

REFERENCE MATERIALS

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.

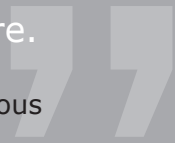
Make your club the best it can be. Tap into the electronic Club Excellence Tool at www.KiwanisOne.org/ClubExcellenceToolOnline. Find more helpful resources online at www.KiwanisOne.org.

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The only thing in life achieved without effort is failure.

—Anonymous



REFERENCE MATERIALS

Awards and recognition programs for clubs and individuals

Presenting awards and recognition to which your club, the officers and other members are entitled should be an established practice throughout the year. Details of award and recognition programs will be announced by Kiwanis International.

Awards and recognition based on Kiwanis International criteria

I. FOR CLUBS AND MEMBERS

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

II. FOR THE CLUB

- New-club building banner patch for clubs sponsoring a new Kiwanis club
- Kiwanis International Foundation banner patch for a club contribution to the Foundation Annual Club Gift Campaign
- Kiwanis International Foundation banner patch for a club contribution to the Foundation Skip-A-Meal program
- Kiwanis International Foundation Honor Club banner for support of Tablet of Honor, Hixson Fellowship and Heritage Society programs
- Clubs that participate in Kiwanis One Day, Young Children: Priority One, and/or Read Around the World projects are eligible to submit details of their project and receive a banner patch. Complete the form anytime. Nominations from leadership are not needed. For larger projects, please let Kiwanis International know in advance so we can help promote your project. All patches are sent after October 1 for the previous year. Follow instructions online at www.KiwanisOne.org/oneday, www.KiwanisOne.org/ycpo, and www.KiwanisOne.org/read.
- Distinguished club award
- Outstanding sponsor banner patch for Kiwanis Kids, Builders Club, Key Club, CKI or Aktion Club—nomination by Service Leadership Program club

Awards and recognition based on criteria established by your district

You will learn of these at district and division conferences and from materials provided by your district office. Contact your district for details on district specific awards.

Awards and recognition based on criteria established by your club

You, your board or any of your committees may confer awards or recognition upon your own members or upon non-Kiwanians. Examine the Kiwanis Family Store catalog for more possibilities.

New-club organization awards

International President's Award: Recognition and a gift will be awarded to the two individuals—other than the lieutenant governor—most responsible for organizing a new Kiwanis club. A certification form must be certified and sent to the Club Processing Department by the lieutenant governor. Please also note that other incentives exist for all forms of membership growth.

New-member recruitment recognition

1-2-3 You Hold the Key: Recruit new members during the current administrative year and you'll be rewarded, too. Recruit one new member and you'll receive a bronze key lapel pin. Recruit two new members and you'll receive a silver key lapel pin. Recruit three members and a gold key lapel pin will be on its way.

Legion of Honor

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

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

Appropriate Legion of Honor lapel pin and/or certificates may be ordered from the Kiwanis Family Store catalog. These specify either "25 years" or some other multiple of five greater than 25—30, 35, 40, etc. Every Legion of Honor member should be further recognized 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 international dues. Clubs are authorized to allocate from revenue of fundraising projects, as an expense, all premium charges over and above the sum of 25 cents per member per annum. As of October 1, 2009, clubs may pay insurance premiums from either administrative or service funds (*International Bylaws, Article XXIV, Section 2*).

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 General Liability Risk Management packet. 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 General Liability Risk Management packet, which is sent to your club secretary annually. Or find it at www.KiwanisOne.org/memberresources.

Owners of premises and other facilities used by Kiwanis may be included as additional insureds with respect to their liability for the Kiwanis use of their property. When required, Certificates of Insurance will be issued in their favor upon request. Contact Hylant Group, PO Box 40925, Indianapolis, Indiana 46280-0925, USA, 800-678-0361 (U.S. and Canada) or 00+1+317-817-5000 (worldwide).

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

Club publications

Club newsletter

Newsletters keep club members in touch and can improve member engagement and retention. Club newsletters can be delivered in several ways—online on a website, via e-mail or in print form. In some clubs, the secretary prepares the club newsletter. In others, a member appointed by the president as newsletter editor prepares it. Newsletter resources are available at www.KiwanisOne.org.

Here are some factors to consider.

BRANDING: Be sure to create a newsletter using Kiwanis graphic standards. You can find them online at www.KiwanisOne.org.

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

CONTENT: Consider these ideas for your publication:

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

Club websites

Find out how to create or enhance your club website at www.KiwanisOne.org/webtools.

Kiwanis International publications

KIWANIS magazine

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

STORY SUBMISSIONS: Clubs and members are encouraged to submit their stories of Kiwanis achievements via www.kiwanis.org/shareyourstory, by e-mail to magazine@kiwanis.org or by mail to Kiwanis magazine, 3636 Woodview Trace, Indianapolis, IN 46268, USA. The magazine receives many reports, so a story may not be used; however, all submissions are considered and appreciated.

PHOTOGRAPHS: KIWANIS magazine uses high quality, professional photography. Large, high-resolution digital, color images are preferred. Anyone appearing in a photo in any publication of clubs should sign a photo release. This is required for any photos in official publications.

For more information about KIWANIS magazine, go to www.kiwanis.org/magazine.

Kiwanis International Update

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

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

Kiwanis-family publications

Kiwanis International publishes print or electronic periodicals for other members of the Kiwanis family:

- **K-Kids Zone** for elementary school-age members of K-Kids
- **Builders Bloc** for middle school-age members of Builders Club
- **Key Club** for high school-age members of Key Club
- **CKI** for college/university-age members of Circle K International

Kiwanis International websites

- **www.kiwanis.org** is offered primarily for the public, displaying the inspiring achievements of Kiwanis clubs worldwide and raising awareness about the organization and its purpose.
- **www.KiwanisOne.org** is designed for Kiwanis members and contains resources, as well as an interactive network of fellow Kiwanians.

Service Leadership Programs: Kiwanis-family members

In addition to Kiwanis, the Kiwanis International family includes five service organizations and three other recognition or leadership development programs: K-Kids, Builders Club, Key Club, CKI, Aktion Club, Key Leader, Terrific Kids, and Bring Up Grades.

Kiwanis club members have the opportunity to sponsor a service club and directly impact young people and/or adults with disabilities by introducing activities that enhance positive self-esteem and encourage development of communication and leadership skills. As a result, the sponsoring Kiwanis club enjoys:

- Membership growth
- Increased member participation in service projects and fundraising projects
- Introduction of innovative club programs
- Improved club image
- Ability to directly impact lives and make a difference

Please review the Service Leadership Programs descriptions and visit the appropriate website to decide which program Kiwanis members in your club would most enjoy sponsoring. Introductory Kits and Club Building Kits are available from the Service Leadership Programs Department at the Kiwanis International Office.

K-Kids

The youngest branch of the Kiwanis family provides young people between the ages of 6 and 12 the opportunity to develop self-esteem, good character, leadership skills, morals, high standards and respect for others. A K-Kids club may exist in an elementary school or equivalent institution, or as a community-based club. A K-Kids club may be co-sponsored by a Key Club and/or a CKI club.

E-mail: kkids@kiwanis.org

Web: www.kiwaniskids.org

Builders Club

For junior high/middle school students, ages 12 to 15, Builders Club enables members to make a personal contribution to their school, community and peers. As the motto, "Building Leaders" indicates, Builders Club is an international student-led organization providing members with opportunities to perform service, build character and develop leadership. Builders Club may exist in a junior high/middle school or equivalent institution, or as a community-based club. A Builders Club may be co-sponsored by a Key Club and/or a CKI club.

E-mail: buildersclub@kiwanis.org

Web: www.buildersclub.org

Key Club International

Key Club International is the world's largest high school service organization. Involving high school students, ages 15 to 19, in community and school service, Key Club develops young leaders and citizens. A Key Club may exist in a high school or equivalent institution, or as a community-based club.

E-mail: keyclub@kiwanis.org

Web: www.keyclub.org

Circle K International

Circle K International is a collegiate service organization embracing the tenets of service, leadership and fellowship. Devoted to involving university students in campus and community service, CKI develops quality leaders and citizens. A CKI club is organized on a college or university campus.

E-mail: circlek@kiwanis.org

Web: www.circlek.org

Aktion Club

The mission of Aktion Club is to provide adult citizens with disabilities an opportunity to develop initiative and leadership, to serve their community, to be integrated into society and to demonstrate the dignity and value of citizens living with disabilities. Aktion Clubs may be sponsored by more than one Kiwanis club or by a division and may be co-sponsored by a Key Club and/or CKI club.

E-mail: aktionclub@kiwanis.org

Web: www.aktionclub.org

Key Leader

Kiwanis International has created a leadership experience for emerging youth leaders of the 21st century. Key Leader introduces the concept of service leadership to the next generation of local, state, national and world leaders. Providing the foundation upon which all future leadership experiences will be based, a Key Leader is one who has learned the most important lesson of leadership: Leadership comes from helping others succeed. Key Leader weekends are held throughout the world.

Local Kiwanis clubs are encouraged to partner with their district Key Leader volunteers to spread the word to local schools. Encourage your club to support a young person or several to attend a Key Leader weekend. Make a worthwhile commitment by supporting the next generation. Enable young leaders from around the globe to share the lessons learned from helping others.

E-mail: info@key-leader.org

Web: www.key-leader.org

Terrific Kids

Terrific Kids is a recognition program that promotes character development, positive self-esteem and perseverance. Students establish specific goals to improve behavior, peer relationships, attendance or schoolwork, and strive to attain these goals. Recognition includes being pinned as a Terrific Kid, a themed party and presentation of certificates, pencils, stickers and other giveaways. A Spanish version of the program, Niños Destacados, is available as well.

E-mail: terrifickids@kiwanis.org

Web: www.kiwaniskids.org

Bring Up Grades

Bring Up Grades (or BUG) is a program designed to provide recognition to students who raise their grades into an acceptable range and maintain or continue to raise them from one grading period to the next. Recognition includes being placed on the school's BUG Roll, a themed party, and presentation of certificates, pins, pencils and other giveaways.

E-mail: bringupgrades@kiwanis.org

Web: www.kiwaniskids.org

Sponsorship of a Service Leadership Program

The role of the sponsoring Kiwanis club

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

Sponsorship requirements

These guidelines will help you powerfully and positively influence the Service Leadership Program clubs you lead.

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

Key Leader: These requirements don't necessarily apply to Key Leader, a weekend leadership event for high school students. Learn more about Key Leader at www.key-leader.org.

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

Kiwanis International Foundation

Since 1939, the Kiwanis International Foundation has been the charitable fundraising entity of Kiwanis International. The foundation maintains several endowment funds to which gifts and bequests are contributed to preserve the Kiwanis heritage. Each Kiwanian worldwide is a member of the Kiwanis International Foundation. Kiwanians, therefore, find preferred ways to continually support the foundation by contributing to established programs, including the foundation in their wills, or naming the foundation as a beneficiary in insurance policies. Kiwanians ensure the perpetuation of the Kiwanis International Foundation and its mission: "To assist Kiwanis International in serving the children of the world." Because Kiwanians care and give so generously, the foundation is able to fund grants for activities and programs that meet the principal needs of children around the world. For more information, see the Kiwanis International Foundation website at www.kiwanis.org/foundation.

Kiwanis International Foundation programs

TABLET OF HONOR

This recognition offered by the foundation honors deserving individuals, Kiwanis clubs, divisions, districts or organizations that have exemplified dedicated service to Kiwanis, their club, community or mankind. This recognition celebrates a minimum contribution of US\$2,000.

FOUNDERS CIRCLE

An elite group of individual donors who contribute one gift, or a series of gifts, totaling US\$25,000 (or more) to the Kiwanis International Foundation.

MARY AND BO SCHAFFER LEGACY SOCIETY

Individuals registering planned gifts of US\$50,000 or more are esteemed members of this special group.

THE HERITAGE SOCIETY

Membership includes Kiwanians and friends who assist the work of the Kiwanis International Foundation through future gifts of any size such as bequests, trusts, annuities or insurance.

GEORGE F. HIXSON FELLOWSHIP

Individuals, Kiwanis clubs, divisions and districts establish an individual's membership through a US\$1,000 contribution or a minimum initial contribution of US\$200, pledging to contribute the balance over four years. Diamond-level status is attained by making an additional US\$1,000 contribution.

KIWANIS CHILDREN'S FUND

The Kiwanis Children's Fund was created by the foundation to provide individual Kiwanians an opportunity to make gifts that help fund the needs of children around the world through the foundation's grants program.

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.

MEMORIALS AND TRIBUTES

Memorial contributions honor a deceased Kiwanian, family member or friend. Tribute and “in honor of” contributions are made to honor Kiwanians, family members or friends on anniversaries, birthdays and other special occasions.

ANNUAL CLUB GIFT CAMPAIGN

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 funds. These funds provide support for Kiwanis-family programs.

SKIP-A-MEAL

Kiwanians and non-Kiwanians participate by skipping a meal in this club-sponsored program. The estimated cost of the meal is contributed to the foundation.

HONOR CLUB BANNER RECOGNITION

The Honor Club Banner recognizes clubs that excel in supporting the Kiwanis International Foundation through memberships in the Heritage Society, Tablet of Honor and/or George F. Hixson Fellowship programs.

ROBERT P. CONNELLY AWARD FOR HEROISM

This award is given in honor of Robert P. Connelly, a fellow Kiwanian who gave his life attempting to save the life of another. The award is given to individuals who, like Connelly, put their own life at risk for the sake of another.

SUPPORTING THE KIWANIS FAMILY

The foundation has provided significant financial support to our Service Leadership Programs and other Kiwanis programs, such as:

- More than 100 matching scholarships annually for Key Club and Circle K International
- Key Club, CKI, Builders Club and K-Kids service initiative training video
- Circle K International Experiential Leadership Institute
- Builders Club District Administrators training
- Builders Club Leadership Recognition Award for each district
- Annual World Service Medal Recipient US\$10,000 grant
- Kiwanis International district matching grants

You may reach the foundation by writing to: **3636 Woodview Trace, Indianapolis, Indiana 46268-3196**

Call: 800-KIWANIS (U.S. and Canada), 317-875-8755 (worldwide)

E-mail: foundation@kiwanis.org

Web at: www.kiwanis.org/foundation

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, and the Standard Forms for Club Bylaws and District Bylaws.

The Kiwanis International Bylaws can only be amended by the House of Delegates at the international convention (though some provisions can be amended at a meeting of the 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 changes passed to the International Bylaws, though the international board can amend them at any time, if deemed necessary.

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

Club status

“In good standing” status

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

- A. Comply with all the provisions of the Bylaws and Policies and Procedures of Kiwanis International, its district and its federation (if any)
- B. Comply with the current Standard Form for Club Bylaws, modified as approved by the international board of trustees
- C. Implement community-service projects, including those that support Young Children: Priority One
- D. Sponsor or support a Kiwanis Kids program, Builders Club, Key Club, CKI club, Aktion Club or Kiwanis Junior club (where possible)
- E. Maintain an active, privileged and senior membership of not less than fifteen (15); set a goal of a net increase of at least one (1) member per year; and stage pre-induction orientation and formal induction of new members
- F. Pay dues, subscriptions and other obligations to Kiwanis International, its district and its federation (if any), within ninety (90) days after such amounts are due
- G. Meet at least twice monthly with a well-managed, informative and fun club meeting which contains an informative program and follows a timed agenda
- H. Schedule board meetings at least once a month
- I. Monies received from fundraising projects in which the public participates, or from members or others for the service activities sponsored by the club, shall be segregated from the administrative funds and shall be used only for charitable, educational, religious and eleemosynary activities
- J. Complete the annual club organization, including the election and reporting of officers and the appointment of committees
- K. Have club officers participate in club leadership education
- L. Participate in district and division activities, including the fulfillment of its club delegate obligation to district conventions
- M. File all reports as required by Kiwanis International and by the district and federation (if any)

Clubs not current with financial obligations

- A. **Charter suspension:** When a club fails to pay its dues or subscriptions or other indebtedness exceeding US\$150 to Kiwanis International or annual dues to its district or federation (if any) 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. Notice will also be sent no later than one hundred and fifty (150) days to all last-reported club members.
- D. **Charter revocation:** When a club fails to pay its dues, subscriptions or other obligations to Kiwanis International, to the federation (if any), or pay dues to its district within eight (8) months after such amounts are due, under the International Bylaws, the club charter shall be revoked at the next Kiwanis International board meeting. Whenever the international board shall direct revocation of a club charter for nonpayment of financial obligations, the club shall be notified immediately of such action by the Executive Director or designee. 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 of Kiwanis International or designee will notify each district of the clubs in their district whose September 30 certified membership is below fifteen (15). Such clubs will be considered at risk.
- B. **Assistance:** During the period a club is deemed to be at risk, Kiwanis International and/or the district will provide membership development programs to assist the club in the process of increasing its membership to a level wherein the club can function fully and fulfill its responsibilities of a club as required in the Essential Actions.

Reports, verifications and forms for the administrative year

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

DESCRIPTION

DUE DATE

REQUIRED

Annual report of club election**June 1**

Completed by: secretary

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

Form is sent from Kiwanis International in mid-April.

Annual club report**October 31**

Completed by: president and secretary

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

E-mailed to club secretary from Kiwanis International in early September.

Membership information form**Send to Kiwanis International immediately upon completion.**

Completed by: secretary

Purpose: To add, delete or transfer a member, to change member information, or to add a nonmember subscription to *KIWANIS* magazine. New blank forms automatically are sent with each annual billing. Additional forms will be sent upon request to Kiwanis International. Available online at www.KiwanisOne.org. For information, go to www.KiwanisOne.org/reporting.

Club president/secretary change notification**Send to Kiwanis International immediately upon change of president/secretary info.**

Completed by: secretary

Copies may be requested from the Member Services Department.

Federal Income Tax Report Form 990/Form 990EZ**February 15**

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

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

DESCRIPTION**DUE DATE****OTHER****Official monthly report**

Completed by: secretary

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

District convention delegate certification and registration

Completed by: attendees

Purpose: To register convention attendance and reserve accommodations. Forms are sent from district.

Follow due date instructions on form.

International convention delegate certification

Completed by: attendee or secretary

Purpose: To designate official voting representatives of the club to the international convention. Certificate is sent to registered members from Kiwanis International with instructions for completion by the club secretary.

30 days preceding convention

International convention registration and housing

Completed by: attendees to convention

Purpose: To register convention attendees and reserve accommodations in hotel on form. Registration and housing forms are sent in convention mailing from Kiwanis International in December.

Follow due date instructions assigned to the district.

New-member information form

Completed by: membership committee/secretary

Purpose: To gather pertinent information on all members, following approval for membership. Information may be used during induction. Available online.

Submitted by sponsoring member to the secretary who presents it to the board for approval.

Annual report for not-for-profit corporations

Completed by: secretary

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

Varies

Reports, verifications and forms for the administrative year

DESCRIPTION

DUE DATE

OTHER (continued)

Reports to governmental bodies relative to employee coverages **Varies**

Completed by: secretary or treasurer

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

U.S. revenue act regarding fundraising solicitations

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

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

**Prior to any
fundraising
activity**