



MEMORANDUM

TO: 2023-24 Ohio Kiwanis Club Secretaries

FROM: Jim Janosik, Executive Director

DATE: October 1, 2023

RE: Administrative Reminders

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

- 1) Governor's Project flyer
 - 2) Key Club sponsor form
 - 3) Service Leadership Sponsor responsibility checklist
- 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
 - District and International dues will continue to be prorated on a 1/12th schedule throughout the year. You may view the schedule here: <https://k20.site.kiwanis.org/club-billing-information/>
 - Clubs are permitted to pay any portion of the member dues from the club's service account. However, it is recommended practice that only the insurance portion be paid from the service account. Kiwanis International removed language from policy last October requiring a delineation of bank accounts.
 - 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, 2024 deadline can impact the status of your exemption from Federal Income Tax. Clubs, and club foundations if using a different EIN, each need to fill out a form. Please also be sure to file your annual update with the Ohio Attorney General's office: <https://charitable.ohioago.gov/>
 - The District Directory will soon be available, but will only be made available digitally this year. Please use this link to either request a free digital copy or update information: <https://k20.site.kiwanis.org/district-directory/>
 - MidYear Education Day will take place on Saturday, March 16, 2024 and will be held virtually. Further information will be released as it becomes available.
 - Ohio will be visited in early April 2024 by Kiwanis International President, Katrina Baranko. We will share more information as it becomes available.
 - 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:



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941 Chatham Lane
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- o 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.
- o Chaperones are to take the youth protection training available on the Kiwanis website, and have a Kiwanis Criminal background check,
- o 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> Perhaps place the link on your club newsletters and updates.
- Ohio Kiwanis Hall of Fame nominations are available at <https://k20.site.kiwanis.org/ohio-kiwanis-hall-of-fame/> with a deadline of November 1, 2023 to submit nominations.
- 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 still under development with no release date provided from Kiwanis International. We will advise progress as it becomes known.

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.



2023-2024
Ohio District Kiwanis
District Service Project

As we continue to focus on the future of Ohio Kiwanis, it will be important to focus on the support of our Service Leadership Programs (SLPs).

Clubs will be encouraged to to engage, support and develop Service Leadership Programs in a number of ways.

Engage:

- Charter a new Service Leadership Program (K-Kids, Builders club, Key Club, Circle K, or Aktion Club
- Perform a new joint service project with a Service Leadership Program
- Conduct a joint meeting with a Service Leadership Program

Support:

- Make a designated donation to the Ohio District Kiwanis Foundation, earmarked for Aktion, Key Club, Key Leader, Circle K (KICK), Builders Club, K-Kids
- At least two Kiwanis members attend a District Event for any of the SLPs
- Recognize all club SLP Kiwanis and Faculty Advisors in some way

Develop:

- Sponsor at least one student to attend Key Leader
- Sponsor at least 2 Key Club, CKI or Aktion club members to their respective District or International Events
- Support a leadership development activity for Aktion Club, Builders Club or K-Kids

Recognition will be provided to clubs that complete at least 6 of the 9 items above with at least one in each category of Engage, Develop and Support.





INVOICE

TO: Ohio District Kiwanis Clubs

FROM: Jim Janosik, Executive Director

DATE: October 1, 2023

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 only. Please remember that the fee is **\$100 per Key Club** and that sponsorship fees are due by **December 1, 2023 and the fee is mandated in our District Bylaws**. 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 Club members 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 2023-2024 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**



Kiwaniis KEY CLUB®



Kiwaniis Service Leadership Programs Annual Sponsorship Requirements

The well-being and strength of a Service Leadership Program (SLP) is the responsibility of the sponsoring Kiwanis club(s) under which it is chartered. The sponsoring Kiwanis club must recognize that sponsorship is a ***continuous endeavor and long-term commitment*** - not merely a periodic effort or short-term project. The Ohio District of Kiwanis International requests this document be utilized on planning club relations with each sponsored SLP.

Our Sponsoring Kiwanis club agreed to provide the following:

- Ensure at least one member of the sponsoring Kiwanis club serves as the Service Leadership Program's Kiwanis Advisor who is responsible to the Kiwanis club for all club activities.
- Have at least one member of the sponsoring Kiwanis club attend each weekly meeting and all events of the SLP club. This individual should report back to the Kiwanis Club on the activities.
- Provide for the financial stability of the SLP club by assisting its Board of Officers in the implementation of sound fiscal policies, preparation of responsible budgets, accurate record keeping, and the planning and execution of needed fundraising activities in accordance with the SLP's sponsoring facility's rules. Maintain an expense line item in the service account.
- Meet with the school principal or facility manager each year to ensure a strong relationship and a clear understanding of purpose.
- Ensure required International and District membership dues and sponsorships are collected and submitted within the established timelines.
- Ensure all elected SLP club officers receive proper training. This can be through training offered by the Ohio District or through sponsoring Kiwanis training.
- Hold an annual meeting with Kiwanis and SLP club leadership to strengthen Kiwanis-Family relations and ensure support and understanding of roles. Hold a planning session with the SLPs prior to the meeting.
- Host or participate in joint activities. Kiwanis Clubs should take care that participation is reciprocated between the Kiwanis Club and the SLP.
- Invite SLP club members to attend Kiwanis meetings and encourage regular attendance.
- Encourage attendance by financial support to SLP club members at all Ohio District and International events applicable to the SLP to ensure SLP members are provided training opportunities beyond the club level.

We encourage each Kiwanis Club to share a copy of this document with each sponsored program engaged with their club.