



RESOURCES

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As a club leader, it's your job to keep your club healthy and your members engaged. Use these tools to recognize achievements, raise funds and maintain your club's good health. Find more helpful resources online at kiwanis.org.

AWARDS AND RECOGNITION PROGRAMS

Take time to celebrate contributions and achievements. It's a great way to let members know that you appreciate them — and it helps keep your club motivated throughout the year.

Club awards

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

District awards

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

Kiwanis International awards

Your club and its members can earn recognition from Kiwanis International too. Some awards honor achievements, and others honor clubs and individuals for financial contributions. Visit the websites listed in each section to stay up to date on the latest recognition opportunities. There's almost always something new!



For members

- Life Member status.
- Legion of Honor (see description on next page).
- Ruby K pin (for inviting five or more new members).
- Distinguished member award.
- Kiwanis Children's Fund George F. Hixson Fellowship (for contribution of US\$1,000 to the Children's Fund).
- Kiwanis Children's Fund Walter Zeller Fellowship (for contribution of US\$1,250 to The Eliminate Project).
- G. Harold Martin Fellow (for contribution of US\$250 to the Key Club Youth Opportunities Fund).
- Carthage-Pullman Society Fellow (for contribution of US\$250 to the Circle K Tomorrow Fund).
- Sapphire Circle Honorary Fellow (for contribution of US\$1,000 to the Circle K Tomorrow Fund).

For the club

- Sponsor banner patch (for Kiwanis Kids, Builders Club, Key Club, CKI or Aktion Club).
- Kiwanis Children's Fund banner patch (for Annual Club Gift).

Legion of Honor

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

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

Legion of Honor lapel pin and/or certificates may be ordered from the Kiwanis Family Store. These items specify either “25 years” or some other multiple of five greater than 25 (e.g., 30, 35, 40, etc.). Consistency is key: Recognize Legion of Honor members in the same way each time an additional five years of service is accumulated.

INSURANCE

The Kiwanis International Comprehensive General Liability Insurance Program provides legal liability insurance for clubs, members and Service Leadership Program organizations when they become legally obligated to pay damages to third parties for bodily injury or property damage associated with a Kiwanis-family-sponsored function or activity.

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

The provisions of the policy apply to most normal liability exposures of Kiwanis clubs. As with most insurance policies, there are exclusions, limitations

and restrictions. For a list of these exclusions, see the Club Insurance Resource Guide.

Kiwanis International strongly urges its member clubs not to conduct events that would involve: (1) the use or operation of a mechanical amusement device or ride owned or operated by a Kiwanis club or Kiwanis club member, or (2) the detonation of fireworks or explosive devices detonated directly by a Kiwanis club, Kiwanis club member or other named insured. This is a legal liability policy, and it does not provide medical payment benefits or any other voluntary payment coverages. However, Kiwanis International provides medical payment coverage on a self-insured basis.

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

NOTES

BRANDING AND PUBLIC AWARENESS

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

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



KIWANIS INTERNATIONAL'S GOVERNING DOCUMENTS

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

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

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

CLUB STATUS

"In good standing"

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

- A. Comply with all the provisions of the Bylaws and Policies and Procedures of Kiwanis International, its district and its federation (if any).
- B. Comply with the current Standard Form for Club Bylaws, modified as approved by the international board of trustees.
- C. Implement community-service projects, including those that support Young Children: Priority One.
- D. Sponsor or support a Kiwanis Kids program, Builders Club, Key Club, CKI club, Aktion Club or Kiwanis Junior club (where possible).
- E. Maintain an active, privileged and senior membership of not less than fifteen (15); set a goal of a net increase of at least one (1) member per year; and stage pre-induction orientation and formal induction of new members.
- F. Pay dues, subscriptions and other obligations to Kiwanis International, its district and its federation (if any), within ninety (90) days after such amounts are due.
- G. Meet at least twice monthly with a well-managed, informative and fun club meeting which contains an informative program and follows a timed agenda.
- H. Schedule board meetings at least once a month.
- I. Monies received from fundraising projects in which the public participates, or from members or others for the service activities

sponsored by the club, shall be segregated from the administrative funds and shall be used only for charitable, educational, religious and eleemosynary activities.

- J. Complete the annual club organization, including the election and reporting of officers and the appointment of committees.
- K. Have club officers participate in club leadership education.

- L. Participate in district and division activities, including the fulfillment of its club delegate obligation to district conventions.
- M. File all reports as required by Kiwanis International and by the district and federation (if any).

Clubs not current with financial obligations

A. Charter suspension

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

B. Club delegate representation prohibited

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

C. Written notice and status report

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

D. Charter revocation

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

E. Return to "in good standing" status

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

Clubs at risk for low membership

A. Conditions and notice

Within thirty (30) days after the September 30 certified membership is released, the executive director or designee will notify each district of the clubs in their district whose September 30 certified membership is below fifteen (15). Such clubs will be considered at risk.

B. Assistance

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

REPORTS, VERIFICATIONS AND FORMS FOR THE ADMINISTRATIVE YEAR

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

REQUIRED

	DONE BY	PURPOSE	DUE
Annual report of club election	Secretary	To notify Kiwanis International and the district of club officers for the coming administrative year. Information will appear in the Kiwanis International directory.	June 1
Annual club report	President and Secretary	To report club activities and service for the year.	November 30
Membership information form	Secretary	To add, delete or transfer a member, to change member information, or to add a nonmember subscription to Kiwanis magazine. Available online at kiwanis.org . For information, go to kiwanis.org/reporting .	Submit to Kiwanis International immediately upon completion.
Club president/ secretary change notification	Secretary	Notification is made through the secretary dashboard.	Submit to Kiwanis International immediately upon change of president/ secretary information.
Federal Income Tax Report Form 990/990-N/990-EZ	Treasurer (U.S. clubs only)	Assistance is available from the local IRS center or the district Kiwanis office. The IRS has the authority to charge a penalty for failure to file or for filing late.	February 15

OTHER

	DONE BY	PURPOSE	DUE
Official monthly report	Secretary	To report administrative and service activities of the club during the month. For more information, go to kiwanis.org/reporting .	10th of every month
District convention delegate certification and registration	Attendees	To register convention attendance and reserve accommodations. Contact your district office with any questions.	Follow due date instructions on form.
Kiwanis International convention delegate certification	Attendee or Secretary	File a certification form to Kiwanis International by April 30 for delegates attending the Kiwanis International convention. Your club secretary can file this via their secretary dashboard, or a fillable PDF is available for download at kiwanis.org/convention .	April 30
Kiwanis International convention registration and housing	Attendees to convention	To register convention attendees and reserve hotel accommodations. Registration and housing forms are sent in the December issue of the Kiwanis magazine and are also available at kiwanis.org/convention .	Follow due date instructions in the memo received.
Annual report for not-for-profit corporations	Secretary	In some areas (states, provinces, countries), a not-for-profit corporation such as an incorporated Kiwanis club is required to file an annual report. Check with a local tax attorney or appropriate governmental officer to determine whether this applies to your club.	Varies
Reports to government bodies relative to employee coverages	Secretary or Treasurer	In some areas, governmental bodies require employers' (including Kiwanis clubs that employ administrative secretaries, etc.) reports and payments and Federal Unemployment Tax reports for certain employees. Requirements vary from country to country. Check local governmental offices.	Varies
U.S. revenue act regarding fundraising solicitations	Fundraising chair (U.S. clubs only)	Legislation requires that any fundraising solicitation by or on behalf of Kiwanis clubs and Kiwanis districts must include an express statement that contributions or gifts to (insert club name) are not deductible as charitable contributions for federal income tax purposes. The statement must be in a conspicuous and easily recognizable format on all solicitations, whether in written or printed form, by television or radio, or by telephone.	Before any fundraising activity

Kiwanis Youth Protection Guidelines

All adults working with youth under the age of 18 at any Kiwanis event are expected to read/understand, agree to, and abide by these guidelines.



EDUCATION

Every Kiwanis club is expected to educate its members on the Kiwanis Youth Protection Guidelines. Each year, a club should provide members with a copy of the Guidelines with educational training—informing them of the highest standards of conduct and awareness.

In addition, every Kiwanis district is expected to help inform and educate. During every district-produced convention and conference, the district is expected to provide an educational forum or workshop regarding the Guidelines and best practices for adults who work with youth. Districts should use materials provided by Kiwanis International.

Every member should attend a training annually—whether offered by the club or district, or via the online tool.



CHAPERONE

A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis (in the place of a parent), 21 years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.



CRIMINAL HISTORY BACKGROUND CHECKS

Kiwanis clubs are required to have a clear criminal history background check—conducted and verified by Kiwanis International—of any member serving as a Kiwanis advisor to any Service Leadership Program club (Aktion Club, Circle K, Key Club, Builders Club and K-Kids). Kiwanis International's criteria shall be followed to determine whether the background check is considered 'clear.' Background checks shall be valid for no more than two years. SLP clubs that petition to charter will only be approved once the appointed Kiwanis advisor has a clear criminal history background check conducted by Kiwanis International. Clubs are strongly encouraged to ensure confidential background checks for all adults who will work directly with youth outside of the school and/or who may not have undergone a background check. The criminal history background check should conform to applicable local and state/provincial laws and requirements.

Kiwanis International requires clear criminal history background checks conducted by its provider for all adults working with youth at all Kiwanis International-sponsored events. These include the Key Club International Convention, the Key

Club Governor and Administrator training conference, the Key Club International Leadership Conference, and any Key Leader weekend.

All district chairpersons and committee members for all Service Leadership Programs are required to have a clear criminal history background check conducted by Kiwanis International. A district may also require criminal history background checks for other adults working with youth as part of district programs or events. (See Kiwanis International Policy B and Procedure 197 for complete information regarding criminal history background checks.)

OVERNIGHT STAYS



While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adult chaperoning must include no fewer than one adult male for each 10 or part of 10 youth males, and one adult female for each 10 or part of 10 youth females. Except for a parent sharing a sleeping room or other sleeping quarter (e.g., tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarter with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

TRANSPORTATION



When transporting youth, the best practice is having three people in the car at all times with documented approval from the parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

USE OF ALCOHOLIC BEVERAGES, TOBACCO, MARIJUANA, AND OTHER SUBSTANCES



While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco, and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.



MEDICATIONS

The possession of prescription and nonprescription (over-the-counter) medications by youth at a Kiwanis event should be permitted only with the written permission of the parent/guardian.



REPORTING

If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he or she must immediately contact the appropriate personnel at the event and provide notification to law enforcement personnel as appropriate. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. All local, state, provincial and federal laws regarding reporting must be followed.



PERSONAL INFORMATION

All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission-to-treat forms, etc. should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained for a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.



YOUTH AND SOCIAL MEDIA

For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either.

Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) who appear in those media; it could be illegal to do otherwise. (See Kiwanis International Policy B for complete social media guidelines.)



BEHAVIORAL OR HEALTH ISSUES

Kiwanians are often seen by a young person as an adult to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.



CONFLICTS WITH OTHER RULES

Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.

