



Kiwaniis[®]
PENNSYLVANIA DISTRICT

Kiwaniis 101

Leadership Development Education
August 2021



Why are We Here?

- To be trained as leaders of our Kiwanis Clubs
- To learn the roles and responsibilities of all officers





Expectations

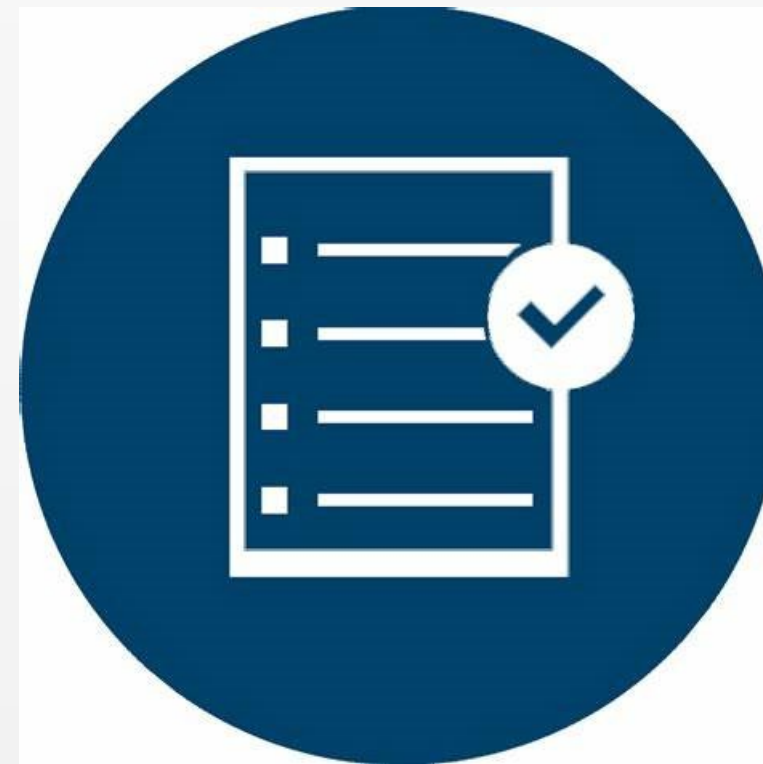
**What are your
expectations
for this
training?**

**Put in Chat
Window!**



Agenda

- Overview of Kiwanis
- Kiwanis International & Pennsylvania District Key Information
- Service Leadership Programs
- Youth Protection & Clearances
- Justice, Equity, Diversity and Inclusion
- Role of President
- Role of Secretary
- Role of Treasurer
- Role of Membership Chair



Kiwanis International Overview





Kiwanis Fun Facts



We are 106
years old!
Est. 1915



We are in 85 nations
and geographic areas!



Sponsor nearly **152,000**
Service projects (**19 million**
service hours)



537,830 adult and
youth members



Kiwanis International
Headquarters are in
Indianapolis, Indiana



Each Kiwanian
impacts the lives
of **162 Children**



Raise **\$133**
Million US

What is Kiwanis?

Kids need Kiwanis. For more than a century, Kiwanis has created opportunities for children to be curious, safe and healthy — regardless of the community in which they live. When you give a child the chance to learn, experience, dream, grow, succeed and thrive, great things can happen.

That's what Kiwanis members do. We are generous with our time. We are creative with our ideas. We are passionate about making a difference. And we have fun along the way.



Motto

Serving the children of the world.

Defining Statement

Kiwanis is a global organization of volunteers dedicated to improving the world one child and one community at a time.



Vision statement

Kiwanis will be a positive influence in communities worldwide...so that one day, all children will wake up in communities that believe in them, nurture them and provide the support they need to thrive.



The Objects of Kiwanis

- To give primacy to the human and spiritual rather than to the material values of life.
- To encourage the daily living of the Golden Rule in all human relationships.
- To promote the adoption and the application of higher social, business, and professional standards.



The Objects of Kiwanis

- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
- To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.
- To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.



Kiwanis International Structure

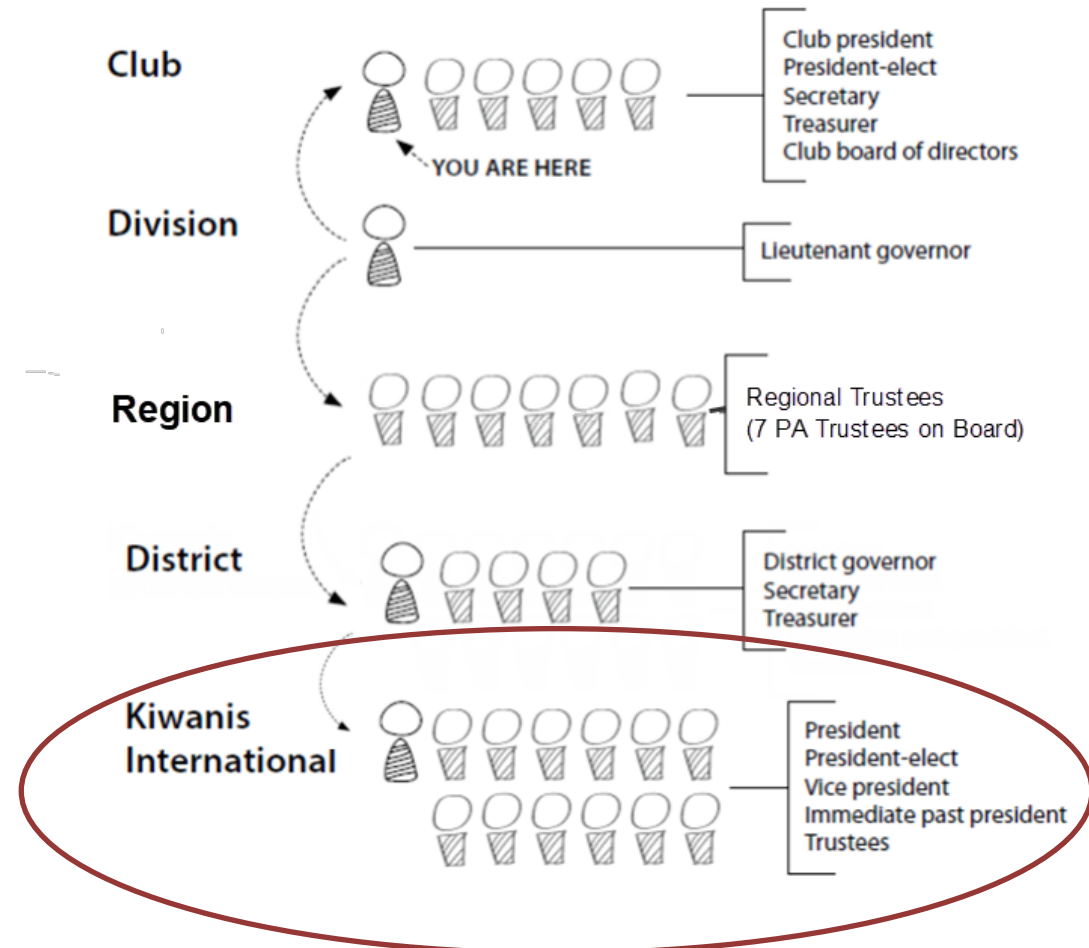




Leadership Structure



LEADERSHIP STRUCTURE



Kiwanis International- Officers 2021-2022

President

Peter Mancuso

President-Elect

Bert West

Vice President

Katrina Baranko

Immediate Past President

Art Riley

- 15 International Trustees





Pennsylvania District Structure



Pennsylvania Kiwanis – District Office

Executive Director

Kevin Thomas



Administrative Assistant

Michelle March



Pennsylvania Kiwanis – District Officers 2021-2022

Governor*

Sarah Zulueta



Immediate Past Governor

Don Smith



Governor-Elect TBD*

Candidate: Mike Coolbaugh

**Elections will be held at 2021 District Convention*





Pennsylvania Kiwanis - Trustees 2021-2022

Region 1 – Tom Bowes

Region 2 – Barb Byers

Region 3 – Miranda Burton

Region 4 – Penny Meyers

Region 5 – Ryan Hartman

Region 6 – Mike Coolbaugh*

Region 7 – Lillian Mateja

** Governor Elect Candidate, if elected Region 6 Trustee will be appointed by the board.*



Pennsylvania Kiwanis – Lt. Governors 2021-2022

Division 1 – Cal Morse

Division 2 – Karen Sherwood

Division 5- Shawn Smith

Division 6 – **Vacant**

Division 8 – **Vacant**

Division 10 – **Vacant**

Division 11W- **Vacant**

Division 11E- Joy Ashley

Division 12 N – Conrad Schlesinger

Division 12 S – Shirley McPherrin

Division 13 N – Emily Reed

Division 13 S – Barrie Ann George

Division 14 - **Vacant**

Division 15 – Jackie Kasa

Division 16 – Jim Janosik

Division 17/18- Enos Martin

Division 19 – **Vacant**

Division 21- Dan Spirer

Division 22 – Karen Sears



Governor 2021-2022 Priorities

- 1) Improve the member experience
- 2) Share Kiwanis in new communities
- 3) Promote Diversity, Equity, and Inclusion at all levels
- 4) Strengthen Kiwanis service leadership programs
- 5) Improve District operations





2021-2022 Governor Goal's Five Pillars of Success

- 1) Membership
- 2) Service Leadership Programs
- 3) Justice, Equity, Diversity and Inclusion (J.E.D.I)
- 4) Leadership Education
- 5) District Leadership and Operations





Pillar 1: Membership Goals



- Open four (4) new Kiwanis clubs.
- Reduce the number of clubs under charter strength by 25%.
- Increase club membership by a net +2 in 25% of clubs.



Pillar 2: Service Leadership Programs



- 80% of the service leadership programs be active and out of A-covid status.
- Have 100% of the service leadership programs be sponsored and have an engaged and active Kiwanis advisor.
- Develop Fall and Spring joint events for Kiwanis, Key Club and Circle K District leadership for membership development.



Pillar 3: Justice, Equity, Diversity and Inclusion (J.E.D.I) Initiative



- Develop a committee of 5 and create a committee charter by Oct 30, 2021.
- Create DCON, Midyear and quarterly J.E.D.I awareness opportunities.



Pillar 4: Leadership Education



- Have 20 members of Pennsylvania clubs participate in Kiwanis Amplify leadership program and provide 50% funding for attendees.
- Have monthly virtual educational opportunities for members.
- 60% of club officers attend Club Leadership education.



Pillar 5: District Leadership and Operations



- Obtain **new Lt. Governor** leaders in **50% of the vacant Divisions** by January 1, 2022.
- Develop and approve a **District Strategic Plan** by Oct 9, 2021.
- Develop an **initial District redivisioning plan** by Jan 15, 2022.
- Move to a **better technology platform** to allow for improved member communication electronically by January 15, 2022.

Governor's Project



CHANGE
for
CHANGE



All proceeds will be used to
purchase Diverse Early Learning
books or materials for local
organizations and communities.





Where you fit in the big picture



Kiwaniis®



Pennsylvania Kiwanis - Early Learning

- Distribution of Early Learning Guides
 - Currently have 4 guides
 - New – Kindergarten HERE I AM (2020)
- Partners with Early Learning Investment Commission and support Pre-K for PA
- *To order guides complete “Learning Guide Order Form” found at:
<http://pakiwanis.org/early-learning/>*



For more information contact:
Emily Reed, Young Children Priority One Chair
Email: flyingicesticks@gmail.com



Kiwanis Children's Fund



Impact:

- Raise funds from the Kiwanis community
- Grant funds to projects important to the Kiwanis community
- Provide services to donors
- Provide resources to non-profit organizations in the Kiwanis community



Pennsylvania Kiwanis Foundation



Kiwanis[®]
PENNSYLVANIA KIWANIS FOUNDATION



Impact:

- New Kiwanis Club grants
- K-family grants
- Scholarships
- Support of Early Learning
- Support of Service Leadership Program

More info at their website:

www.pkfonline.org



Service Leadership Programs



Service Leadership Programs



KEY CLUB[®]

CKI[®]

Circle K International



Branded Programs



KEY LEADER[®]



Important Opportunities for our Youth

- Key Leader
 - April 22-24, 2022 – TBD (looking at Camp Conrad Weiser)
- Key Club Convention
 - April 1-3, 2022, The Penn Stater Hotel, State College, PA
- Circle K Events
 - Interpak – tentatively Nov 5-7, 2021
 - District Convention – TBD March 2022



Youth Protection & Clearances



Youth Protection Guidelines

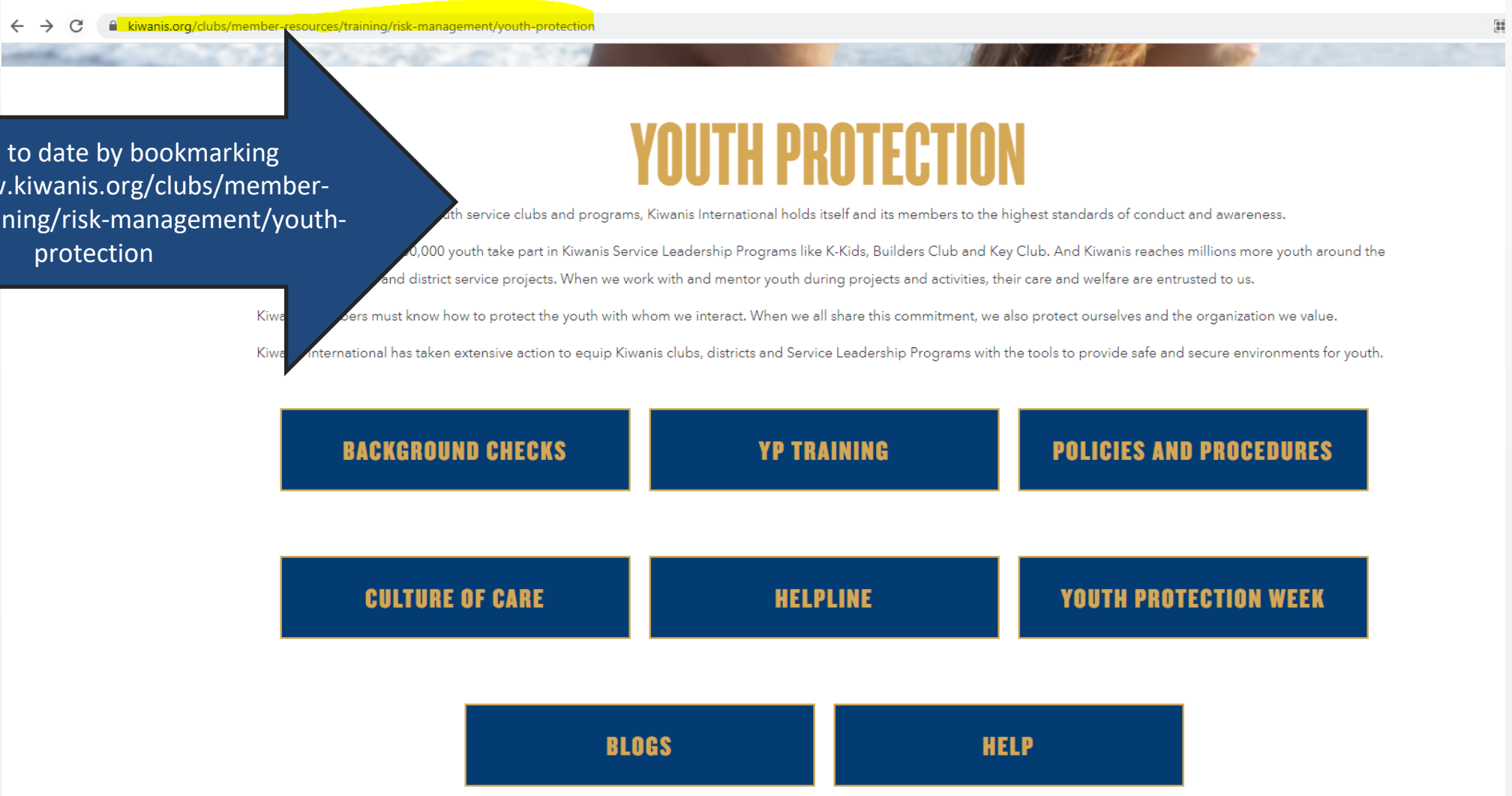
Every Kiwanis club is expected to educate its members on these guidelines, best practices, and what to do when they become aware of youth in potentially harmful situations.



More information contact Ryan Hartman, District Youth Protection Chair (starting Oct 1, 2021), Email: rhartman14@gmail.com



Youth Protection Guidelines



Keep up to date by bookmarking
<https://www.kiwanis.org/clubs/member-resources/training/risk-management/youth-protection>

YOUTH PROTECTION

With service clubs and programs, Kiwanis International holds itself and its members to the highest standards of conduct and awareness. Over 10,000 youth take part in Kiwanis Service Leadership Programs like K-Kids, Builders Club and Key Club. And Kiwanis reaches millions more youth around the world through district and district service projects. When we work with and mentor youth during projects and activities, their care and welfare are entrusted to us. Kiwanis members must know how to protect the youth with whom we interact. When we all share this commitment, we also protect ourselves and the organization we value. Kiwanis International has taken extensive action to equip Kiwanis clubs, districts and Service Leadership Programs with the tools to provide safe and secure environments for youth.

BACKGROUND CHECKS

YP TRAINING

POLICIES AND PROCEDURES

CULTURE OF CARE

HELPLINE

YOUTH PROTECTION WEEK

BLOGS

HELP



KI Clearances

KI Clearances required for:

- Service Leadership Program **Kiwanis and Faculty Advisors**
- Service Leadership **District Administrators**
- **Chaperones** that participate in overnight events where youth are present such as Key Leader

KI Provider:

- **Safe Hiring Solutions** – Background Check provider
- **Praesidium Inc** – Youth protection and child abuse courses.

FAST FACTS

- Globally, 1 in 4 youth will suffer some type of abuse or maltreatment (World Health Organization).

- 85% of child abuse victims never report their abuse.

- Abuse is usually at the hands of a known acquaintance or family member, NOT strangers.

90%

- More than 90% of abusers are people children know, love and trust.



PA Clearances

Volunteer background requirement:

- Criminal Record Check
- Child Abuse Check
- FBI Check

Club Resources:

- A Club Youth Protection Policy is strongly recommended. Resources at:
<https://www.kiwanis.org/clubs/member-resources/training/risk-management>
- Great resource for more information:
<http://www.keepkidssafe.pa.gov/resource/clearances/index.htm>



PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

00754558000001

TAYLOR R. MEHOLICK
131 SOUTH PARK STREET
SYKESVILLE, PA 15865

CERTIFICATE ID: QF508RQRSS
VERIFICATION DATE: 7/22/2015
SOCIAL SECURITY #: XXX-XX-6529
DATE OF BIRTH: 4/2/1997

The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Human Services' statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the results of their Child Abuse History Clearance. Administrators are required to keep a copy of this Child Abuse History Clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

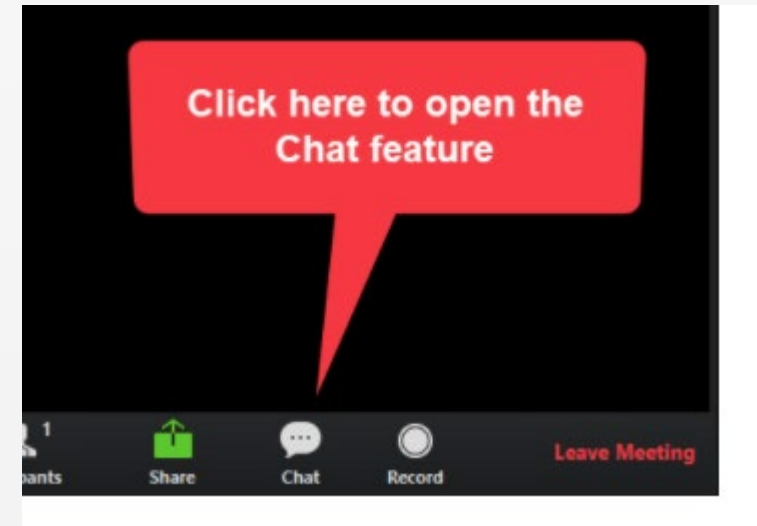
ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

046390

CY8930 - 6/00



Questions?



Justice, Equity, Diversity and Inclusion





J.E.D.I initiative – A New Hope For the District



Justice

Equity

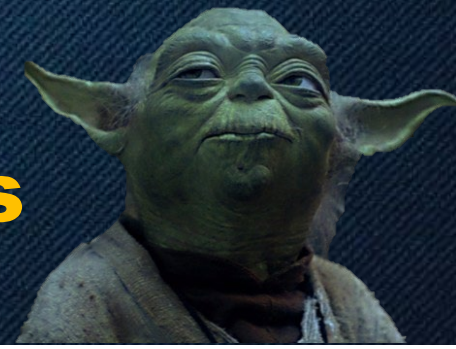
Diversity

Inclusion

- Doing what is right. Raises awareness of systems that create inequality and replaces with ones that promote fairness
- Ensuring individuals and groups get the resources needed based on specific circumstances
- Social, physical and psychological variation among individual groups
- Providing a welcoming environment so that all members can participate to the best of their ability!



J.E.D.I initiative – Purpose and Goals



Create a “J.E.D.I. Council” of Five members from across the district by October 1, 2021



Establish “Basic Training” courses at DCON and Mid Year Conventions



Align the District with KI DEI Committee Initiatives

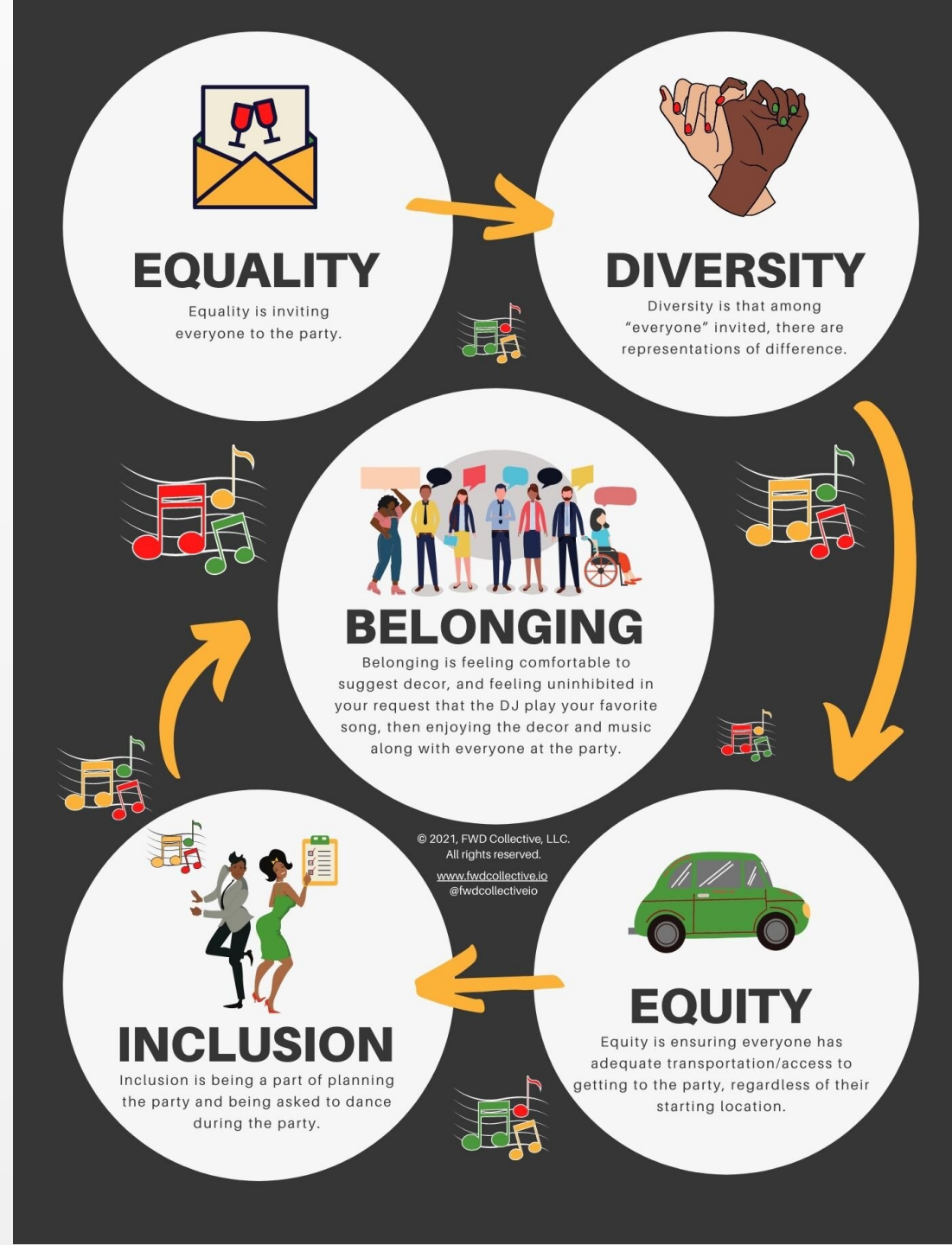


Examine the district through membership engagement opportunities, surveys, and leadership input to find areas for improvement within a J.E.D.I. context

Simply put....

Diversity is being invited to the party. **Inclusion** is being asked to dance.

~ Verna Myers



Equality



The assumption is that **everyone benefits from the same supports**. This is equal treatment.

Equity



Everyone gets the supports they need (this is the concept of "affirmative action"), thus producing equity.

Justice



All 3 can see the game without supports or accommodations because **the cause(s) of the inequity was addressed**. The systemic barrier has been removed.





J.E.D.I Initiative – Calling All J.E.D.I.

J.E.D.I Member Expectations:

- Meet virtually at the most twice a month
- Actively work to promote the values of Diversity, Equity and Inclusion
- Assist with District J.E.D.I. program initiatives
- Be comfortable talking about sensitive issues to members
- Regularly report to the council chair of findings, issues, successes and areas of improvement.

Know someone who would be perfect for
the New J.E.D.I council?

Email Shawn “Spike” Smith – shawn@smithcm1.com and Sarah
Zulueta – zuluets@gmail.com





J.E.D.I Initiative – 2021 District Convention



J.E.D.I. 101 – Foundations of the J.E.D.I Way



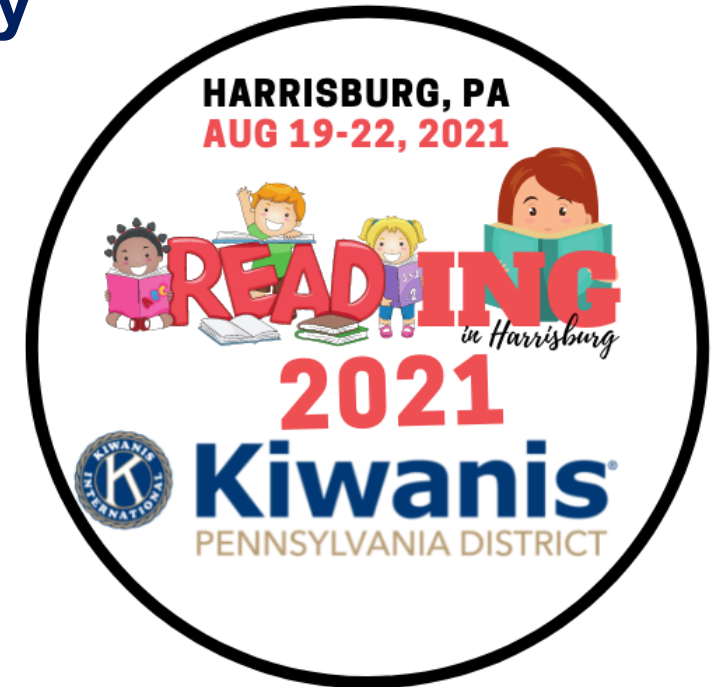
**J.E.D.I. 201 – Microaggressions,
Unconscious and implicit bias**



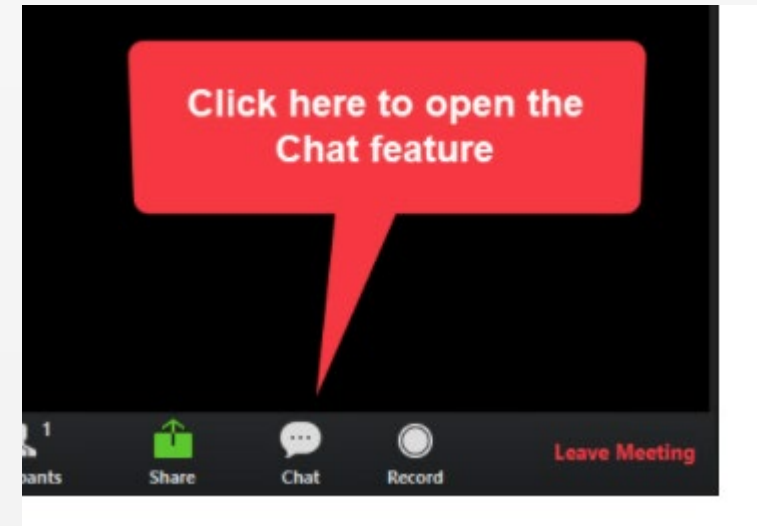
J.E.D.I. 301 – J.E.D.I roundtable



J.E.D.I. 401 – Creating an Inclusive Kiwanis



Questions?



President





Your Role

Divided into 3 parts:

1. Responsibilities
2. Qualifications
3. Duties

Leadership Guide located at:

<https://www.kiwanis.org/clubs/member-resources/training/leadershipguide>

PRESIDENT

PRESIDENT

Your Kiwanis club elected you president because you have the quality of character to lead. As president, you'll ensure your club functions effectively. You'll lead your club in projects that benefit your community. You'll develop initiatives to increase club membership. Above all, you'll develop servant leaders who will fulfill the Kiwanis mission at the club level and beyond. Prepare well. Be a leader who inspires, counsels and steers your club in the direction of membership and service.

RESPONSIBILITIES

As presiding officer of the club and the board, the president works closely with the board of directors and committee chairs to establish and follow a strategic plan, set goals for improving the members' club experience and increase the club's impact in the community by adding new members. Club presidents will find a list of resources online at [kiwanis.org/clubpresident](https://www.kiwanis.org/clubpresident).

QUALIFICATIONS

- Empowers and inspires members.
- Manages time well.
- Builds relationships with community leaders.
- Facilitates club meetings.
- Leads by example.

DUTIES

- Establishes a strategic plan for the club, including goals for membership and community service.
- Leads the club's goal-setting process. One person should not be in charge of setting goals for the entire club, but the president should facilitate the discussions.
- Motivates members and committees to achieve those goals.
- Organizes an effective leadership team by appointing and training effective committee chairs. Encourages club leaders to participate in the education course provided for their roles.
- Supports committee activity to ensure a successful club experience.
- Ensures that the club continues to be relevant to the community and to the members through periodic assessments.
- Gains an understanding of sponsorship responsibilities to Service Leadership Programs.
- Provides club members with Kiwanis' Youth Protection Guidelines.
- Facilitates fun, educational and efficient club meetings.
- Leads effective and efficient board meetings.
- Implements a succession plan for future leaders, ensuring a seamless transition.
- Communicates regularly with club members to keep them informed about the club's business and activities.
- Rewards and recognizes member and committee achievements.
- Leads by example.
- Brings in a new member in the first quarter of their term as president.
- Contributes to club foundation, district foundation and/or the Kiwanis Children's Fund in the first quarter of their term as president.
- Delegates tasks in an intentional manner.
- Promotes interclub and division council meeting participation.
- Encourages district midyear, district convention, and Kiwanis International convention attendance.
- Publicizes goals that a club or member must meet in order to be deemed distinguished.
- Fulfills all other duties documented in the Standard Form for Club Bylaws.



Initial Duties

- Organize leadership team by appointing **committee chairs**
- Meet with chairs to **discuss goals & expectations**
- **Delegate** tasks & responsibilities





Critical Duties for 2021-2022

Leading the Club in a Post Pandemic World

- Develop a **strategic plan to lead your club in a safe and meaningful way through a post-pandemic world.**
 - When and how should the club meet?
 - Survey community needs – be relevant!
- If club's have service leadership programs, develop **initial introduction to Faculty advisor to develop plans to support clubs to move past A-Covid status**





Club President's Planning Conference

Purpose: Opportunity to plan and develop goals with your leadership team before taking office.

THINK ABOUT IT

What are your goals for your club during your year as president? (It is important to limit the number of goals you set for your presidency.)

Who should you invite to participate in your planning conference?

Are there any meetings you need to have ahead of your official conference?



Public Relations/Branding

KIWANIS BRAND CAMPAIGN

"Kids Need Kiwanis" is Kiwanis International's brand campaign. The goal of the campaign is to make it clear that Kiwanis serves children and that we have fun together. Use the TV, radio, print, billboard and digital materials in your club or district social media, your website, local digital media or as traditional advertising or public service announcements (PSA). These materials are meant to be fun – and sometimes funny – to grab attention and show that while Kiwanis takes our work seriously, we don't take ourselves seriously. We have fun. We laugh. We meet kid's needs, whatever and wherever they are.



THE BRAND BOOK

The Kiwanis brand reflects our organization's traditions and its time-tested mission. At the same time, it's the latest statement of who we are. The Kiwanis brand book

includes information about fonts, colors, messaging and production.

[View The Brand Book now.](#)

[Print a summary sheet.](#)



- **Ensure you select a PR Chair**
- **Review the Brand Guide located at:**
<http://www.kiwanis.org/brand>
- **Custom Club logos** are available for FREE. Request at:
<https://www.kiwanis.org/clubs/member-resources/logos/custom-logo-requests>



Out with the old...





...in with the new!



Kiwanis®



Strengthen our Brand



(Seal)

Kiwaniis®

(Wordmark)



Club Meeting

- First impressions are important
- Don't confuse tradition with requirements
 - Foster an inclusive environment
- Respect the start and end of meeting
- Invite speakers
- Include some fun in your meetings





Installations & Inductions

Installations:

- Plan! Plan! Plan!
- Leverage your member's talents and interests

Inductions:

- What traditions does your club have?
- Plan a ceremony and celebration – make it fun and special





Board Meeting

- Have a meeting format
- Prepare an agenda

Note: Club members can voluntarily attend board meetings.



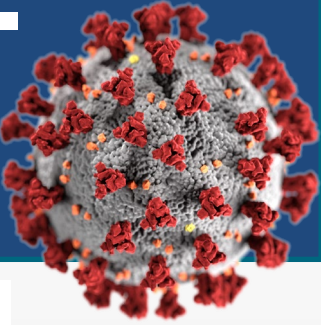
District/Region/Division

Responsibilities include attending:

- Division Council Meeting
 - Representing your club
- District and Regional events
 - Important for Elections



Considerations Leading Post-Covid and During...



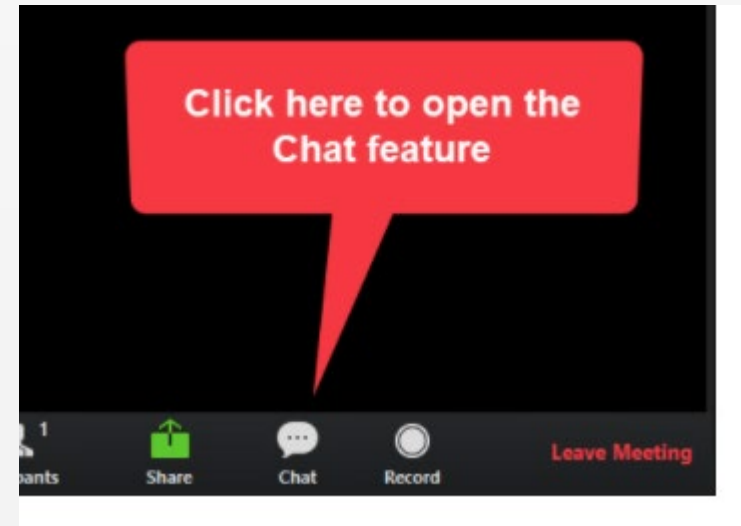
- Consider online meetings
- Consider hybrid meeting
 - If Hybrid, ensure venue supports online meeting space wise and technology.
- Ensure Service Projects are impactful and relevant.
 - Follow CDC Guidelines
- KI Resources available



<https://www.kiwanis.org/news/covid-19-kiwanis-suggestions>



Questions?



Secretary





Key Responsibilities

- Manages and maintains club and membership records online. (via Kiwanis Connect)
- Submits all official reports required by Kiwanis International, the district and the club.
- Keeps minutes of club and board meetings.
- Shares all communications received from Kiwanis International or the district as appropriate.



Monthly reports



KIWANIS CLUB MONTHLY REPORT

User Guide

Revised Sep 2019



A user guide for the monthly reporting system is available for download from kiwanis.org/clubsecretary



Kiwanis Connect

Kiwanis

KEY CLUB

CKI
Circle K International

AKTION CLUB

Kiwanis Builders Club
Building Leaders

Kiwanis K-Kids
Young Leaders Helping Others

Me

Members

Secretary Dashboard

Club Bylaws

Education

Membership

Secretary Walter
Indy-It's 5 o'clock Somewhere(K18940) | Member ID: 000004689888 |

This area of the Club Management System gives you access to special applications and reporting, all with a single login. Your club or district leadership position determines what applications are available to you. Don't see what you need? Contact kiwanisone@kiwanis.org for assistance.

Background Checks

Edit profile picture

Edit Profile



Add Member



Me



Members



Secretary Dashboard



Club Bylaws



Education



Membership

Sec. Dashboard Member Admin Monthly Report Annual Report Finances

Member Management

Excel Directory Printable Directory New Member

The Member Management page displays a list of all the current members of your club. Use the tabs below this paragraph to switch between current and former members as needed. Click the appropriate icon in a specific member's row to view, edit or delete the member's information. NOTE: The ability to edit or delete a member's information varies based on what privileges you have in the system. Send an email to memberservices@kiwanis.org if you have any questions.










All Active Corporate Honorary Satellite Former Life Member Spouse Multi Club

Exclude Honorary Members

Show 10

Search:

entries

	Name	Member ID	Email	Details	Edit	Delete	Check ?	Background	Renewal
1									Sent on 2018/01/11
2									
3									Sent on 2018/01/15
4									Sent on 2019/05/23
5									Expires 2017/08/21
6									Expires 2020/05/14
7									
8									
9									





Delete a Member

[Sec. Dashboard](#)[Member Admin](#)[Monthly Report](#)[Annual Report](#)[Finances](#)

Member Management

[Excel Directory](#)[Printable Directory](#)[+ New Member](#)

The Member Management page displays a list of all the current members of your club. Use the tabs below this paragraph to switch between current and former members as needed. Click the appropriate icon in a specific member's row to view, edit or delete the member's information. NOTE: The ability to edit or delete a member's information varies based on what privileges you have in the system. Send an email to memberservices@kiwanis.org if you have any questions.

[All Active](#)[Corporate](#)[Honorary](#)[Satellite](#)[Former](#)[Life Member](#)[Spouse](#)[Multi Club](#)[Exclude Honorary Members](#)Show

entries

Search:

							Background ?	
	Name	Member ID	Email	Details	Edit	Delete	Check	Renewal
17	 Taylor, Meredith		 mtaylor@kiw: 					

Showing 1 to 1 of 1. *filtered from 19 records

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)



Bylaws



Sandra Keller
Indy-It's 5 o'clock Somewhere

[Revert Impersonation](#)



Me



Members



Secretary
Dashboard



Club Bylaws



Education



Membership

Club Bylaws Management Center

Kiwanis Club of Indy-It's 5 o'clock Somewhere (K18940)

Status: Approved

Date adopted by the club:: November 05, 2019 12:00 AM

Date submitted by the club: November 05, 2019 2:42 PM

November 12, 2019 12:00 AM

Congratulations! Your club bylaws have been approved on the date noted above.

[Download](#) a PDF copy of your bylaws, if needed.

To amend your club bylaws after approval, you must
[create a new version](#)

Download PDFs below

- [Bylaws and policies FAQ](#)
- [Blank bylaws and policies template](#)
- [Approved/Current Bylaws](#)

To begin, please click on the word "Review". Please make sure to save each of the pages as you proceed though the process.

If you have questions or concerns, contact Rene Booker, Club Processing Representative, at clubbylaws@kiwanis.org
or by phone at 1-800-549-2647 (toll-free in U.S. and Canada) or +1-317-875-8755 (worldwide), extension 203.



Bylaws



Kiwanis

KEY
CLUB

CKI

ACTION
CLUB

CLUBS & DISTRICTS

HELP & SUPPORT

Revert Impersonation



Secretary
Dashboard



Club Bylaws



Education



The Formula

Instructions &
Overview

Mandatory Policies

Optional Policies

Final Review & Submit

Club Bylaws Management Center

Kiwanis Club of **Springfield, Missouri** (K 123456)

4
easy steps

- ☐ Review instructions and Standard Form
- ☐ Customize and complete mandatory club policies
- ☐ Review optional policies; customize if desired
- ☐ Final review and submit bylaws and policies adopted by the club

Download PDFs below

- [Bylaws and policies FAQ](#)
- [Blank bylaws and policies template](#)

To begin, please click on the word "Review". Please make sure to save each of the pages as you proceed through the process.

If you have questions or concerns, contact Rene Booker, Club Processing Representative, at clubbylaws@kiwanis.org or by phone at 1-800-549-2647 (toll-free in U.S. and Canada) or 317-875-8755 (all other areas), extension 203.



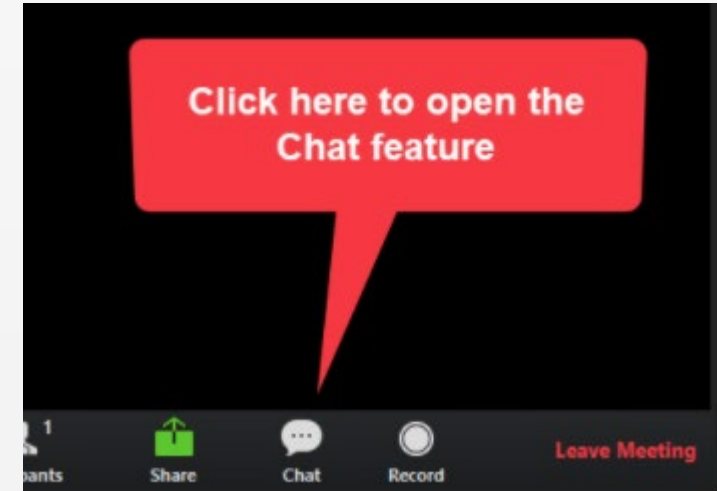
Important Dates

IMPORTANT DUE DATES

10th of every month	Monthly club report due to the Kiwanis International.
October 1	Your first day in office.
October 1	Approval of club budget due.
October 10	Updated club roster due.
October 31	Deadline for any club to submit proposed amendments and resolutions to the Kiwanis International Bylaws to be presented at the next Kiwanis International convention.
February 15	Deadline for U.S. clubs to submit the 990-tax form to the IRS.
April 30	Delegate certification form for the next Kiwanis International convention due.
June 1	Annual report of club election due.



Questions



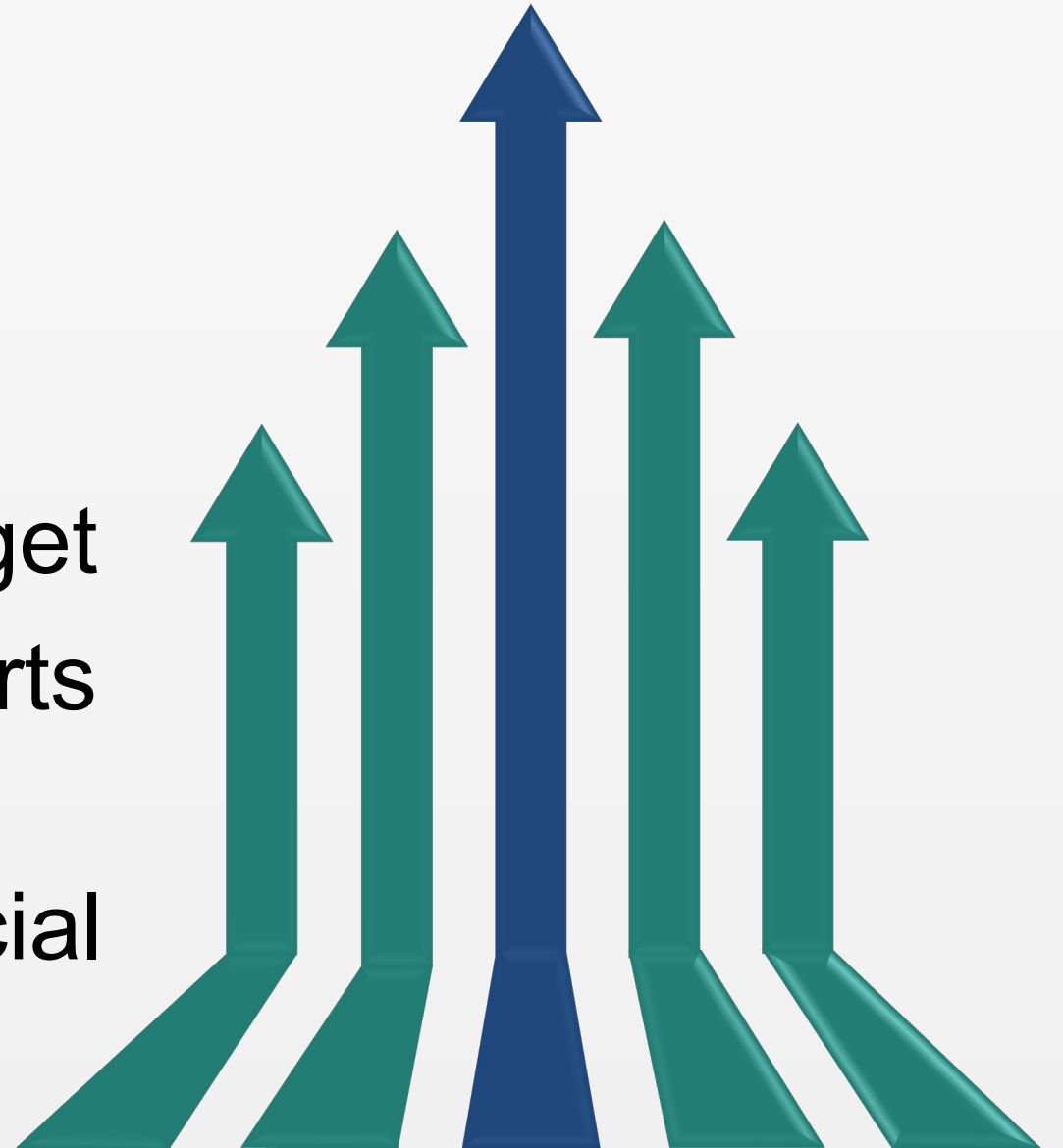


Treasurer



Key duties and responsibilities

- Good financial stewardship
- Collecting funds
- Preparing annual budget
- Creating monthly reports for club board
- Creating annual financial summary for club



Member dues

- **Kiwanis International dues and fees:**
- US\$52: Kiwanis International dues
- US\$13: Liability insurance*
- US\$4: Directors and officers insurance*
- US\$8: Magazine publication**

PA District Dues:

- US\$35: District Dues
- **North America and the Caribbean only*
- ***for English-speaking members in North America*





2021-2022 Dues Change

- Simplified Dues Policy **begins on Oct 1, 2021.**
- Effective Oct 1st a Kiwanis club will be charged **prorated Kiwanis International and district dues and fees**, based on the month they join for any **NEW** members.
- No difference in the amount a new club is billed for a new member vs. an existing club.



2021-2022 KI Fees

TIER A NATIONS PAYING IN USD:

JOIN OCTOBER 1-31	Pay US\$77 plus 12/12 of district dues
JOIN NOVEMBER 1-30	Pay US\$70.58 plus 11/12 of district dues
JOIN DECEMBER 1-31	Pay US\$64.17 plus 10/12 of district dues
JOIN JANUARY 1-31	Pay US\$57.75 plus 9/12 of district dues
JOIN FEBRUARY 1-28	Pay US\$51.33 plus 8/12 of district dues
JOIN MARCH 1-31	Pay US\$44.92 plus 7/12 of district dues
JOIN APRIL 1-30	Pay US\$38.50 plus 6/12 of district dues
JOIN MAY 1-31	Pay US\$32.08 plus 5/12 of district dues
JOIN JUNE 1-30	Pay US\$25.67 plus 4/12 of district dues
JOIN JULY 1-31	Pay US\$19.25 plus 3/12 of district dues
JOIN AUGUST 1-31	Pay US\$12.83 plus 2/12 of district dues
JOIN SEPTEMBER 1-31	Pay US\$6.42 plus 1/12 of district dues



2021-2022 District Fee Schedule*

Month	KI	District	Prorated Percentage	Total
October	\$77.00	\$35.00	1.00	\$112.00
November	\$70.58	\$ 32.20	0.92	\$102.78
December	\$64.17	\$ 29.05	0.83	\$93.22
January	\$57.57	\$ 26.25	0.75	\$83.82
February	\$51.33	\$ 23.45	0.67	\$74.78
March	\$44.92	\$ 20.30	0.58	\$65.22
April	\$38.50	\$ 17.50	0.50	\$56.00
May	\$32.08	\$ 14.70	0.42	\$46.78
June	\$25.67	\$ 11.55	0.33	\$37.22
July	\$19.25	\$ 8.75	0.25	\$28.00
August	\$12.83	\$ 6.55	0.19	\$19.38
September	\$6.42	\$ 2.80	0.08	\$9.22

**** Not final calculation until 2021
District Convention***



Member Discounts

Not every member pays the same. For example, consider:

- Spouse magazine credit
- Life members
- Former Sponsor Youth Alumni members



Dues invoicing process



Invoice

- New member adds must be complete by **September 30**
- Member deletions due by **October 10**



Mailing

- Last week of October/
first week of November
- Club secretary



Payment

- Finance tab
- Online (North America Only)



Administrative accounts

Income

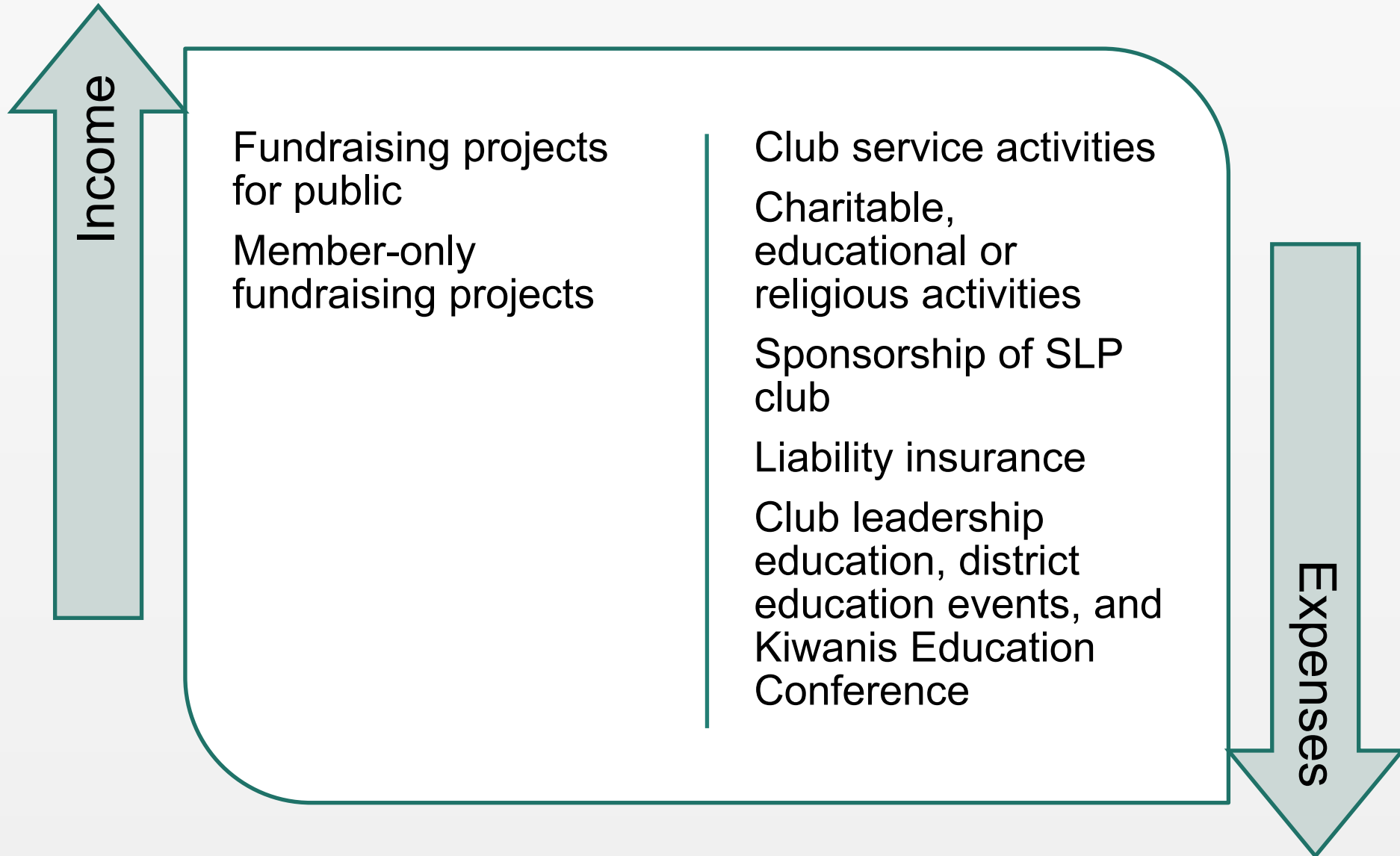
Dues
Membership fees
Meals (if applicable)
Assessments

KI and district dues
Conventions
Club Programming
Magazine
subscriptions
Meals
Club newsletters
Liability insurance

Expenses



Service accounts



Annual audit



- Legal requirement
- Completed by independent auditor or an internal committee
- Standard Form for Club Bylaws
- Treasurer **CANNOT** serve on committee



Files to be maintained

- Club checkbook
- Paid invoices file
- Cash receipts file (deposit records)
- Bank statements and reconciliations
- Treasurer's reports
- Budget files
- Official documentation required by state or local law
- Cancelled checks (seven years)
- Financial records and reports
- Official documents related to the club foundation



U.S. Revenue Act regarding fundraising solicitations

Federal legislations requires that *any* fundraising solicitation on or behalf of Kiwanis clubs and district **must include** an express statement that:

“contributions or gifts to the club are not deductible as charitable contributions for federal income tax purposes.”

the statement must be in a conspicuous and easily recognizable format regardless of format.



Form 990

The IRS requires all U.S.-based Kiwanis clubs to submit a 990 form annually.

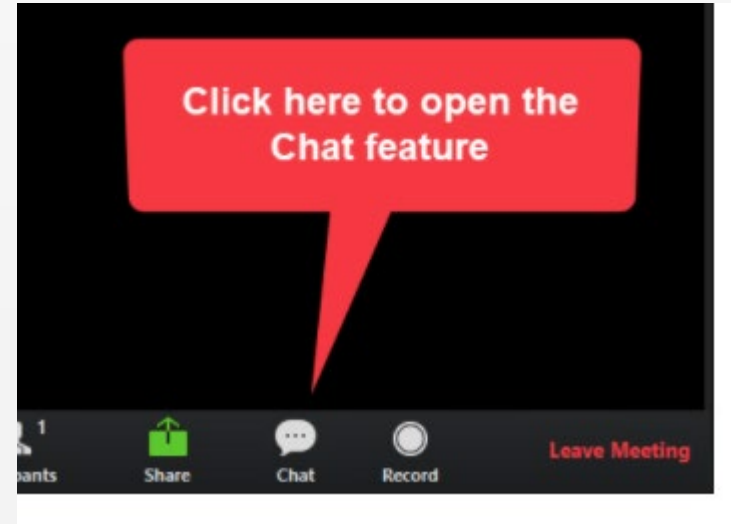
Failure to file in a timely manner may put your club's incorporation status at risk

For more information, visit:
kiwanis.org/form990





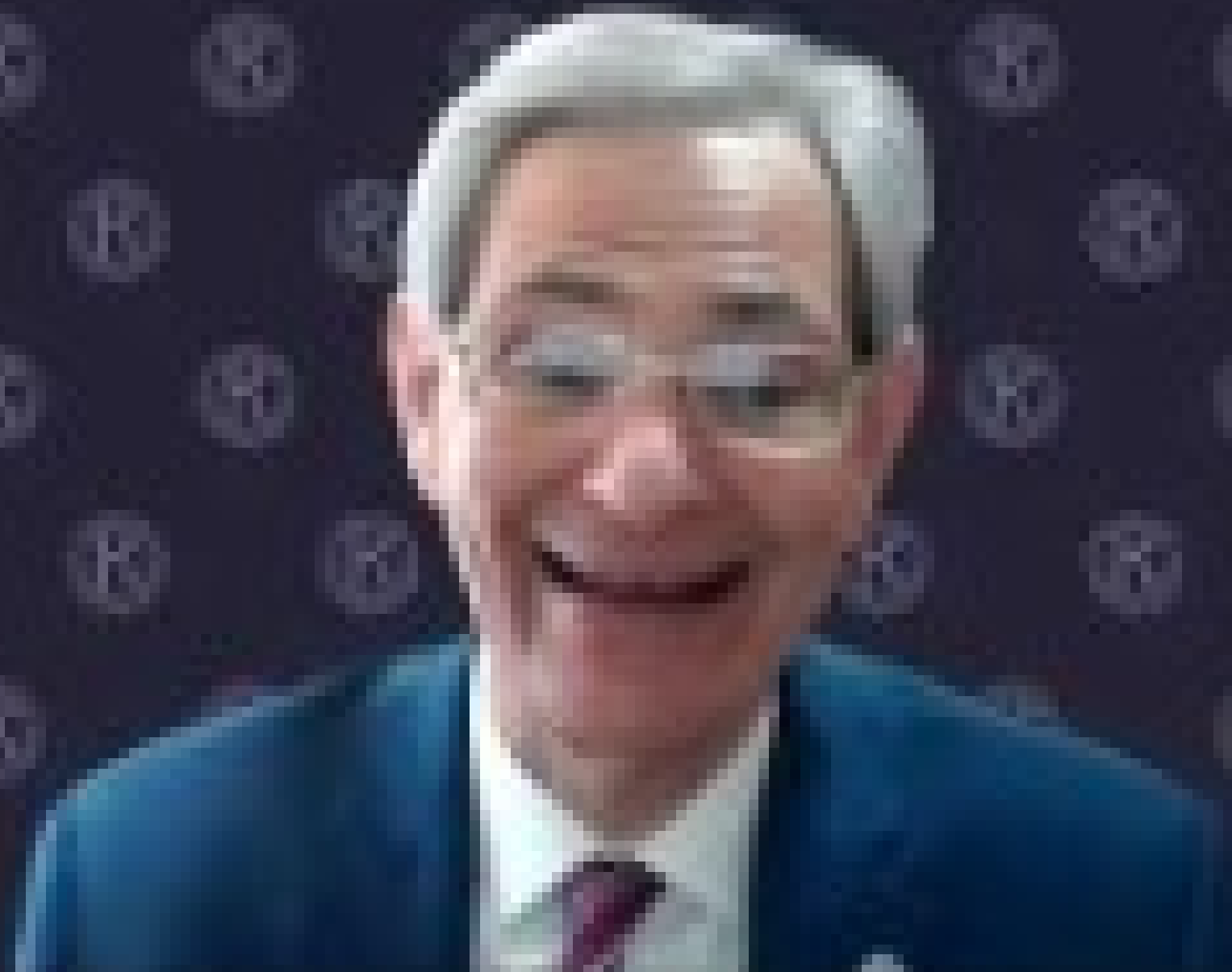
Questions





Membership Chair







Ready to be a Superhero?

- **Membership is everyone's job**
- It is important to identify the **Club Membership Coordinator/Chair**
- Develop a **team / committee of *heros*** to support and drive club membership growth and retention initiatives.
- Be the hero for your club!





What is your Role?

- Set realistic and measurable membership club goals with Board
- Develop and get approval of an **action plan**
- Plan Membership Drive Events
- Coaching other members
- Plan New Member Orientation





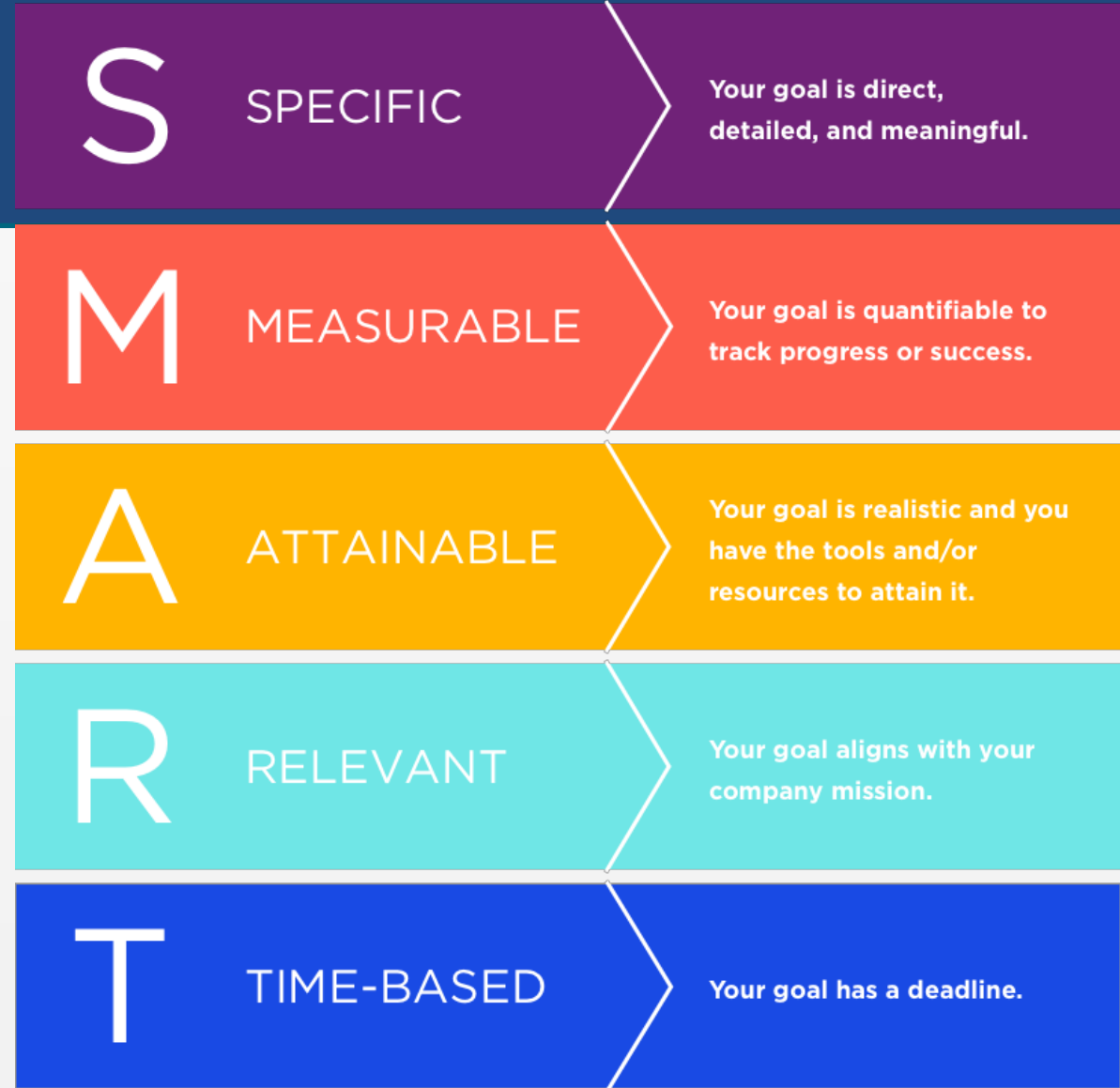
Goal setting

Establish goals that are:

- Annual
- Long-term
- Visible to members

SMART goals

- Tool for creating clear and reachable goals





Membership Drive

A systematic process to organizing a membership event, broken into 3 parts:

- Prepare
- Invite
- Follow up

This can be a Virtual Event

A screenshot of the Kiwanis International website. The header is dark blue with social media icons (Facebook, Twitter, Instagram, YouTube) and a navigation menu with links: SHOP, KIWANIS CHILDREN'S FUND, CONVENTION, MAGAZINE, MEMBER RESOURCES. Below this is a blue bar with the Kiwanis logo, the word 'Kiwanis', and navigation links: NEWS, ABOUT, CLUBS, FEATURED. A search icon is on the right. The main content area is white and features the heading 'INVITE NEW MEMBERS' in large orange letters. Below this is a paragraph of text, followed by another paragraph, and then a section titled 'Membership Benefits' in orange. This section contains a paragraph and a bulleted list of benefits. At the bottom of the visible section is another heading 'Identifying New Members' in orange.

When you love your club, you'll want to share that experience and invite others to be part of it. After all, 74 percent of members joined a Kiwanis club because someone invited them—and for 48 percent of them, it was a friend or relative.

The best way to attract new people to your Kiwanis club is by grabbing their interest—and respecting their time. Kiwanis International developed this "elevator speech" to help you. Create your own "one-minute speech" by thinking of answers to a few simple questions.

Membership Benefits

There are lots of reasons to join of club, but here are some of the benefits you can remind your friends, family and acquaintances they'll enjoy as a member of Kiwanis.

As a member of Kiwanis, they will:

- Change children's lives
- Improve the community and the world
- Build friendships
- Enhance their leadership skills
- Develop business contacts

Kiwanis also offers members access to special products and services, Kiwanis magazine and other great tools.

Identifying New Members



Make your invitations personal

- Build rapport with potential members
- Introduce Kiwanis (simply)
 - Have fun
 - Tell stories
 - Connect on a personal level
- Utilize the “One Minute Speech”





New Members

Orientation
Mentoring
Induction ceremony
Involvement





New Member Orientation

Resource available for New Member Orientation
Powerpoint:

https://www.kiwanis.org/docs/default-source/membership/club-strengthening/new-member-orientation.pptx?sfvrsn=a7f726ef_0



Existing Members



- Reaching out
- Re-engage members who have gone in-active
- Club involvement
- Celebrate club and member accomplishments
- Exit survey – *If member leaves send one*

Use the member satisfaction survey at kiwanis.org/ACEtools



Membership Support

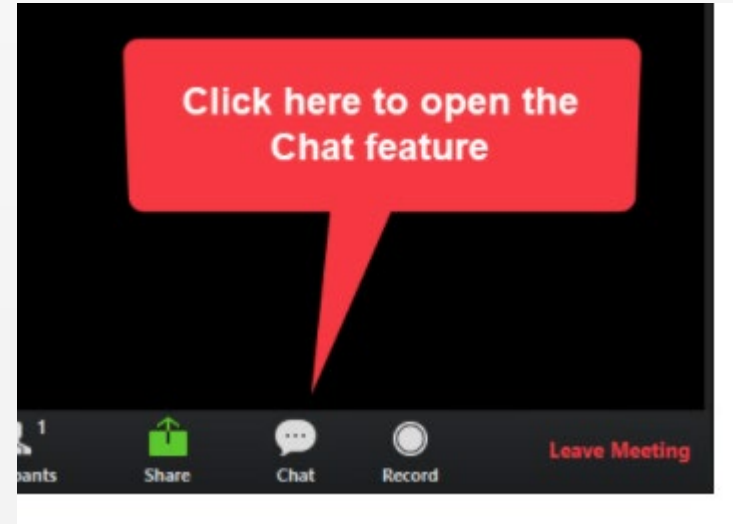
- Pennsylvania supports existing clubs through **Boost Workshops**.
- The **District Membership Committee** has representatives in each Region ready to support club strengthening and growth.
- For help and support for your club reach out via email at **Membership@pakiwanis.org**



**The health of our
clubs lies within
the hearts and
hands of
members like us.
Remember why
you joined!**



Questions





Club Leadership Guide

Leadership Guides are available online at:

<https://www.kiwanis.org/clubs/member-resources/training/leadershipguide>

- If you need a hard copy, please let us know.
- Slides will be available for download after sessions.





KI Officer Training

- Additional FOCUSED Required Training for Officers from Kiwanis International:

Virtual CLE Schedule:

Monday 8/16 – Club Presidents

Tuesday 8/17 – Club Secretaries

Wednesday 8/18 – Club Treasurers

Thursday 8/19 – Membership Committee

All sessions will be at 8 PM eastern daylight time.



**JUST
ANNOUNCED!**

You must pre-register in order to attend. To do so, visit https://kiwanis.formstack.com/forms/virtual_cle_2021.



PA District Events

- **District Convention**
 - August 19-22, 2021 at the Hilton Hotel in Downtown Harrisburg, PA!
 - More information can be found on the District web site: <https://k23.site.kiwanis.org/pa-district-convention-2021/>



We value your feedback!

Please complete Leadership Education Survey!

<https://www.surveymonkey.com/r/2021CLESurvey>





2021-2022 Regional Contacts

Governor, 2021-2022

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