THE FORMULA APPLY TO YOU?

The Formula aims to achieve three specific goals:
- Develop a leadership structure with _______ additional leaders
- Expand Kiwanis’ impact to ______ new communities
- Inspire and equip clubs to be stronger by an average of ___ members

Tip: Consult with your lieutenant governor if your club would benefit from mentoring and guidance on membership.
YOUR SUPPORT NETWORK

Thanks to The Formula, you’re part of a larger effort to strengthen Kiwanis. In fact, an entire leadership structure has been designed to help you succeed.
HOW WILL WE ACCOMPLISH OUR GOALS

1. **Share best practices.** The Formula looks to leverage the success of clubs that have successfully increased or maintained their membership, drawing from the best practices and talents of proven leaders to sponsor new clubs, mentor at-risk clubs or serve as leaders in The Formula.

2. **Open new, healthy clubs.** Increasing membership begins with creating more healthy Kiwanis clubs. After all, the greatest service you can perform is to bring Kiwanis to new communities. The club opening strategy focuses on the invitation and organization process. Mentoring the club and inviting additional members will continue to be important during the first year of operation. This will ensure that new clubs are strong enough to make a meaningful impact in the communities they serve.

3. **Strengthen membership.**
   - Support and actively encourage every club to have at least 15 members (charter strength).
   - Increase membership by at least one member every year.
WHAT ARE THE KEYS TO OUR SUCCESS?

1. Member-led ______________________________________
__________________________________________________
__________________________________________________
__________________________________________________

2. Aligned commitment __________________________________________
__________________________________________________
__________________________________________________
__________________________________________________

3. Strong leaders ________________________________________________
__________________________________________________
__________________________________________________
__________________________________________________

4. Right messaging ________________________________________________
__________________________________________________
__________________________________________________
__________________________________________________

5. Robust volunteer structure ______________________________________
__________________________________________________
__________________________________________________
__________________________________________________

Tip: Don’t forget, as club president, you’re responsible for appointing a chairperson to lead the membership committee.
KEY COMPONENTS FOR CLUB SUCCESS

As the leader of your Kiwanis club, you chart the course of your club success by setting and implementing goals for improving members’ club experience and increasing your club's impact in the community you serve. Here are three key components of the formula for a bright future for your club.

Happy members
Nothing attracts new members like happy members. Make sure your club is an exciting, inviting place to be—for current and potential members alike.

Personal invitations
Love your club? Tell people! With membership events. With personal invitations. Spread the word to the community around you.

Community roots
Attract community interest with active community involvement. From service to fundraising, make sure what you do is rooted in the needs around you.

HAPPY MEMBERS

- **Conduct member satisfaction surveys.** The member experience is a very important factor in measuring club excellence. Each club has a unique culture defined by traditions. Do your club members feel satisfied with that culture and the value they get from contributing time, talent and money? Work with your membership committee to survey members about how effectively your club is meeting their expectations. Completing this survey is the first step to ensure your club is providing a positive experience for members.

**Tip:** Take a look at all of the Achieving Club Excellence tools to see what else your club can do to become even stronger. Find them at www.kiwanis.org/lovelmyclub.
• **Perform community surveys.** With a community survey, you identify the needs of the community your club serves—from community members themselves. It’s also a way to examine how your club can partner with others to address those needs and strengthen relationships with community leaders.

• **Plan for club excellence.** Successful clubs have a plan with attainable goals for each administrative year. Determine key goals for the year and the specific actions required to attain those goals, based on the results of the member satisfaction survey and the community survey. Align your club’s annual goals with your vision of club excellence. Be sure to include membership, member education, community service and administrative excellence in your plan. Work with your club committees to develop tactics that support the club’s overall goals.

See page 20 for more information on setting goals.

**PERSONAL INVITATIONS**

Encourage your club members to invite others to join your club. After all, members make it all possible: your club’s fundraising, service, leadership and presence in your community. The membership committee should plan events to invite and welcome new members to the club. Then work with the committee to set new-member goals that provide real gain for your club—that is, set a plan to bring in more new members than your club typically loses.

**COMMUNITY ROOTS**

Just how important is your club to your community? If you’re not sure, consider these factors:

• How often do other organizations look to partner with you or include Kiwanians on their boards?
• How visible are you?
• How relevant are your activities to the community’s needs?

Work with your service and fundraising, membership or public relations committees to evaluate the opportunities to be active, relevant and visible in your community.

**Tip:** Encourage the members of your club membership committee to participate in membership committee orientation at www.KiwanisOne.org/leadertools.
Goal setting

SMART GOALS

Do you want to work hard or do you want to work SMART? SMART is an acronym that stands for **Specific**, **Measurable**, **Action oriented**, **Realistic**, **Time bound**.

**Specific:** What exactly does your committee want to achieve? Answer the questions *which, what, who, where, when* or *why*.

**Measurable:** Tracking progress keeps people motivated. Address *how much* or *how many*.

**Action oriented:** Describe a result.

**Realistic:** Make the objective challenging but also achievable and relevant to your club. It’s OK to be optimistic. As the committee develops strategies to achieve your goals, you’ll be amazed what you can do.

**Time bound:** Include a time limit. Deadlines inspire action.

**Here’s a good example of a SMART goal.**

*Increase the number of service hours provided to the community by 10 percent by September 30, 2016.*

**Specific:** 10 percent increase

**Measurable:** October 1, 2015, service hours compared to September 30, 2016, service hours

**Action oriented:** Identify the action steps needed to complete each goal. (Select a service chairman, organize service projects, encourage all members to participate in the service activities, and recruit more members to contribute to more service.)

**Realistic:** An increase of 10 percent of service hours is within reach and the club members can believe in this attainable goal.

**Time bound:** Completion date is set for September 30, 2016.
What is a SMART goal you would like to achieve?

Goal: ______________________________________________________________
____________________________________________________________
____________________________________________________________

Specific: ________________________________________________________
____________________________________________________________
____________________________________________________________

Measurable: ____________________________________________________
____________________________________________________________
____________________________________________________________

Action oriented: ________________________________________________
____________________________________________________________
____________________________________________________________

Realistic: ______________________________________________________
____________________________________________________________
____________________________________________________________

Time bound: ___________________________________________________
____________________________________________________________
____________________________________________________________

**Tip:** Best practices tell us to focus on no more than three goals.
Succession planning

It’s important to the ongoing success of your club to develop your club’s leadership pipeline. Establishing a leadership pipeline ensures that the club’s vision, plan, organizational structure, relationships and most importantly knowledge are carried on with minimal disruption.

Take a minute to write down the names of any current members you see as part of your leadership pipeline.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

KEY POINTS OF SUCCESSION PLANNING FOR CLUB LEADERSHIP

1. **Apply the apprentice leadership method**
   - This style of leadership involves teaching a new leader the role through supported practice. The predecessor gives the successor the expectations of the position, the tools for success and mentoring in the early days of the transition.

2. **Identify leaders or “doers” in your club**
   - Be constantly looking for the right people in your club to assume leadership positions in the future. Begin engaging them in club activities and offer them opportunities to develop their leadership skills.

3. **Recognize your leaders**
   - This recognition should be timely, appropriate and immediate in order to be effective. This will encourage other members to consider assuming leadership positions.
Bylaws and local government requirements

**BYLAWS**

**Does your club have a copy of its charter club bylaws in its historical files?**

If not, you may request a copy from Kiwanis International. Many clubs’ files include their original rosters and bylaws.

What is your club’s official charter date? (Hint: it’s also on your club roster.)

In October 2012, the Kiwanis International Board adopted a new Standard Form for Club Bylaws that provides greater flexibility and autonomy to clubs. It also includes club policies that may be personalized by each club—things like club meeting frequency, number of club directors, club committees and more. Note what items are available in club policies to customize for your club.

When you get home, take a look at your club’s most current bylaws.

All clubs are asked to adopt the new Standard Form for Club Bylaws. The process is easy. The club board should first determine what personalized options should be included in the club policies. Provide at least 14 days advance notice to club members that the new bylaws will be considered at a particular club meeting. A quorum needs to be present at the meeting (for club boards, at least one-third of the members). To adopt the new bylaws, your club must get a two-thirds vote of those members present.

After that, your club bylaws may be amended as needed, with approval of the club members, to reflect long-term changes in club operations. An example would be a change in day or time of the club meeting.

**Tip:** To find the official paperwork and complete the online submission process, go to [www.KiwanisOne.org/NewClubBylaws](http://www.KiwanisOne.org/NewClubBylaws).
INCORPORATION (U.S. CLUBS ONLY)

Did your club incorporate with the state when it was chartered? (Hint: this would be on file with the state office.)

If you are unsure, it’s time to find out. Contact your local state agency to confirm the paperwork is on file and current. Be aware that incorporation must be renewed annually or according to your state incorporation laws.

990 TAX FORM (U.S. CLUBS ONLY)

While the 990 tax form has been around for years, it wasn’t well monitored by the U.S. government until recently. In the last few years, this has become a much bigger priority for the Internal Revenue Service. Incorporated clubs must submit one 990 tax form every year. If the 990 tax form is not submitted in a timely manner, your club’s incorporation with the state may be at risk. This could result in the club losing its status as a 501(c)4 organization. This form is due February 15. Be sure your club treasurer knows to watch for this notice and to complete the form by the due date.


Tip: When in doubt, call member services at the Kiwanis International Office. They’re very helpful, especially when it comes to administrative matters.
Dues and fees

Kiwanis International dues and fees:*  
US$52: Kiwanis International dues  
US$13: Liability insurance (North America and the Caribbean only)  
US$4: Directors and officers insurance (North America and the Caribbean only)  
US$8: Magazine subscription (for English-speaking members in North America)

In addition to Kiwanis International dues and fees, each district also collects dues and fees. These are unique for every district and are set by the house of delegates at a district event.

District dues and fees:
$ ______________ for ______________________________________
$ ______________ for ______________________________________
$ ______________ for ______________________________________

The club also has the option to set dues and fees that are retained directly by the club to cover or offset club operations. These monies stay in your club's administrative account.

Club dues and fees:
$ ______________ for ______________________________________
$ ______________ for ______________________________________
$ ______________ for ______________________________________

When your club receives an invoice from Kiwanis International for continuing members or new members, both the Kiwanis International and district costs are included when applicable. Also, Kiwanis International collects fees for the Kiwanis International European Federation. To simplify the payment process for clubs, Kiwanis International collects all of the district dues and fees and then distributes them appropriately to the districts.

Some divisions request a voluntary contribution to either the division or the lieutenant governor.

*Depending on your country's GDP and location, the Kiwanis International dues and fees may be adjusted. This is defined in the Kiwanis International bylaws.
NEW-MEMBER ENROLLMENT FEE

Effective October 1, 2013, clubs will pay a fixed fee for each new member, regardless of the date the member joins Kiwanis. The new-member enrollment fee will continue to be tiered. Clubs in tier A nations will pay US$50 for each new enrollee; tier B, US$25; and tier C, US$15.

The invoice provided to the club will reflect the appropriate amount, but if you have any questions, contact member services at Kiwanis International.
Club budgeting

As the incoming president, you’re responsible for working with your treasurer to prepare a budget for the administrative and service accounts for the year. It’s best if the budget is approved at the first board meeting of the year by the board that will serve with you. If at all possible, approve before October 1—and no later than October 15.

MONTHLY FINANCIAL REPORT ADMINISTRATIVE ACCOUNT

This sample financial report for the club’s administrative account is only intended as a guide. The list of accounts below has been condensed. Treasurers may adapt and expand the accounts as needed for their clubs.

KIWANIS CLUB OF _________________________________

MONTHLY FINANCIAL REPORT FOR MONTH ENDING ______________________

<table>
<thead>
<tr>
<th>ADMINISTRATIVE INCOME</th>
<th>BUDGETED AMOUNT</th>
<th>CURRENT MONTH</th>
<th>YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership dues and fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals/guarantee assessment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New member fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drawings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Administrative Expenditures

<table>
<thead>
<tr>
<th>Item</th>
<th>Budgeted Amount</th>
<th>Current Month</th>
<th>Year To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals/guests</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals/members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership dues and fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New member fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club newsletter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Membership</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Marketing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delegates to:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Kiwanis International convention</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• District convention</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts and flowers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President’s gifts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary salary/expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance and payroll taxes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### BANK AND CASH

**Balance summary:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Budgeted Amount</th>
<th>Current Month</th>
<th>Year To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of the month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current month income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less current month expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of the month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total funds in savings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total funds in checking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other investments</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total cash & investments:**

*(should equal total balance of all funds)*
MONTHLY FINANCIAL REPORT SERVICE ACCOUNT

This sample financial report for the club’s service account is only intended as a guide. The list below has been condensed. Treasurers may adapt and expand the accounts as needed for their club.

KIWANIS CLUB OF ____________________________________________

MONTHLY FINANCIAL REPORT FOR MONTH ENDING ______________________

<table>
<thead>
<tr>
<th>SERVICE INCOME</th>
<th>BUDGETED AMOUNT</th>
<th>CURRENT MONTH</th>
<th>YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundraising activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SERVICE EXPENDITURES</th>
<th>BUDGETED AMOUNT</th>
<th>CURRENT MONTH</th>
<th>YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>District</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Terrific Kids</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Bring Up Grades</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Read Around the World</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Young Children: Priority One</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Leadership Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Builders Club</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Kiwanis Kids</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Aktion Club</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Circle K International</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Key Club</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Key Leader</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human and spiritual values</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liability insurance expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directors and officers insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District foundation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kiwanis International Foundation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total service account expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net service account activity:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Other aspects of club leadership

Administrative account examples:

- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________

Service account examples:

- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
Club insurance
(North America and the Caribbean only)

Every district has a risk manager who is familiar with the general liability insurance coverage. Your district risk manager can answer your questions regarding the insurance programs available. So can Kiwanis International.

GENERAL LIABILITY INSURANCE

The Kiwanis International Comprehensive General Liability Insurance program provides legal liability insurance for clubs, members and Service Leadership Program organizations when they become legally obligated to pay damages to third parties for bodily injury or property damage associated with a Kiwanis-family-sponsored function or activity. The program also provides directors and officers insurance which protects club or district assets and the assets of members against the cost of lawsuits.

This insurance covers clubs in the United States, Canada and the Caribbean. Clubs pay per member for this coverage. Payment is submitted with the payment of Kiwanis International dues. Clubs may pay insurance premiums from either administrative or service funds.

Information is available in the Club Insurance Resource Guide, which is sent to your club secretary each November. You can also find it at www.KiwanisOne.org/liability.

OPTIONAL INSURANCE

While the general liability insurance program is required for clubs, there are additional insurance coverage options that the club may want to consider.

The Optional Insurance Resource Guide is available at www.KiwanisOne.org/liability. This guide includes information about crime insurance and club accident insurance. While you may want to look at a policy offered locally, Kiwanis has negotiated with a company to offer competitive rates for our clubs.
Making a difference

Fundraising and service ideas

List three of your favorite fundraising or service projects:

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________

Do they still meet the needs of your community? If so, how?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

If not, how can your club adapt the project to make it more successful? On what area(s) do you need to focus to best support your community’s needs?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
List three ideas you heard today that could be used in your club:

Project name________________________________________________________
Service hours ______________________________________________________
Money raised ______________________________________________________
What made it successful _____________________________________________
____________________________________________________________________

Project name________________________________________________________
Service hours ______________________________________________________
Money raised ______________________________________________________
What made it successful _____________________________________________
____________________________________________________________________

Project name________________________________________________________
Service hours ______________________________________________________
Money raised ______________________________________________________
What made it successful _____________________________________________
____________________________________________________________________

Tip: Check out what other clubs are doing in their communities. Go to www.KiwanisOne.org/fundraising for fundraising ideas and www.KiwanisOne.org/service for service ideas featured in *Kiwanis* magazine.
Kiwanis International Foundation

In 1940, Walter Zeller donated 25 silver dollars to be auctioned off. These coins turned into US$625 for the Kiwanis International Foundation and launched the multimillion-dollar organization that now helps Kiwanians reach children in need, near and far.

Kiwanians serve and volunteer together to change children’s lives. The Kiwanis International Foundation is where we extend our Kiwanis impact—today, tomorrow and forever.

With annual gifts, you and your fellow Kiwanians make an impact on children’s lives today. You save or protect mothers and babies tomorrow with The Eliminate Project: Kiwanis eliminating maternal and neonatal tetanus. And with a planned gift, you can make your generosity a part of your legacy—forever.

Our foundation was established in 1939. The next year, Kiwanian and department store founder Walter Zeller made the first donation: 25 Canadian silver dollars. These coins turned into US$625 at an auction fundraiser and launched the foundation that helps Kiwanians reach children in need, near and far.

Thanks to Kiwanians’ gifts, our foundation supports Kiwanis International’s mission through:

- Grants for Kiwanis-family service projects in local communities throughout the world
- Scholarship programs for young members of the Kiwanis family
- Grants to support Kiwanis youth programs
- Robert P. Connelly Medal of Heroism for individuals who risk their lives for others

THE ELIMINATE PROJECT

On December 31, 2015, the active fundraising portion of The Eliminate Project came to a close. That does not mean the project ended. We will be collecting funds and working on the elimination of maternal-neonatal tetanus (MNT) until all countries are no longer at risk of the disease.

Tip:
Learn more about the Kiwanis International Foundation is available at www.kiwanis.org/foundation.
Service Leadership Programs and other programs

MY CLUB IS CURRENTLY SPONSORING:

- **Key Club International**
  The largest service leadership organization for teens in the world (age 14–18)

- **Circle K International**
  A global service organization for university students

- **Aktion Club**
  The only community service club for adults living with disabilities (18 and older)

- **Builders Club**
  A leadership program for adolescents (age 11–14)

- **Kiwanis Kids**
  Three programs for students between age 6–12:
  - **K-Kids**
  - **Bring Up Grades (BUG)**
  - **Terrific Kids**

- **Key Leader**
  A weekend experience designed to empower emerging teen leaders (age 14–18)

- **Young Children: Priority One**
  An ongoing service program of Kiwanis International that addresses the needs of young children
10 SPONSORSHIP OBLIGATIONS

Review these guidelines before your club commits to sponsoring a Kiwanis program for youth or adults with disabilities.

1. Appoint a Kiwanian or a committee of Kiwanians to be Service Leadership Program advisors.
   Why is this important? __________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

2. Attend SLP club meetings and events.
   Why is this important? __________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

3. Maintain an expense line item in the Kiwanis club’s service account.
   Why is this important? __________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

4. Meet with the school principal or facility manager each year.
   Why is this important? __________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

5. Ensure all dues and fees are paid.
   Why is this important? __________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
6. **Make sure SLP club officers receive proper training.**
   Why is this important? __________________________________________
   ___________________________________________________________
   ___________________________________________________________

7. **Schedule an annual meeting between the respective leaders of your Kiwanis club and the SLP club.**
   Why is this important? __________________________________________
   ___________________________________________________________
   ___________________________________________________________

8. **Host or participate in joint activities.**
   Why is this important? __________________________________________
   ___________________________________________________________
   ___________________________________________________________

9. **Invite SLP club members to attend Kiwanis meetings.**
   Why is this important? __________________________________________
   ___________________________________________________________
   ___________________________________________________________

10. **Ensure SLP members are provided training opportunities beyond the club.**
    Why is this important? __________________________________________
    ___________________________________________________________
    ___________________________________________________________

**Tip:** When you get home, take a few minutes to find the sponsorship toolkit for the program your club supports. To find the sponsorship toolkit, go to www.KiwanisOne.org/advisor. Or find the paperwork for starting a Service Leadership Program at www.KiwanisOne.org/charter.
Kiwanis Youth Protection Guidelines

There are more than 300,000 members in Kiwanis youth programs. Their care and safety is entrusted to every Kiwanis club member. For Kiwanis to be the premier provider of youth service clubs and programs, we must hold ourselves and fellow members to the highest standards of conduct and awareness.

Kiwanis International helps. The Kiwanis Youth Protection Guidelines are available to Kiwanians in every club. All adults working with anyone under age 18 at any Kiwanis event are expected to read, understand, agree to, and abide by these guidelines.

The following guidelines outline expectations for adults working with anyone under the age of 18. The guidelines are reviewed annually by the Kiwanis International Board of Trustees to ensure that Kiwanis provides the current best practices for protecting both our youth and adult club members. For the latest guidelines, you can always go to www.kiwanis.org/youthprotection.

EDUCATION

Every Kiwanis club is expected to educate its members on these guidelines, best practices, and what to do when they become aware of youth in potentially harmful situations. Each year, every Kiwanis club is expected to provide an educational session and a copy of these guidelines.

Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference on guidelines and best practices for adults working with youth, using materials provided by Kiwanis International.

CHAPERONE

A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis:

- 21 years of age or older
- Approved by the school or agency
- Registered with the school or agency to accompany the youth members at the specific event
CRIMINAL HISTORY BACKGROUND CHECKS

Criminal history background checks may be required for all adults working with youth. If conducted, the background checks should conform to applicable local and state/provincial laws and requirements.

In the absence of any other requirement to do so, Kiwanis clubs are required to have a clear background check, by any provider, of any member serving as advisor to any Service Leadership Program club, program or activity. Approved background checks for Kiwanis advisors shall be valid for no more than ten years. Advisors shall acquire a new background check upon their initial appointment to the position. SLP clubs that petition to charter will only be approved with indication on the petition form that the Kiwanis advisor has a clear criminal history background check. Kiwanis International’s criteria (Kiwanis International Procedure 197) shall be followed to determine if the background check is considered “clear.” Clubs are strongly encouraged to ensure confidential background checks for all adults who will be working directly with youth outside of the school or who may not have undergone a background check.

Kiwanis International requires clear background checks conducted by its provider, currently Safe Hiring Solutions, for all adults working with youth at all Kiwanis International-sponsored events. (These include the Key Club International Convention, the Key Club Governor and Administrator training conference, the Key Club International Leadership Conference and any Key Leader weekend). All district chairpersons and their assistants for all Service Leadership Programs are required to have a clear criminal background check conducted and verified by Kiwanis International. Background checks administered through Kiwanis International are valid for no more than two years.

A district may also require background checks for other adults working with youth as part of district programs or events. (See Kiwanis International Policy B and Procedure 197 for complete information regarding criminal history background checks.)
OVERNIGHT STAYS

While attending a Kiwanis event that requires an overnight stay in a hotel or camp/conference setting, adult chaperoning must include no fewer than one adult male for each 10 or fewer youth males, and one adult female for each 10 or fewer youth females. Except for a parent sharing a sleeping room or other sleeping quarter (e.g., a tent) with his or her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarter with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

TRANSPORTATION

Adults transporting youth in a vehicle should do so with a second adult in the vehicle. If a second adult is not available, “the rule of threes” is recommended: at least three people in the vehicle at all times. All transportation decisions should be made in accordance with local laws and school policies.

MEDICATIONS

The possession of prescription and nonprescription medications by youth at a Kiwanis event should be permitted only by the written permission of the parent or guardian.

USE OF ALCOHOLIC BEVERAGES AND TOBACCO

While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages and/or use of tobacco products during any portion of the event.
REPORTING

If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he or she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. If the Kiwanian becomes aware of the troubling behavior after the event, he or she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. All local, state, provincial and federal laws regarding reporting must be followed.

PERSONAL INFORMATION

All documents bearing personal information of any youth attending a Kiwanis event—including registration forms, medical information forms, permission-to-treat forms, etc.—should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality (e.g., shredding). The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

YOUTH AND SOCIAL MEDIA

For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, the Kiwanian should use his or her best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) that appear in that media; it could be illegal to do otherwise. (See Kiwanis International Policy B for complete social media guidelines.)
BEHAVIORAL OR HEALTH ISSUES

Kiwanians are often seen by a young person as an adult to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

CONFLICTS WITH OTHER RULES

Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.
SCENARIOS

Test your knowledge about working with you in these special circumstances.

**Question 1**

At an event, a group of Key Club members are discovered enjoying a case of beer. What do you do?

- a. Call their chaperone.
- b. Call their parents.
- c. Notify the authorities.
- d. Send them home.

*Special note:* Proper judgment will need to be considered when sending them home. Keep safety as the primary concern.

**Question 2**

A Kiwanis club invites Key Club members to help with a service project. Driving is necessary. What is the best way to do that?

- a. Ask Kiwanis members to drive them in their own cars.
- b. Rent a van and drive them to the service project.
- c. Charter a bus.
- d. Pay for the Key Club members to drive themselves (if they are insured).
**Question 3**

A Builders Club member confides to you that she is being molested by a parent. What do you do?

- a. Call her school counselor.
- b. Notify the authorities.
- c. Counsel her yourself.
- d. Meet with the parent.

**Question 4**

At a Key Leader event, a student comes to your cabin with a cut on her leg. What do you do?

- a. Invite her in to treat her injury.
- b. Tell her to go away.
- c. Call the camp staff for help.
- d. Immediately find another adult to assist you.

**Question 5**

Key Club and CKI leaders are notorious “huggers.” How should you handle these hugs?

- a. Run away.
- b. Hug away.
- c. Politely allow them to hug you.
- d. Step back and extend your hand for a handshake.
District topics
Wrapping it up

Where to find more help

There are many places to find the information and resources you may need for support throughout the year. Some are materials, some are events—but almost all of them are just a few clicks away.

Club Leadership Education programs available at www.KiwanisOne.org/CLE
- Board member education (interactive)
- Membership committee education (interactive)
- New-member orientation (downloadable)
- Youth Protection Guidelines (interactive)

Tutorial and videos
Watch, learn and enhance your knowledge of Kiwanis, your club and your ability to serve with Kiwanis tutorials. Check them out at www.kiwanis.org/tutorials.

Membership resources
Get current resources to help you plan a membership event for your club—or to keep membership as a focus throughout the year—at www.KiwanisOne.org/theformula. If your club likes to dedicate one meeting each quarter to invite guests, there are some great ideas to keep each of these meetings fresh. Or if your club prefers to invite guests on an ongoing basis rather than through a dedicated day, make every club meeting a great experience for members and prospective members alike. Discuss your current membership strategy with your membership chairman and club board.
Events to remember

Kiwanis district conventions

- Member education opportunities
- Fellowship
- House of delegates
- Awards and recognition
- District elections

Kiwanis International convention

- Member education opportunities
- Fellowship
- House of Delegates
- Awards and recognition
- Kiwanis International elections

Kiwanis International convention schedule

2016: June 22–25  Toronto, Ontario, Canada
2017: July 13–16  Paris, France
2018: June 28–July 1 Las Vegas, Nevada