



MEMORANDUM

TO: 2022-23 Ohio Kiwanis Club Secretaries

FROM: Jim Janosik, Executive Director

DATE: October 1, 2022

RE: Administrative Reminders

We are pleased to enclose the following documents for you as part of this packet.

- 1) Service Leadership Program Sponsorship
 - 2) Portalbuzz software
- Dues, for the 2022-2023 administrative year are as follows:
 - o International Dues - \$52.00
 - o Kiwanis Magazine - \$8.00
 - o Insurance & Risk Management fee - \$22.00
 - o District Dues - \$26.00
 - o TOTAL - \$108.00
 - The IRS form 990-N must be filed by those clubs who are required to prepare a Form 990 or 990-EZ based on their total gross receipts. If you do not know your IRS Employer Identification Number, please call our office. Failure to file this report by the February 15, 2023 deadline can result in the loss of your exemption from Federal Income Tax.
 - The District Directory will soon be available. Please use this link to either request a free digital copy, purchase a hard copy for \$5.00 each, or update information:
<https://k20.site.kiwanis.org/district-directory/>
 - MidYear Education Day will take place on Saturday, March 18, 2023 at the Crowne Plaza North Columbus. Registration will open in early January. Further information will be released as it becomes available.
 - District and International dues will be prorated on a 1/12th schedule throughout the year. There is no longer a flat new member add fee. Please keep this information in mind when invoicing a new club member. You may view the schedule here:
<https://k20.site.kiwanis.org/club-billing-information/>
 - The Kiwanis Magazine will be moving to an almost entirely digital delivery next year, with only October, January, April, and July in print. If members indicate that they have not received a copy in the mail, please direct them to <https://www.kiwanis.org/news/kiwanis-magazine> to view the most current issue. KI sends to email addresses listed in member profiles, so they need to ensure their email address is current.
 - Clubs are permitted to pay any portion of the \$22.00 Liability Insurance premium (includes general liability and directors & officers liability) from the club's service account.
 - All clubs are reminded to submit a monthly report of club activities, meetings, and other information by the 10th of each month for the month preceding. This information greatly helps your Lt. Governor, the District, and Kiwanis International. Most reports take less than 10 minutes to complete through Kiwanis Connect.



- Youth Protection Guidelines are available at <https://www.kiwanis.org/clubs/member-resources/training/risk-management/youth-protection> and need to be reviewed annually by your club. Key things to know include:
 - Chaperones for sponsored youth events must be 21 years of age and be a Kiwanis member, faculty member, parent, legal guardian, or person registered with the school or agency to chaperone students.
 - Chaperones are to take the youth protection training available on the Kiwanis website, and if staying overnight with students have a Kiwanis Criminal background check,
 - Parents or guardians may stay overnight at an event (example Key Club DLC) for one night without criminal background check.
- A calendar of events throughout the year is available at <https://teamup.com/ks6z4katun24uobboo> Should you wish to have something added to the calendar please email info@ohiokiwaniis.org with the information. This shared resource allows members throughout Ohio to know what events are happening, so please also share this link with your club members. Perhaps place the link on your club newsletters and updates.
- Please advise all club members that they can subscribe to the Buckeye Bulletin via ohiokiwaniis.org under Resources > Buckeye Bulletin. We automatically add all new members, but they may unsubscribe if they wish. Consider sending news to share with other clubs via the forms at: <https://k20.site.kiwanis.org/district-newsletters/>
- The new Kiwanis Engage software system is slated for early 2023 release. It has been delayed several times and presently I am scheduled to learn the new system in early November. We will coordinate special education sessions out of the District Office leading up to the release and afterwards so that everyone is comfortable using the new system. This will replace the Kiwanis Connect software, and PortalBuzz will be discontinued for free users entirely. Paid PortalBuzz users may continue to use the system but will have limitations. Please see the attached document.
- Is your club interested in receiving a contact list of folks that work in your community? The District has a new tool that can run lead lists for clubs to use in their marketing and recruitment efforts. Learn more at: <https://k20.site.kiwanis.org/membership/>

If you have questions about any of the information provided, please feel free to call us in the District Office. We are here to serve you and your club.



MEMORANDUM

TO: Ohio District Kiwanis Clubs
FROM: Sarah Roush, Administrative Secretary
DATE: October 5, 2022
RE: Key Club Sponsorship Fees

Now is the time for your Kiwanis Club to renew its commitment to the Ohio District's Service Leadership Programs.

Please note the attached form is for sponsorship fees for Key Clubs. Please remember that the fee is \$100 per Key Club and that sponsorship fees are due by **December 1, 2022**. These fees are vital to the operation of the Ohio District Key Club since club members are restricted on the amount for district dues. Please note that this is a ***sponsorship fee***, membership ***dues*** are paid by the Key Clubbers to Key Club International. If your sponsored Key Club is no longer in existence, please let us know so we can stop invoicing your club and stop sending mailings to the school. If you have any questions regarding this invoice, please do not hesitate to call me. Thank you.

KEY CLUB SPONSORSHIP PAYMENT

Mail to: Ohio District Key Club, 941 Chatham Lane, Suite 226, Columbus, Ohio 43221

Enclosed is our 2022-2023 Key Club Sponsorship Fee of \$100 for each club we sponsor as listed below.

- 1. _____ 2. _____
- 3. _____ 4. _____
- 5. _____ 6. _____

Kiwanis Club Secretary

Kiwanis Club Name

Check #

Amount of check

Division

Please make check payable to: **OHIO DISTRICT KEY CLUB**



In the near future, Kiwanis will launch Kiwanis Engage. It's a new platform that incorporates the secretary dashboard with new features that will allow clubs to do the following:

- Email members
- Post announcements
- Share an event calendar
- Store club documents
- Manage volunteer sign-ups

These features will help clubs focus on improving the lives of children; and the best thing is that there will be no charge to use Kiwanis Engage.

Additionally, Kiwanis now offers clubs with their own websites at no charge. Kiwanis provides templates and technical infrastructure, and clubs update the content using the popular WordPress platform.

Many clubs subscribe to Portalbuzz for the functionality listed above. However, Portalbuzz has been unable to provide documentation that member data is being handled and stored securely and as a result integration between Portalbuzz and Kiwanis International's database will end later this year. After the agreement between Portalbuzz and Kiwanis ends, clubs may still choose to subscribe to Portalbuzz. However, no membership data will transfer between the platforms. Clubs that continue using Portalbuzz will need to maintain their member listings in both Portalbuzz and Kiwanis Engage — independently.

We hope that your club is as excited as we are about the future of Kiwanis technology. Please feel free to email us at memberservices@kiwanis.org or contact Portalbuzz for more information.