REFERENCE MATERIALS

As a club leader, it's your job to keep your club healthy and your members engaged. Use these tools to recognize achievements, raise funds and maintain your club's good health.

Find more helpful resources online at www.KiwanisOne.org.

Awards and recognition programs

When you present awards and recognize members, you keep everyone in your club engaged and motivated throughout the year. Take time to celebrate contributions and achievements.

Club awards

Your club can make the work of running your club fun and rewarding by recognizing members' hard work and accomplishments. It's also thoughtful to share a small gift with guests and speakers at your club. Find ideas for recognition and awards at www.kiwanis.org/recognition. Looking for items to give? Check out the selection of Kiwanis-branded items at the Kiwanis Family Store (www.kiwanis.org/store).

District awards

Your district will have a suite of awards and recognition opportunities for your club and members. Look for them on your district website, at district and division conferences and in materials provided by your district office. Contact your district for details.

Kiwanis International awards

Your club has the opportunity to earn recognition from Kiwanis International too. There are so many opportunities to shine! Here's a quick look at the different types of recognition available to both clubs and individual members. Please note that some types of recognition honor achievements and others honor clubs and individuals for their financial contributions. Visit the websites listed in each section to stay up to date on the latest recognition opportunities. There's almost always something new!

FOR MEMBERS

- Life Member status
- Legion of Honor
- Ruby K pin for recruiting five or more new members
- Distinguished member award
- Kiwanis International Foundation Leadership Society—foundation contribution of US$250
- Kiwanis International Foundation George F. Hixson Fellowship—foundation contribution of US$1,000
- Kiwanis International Foundation Tablet of Honor—foundation contribution of US$2,000
- G. Harold Martin Fellow—Key Club Youth Opportunities Fund contribution of US$250
- Carthage-Pullman Society Fellow—Circle K Tomorrow Fund contribution of US$250
- Sapphire Circle Honorary Fellow—Circle K Tomorrow Fund contribution of US$1000

FOR THE CLUB

- Distinguished club award
- Outstanding sponsor banner patch for Kiwanis Kids, Builders Club, Key Club, CKI or Aktion Club—nomination by Service Leadership Program club
- Kiwanis International Foundation banner patch—club contribution to the Kiwanis International Foundation Annual Campaign
- Kiwanis International Foundation banner patch—club contribution to the Foundation Skip-a-Meal program
- Kiwanis One Day participation banner patch. Follow instructions online at www.KiwanisOne.org/oneday.
- Young Children: Priority One participation banner patch. Follow instructions online at www.KiwanisOne.org/ycpo.
- Read Around the World participation banner patch. Follow instructions online at www.KiwanisOne.org/read.

Growth and membership recognition

Clubs and club members can earn recognition for participation and achievements in activities that result in new-club opening, club strengthening and more members engaged in membership growth. The suite of awards is evolving to enable more intentional, local recognition. Learn more about recognition opportunities as they're announced at www.KiwanisOne.org/growth.

Legion of Honor

The Legion of Honor program is a way your club and Kiwanis International can recognize club members who have accumulated a total of 25 or more years (not necessarily without interruption) of membership in one or more Kiwanis clubs.

Even a club organized within the past 25 years may have a member entitled to Legion of Honor recognition because of membership before joining the present club.

Appropriate Legion of Honor lapel pin and/or certificates may be ordered from the Kiwanis Family Store catalog. These specify either "25 years" or some other multiple of five greater than 25—30, 35, 40, etc. Recognize Legion of Honor members in the same way each time an additional five years of service is accumulated.

Kiwanis International Foundation awards

You and your club can extend your Kiwanis impact and earn recognition by supporting the Kiwanis International Foundation. Refer to page 118 to learn more about recognition programs offered by the Kiwanis International Foundation. You can also learn more at www.kiwanis.org/foundation.

Global Campaign for Children: The Eliminate Project

The Eliminate Project, our current Global Campaign for Children, extends through 2015, and donations will continue to come in after the formal conclusion of the campaign. Discover opportunities for recognition at the individual and club level at www.TheEliminateProject.org/recognition. Learn how the Service Leadership Programs you support can earn recognition at www.TheEliminateProject.org/slpawards.

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.

This insurance covers clubs in the United States, Canada and the Caribbean. Clubs pay per member for this coverage, which is submitted with the payment of Kiwanis International dues. Clubs are authorized to allocate from revenue of fundraising projects, as an expense, all premium charges.

The provisions of the policy apply to most normal liability exposures of Kiwanis clubs. As with most insurance policies, there are exclusions, limitations and restrictions. For a list of these exclusions, see the Club Insurance Resource Guide. Kiwanis International strongly urges its member clubs not to conduct events that would involve: (1) the use or operation of a mechanical amusement device or ride owned or operated by a Kiwanis club or Kiwanis club member, or (2) the detonation of fireworks or explosive devices detonated directly by a Kiwanis club, Kiwanis club member or other named insured. This is a legal liability policy, and it does not provide medical payment benefits or any other voluntary payment coverages. However, Kiwanis International provides medical payment coverage on a self-insured basis.

More information is contained in the Club Insurance Resource Guide, which is sent to your club secretary annually. Or find it at www.KiwanisOne.org/liability.

Owners of premises and other facilities used by Kiwanis may be included as additional insureds with respect to their liability for the Kiwanis use of their property. When required, Certificates of Insurance will be issued in their favor upon request. Contact Hylant at kiwaniscert@hylant.com or at 301 Pennsylvania Parkway, Suite 201, Indianapolis, IN 46268-1396, USA, 800-678-0361 (U.S. and Canada) or +1-317-817-5000 (worldwide).

Kiwanis International's liability limit of US$1 million for each occurrence is provided by the primary policy. Additional limits of umbrella coverages are provided in amounts that vary depending on market pricing and availability. This summary contains only some of the principle provisions of this insurance and is not to be considered a contract of insurance.

Branding and public awareness

Your club is part of something big—a global organization with clubs in more than 80 countries—and a global brand that every Kiwanis club and every Kiwanis member shares. When you're promoting your club in your community, be sure you're using the most current Kiwanis International branding. That way everything you do will also support your fellow Kiwanians and their clubs around the world. The more we share our brand, the more we can do for children in our own communities and around the world.

You can find resources to support your club's public awareness efforts at www.KiwanisOne.org/awareness. Download logos at www.kiwanis.org/logos and our latest brand guide at www.kiwanis.org/brandguide.

Club publications

Club newsletter

Newsletters keep club members in touch and can improve member engagement and retention. You can deliver your club newsletter in several ways—online on a website, via email or in print form.

In some clubs, the secretary prepares the club newsletter. In others, a member appointed by the president as newsletter editor prepares it. Look for newsletter resources at www.KiwanisOne.org.

Here are some factors to consider.

BRANDING

Be sure your newsletter includes the latest Kiwanis International branding. Find logos at www.kiwanis.org/logos and a brand guide at www.kiwanis.org/brandguide.

SCHEDULING

A good newsletter reaches all members in advance of the meeting for which it is prepared. Start with a simple schedule based on your meeting schedules.

CONTENT

Consider these ideas for your publication:

- Announcements of upcoming service initiatives, club meeting programs and other activities
- Tips on leadership, service and club management
- Reports on committee and club achievements and recognition of individual achievements
- Stories about the Service Leadership Programs your club sponsors (Kiwanis Kids—including K-Kids, BUG and Terrific Kids—Builders Club, Key Club, Key Leader, CKI or Aktion Club)
- Information on upcoming division, district and Kiwanis International activities (publicity at the club level adds greatly to their success)
- Information on official action by the board of directors or the club
- A brief report on the past week's meeting
- Official calls of meetings at which members will be asked to vote and the wording of any proposed bylaw amendment or resolution
- Relevant community news and events
- Biographical sketches of new members
- A reminder to members to bring guests
- Items of general interest about individual members—for example, a promotion, marriage, retirement, award, or a new child or grandchild

Club websites

More clubs are using a club website to get their message out and attract attention.

Currently more than 600 Kiwanis clubs use the Club Management System, which includes club website hosting and simple tools for creating your club website. The system offers a model site that is completely user-friendly and branded according to Kiwanis guidelines. Find out how to create or enhance your club website at www.KiwanisOne.org/webtools.

Kiwanis International publications

Kiwanis magazine

Kiwanis magazine, an official publication of Kiwanis International, is delivered to all members of English-speaking clubs in the United States and Canada and can be purchased for other members and nonmembers through the Membership Information Form.

STORY SUBMISSIONS

Clubs and members are encouraged to submit their stories of Kiwanis achievements by email to shareyourstory@kiwanis.org or by mail to Kiwanis magazine, 3636 Woodview Trace, Indianapolis, IN 46268, USA. The magazine receives many reports, so the publications staff cannot promise if or when a story will be used. However, all submissions are considered and appreciated.

PHOTOGRAPHS

Kiwanis magazine uses high quality, professional photography. Large, high-resolution digital, color images are preferred. Anyone appearing in a photo in any publication of clubs should sign a photo release.

For more information about Kiwanis magazine, go to www.kiwanismagazine.org.

Kiwanis International Update

A monthly email newsletter, Kiwanis International Update is available to members and nonmembers worldwide at no cost. The publication shows off inspiring stories from clubs worldwide and delivers news and resources from Kiwanis International. It is available in Chinese, Dutch, English, French, German, Italian, Japanese and Spanish.

To subscribe, visit www.kiwanis.org/email.

Kiwanis-family publications

Kiwanis International publishes print or electronic periodicals for Key Club and Circle K International.

Key Club magazine
www.keyclub.org/magazine
Key Club magazine is published digitally and in print. Print issues of Key Club magazine are mailed to each club's school address. Ask your Kiwanis club's Key Club advisor to confirm that the magazines are distributed to students.

CKI magazine
www.circlek.org/magazine
CKI magazine is only published digitally. Your Kiwanis club's CKI advisor should promote new magazine issues to members of your sponsored CKI club.

Kiwanis International websites

www.kiwanis.org

This site is offered primarily for the public, displaying the inspiring achievements of Kiwanis clubs worldwide and raising awareness about the organization and its purpose.

www.KiwanisOne.org

This site is designed for Kiwanis members and serves as a source of communications and resources for Kiwanians.

Service Leadership Programs overview

Kiwanis has been sponsoring youth programs since the first Key Club was chartered in 1925. Since then, other programs have been added—including Aktion Club for adults with disabilities—and each has enjoyed tremendous growth. Around the world, these Service Leadership Programs (or SLPs) have become core projects of sponsoring Kiwanis clubs. Each SLP belongs to one of two categories: service clubs or programs/initiatives.

Service clubs

AKTION CLUB

Founded: 2000

Mission: Aktion Club provides adults living with disabilities with an opportunity to develop initiative, to learn leadership skills and to serve their communities.

Members: Adults (18 and older) who have a disability

Statistics: 12,000 members, 490 clubs, 8 nations

Website: www.aktionclub.org

Notes: Since this is a club for adults with disabilities, be careful not to identify all SLPs collectively as "youth programs." Aktion Club has seen tremendous growth in 10 years.

CIRCLE K INTERNATIONAL (CKI)

Founded: 1947

Mission: CKI is an international student-led organization seeking to develop college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

Members: Students enrolled at an institution of higher education

Statistics: 13,500 members, 450 clubs, 19 nations

Website: www.circlek.org

Note: CKI is governed by a student board comprised of current members.

KEY CLUB

Founded: 1925

Mission: Key Club is an international student-led organization providing its members with opportunities to perform service, build character and develop leadership.

Members: High school students age 14–18

Statistics: 267,000 members, 5,000 clubs, 31 nations

Website: www.keyclub.org

Notes: Key Club has seen a progressive growth trend for many years. Like CKI, Key Club is governed by a student board of current members.

BUILDERS CLUB

Founded: 2000

Mission: Builders Club is an international student-led organization providing members with opportunities to perform service, build character and develop leadership.

Members: Middle school students age 11–14

Statistics: 46,000 members (estimated), 1,500 clubs, 18 nations

Website: www.buildersclub.org

Notes: Builders Club has also seen tremendous growth in the last few years. Currently, Kiwanis tracks the number of clubs worldwide, with corresponding estimates of membership numbers.

K-KIDS

Founded: 2000

Mission: K-Kids is an international student-led organization providing members with opportunities to perform service, build character and develop leadership.

Members: Elementary school students age 6–12

Statistics: 37,000 members (estimated), 1,200 clubs, 8 nations

Website: www.kiwaniskids.org

Notes: As with Builders Club, Kiwanis tracks the number of clubs worldwide, with corresponding estimates of membership numbers.

Programs/initiatives

KEY LEADER

Key Leader is a weekend experiential leadership program for students age 14–18. The curriculum focuses on "service leadership" and has modules on five major principles: integrity, personal growth, respect, community and pursuit of excellence. The weekend experience includes full group sessions led by a trained lead facilitator and small discussion groups called "neighborhoods." A challenge course of team-building activities is also a featured component. Since 2005, there have been more than 21,000 graduates around the world. A team of Kiwanis volunteers from the district coordinates marketing and on-site logistics and generates financial support for students to attend. That team is led by a district chairman and site coordinator (for each event) appointed by the district governor.

Website: www.key-leader.org

KEY CLUB INTERNATIONAL ALUMNI AND CIRCLE K INTERNATIONAL ALUMNI

Alumni outreach initiatives started in 2010. The purpose is to identify and retain former Key Club and CKI members and engage them in the continuing work of Kiwanis International. This engagement could include any or all of the following:

- Be encouraged to continue to live the objects of Key Club and/or Circle K in their daily lives.
- Support and expand Kiwanis Service Leadership Programs through advocacy, advising, and/or new-club building.
- Take the next step in their service club journey by joining or forming a Kiwanis club.
- Contribute financially to Kiwanis International and its foundation.

Alumni can choose to be active members of the network by signing up (for no fee) or opting in immediately after they graduate from high school or university. More than 6,000 individuals have already chosen to be a part of the network.

Websites: www.circlek.org/alumni
www.keyclub.org/alumni

TERRIFIC KIDS

Terrific Kids is a student-recognition program that promotes character development, self-esteem and perseverance. "Terrific" is an acronym for Thoughtful, Enthusiastic, Respectful, Responsible, Inclusive, Friendly, Inquisitive and Capable. Students work with the classroom teacher to establish goals to improve behavior, peer relationships, attendance or school work. All students who achieve their goals after a specified time are recognized as Terrific Kids. Recognition includes receiving a pin as a Terrific Kid; a pizza, ice cream or other food-themed party; and presentation of certificates and other giveaways. Kiwanis clubs provide financial sponsorship for the program and help to plan and develop the recognition ceremony.

Website: www.kiwaniskids.org

BRING UP GRADES (BUG)

Bring Up Grades (or BUG) is designed to provide recognition to students who raise their grades into an acceptable range and then maintain or continue to raise them from one grading period to the next. Recognition includes placement on the school's BUG Honor Roll; a pizza, ice cream or other food-themed party; and presentation of certificates and buttons. Kiwanis clubs provide financial sponsorship for the program and help to plan and develop the recognition ceremony.

Website: www.kiwaniskids.org

Important websites

Club building: www.KiwanisOne.org/charter

Advisors/sponsors: www.KiwanisOne.org/advisor

Youth protection guidelines: www.KiwanisOne.org/youthprotection

Bully prevention: www.KiwanisOne.org/bullyprevention

Sponsorship of a Service Leadership Program

The role of the sponsoring Kiwanis club

- Initiates organization of the sponsored club
- Obtains approval of school officials for its establishment if it is a school-based organization
- Recruits initial members
- Schedules the organization meeting
- Files the Petition for Charter
- Plans for the Charter Presentation event
- Provides continuous coordination, counsel, assistance and instruction as agreed to in the sponsorship requirements

Sponsorship obligations

These guidelines will help you powerfully and positively influence the Service Leadership Program clubs you lead. (These only pertain to sponsored clubs, not programs/initiatives.)

1. Appoint a Kiwanian or a committee of Kiwanians to be Service Leadership Program (SLP) advisors.
2. Attend SLP meetings and events.
3. Maintain an expense line item in the service account.
4. Meet with the school principal or facility manager each year.
5. Ensure all dues and fees are paid.
6. Make sure SLP officers receive proper training.
7. Schedule an annual meeting with Kiwanis and SLP leadership.
8. Host or participate in joint activities.
9. Invite SLP club members to attend Kiwanis meetings.
10. Ensure SLP members are provided training opportunities beyond the club level.

Find sponsorship resources, including an online sponsorship toolkit, at www.kiwanis.org/advisor.

Kiwanis International Foundation

The foundation makes different kinds of gift opportunities available to Kiwanians—and each makes a difference in ways that would otherwise remain beyond the resources of Kiwanis clubs and districts.

TODAY. With annual gifts, donors extend their impact immediately by supporting programs and initiatives that help Kiwanians change the lives of children today. From foundation grants to scholarship programs, our foundation reaches children in communities near and far.

TOMORROW. With our Global Campaign for Children, the Kiwanis family makes a positive impact on the health and welfare of children worldwide. The campaign gift a club or person makes now will change the world tomorrow. Currently Kiwanis has joined forces with UNICEF through 2015 for The Eliminate Project: Kiwanis eliminating maternal and neonatal tetanus. Our goal is to raise US$110 million—helping the Kiwanis family save or protect 61 million mothers and babies. It's a monumental effort . . . to protect one of the most intimate bonds on Earth.

FOREVER. With a planned gift to our foundation, a donor can change children's lives even beyond his or her own lifetime. A donor's estate doesn't have to be large to make a difference. The Kiwanis International Foundation can help people explore gifts that make sense for their circumstances—and make kindness a part of their legacy.

Impact and programs

You can help make the future better for children around the world and for members of Kiwanis' youth programs. That's what makes the Kiwanis International Foundation special. Every gift brings a change to a child's life—and every changed life is a measure of your success.

GRANTS

Twice each year, the Kiwanis International Foundation Board of Trustees reviews grant applications from Kiwanis clubs and districts. The board selects the ones to which our foundation will grant financial assistance, helping fund projects and events that those clubs and districts couldn't afford to support on their own. In addition, matching grants are available for district foundations.

A donor's generosity also supports our foundation's grants for Kiwanis Service Leadership Programs. These programs' members belong to the Kiwanis family—including the 37,000 members of K-Kids (age 6–12), the 267,000 members of Key Club International (the oldest and largest service organization for teens) and many others. When the foundation receives a gift, a donor helps Kiwanis-family members of all ages build leadership skills and experience the joy of service.

RECOGNITION

Generosity is an important part of donors' lives. That's why recognizing their kindness is important to us. In fact, the Kiwanis International Foundation celebrates gifts in several ways. With each gift, we extend your Kiwanis impact . . . and our deepest thanks.

THE HERITAGE SOCIETY
Mark your membership in the Heritage Society when you make a documented planned gift of US$10,000 or more.

MARY AND BO SCHAFER LEGACY SOCIETY
Membership is our foundation's way of recognizing a documented planned gift of US$50,000 or more.

FOUNDERS CIRCLE
When your cumulative gifts as an individual or a couple amount to US$25,000 or more, you receive membership in the Founders Circle. Honorees may opt instead for the Founders Circle eagle.

GEORGE F. HIXSON FELLOWSHIP
Individuals, Kiwanis clubs, divisions and districts establish an individual's membership through a US$1,000 contribution. Progressive recognition for further Hixson Fellowship giving is also available.

KIWANIS LEADERSHIP SOCIETY
When you make a gift of US$250 or more, our foundation recognizes your leadership—making you a member of the Kiwanis Leadership Society. Clubs or individuals can also give US$250 or more to recognize another person.

TABLET OF HONOR
You can recognize extraordinary people with a gift of US$2,000 or more, made in the name of an individual, couple or group.

More recognition information can be found at www.kiwanis.org/foundation.

Contact us at

Kiwanis International Foundation

3636 Woodview Trace

Indianapolis, Indiana 46268-3196

800-KIWANIS (U.S. and Canada), +1-317-875-8755 (worldwide)

foundation@kiwanis.org

Kiwanis International's governing documents

Kiwanis International's governing documents guide Kiwanis leaders at the club, division and district levels. They include the Kiwanis International Bylaws, Kiwanis International Board Policies and Procedures, the Standard Form for District Bylaws and the Standard Form for Club Bylaws.

The Kiwanis International Bylaws can only be amended by the House of Delegates at the Kiwanis International convention (though some provisions can be amended at a meeting of the Kiwanis International council). The Kiwanis International board can revise Policies and Procedures at any time. The Standard Forms for Club Bylaws and District Bylaws are generally revised only in accordance with amendments to the Kiwanis International Bylaws, though the board can revise them at anytime, if deemed necessary.

The most current version of each document is available at www.KiwanisOne.org.

Club status

"In good standing" status

To be "in good standing," a Kiwanis club must comply with the Essential Actions of a Kiwanis club as defined by the Kiwanis International board, which are:

A. Comply with all the provisions of the Bylaws and Policies and Procedures of Kiwanis International, its district and its federation (if any)

B. Comply with the current Standard Form for Club Bylaws, modified as approved by the international board of trustees

C. Implement community-service projects, including those that support Young Children: Priority One

D. Sponsor or support a Kiwanis Kids program, Builders Club, Key Club, CKI club, Aktion Club or Kiwanis Junior club (where possible)

E. Maintain an active, privileged and senior membership of not less than fifteen (15); set a goal of a net increase of at least one (1) member per year; and stage pre-induction orientation and formal induction of new members

F. Pay dues, subscriptions and other obligations to Kiwanis International, its district and its federation (if any), within ninety (90) days after such amounts are due

G. Meet at least twice monthly with a well-managed, informative and fun club meeting which contains an informative program and follows a timed agenda

H. Schedule board meetings at least once a month

I. Monies received from fundraising projects in which the public participates, or from members or others for the service activities sponsored by the club, shall be segregated from the administrative funds and shall be used only for charitable, educational, religious and eleemosynary activities

J. Complete the annual club organization, including the election and reporting of officers and the appointment of committees

K. Have club officers participate in club leadership education

L. Participate in district and division activities, including the fulfillment of its club delegate obligation to district conventions

M. File all reports as required by Kiwanis International and by the district and federation (if any)

Clubs not current with financial obligations

A. **Charter suspension:** When a club fails to pay its international, district, or federation financial obligations exceeding US$150 billed by and payable to Kiwanis International within ninety (90) days after such amounts are due, the club shall be considered not current with its financial obligations and placed on charter suspended status.

B. **Club delegate representation prohibited:** A club not current with its financial obligations or having outstanding dues obligations is not entitled to be represented by delegates at any district, federation (if any), or international conference or convention.

C. **Written notice and status report:** A notice of and reasons for not being current with its financial obligations will be sent no later than one hundred and twenty (120) days after the indebtedness is due to the last reported president and secretary of the club by the Executive Director or designee, and copies shall be sent to the district.

D. **Charter revocation:** When a club fails to pay its international, district or federation financial obligations to Kiwanis International within eight (8) months after such amounts are due, under the International Bylaws, the club charter shall be revoked at the next Kiwanis International board meeting. Whenever the international board shall direct revocation of a club charter for nonpayment of financial obligations, the club's last reported president and secretary shall be notified immediately of such action by the Executive Director or designee, and copies shall be sent to the district. The club's last reported president and secretary and the district shall be informed of the pending charter revocation two (2) months prior to the charter revocation date.

E. **Return to "in good standing" status:** If, at any point in this process prior to charter revocation, the club pays its full indebtedness, the club shall then be returned to "in good standing" status and shall be so notified by the Executive Director or designee.

Clubs at risk for low membership

A. **Conditions and notice:** Within thirty (30) days after the September 30 certified membership is released, the Executive Director or designee will notify each district of the clubs in their district whose September 30 certified membership is below fifteen (15). Such clubs will be considered at risk.

B. **Assistance:** During the period a club is deemed to be at risk, Kiwanis International and/or the district will provide membership development programs to assist the club in the process of increasing its membership to a level wherein the club can function fully and fulfill its responsibilities of a club as required in the Essential Actions.

Reports, verifications and forms for the administrative year

Some reports and verifications that are to be filed by the president and/or secretary during the administrative year are listed below. See the Kiwanis Family Store catalog at www.kiwanis.org/store for other helpful materials and ordering information.

REQUIRED

Annual report of club election

Completed by: secretary

Purpose: To notify Kiwanis International and the district of club officers for the coming administrative year. Information will appear in the Kiwanis International directory.

Due date: June 1

Annual club report

Completed by: president and secretary

Purpose: To report club activities and service for the year.

Due date: November 30

Membership information form

Completed by: secretary

Purpose: To add, delete or transfer a member, to change member information, or to add a nonmember subscription to Kiwanis magazine. Available online at www.KiwanisOne.org. For information, go to www.KiwanisOne.org/reporting.

Due date: Submit to Kiwanis International immediately upon completion.

Club president/secretary change notification

Completed by: secretary

Notification is made through the online club management system.

Due date: Submit to Kiwanis International immediately upon change of president/secretary information.

Federal Income Tax Report Form 990/Form 990EZ

Completed by: treasurer (U.S. clubs only)

Assistance is available from the local IRS center or the district Kiwanis office. The IRS has the authority to charge a penalty for failure to file or for filing late.

Due date: February 15

OTHER

Official monthly report

Completed by: secretary

Purpose: To report administrative and service activities of the club during the month. For more information, go to www.KiwanisOne.org/reporting.

Due date: 10th of every month

District convention delegate certification and registration

Completed by: attendees

Purpose: To register convention attendance and reserve accommodations. Contact your district office with any questions.

Due date: Follow due date instructions on form.

Kiwanis International convention delegate certification

Completed by: attendee or secretary

Purpose: To designate official voting representatives of the club to the Kiwanis International convention. Information is sent to registered convention attendees from Kiwanis International with instructions for completion by the club secretary. Form is available at www.KiwanisOne.org/convention.

Due date: April 30

Kiwanis International convention registration and housing

Completed by: attendees to convention

Purpose: To register convention attendees and reserve hotel accommodations. Registration and housing forms are sent in the December issue of the Kiwanis magazine and are also available at www.KiwanisOne.org/convention.

Due date: Follow due date instructions in the memo received.

Annual report for not-for-profit corporations

Completed by: secretary

In some areas (states, provinces, countries), a not-for-profit corporation such as an incorporated Kiwanis club is required to file an annual report. Check with a local tax attorney or appropriate governmental officer to determine whether this applies to your club.

Due date: Varies

Reports to governmental bodies relative to employee coverages

Completed by: secretary or treasurer

In some areas, governmental bodies require employers' (including Kiwanis clubs that employ administrative secretaries, etc.) reports and payments and Federal Unemployment Tax reports for certain employees. Requirements vary from country to country. Check local governmental offices.

Due date: Varies

U.S. revenue act regarding fundraising solicitations

Completed by: fundraising chairman (U.S. clubs only)

Legislation requires that any fundraising solicitation by or on behalf of Kiwanis clubs and Kiwanis districts must include an express statement that contributions or gifts to (insert club name) are not deductible as charitable contributions for federal income tax purposes. The statement must be in a conspicuous and easily recognizable format on all solicitations, whether in written or printed form, by television or radio, or by telephone.

Due date: Before any fundraising activity