Circumstances surrounding the timing of the compilation and ultimate delivery of this issue will be written about in the body of this issue. Some of the contents in the issue were written before the outbreak of the coronavirus and the current limitations/restrictions that we, the whole country, and even the world is dealing with at this time. Some of the content has been somewhat revised to better reflect the time of year. At the time of printing, with these current events, it's currently not known if some of the events herein will be able to be held. I am aware and have participated in some adaptation to the times that we as Kiwanians are making so that we can still serve our communities. In your service, Gordon Lewis

REMEMBER KIWANIS ……

By Steven Westphal, 2019 – 2020 Utah – Idaho District Governor

Now Spring is here. Before it’s arrival I was able to feel it in my bones and I was looking forward to all that comes with it. The days are getting longer, the snow, at least for the most part is gone now. The flowers are starting to pop up and soon their beautiful blossoms will make us all smile.

There’s new life everywhere you look, and Kiwanis is no exception. There’s new faces at our meetings, new ideas being discussed and all around there sense of “growth”. Kiwanis has so much to offer and each and every one of us has a helping hand in all of it. “Serving the children of the world”. Helping our communities and our fellow human beings with a service project, a friendly smile or a handshake.

How about an invitation to a meeting or function, that's what we are good at doing.

I’m so be proud to be a Kiwanian and sharing the feeling with others. Think of the fertilizer that you put on your tomato plants, so you have the biggest, best tomatoes you ever tasted. It helped it grow and turn into a tasty delight. We are the fertilizer in Kiwanis, and we are the ones to help our clubs grow and thrive. So, encourage a friend, shake a hand and invite someone to Kiwanis and watch our District Grow”. We might not be the biggest organization out in them garden but we, “Are the Best”!!

At a recent District Board meeting, via a conference call there was a good discussion about the availability of funds set aside to attend trainings and conference meetings.

So with your Spring planning, plan on attending the K.I. International convention in Indianapolis, June 17-20 2020. This is an unforgettable experience and remember that there's funding available for this too!!

Our District Convention is coming right along. We are still working on the details and schedule of the events but I can tell you that it will be worth your time to attend. Planned is that we will have a good training session on the new roll out of K.I.s website program. Every club in the District will have the knowledge to build their own webpage, free of charge that is mobile friendly. This will be a great tool for sharing all the great projects does and increase awareness to the public.

The convention registration form will be available as soon as possible along with the basic information, dates, location and costs. As soon as we have all of the program details worked out, that information will be shared in the next edition of the U.I. Kiwanian.

So as we set our sights on the beauty of Spring, keep Kiwanis right there, front and center. We need to ”Grow” right along with everything around us. Now more than ever, we share a responsibility to ensure Kiwanis is strong and "Growing"- through new clubs, new members and new ways of extending our service in our communities. Children depend on us!! In the phrase of K.I. International President Daniel Vigneron, "Res Non Verba", action not words!!

Success has nothing to do with what you gain in life or accomplish form yourself. It's what you do for others. - Danny Thomas
District Mailing Address:
1701 S. Butler Street
Boise, ID 83705

Send all reimbursement requests by e-mail to:
teddyii@yahoo.com
Please attach request to e-mail as use one of the following formats: pdf, doc, or excel

UTAH – IDAHO DISTRICT
The Utah-Idaho District came into existence as of December 16 of the same year. By mutual agreement, ratified by the International Board, the panhandle of Idaho consisting of 10 counties north of the Salmon River was added to the Pacific Northwest District in July of 1925. The Utah-Idaho District’s first convention was in Salt Lake City on December 16, 1920.

At that session, Herbert Van Damn, Jr. was elected governor at a convention in his home city. The first club in the district was Salt Lake City, completed October 10, 1918. The second club was Pocatello, Idaho, on August 5, 1920, and the third club was Boise, Idaho on August 10, 1920.

U & I KIWANIAN IMPORTANT DATES
June / July 2020 Volume 24 Issue 5

1 Governor’s Message
2 U & I Kiwanian Important Dates
3 Future Kiwanis International Conventions
3 Kiwanis Important Dates
3 Utah – Idaho Kiwanis District Important Dates
3 Roster Changes
4 A _ Happened on My Way To _
5-7 Club News
7-12 Free Websites to Help Us Serve Our Communities
13 Better
13 World’s Largest Service Clubs Battle Effects of Covid-19
14 Kids Need Kiwanis All the Time
14-15 Legacy of Play Contest Postponed
Risk Management Techniques for General Liability
16 Inviting Members, Building Kiwanis
17-21 Engage Existing Members
17 Hosting an Open House
18 Welcoming New Members
19 New Member Opportunities
20-21 Creating an Events Calendar
22-23 Signature Project Toolkit Information
24 2020 Kiwanis International Convention Holding Club Elections

THE KIWANIS MISSION
Kiwanis empowers communities to improve the world by making lasting differences in the lives of children.

THE KIWANIS VISION
Kiwanis will be a positive influence in communities worldwide – so that one day, all children will wake up in communities that believe in them, nurture them and provide the support they need to thrive.

THE OBJECTS OF KIWANIS
The six permanent Objects of Kiwanis International were approved by Kiwanis club delegates at the 1924 Convention in Denver, Colorado. Through the succeeding decades, they have remained unchanged.

Object 1 - To give primacy to the human and spiritual rather than to the material values of life.

Object 2 - To encourage the daily living of the Golden Rule in all human relationships.

Object 3 - To promote the adoption and the application of higher social, business, and professional standards.

Object 4 - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.

Object 5 - To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.

Object 6 - To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.
FUTURE KIWANIS INTERNATIONAL CONVENTIONS
June 23–26, 2021  June 22 – 25, 2022
Salt Lake City, UT  Manilla, Philippines
June 21 – 24, 2023  July 3 – 6, 2024
Minneapolis, Minnesota  Denver, Colorado

Kiwanis Important Dates
10th of each month Club monthly report due (Club secretaries/Secretary Dashboard)
2020
January 1 – Club elections begin
January 21 – Kiwanis’ 105th birthday
February 15 – US IRS FORM 990 due
April 7 – Kiwanis Children’s Fund’s 81st Anniversary
April 30 – Delegate submission deadline for Kiwanis International Convention
June 1 – 2020-21 club officers to be reported in secretary dashboard
June 18-21 – 105th Kiwanis International Convention in Indianapolis, IN USA
September 7-11 – Kiwanis Youth Protection Week

Utah – Idaho Kiwanis District Important Dates
August 14 – 16, 2020  District Annual Convention
Burley Inn and Convention Center,
Burley, Idaho

ROSTER CHANGES
Lt. Governors
Division 1
Removed Rick Buchanan
Division 4
Changed to Brian D. Jolly
Brian D. Jolly
E-mail: drbjolley@gmail.com
Division 9
Changed to Guy Blair
Guy Blair
2750 Alden Rd., Unit 27
Fruitland, ID. 83619
(530) 933-0858
E-mail: gwblair52@comcast.net
Youth Protection, Assistant Key Club Administrator
Removed Brennan Benavidez
Division 6
Eagle Club
Add Club K Number
K20117
Secretary
Changed to Lori Luttman
Lori Luttman
5385 N. Chimney Peak Ave.
Meridian, ID 83646
Phone: (208)353-5496
E-mail: lluttmann@yahoo.com
Division 9
K01655 ONTARIO
Change President
Guy Blair
2750 Alden Rd, Unit #27
Fruitland, Idaho 83619
gwblair52@comcast.net
530-933-0858
A HAPPENED ON MY WAY TO
By Gordon Lewis, Utah – Idaho District Communication Chair

Now without a doubt February 21, 2020 is the worst day of my life! Really any day is lots better for me than this one was.

It started out normally as I worked on my computers and did my normal morning routines before going out on food pickups and deliveries for the food delivery services.

About 11:30 am I accepted an order with Uber Eats and a few minutes later I was in my car was started towards the pickup location on 600 South in Salt Lake City. It wasn’t long before I entered onto I-15 northbound at 3300 South. I made myself into the leftmost through lane. My journey on I-15 and my ability to work for quite a while was about to change.

Between 2700 South and 2400 South a car came into my lane cutting me off. I knew there were cars in the lanes to the left of me. My only option was to turn the steering wheel right. However, I quickly knew that I wasn’t going to be able to control the car that I. I had to let the car do what it need to do for me to have more control. Very quickly as I was going 65 – 70 mph when I turned my wheel, I saw that I was going to go across all the northbound lanes (I was facing west). I could see that there wasn’t much movement in the lanes. It looked to me like the cars in the right most lanes were not moving much. My car came to rest in front of them and most likely in the high occupancy lane.

Very quickly someone asked if I was okay. I replied no, my feet are pinned. Soon the Fire Department, Paramedics, and Utah Highway Patrol were on the scene. I was involved in a 6-car accident. The team attempted to move me out of the car, but it was too painful. It wasn’t too long until they determined they were going to have to cut me out of the car using the jaws of life on my drivers’ side front door. But not before they put a large delivery bag I had in the back seat under my head to give me support and put something between me and the door to shield me in case any glass broke off.

After all this they got me out of the car and it wasn’t very long before I was in the Emergency Room at the Intermountain Medical Center in Murray, Utah being attended to by one of there Trauma teams. They quickly determined that I needed emergency surgery. I later learned that there were 12 people attending to me and that they were afraid I wasn’t going to make it.

At some point I woke up in intensive care. There were many things in me and I had an oxygen mask on so I really could speak. I tried a few times to let them know the unlock code on my cell phone so that my family and others could be notified. Sometime on Saturday, mid-day I think, a nurse let me trace the unlock code on the back of her hand. Some calls were made and it wasn’t long before family, a couple of people from my church, and Kiwanis club were visiting.

At some point, I learned that 7 ribs and my pelvis was broken in 2 places, all on the left side. Later, I also learned that my collar bone (also on the left side was broken). I had surgeries to plate my ribs and to put my pelvis back together (using lots of metal). Intensive care was my home for 13 days. I spent another week in the hospital before moving to a rehab facility. My recovery will be a long one as the pelvis takes 12 weeks to heal (per my orthopedic surgeon).

At the time of this writing it is now early April and I just took over the compilation of this issue from the person who was going to do it for me after learning that they were having some health issues that were preventing them for being able to do it.

I hope to be able to attend the District Convention in August and to see lots of you there.
The Kiwanis Club of Nampa welcomed Dr. Womack, a St. Luke’s pediatrician, as guest speaker. Dr. Womack spoke about a new School Based Medicine program. This was implemented about 6 weeks ago and is split between Central Elementary and Snake River Elementary. Dr. Womack advised she starts at Central at 8:00am, and starts at Snake River at 12:00, and finishes at 4:00pm. She also stated that this has become her “dream” job. She provides examples of students she has seen and the impact of being able to diagnose and/or treat at that time. The benefit is being able to allow families, especially those with no insurance or low income, to avoid an unnecessary ER visit or specialist referral, as well as provide ongoing monitoring of students. St. Luke’s has now been contacted by other schools with regard to obtaining similar services. St. Luke’s, though not able to provide this service for free, has established user-friendly ways of payment and billings. The collaboration between the schools, citizens, and the hospital, is another way St. Luke’s is fulfilling its healthy-community commitment. Pictured: Kenny Wroten (President), Dr. Womack

The Kiwanis Club of Nampa welcomed representatives of the Foster Grandparent Program as guest speakers at the Club luncheon today. Lisa Underwood, Volunteer Coordinator, described the program and what it is. Through the Jannus organization Foster Grandparents play an important role in the lives of children. She explained that Foster Grandparents volunteer in classrooms to help with literacy and math skills, provide mentoring and tutoring to kids who just need a little extra help, and form lasting relationships with the children they serve. Underwood stated there are over 50 volunteers serving about 30 schools. Christine Bickmore, a Foster Grandparent Volunteer, explained eligibility requirements and benefits of volunteering. You must be 55+, enjoy working with children, and be on a limited income. Bickmore noted there is a small stipend as well as mileage assistance, but the biggest benefits were personal. She told of the real impact the Grandparents have on the children and the impact the children have on them. She said not only is there satisfaction in helping a child that just needs a little attention, but the occasional hug is a great dividend. If interested in becoming a Grandparent Volunteer, contact: 1607 W Jefferson St., Boise, ID, 83702, (208)947-4284. Pictured: R-L, Christine Bickmore, Kenny Wroten (President), Lisa Underwood

The Kiwanis Club of Nampa met at St. Luke’s for their weekly luncheon. Guest speaker was Kip Dribnak, Director of Outreach and Athletic Training Service. Mr. Dribnak explained how St. Luke’s has been able to provide Athletic Trainer and Medical support for schools, youth athletics and even professional groups like the PBR (Pro Bulling Riding). In some instances they can be contracted if a school or organization wants steady and extended coverage while others, such as rural area schools, may receive service free. He explained that the Outreach providers will submit time and expenditures to St. Luke’s that then subsidizes much or all of the cost as a community service. He also noted that St. Luke’s had provided nearly $700,000 in community support through these efforts. Mr. Dribnak also pointed out that these athletic services providers can deal with many medical situations in real time and very often mitigate or even eliminate the need for post-incident treatment and additional costs.Pictured: Kenny Wroten (President), Kip Dribnak (St. Luke’s – Director of Outreach and Athletic Training Services)

The Kiwanis Club of Nampa welcomed as their guest speaker Mr. Neil Melvin, MS, Clinical Supervisor, Heart Health and Rehabilitation, St. Luke’s. Mr. Melvin discussed topics related to Cardiac and Pulmonary rehab. He described the Cardiac Rehab provides information related to diet, educational resources, and physical fitness. When discussing he also advised that the Pulmonary rehab includes items related to quality of life, stress management, as well as counseling for mental well being. ( Continued on Page 6)
(Continued from Page 5) Melvin noted that via the Rehab programs that patients receive after a life-changing event, such as a heart attack, they can return to their normal life and in many cases are even better than before. He mentioned the collaborative efforts that his unit and St. Luke’s have with the South Meridian YMCA, Parks & Rec, the Meridian Mayor’s Office, and an elementary school – all in the same location. Mr. Melvin took questions from the members ranging from recognizing an actual cardiac-event, to COPD, to current medical treatments and breakthroughs. Pictured: Kenny Wroten (President), Neil Melvin (St. Luke’

The Kiwanis Club of Nampa was happy to have as guest speaker, one of our own, Don Ziemantz. Don is a long time member of the club. He spent 4 years in the Navy as a Disbursing Clerk, 43 years in Banking – opening 2 banks from scratch. He also graduated from PCBS in 1978 and taught banking and compliance for 29 years. Don presented on the history of currency in the US, describing how the Federal Reserve came to be and how the 12 Federal banks function. He provided handouts of currency in circulation as well as rare bills that are not; these include the $500, $1000, $5,000, $10,000, and $100,000, bills. He described how the Navy demonstrated (sometime in the 50’s) their economic impact to San Diego by issuing $2 bills to sailors going ashore…much like our own Shop Small $2 Challenge! Pictured: Don Z (member), Kenny Wroten (President)

The Kiwanis Club of Nampa was pleased to welcome Nate Bondelid, as our luncheon guest speaker. Nate Bondelid is CEO and co-founder of Tek-Hut, a company providing IT solutions and internet service to school districts and local government across the state.?The company was founded in 2001, shortly after he graduated from high school. Nate believed technology would play an important role in preparing students for the workforce and saw the opportunity to create value for Idaho school districts. He founded Tek-Hut to consolidate and manage applications, devices and services that students need and to link school districts with high-performance infrastructures. Tek-Hut is now the largest educational internet service provider in Idaho, serving more than 100,000 students daily. Tek-Hut has continued to grow to meet the demands of the ever-changing technology landscape. Nate took questions with regard to different cybersecurity issues. He discussed malware, phishing schemes, wire and gift card scams, as well as ransom ware. Nate can be reached at 208-735-5159, or www.Tek-Hut.com. Pictured: Kenny Wroten (President), Nate Bondelid

Nathan Gilbert, Account Manager, Donor Recruitment, for the American Red Cross spoke to the Kiwanis Club of Nampa. Mr. Gilbert told the group that the Red Cross needs 13,000 units of blood, at a minimum, every day to keep up with national demand. As reported recently in the news, the Red Cross has only a 3 day supply nationwide. He discussed the importance of keeping donation levels up as large, unexpected events could cause a shortage of blood. Mr. Gilbert also explained the basic requirements to be a donor which included: Must be 16 years old (with parental consent), else 17 years old +, in good health, and over 110 lbs. He also said they are FDA regulated, and donors should try to donate 3 times a year but a minimum of 56 days is required. It was explained that 1 unit could save 3 lives by being separated into platelets, plasma, and red blood cells. He noted the Red Cross has the ability to remotely collect blood and is continually looking for Blood Drive sites. If you are interested in giving blood or hosting a Red Cross Blood Drive, Nathan can be contacted at 208-860-1359. Pictured: Nathan Gilbert (American Red Cross), Kenny Wroten (President)
The Kiwanis Club of Nampa was happy to have Nikki Lee speak to the Club during their Thursday luncheon. Nikki Lee has a background in elementary education and social work and has been involved in Nampa's schools and with families for the past 15 years. She has primarily worked with kids and teens in crisis, but has been more involved in housing and homelessness issues over the past three years. She was introduced to the Salvation Army Nampa Family Shelter in 2016 when she was asked to conduct a survey regarding the community's need for shelters and housing resources. Since 2017 she has been the chair of the Shelter committee, which is a sub-committee of the Salvation Army board. Nikki currently teaches classes as an adjunct in the Masters of Social Work program at Northwest Nazarene University. Nikki discussed the needs of the Salvation Army Family Shelter and the work it does. During the winter months all 14 rooms at the Shelter will house families. Given the funding changes, and challenges, the Shelter will provide these rooms for approximately mid-December to mid-March. The Family Shelter is the only shelter in the area that will take entire families as others are only men’s/women’s and with age limits on children. The Shelter operates the day-shelter all year long, 5 days a week. This entails serving approximately 70 breakfasts and 50 lunches daily. There are shower and laundry facilities also available. Nikki also explained efforts by the Salvation Army to get families into housing and its successful partnerships with Rapid Rehousing and CATCH programs. She also explained how difficult it can be for people in distress and/or that are vulnerable to function while in this state. Life skills such as budgeting, job seeking, and social skills are available, and even assigned, as these are often overlooked when simply surviving. Pictured: Nikki Lee, Kenny Wroten (President)

FREE WEBSITES TO HELP US SERVE OUR COMMUNITIES BETTER

Kiwanis clubs and districts that are ready to update their websites can take advantage of free, easy-to-use websites coming this fiscal year from Kiwanis International. Many members have expressed a desire for affordable and efficient options regarding their websites. This new website platform, created by and for members, saves time and money. And it offers a seamless user experience. The platform’s features include:
- Free Facebook feed
- Google Calendar feed
- Payment capabilities
- Forms
- Mobile-responsive design
- Free logo design

How can you take advantage of this project? Your district could participate as early as the 2019-20 fiscal year — if your district leadership is aware of this project and supports participation. Clubs that want to use the platform for their websites should first reach out to their district leadership and get buy-in for the program at the district level. Once district buy-in is established, the district should follow the 10 steps to district rollout section below. The district is not required to have a new district website on the new platform — just buy-in for the platform for clubs.

An important part of district buy-in is that clubs will learn how to create the websites using the train-the-trainer model. Participating districts will designate at least one person to be a club website trainer (technical advocate) for the training of the clubs in the district. These designated district technical advocates will be progressively trained by the Kiwanis Information Technology Team using a web conferencing tool. The training will be hands-on, and clubs will actively build their websites.

Clubs will also have access to the Kiwanis training website where training can be taken at their own pace. The training modules will be hands-on and about 1.5 hours each. The training is progressive, allowing participants to stop when they feel comfortable with their knowledge level. Everyone will be encouraged to complete all the modules.
In addition, all technical advocates will be added to a club sites trainer team hosted in Microsoft Teams. This will allow the trainers to collaborate, improve the platform and help each other.

**TEN STEPS TO DISTRICT ROLLOUT**

1. Club leadership should contact Tom Castonzo (tcastonzo@kiwanis.org) with a commitment of buy-in and training support from the district.

2. Districts will be placed in the rollout queue.

3. Districts will receive a notification from Kiwanis that the district is scheduled for roll out and the date of occurrence.

4. Districts will identify their tech advocate(s), the member or members who will be trained and train the interested clubs in the district.

5. Complete a club interest form. This form will submit a request for a new website to be created by the district trainer for a club or district.

6. Webmasters, as indicated on the club interest form, will receive an email when the site has been created. That member will confirm his or her access and log into the site, using directions found here.
   a. Module 0 - Site Security
   b. Module 1 - Accessing the Site

7. The webmaster will complete the remaining training modules. The training is located at a DIY site; guided training via GoToMeeting will also be offered.

8. Districts should have a training plan in place.

9. Districts will communicate the project to the clubs in the district.

10. Train district clubs interested in new websites.

Please reach out to me with any questions about the program.

Tom Castonzo  
Director of Information Technology  
Kiwanis International

**How do we learn the new website platform?**

We have created a *train-the-trainer* model. Your district will designate at least one person to be a club website trainer (technical advocate) for the training of the clubs in your district.

These designated district technical advocates will be trained by the New Club Sites training team via a web conferencing tool. The training will be hands-on, allowing participants to build the websites for their respective clubs.

Participants will also have access to our training website, where they can complete training modules at their own pace. The training modules will be hands-on and require about 1.5 hours each. The training is progressive — individuals can stop whenever they feel they have the knowledge they need. However, we do encourage everyone to complete all the modules.

In addition, all technical advocates will be added to a club sites trainer team hosted in Microsoft Teams. This is a great way for the trainers to collaborate, improve the platform and help each other.

If your club would like a website, please follow the four steps to club website rollout above.
Club & District Websites

Why did we do it?

- Provide an attractive and professional website
- Attract younger members
- Lower the cost – FREE!
- Decrease learning curve by using common tools like Google Calendar, Facebook, etc.
- Improve service to our members
- Simplify website administration

What is it?

- A free, simple, professional and easy-to-use branded website template for the purposes of expressing a Kiwanis club or district mission to the world.
- Designed by and for Kiwanis members to meet their club and district needs

Key features

- Mobile-friendly
- Fully branded
- Free logo design
- Form builder and Logic
- Google Calendar feed
- Lower Maintenance
- Updating Photos
- Social links and Feed
  - Facebook
  - Twitter
  - Instagram
Who runs it?

- Individual clubs & districts control their own content
- KI handles site provisioning, district training, infrastructure and security

Where we are today

- 2019 - 14 districts are piloting the program right now
- 2019 thru 2020 – Rollout continues for interested districts and their clubs

2019 District Pilots

Participation – 01/07/20
In January 2020, the Utah–Idaho District leadership officially bought into this program and selected Gordon Lewis to be the district trainer for the project. I recommend that the clubs in the District request and develop one of these websites. Please contact me with any questions:

Gordon Lewis  
Cell: (385) 202-9845  
E-mail: gclbowl@comcast.net

The district and some clubs have already requested these websites. Soon, I will be contacting the clubs that have requested them to see how they are coming. Also, a training at a district event will take place as soon as possible.

Below are screenshots of part of the home page of a couple of the new sites:
For those clubs that have not yet done the following, here are the next steps:

Complete a club interest form. This form will submit a request for a new website to be created by the district trainer for a club or district.

To access the form go to the District website: www.uikiwanis.org and then click on: “Click Here to Kiwanis Club Sites Interest Form” The following form will come up:

Webmasters, as indicated on the club interest form, will receive an email when the site has been created. That member will confirm his or her access and log into the site, using directions found here.

   a. Module 0 - Site Security
   b. Module 1 - Accessing the Site

The webmaster will complete the remaining training modules. The training is located at a DIY site; guided training via GoToMeeting will also be offered.

Districts should have a training plan in place.
Districts will communicate the project to the clubs in the district.
Train district clubs interested in new websites.
WORLD'S LARGEST SERVICE CLUBS BATTLE EFFECTS OF COVID-19

A joint Statement from Kiwanis International, Lions Clubs International, Optimist International and Rotary International

Woven through the fabric of virtually every community on earth, service clubs of Kiwanis International, Lions Clubs International, Optimist International and Rotary International are working safely and diligently to maintain connections with each other and our neighbors so that we can cope with and overcome the effects of COVID-19. We are leveraging the strength of our combined networks of 3.2 million members to provide comfort and hope to those feeling the effects of isolation and fear. And we are focusing our collective skills, resources and ideas to support frontline health workers and first responders as they battle this disease and save lives.

In these times of uncertainty, your local service clubs remain committed to meeting the challenge of finding innovative ways to take action together to help communities around the globe heal and thrive – and become more united than ever.

“The global effort against COVID-19 depends on actions taken in every country. As people of action, this is our time to connect with each other to offer immediate help to people in need.” – Mark Daniel Maloney, Rotary International President, 2019-2020.

"The scale and magnitude of this global pandemic requires our world’s citizenry to heed the advice and cautions of the Experts. The work and plans of our collective members and volunteers must not cease! Our immediate response after the crisis will be necessary to support local governments responding to the many social and economic challenges that will ensue in the aftermath of this crisis.” – Adrian Elcock, Optimist International President, 2019-2020.

“Great challenges test us, but they also bring us together. Lions are finding new ways to safely serve. Our Lions Clubs International Foundation has granted over one million dollars to help communities facing extreme rates of COVID-19, and additional grant requests are being received daily. Our communities depend on service clubs, and we will be there, supporting and strengthening them together.” – Dr. Jung-Yul Choi, Lions Clubs International President, 2019-2020.

“During these difficult times, we’re seeing everyday heroism across the globe. I encourage us all to recognize the health and safety professionals who are putting their own health at risk for the greater good. To the educators, grocery workers, delivery drivers and the countless professionals who can’t stay home, the Kiwanis family thanks you. We all play an important role in keeping our friends and neighbors safe. Please follow the advice of the World Health Organization, your local health agencies and the instructions given by your Government. Please, stay safe.” – Daniel Vigneron, Kiwanis International President, 2019-2020.

KIDS NEED KIWANIS ALL THE TIME

Kiwanis International just released a new video clubs can use to share the Kiwanis mission during the COVID-19 global pandemic. The video highlights 105 years of Kiwanis history and the need for Kiwanis in communities. It will be shared on Kiwanis International’s social media channels. You can share it on your channels too. Copy this text and link, then paste it on your social media accounts:

Kids need Kiwanis today ... and they'll need us tomorrow too! Kiwanis clubs have been bringing communities together to tackle challenges for kids for 105 years — and we’ll do it for at least 105 more! https://vimeo.com/405892840/6935dcb4c8
LEGACY OF PLAY CONTEST POSTPONED

Due to the ongoing global COVID-19 crisis, together with our partner Landscape Structures, we have made the decision to delay the kickoff of the 2020 Legacy of Play contest. Once the world resumes a more regular routine and Kiwanis clubs begin meeting in person again, we will announce a new contest timeline.

In the meantime, take virtual field trips to playgrounds throughout the world to stay inspired. Be ready to bring play to your community when the time is right. Please know that the value of play continues, and our partnership remains strong.

GENERAL

The purchase of commercial insurance is frequently the first choice as a method for providing financial protection against accidental losses. However, there are a number of alternative methods of protection which can also be used to protect your local club, Kiwanis International and your commercial general liability insurance program from unnecessary lawsuits. The following paragraphs outline several of these alternative methods, each of which is available to Kiwanis International and its member clubs. The guiding principle behind all of these alternatives is the transfer of exposure to loss and/or payment of loss from Kiwanis International and the local club to others, whether they are facility or service providers (property owners, contractors, subcontractors, promoters, performers) or participants.

STANDARD CONTRACT

Clubs frequently use facility and service providers in the course of fundraising and service activities. Such situations can present a substantial exposure to loss. The guiding principle here should be the transfer of loss exposure to the provider of the facilities or the person performing the activity from which the exposure arises. We suggest member clubs consult with a local attorney to develop a standard contract which requires the outside provider of facilities or services to assume all liability arising from the event. The contract or agreement should be in writing and should include the following provisions:

1. A hold-harmless provision whereby the operator/provider/performer agrees to hold Kiwanis International and its member clubs harmless from any and all claims for liability for bodily injury or death resulting from the event, or for damage to property of others which might arise from the event.

2. The operator/provider/performer should be required to furnish the Kiwanis club, as the event sponsor, prior to the event, evidence of liability insurance to cover any claim that might arise, with a combined single limit of not less than US$1 million per occurrence bodily injury and property damage. Such evidence shall be in the form of a standard certificate of insurance.

3. The certificate of insurance issued by the operator/provider/performer should show Kiwanis International and your local club named as additional insureds on the general liability insurance policy.

4. The certificate of insurance should indicate that the insurance covers all premises and operations that will be involved in the event, as well as products liability insurance for any equipment to be furnished or any food products or services sold by the operator during the event.

5. Finally, be certain the certificate indicates that 30 days prior written notice of cancellation or material change in the insurance is provided to Kiwanis International and your club, and that this obligation is a firm obligation of the insurance company issuing the certificate.

HYLANT CERTIFICATES OF INSURANCE

As noted above, it is essential to obtain certificates of insurance when conducting an event that utilizes facilities or services provided by outsiders. These certificates should be reviewed to determine validity, coverage, exclusions and limits of liability. Any deficiencies such as expired coverage and/or exclusion of performed activities and/or insufficient limits of liability may result in Kiwanis International and your club absorbing an unnecessary loss. The bargaining power of Kiwanis International should allow effective contractual transfer through the use of standard contracts and certificates of insurance.

WAIVER OF RESPONSIBILITY

Another method of transferring your exposure to loss is the use of a waiver of responsibility. In consideration for the opportunity to attend or participate in a Kiwanis-sponsored event, the participant/attendee signs a waiver of...
HOLD-HARMLESS AGREEMENTS
This method is a contractual commitment whereby a facilities/service provider, participant or attendee agrees to hold Kiwanis International and your club harmless, and thus provide payment for losses that occur as a result of activities specified by the contract. The hold-harmless agreement is normally incorporated into the body of a standard contract and/or the waiver of responsibility. When this type of arrangement is used, it is imperative that a certificate of insurance be obtained from the service provider evidencing general liability coverage including contractual liability in order to be certain that the hold-harmless agreement is properly insured.

GENERAL LIABILITY INSURANCE
The purchase of commercial general liability insurance is a prime example of the contractual transfer of liability for payment of losses. In consideration of the premium paid, the insurer is obligated to pay claims on behalf of Kiwanis International after the occurrence of specified losses. This coverage is our primary line of defense, but by using the methods outlined above, we can effectively reduce our potential for loss and thereby prevent our own insurance from being subjected to unnecessary liability insurance claims.

The combined effects of the use of standard contracts that clearly define responsibility/liability, certificates of insurance, waivers of responsibility and hold-harmless agreements aid in the process of shifting exposure/liability from Kiwanis International to the appropriate parties generating the risk. It is equally important that Kiwanians not sign contracts, waivers or hold-harmless agreements that result in the assumption of liability by their club or by Kiwanis International. It is understood that this is not always possible, but as a general rule, such assumptions of liability should be avoided whenever possible. The use of the techniques outlined above will allow the insurance protection afforded to Kiwanis International and its members clubs by the insurer to function properly. As a result, Kiwanis International can proactively control exposure to loss, and thereby control long-term insurance and loss costs.

Hylant
10401 North Meridian Street
Suite 280
Indianapolis, IN 46290
1-800-678-0361 (U.S. only)
+1-317-817-5000 +1-317-817-5151 (fax)

How and when to use the affirmation and liability release form for general liability claims
Since 1972, Kiwanis International has provided a program of general liability insurance for its local clubs and their members. The purpose of this insurance is to protect Kiwanis clubs against claims for bodily injury or property damage caused by the negligence or the wrongful actions of a club member during a Kiwanis activity or event.

However, because of the highly litigious nature of our society, claims have been filed, in the past, against Kiwanis clubs for simple accidents that occur during an event even though the accident was not in any way caused by Kiwanis. Certainly, if someone is injured due to the negligence of a Kiwanian, Kiwanis should be held accountable, but frivolous claims have been filed under this insurance for accidents incurred for which no one is to blame.

After many years of study and working with the insurance company to resolve this problem, the Kiwanis Board of Trustees, together with the Kiwanis insurance advisor and legal counsel, is recommending to all local clubs the use of a Waiver of Liability form.

The purpose of this form is to require people to take responsibility for their own actions and to assume the risk of foreseeable injuries when they voluntarily participate in a Kiwanis event. We are requesting that every local club ask each participant in an athletic event to sign a Waiver of Liability. The forms should be retained, on file, by your club for a period of two years following the event. This form is designed to cover participatory events such as:

1. Marathon or 10K races
2. Basketball, football, and various leagues and tournaments
4. Tennis and golf tournaments
5. Baseball leagues and tournaments

Kiwanis has determined that there is a foreseeable risk of injury as a participant (not a spectator) in these types of athletic events and that this risk should not be borne by Kiwanis as sponsor, but by the participant.

INSTRUCTIONS FOR USE
1. This sample liability release is intended to serve only as an example to assist your attorney in drafting one appropriate for your event. It may need to be modified to meet the specific needs of your event or your local laws. Neither Kiwanis International nor Hylant accepts any responsibility for your failure to seek competent legal advice prior to using this document.

2. A release of liability is only valid when it is an informed release. Therefore, you should supply written information to each participant concerning the hazards and risks inherent in your event. They should acknowledge receiving, reading and understanding it in writing, and this acknowledgment should be kept on file with the affirmation and liability release.

3. It is critical that all individuals signing the release be of legal age in your jurisdiction or have the co-signature of parents or guardians. Whenever in doubt about the age of an individual, ask for proper proof of age. A release improperly signed by a minor is worthless.

4. Please refer any questions to your attorney. Since local laws vary, neither Kiwanis International nor its insurers can give you specific advice about how to proceed.
The key to keeping members engaged is making them feel valued and appreciated. Clarify expectations from members. Assess your club experience by asking members questions such as:

- “What do you enjoy most about being a member of our club?”
- “What is our club’s greatest strength?”
- “If you could change one thing about our club, what would it be and why?”

Rediscover your community’s needs and clarify how your Kiwanis club can help. Your local nonprofit organizations or school associations are a great place to start. Use the community needs analysis tool to analyze your impact on the community. Seek feedback from members about the types of service projects they are interested in and what local organizations they are interested in serving. SurveyMonkey and Google Forms are a few useful tools.
HOSTING AN OPEN HOUSE

**WELCOMING NEW MEMBERS**

Once a member has joined your club, provide orientation as soon as possible. Get to know them. Discover their interests. Assign them a role within the club. Communicate. And follow up on expectations to keep them engaged.

Here is a new-member orientation checklist and presentation to get you started.
NEW MEMBER OPPORTUNITIES

As a member of a Kiwanis club, there are so many ways to get involved:

- Attend club meetings
- Participate in service and fundraising projects
- Attend district conferences
- Visit other club meetings
- Serve on committees
- Run for office

Two months before: Create handouts and purchase supplies
If you distribute at least 50 invitations, you may get as many as 15 to 20 guests attending your meeting. Determine the quantities of your materials according to the number of invitations you’re sending and how many people you want to show up. And then:

- Order copies of the Join Us brochure from the Kiwanis Family Store. This free resource includes a membership application. Contact the store at +1-317-875-8755, ext. 411, or order online.
- Develop a brochure or handout describing your club’s activities. Use our templates and branding guidelines, available at kiwanis.org/clubbrochure.
- Purchase envelopes, stamps and pens for invitations. A customizable invitation can be downloaded at kiwanis.org/allin and mailed or emailed to guests.

Six weeks before: Plan your event
You’re getting closer. Here are some things to get done:

- Pick a date and time. Avoid competing with other high-traffic community events or scheduling too close to other club activities. Your club’s normal meeting day and time is ideal.
- Pick a venue. Select your normal meeting place unless it’s too small to accommodate the expected influx of people. Consider community gardens or restaurants that have enough room to showcase what you do and project the right image for your club.
- Pick a theme. Think of something catchy and exciting.
- Plan your agenda. Consider the following agenda:
  1. Welcome (5 minutes). Make introductions and give an overview of the event. Ask members and guests to state their name and profession if appropriate.
  2. Introduce your club and Kiwanis (20 minutes).
     Ask a dynamic speaker in your club to share information about your club, its cause and the community it serves. You may also choose to play a video that helps guests understand the impact of Kiwanis on those who serve and are served. For example: “A Portrait of Kiwanis.”
  3. Share your club’s impact (5 minutes). Ask a dynamic speaker in your club to talk about your club’s impact in the community. You could also ask members to explain what Kiwanis means to them in one word, as the members in the video do.

SHOWCASE YOUR CLUB
Tell your club’s story with a showcase exhibition. Here are a few ideas:

- Photos. Select 10 to 15 photos (depending on the size of the location and the expected crowd). Include service projects, fundraisers and fellowship moments. Enlarge the photos for more impact, and consider adding captions or descriptions. Choose action photos instead of “grip and grin” shots.
- Key items. Display your club’s story. For example, include a T-shirt from a recent walk-a-thon, an invitation to a fundraiser or a certificate from the mayor thanking your club.
- PowerPoint. Prepare a presentation of your club’s best photos. It could loop before the event or during a social time.
- There’s no limit. Your club showcase exhibition will tell your story in a unique way. It should serve as a conversation starter — so make sure club members are ready to share Kiwanis stories.
4. Discuss club plans (3 minutes). Ask the club president to talk about upcoming projects and goals.

5. Offer a new-member perspective (3 minutes). Ask a new member to give his or her thoughts and observations about the club.

6. Sell the Kiwanis experience (5 minutes). Leave the final word to your club’s best salesperson – someone who can leave guests happy to fill out an application. He or she could say something like:

“Today, we are inviting you to step up, stand up and be part of the Kiwanis Club of _______. You’ve heard our members, Kiwanis means (repeat the words stated earlier). You’ve heard the difference we are making in our community. And we invited you because we want you to be part of this. All you have to do is complete the application at your table. Our members can answer any questions you may have.”

7. Allow members and guests to mingle. Be available to ask and answer questions and to follow up with guests who complete a membership application.

Event information:

Date: ____________ Time: ____________ Location: __________________________

STEP 2: INVITE

A month before: Develop a prospect list

Check out the Chamber of Commerce list of businesses or conduct a roster analysis. However, the people most likely to join are those your members know well, such as:

• Friends
• Co-workers
• Clients
• Neighbors
• Family members
• Business professionals
• Community leaders
• Church members
• Parents of SLP members
• Local educators
• Community partners
• Event sponsors

A good rule of thumb: Aim for at least 50 names. (Generally, only a third will attend.) You’ll need each prospect’s full name, address, email address and phone number. Consider offering a prize to the member who can provide contact information for the most prospects.

Kiwanis

CREATING AN EVENTS CALENDAR

Your club meetings, service activities and networking events are your best source for engagement with members.

Develop an events calendar that lives on your website. They key is to keep it updated regularly. You want your members to know they can easily find all the details to stay engaged with your club. You can also include a list of upcoming events in your club communications (an email newsletter, for example). This calendar can serve as a source of social media content as well.
Three weeks before: Mail out the invitation
Mail or email a high-quality invitation or postcard to each prospect, including details about your club’s open house.

One or two weeks before: Extend personal invitations
After the letters have been sent out, divide up the list of invitees so that members can follow up with each person to extend a personal invitation (referencing their referral) and answer any questions. Keep records of follow-up communications. Ask the member who made the referral to make reminder phone calls to each attendee a day or two before the event.

On the big day
• **Focus on hospitality.** Position sociable and outgoing greeters at the door to thank everyone for coming and to collect their contact information.
• **Print name tags.** Aid conversation by including guests’ organization name. Visually distinguish their name tags from members’ tags to help them discern who can answer questions.
• **Practice.** Train members to share the Kiwanis message and address concerns or questions.
• **Be prepared.** Set each guest’s place with an inkpen, a Join Us brochure and a club brochure.
• **Keep it positive.** Leave club business for another meeting, and remind members of the importance of first impressions.

STEP 3: FOLLOW UP

One week later: Touch base
Within a week, touch base with every guest by phone, email or a personalized card to thank them for attending. Do the same for everyone who said they’d come but didn’t, inviting them to the next event. Remember, the best person to invite a potential member is a new member.

One month later: Welcome new members
It’s time make new members feel welcome — and make their membership feel like a significant event. Here are some tips:
• **Plan an orientation.** New-member orientation helps new members understand what a great organization and club they’re committing to. Download the one-hour program from kiwanis.org/newmemberorientation and personalize it to reflect the club’s activities.
• **Install the new members.** Focus the meeting on their installation, with a sincere welcome and an emphasis on getting to know them. It’s a once-in-a-lifetime experience — so why not treat it that way?
• **Assign mentors.** A mentor is often a stabilizing force — someone who serves as a familiar face and can encourage the new member to learn about the club, meet others and get involved with projects. Find a member (maybe the sponsoring member) who will take a special interest in helping the new member stay connected, especially in the first few months.

## SIGNATURE PROJECT TOOLKIT
https://www.kiwanis.org/clubs/member-resources/service-projects/signature-projects/signature-project-toolkit/

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHOOSE A PROJECT TO BENEFIT KIDS</td>
<td>BRING YOUR PROJECT TO LIFE</td>
<td>WORK WITH OUR PARTNERS</td>
</tr>
</tbody>
</table>
Step 1
Choose a project that will last for years to come and your Kiwanis club will be known for throughout the community.

Step 2
Now that your club has selected a project, it's time to start the project that will help children.

Step 3
We have created partnerships that align with our mission and preserve the trust of our members and communities.

Don’t forget: Plan your next event
Now that you have refined the process, you can start planning the next membership event.

- Establish a timeframe for your next event.
- Add to your ongoing prospect list. Include the names of those who said, “Maybe later” or who were out of town.
- Consider making your SLP club(s) – or the need to establish one – the focus of your meeting. Include parents, teachers and school administrators in your list of invitees.

For membership resources, visit kiwanis.org/membership. If you still have questions, call 1-800-KIWANIS and ask for your district’s area director.
KIWANIS CONVENTION 3-DAY VALUE PACKAGE

Thursday, Friday & Saturday, June 18-20

The value package includes entrance to the Kiwanis Education Conference and two sessions of the Kiwanis Annual Meeting. You’ll have access to all keynote speaker sessions and all non-ticketed events. You can also enter the Kiwanis World Showcase, enjoy lunch all three days and party at Thursday’s “Kiwanis Night at Victory Field.” This package does NOT include Wednesday’s Pre-Convention Education Conference sessions. (see below).

Education Conference sessions. (see below).

Early registration (January 15–April 10) - $399
Regular registration (April 11–May 22) - $499
On-site registration (after May 22 until 5 p.m. on Friday, June 19) - $599
Guest Pass* — US$199

*Includes one non-member education track on Thursday, entrance to two sessions of the Kiwanis Annual Meeting, keynote speaker sessions, non-ticketed events, Kiwanis World Showcase, lunch all three days and Thursday’s “Kiwanis Night at Victory Field” event. Does NOT include Wednesday sessions/events or Friday education tracks.

Can’t make it all three days? Pick an option below.

KIWANIS EDUCATION CONFERENCE

Thursday & Friday, June 18-19

Want to be a smarter Kiwanian who can help more children in your community? This package grants you access to two full days of club and service project education. You also get to take home the inspiration from Thursday and Friday's keynote speakers and non-ticketed events. Enter the Kiwanis World Showcase, enjoy lunch on Thursday and Friday, and attend Thursday's "Kiwanis Night at Victory Field" event.

Early registration (January 15–April 10) — $299
Regular registration (April 11–May 22) — $399
On-site registration (after May 22 until 5 p.m. on Friday, June 19) — $499
Guest Pass* — $159

*Includes one non-member education track, keynote speakers, non-ticketed events, Kiwanis World Showcase, lunch both days and Thursday’s “Kiwanis Night at Victory Field” event.

KIWANIS ANNUAL MEETING

Saturday, June 20

Help decide the future of Kiwanis International. The Saturday-only ticket grants you access to that day's general sessions, keynote speakers and non-ticketed events. You'll also enjoy lunch with your fellow Kiwanis members.

Early registration (January 15–April 10) — $199
Regular registration (April 11–May 22) — $299
On-site registration (after May 22 until 5 p.m. on Friday, June 19) — $399
Guest Pass* — $59

*Includes entrance to Annual Meeting general sessions, Saturday's keynote speakers, Saturday's non-ticketed events and lunch.

Upgrade your convention experience!

PRE-CONVENTION EDUCATION CONFERENCE

Wednesday, June 17

Choose one of the sessions below to go beyond Club Leadership Education. Includes an all-day advanced leadership education session, keynote speaker, non-ticketed events, entrance to the Kiwanis World Showcase and lunch.

Influential Lieutenant Governors — $99

Explore attributes of successful lieutenant governors. This session is intended for current division leaders who wish to finish the year strong; 2020-21 lieutenant governors preparing to launch a productive year; emerging leaders considering the position of lieutenant governor in the next year or two; and leaders or members who wish to better support the work of lieutenant governors.
Make an Impact During Your Club Presidency — $99
Bring your vision and goals (along with an open mind and a sense of adventure) to explore attributes of successful club presidents. Current, incoming and potential presidents are welcome to attend.

Club Membership Summit — $99
74% of members joined a Kiwanis club because someone invited them. We’ll explore multiple practices for increasing membership. Participants will walk away with an action plan to boost their clubs’ membership and community visibility.

Unleash Your Inner Leader — $99
This master class is all about personal and professional development, and it will ultimately improve your Kiwanis leadership. Kiwanis is partnering with Toastmasters International, a leader in communication and leadership development includes a complimentary six-month membership to your local Toastmasters club.

SIGNATURE PROJECT BREAKFAST
Thursday, June 18
$45 — Celebrate the best of the best Kiwanis signature projects. The top 10 finalists in each tier will be recognized — and then the gold, silver and bronze awards will be announced.

KIWANIS PUNCH BOWL SOCIAL
Friday, June 19
$125 — Enjoy an evening of fun and playful competition in a 20,250-square-foot complex featuring music, bowling, table games, vintage arcade, karaoke rooms and more! Ticket includes food and drinks, beer, wine and cocktails.

KIWANIS CHILDREN’S FUND LUNCHEON & ANNUAL MEETING
Saturday, June 20
$35 — Upgrade your lunch experience and celebrate the impact Kiwanis has on children around the world, including in the fight against maternal and neonatal tetanus. Special Kiwanians will be honored for their support and dedication.

KIWANIS EVENING GALA
Saturday, June 20
$125 — Join fellow Kiwanians and guests for a night of fellowship and entertainment. Includes dinner, cash bar, music and dancing.

EVENING EVENT PACKAGE
Kiwanis Evening Gala & Kiwanis Punch Bowl Social
$199 — Includes tickets to both the Friday evening Kiwanis Punch Bowl Social and Saturday’s Kiwanis Evening Gala. Attend both and save US$51!

CANCELLATION & REFUND POLICIES
Registration cancellations must be emailed to registration@kiwanis.org and must be received no later than 3 p.m. EST on June 5, 2020. Cancellations will be refunded the amount paid, less a US$50 processing fee. Refunds will be issued within 2 weeks of receiving notification. No refunds will be issued for requests made after the June 5 deadline.

Requests to transfer registration to another Kiwanian must be sent in writing by both parties to registration@kiwanis.org before June 12, 2020.

Requests to transfer registration to another Kiwanian must be sent in writing by both parties to registration@kiwanis.org before June 12, 2020.

Anyone who has purchased a registration or event ticket and does not attend will NOT receive a refund.

Online Registration is available at:
https://schedule.kiwanisone.org/ki2020

Lodging, What to Do in Indianapolis, & Before and After Convention Trips Information is available at:
https://www.kiwanis.org/convention/2020/travel-tourism

Click on the Hotel Pictures to Check Availability and Make Reservation

Convention Schedule & Information is available at:

Elections & Amendments Information is available at:
https://www.kiwanis.org/convention/2020/elections-amendments
HOLDING CLUB ELECTIONS

The Kiwanis International Bylaws require that clubs hold annual meetings and the election of 2020-21 officers by May 15. If your club was planning to hold elections soon, you can postpone that meeting to see if restrictions ease by the deadline, or you can follow these guidelines to conduct elections through an online voting website or app.

Electronic Voting Guidelines for Annual Club Elections
*2020 special edition related to COVID-19 precautions*

1. The Kiwanis International Bylaws allows the use of electronic balloting for club elections. This is reflected in Policy E.6 of the Standard Form for Club Bylaws:
   E. Officers and Directors Election Process
   6. Electronic balloting is permitted for club elections. Secure website balloting is recommended to ensure privacy and accuracy. Consult Kiwanis International for guidelines.

2. If your club does not have multiple candidates for any office.
   If your club does not have multiple candidates for any office, the club president or secretary may send an email to members declaring that, in the absence of other candidates and without objection, they are casting the unanimous ballot for (X person) for (Y office), similar to the process used if your club were meeting in person. However, if a club has multiple candidates for one or more offices and if your club is temporarily not meeting at this time due to COVID-19 precautions, the club may conduct its elections one of two ways:
   A. By use of a written mail-in ballot.
   B. By use of an online voting application.

3. Using an online voting application
   If your club has multiple candidates for one or more offices and decides to conduct the elections electronically, it is important that a secure and reliable electronic voting application be used. Several such apps are available which are also easy to administer and operate, such as surveymonkey.com, electionbuddy.com, electionrunner.com and simplyvoting.com. Most apps do charge a small fee. Another voting application may be used but it should include the following features that are critical for success and confidentiality:

   • Each member must have a unique method of logging into the website so that only club members may cast votes.
   • The system must have a means to track who has cast a vote and not permit any member to cast more than one vote. However, the details of each individual vote should be hidden from club administrators so voting is anonymous and confidential.
   • The system must allow voters to choose among multiple candidates for each contested office.
   • The system must allow voting to start and end at specific times.
   • The system must provide the club with a report of the results.

Note: Some clubs may wish to use email to conduct contested elections. While a club may see this as easy, email balloting for contested elections is strongly discouraged because it does not allow members to cast their votes anonymously and may affect the election results. Likewise, if your club is using Zoom or another online application to meet right now, it may be tempting to take the votes live during a meeting. If this is what your club normally does at a regular meeting, this may be fine. But if your club normally uses secret ballots for elections, an online voting application such as those recommended above would be a better option.

4. Determining when the polls will be open (when voting may occur).
   The club board must determine what day(s) and time(s) the polls will open and close – that is: during what period electronic voting will be allowed. It should be one continuous period.
   (For instance, for a 24-hour period from 9 a.m. on April 3 through 8:59 a.m. on April 4, rather than 9 a.m.- 5 p.m. on April 3 and April 4.)

*If the club has a nominating committee or elections committee, the club board may delegate this decision to that group.

Additional election guidelines are found at: https://www.kiwanis.org/docs/default-source/training/governance/club-electronic-voting-guidelines