

**Kiwanis Club of Brigham City
Policies & Procedures Manual**

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Prepared by: Club Secretary

Table of Contents

1. Policy A – Dues and Fees	1
2. Policy B – Club Meeting Information	2
3. Policy C – Duties of Officers & Directors	2
4. Policy D – Committees	3
5. Policy E – Special Membership Types	4
6. Policy F – Board Composition & Non-Voting Appointed Roles	5
7. Policy G – Speaker & Guest Meal Rules	6
8. Policy H – Conflicts of Interest and Ethics.....	7
9. Policy I -- Membership Application & Acceptance Process.....	7
10. Policy J -- Member Conduct & Discipline.....	8
11. Policy K -- Privacy & Data Protection.....	9
12. Policy L -- Social Media & Public Communications.....	9
13. Policy M -- Amendment Process for Policies.....	10
14. Policy N -- Volunteer Hours Tracking & Recognition.....	11
15. Policy O -- Club Budget & Financial Controls.....	11
16. Policy P – Record Retention and Archiving.....	12
17. Policy Q – Service Account Expenses.....	12
18. Policy R – Club Grant Application Process	14
19. Policy S – Kiwanis Scholarship Deferment.....	15

1. Policy A – Dues and Fees

1.1 Purpose

To define the financial obligations of each member and ensure transparent, consistent collection of dues and fees in alignment with Kiwanis International requirements.

1.2 Scope

Applies to **all members** of the Kiwanis Club of Brigham City, including regular, emeritus, and any other membership categories approved by the club.

1.3 Definitions

Term	Definition
Annual Dues	Fixed yearly contribution required of every active member.
New-Member Enrollment Fee	One-time fee assessed when a person first joins the club.
Good Standing	Member who is current on all financial obligations.

1.4 Financial Obligations

All amounts include Brigham City dues, district dues, and Kiwanis International dues.

Fee (2025-2026)	Cost	Paid to	Account Type
Annual Club Dues	\$598.00	Kiwanis Club of BC	Administrative
Kiwanis International Dues	\$77.00	Kiwanis International	Administrative
Kiwanis Magazine	\$8.00	Kiwanis International	Administrative

Liability Insurance	\$18.00	Kiwanis International	Service
Directors & Officers Insurance	\$4.00	Kiwanis International	Service
Youth Protection / Cyber Security	\$5.00	Kiwanis International	Service
Utah-Idaho District Dues	\$40.00	Utah-Idaho District	Administrative
New-Member Enrollment Fee		One Time \$80	Administrative
Children’s Fund Contribution (optional)	—	Kiwanis Children’s Fund	
Other Fees	—	—	—
TOTAL (All Mandatory Fees)	\$750.00	—	—
			—

All mandatory fees now sum to **\$750.00**. This cost may be reduced annually by administrative fundraisers. The optional Children’s Fund contribution and the New Member Enrollment Fee remain excluded from the total.

1.5 Special Considerations

- Alumni of Service Leadership Programs are exempt from Kiwanis International dues for the first **two** years after joining.

1.6 Collection & Enforcement

1. Dues are due **by October 15th** each fiscal year.
2. Members more than **3 months** delinquent (or in arrears of any amount) are **not** considered in good standing.
3. The Treasurer will issue reminders, track payments, and report delinquency to the Board.
4. Persistent non-payment may result in suspension of membership privileges, per Article 2.3 of the bylaws.

Additional Clarifications (from recent board discussions):

- **Pay-as-you-go meals:** Members are not allowed to do Pay-as-you-go meals. Members must pay all dues and fees annually. However, monthly payment plans can be setup with approval.
- **Speaker Meals:** See **Policy G** for detailed rules.

2. Policy B – Club Meeting Information

2.1 Purpose

To provide members with a clear, publicly accessible schedule of regular and alternate meetings, ensuring consistent attendance and participation.

2.2 Scope

All club members and guests.

2.3 Meeting Schedule

Meeting Type	Frequency	Day & Time	Location / Platform
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Regular Club	Weekly	Wednesday at 12:00 pm	Maddox Ranch house
Alternate	As needed	<i>To be announced via email and website</i>	<i>Specify venue or virtual platform</i>

2.4 Procedural Notes

- Changes to the meeting schedule must be communicated **at least 48 hours** in advance via email and the club website.
- Minutes of each meeting are recorded by the Secretary.

3. Policy C – Duties of Officers & Directors

3.1 Purpose

To delineate supplemental responsibilities beyond those enumerated in the bylaws, promoting clarity and accountability among leadership.

3.2 Scope

All elected officers and directors.

3.3 Roles & Responsibilities

Position	Additional Duties
President	• Serve as primary spokesperson for the club. • Lead strategic planning sessions. • Foster relationships with community partners.
President-Elect	• Assist the President with event coordination. • Prepare transition plan for assuming office.
Immediate Past President	• Mentor incoming officers
Secretary and Assistant Secretary	• Oversee record-keeping . • Manage membership database updates • Record minutes • Record voting results
Treasurer	• Prepare all financial documentation for the club. • Coordinate with the annual audit committee. • Collect dues • Report regularly to the board.
Vice-President(s) (if any)	• Lead special projects as assigned by the Board. Assist the President.
Directors	• Participate in committees (e.g., fundraising, service). • Present and vote on club matters.

4. Policy D – Committees

4.1 Administrative Committee

Sub-Committee	Primary Responsibilities
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Finance and Public Relations	<ul style="list-style-type: none"> • Prepare annual budget proposals and monitor expenditures. • Produce quarterly financial statements for the Board. • Manage public relations, media outreach, and branding initiatives.
Membership	<ul style="list-style-type: none"> • Develop recruitment strategies and onboarding processes • Coordinate member recognition programs and retention activities.
Community Services	<ul style="list-style-type: none"> • Plan, execute, and evaluate community-service projects (e.g., Sock Drive, Coat Drive, Salvation Army “Ring the Bell”). • Secure partnerships with local charities and track impact metrics.
Youth Services	<ul style="list-style-type: none"> • Liaise with Key Club, Builders Club, and other youth groups. • Organize joint service events.

4.2 Activities Committee

Sub-Committee	Primary Responsibilities
Christmas Village	<ul style="list-style-type: none"> • Plan and organize the Christmas Village Activity.
Easter Egg Hunt	<ul style="list-style-type: none"> • Plan the annual Easter Egg Hunt, including candy preparation, egg filling, sponsors, setup and takedown of event.
Golf Tournament	<ul style="list-style-type: none"> • Organize the annual golf fundraiser, including sponsor acquisition, player registration, and prize distribution.
Peach Days	<ul style="list-style-type: none"> • Coordinate the seasonal Peach Days celebration, encompassing vendor coordination, marketing, and community engagement.

5. Policy E – Special Membership Types

5.1 Purpose

To recognize long-term contributors while preserving full voting and financial responsibilities under Kiwanis International rules.

5.2 Scope

Applicable to members who meet the criteria outlined below and who are approved by the Board.

5.3 Special Membership Category: Emeritus Member

Criterion	Details
Eligibility	Minimum 10 years of continuous regular membership in good standing; desire to reduce meeting attendance.
Application Process	<ul style="list-style-type: none"> • Submit a written request to the Board. • Pay current International and District dues for each year the Emeritus status is retained. • Pay only for club activities and lunches actually participated in.
Benefits	<ul style="list-style-type: none"> • Listed on the official club roster as “Emeritus”. • Continue receiving newsletters and communications. • Invitation to attend club activities (no obligation to attend).

Voting Rights	Emeritus members do not have the ability to vote in club elections, bylaws amendments, or other decisions. They are generally classified as non-voting or honorary members to maintain the integrity of active member governance.
Approval	Requires a two-thirds (2/3) vote of the Board membership present and voting at a duly noticed meeting.

5.4 Administration

- The Secretary maintains a separate register of Emeritus members.
- Annual dues for Emeritus members are tracked alongside regular dues.

6. Policy F – Board Composition & Non-Voting Appointed Roles

6.1 Board Structure (Current as of [Insert Date])

Role	Voting Status	Term Length	Appointment Method
President	Voting	1 yr	Election by membership
President-Elect	Voting	1 yr	Election by membership
Immediate Past President	Voting	1 yr	Election by membership
Vice-President(s) (if any)	Voting	1 yr	Election by membership
Secretary	Voting	1 yr	Election by membership
Secretary Assistant	Voting	2yr	Election by membership
Treasurer	Voting	1 yr	Election by membership
Advisor (non-voting)	Non-voting	2 yr	Appointed by Board
Sergeant-at-Arms (Ethan)	Non-voting	2 yr	Appointed by Board
Additional Board Members (6)	Voting	2 yr	Election by membership

The board now totals 13 voting members plus 2 non-voting appointed members (Advisor & Sergeant-at-Arms).

6.2 Non-Voting Appointed Positions

Position	Core Responsibilities	Reporting Line
Advisor	• Provides guidance on club strategy and community outreach. • Attends board meetings, offers recommendations, but does not vote.	Reports to the President; works collaboratively with all officers.
Sergeant-at-Arms (Ethan)	• Maintains order during meetings. • Oversees security for club events. • Ensures compliance with club policies (e.g., meal rules, speaker protocols). • Does not vote.	Reports to the President.

7. Policy G – Speaker & Guest Meal Rules

7.1 Purpose

To standardize the provision of meals for speakers, guests, and their spouses/significant others, ensuring fairness, budgeting transparency, and compliance with Kiwanis International guidelines.

7.2 Scope

Applies to all club events where external speakers, guests, or their accompanying persons are invited.

7.3 Meal Entitlements

Category	Meal Provision	Cost to Club	Notes
Speakers	One full meal	Covered by club budget	Speakers may request dietary accommodations in advance (minimum 48 hrs).
Speaker's Spouse/Significant Other	One full meal (same as speaker)	Covered by club budget	Only one accompanying adult per speaker unless pre-approved by the Board.
Club and Board Members	One full meal	Covered by club dues	Same dietary accommodation policy applies.
Guests of Club Members	1 st time guest	Covered by club budget	Subsequent visits are paid per visit.

7.4 Guest Section – Speaker Selection & Hospitality Guidelines

1. **Speaker Topic & Relevance**
 - Choose a speaker whose topic is **informational, educational, motivational, or entertainment-focused** and of **general interest to all club members**.
 - Give **priority to speakers from organizations that serve children**.
2. **Content Sensitivity**
 - Use common sense to **avoid controversial or volatile issues** that could be divisive.
 - **Avoid duplicating** a speaker or topic that has been covered in the past few years.
3. **Public Officials vs. Candidates**
 - Prefer inviting **elected officials** (e.g., congressional or legislative representatives) when the format is a straightforward report to constituents.
 - If **political candidates** are invited, **extend the same invitation to all candidates** running for that office.
4. **Non-Profit Organizations**

- Speakers from **non-profit groups** are welcome when their topic aligns with the organization's mission.
 - While **fund-raising requests may be made**, they should **not dominate the presentation**.
5. **For-Profit Organizations**
- Representatives may discuss **industry-related issues and community impact**.
 - **Product or service mentions are acceptable** provided they do **not become the bulk of the talk**.
6. **Working with Speakers** (*adapted from the Kiwanis International Leadership Guide*)
- **Pre-Visit Logistics**
 - Inform the speaker of the **date, time, location, audience size, agenda, allotted speaking time, and adjournment time**.
 - List any **equipment available** (projector, screen, lectern, etc.) and **appropriate attire** expectations.
 - Request **spelling/pronunciation of the speaker's name** and a **résumé** for publicity and introductions.
 - **On-Site Hospitality**
 - Have a **member greet the speaker** and introduce them to the club.
 - Provide a **guest/speaker badge** and seat the speaker at the **head table**.
 - Place a **cup or bottle of water** at the speaker's place (or podium).
 - Add a **properly branded Kiwanis logo** to the podium/lectern for photo opportunities.
 - **Introduction & Appreciation**
 - Deliver a **brief, formal introduction** before the presentation.
 - Thank the speaker with an **inexpensive token of appreciation**; optionally make a donation on their behalf to a cause reflecting the club's service focus.
 - Encourage the club to **rise and applaud** at the speaker's introduction and/or conclusion (introduce this practice if not already customary).
 - **Post-Visit Follow-Up**
 - Send a **note of appreciation** on behalf of the club within a day or two.
 - **Invite the speaker** to consider joining the club, if appropriate.

8. Policy H – Conflicts of Interest and Ethics

8.1 Purpose

To safeguard the integrity of the Kiwanis Club of Brigham City by preventing personal or business interests from influencing club decisions, in accordance with Kiwanis International's Code of Ethics.

8.2 Scope

All elected officers, appointed officers, committee chairs, and regular members.

8.3 Definition

Conflict of Interest – Any situation in which a member's personal, professional, or financial interest could reasonably be perceived to affect the member's judgment or actions on behalf of the club.

8.4 Disclosure Requirement

Members who become aware of a potential conflict must notify the Secretary immediately.

8.5 Recusal Procedure

1. The member declares the conflict to the Board before any related discussion or vote.
2. The member abstains from participating in deliberations, voting, or influencing the outcome.

3. The remaining Board members proceed with the matter; a record of the recusal is entered in the meeting minutes.

8.6 Enforcement

Failure to disclose a material conflict may result in a warning, temporary removal from the affected committee, or, for repeated violations, suspension of voting rights as determined by a two-thirds Board vote.

9. Policy I - Membership Application & Acceptance Process

9.1 Purpose

To establish a fair, transparent, and consistent method for admitting new members to the club.

9.2 Scope

All prospective members seeking regular (voting) membership.

9.3 Application

- Completed **Membership Application Form** (includes contact information, occupation, and reason for joining).
- Optional brief interview (15-20 minutes) conducted by the Membership Committee.

9.4 Review & Approval

1. The Membership Committee reviews the candidate within ten (10) business days of receipt.
2. If the Committee recommends approval, the application is placed on the agenda for the next regular Board meeting.
3. Accepted applicants are notified, added to the membership roster, and billed the initial dues and enrollment fee per Policy A.

9.5 Denial

If an application is denied, the applicant receives a written explanation and may appeal to the board.

10. Policy J - Member Conduct & Discipline

10.1 Purpose

To promote a respectful, inclusive, and safe environment for all members, guests, and partners.

10.2 Scope

All club members, officers, and volunteers.

10.3 Unacceptable Behavior

- Harassment, intimidation, or discrimination based on race, gender, sexual orientation, religion, disability, or any protected characteristic.
- Misuse of club funds, property, or resources for personal gain.
- Conduct that brings disrepute to Kiwanis International or the club (e.g., public profanity, illegal activity).
- Repeated failure to meet attendance or dues obligations (after written warnings).

10.4 Investigation Process

1. A complaint is submitted in writing to the Secretary.
2. The Secretary forwards it to the board.
3. Within ten (10) business days, the President and Secretary meet with the accused member (who may bring a support person) to gather facts.
4. The board prepares a written recommendation based on evidence gathered by the President and Secretary.

10.5 Sanctions *(progressive, unless severity warrants immediate action. Majority vote needed except expulsion which is 2/3 vote of the board)*

- **Warning** – Written notice of violation.
- **Probation** – Continued membership contingent on compliance for a defined period (e.g., 60 days).
- **Suspension** – Temporary loss of voting and meeting privileges (up to 90 days).
- **Expulsion** – Permanent removal; requires a **two-thirds 2/3 vote of the Board** after the Committee's recommendation.

10.6 Appeal Rights

The member may appeal the decision in writing to the **Full Board** within seven (7) days of notification. The Board reviews the appeal and renders a final decision, which is recorded in the minutes.

11. Policy K - Privacy & Data Protection

11.1 Purpose

To protect personal information collected from members and ensure its use solely for legitimate club activities, aligning with Kiwanis International privacy standards.

11.2 Scope

All personal data held by the club, including names, addresses, telephone numbers, email addresses, and payment information.

11.3 Data Collection & Use

- Data is gathered only when necessary (membership applications, dues processing, event registration).
- Information is used exclusively for club communication, record-keeping, billing, and service-project coordination.

11.4 Storage & Security

- Digital records are stored in a password-protected service approved by the Board.
- Physical documents are kept in a locked location.
- Access is limited to the Secretary, Treasurer, and designated officers.

11.5 Sharing & Disclosure

Member data will **not** be sold, rented, or disclosed to third parties without explicit written consent, except when required by law or Kiwanis International reporting.

11.6 Retention & Deletion

- Active members' data is retained for the duration of membership plus three (3) years thereafter.
- Former members' data is archived for seven (7) years (see Record Retention section) and then securely destroyed.

11.7 Member Rights

Members may request a copy of their personal data, correction of inaccuracies, or deletion (subject to legal and archival requirements, by contacting the Secretary.

12. Policy L - Social Media & Public Communications

12.1 Purpose

To present a consistent, positive image of the Kiwanis Club of Brigham City across all public platforms.

12.2 Authorized Voices

- The President, Vice-President(s), and Communications Officer (or designated member) may post on official club accounts (Facebook, Instagram, Twitter, LinkedIn, etc.).
- Other members may share club content but must credit the official account and refrain from speaking on behalf of the club without prior approval.

12.3 Content Guidelines

- Posts must reflect Kiwanis values: service, fellowship, and community improvement.
- No political endorsements, partisan commentary, or controversial topics unrelated to club activities.
- Images of minors require parental consent before posting.
- All copyrighted material must be used with permission or fall under fair-use for nonprofit purposes.

12.4 Disclaimer

Whenever a member posts personal opinions on a club-affiliated platform, the post should include: *"The views expressed are my own and do not represent the official position of Kiwanis Club of Brigham City."*

12.5 Crisis Communication

In the event of a negative incident or media inquiry, only the President or designated spokesperson may respond publicly. All inquiries should be forwarded to the President immediately.

13. Policy M - Amendment Process for Policies

13.1 Purpose

To provide a structured method for updating the Policies & Procedures Manual as the club evolves.

13.2 Proposal Submission

Any member may submit a written amendment proposal to the Secretary, including:

- Text of the proposed change.
- Rationale and supporting documentation.

13.3 Review

- The Secretary circulates the proposal to the Board within five (5) business days.
- The Board reviews, may request revisions, and places the amendment on the agenda of the next regular meeting.

13.4 Board Vote

- The amendment is presented to the Board at a duly noticed meeting.
- Adoption requires a quorum with **majority of members present and voting.**
- **13.5 Implementation**
- Once adopted, the Secretary updates the manual, archives the previous version, and distributes the revised manual to all members within ten (10) days.

14. Policy N - Volunteer Hours Tracking & Recognition

14.1 Purpose

To encourage service participation, accurately record contributions, and recognize members for their efforts.

14.2 Tracking System

- Members sign the log confirming the reported hours.
- The Secretary consolidates logs into an annual **Service Report** for submission to the District and Kiwanis International.

14.3 Recognition

- **Annual:** Total service hours are announced to the general membership. Contributed hours count toward the club's Kiwanis International service goal and are noted on members' personal service records.

14.4 Reporting

The annual Service Report includes total hours, breakdown by project, and highlights of high-impact activities. It is shared with the District and posted on the club website (member names omitted unless consent is given).

15. Policy O - Club Budget & Financial Controls

15.1 Purpose

To ensure responsible stewardship of club finances, transparency to members, and compliance with Kiwanis International financial policies.

15.2 Annual Budget Preparation

1. The Treasurer drafts a **Projected Budget** (income, dues, fees, anticipated expenses) by September 1.
2. The Finance Committee reviews and provides recommendations.
3. The Board adopts the budget at the October meeting by a simple majority vote.

15.3 Expenditure Authorization

- All expenditures must align with the approved annual budget and directly support the club's mission in service to children and the community.
- Committee chairs are authorized to incur expenses within their allocated budget lines without prior approval, provided such expenses are solely for the completion of the specific activities, projects, and objectives assigned to their committee. Chairs are expected to act as

responsible stewards of club funds by consulting with committee members to determine the most effective and efficient use of allocated resources.

- The President is allocated a discretionary contingency fund (as defined in the annual budget) for unforeseen or emergent needs that align with Kiwanis objectives. Expenditures from this fund require no prior approval or mandatory reporting to the Board at meetings; however, they must be fully documented with itemized receipts or invoices submitted to the Treasurer within 10 business days. The Treasurer will record these in the financial ledger and include them in quarterly financial statements and reviews shared with the Board.
- All expenses, regardless of amount or source, require itemized receipts or invoices submitted to the Treasurer within 10 business days for reimbursement or recording. No reimbursements will be issued without proper documentation.
- Any proposed expenditure that would exceed a budget line item by more than 10% requires Board approval via a simple majority vote at a duly noticed meeting.

15.4 Audit & Review

- An independent **Annual Audit** (internal or external) is performed each calendar year.
- The audit report is presented to the Board and made available to members at the annual meeting.

15.5 Financial Reporting

- Quarterly financial statements (balance sheet, income statement) are prepared by the Treasurer and presented to the Board as requested.
- Any variance > 10 % of budgeted line items triggers a Board review.

16. Policy P - Record Retention & Archiving

16.1 Purpose

To preserve the club's historical and legal documents while complying with Kiwanis International and applicable regulations.

16.2 Retention Schedule

Document Type	Retention Period	Storage Method
Meeting minutes (Board & club)	7 years	Secure folder + printed backup
Financial statements & audits	7 years	Encrypted digital archive
Membership rolls & applications	7 years after termination	Secure (access limited to Secretary & Treasurer)
Contracts, leases, insurance policies	7 years after expiration	Physical lockbox + scanned copies
Volunteer hours logs & service reports	7 years	Secure folder
Policy & procedure manuals (all versions)	Permanent (archived)	Version-controlled repository

16.3 Archiving Procedure

- At the end of each fiscal year, the Secretary transfers completed documents to the **Archive Folder** (named "YYYY-YY Archive").

- After the retention period expires, the Secretary destroys physical copies via shredding and permanently deletes digital files, documenting the destruction date.

16.4 Access Controls

- Only the Secretary, Treasurer, and Board members may retrieve archived records.
- Requests from external entities (e.g., auditors, district officers) must be approved in writing by the President.

17. Policy Q - Service Account Expenses

17.1 Purpose

To define how the club's Service Account may be funded and spent, ensuring that all expenditures support the Kiwanis mission of service, charity, education, and community-building while remaining fiscally responsible and transparent.

17.2 Scope

Applies to the President, Treasurer, any officer or committee chair who authorizes a charge to the Service Account, and all members who submit expense requests.

17.3 Definitions

Term	Meaning
Service Account	The dedicated fund (often a line-item in the club budget) used exclusively for service-related costs.
Liability Insurance	Coverage purchased to protect the club and its volunteers against claims arising from service projects, charitable activities, or educational events.
Kiwanis Service Leadership Program (SLP)	Programs such as Key Club, Builders Club, or similar youth-leadership initiatives sponsored by Kiwanis.
Club Leadership Education	Training sessions, conferences, or workshops approved by Kiwanis International that develop officer and member skills.

17.4 Allowable Expenditures

The Service Account may be used for any of the following categories, provided the expense is reasonable, documented, and approved according to § 17.6.

Category	Examples of Eligible Items
A. Direct Service, Charitable, Educational, & Religious Activities	Supplies (e.g., hygiene-kit items, cleaning products), food for service events, Easter-hunt candy, books for youth, coats, aprons, hats, shirts worn at service events, venue rentals for service-focused meetings, printing of flyers or educational handouts.
B. Sponsorship of Kiwanis Service Leadership Programs	Materials, travel, or activity costs for Box Elder High School Key Club, Box Elder Middle School Builders Club, or any other SLP the club officially sponsors.
C. Liability Insurance for Service Projects	Premiums or deductible contributions for insurance covering service projects, charitable drives, or educational events.
D. Club Leadership Education & District/Kiwanis Conferences	Registration fees, travel, lodging, meals, and related costs for: • Club Youth Protection training • District conventions • Kiwanis International Education Conference • Background-check fees for volunteers.

17.5 Ineligible Expenditures

- Personal purchases unrelated to a club-approved activity.
- Entertainment or recreational items not tied to a service or educational objective.
- Costs that duplicate funding already covered by other club accounts (e.g., regular dues, fundraising revenue) unless expressly approved.

17.6 Approval Process

1. **Committee Chairs and President:** See §15.3 for authorization, documentation, and reporting requirements.
2. **All Other Eligible Service Account Expenditures (e.g., unbudgeted projects or requests by non-chair members):**
 - Submit a written request to the **President**, including project description, cost estimate, and mission impact.
 - Final approval for any amount **outside the President's contingency fund** requires:
 1. Review with the Treasurer to determine budget impact.
 2. A simple majority vote of the Board at the next duly noticed meeting (or via email vote if urgent).
3. **Documentation & Reimbursement:** All Service Account expenses require itemized receipts submitted to the Treasurer within 10 business days; reimbursements are processed within 10 business days of receipt.

17.7 Reporting & Oversight

- The Treasurer includes a **Service Account Summary** in the quarterly financial statement distributed to the Board.
- An **annual Service Report** (see Section 14) aggregates total service-account spending, categorizes expenses, and notes outcomes (e.g., number of kits assembled, youth served).
- The Board conducts a **mid-year review** of the Service Account to confirm alignment with the club's service goals and to adjust the upcoming budget if necessary.

17.8 Auditing

- The club's yearly audit (Section 15) must verify that all Service Account transactions are supported by proper documentation and conform to the categories listed in this policy.
- Any discrepancy identified during the audit shall be reported to the Board, and corrective action must be taken within thirty (30) days.

17.9 Amendments

Changes to this policy follow the amendment procedure outlined in Section 13.

18. Policy R – Club Grant Application Process

18.1 Purpose – Provide a clear, repeatable procedure for members, community groups, or partner organizations that request grant funding *from* the Kiwanis Club of Brigham City.

18.2 Scope – Applies to any applicant seeking club-sponsored grant money and to the Board that reviews and approves those requests.

18.3 Process

1. **Request submission** – Applicants submit a written request (email or form) to the **President** that includes:
 - Project description and objectives
 - Requested amount
 - Budget breakdown and timeline
 - How the project aligns with Kiwanis' service mission.
2. **Initial screening** – Treasurer verifies that the request meets eligibility (e.g., local impact, non-profit status, no conflict of interest) and that funds are available.
3. **Board consideration** – The completed packet is placed on the agenda of the next **monthly board meeting**.
4. The **President** presents the request; board members may ask questions.
 - **Decision By the Board– Simple majority** vote of the Board = approved.
5. **Notification & disbursement** – Approved applicants receive written notice and a disbursement schedule. Funds are released by the Treasurer after the applicant signs a receipt acknowledging planned use.
6. **Reporting** – Recipients must submit a brief final report (outcome, expenses, photos) to the Treasurer within 30 days of project completion. Reports are filed by the Secretary.

18.4 Amendments – Any change to this policy follows the procedure in **Policy M – Amendment Process for Policies**.

19. Policy S – Kiwanis Scholarship Deferment

19.1 Purpose – To allow scholarship recipients to extend the use of their award for up to **three (3) additional years or more as approved by the Board** when a qualifying deferment reason is documented and verified.

19.2 Definitions

- **Recipient** – Student who holds a Kiwanis scholarship.
- **Deferment Reason** – A circumstance that an accredited school would normally accept for extending scholarship eligibility (e.g., mission-service, active military duty, approved medical or family leave).
- **Deferment Request** – Written request that includes a description of the deferment reason and supporting documentation (military orders, physician's note, school-issued leave approval, etc.).

19.3 Eligibility

1. Only one deferment may be granted per scholarship award.
2. The deferment reason must be one typically recognized by educational institutions.

19.4 Procedure

1. **Submission** – The recipient sends a Deferment Request to the Board Chair (or designated officer) **no later than 30 days before the original expiration date**. The request must contain the recipient's name, scholarship title, original expiration date, a brief statement of the deferment reason, and supporting documentation.
2. **Review & Decision** – The Chair (in consultation with the Treasurer, if needed) verifies that the supplied documentation satisfies the qualification criteria.
 - **If the qualifications are valid**, the deferment is **automatically approved**. The new expiration date equals the original date plus 1-3 years, and the recipient receives a written approval.
 - **If the qualifications are not valid**, the request is denied and the recipient receives a written explanation.
3. **Record Keeping** – The Secretary files the request, supporting documents, and the approval/denial letter in the scholarship records (see Policy P – Record Retention & Archiving) and updates the scholarship-tracking spreadsheet.

19.5 Limits – The maximum deferment period is three years; therefore, a scholarship may be used for a total of **six (6)** from the original award date. This may be extended on approval from the Board.

19.6 Responsibilities

- **Board Chair (or Designated Officer)** – Reviews documentation and grants approval when qualifications are met.
- **Secretary** – Maintains records and updates tracking systems.
- **Treasurer** – Confirms that sufficient scholarship funds remain available for the extended period.

19.7 Amendments – Any change follows the procedure in **Policy M – Amendment Process for Policies**.