



Kiwanis[®]
International Foundation

Policies

(As Amended June 26, 2013)

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KIWANIS INTERNATIONAL FOUNDATION POLICIES

(As Amended March 2, 2013)

The purpose of these Board Policies is to provide functional guidelines and definition of policies used to implement the Bylaws on a basis more readily adaptable to current needs and demands.

Board Policies are not intended to nor do they supplant or diminish basic authority as set forth in the Bylaws.

I. Kiwanis International Foundation Relations

A. RELATIONSHIP BETWEEN THE KIWANIS INTERNATIONAL FOUNDATION AND KIWANIS INTERNATIONAL

1. Kiwanis International (henceforth referred to as KI) and the Kiwanis International Foundation (henceforth referred to as KIF), although separately constituted, are closely aligned by Bylaw and Policy provisions. Full cooperation between the two organizations is necessary for total success.
2. The KIF will actively support the goals and objectives of KI and establish fundraising programs compatible with the objectives of KI to enhance the KIF's fundraising ability.
3. The KIF has fundraising obligations to support Kiwanis-related activities, which may properly come from within the statement of purpose of the KIF as expressed in the KIF Bylaws. (06/2012)
4. The selection of the KIF Board members shall be accomplished as stipulated in the KIF Bylaws.
5. The ongoing success of the relationship between KI and the KIF depends upon the complete understanding on the part of both organizations of the implications of the IRS designations as 501(c) 4 and 501(c) 3 organizations.
6. As each Kiwanian is a member of the KIF, it becomes necessary that there be a joint effort on the part of KI and the KIF to promote an understanding of the KIF.
7. The KI Board and the KIF Board shall conduct a joint meeting at least once each year.
8. The KI Board and the KIF Board shall adopt an operating agreement involving the Intra-Office Operational Relationship between KI and the KIF.
9. The KI Board and the KIF Board shall agree upon cost allocations and reimbursements as they pertain to costs of services provided by KI to the KIF.

10. **Joint Board Committee.** As a means of maintaining mutual understanding and cooperation between the Boards of Trustees of Kiwanis International and the Kiwanis International Foundation, a Joint Committee shall be established and maintained, consisting of the Kiwanis International President, Immediate Past President, President-Elect, and Vice-President and the Kiwanis International Foundation President, Immediate Past President, President-Elect, and Treasurer.

The Joint Committee shall annually perform the appraisal of the Executive Director in accordance with Kiwanis International Procedure. The Joint Committee may consider other matters of mutual interest to both organizations and is authorized to make recommendations to either or both boards.

The Joint Committee shall meet at the call of the Kiwanis International President, but in no event less than twice per administrative year. Ten (10) days advance notice shall be given for committee meetings. A majority of members shall constitute a quorum for the transaction of business, and a majority vote shall be necessary to approve actions. Except when meeting as the Performance Review Committee, as established under Article VI, Section B.2.a of these Policies, meetings shall be chaired by the Kiwanis International President, who shall enjoy the same voting privileges as every other member of the committee.

B. INTRA-OFFICE OPERATIONAL RELATIONSHIPS BETWEEN KIWANIS INTERNATIONAL AND THE KIWANIS INTERNATIONAL FOUNDATION

1. The international office facilities are under the control of KI.
2. The KIF's purpose is to raise funds to support Kiwanis-related activities. The KIF is a separate corporation. The KIF Bylaws and Policies set forth its purpose and determine the manner in which its Board shall function.
3. The KIF Board shall appoint the Executive Director of Kiwanis International to serve as the KIF Executive Director (hereinafter referred to as "Executive Director") to supervise all functions of the KIF office.
4. The KIF Board determines the location of its offices.
5. With the approval of the KI Board, the KIF office may be located in the KI office building. Such tenancy shall be set forth in a written agreement between the KIF Board and the KI Board.
6. The KIF is encouraged to use the services of KI and to reimburse KI for the services provided on an agreed-upon basis.
7. The control of all functions of the KIF's day-to-day operations rests with the Executive Director, who is responsible to the KIF Board. The Executive

Director may delegate the responsibilities for KIF's day-to-day operations to the KIF Chief Operating Officer (hereinafter referred to as "Chief Operating Officer").

8. If services required by the KIF cannot be provided by KI within the required time, the KIF Board may seek other suppliers of the needed services and pay whatever costs those suppliers require.
9. The employees of the KIF will operate under the same operating policies as KI employees, which include such policies as salary administration, personnel policies, utilization of the mailroom and duplicating services. Benefits and activities available to KI employees should also be made available to KIF employees. Salaries are to be within the salary administration of the KI policies.

C. RELATIONSHIP OF THE KIWANIS INTERNATIONAL FOUNDATION TO THE KIWANIS INTERNATIONAL GLOBAL CAMPAIGN FOR CHILDREN

Significant aspects of the recognition of donations to the KIF are the George F. Hixson Fellowship and the Tablet of Honor programs. Donors may qualify for each. Contributions to the Global Campaign for Children may be made through these two initiatives, with the Foundation only deducting its costs as provided in these policies.

The division of responsibilities between KI and KIF should be defined and capable of being executed in a manner to assure the successful funding of the Global Campaign for Children.

The 2010-2015 Global Campaign for Children is The Eliminate Project. KIF Board members are not eligible to serve as a chair or vice chair of the committee conducting the fund raising campaign for The Eliminate Project. The term of a person serving as chair or vice chair of the committee shall conclude at such time as a declaration is made that he or she is a candidate for Kiwanis International office. (01/2012)

D. INVESTMENTS BY KIWANIS DISTRICTS, KIWANIS DISTRICT FOUNDATIONS AND KIWANIS CLUB FOUNDATIONS

The KIF Board has a Master Investment Agency Fund into which funds received by various Kiwanis district organizations, Kiwanis district foundations and Kiwanis club foundations may be deposited and invested. The designation of the financial institution that manages these funds shall be made by the Board at its first meeting of each administrative year by appropriate resolution and implemented by the Executive Director with duly designated signatures as required.

This Master Investment Agency Fund shall be governed by a Master Investment Agency Agreement entered into by the KIF and the designated financial institution.

Investing entities are required to execute a Master Investment Agency Agreement “Adoption Agreement.”

1. Depositories

KIF funds shall be deposited in specifically designated financial institutions in Indianapolis, IN, or surrounding area and in other countries if necessary.

2. Change of Depository

A change of depository previously named may be made by the Executive Committee when conditions indicate that a change is necessary in order to fully protect the assets of the KIF or to more economically and efficiently serve the purposes of the KIF.

E. AGREEMENTS WITH DISTRICT FOUNDATIONS

KIF may find it beneficial to establish agreements with Kiwanis District Foundations from throughout the Kiwanis world. Said agreements are to be approved by the Board of Trustees of the KIF.

F. AGREEMENTS WITH DISTRICTS TO COLLECT FOUNDATION FUNDS

KIF may find it beneficial in Kiwanis districts outside the United States to establish accounts in Kiwanis Regional Service Centers for the deposit of KIF funds. There also may be established Kiwanis International Foundation accounts in Kiwanis districts outside the United States. The Board of Trustees of the KIF must approve the accounts.

G. FUNDS COLLECTED ON BEHALF OF OTHER ORGANIZATIONS

There shall be a 3.5 percent surcharge on all funds processed by KIF on behalf of other organizations, for example: Trick or Treat funds for UNICEF, March of Dimes funds, Kids Against Hunger, and the Saving Lives – The Six Cents Initiative.

II. Board of Trustees

A. OPERATIONS POLICIES OF THE FOUNDATION

1. The KIF shall function through:
 - a) Meetings of the Board as a whole;
 - b) Authorized and delegated authority to its Executive Committee;
 - c) Board Committees, both standing and special;
 - d) Members of the Board acting as counselors or liaison with Kiwanis Districts and KIF District Chair, and;
 - e) KIF District Chair.

B. RESPONSIBILITIES OF KIWANIS INTERNATIONAL FOUNDATION OFFICERS AND ITS BOARD

1. The administration of the KIF is through a Board of Trustees that elects its own officers as provided in the KIF Bylaws.
The elected officers are: President, President-Elect, Treasurer and Immediate Past President.
The duties of all officers are delineated in the KIF Bylaws. The KIF Board has the authority to manage all aspects of the KIF. The Board may delegate the day-to-day operations to the staff.
2. The Foundation shall implement the Mission, which is "to Assist Kiwanis International in Serving the Children of the World."
3. The Foundation shall develop and implement a KIF Strategic Plan and expand and update the plan as required.
4. The Foundation shall create and promote methods to assure the accomplishment of the stability and growth of the KIF corpus.
5. The Foundation shall distribute and monitor funds from the corpus involving all restricted and unrestricted accounts. This may be accomplished by the following:
 - a) The Foundation must act within the restraints placed upon it as a designated 501(c) 3 organization by the United States Internal Revenue Service.
 - b) In regard to restricted funds, the Board of the KIF must insist that the provisions established when such funds were given to the Foundation are carried out in every detail.
 - c) In approving investments, the Board of the KIF must be guided by its investment policies and procedures.

d) Request to Examine Records:

Inspection by a Board Member: The books and records of KIF shall be open for inspection by any member of the KIF Board.

Inspection by a Donor: Any club, upon written request stating this purpose, shall have the right to examine in person or by agent or attorney, at any reasonable time or times for the parties, for any proper purpose, all of KIF's books, papers, records of account, minutes, and records of clubs, and shall have the right to make copies thereof or extracts therefrom at the donor's expense.

6. The Board of the KIF functions through standing committees appointed by the President for each administrative year.
 - a) The Board is responsible for delineating the responsibilities of each standing or special committee.
 - b) The full Board meets in regular session, generally not more than three times each administrative year. A significant amount of work of the standing or special committees will need to be carried out through effective committee functioning between Board sessions.
 - c) Each committee member should be familiar with the responsibilities of the committee or committees of which the Board member is a member.
 - d) Between meetings of the Board, if the need arises, the administrative authority of the Board is delegated to the Executive Committee on all matters. The action of the Executive Committee shall have full force and effect. Any action by the Executive Committee, unless disapproved by the Board, shall be formally ratified by the Board. This delegation of authority shall not include the right to waive or change policy.
7. The Board of the KIF must be continually aware of the cost of operations including the total income and total administrative expenses. The goal is to keep the overhead at the lowest point possible consistent with the needs of the KIF in carrying out its functions.
8. The Board must keep the membership informed and promote an understanding on the part of all members of Kiwanis clubs of the role of the KIF in its relationship with KI.
9. The Board is responsible for the supervision of its Executive Director. The Executive Director is responsible for the administrative functioning of the KIF office. With the approval of the KIF Board, the Executive Director may fill the necessary staff positions to assure the efficient functioning of the office.
10. The Board is responsible for maintaining a close relationship with KI in order to assure a good working relationship between the two organizations.
11. The Board is responsible for making recommendations to the President of KI for consideration in determining the names of those the President will recommend to the KI Board for filling vacancies on the KIF Board. The KIF Board will indicate to the President of KI the types of skills to be included in the membership of the KIF Board, which would add additional strength to its membership.
12. The Board shall be guided by the concepts stated in the policies of both KI and the KIF, as these concepts relate to the overall relationships between the two organizations. The Board shall be guided by the written policies

regarding the intra-office relationships between the staff of KI and the staff of the KIF. The principles also are to be found in the Policy statements of both organizations.

13. The Board shall annually assess KIF's performance and effectiveness, formally evaluate its success and impact in fulfilling its mission, goals and objectives, and determine such future actions as are necessary to accomplish its mission. To assist it in performing these duties, the Board shall receive a written report at the Annual Meeting each year from the Performance Assessment Committee. (6/21013)
14. The Board shall approve an annual budget for its current fiscal year, outlining projected expenses for major program activities (grants, programs and education), fund raising and administration.

C. CONFLICTS OF INTEREST (10/2011)

1. Definitions. For purposes of this Article:
 - a) "Interested Person" means any member of the Foundation Board (including any officer appointed under Article IV) who has a direct or indirect Financial Interest, as defined below. If the Foundation's Articles of Incorporation or Bylaws (as amended) authorize another entity to appoint or select one or more members of the Foundation's Board of Trustees and if an individual is an Interested Person in that entity, then that individual is an Interested Person with respect to the Foundation if he or she has a Financial Interest.
 - b) A person has a "Financial Interest" if the person has, directly or indirectly, through business, investment, or family:
 - 1) an ownership or investment interest in any entity with which the Foundation has a transaction or arrangement, or
 - 2) a compensation arrangement with the Foundation or with any entity or individual with which the Foundation has a transaction or arrangement, or
 - 3) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Foundation is negotiating a transaction or arrangement.

"Compensation" includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.
2. Duty to Disclose. In connection with any actual or possible conflicts of interest, an Interested Person must disclose the existence and nature of his or her Financial Interest to all the other Foundation Board members (including

- the members of committees, if any, with Board-delegated powers) who are considering the proposed transaction or arrangement.
3. **Determining Whether a Conflict of Interest Exists.** After disclosing his or her Financial Interest, the Interested Person must leave the Board or committee meeting while the Financial Interest is discussed and voted upon. The remaining Board or committee members must decide if a conflict of interest exists.
 4. **Procedures for Addressing Conflict of Interest.** The chairperson of the Board or committee must, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the Board or committee must determine whether the Foundation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or committee must determine, by a majority vote of the disinterested Board members or committee members, whether the transaction or arrangement is in the Foundation's best interest and for its own benefit, and whether the transaction is fair and reasonable to the Foundation. The Foundation Board or committee must make its decision about whether to enter into the transaction or arrangement in conformity with such determination.
 5. **Violations of the Conflicts of Interest Policy.** If the Foundation Board or a committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it must inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, the Board or committee must take appropriate disciplinary and corrective action.
 6. **Records of Proceedings.** The minutes and other records of proceedings of the Foundation Board and of all committees with Board-delegated powers must contain:
 - a) The names of the persons (if any) who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed; and
 - b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the

discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proposed transaction or arrangement.

7. **Remuneration Decisions.** A member of the Foundation Board or a committee who is authorized to vote on matters regarding compensation or expense reimbursement is ineligible to vote on any proposal or question pertaining to the determination of his or her compensation or expense reimbursement. This Section does not alter Article IV, Section 4's prohibition of the payment of compensation to officers.
8. **Annual Statements.** Each Foundation Board member (including each officer named in Article IV) must annually sign a statement affirming that he or she:
 - a) has received a copy of the conflicts of interest policy stated in this Article (as most recently amended);
 - b) has read and understands the policy;
 - c) has agreed to comply with the policy; and
 - d) understands that the Foundation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities that further or accomplish one or more of its tax-exempt purposes.
9. **Periodic Reviews.** To ensure that the Foundation operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, the Foundation's Board of Trustees must cause periodic reviews to be conducted, including, at a minimum, the following subjects:
 - a) Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining; and
 - b) Whether any joint venture arrangements or other transactions involving the Foundation (including but not limited to agreements to provide or to purchase goods or services) have resulted in private inurement or impermissible private benefit.

In conducting the periodic reviews provided for in this Article, the Foundation Board may, but need not, use outside advisors. The use of outside advisors will not relieve the Board of its responsibility for ensuring that periodic reviews are conducted. (10/2011)

D. Code of Ethics and Conduct

To ensure the confidence of clubs and members and the reputation of Kiwanis International and its Foundation among the public and to fulfill the Board's role of stewardship and leadership to the organization, the Kiwanis International Foundation expects all members of the Board to conduct themselves according to the highest ethical, professional, and moral principles. Each Board member and appointed committee chairman shall annually acknowledge, by signature, that he/she has read, understands, and accepts personal responsibility to adhere to the standards of conduct stated in this policy. (3/13)

Each Board member shall, to his/her utmost ability:

- Personally comply with all applicable laws and regulations, as well as Kiwanis International and Kiwanis International Foundation Bylaws, Policies, and Procedures;
- Never knowingly allow the Kiwanis International Foundation to violate any applicable laws and regulations;
- Act with integrity, honesty, and trustworthiness and not engage in unethical practices, deceive others, or misrepresent Kiwanis and its Foundation in any business dealings;
- Treat others equitably, fairly, and with respect and not engage in any form of discrimination or harassment;
- Be loyal to Kiwanis International, its Foundation and its mission, above any loyalty to a particular individual or group of individuals;
- Demonstrate care for clubs and club members and the communities they serve, including the highest regard for the safety, health, and welfare of the public;
- Make responsible decisions for the future of the organization, ensuring Kiwanis International Foundation resources are prudently managed and expended;
- Practice transparency and accountability to clubs, members, and the public;
- Not use the name of Kiwanis, its Foundation or their Board position for personal benefit or advantage;
- Help create a cooperative and productive working environment at Board meetings and other Kiwanis functions;
- Respect and protect any privileged or confidential information, including the private information of members and donors, and support the final decisions of the Board;
- Fulfill the duties of office to which they are elected and not attempt to exercise individual authority outside the purview of his/her office;

- Interact with Staff in a professional and respectful manner, following agreed channels of communication and authority;
- Not engage in any conduct that would tarnish the good reputation of Kiwanis or undermine the public's trust.

(3/13)

Alleged violations of these standards of conduct shall be reported to the Executive Director, who shall inform the Executive Committee. If the Executive Director and Executive Committee determine that further investigation is warranted, the process shall be conducted in the same manner as violations of conduct unbecoming, including the right to defend him/herself, as defined in the Kiwanis International Foundation Bylaws. After the process is completed, any Board member found to have violated these standards of conduct shall be subject to disciplinary action as determined by the Board, up to and including suspension of duties or removal from office. (3/13)

E. Pledge of Service

No fundraising quotas are set for members of the Kiwanis International Foundation Board, nor any rigid standards of fundraising measurement or achievement. Each Trustee will be asked to annually sign a pledge that they are fully committed to the vision and the work of the Foundation and that they are dedicated to fulfilling the Foundation's mission to assist Kiwanis International in "Serving the Children of the World." (3/13)

Each Foundation Board member is expected to:

- Be committed to the Foundation's mission and work to ensure that the Foundation has the necessary funds to fulfill its mission.
- Undertake "friend-raising" and fundraising for the organization.
- Learn as much as possible about the organization to better understand its work, its community outreach, and its vision for the future.
- Abide by the Foundation's bylaws and policies.
- Financially support the Foundation by personal giving.
- Be a role model for others to follow.
- Actively engage in fundraising in whatever ways most effectively serve the purposes of the Foundation, which may include introduction to potential donors, individual solicitation, writing personal letters, and participating in special events.
- Be an enthusiastic partner and a positive advocate for the mission of the Foundation.
- Attend board meetings, be available for phone consultation, and serve on at least one special committee.
- Consider their work with and for the Foundation to be among their top priorities.
- Do everything possible to support the staff, encouraging them to grow both personally and professionally, and assisting them whenever it is appropriate.

- Strive to practice the “six A’s”:
- a. Be an Ambassador and tell the Foundation’s story.
- b. Be an Advisor and assist in making effective decisions regarding Foundation activities and programs.
- c. Be an Advocate for the Foundation.
- d. Provide Access to help influence others to support the Foundation’s mission.
- e. Provide Affluence by sharing of treasures.
- f. Provide Assistance by giving of time and talent.

(3/13)

F. BOARD MEMBERS’ CONSENT TO E-MAILED NOTICES (10/2011)

If a member of the Foundation Board provides the Executive Director or the President with that member’s e-mail address, then that Board member consents to receive all official notices from the Foundation to Board members (including but not limited to notices of regular and special meetings, proposed meeting agendas, minutes of past meetings, and notices of proposed voting items) by e-mail at the last e-mail address designated by that Board member. If the Foundation Board, a Foundation officer, or Foundation staff sends an official notice or other message by e-mail to a Board member who has previously designated his or her e-mail address and if successful transmission or “transfer” of the e-mail is confirmed in the “Message Properties,” that Board member will be conclusively presumed to have received and read that e-mail, unless an auto-reply or similar e-mailed response indicates that the Board member is away from his or her home or office or has not seen the e-mail. Each Board member who provides his or her e-mail address to the Foundation’s Executive Director or President must promptly notify one of those officers of each change in his or her e-mail address. At any time, and upon written notice that is e-mailed or otherwise delivered to the Executive Director or President, any Board member may nullify his or her consent to receive notices by e-mail under this Section.

G. RECORDS OF MEETINGS OR BOARD ACTION (10/2011)

The Executive Director or other person who acts as the secretary for any meeting or other proceeding of the Board must keep accurate minutes of the Board members who attended and voted (in person or by Electronic Participation).

H. TRAINING OF NEW BOARD MEMBERS (10/2011)

1. A training session for new Board Members should be held prior to the September/October meeting of the KIF Board. Newly appointed Board Members will be invited to the District Chairmen Conference as part of their orientation at the expense of the KIF.

2. In the event a new Board Member is named after the September/October meeting of the KIF Board, the new member should receive a training session prior to the first meeting attended by the new member.
3. The agenda for this training session should meet the informational needs of the new members on the KIF and its functioning.
4. The Faculty for the training of new Board Members shall include the officers of the KIF and the KIF Chief Operating Officer. (01/2012)

III. Board Committees Responsibilities

A. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall meet at the call of the President or upon the written request of at least two (2) members of the committee. Three (3) members of the Executive Committee shall constitute a quorum.

B. RESPONSIBILITIES OF THE FINANCE COMMITTEE

1. Review the preliminary budget for the next administrative year as prepared by the Executive Director and to revise and modify as needed. Present the budget to the Kiwanis International Foundation Board for its review at the Annual Meeting of the Board at the International Convention.
2. At the first Kiwanis International Foundation Board meeting of the fiscal year, present to the Board the budget for their approval.
3. Make a quarterly analysis of the budget and make any requests for budget adjustments to the Board.
4. Oversee investments and reinvestments based upon Board-approved investment policies. Review the income on investments on a continuing basis.
5. Make a full report on income and expenses to each meeting of the Foundation Board with projections as appropriate.
6. Work continually with the Executive Director and Chief Operating Officer on finance matters.
7. Review administrative costs to total income and make any necessary recommendations to the Board.
8. Supervise the handling of restricted funds and the interest therefrom. Assure the Board that all provisions delineated when each fund was established are carried out.

C. RESPONSIBILITIES OF THE NOMINATING COMMITTEE

1. Determine candidates for the office of Trustee.
 - a) Be constantly aware of the leadership needs of the KIF as it supports and furthers the charitable purposes of Kiwanis International, Inc. and of Kiwanis-sponsored affiliates.
 - b) Nominations are to be made to the Executive Director by August 31st prior to the September/October Board Meeting.
 - c) Set the qualifications for Trustee as:
 - 1) A demonstrated interest in and enthusiasm for the work of the KIF.
 - 2) An experienced Kiwanian who is active outside their individual club, division and district.
 - 3) The time and financial capabilities to contribute to KIF.
 - 4) A goal oriented, creative, flexible person with leadership qualities and one who has a vision of the potential for the development of the KIF.
 - 5) A person with the capabilities for presidential leadership.
 - 6) The Board can benefit from members who have experience in the areas in which the KIF actively supports.
 - 7) Legal, accounting or business background can also be beneficial, as the complexity of the KIF operations continues to be evident.
 - d) Recommend to the KIF Board nominees for trustee to be submitted to the President of KI.
2. The KIF nominating process for officers is as follows:
 - a) At the KIF Convention Board Meeting, Board assesses the potential candidates for the offices of President-elect and Treasurer.
 - b) Consider candidates for office who have demonstrated leadership qualities.
 - c) Conduct informal discussions with possible candidates for the various offices seeking their interest in leadership roles.
 - d) Present a list of candidates for the consideration to the KIF Board at its International Convention meeting.

- e) Officers are elected at the Annual Meeting of the KIF Board at the International Convention.

D. RESPONSIBILITIES OF THE DEVELOPMENT COMMITTEE

Receive recommendations from the Executive Director involving programs compatible with the Bylaws of the KIF, which could further strengthen the financial or public relations status of the KIF, and convey same to the KIF Board for informational purposes or Board action.

Review national and international research on fundraising strategies and programs that could improve the funding of the KIF. Evaluate internally produced statistics regarding donor demographics, fundraising programs results, and focus group feedback that can help guide future efforts.

Study the relationship between the KIF and District Foundations in order to continually improve their relationship.

Assist in educating Kiwanians about giving and philanthropy.

Recommend to the Board ways and means of assisting KI in accomplishing its mission.

HIXSON AND TABLET OF HONOR

1. TABLET OF HONOR

- a) Award Description

The KIF Tablet of Honor was authorized in 1965 as a medium through which individuals; Kiwanis clubs, divisions or districts (or other groups or organizations) could permanently honor or memorialize Kiwanians, spouses, husbands and wives, or others.

The Tablet of Honor award also is used to honor entities such as Kiwanis clubs, divisions, districts, corporations, and organizations. Tablet of Honor funds are placed in the KIF Endowment unless designated for the Global Campaign for Children. A club, division, district or individual wishing to honor another individual through a contribution of \$2,000 (U.S.) to the KIF for the Global Campaign for Children may request that a Tablet of Honor award be used as recognition.

Notwithstanding any other provision of this section, during the 2011-2012 administrative year all donations for the Tablet of Honor, shall be placed into KIF unrestricted funds unless the donor designates that the donation go to the Global Campaign for Children or KIF Endowment or divided between the two. (10-08) (01/2012)

b) Method of Payment

A \$2,000 (U.S.) contribution is submitted to the KIF in order to honor an individual, club, division, district or organization.

A sustaining payment plan is available and the minimum payment is a \$500 (U.S.) gift with a pledge to contribute the balance within four years.

Tablet of Honor acknowledgement accessories are presented only after the pledge is paid in full.

c) Recognition

The Tablet of Honor recipient is presented with an attractive wall plaque. The recipient also receives a lapel pin and a Tablet of Honor crest. (3/13)

Each year at the International Convention KIF hosts a reception to recognize those who have received the Tablet of Honor, as well as other contributors to major KIF programs such as the George F. Hixson Fellowship.

d) Club Awards

KIF Honor Club: To be eligible for this award, a club must meet the following criteria:

A club of 30 or less members must have a minimum of ten (10) Tablet of Honor recipients and/or George F. Hixson Fellowship members. Recipients can be Kiwanians or non-Kiwanians. Recipients who have received both the Tablet of Honor and the George F. Hixson Fellowship are counted as two (2). Recipients who have received the George F. Hixson Fellowship and subsequent Diamond levels will be counted as one recipient.

A club of 31 members or more must have an overall total of recipients, Kiwanians and non-Kiwanians, to equal a minimum of one-third of their September 30th previous year certified membership. All recipients of the Tablet of Honor and members of the George F. Hixson Fellowship since the inception of these programs are eligible to be included in the club's overall count.

2. GEORGE F. HIXSON

a) Award Description

A US\$1,000 contribution to the KIF Endowment entitles an individual membership to the George F. Hixson Fellowship. A club, division, district

or individual also may honor another individual as a member of the George F. Hixson Fellowship by making a US\$1,000 contribution to the KIF endowment.

Membership to the George F. Hixson Fellowship is available only to individuals.

Funds contributed to the Hixson Fellowship are placed in a Board-designated endowment fund of which only the earnings are used to make unrestricted grants.

First-time Hixson Fellowship members receive two medallions bearing the likeness of George F. Hixson. Both medallions hang from a blue and white ribbon. One medallion is encased in a framed box for display and the other is worn at Kiwanis functions. A lapel pin is also awarded.

George F. Hixson members who contribute additional gifts in increments of \$1,000 are honored with a diamond pin and a tab noting the diamond level. (Example: If an individual donates US\$3,000 to the Hixson Fellowship, the first US\$1,000 is placed toward the Hixson and the remaining US\$2,000 increases this individual to a Hixson Diamond Level #2)

As diamond levels increase the contributors also receive pins for their neck ribbons.

A Hixson membership may be awarded to any individual who contributes US\$1,000 or equivalent, to the KIF. The individual will have the choice of designating that the contributions go to the Global Campaign for Children or to the Hixson Endowment or be divided between the two.

Whether designated for the Global Campaign for Children or the Endowment, Hixson Diamond level contributions may be awarded in accordance with current policy.

Notwithstanding any other provision of this section, during the 2011-2012 administrative year all contributions for the George F. Hixson Fellowship, Hixson Diamond levels, and Hixson Ambassador, the last of which is more fully described below, shall be placed into KIF unrestricted funds unless the donor designates that the donation go to the Global Campaign for Children or Hixson Endowment or divided between the two. (10-08)

The net value of the initial George F. Hixson Fellowship for US citizens is deemed to be US\$900, in accordance with IRS guidelines.

b) Method of Payment

Donors to the Hixson program will not be assigned a Hixson number until the US\$1,000 is paid in full. A US\$200 payment with a pledge to contribute the balance within four years is suitable to qualify an individual as a George F. Hixson Sustaining member.

A sustaining payment plan also is available to the individual who wishes to complete a Hixson pledge by making a gift to the Global Campaign for Children.

Hixson Fellowship recognition accessories are presented to the Sustaining Member only after completion of their US\$1,000 pledge.

c) Recognition

1) Donor Recognition (01/2012)

George F. Hixson Fellowship members should be individually recognized at their district conventions. Presentations taking place at the club level should be presented by the highest-ranking Kiwanian available.

2) Club Awards - See Tablet of Honor Recognition

3. HIXSON AMBASSADOR

A Hixson Ambassador is available only to Hixson Fellows. This US\$1,000 contribution automatically raises the Fellow's status to the next Diamond Hixson level, and the donor receives an exclusive Hixson Ambassador medallion.

Hixson Ambassadors are asked to lead by example and to recruit five additional Hixson Fellows to contribute to the Ambassador program.

Membership as a Kiwanis International Foundation Hixson Ambassador will help permanently fund grants to help children around the world.

4. FOUNDERS CIRCLE

A special group of donors (individual or husband and wife) who contribute one gift or a series of gifts totaling US\$25,000 or more to the KIF are awarded an eagle mounted on a personalized marble base and a Founders Circle pin specifying one of five recognition levels.

- Cumulative giving of US\$25,000 honors the individual or husband and wife with a first-level Founders Circle pin.
- Cumulative giving of US\$50,000 elevates the donor(s) to a topaz-level pin.

- Cumulative giving of US\$100,000 elevates the donor(s) to a sapphire-level pin.
- Cumulative giving of US\$250,000 elevates the donor(s) to a ruby-level pin.
- Cumulative giving of US\$500,000 elevates the donor(s) to an emerald-level pin.
- Cumulative giving of US\$1,000,000 elevates the donor(s) to a diamond-level pin.

5. SPIRIT OF PHILANTHROPY AWARD (3/13)

The Spirit of Philanthropy will be presented no more frequently than annually to individuals, couples, families, corporations or foundations with a proven record of generosity who, through sharing of time, talents, and resources, have demonstrated exceptional charitable responsibility, and whose generosity encourages others to embrace philanthropic leadership roles on the local, national and/or international levels. (3/13)

E. RESPONSIBILITIES OF THE GRANTS AND CONNELLY COMMITTEE

1. The Robert P. Connelly Medal for Heroism

The Grants and Connelly Committee should:

- a) Define as clearly as possible the criteria for granting the Connelly Medal, Medal of Valor, and the Certificate of Courage. (3/13)
- b) Review each nomination to ensure that it provides the pertinent information on which the committee can reach a decision to grant a Connelly Medal, Medal of Valor or Certificate of Courage. (3/13)
- c) Seek additional information if the Committee deems it necessary before final action on the nomination. (3/13)
- d) Develop recommendations for promoting the prestige of the Connelly Medal and how to increase the interest on the part of the clubs in submitting nominations for the Connelly Medal. (3/13)
- e) Develop material and promote recommendations to the submitting clubs for criteria used in presenting the approved award such as: (a) preferred time of presentations, i.e., large group such as district convention; (b) maximize public relations exposure of presentation; and, (c) use of a dignified setting for presentation.
- f) Assist the President and staff in planning each year's presentation of a Connelly Medal at the Kiwanis International Convention. (3/13)

- g) The Connelly Medal may include a financial award. (3/13)
- h) Connelly Medal nominations must be received within five (5) years of the incident to be considered. (3/13)
- i) To qualify for the Robert P. Connelly Medal a person must:
 - 1) Actually his/her own life by accepting self-imposed personal responsibility in the effort to save the life of another human being. The nominee may be a Kiwanian or non-Kiwanian. (3/13)
 - 2) Perform the act of heroism outside of his/her normal employment. (3/13)
 - 3) Have no official responsibility for the rescue effort. (3/13)
 - 4) Not be closely related to the person being rescued. (3/13)

The Executive Committee may award a Connelly Medal in the event of a time constraint that prevents normal consideration by the Grants and Connelly Committee. (3/13)

2. Medal of Valor

This medal is for those who perform an act of heroism in attempting to save the life of another human being and meet all other criteria for the Connelly medal, but does not qualify for the Connelly with the exception of not risking their life in the rescue attempt. (3/13)

3. Certificate of Courage

This certificate may be awarded to anyone involved in an attempted rescue who does not qualify for either of the two previous awards. (3/13)

4. Grants Program (3/13)

- a) The Grants and Connelly Committee shall review the grant application form and make recommendations for improvement to the Board.
- b) The KIF Board of Trustees approves funding of grants twice annually: at its January/February meeting and at its June/July meeting. Grant applications must be postmarked by November 15 for review in January/February and by April 15 for review in June/July. (3/13)
- c) The Committee shall set the schedule for the consideration of all grant requests to see that all requirements were satisfied. Prior to consideration, the Executive Director or his or her designated staff shall review

applications for completeness and adherence to the guidelines and forward the comments to the Committee. (3/13)

d) Guidelines for Filing Grant Applications: (3/13)

- 1) Priority will be given to grants involving Kiwanis Service Leadership Programs and projects involving young children. (3/13)
- 2) The Kiwanis International Foundation provides grants only to Kiwanis-family clubs and districts, for programs sponsored or supported by the club or district. (3/13)
- 3) Requests for land purchase will not be considered. (3/13)
- 4) Clubs and districts may apply for grant funding up to US\$25,000. The foundation may award less than the amount requested. (3/13)
- 5) The grant must further the goals and ideals of Kiwanis and it must promote the growth and development of Kiwanis in the area where the project, program, or organization is located. (3/13)
- 6) U.S. organizations that are supported by Kiwanis International Foundation grants to Kiwanis clubs and districts must be qualified by the Internal Revenue Service for tax exemption as a 501(c)(3) organization and have proper liability insurance to indemnify the Kiwanis International Foundation. (3/13)
- 7) The decision of the KIF Board is final. (3/13)
- 8) The KIF must be named and credited for grant funding. (3/13)
- 9) Grant funding commitments are made for twelve (12) consecutive months. (3/13)
- 10) The foundation will not provide a grant to a club or district for the same program, project, or organization for more than three (3) consecutive years. The club or district must reapply each year for a grant in order to be considered for funding. (3/13)
- 11) Projects, programs and organizations supported by Kiwanis International Foundation grants to Kiwanis clubs and districts may spend up to the specified amount for the sole purpose for which the amount was approved. (3/13)
- 12) The foundation requires grant recipients to submit six-month and one-year reports on the program or project being funded. The reports must include professional digital color photographs for publication purposes. (3/13)

14) Grant funds will be disbursed to the club or district when copies of paid invoices and an IRS Form W-9 (U.S. clubs and districts only) are submitted to the foundation. The club or district may request that the foundation pay the invoiced vendor directly. (3/13)

f) Grant applications should include the following information regarding the project, program or organization supported by the Kiwanis club or district. (3/13)

- 1) How many children will benefit from this grant?
- 2) Can the money be obtained elsewhere?
- 3) Would a grant lesser than the amount requested still make the program viable?
- 4) What would the long-term outcomes of the grant be? (3/13)
- 5) Would this grant request require further funding?
- 6) Will the grant further the goals and ideals of Kiwanis and promote the growth and development of Kiwanis in the area?
- 7) What are the goals of the program? (3/13)
- 8) How does the program relate to serving young children?
- 9) What are the objectives of the program? Are they measurable and how?
- 10) What are the specific activities that must be carried out to meet the objectives? Are they on schedule?
- 11) Who are the members of the staff that will carry out the program?
- 12) What are their backgrounds and qualifications?

F. RESPONSIBILITIES OF THE STRATEGIC PLANNING COMMITTEE

1. Be responsible for long-range planning for the KIF and make recommendations to the KIF Board.
2. Monitor progress in achieving goals set in the Strategic Plan and make recommendations for change to the KIF Board.
3. Review the Strategic Plan with the President, Board and staff. This review may be done on request or as deemed necessary by the Committee. Perform a review at the second meeting of the Board each administrative year.

G. RESPONSIBILITIES OF THE BYLAWS AND POLICIES COMMITTEE

(10/2012)

The Bylaws and Policies Committee shall draft proposed amendments to the Bylaws and Policies when requested to do so by the Foundation Board, the Executive Committee, or the President. The Committee also shall regularly review the Foundation's governing documents and recommend such

amendments as may be necessary to accurately maintain them in accordance with Foundation practices. (10/2012)

H. PERFORMANCE ASSESSMENT COMMITTEE (6/2013)

1. The Committee shall be composed of three (3) members and shall include one (1) member from each of the three classes of Trustees, each of whom shall continue to serve on the Committee during the remainder of his or her term in office as a Trustee. The President shall appoint the members of the Committee, with the consent of the Board; and shall appoint the chair of the Committee. Each succeeding administrative year, the then sitting President shall appoint a first-year Trustee, with the consent of the Board, to serve on the Committee during the entirety of his or her term in office as a Trustee, replacing the member whose term will have then expired.
2. The Performance Assessment Committee shall annually assess KIF's performance and effectiveness, formally evaluate its success and impact in fulfilling its mission, goals and objectives, determine such future actions as are necessary to accomplish its mission, and submit a written report to the Board at the annual meeting that outlines the results of the aforementioned performance and effectiveness assessment and recommendations for future actions.
3. The elements of the written report to be submitted by the Committee shall include:
 - a) Identification of measurable goals and objectives;
 - b) Consideration of how well identified goals and objectives conform with the KIF mission;
 - c) If possible, measurement of the satisfaction of those who benefit from KIF's programs;
 - d) Analysis of the effectiveness of KIF's activities in fulfilling KIF's stated mission, goals and objectives;
 - e) Recommendations for future actions that KIF might take based on the findings of the assessment.
 - f) What measures to take (if any) if the intended goals and objectives are not met.

IV. Special Committees

A. GENERAL

1. There shall be the following KIF Special Committees:
 - a) Annual Giving Committee
 - b) Planned Giving Committee
 - c) Past Presidents Committee, the composition and duties of which shall be as set forth in Section D of this article.

d) Investment Committee, the composition and duties of which shall be as set forth in Section E of this Article.

(6/2013)

2. The Annual Giving Committee and the Planned Giving Committee will each be composed of nine (9) members. KIF Treasurer will appoint three (3) members each year for a three-year term. The appointing officer will fill any vacancy on a Committee. The President shall appoint Chairs from the Committee Members. The President-Elect shall appoint a Vice Chair of the Committee who will also serve as Secretary.
3. The Annual Giving Committee and the Planned Giving Committee will meet annually at the International Convention and during their term as otherwise necessary by teleconference. The Chairs of the respective committees will report to the Chair of the Development Committee. No travel or lodging expenses will be paid for meetings held in conjunction with the International Convention.

B. ANNUAL GIVING COMMITTEE

Responsibilities: The Annual Giving Committee explores reviews, recommends and assists in the implementation of programs designed by the KIF Board and Staff. This is intended to produce financial support in the areas of club and individual giving. The duties of the Committee are as follows:

- Assist in developing appropriate recognition for those clubs or individuals who contribute to unrestricted programs of KIF.
- Seek ways of strengthening the annual club and individual gift programs.
- Assist in publicizing ways to contribute to annual club and individual gift programs and using such opportunities to emphasize the need and reward of such giving.
- Work to implement and evaluate the KIF's club and individual gift programs recommended by the KI Board of Trustees.
- Report regularly to KIF Board of Trustees as to the work of the Annual Giving Committee through its chair.

1. District Recognition for Annual Giving (3/13)

The Annual Club Gift campaign is conducted between October 1 and September 30 each year to provide the Foundation with its primary source of unrestricted income. These funds help determine which programs the Foundation can support. Club banner patch awards are presented to participating clubs. Each club is asked to participate by budgeting for a contribution each year.

Awards (DISTRICT GOVERNORS & DISTRICT CHAIRS): Awards are given to district governors and district chairs for achieving a per-capita amount of \$5 per member in their district. This is based on certified membership as of September 30. This recognition is based upon contributions received between October 1 and September 30. In addition, district governors and district chairs will receive an “Honor Blazer”, provided that they have not previously been awarded one

(LIEUTENANT GOVERNORS): Lieutenant governors are asked to support the Annual Club Gift campaign by directly encouraging the clubs in their division to contribute. Club presidents and secretaries shall receive special mailings from the KIF reminding them of their important role in making the campaign a success.

After \$5 per capita divisional participation is reached, the district chair shall notify the KIF that the lieutenant governor qualifies to receive the Lieutenant Governor Award, which shall be sent for presentation at a district function by the district chair. This recognition is based upon contributions received between October 1 and September 30. (01/2012)

Club Banner Patch (CLUBS): Banner patches and acknowledgement letter shall be given to clubs that make an Annual Club Gift. This recognition is based upon contributions received between October 1 and September 30.

Matching Scholarships:

Districts qualify to receive matching scholarships based on per capita giving to the Annual Club Gift (ACG) campaign. (06-09)

- District with \$5 USD or more per capita giving to the ACG campaign qualify to receive ten (10) matching scholarships for either high school or university students. (01/2012)
- Districts with a minimum of \$4 USD per capita giving to the ACG campaign qualify to receive eight (8) matching scholarships for either high school or university students. (01/2012)
- Districts with a minimum of \$3 USD per capita giving to the ACG campaign qualify to receive six (6) matching scholarships for either high school or university students. (01/2012)
- Districts with a minimum of \$2 USD per capita giving to the ACG campaign qualify to receive two (2) matching scholarships for either high school or university students. (01/2012)

- Districts with a minimum of \$1 USD per capita giving to the ACG campaign qualify to receive one (1) matching scholarship for either a high school or university student. (01/2012)
- Districts below \$1 per capita giving to the ACG campaign do not qualify to receive matching scholarships.

PROVISO: Effective October 1, 2013, the text of Policy B.1 will be replaced with the following:

1. District Recognition for Annual Giving

As an incentive for Kiwanis districts to promote the work of the Kiwanis International Foundation, these recognition opportunities are available: (3/13)

a. Top Five Districts Per Capita in Annual Giving

The top five districts in per capita annual giving, excluding The Eliminate Project Campaign, shall be eligible for: (3/13)

1st: Five \$2,000 scholarships for high school or university students in the district, and \$1,000 gift card to Kiwanis Family Store for district club with highest per capita giving. (3/13)

2nd: Four \$1,500 scholarships for high school or university students in the district, and \$750 gift card to Kiwanis Family Store for district club with highest per capita giving. (3/13)

3rd: Three \$1,000 scholarships for high school or university students in the district, and \$500 gift card to Kiwanis Family Store for district club with highest per capita giving. (3/13)

4th: Two \$1,000 scholarships for high school or university students in the district, and \$250 gift card to Kiwanis Family Store for district club with highest per capita giving. (3/13)

5th: One \$1,000 scholarship for high school or university students in the district, and \$100 gift card to Kiwanis Family Store for district club with highest per capita giving. (3/13)

b. Financial Support for Recognition

Each district of Kiwanis International will receive a grant from the foundation to support charitable activities and/or donor recognition activities. Grants will be 5% of the district total amount contributed by September 30 to the Each Kiwanian/Each Year Campaign. The Annual

Club Gift and gifts by individual members to the Kiwanis International Foundation would be counted in determining per capita giving, excluding gifts to The Eliminate Project Campaign. (3/13)

2. Club Recognition for Annual Giving

(NOTE: When this becomes new B.2, 'Individual Annual Giving' will become new B.3.)

a. 100% George F. Hixson Fellow Club

Any Kiwanis club in which all dues-paying members are George F. Hixson Fellows will be recognized as a 100% George F. Hixson Fellow Club. Recognition will be based on September 30 certified membership as determined by Kiwanis International. Recognition includes:

- one-time special recognition banner from the Kiwanis International Foundation*
- listing on special Club Recognition Page on foundation website*
- listing in foundation annual report*
- invitation for club president and one member to private reception at the International Convention with the International President and Kiwanis International Foundation Board of Trustees*
- recognition badge for club website*

(3/13)

b. Club Banner Recognition

These club recognitions are awarded annually at the end of the Kiwanis year, based on September 30 certified membership as determined by Kiwanis International. Eligible clubs will be determined by the Kiwanis International Foundation. Recognition will be sent to the current district governor for presentation. (3/13)

c. 100% Kiwanis International Foundation Sustaining Club

This recognition honors clubs in which every dues-paying member personally contributes \$100 or more to the Kiwanis Children's Fund during the Kiwanis administrative year. Along with the banner patch, the club will receive:

- listing on special Club Recognition Page on foundation website*
- listing in foundation annual report*
- recognition badge for club website*
- invitation for club president and one member to private reception at the International Convention with the International President and Kiwanis International Foundation Board of Trustees*

(3/13)

d. Each Kiwanian, Each Year Club

Clubs are honored that achieve a minimum \$25 per capita from active dues-paying members and 100 percent participation with every active member contributing some amount to the Kiwanis Children's Fund during the Kiwanis administrative year. The Annual Club Gift and gifts by individual members to the Kiwanis International Foundation would be counted in determining per capita giving. Along with the banner patch, the club will receive:

- *listing on special Club Recognition Page on foundation website*
- *listing in foundation annual report*
- *recognition badge for club website*

(3/13)

e. Top Three Per Capita in Kiwanis Children's Fund Giving

Banners are given to the top three per capita giving clubs in each district. To be eligible, clubs must achieve a minimum \$50 per capita to the Kiwanis Children's Fund. Along with the banner, the club will receive:

- *listing on special Club Recognition Page on foundation website*
- *listing in foundation annual report*
- *recognition badge for club website*
- *invitation for club president and one member to private reception at the International Convention with the International President and Kiwanis International Foundation Board of Trustees*

(3/13)

2. Individual Recognition for Annual Giving

The financial resources of the Kiwanis International Foundation are focused on three basic purposes:

- **Programs**, funded by annual gifts that support current initiatives **Today**.
- **Special Projects**, funded by gifts to execute a unique initiative **Tomorrow**.
- **Protecting Programs**, funded by deferred gifts to preserve programs **Forever**.

(3/13)

Fundraising will focus on three outcomes:

- Establishing a solid base of donors who think strategically about their philanthropy;
- Building a continuum of donor giving; and
- Focusing staff resources on building relationships that result in major and planned gifts.

(3/13)

a. Kiwanis International Foundation Active Membership

Gifts of all sizes make a difference. Thus, any donor who invests in the work of the foundation as it supports the important mission of Kiwanis International will be considered an active member of the foundation. Every foundation member/donor will be acknowledged. The level of acknowledgement and recognition will be commensurate to the level of investment in the foundation's work. As members/donors become more informed about and involved in the foundation's mission, their level of support will increase. (3/13)

b. Annual Giving

Purpose: To provide incremental giving levels that offer donors opportunities to invest in the foundation with gifts commensurate to their financial means and levels of interest and involvement. Over time these opportunities will expand the foundation's donor base, increasing the number of prospects for special, major, lead and planned gifts. (3/13)

Benefits: See the following table. (3/13)

Member-ship Level	Gift Amt	TY letter	Impact card	Certificate	Grant report	TY call, web listing	Listing in annual report	Pin/ Brooch	Invite to ICON donor event
Supporter	\$25 to \$249	X	X						
Sustainer	\$250-\$499	X	X	X					
Patron	\$500-\$999	X	X	X					
Advocate	\$1,000-\$2,499*	X	X	X	X				
Leader	\$2,500-\$4,999 *	X	X	X	X	X			
Impact Circle	\$5,000+*	X	x	x	x	x	x	x	x

The impact card will be a specially designed small certificate and will match the foundation's new look. This piece will reinforce our message of the foundation's effort to extend donor impact. (3/13)

The grant report will be a current snapshot of how individual gifts – pooled together to fund club, district and Kiwanis International projects and initiatives – transform lives. It will illustrate the foundation's global reach through statistics, photos, and quotes from Kiwanians and those helped. A link to more information about grants could be included. (3/13)

*The George F. Hixson Fellowship and Tablet of Honor will continue to be important means of giving and recognizing service and leadership. The programs will be promoted, and donors and

recipients will receive the appropriate benefits and diamond levels.
(3/13)

c. Consecutive Year Giving: Kiwanis Loyalists

Purpose: Kiwanis Loyalists recognizes donors who include the foundation among their philanthropic priorities annually without missing a year. The foundation appreciates and salutes these most loyal supporters. Kiwanis Loyalists will complement the annual giving recognition by building and expanding the foundation's base of steadfast donors. (3/13)

Benefits: See the following table. (3/13)

Consecutive Years of Giving/Benefit	TY letter	Website recognition	ICON ribbon	Annual report listing	Birthday card	ICON donor event	Personal visit/gift
5	X						
10	X	X					
15	X	X	X				
20	X	X	X	X	X		
25	X	X	X	X	X	X	X

The most loyal of foundation donors shall be invited to a reception/event at the International Convention. It would serve as a cultivation and stewardship opportunity. (3/13)

Benefactors of 25 years shall be visited by staff or leadership (where practical and feasible) to express personal thanks and to present a special memento reflective of the foundation's work and the donor's philanthropy. (3/13)

d. Cumulative Giving: Benefactor and Honored Benefactor

Benefactor: A special group of donors who have contributed either by a one time gift or through cumulative gifts of \$5,000 or more.
(3/13)

Honored Benefactor: A special group of donors who have contributed either by a one time gift or through cumulative gifts of \$10,000 or more. (3/13)

Benefits: See the following table. (3/13)

Lifetime Giving	Recognition Level	Benefit
\$5,000	Benefactor	Certificate signed by foundation president
\$10,000	Honored Benefactor	Framed and matted certificate signed by foundation president

e. Founders Circle

Purpose: These are individuals of means whose extraordinary generosity helps Kiwanis turn its vision into reality. This group of philanthropists provides, and will expand, our base of major, lead and potentially “ultimate” (largest outright gift of their lifetime) donors. The list of top donors will be reviewed annually to identify individuals and couples whose giving is within range of the next Founders Circle level. A personal visit will be scheduled to discuss a gift that would move the individual or couple to the next recognition. (3/13)

Benefits: See the following table. (3/13)

Lifetime Giving/ Benefit	Founders Circle pin	Eagle	Visit by Foundation Leadership	ICON VIP Credentials Pickup	ICON reserved seating	ICON on-stage recognition	Name on Intl. Office plaque	KI Office Space Naming Opportunity
\$25,000	First	X	X					
\$50,000	Topaz		X	X				
\$100,000	Sapphire		X	X	X			
\$250,000	Ruby		X	X	X	X		
\$500,000	Emerald		X	X	X	X	X	
\$1,000,000	Diamond		X	X	X	X	X	X

Additionally, all Founders Circle members shall receive these benefits:

- Thank you letter
- Website recognition
- ICON ribbon
- Annual report listing
- Birthday card
- Invitation to ICON donor event
- Personal visit by staff

(3/13)

2. Skip-A-Meal

Kiwanians send the cost equivalency of just one meal to help fund numerous programs that directly benefit children. Club participation is crucial to continue serving the children of the world. Monetary support helps fund the growing number of grants provided through the Kiwanis Children’s Fund. The Skip-A-Meal program benefits the Kiwanis Children’s Fund, sponsored by the Foundation.

Clubs that participate in this program receive a club banner patch.

a) Kiwanis Leadership Society

This program provides Kiwanis clubs, divisions and districts an opportunity to recognize deserving individuals for their leadership accomplishments and service to the Kiwanis family through a US\$250 contribution. (10/2010)

Clubs that participate in this program receive a wall plaque.

b) Sustaining Donor

The Kiwanis Children's Fund is the primary source of unrestricted support for the programs of the Kiwanis International Foundation. The mission of the Kiwanis Children's Fund mirrors that of the Foundation: to assist Kiwanis International in serving the children of the world.

The Kiwanis Children's Fund supports Foundation programs globally. From providing training to healthcare professionals in pediatric emergency medicine in California to developing an assessment and early intervention program for children with disabilities in Jamaica, during any given moment in a day, thousands of Kiwanians volunteer their time and expertise to ensure that all contributions given to the Kiwanis Children's Fund are spent wisely on quality Kiwanis projects.

The Sustaining Donor program benefits the Kiwanis Children's Fund and recognizes individuals who support the Foundation by making annual gifts. Unrestricted gifts made to the Foundation, primarily through direct mail, are considered annual gifts. Other gifts (i.e., George F. Hixson Fellowship, Tablet of Honor, Heritage Society, etc.) are not applicable to this program as they are included in other recognition programs.

Membership in the Sustaining Donor program is valid for one administrative year and is based on annual gifts made during the previous administrative year. Membership in this program requires a cumulative amount of at least \$100 in annual gifts and must be renewed on an annual basis.

Membership benefits include the following:

Certificate of Appreciation	\$100
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At the end of the administrative year, all individuals who qualify for membership in the Sustaining Donor program will be notified and sent their Certificate of Appreciation.

C. PLANNED GIVING COMMITTEE

Responsibilities: The Planned Giving Committee serves an advisory role to the Development Committee which reports to the KIF Board of Trustees. It explores, reviews, recommends and assists in the implementation of programs designed by the KIF Board and Staff, intended to produce financial support in the major areas of planned giving, including, but not limited to, bequests, life income agreements, life insurance, gifts of retirement plan assets, and retained life estates. This committee also supports the principles and recognition parameters of the Heritage Society, the Foundation's legacy giving program that recognized

a donor's deferred gift (primarily) from a bequest, life insurance, charitable gift annuity, trust, etc.

Committee members should:

- a) Become a member of the Heritage Society.
 - b) Promote to Kiwanians the opportunity to give to the KIF through the Heritage Society.
 - c) Recruit one Heritage Society member per 1,000 Kiwanians in your home district.
 - d) Assist Board Members and Staff in identifying prospective planned giving prospects.
 - e) Assists in developing appropriate recognition for those who become members of The Heritage Society.
 - f) Provide Director of Development/Planned Giving with technical advice/assistance relating to gift planning when asked.
 - g) Assist Director of Development/Planned Giving, Board Members, Executive Director, or other staff development officers with securing planned gifts.
 - h) Seek ways to build a network of Kiwanian advisors consisting of attorneys, financial advisors, CPA's and others.
 - i) Seeks ways of strengthening the Endowment Program.
 - j) Assist in publicizing bequests and other types of planned gifts using such opportunities to emphasize the need and reward of such giving.
 - k) Through its chair, report regularly on the Heritage Society and the work of the Planned Giving Committee to the Development Committee of the KIF Board.
1. Endowment Program
 - a) The KIF's Endowment Program is overseen by the KIF's Board of Trustees, which is advised by its legal and financial counsel and the Planned Giving Committee. These policies and guidelines will be reviewed and updated annually by the Planned Giving Committee with guidance and assistance from the KIF's legal and financial counsel. (01-09)

- b) Subject to notice to the donor at the time of the establishment of an endowment, any unrealized gains or losses thereafter shall be credited to or debited from the value of the endowment. (01-09)
- c) In order to create a named endowment fund, a minimum contribution of US\$25,000 is required. (01-09)
- d) Any interest, dividends or realized gains generated from the investment of an endowment shall be temporarily restricted until used for the purposes for which the endowment was established. (01-09)

2. Priority of the Donor's Interest

The interest of the donor shall have priority over the interest of the KIF. No program, trust agreement, or contractor commitment shall be urged upon any donor or prospective donor which shall benefit KIF to the detriment of the donor's interest.

3. Use of Legal Counsel

- a) All agreements in which the KIF is the trustee shall follow the format of specimen agreements reviewed by the KIF legal counsel. Outside legal counsel shall be consulted as required by circumstances..
- b) All prospective donors shall be urged to seek their own legal counsel in matters relating to their deferred gifts, tax and estate planning.

4. Authorization for Negotiation

- a) The KIF Board may from time to time designate a person or persons to negotiate deferred giving plans with prospective donors following the guidelines and format of the specimen agreements approved by the Board, without further approval of the Board.
- b) All agreements that do not follow the format of the specimen agreements or otherwise meet the requirements of the guidelines shall receive the approval of the KIF Board.
- c) When real property is involved, approval of acceptance of such real property gifts shall be required by the Executive Committee of the KIF Board upon the recommendation of the Executive Director.

5. Avoidance of Pressure Techniques

- a) KIF shall seek to exercise extreme caution against the use of any high-pressure techniques when working with prospective donors.
- b) All personnel employed to administer or promote deferred gifts shall be paid a salary or retained on a per diem basis or an annual basis and shall

not receive any commission that might give such personnel an undesirable personal interest in any agreement.

6. Confidential Information

- a) Unless otherwise notified, names of all of The Heritage Society members will be published periodically without disclosure of gift method or gift amount.

7. Governing Charitable Remainder Trusts

The KIF will serve as sole trustee only if the KIF is at least a 50 percent residual beneficiary. Outside trust resources (a third party administrator) may be retained. Fees for such services will be prorated by percentage of interest of the trust.

If the KIF is to serve as Trustee they will be reimbursed for expenses incurred. Where the KIF serves as Trustee, no Charitable Remainder Trust shall be entered into with a donor for a sum less than US\$100,000 or such future amount that may be determined by the KIF Board.

The fixed percentage to be paid shall be no less than 5 percent (the minimum required by law).

The beneficiaries with lifetime benefits or earnings shall be 50 years of age or more.

8. Governing Charitable Gift Annuities

- a) The KIF will administer a Gift Annuity only if the KIF is at least a 25 percent residual beneficiary.
- b) No Gift Annuity shall be issued for an amount less than US\$10,000 with a mandatory annual payout. A US\$25,000 gift minimum will be required for variable payout frequencies to be offered. (i.e. quarterly, semiannual)
- c) No Gift Annuity program shall be for more than two lives. (No exception shall be made to this requirement, according to federal regulations; otherwise the charitable organization will be taxed on a large part of the gift's earnings.)
- d) The rates used for Gift Annuities will be those set by the American Council on Gift Annuities.

9. Governing Life Insurance Gifts

Gifts of life insurance are encouraged. The donor must be aware that a charitable deduction for Federal Estate tax purposes is allowed for the amount of the death benefit if KIF is the beneficiary and that a deduction for

premiums paid is allowed if KIF is the policy owner. As long as the donor retains any incidents of ownership there is no deduction allowed. If the donor gives a policy on which premiums are to be paid, it is appropriate that they donate the premium amount to KIF and KIF will pay the insurance company.

10. Governing Charitable Lead Trusts, Revocable Trusts, Deposit Agreements

The KIF shall not serve as a Trustee for a Charitable Lead Trusts, Revocable Trusts, or Deposit Agreements, but will refer this type of agreement to a disinterested institution for management as approved by the KIF Board of Trustees.

11. Donor Advised Fund Program

Kiwanis International Foundation, through the Donor Advised Fund, shall provide the opportunity for individual Kiwanians, clubs and districts to have a convenient way to simplify charitable giving and take advantage of tax savings at the same time. A donor advised fund account is similar to an investment account earmarked exclusively for charitable giving. It allows donors to make contributions and grant recommendations to the Foundation and other preferred charities at their convenience. A minimum initial contribution of \$10,000 shall be required to establish a donor advised fund, but distributions shall not begin until the fund has reached \$25,000. Contributions to the fund can be made at any time. The Kiwanis International Foundation shall receive a 1% handling fee on donor advised funds.
(06/2012)

12. Use of Undesignated Gifts

Any gift received by the KIF that is not designated by the donor for the Endowment Fund or a specific program or service shall be used to benefit the permanent endowment of the KIF.

13. Special Cases

Any deviations from the above listed guidelines shall require approval by the KIF Board of Trustees with recommendations from Staff and/or legal counsel.

14. Function

The Planned Giving Committee explores, reviews, recommends and assists in the implementation of programs designed by the KIF Board and Staff, intended to produce financial support in the major areas of planned giving, including, but not limited to, bequests, life income agreements, life insurance, gifts of retirement plan assets, and retained life estates.

15. Membership Qualifications of The Heritage Society

Any individual who informs KIF, in writing, that they have included the KIF in their estate plan with a minimum deferred gift of US \$10,000 shall qualify for membership in The Heritage Society of KIF. All Heritage Society members are encouraged to inform KIF of the manner and extent to which they have included KIF in their estate plan. (10/2012)

This may be accomplished in the following ways: (10/2012)

- a) By having an existing will or making a new will directing a percentage, fixed amount, or contingency statement, which will direct an eventual gift to the endowment fund. (10/2012)
- b) By naming the KIF as a primary or secondary beneficiary of a new or existing insurance policy. (10/2012)
- c) By creating a Charitable Remainder Unitrust, Annuity Trust, Charitable Gift annuity, Charitable Lead Trust, Life Estate or bank deposit eventually directing all or a portion of the principal or earnings to KIF. (10/2012)

All Heritage Society Members prior to October 1, 2012, are grandfathered according to the original criteria of their membership. (10/2012)

Gifts from public corporations, as differentiated from private family corporations, are encouraged. However, such gifts do not qualify a corporate officer as a member of The Heritage Society.

D. PAST PRESIDENTS COMMITTEE

There shall be a "Past Presidents Committee" composed of all persons who have served as President of the KIF who remain in good standing with KI. The Committee exists for the purpose of assisting the KIF Board and maintaining a fellowship of Past Presidents. The Committee shall be chaired by the most Immediate Past President not sitting as a member of the KIF Board. The Committee shall meet at the International Convention and such other times as directed by KIF President.

E. INVESTMENT COMMITTEE (6/2013)

The primary purpose of the committee is to provide the Finance Committee with fiduciary oversight of the organization's investments. The committee shall be made up of three-five members. The President shall appoint the chair and other members of the committee, subject to the approval of the Foundation Board. The committee shall make recommendations to the Finance Committee for prudent investment and reinvestment decisions regarding all restricted and unrestricted funds. They may seek appropriate

investment advisory and counseling services and be charged with recommending to the Finance Committee the selection, retention, and termination of those investment managers and advisors. In overseeing the investments, the committee will take into account the financial needs of the organization based on the advice of the Treasurer. (10/2012)

V. District Officers Responsibilities

A. THE KIWANIS INTERNATIONAL FOUNDATION DISTRICT CHAIRS

1. Appointment: The Kiwanis District Governor-elect shall nominate and the KIF Board shall appoint the chair for the district. (01/2012)
2. Duties and Responsibilities:
 - a) District Committee
 - 1) Secure one member from each division
 - 2) Communicate with members every quarter and at district meetings.
 - b) Education (10-08)
 - 1) All North American District Chairs attend the District Chairs Training in Indianapolis, IN at the expense of the KIF.
 - 2) Publish a district bulletin article each edition
 - 3) Promote the KIF's DVD/video to clubs
 - 4) Utilize KIF manual and promotional materials
 - 5) Present a program on KIF to each new club.
 - c) Fund Raising
 - 1) Encourage individual giving by members
 - 2) Annual Club Gift Campaign — 100% participation by clubs
 - 3) Kiwanis Leadership Society/Fellow (\$250), one in each club annually (10/2010)
 - 4) Obtain one Heritage Society member per 1000 members in their district.

d) Promotion

- 1) Tablet of Honor
- 2) George F. Hixson Fellow
- 3) Heritage Society
- 4) Kiwanis Leadership Society/Fellow
- 5) Memorials and Tributes
- 6) Robert P. Connelly Medal for Heroism
- 7) KIF Week

e) Reports

- 1) Maintain records of all programs in District
- 2) Communicate with KIF Staff
- 3) Communicate to District Board at each board meeting
- 4) Submit annual report not later than November 15th for previous year

f) Lieutenant Governors/Division

- 1) Encourage Lieutenant Governors to reach their goals
- 2) Educate about Distinguished Service Award for top Lieutenant Governor per capita giving by division for George F. Hixson Fellowships
- 3) Educate about Lieutenant Governor Award for 100% division Annual Club Giving

g) Conventions

- 1) Attend International Convention and assist in KIF Booth.
- 2) Attend Honors Reception.
- 3) Organize District Convention display and booth.
- 4) Present a District Convention workshop.
- 5) Present Tablets of Honor, Hixsons, etc.

B. DISTRICT GOVERNORS-ELECT

1. Submit a nomination form to elect a District Chair by December 15th.
2. Establish Goals:
 - a) 100% participation of clubs in Annual Club Gift Campaign
 - b) At least one of the following in each division:
 - c) Hixson Fellow
 - d) Tablet of Honor
 - e) Each club honor a member as a Kiwanis Leadership Society/Fellow \$250 (10/2010)
 - f) One Heritage Society member in each division.

3. Promote the KIF giving at each of the following events:
 - a) District Convention
 - 1) Presentation of Hixson Fellowships and Tablets of Honor
 - 2) Workshop
 - b) Mid-year meeting or Zone Conference
 - c) Division Governor Visits
4. Allow KIF District Chair to report:
 - a) District Convention
 - b) Each District Meeting
 - c) District Board Meeting
5. Become a member of the George F. Hixson Fellowship yourself
6. Become a member of the Heritage Society

VI. Staff

A. RELATIONSHIP BETWEEN THE PRESIDENT, THE EXECUTIVE DIRECTOR, AND FOUNDATION STAFF

The goal is to establish principles that assure the best working relationship on a day-to-day basis for both the President and the Staff.

1. Efficiency on the part of both should be enhanced.
2. Good public relations should be maintained both internally and externally.
3. The relationship as set forth for any Executive Director should be reviewed annually by the President, President-elect, Treasurer and Immediate Past President. The principles are a guide for any one-year and may be adjusted annually.
 - a) The President-elect should, prior to their year, establish a schedule of action for the following year in cooperation with Staff. Such a schedule should accommodate their needs and allow the Staff to assist as well as schedule their own work on a month-to-month basis. This schedule or yearly calendar should focus on the planned utilization of cooperative efforts with the KIF Staff.
 - b) The President will work closely with all appointed Committees.
 - c) The President will work with the Board and /or Executive Committee on matters to be brought to their attention for consideration and action.

- d) The President will select those areas of the KIF's work that are to receive prime attention during the year. Such items may include: The challenges to the District Chairmen, the promotion of ongoing programs such as the Hixson Fellowship and the internationalization of the KIF.
 - e) The President should be constantly concerned about finances. The Executive Director, the Chief Operating Officer and the Chair of the Finance Committee should be sources of continuing information.
 - f) The President should be personally involved when any substantial gifts are donated to the KIF in order to help in expressing appreciation for and appropriately acknowledging such gifts with the greatest appropriate public relations possible, as approved in advance by the donor(s).
 - g) The Executive Director and the Chief Operating Officer will coordinate with the President in the selection of items to be published in the KIF's news releases.
 - h) The President will maintain direct contacts with the President and Board of KI, seeking the advice of the KIF Board and the Directors on any special concerns.
 - i) The comments and guidance from the Staff's experience are encouraged. If a confidential relationship on any matter is needed, both parties shall maintain such.
4. Matters related to the Executive Director and Staff:
- a) The Executive Director and Staff shall prepare all statistical reports. Such reports shall go to all Board Members, as well as all others scheduled to receive such information.
 - b) The Executive Director is responsible for the performance of Staff, delegating responsibility as warranted.
 - c) The Executive Director will keep the President informed immediately of any concerns or significant changes in the status of the KIF needing their attention.
 - d) The Executive Director will prepare material requested by the President to be released exclusively to the KIF Board.
 - e) In cooperation with the President, the Executive Director will prepare the agenda for the Board Meetings.
 - f) The Executive Director will assist the President in preparation for all Convention and Council events in which the KIF is involved. This might

include speech writing or the development of speech material, if requested.

- g) The Executive Director will be responsible for the development of exhibits utilized at Council and/or International Convention. This responsibility also includes display materials for District Conventions.
- h) The Executive Director will keep the President informed of any problems or any anticipated concerns in the relations between the KIF and KI.
- i) The Executive Director should direct that any correspondence released over the President's signature is cleared with the President.
- j) Policy Statements or letters needed KIF functions should be fully reviewed with the President.

B. EMPLOYEE ADMINISTRATION

1. Personnel: The Executive Director shall employ qualified personnel, terminate the employment of employees, assign employees to positions and transfer employees to other positions. The KIF Board shall be informed of the hiring, termination, promotion, and demotion of all employees.

The Executive Director shall be responsible for the staffing of the KIF within the budget allocations for staff positions. The Executive Director will establish the specific duties, responsibilities, authority, qualifications, and accountability for each position within the KI policies.

The Executive Director shall strive to maintain harmonious and effective operations within the Foundation Office.

2. Annual Performance Appraisal of Executive Director

- a) Performance Review Committee

There shall be a Performance Review Committee composed of the Joint Committee of the Kiwanis International and Kiwanis International Foundation Boards of Trustees established under Article I, Section A.10 of these Policies. The Performance Review Committee shall be chaired by the Kiwanis International Immediate Past President.

- b) Goals and Objectives

- 1) Each year, the Executive Director shall discuss with the Performance Review Committee possible goals and objectives for the Directors for the coming administrative year. These goals and objectives shall be compatible with the goals and objectives of the KIF Board.

- 2) No later than September 1, the Executive Director shall present a list of preliminary goals and objectives for the coming administrative year to the Performance Review Committee.
- 3) At the beginning of the administrative year, the Performance Review Committee shall meet with the Executive Director to review, delete, and/or add to the Executive Director's preliminary goals and objectives and finalize the goals and objectives.
- 4) No later than the end of the September/October KIF Board Meeting, the Performance Review Committee will present to the Board the Executive Director's finalized goals and objectives for approval.

3. Review Process

- a) Immediately prior to the September/October KIF Board Meeting, the Performance Review Committee will conduct a formal performance review with the Executive Director. This review will include the Committee's appraisal of the performance of the Executive Director as it relates to the goals agreed upon the previous October. The appraisal shall be written and would be consistent with the appraisal procedure in use for the KI Office Staff. The appraisal, along with the recommendation for any compensation adjustment, shall be presented by the Performance Review Committee to the Kiwanis International Board for approval at an Executive Session at the September/October Board Meeting. (01/2012)
- b) Each written appraisal will be placed in the Executive Director's personnel file maintained in the Human Resources Office.

4. Compensation

The annual appraisal shall be one of the factors considered in determining compensation adjustment, if any, by Kiwanis International. The appraisal and compensation adjustment shall be identified in writing and be placed in the Executive Director's personnel file maintained in the Human Resources Office within the salary guidelines of KI.

5. Other Discussions

The foregoing does not prohibit the President or the Performance Review Committee from discussing with the Executive Director at any time during the administrative year the Executive Director's performance.

6. Responsibility

If the Performance Review Committee should fail to conduct the appraisals, as outlined above, it is the Executive Director's responsibility to request that the appraisal be conducted and document such initiative.

VII. Financial Matters

A. EXPENSE REIMBURSEMENT (04/2011)

1. For attendance at Board meetings or other authorized assignments, the members of the KIF Board, other authorized personnel and KIF salaried personnel shall be entitled to a per diem at the rate established by KI, air travel at the lowest available fare only, or automobile travel at a per mile rate equal to that allowed by the U.S. Internal Revenue Service, (not to exceed the cost of air coach transportation between the same points), parking, bus fare, and tips. The cost of the hotel room including tax will be reimbursed as well as laundry, telephone charges and tips. The KIF President will have their expenses paid by the KIF for Council functions. (04/2011)
2. Class of Service for Air Flights
 - a) Authorized Class of Service - The authorized class of service for KIF business is the lowest available fare. (04/2011)
 - b) Acceptable Reasons for Refusal - Travelers should request and accept the lowest available fare offered at the time requested. Acceptable reasons for refusal may include:
 - 1) Scheduled times of meetings do not coincide with flight times.
 - 2) Flight times are before 8:00 a.m. or after 9:00 p.m.
 - 3) Layover time exceeds two hours or is less than 40 minutes.
 - 4) A domestic flight plan includes more than two (2) plane changes.
 - 5) Type of aircraft.
 - 6) Conflicts with traveler's business needs.
 - c) Frequent Flyer Programs - Frequent flyer programs should never in any way influence airline choices when an acceptable alternative exists at a lower cost. Refusal of a lower rate will be documented and included in a monthly management report and the traveler may be billed for the difference in fares, subject to the discretion of the Executive Director. If the cost is the same, the traveler's preference will be honored.
 - d) Open Segments - Open segments, which are more expensive, are discouraged.
 - e) Extension of Travel to Obtain Cost Savings - A trip should not be extended only to take advantage of a lower fare, unless the savings would total more than the cost of added hotel and meal expenses.

- 1) Trustees-elect will be invited to attend the annual Board Meeting of the KIF at the International Convention as an observer without reimbursement of expenses.
- 2) When meals are provided by the KIF, alcoholic beverages shall not be included as a KIF expense. (10-08)

B. FINANCE

1. Depositories

KIF shall be deposited in specifically designated financial institutions in Indianapolis, IN, or surrounding area and in other countries if necessary. The designation shall be made by the Board by appropriate resolution and implemented by the Executive Director with duly designated signatures as required.

2. Change of Depository

A change of depository previously named may be made by the Executive Committee when conditions indicate that a change is necessary in order to fully protect the assets of the KIF or to more economically and efficiently serve the purposes of the KIF.

3. Signatories

The President, President-Elect, Treasurer, Executive Director, Chief Operating Officer and the Controller of KI shall be authorized signatories for the KIF's depository accounts.

4. Two Signature Requirements

Two signatures are required on checks or withdrawals in excess of US\$10,000 executed on behalf of KIF relating to all bank accounts maintained by the KIF.

VIII. Investments (10/2011)

A. MISSION OF THE KIWANIS INTERNATIONAL FOUNDATION ENDOWMENT FUND

The purpose of the Endowment Fund (the Fund) is to manage the endowment gifts entrusted to Kiwanis International Foundation to support its goals and objectives. Management of Fund assets should always reflect this purpose. The Fund was endowed by designated donor gifts and is expected to exist in perpetuity, and therefore, maintaining purchasing power is the Fund's primary objective. High volatility of investment returns should be

avoided where possible. Through investment in a diversified portfolio, the investment manager should employ a total return approach while managing risk and seeking consistency of investment performance. (3/13)

B. PURPOSE OF THE POLICY

The purpose of this Investment Policy Statement (IPS) is to assist the Board of Directors of the Kiwanis International Foundation (Directors) in effectively planning, overseeing, monitoring, and evaluating the management of the assets. The Endowment Fund's investment program is defined in the various sections of the IPS by: (3/13)

- Stating in a written document the Directors' attitudes, expectations, objectives, and guidelines for the investment of assets.
- Setting forth an investment structure for managing assets. This structure includes various asset classes, asset allocation policies, and investment approaches. In total, the structure is expected to produce adequate diversification and total investment return over a long-term horizon.
- Stating in a written document the Directors' spending policy for the Fund.
- Providing guidelines for each investment portfolio so that all assets are managed in accordance with stated objectives.
- Encouraging effective communications between the Directors and service providers.
- Establishing formalized criteria to monitor and evaluate service provider results on a regular basis.
- Complying with all applicable laws, rules and regulations and fiduciary, prudence and due diligence requirements.

(3/13)

C. STATEMENT OF OBJECTIVES

The Directors will manage the assets in a manner consistent with the provisions of this Investment Policy Statement and applicable laws and regulations. The Directors will maintain an aggregate asset allocation consistent with the minimum and maximum commitments that may be made in equities, fixed income, and other appropriate investments. The Directors will approve investment managers and investment vehicles to secure professional management of each component of the investment mix. (3/13)

The objectives of the Fund have been established in conjunction with a comprehensive review of the Kiwanis International Foundation's current and projected financial requirements. The objectives are: (3/13)

- To comply with applicable laws, rules and regulations and to meet fiduciary, prudence and due diligence requirements. (3/13)
- To follow a stated spending policy. (3/13)

The Directors acknowledge that investment results are a critical component in achieving the Kiwanis International Foundation's funding and financial objectives. (3/13)

D. PORTFOLIO GUIDELINES

1. Time Horizon

The guidelines are based on an investment horizon of beyond 10 years. Interim fluctuations in the financial position of the Fund are to be expected and should be viewed in the context of the long-term objectives and strategies of the Fund. The Fund's strategic allocation is based on this long-term perspective. (3/13)

2. Risk Tolerance

The Directors acknowledge that some risk to the value of the Fund must be accepted in order to achieve the Fund's long-term investment objectives. (3/13)

The Directors assessed the financial health and future growth prospects for the Kiwanis International Foundat in determining the Fund's ability to accept risk in investment returns. The Directors determined that the totality of the factors suggest that the Fund can tolerate interim fluctuations in market value and rates of return in order to achieve long-term objectives. (3/13)

The Directors have identified the following risks, beginning with the risk of greatest concern and descending: (3/13)

- Loss of principal.
 - Loss of purchasing power.
 - Volatility of returns.
 - Liquidity/marketability of assets.
- (3/13)

3. Portfolio Performance

The Directors have identified the following factors to be included in the evaluation of the portfolio: (3/13)

- Liquidity
 - Principal preservation
 - Preserving purchasing power
 - Satisfying annual distribution requirements
 - Growth in size of portfolio
 - Stability of returns from year to year
 - Avoid underperformance vs. benchmarks
 - Avoiding negative returns
- (3/13)

The investment objective is a long-term rate of return on assets that approximates 7.0%. The target rate of return for the Fund is based on the assumption that future real returns will approximate the long-term rates of return experienced for each asset class in the IPS as adjusted for current valuation and future expectations. (3/13)

4. Spending Policy

In keeping with Indiana's current Uniform Prudent Management of Institutional Funds Act (UPMIFA), the net appreciation, realized and unrealized, not to exceed 7% of the market value, may be expended by the Directors for the uses and purposes for which each fund was established. The Directors will advise the investment manager of the amount of expected distributions as soon as possible to enable the manager to provide sufficient liquidity while maintaining the long-term investment program. To the extent permissible by UPMIFA, the annual distribution is determined based on a rolling average market value system. Currently, the annual distribution will be 4% of the calculated Distribution Value. The Distribution Value is the average of the fair market value of the Fund as of the close of each of the preceding 12 calendar quarters, calculated as soon as reasonably possible following the close of each calendar year. All distributions will be made no later than the end of January of the subsequent fiscal year. (3/13)

5. Asset Allocation

The Directors believe that the Fund's risk and liquidity postures are primarily a function of the asset mix. The Directors reviewed the long-term risk, return, and correlation characteristics of various asset classes. The following asset classes were selected for inclusion in the asset mix since, as a group, they provide opportunity to pursue desired return objectives while offering diversification benefits: (3/13)

- Equities
 - Fixed Income
 - Alternative Investments
- (3/13)

The Fund's time horizon, risk tolerances, performance expectations, socially responsible investment policy, and asset class preferences were used to estimate an efficient Fund asset allocation. (3/13)

The target asset allocation ranges are: (3/13)

	Minimum	Maximum
Equity	40%	75%
Fixed Income	15%	50%
Alternative Investments	5%	30%
Cash Equivalent	1%	30%

6. Socially Responsible Investment Policy

Investment managers will screen out corporations known to be substantial producers of alcohol, tobacco, and gaming. An exception to this policy would be considered only with the intent of initiating a shareholder action on corporate policies or in the event investments are in a commingled fund. This will lead to a more socially responsible portfolio, which is in line with the worldwide activities of the Kiwanis International Foundation in promoting health and betterment of children. The Directors understand that use of commingled funds, such as exchange traded funds (ETFs) and mutual funds (MFs), may be desired in order to maximize diversification within certain asset classes. Such investments will be permitted while understanding that they cannot accommodate investment restrictions by sector. (3/13)

7. Rebalancing of Strategic Allocation

Rebalancing Fund allocation within the strategic ranges for the various asset classes serves the purpose of maintaining the risk and expected return characteristics of the Fund within parameters set by the Directors. Reallocations among asset classes shall reflect the following considerations: (3/13)

- Generally allocated within the stated asset class ranges, and
- The investment manager will rebalance the portfolio within the asset allocation ranges stated herein when the risk and expected reward potential is perceived to be such that an asset class weighting should be tilted toward the approved policy maximum or minimum.
- The asset class weightings will not go outside the stated ranges without notification of the Directors.

(3/13)

E. ASSET CLASS GUIDELINES

The Directors believe that the objectives of the Fund are most likely to be achieved if superior asset class managers manage the portfolio. Since the total portfolio is expected to be broadly diversified with respect to asset classes, asset class managers and individual securities, each asset class manager is allowed latitude in selecting individual investments and in construction of its component of the total portfolio. (3/13)

1. Manager Performance

The following factors should be used to evaluate manager performance, in order of importance from high to low: (3/13)

- Provide a consistent return over all time periods
- Exhibit the characteristics of the appropriate benchmark
- Outperform benchmarks on a risk adjusted basis
- Outperform peer managers on a risk adjusted basis

(3/13)

2. Domestic Equities

The Directors' decision to invest in domestic equities is based on the expected benefits of investing in this higher returning asset class. Investments will be made in accordance with the following approved guidelines: (3/13)

- The domestic equity manager will manage an equity-oriented portfolio with exposure primarily to domestic securities. (3/13)

Performance will be evaluated against a relevant style-oriented index. It is expected that each active portfolio will achieve a return over a full market cycle in excess of the index. (3/13)

3. International Equities

The Directors' decision to diversify internationally is based on expected benefits of improved return from an increased investment universe and reduced volatility. Investments will be in accordance with the following approved guidelines: (3/13)

- The international equity manager will manage an equity-oriented portfolio. This is not intended to preclude the tactical use of non-U.S. dollar denominated and dollar or non-dollar short-term investments maturing in 12 months or less.
- The international equity portfolio will provide ex-U.S. exposure that meets the diversification objectives for international investments.
- Currency exposure may be hedged into U.S. dollars or into other currencies in an amount not to exceed total investment (including cash) in any currency being hedged.

Performance will be evaluated against a relevant style-oriented index. It is expected that each active portfolio will achieve a return over a full market cycle in excess of the index.

(3/13)

4. Fixed Income

The Directors' decision to diversify into fixed-income investments is based on the expectation that allocations to this asset class will: (3/13)

- Reduce volatility of the total fund,
- Provide liquidity for unanticipated cash needs, and
- Generate a relatively stable cash flow.

(3/13)

Performance will be evaluated against a relevant style-oriented index. It is expected that each active portfolio will achieve a return over a full market cycle in excess of the index. (3/13)

5. Alternative Investments

Alternative Investments as an asset class can help reduce the overall volatility of a total portfolio. This is due to the fact that many alternative assets have low correlation or no correlation to traditional markets. Additionally, alternative investments may help improve a portfolio's total return over time. The Directors understand that within these investments alcohol, tobacco, and gaming sectors will not be able to be excluded. Performance will be evaluated against a relevant style-oriented index. It is expected that each portfolio will achieve a return over a full market cycle in excess of the index. (3/13)

6. Cash Equivalents

A small cash reserve allocation will be maintained to help ensure that liquidity needs are met. (3/13)

F. GOVERNANCE GUIDELINES

1. Performance Evaluation

In an effort to maintain superior asset class managers, the Directors will monitor each asset class manager relative to both an appropriate asset class index benchmark and a representative universe of peer managers. Ongoing peer rankings that are deemed to be unacceptable may lead to an evaluation of the suitability of the manager within the broad portfolio structure. (3/13)

2. Duties and Responsibilities of Investment Manager

The duties and responsibilities of the investment manager retained by the Directors include: (3/13)

- Manage Fund assets under its care, custody, and/or control in accordance with the IPS objectives and guidelines set forth herein, and also expressed in separate written agreements.
- Acknowledge and agree in writing to their fiduciary responsibility to comply with the IPS set forth herein, and as modified in the future.
- Exercise investment discretion within the IPS objectives and guidelines set forth herein and also expressed in separate written agreements.

- Promptly inform the Directors in writing regarding all significant and/or material matters and changes pertaining to the investment of Fund assets and the ownership, management or financial stability of the investment manager.
- Promptly vote all proxies and related actions in a manner consistent with the long-term interests and objectives of the Fund, including the responsibility to vote proxies related to the investment manager's proprietary investment funds held in the Fund, unless voting responsibility has been otherwise reserved in writing by the Directors or their designee. The manager has the right hereunder to solicit proxy voting recommendations from an independent qualified party, on matters that might involve potential conflicts of interest in the performance of the manager's duties hereunder. Each manager shall keep detailed records of its proxy and corporate actions voting activities and comply with all regulatory obligations.

(3/13)

3. Monitoring Investment Portfolios

Quarterly performance will be evaluated to assess progress toward attainment of longer-term objectives. The Directors understand that there are likely to be short-term periods during which investment performance results deviate from market and relevant style-oriented benchmarks. The Directors' review of each portfolio will focus on: (3/13)

- Adherence to IPS guidelines,
- Material changes in the manager's organization, investment philosophy and/or personnel,
- Directors' continuing confidence in the investment manager, and
- Performance comparisons with appropriate benchmarks and peer group rankings.

(3/13)

4. Investment Policy Statement Modifications

The Directors shall review specific investment objectives and guidelines stated herein at least once annually. The Directors may modify this Investment Policy Statement in whole or in part at any time. The Directors shall communicate changes to this policy to investment managers and shall obtain written acknowledgement of the changes from the managers. All changes to the policy statement shall be in writing and signed by the Directors. (3/13)

IX. Disaster Relief Funds (04/2011)

1. By action of the KIF Board a disaster relief fund has been created for voluntary contributions submitted by clubs or individuals or for monies allocated by action of the KIF Board.

2. In the event of a disaster and upon an agreement between the President of KI and the President of KIF, clubs may be invited to contribute voluntarily to a fund established by the Foundation for the purpose of providing relief funds for disasters. The disaster fund will be used only for this purpose. The Foundation shall accept disaster relief donations for a particular disaster only upon advising the donor that at such time as the Foundation, in its discretion, determines that disaster relief funds are no longer needed for that disaster, the Foundation may use any amount remaining of such donor funds for disaster relief elsewhere. The President of KI may authorize a letter to be sent to all Kiwanis clubs requesting voluntary contributions. Funds received from clubs specified for disaster relief shall be deposited in the special fund established by the KIF. (04/2011)
3. Disaster relief grants may be made by the Kiwanis International Foundation President in amounts not exceeding US\$5,000 without Executive Committee or Board approval. Emergency or Disaster Grants requested in excess of US\$5,000 may be honored only upon the approval of the Executive Committee or the KIF Board.
4. The Chief Operating Officer is authorized to release monies from the revolving disaster relief fund by authorization of the KIF President. (3/13)
5. The nature of the disaster fund and its proposed usage will be clearly delineated.

X. Approval of Foundation Grants (3/13)

1. Grants made by KIF must conform to the Objects and Purposes prescribed in its Bylaws. (06/2012)
2. Service projects, which relate to the ideals and objectives of KI or Kiwanis sponsored affiliates, will be accorded top priority.
3. District Foundations may submit one grant proposal per year. The KIF Board may award grants to district foundations up to US\$10,000. Preference is given to districts not previously funded or those which have not recently received a grant. (3/13)
4. Commitments of more than one year can only be made subject to annual review by the KIF Board.
5. Notification funding decisions will be communicated to applicants no later than within 30 days following the board's decision. (3/13)
6. The decision of the KIF Board is final.
7. Grants that provide for the full production and duplication cost of training, promotional or educational material shall be made on a non-income producing

basis. No product so produced may be sold, nor may any contribution be solicited, except to cover reasonable postage and handling costs, in exchange for such material.

XII. Donor Bill of Rights (6/2013)

Note: The following policy is based on wording encompassing industry standards as provided and copyrighted by the Association of Fundraising Professionals (AFP) and may not be changed without permission of AFP.

“Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.”

KIWANIS INTERNATIONAL FOUNDATION
GIFT ACCEPTANCE POLICY
(June 25, 2004)

Statement of Policy

Individual giving helps ensure the KIF to serve the children of the world. Individual gifts allow the KIF to fund Kiwanis Worldwide Service programs, Disaster Relief programs, scholarships for Key Club and Circle K, and general programs to serve the needs of children.

The KIF is organized as a corporation, exempt from federal tax liability by Internal Revenue Code Section 501(c)(3), and qualifies as a Public Charity under Internal Revenue Code Section 509.

All gift acceptance policies and procedures of the KIF shall be interpreted in light of two overriding principles:

Principle 1:

A gift shall not be accepted by the KIF if such acceptance would not be in the best interest of the donor. A determination of the donor's "interest" shall include, but not be limited to, the donor's financial situation and philanthropic interests, as well as any tax or other legal matters revealed while planning for a gift. The KIF shall not encourage any gifts that are inappropriate in light of the donor's personal or financial situations.

In certain unique cases, a gift may be considered inappropriate due to particular restrictions imposed by the donor. By its very definition, a gift cannot be associated with a private benefit that would jeopardize the charitable contribution deduction under IRC Section 170 if the donor and beneficiary of the restriction have less than an arms-length relationship. There must be a distance between the donor and recipient such that the recipient does not receive benefits that are otherwise not available to colleagues of similar status and interest. For example, in the capacity of donor, an individual cannot subsidize his/her own salary, travel funds, or fringe benefits.

Principle 2:

A gift shall not be accepted by the KIF unless there is a reasonable expectation that acceptance of the gift will support the KIF's mission of "assisting Kiwanis International in Serving the Children of the World."

Reason for Policy

While this document is intended to provide guidance to the KIF Office and KI personnel regarding acceptance of prospective gifts, donors are ultimately responsible for ensuring that the proposed gift furthers their charitable, financial, and estate planning goals. The KIF Office does not provide legal, accounting, tax, or other advice to prospective donors. Therefore, each prospective donor is urged to seek the advice of independent legal counsel in the gift planning process.

Types of Gifts

Gifts to the KIF may be in the form of outright gifts, pledges, or deferred commitments.

Outright Gifts

Cash and cash equivalents. Cash is often the easiest way to give and the most frequently received form of gift accepted by the KIF. These gifts can take the form of check, or credit card contribution. Cash may be delivered in person, by mail, by Electronic Funds Transfer (EFT), or by wire transfer. Cash gifts are reported the date the cash is received in the KIF processing area. If gifts are transferred by EFT or wire, the date of the gift is the date that the money is transferred into the KIF's bank account. Credit card gifts are reported on the date that the credit card charges are processed and approved.

Publicly-traded securities. (1) Securities listed on an exchange in which quotations are published daily; (2) regularly traded in national or regional over-the-counter markets for which published quotations are available; or (3) that are shares of a mutual fund for which quotations are published on a daily basis in a newspaper of general circulation throughout the United States, will be accepted as outright gifts or toward pledges. The value of securities is determined on the recognized gift date, which is established when the donor relinquishes control of the securities. The average of the high and low trading prices on the gift date determines the value of securities for reporting purposes.

Closely held securities (non-public). The KIF shall examine any issue that is not publicly traded prior to its acceptance as a gift and may decline a gift of such securities if it deems them difficult to value or not easily marketable. The KIF Board must approve gifts of non-publicly held securities prior to acceptance.

Real property. Real property includes improved or unimproved land, personal residences, farmland, commercial property, and rental property. If it is the intention of the donor that the KIF not immediately dispose of real property, an agreement must be made in writing between the KIF and the donor before the KIF may accept such property. Gift real estate must be tested to be in conformity with state and federal laws, including EPA regulations and the donor must provide satisfactory evidence of environmental compliance.

Personal property. The KIF may consider gifts of personal property, including but not limited to works of art, patents, copyrights, antiques, stamp and coin collections, jewelry, furniture, rare books, manuscripts, or any other item that has a determinable value. The KIF Board may approve such contributions only after a review indicates that the property is either readily marketable or needed by Kiwanis International. It is the policy of the KIF to sell or otherwise dispose of all gifts of personal property, unless the items can be used by Kiwanis International in a manner related to serving children. The KIF's intentions to either resell the

property or to retain and use it to further its charitable activities shall be communicated to the donor in writing at the time of the gift.

Gifts-in-kind. Gifts-in-kind for which donors are eligible for a charitable gift deduction in accordance with current IRS regulations should be reported at the fair market value placed on them by an independent, expert appraiser. Only those gifts-in-kind that can be converted to cash, or items such as equipment, books, medical supplies, etc. that can be used in support of serving children, should be reported. The KIF must agree to use the in-kind materials before accepting the gift.

Pledges

Pledges are commitments to give a specific dollar amount according to a fixed time schedule. The following minimum information must exist to substantiate a pledge:

- the amount of the pledge must be clearly specified;
- there should be a clearly defined payment schedule;
- the donor may not prescribe contingencies or conditions;
- the donor must be considered to be financially capable of making the gift;
- changes to original pledges must be documented in writing.

Pledge recording:

- anticipated matching gifts will not be included in pledge amounts.
- Pledges and expected matching gifts will qualify for donor recognition in appropriate giving level groups.
- Under- and over-paid pledges (as a result of either rounding, gift valuation, or incremental giving) will be noted as paid in full when donors' intents are clearly to pay commitments in full.
- before defaulted pledges are written off, pledge deactivation requests must be reviewed and approved by the Executive Director and Treasurer of the KIF.
- pledge balances will be written off when KIF is notified of a donor's death, unless there are provisions in the donor's will or the family has indicated an intent to complete the pledge.

Planned Gifts

Charitable bequests. Donors can make charitable bequests to the Foundation in wills or living trusts.

Charitable gift annuities. A charitable gift annuity is a contract between the KIF and the donor, not a trust agreement, whereby the donor makes an initial payment of cash or marketable securities to the KIF and the KIF agrees to pay the donor an annuity for the rest of his/her lifetime.

Charitable remainder trusts. A charitable remainder trust is established when a donor irrevocably transfers money or securities to a trustee who invests the assets to pay annual lifetime income to the donor or others chosen by the donor.

At the end of the beneficiaries' lives, the remaining trust assets are distributed to the KIF. Annuity trusts provide the tax advantages of current contributions with the security of fixed, lifetime incomes, generally for the donors and their spouses. The agreed-upon annual payments remain unchanged regardless of how the investments perform. The unitrust differs from the annuity trust by providing a variable income. Payment is based on a fixed percentage of the net fair market value of the trust assets as valued annually.

Charitable lead trusts. This type of gift provides an income stream for a specified period of time to the KIF. The KIF receives the income from the trust and applies it to the specific project. The principal is then returned at the end of the set period to whomever the donor designates.

Gifts of life insurance. Gifts of life insurance may name KIF beneficiary of the policy or as beneficiary and owner.

Revocable trust. Through a written agreement, the donor transfers assets to a trustee. Income is paid to the donor for the term of the trust.

Procedures

A Gift Acceptance Committee (GAC) has been created to facilitate the gift acceptance process. The GAC is responsible for accepting all. Once a gift has been accepted, the KIF Office is responsible for recording and acknowledging it.

Gift Acceptance Committee

The Gift Acceptance Committee (GAC) shall consist of the following:

- KIF President
- KIF President-Elect
- KIF Treasurer
- KIF Immediate Past President
- Chair of the Planned Giving Committee
- Executive Director of KIF
- Director of Development

The Gift Acceptance Committee shall review all gifts of significant risk. All such gifts shall be documented by a written understanding between the donor and the KIF, and must be approved by the Gift Acceptance Committee before the KIF may accept the gifts.

Gifts of Significant Risk

- Non-publicly traded securities
- All gifts of real property
- Gifts of personal property if not to be used by the KIF
- All gifts of real or tangible personal property subject to donor restrictions regarding the disposal of such property

- Any bargain sale of property where a donative element is associated with the acquisition of property by the Foundation below its fair market value.
- Cash gifts with significant donor restrictions
- All gifts of unusual items or gifts of questionable value

The committee shall meet as necessary via telephone conference call, unless otherwise specified, to approve specific gifts.

Special Situations

Conditional Gifts

Conditional gifts are those gifts that, because of some qualifier or restriction, are considered non-routine. Conditional gifts may commit the KIF to act within a specified time or use a gift for a specific purpose. If, in any instance, a gift offered by a donor would put the KIF in an embarrassing or untenable position with the Kiwanis membership, KIF will decline acceptance. Time limits for holding a conditional gift may be reviewed by the Gift Acceptance Committee. Gift acceptance agreements should specify a time period for meeting the conditions for the gift and should also indicate what will happen to the gift if conditions are not met.

Refunding of Gifts

In rare instances, the KIF may deem it necessary to refund gifts, either because it is in the best interest of the KIF or because conditions agreed to in accepting a gift cannot or will not be met. Requests for refunds may come either from the donor or from the KIF and must include a statement of reason addressed to the Gift Acceptance Committee.

Conditions under which gifts may be refunded:

- When conditions of acceptance cannot be met or cannot be agreed to.
- When it is in the KIF's interest and when continuing to hold a gift would not enhance Kiwanis' reputation either with the donor or with the membership.

Recognition of Discounts and Services

The KIF recognizes that corporations or private individuals may offer significant discounts on materials or services to the KIF. While these "gifts" do not qualify as tax-deductible contributions, it is important to acknowledge and recognize these items through the KIF's formal stewardship programs. Donor acknowledgement of a significant discount on materials or services will be made by the KIF Office.

KIWANIS INTERNATIONAL FOUNDATION DOCUMENT RETENTION AND DESTRUCTION POLICY

(Adopted January 12, 2012)

PURPOSES

The purposes of this document retention policy (“Policy”) are for Kiwanis International Foundation (“Kiwanis”) to (i) promote the proper treatment of its records, and (ii) enhance compliance with applicable laws and regulations, including, without limitation, the Sarbanes-Oxley Act of 2002.

POLICY

Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if a proper retention policy is not implemented. A mass of records also makes it more difficult to find pertinent records. From time to time, Kiwanis may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation-relevant documents, and any other pertinent factors.

Section 2. Exception for Litigation-Relevant Documents. Kiwanis expects all of its employees to comply fully with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If an employee believes, or Kiwanis informs an employee, that Kiwanis records are relevant to litigation, or potential litigation (a dispute that could result in litigation), then that employee must preserve those records until it is determined that the records are no longer needed. That exception supersedes any established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories. Pursuant to the General Guidelines above, and subject to the exception for Litigation-Relevant Documents, the following represent general guidelines for the retention period of certain documents. **It should be noted that the suggested retention periods shown are not offered as final authority, but as guidelines only. There may occur situations, for historical or reference purposes, that require longer periods than legally required.** Also, in all circumstances, certain Treasury Regulations require that all books and records must be maintained so long as they remain material in the computation of any tax.

ACCOUNTING SYSTEMS	SUGGESTED RETENTION PERIOD*
Accounts Payable Ledger	7
Accounts Receivable Aging Reports	7
Accounts Receivable Ledger	7
Accounts Receivable Invoices	7
Accounts Written-off	7
Annual Audits and Financial Statements	P
Authorization – Accounting	5
Balance Sheets	P
Bank Reconciliations	7
Bank Statements	7
Bank Deposit Slips	3
Budgets	3
Canceled Checks	10
Cancelled Dividend Checks	P
Cash Book	P
Cash Disbursement & Record Receipt	P
Cash Sales Slips	7
Charge Slips	7
Charts of Accounts	P
Check Register	P
Credit Card Receipts	3
Depreciation Schedules	P
Expense Reports	7
Financial Statements	P
General Ledger	P
Investment – Sales/Purchases	P
IRS Form 990 Tax Returns	P
IRS Form 1099	7
Invoices	7
Journal Entries	P
Petty Cash Records	7
Profit/Loss Statements	P
Purchase Order	7
Sales Records (box office, concessions, gift shop)	5
Subsidiary Ledger	P
Trial Balance	P
Vendor Invoices	7
Voucher Check Copies	7

BANK RECORDS	SUGGESTED RETENTION PERIOD
Check Registers	17 / P
Bank Deposit Slips	7
Bank Statement and Reconciliation	7
Electronic Fund Transfer Documents	7

CORPORATE RECORDS	SUGGESTED RETENTION PERIOD
Amendments	P
Annual Reports	P
Articles of Incorporation	P
Audit Reports – Public	P
Audit – Internal	P
Board of Directors – Committee	P
Board of Directors – Minute Book	P
Bylaws	P
Capital Stock Certificates	P
Capital Stock Ledger	P
Capital Stock Transactions	P
Charter	P
Contracts – After Termination	P
Contributions	7
Correspondence – Accounting	7
Correspondence – General	7
Dividend Register and Cancelled Dividend Checks	P
Election Records	P
Financial Statements	P
Fixed Asset Records	P
IRS Application for Tax-Exempt Status (Form 1023)	P
IRS Determination Letter	P
Organizational Charts	P
Partnership Agreement	P
State Sales Tax Exemption Letter	P
Stock Transfer Records	P
Stockholders – Minute Book	P

DONOR AND GRANT RECORDS	SUGGESTED RETENTION PERIOD
Donor Records and Acknowledgement Letters	7
Grant Applications and Contracts	10 years after completion

FIXED ASSETS	SUGGESTED RETENTION PERIOD
Depreciation Schedule	P
Inventory Records	P
Plans and Blueprints	P
Plant Cost Ledger	P
Property Appraisals	P
Property Register	P
Records for Property Subject to Depletion	P

HUMAN RESOURCES	SUGGESTED RETENTION PERIOD
Accident Reports – Settled	7
Attendance Records	7
Dental Benefits	5
Disability Benefits – After Expiration/Settlement	7
Employee Medical History	7
Employee Application – Not Hired	4
Garnishments	6
Life Insurance Benefits	5
Medical Benefits	7
EEOC Charges/Cases	4
Pension Plan Agreement	P
Performance Record – After Termination	7
Personnel File – After Termination	7
Personnel Files – Current Employees	P
Profit Sharing Agreement	P
Safety Reports	5
Vacation Files	4
Workers' Compensation Benefits	10
Sick Pay	4
Family & Medical Leave	4

INSURANCE	SUGGESTED RETENTION PERIOD
Automobile Insurance Claims	10
Disability Insurance Claims – After Termination	7
Expired Insurance Policies	P
Fire Inspection Reports	6
Insurance Appraisals	6
Safety Records	6
Foreign Insurance Policies	3

LEGAL, INSURANCE AND SAFETY RECORDS	SUGGESTED RETENTION PERIOD
Appraisals	P
Bill of Sale	P
Business Permits	P
Claims and Litigation Concerning Torts and Breach of Contract	P
Contracts – Employees	P
Contracts – General	3 years after termination
Contracts – Government	P
Contracts – Labor Union	P
Contracts – Special	P
Copyrights	P
Correspondence – Legal	P
Deeds/Titles	P
Environmental Studies	P
Insurance Policies	P
Leases/Canceled Leases	10
Licenses	P
Mortgages	P
Notes Receivable – Canceled	10
OSHA Documents	5
Patents	P
Real Estate Documents	P
Stock and Bond Records	P
Trademark Registrations	P

PAYROLL	SUGGESTED RETENTION PERIOD
Contractors	3 years from date of completion of contract
Checks – Payroll	7
Commission Reports – Salesperson	6
Earnings Records	7
Employee Withholding Exemption Certificates	10
Garnishment Records	7
Payroll Register	4
Payroll Records – After Termination	10
Payroll Tax Records	7
Salary History	8
State Unemployment Tax Records	P
Time Reports	7
W-2 Forms	P
I-9 Forms and Other Supporting Documentation	4 years after termination
Vacation/Sick Pay	4
Large Food or Beverage Establishment	3

Reporting Tips	
Employee Tip Substantiation	3

SECURITY	SUGGESTED RETENTION PERIOD
Classified Material Violations	P
Visitor Clearance	2

TAXATION	SUGGESTED RETENTION PERIOD
Tax Free Reorganization	P
338 Election	7
Canceled Checks – Tax Payments	P
Correspondence – Tax	P
Depreciation Schedules	P
Income Tax Returns	P
Inventory Reports	P
FUTA/FICA/Income Tax Withholding	4
Payroll Tax Returns	P
Revenue Agent Reports	P
Sales Tax Returns	P
NOL Company	P
AMT NOL Company	P
Transfer Pricing	4

MISCELLANEOUS	SUGGESTED RETENTION PERIOD
Receiving Documents	10
Title Papers	P
Vehicle Operating and Maintenance	2
Telecommunications Copies	1
Prepaid Dues Income	4
Financial Institution Loan Loss Reserves	P
Mutual Savings Bank Bad Debt Reserve	P

* “P” means permanent records; Numeric means years

Section 4. Electronic Documents and Records. Electronic documents will be retained as if such documents were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types listed above, will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. It is suggested that backup and recovery methods be tested on a periodic basis.

Section 5. Emergency Planning. Kiwanis records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping Kiwanis operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

Section 6. Document Destruction. Kiwanis’ chief financial officer is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing destruction. It is suggested that most documents be destroyed by shredding. Destruction of documents containing personal information (including but not limited to social security information), financial documents and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when legal action appears imminent and/or a litigation hold is requested by counsel for KIF. Destruction will be reinstated upon conclusion of the investigation or the lifting of the litigation hold.

Section 7. Compliance. Failure on the part of employees to follow this policy can result in possible civil or criminal sanctions against Kiwanis and its employees and possible disciplinary action against responsible individuals. The chief operating officer and the Kiwanis Treasurer will periodically review these procedures with legal counsel or certified public accountants to ensure compliance with new or revised regulations.