

# KANSAS KIWANIS FOUNDATION POLICIES AND PROCEDURES

Adopted by the Kansas Foundation Board \_\_\_\_ (Date) \_\_\_\_\_

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## **100.0 - INTRODUCTION**

### **101.0 -Preface**

101.1 - Statement of Purpose - The Policies and Procedures of the Kansas Kiwanis Foundation serve as an administrative guide and supplement to the Kansas Kiwanis Foundation Bylaws. Should there be any conflict with the Bylaws, the Bylaws shall supersede any policy and procedure statement.

101.2 - Appendixes - The Appendixes include applications or relevant information for the Kansas Kiwanis Foundation and are part of the Foundation Policies and Procedures to provide in depth guidance. Appendixes can only be changed by the Secretary with approval of the Foundation Board where required. The appendixes and revisions shall be available on the District website as part of the Foundation's Policies and Procedures and/or by other methods as determined by the Secretary.

101.3 - Term of Effectiveness- The Foundation's Policies and Procedures shall remain in effect until amended by the Board or negated by a District or Kiwanis International Bylaw or KI Policy and Procedures amendment or by other authority. The Kansas Foundation Board may suspend a policy and/or procedure in individual situations.

101.4 - Definitions - Whenever the terms Foundation, Board and Board of Trustees is used, the terms mean only the Kansas Kiwanis Foundation.

The use of "Bylaw" or "Bylaws" shall refer to the Bylaws of the Kansas Kiwanis Foundation and the use of "P&P" shall refer to the District Policies and Procedures of the Kansas Kiwanis Foundation.

### **102.0 - Members**

All persons who are members in good standing of Kiwanis Clubs existing in the Kansas District of Kiwanis are automatically members of the Kansas Kiwanis Foundation and entitled to vote at any annual or special meeting of the membership.

### **103.0 - Amendments**

103.1- Procedure for Amending the Policies and Procedures - A member of a Kiwanis Club in Kansas in good standing, and thereby a member of the Kansas Kiwanis Foundation, and/or a member of the Foundation Board may request the Foundation Board to consider an amendment to the P&P. The request shall be submitted in writing to the Foundation Secretary to allow thirty (30) days to review for content and any conflict with existing bylaws or policies and procedures before presentation to the Foundation Board.

### **104.0 - Availability**

A copy of the Foundation P&P and amendments shall be distributed to Board Members when they first become a member of the board and to all Board Members whenever amended. The Foundation P&P and amendments shall be provided for members on the District Web Site or other method as determined by the Foundation Secretary.

## **200.0 - OFFICERS AND BOARD OF DIRECTORS**

### **201.0 - Officers**

The officers of the Foundation, in accordance with the Bylaws, shall be a President, President-Elect, Vice-President, Secretary, and Treasurer and Immediate Past President. All officers, excluding the Secretary shall be elected at the annual meeting of the Foundation. The offices of Secretary and Treasurer may be held by the same person. Officers of the Kansas District of Kiwanis International are prohibited from simultaneously being an officer of the Kansas Kiwanis Foundation.

### **202.0 - Directors**

The Foundation's Board of Directors shall consist of the five (5) or six (6) officers named above (depending on whether the Secretary and Treasurer positions are held by the same person); four (4) officers of the Kansas District of Kiwanis International which shall be the Governor, Governor-Elect, Vice Governor, and the Immediate Past Governor; and one elected division representative for each Division of the Kansas District of Kiwanis International. A director shall be deemed qualified as such when he/she shall have been elected as provided in the Bylaws.

### **203.0 - Elections**

203.1 - Election of Officers - The officers of the Foundation, excluding the Secretary, shall be chosen annually by the membership of the Foundation, and shall hold his/her office until he/she shall resign or shall be removed or otherwise disqualified to serve or his/her successor shall have been elected and qualified.

203.2 - Election of Directors - The division representatives shall be elected at the annual meeting of the Foundation membership, or as otherwise provided in the Bylaws. The division representatives shall serve a three-year term, commencing on October 1 following the annual meeting at which they are elected. The terms of the division representatives are to be staggered, with a limited number being elected each year according to the sequence provided in the Bylaws.

### **204.0 - Removal**

Any officer may be removed, either with or without cause, by a majority vote of the directors at the time in office at any regular meeting or special meeting of the Board.

### **205.0 - Vacancies**

A vacancy in any office because of death, resignation, removal disqualification or any other cause shall be filled in the manner prescribed in the Bylaws for regular appointments to such office.

### **206.0 - Responsibilities**

206.1 -President – the President shall be the chief executive officer of the Foundation and shall be subject to the control of the Board of Directors, have general supervision, direction and control of the business and officers of the Foundation. He/she shall preside at all the meetings of the members and at all meetings of the Board of Directors. He/she shall be an ex-officio member of the standing committees, and shall have the general powers and duties of management usually vested in the office of president of a Foundation, and shall have such other powers and duties as may be prescribed by the Board of Directors or the Bylaws.

206.2 - President-Elect – In the absence of the President, the President-Elect shall preside at all meetings of the Foundation or the Board of Directors. He/she shall also perform such other duties as usually pertain to the office of the President.

206.3 - Vice-President – In the absence or disability of the President and the President-Elect, the Vice-President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions of the office. The Vice-President shall have such powers as are prescribed for him/her by the Board of Directors or the Bylaws.

206.4 - Treasurer – The Treasurer shall keep and maintain or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Foundation, including accounts of its assets, as described in the Financial Administration Section below and/or the Bylaws. He/she shall be bonded in such form and in such amount as the Board of Directors shall from time to time require, with the bond fee to be paid by the Foundation. The Treasurer shall be paid a monthly stipend, the amount of which shall be determined from time to time by the Board of Directors.

206.5 - Secretary - The Secretary shall be appointed annually by the President of the Foundation and approved by the Board of Directors, and he/she shall serve as secretary until such time as a successor is appointed, or he/she resigns. The Secretary shall keep, or cause to be kept, a book of minutes at the principal office or such other place the Board of Directors may designate, of all meetings of directors or members with time and place of holding such meetings, whether regular or special, and if special, how authorized, the notice thereof given, the name of those present at director's meetings and the proceedings thereof. The Secretary shall keep the records of contributions, gifts, bequests, or devises for the general or special purposes of the Foundation. He/she shall collect all funds on behalf of the Foundation, and shall promptly turn them over to the Treasurer, taking the Treasurer's receipt therefore. He/she shall submit a report at the annual meeting, the Board of Directors meetings, or any other meetings called or noticed. He/she shall prepare and file the annual corporate report and other corporate filings as required by law. He/she shall have such powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws. He/she shall be bonded in such form and in such amount as the Board of Directors shall from time to time require, with the bond fee to be paid by the Foundation. The Secretary shall be paid a monthly stipend, the amount of which shall be determined from time to time by the Board of Directors.

206.6 - Directors - Subject to the limitations of the Articles of Incorporation, or the Bylaws, and of the Kansas Corporation Code as to action which shall be authorized or approved, and subject to the duties of directors in the administration of the charity programs and projects in the Kansas Kiwanis District as prescribed in the Bylaws, all corporate powers shall be exercised by or under the authority of, and the business affairs of the Foundation shall be controlled by the Board of Directors, without prejudice to such general powers, but subject to the same limitations, it is expressly declared that the directors shall have the following powers, to-wit:

a) Foundation Personnel - To elect and remove all officers, agents and employees of the Foundation, prescribe such powers and duties for them as may not be inconsistent with law, the Articles of Incorporation or the Bylaws of the Foundation, fix their compensation, and require from them security for faithful services.

b) Business of Foundation - To conduct, manage and control the affairs and business of the Foundation and to make such rules and regulations therefore not inconsistent with

law, or with the Articles of Incorporation or the Bylaws of the Foundation, as they may deem to be in the best interest of the Foundation.

c) Location of Office and Meeting - To change the principal office for the transactions of business of the Foundation from one location to another within The State of Kansas as provided by Article 1, Section 2 of the Bylaws; to designate any place within the State of Kansas for holding any meetings except annual meetings.

d) Corporate Seal - To adopt and make use of a corporate seal, provided said seal shall at all times comply with provision of the law.

206.7 - Division Representatives - In addition to serving as a member of the Board of Directors, the Division Representatives are responsible for promoting and supporting the Kansas Kiwanis Foundation in their Divisions as follows:

a) Make an official visit as the Division Representative of the Foundation to each club in the Division at least once a year;

b) Promote and encourage each club in the Division to make an annual club gift to the Foundation, striving to attain 100% participation of clubs in the Division;

c) Educate clubs and members about the Foundation, its purpose, goals, fundraising activities, awards and scholarships, club grants and other benefits;

d) Encourage individual club members to donate and make them aware of the different levels of giving and the benefits including the Life Member Award, Putnam Award and Living Recognition Program.

### **207.0 - Installation**

The installation of officers of the Foundation will be held annually at the Foundation's Annual Meeting which is held during the Kansas Kiwanis District's Annual Convention. The installation ceremony will be conducted by an official from Kiwanis International or the Kansas District of Kiwanis.

### **208.0 - Whistle Blower**

208.1 - Definition - A whistleblower as defined by this policy is a member of the Kansas Kiwanis Foundation who reports an activity that he/she considers to be illegal, dishonest or unethical to one or more of the parties specified in this Policy. The member must be acting in good faith and exercise sound judgment in having reasonable grounds for believing the information disclosed indicates a violation to avoid baseless allegations.

208.2 - Handling of Reports - The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate Foundation officials are charged with these responsibilities. All reports of illegal and dishonest activities will be promptly submitted to the President of the Foundation, or in cases involving the President, to the Secretary. The Secretary is responsible for promptly investigating and coordinating corrective action if warranted by the investigation. Any corrective action must be approved by the Foundation Board.

208.3 - Protections for Whistleblower - Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct

a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Foundation - director, officer or member - will not retaliate against a whistleblower.

### **209.0 - Conflicts of Interest**

209.1 -- Purpose - The purpose of this Board conflicts of interest policy is to protect the Kansas Kiwanis Foundation's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of the Foundation or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

209.2 -Definitions:

a) Interested person -- Any director, principal officer, or member of a committee with board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

b) Financial interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- 1) An ownership or investment interest in any entity with which the Kansas Kiwanis Foundation has a transaction or arrangement,
- 2) A compensation arrangement with the Foundation or with any entity or individual with which the Foundation has a transaction or arrangement, or
- 3) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Foundation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.

209.3 - Duty to Disclose - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.

209.4 - Recusal of Self – Any director may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

209.5 - Determining Whether a Conflict of Interest Exists - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.



209.6 - Procedures for Addressing the Conflict of Interest - An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The Chairperson of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the Board or Executive Committee shall determine whether the Foundation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Foundations best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

209.7 - Violations of the Conflicts of Interest Policy - If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate and corrective action.

209.8 - Records of Proceedings - The minutes of the Board and all committees with board delegated powers shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed. The minutes shall also contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

209.9 - Compensation - A voting member of the Board who receives compensation, directly or indirectly, from the Kansas Kiwanis Foundation for services is precluded from voting on matters pertaining to that member's compensation. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Foundation for services is precluded from voting on matters pertaining to that member's compensation.

209.10 - Annual Statements - Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a) Has received a copy of the conflicts of interest policy,
- b) Has read and understands the policy,
- c) Has agreed to comply with the policy, and

d) Understands the Kansas Kiwanis Foundation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purpose.

209.11 - Periodic Reviews - To ensure the Kansas Kiwanis Foundation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Foundation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in unurement, impermissible private benefit or in an excess benefit transaction.

### **300.0 - COMMITTEES**

The President and Board of Directors shall appoint and authorize committees to carry out the specific functions and activities of the Foundation. The following committees shall be standing committees:

#### **301.0 - Executive Committee**

The Executive Committee shall be comprised of the officers of the Foundation, i.e. the President, President-Elect, Vice-President, Secretary, and Treasurer and Immediate Past President. The Executive Committee shall meet on the call of the President. The President shall be the presiding officer. The Executive Committee meeting may be held by the President by use of a telephone or email or other electronic means, or time permitting by mail with a telephone or email or other electronic response from each member, provided however, that a reasonable effort to contact all members of the Executive Committee is made, and a simple majority of the committee approves the matter discussed. Matters considered by the Executive Committee shall be presented at the next regular meeting or special meeting of the Board of Directors and shall become valid only if presented in writing and approved by the Board of Directors, and the minutes of Executive committee meeting shall become a part of the minutes of the meeting of the Board of Directors.

#### **302.0 - Nominating Committee**

The Nominating Committee shall be composed of three (3) members of the Foundation, with at least one being a member of the Foundation Board, and a Chairperson who may or may not be a member of the Foundation Board, all to be appointed by the President of the Foundation. A simple majority shall form a quorum of the committee.

302.1 - Term - The members of the committee shall be appointed by the President for a one-year term, which shall commence on October 1, and terminate on the following September 30.

302.2 - Responsibilities - The Nominating Committee shall nominate one Foundation member from each Division of the Kansas District of Kiwanis International to serve as division representative on the Board of Directors for those member(s) whose term(s) are expiring; and at least one Foundation member for the Offices of President, President-Elect, Vice-President

and Treasurer, and file the nominations with the Secretary and President at least thirty (30) days prior to the annual meeting of the membership.

### **303.0 - Grants Committee**

The Grants Committee shall be composed of three (3) members of the Foundation, with at least one being a member of the Foundation Board, to be appointed by the President of the Foundation. A simple majority shall form a quorum of the committee, and a Chairperson elected by the members of the committee shall preside. The committee shall meet at the direction of the Chairperson of the committee or the President of the Foundation.

303.1 Term - The members of the committee shall be appointed by the President for a one-year term, which shall commence on October 1, and terminate on the following September 30.

303.2 - Grant Application Process - For individual clubs needing additional funds for completing their programs and projects, the Kansas Kiwanis Foundation provides cash grants. The Board of Directors approves the budget each year for funds available for grants. Applications for these grants are available from all Foundation Board members, on the District website, and from the Secretary. It is the responsibility of the Secretary, with input from the Chairperson of the Grants Committee, to maintain and make all necessary changes to the grant application forms to include the current year, the instructions for applying and the date for all applications to be postmarked. All completed applications are mailed to the Secretary, Kansas Kiwanis Foundation, Inc., P.O. BOX 524, Colby, KS 67701-0524, and are due back to him/her June 15th each year.

303.3 - Committee Responsibilities - The Grant Committee members receive copies of all grant requests from the Secretary. The committee members shall study and evaluate all applications for grants. Upon completion of each study and evaluation, the committee shall meet either in person, by phone or other electronic communication to make their final decision on which grants to recommend for approval. The committee reports its findings to the Secretary who submits the report of clubs selected for grants and the amount of each to the Foundation Board for approval at the Foundation Board meeting during the Kansas Kiwanis District Convention. The winners are recognized at the Kansas Kiwanis District Convention and posted on the District website. Those clubs approved for a grant are then notified in writing by the Foundation Secretary.

### **304.0 - Scholarship Committee**

The Scholarship Committee shall be composed of five (5) members of the Foundation with at least one being a member of the Foundation Board, and a Chairperson who may or may not be a member of the Foundation Board, for a total of six (6), all to be appointed by the President of the Foundation. A simple majority shall form a quorum of the committee. The committee shall meet at the direction of the Chairperson of the committee or the President of the Foundation.

304.1 Term - The members of the committee shall be appointed by the President for a one-year term, which shall commence on October 1, and terminate on the following September 30.

304.2 - Scholarship Application Process - A student from each Division of the Kansas District of Kiwanis who is graduating high school or attending a college or university and has applied is awarded a scholarship along with several at-large scholarships. If no application is received from a Division(s), then the committee selects a student from all applications to receive that scholarship(s).

The following scholarships are awarded each year:

Division Scholarships - One for each Division at \$500 each.

Key Club and Circle K Scholarships - 10 total at \$500 each.

Honoree Scholarships at \$750 each for James W. Putnam, Mark Arthur, Jr., Howard Hill, and C.I. Moyer.

Two Memorial Scholarships at \$500 each.

50th Anniversary Scholarship - \$500.

Barta Scholarship to the top applicant - \$1,200.

In addition, the Foundation awards several Dedicated Scholarships which currently includes:

Derby Scholarships - two scholarships of \$1,000 each to graduates from Derby High School;

Barta Salina Scholarship - one scholarship for \$1,000 to a graduate from Salina South High School or Salina Central High School.

In case no one applies for these Dedicated Scholarships, then none are awarded.

It is the responsibility of the Secretary, with input from the Chairperson of the Scholarship Committee, to maintain and make all necessary changes to the Kansas Kiwanis Scholarship application forms to include the current year, the instructions for applying and the date for all applications to be postmarked. Separate application forms are provided for high school students and college students. All completed applications are mailed to the Secretary, Kansas Kiwanis Foundation, Inc., P.O. BOX 524, Colby, KS 67701-0524, no later than the established deadline for the postmark.

After receiving each application, the Secretary notifies each applicant that their application has been received and to let them know that after judging is complete and the Foundation Board has approved those selected, the candidates selected will be notified.

As soon as possible after the postmark due date, the Secretary does a preemptory review of the applications for missing signatures, late submission and other obvious missing items which disqualify an application and then will make a copy of each qualifying application for distribution to members of the Scholarship Committee. These copies are then packaged for shipment to the Scholarship Committee members for judging and determination of the scholarship winners for the year.

304.3 - Committee Responsibilities - The Scholarship Committee members review the copies of all scholarship applications received from the Secretary to further eliminate those that are not complete and/or do not qualify. The committee members study and evaluate all qualifying scholarship applications and upon completion of each study and evaluation, the committee shall meet either in person, by phone or other electronic communication to make their final decision on the winners.

After the Scholarship Committee has met and determined the winners, the Scholarship Chairperson notifies the Secretary of the winners. This information is then presented to the Kansas Kiwanis Foundation Board members for their approval at the Mid-Year Conference Board Meeting.

Each winner of a specific scholarship is sent a letter by the Secretary informing that they are a scholarship winner, the amount of their scholarship, and what they must do to obtain payment of their scholarship money. After they have been notified, the winners are posted on the District website. Those applicants not selected as winners are also sent a notification thanking them for their application.

### **305.0 - Kiwanian of the Year Committee**

The Kiwanian of the Year Committee shall be composed of three (3) members of the Foundation, with at least one being a member of the Foundation Board, and a Chairperson who may or may not be a member of the Foundation Board, all to be appointed by the President of the Foundation. A simple majority shall form a quorum of the committee. The committee shall meet at the direction of the Chairperson of the committee or the President of the Foundation.

305.1 - Term - The members of the committee shall be appointed by the President for a one-year term, which shall commence on October 1, and terminate on the following September 30.

305.2 - Kiwanian of the Year Nomination Process - Annually clubs in the Kansas District are invited to submit their nomination of a deserving Kiwanian for this award. Rules for qualification for this award are included on the nomination form which is available from all Foundation Board members, on the District website, and from the Secretary. It is the responsibility of the Secretary, with input from the Chairperson of the Kiwanian of the Year Committee, to maintain and make all necessary changes to the Kiwanian of the Year nomination form to include the current year, the instructions for applying and the date for all applications to be postmarked. All completed nomination forms are due to the Secretary by June 15<sup>th</sup> each year. The mailing address for these nominations is Secretary, Kansas Kiwanis Foundation, P. O. BOX 524, Colby, KS 677701-0524.

305.3 - Committee Responsibilities - As soon as possible after the June 15th submission deadline, the Secretary forwards the nominations to the Kiwanian of the Year Committee. The committee members study and evaluate all the nominations and upon completion of the study and evaluation, the committee shall meet either in person, by phone or other electronic communication to make their final decision on the winner.

The committee sends its recommendation to the Secretary who presents the nomination to the Kansas Kiwanis Foundation Board for approval as the recipient of the Kiwanian of the Year Award at the Foundation Board meeting at the Kansas District Convention.

Prior to the District Convention the Secretary notifies the nominator of the winner to arrange for the winner to attend the District Convention. The winner is presented this award at the Kansas District Convention. The Foundation pays for the meals of the winner and three (3) guests, at the luncheon where the award is presented at the District Convention

### **306.0 - R.C. 'Pete' Loux Achievement Award Committee**

The Achievement Award Committee shall be composed of three (3) members of the Foundation, with at least one being a member of the Foundation Board, and a Chairperson who may or may not be a member of the Foundation Board, all to be appointed by the President of the Foundation. A simple majority shall form a quorum of the committee. The committee shall meet at the direction of the Chairperson of the committee or the President of the Foundation.

306.1 - Term - The members of the committee shall be appointed by the President for a one-year term, which shall commence on October 1, and terminate on the following September 30.

306.2 - RC. "Pete" Loux Achievement Award Nomination Process - Annually clubs in the Kansas District are invited to submit their nomination of a deserving individual in their Division for this award. Rules for qualification for this award are included on the nomination form which is available from all Foundation Board members, on the District website and from the Secretary. It is the responsibility of the Secretary, with input from the Chairperson of the Achievement Award Committee, to maintain and make all necessary changes to the Achievement Award nomination form to include the current year, the instructions for applying and the date for all applications to be postmarked. All completed nomination forms are due to the Secretary by June 15<sup>th</sup> each year. The mailing address for these nominations is Secretary, Kansas Kiwanis Foundation, P. O. BOX 524, Colby, KS 677701-0524.

306.3 - Committee Responsibilities - As soon as possible after the June 15th submission deadline, the Secretary forwards the nominations to the Achievement Award Committee. The committee members study and evaluate all the nominations and upon completion of the study and evaluation, the committee shall meet either in person, by phone or other electronic communication to make their final decision on the winner.

The committee sends its recommendation to the Secretary who presents the nomination to the Kansas Kiwanis Foundation Board for approval as the recipient of the R.C. "Pete" Loux Achievement Award at the Foundation Board meeting at the Kansas District Convention.

Prior to the District Convention the Secretary notifies the nominator of the winner to arrange for the winner to attend the District Convention. The winner is presented this award at the Kansas District Convention. The Foundation pays for the meals of the winner and three (3) guests, at the luncheon where the award is presented at the District Convention

#### **400.0 - FINANCIAL ADMINISTRATION**

##### **401.0 - Overall Responsibility**

In accordance with the Bylaws, Article V, Section 4 – Duties of Officers, the Secretary shall keep and maintain or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Foundation, including accounts of its assets, and provide for inspection by any director or member of the Foundation.

401.1 - Deposits - In accordance with the Bylaws, Article V, Section 3, The Treasurer shall deposit all monies and other valuables in the name and to the credit of the Foundation with such depositories as may be designated by the Board of Directors. He/she shall disburse the funds of the Foundation as may be ordered by the Board of Directors, shall render to the President and the directors, whenever they request it, an account of all of his/her transactions as Treasurer and of the financial condition of the Foundation, and shall have such other powers and perform such duties as may be prescribed by the Board of Directors.

401.2 - Checks/Drafts - All checks, drafts or other orders for payment of monies shall be written by the Treasurer; and the President and/or the Treasurer are authorized to sign checks, orders for payment of money, notes or other evidence of indebtedness, issued in the name of or payable to the Foundation. Because of additional bank charges required for two signatures on disbursements, the Board has authorized that only one signature is required and the Treasurer is required to present a list of all disbursements (checks) and deposits for approval at each Board meeting that have occurred since the previous Board meeting.

401.3 - The Treasurer shall be bonded in such form and in such amount as the Board of Directors shall from time to time require. The Foundation shall pay the bond.

401.4 - The Treasurer shall be paid a monthly stipend, the amount of which shall be determined by the Board of Directors.

**402.0 - Specific Responsibilities of the Secretary and Treasurer:**

402.1 - Banking of Funds - It is the responsibility of the Secretary to receive, document, and forward to the Treasurer all checks and cash received. It is the responsibility of the Treasurer to deposit all checks and cash received, and to reconcile the monthly bank statements. All cash and checks must be deposited within the fiscal year received.

402.2 - Reconciliation of Bank Statements - The Treasurer shall seek a volunteer from the membership of the Board, approved by the President, to receive copies of the monthly bank statements. After the Treasurer reconciles the statements, the Treasurer will send an electronic copy of the reconciliation to the volunteer board member to verify the balances and reconciliation against the copies of the statements the volunteer board member receives from the bank.

402.3 - Contributions - The Secretary acknowledges the receipt of all contributions for Life Membership, Living Recognition and Memorials.

402.4 - Applications - The Secretary receives all Kansas Kiwanis Foundation Scholarship and grant applications as well as the nomination forms for recognition awards for the Kiwanian of the Year and the Achievement Award. It is the responsibility of the Secretary, with input from the chairs of the various committees, to maintain and make all necessary changes to the application and nomination forms for scholarships, grants and awards to include the current year, the instructions for applying and the date for all applications to be postmarked.

402.5 - Accounting of Funds - All income sources (including cash, checks, credit card payments, wire transfers, auctions, drawings, and other sources) acceptable to the Kansas Kiwanis Foundation shall be accounted for, identified as to purpose and intent, and deposited into one of the following accounts that match the purpose and intent of the payment:

Operating Funds - Funds received and identified as:

- 1) Annual club contributions;
- 2) Individual, contributions;
- 3) Foundation investments.

Life Member Funds

James W. Putnam Award Funds

Scholarship Funds

Special Project Funds

Living Recognition Funds

Memorial Funds

Kiwanis International Funds

### **403.0 -Credit Cards**

The Foundation can take donations via credit cards. The Secretary is responsible for the operation and administration of credit card donations.

### **404.0 - Budget**

A proposal for the Annual Budget for the Kansas Kiwanis Foundation, Inc. is drafted by the Foundation Treasurer. He/she then submits the proposed Annual Budget to the Foundation Board at its District Convention Board meeting for the Board to review and make changes, additions or corrections. The final draft is then submitted for approval by the Foundation Board at its Fall (September/October) Board meeting.

### **500.0 - DISBURSEMENT OF FUNDS**

#### **501.0 - Annual Allocation of Funds to the Kansas District**

Training of incoming Kansas District Lt. Governors – \$2,000

Service Leadership Programs – To promote and support each of the following SPL's in the Kansas District, monies are budgeted annually as follows:

K-Kids – \$250

Builders Clubs - \$500

Key Clubs - \$1,000

Key Leader - \$600

Circle K Clubs - \$1,000

Aktion Clubs - \$500

#### **502.0 - Operating Costs**

Authorized expenses include the monthly stipend and bond for the Secretary and the Treasurer, office supplies, telephone, postage and mailing, investment fees, P. O. Box rent, Secretary of State fees, credit card fees, printing and publishing, copying, the annual audit, and other miscellaneous expenses.

#### **503.0 - Return of Gifts**

This program has been discontinued, but administration continues for the limited number of participants who joined the program prior to it being discontinued. Under the program, each participant agreed to deposit at least \$100 a year with the Foundation and name a beneficiary to receive the total of their accrued deposits upon the donor's death. At age 70, the donor's deposits would stop accruing, but they must continue making the deposits of at least \$100 until death or other arrangements are made. If any of the remaining participants fails to make the annual deposit of at least \$100 they will be dropped from the program and the funds donated to that point considered part of the Foundation's general funds. The Secretary is responsible for keeping the beneficiary information current and will continue to administrate this diminishing program until all participants are deceased or have made other arrangements with the Foundation.



## **504.0 - Other Funds**

504.1 - District Projects - Monies collected by the Kansas District of Kiwanis for specific charitable projects (such as Rock Springs), may be deposited into the Foundation, recorded separately and disbursed as required by the District for the project. The funds will be recorded and maintained as a separate line item on the Foundation Balance Sheet.

504.2 - Club Projects - Monies collected by Clubs in the District for specific charitable club projects may be deposited into the Foundation, recorded separately and disbursed as required by the Club for the project. The project must have a minimum raise of \$5,000 and a maximum time line of five (5) years. The funds will be recorded and maintained as a separate line item on the Foundation Balance Sheet.

504.3 - Club Foundations - Clubs in the District which deposit their club foundation funds with the Kansas Kiwanis Foundation, receive the same distribution formula as used for the Foundation. These funds are recorded and maintained as a separate line item on the Foundation Balance Sheet.

## **600.0 - INVESTMENTS**

### **601.0 - Money Manager Procedures**

The Foundation will invest its funds with one or more money managers as approved by the Foundation Board. The Secretary is responsible for maintaining a relationship with the money manager(s) to administrate the deposit and withdrawal of funds in the accounts and the performance of the investments through the receipt of statements and contact with the money manager(s).

This will include annual reports from the money manager(s) to the Foundation Board to be approved by the Board. Following this annual review, the Investment Policy Committee, will provide a recommendation to the Board as to the continued use of one or more money managers. A more formal thorough review of the money manager(s) performance will be conducted by the Investment Policy Committee every (3) three years.

Investment Policy (Sample Policy Below)

### **602.0 - Investment Policy**

**(To Be Determined)**

## **700.0 - FUNDRAISING**

### **701.0 - Use of Donated Funds**

Contributions to the Kansas Kiwanis Foundation allow Kansas Kiwanis members to support Kiwanis activities on a broader and larger scale. The investment earnings from the Foundation's Endowment Fund are used by the Foundation for the funding of Club and District programs and projects in the Kansas District.

### **702.0 - Financial Support from Kiwanians**

The Foundation receives financial support from Kiwanians as follows:

702.1 - Club Contributions (Annual Club Gifts) - Each club in the Kansas District is asked to contribute \$5, \$6 or \$10 per club member, per year as of Oct. 1.

702.2 - Annual Giver - Each Kiwanis member in the Kansas District, as a member of the Foundation, is asked to contribute at least \$10 a year. Continued contributions accumulate to earn the following:

a) Life Member - Individual Kiwanians who contribute \$100 as a one-time-payment, or making smaller contributions over several years that total \$100, earn this designation and receive a handsome plaque.

b) James W. Putnam Award - This distinguished honor is for individual Kiwanians who have donated, either in one lump sum or through accumulation, a total of \$500. James W. Putnam was instrumental in forming the Kansas Kiwanis Foundation in 1963. In 1991, the Foundation established the James W. Putnam Award honoring Jim's dedication to Kiwanis as the Kansas District's second Governor and to his efforts to start the Kansas Kiwanis Foundation. The award recognizes the support of the Foundation's Endowment Fund. The Putnam Award may also be used to recognize local individuals for outstanding service within their communities and for Kiwanis in the Kansas District. Recipients are presented with a certificate and an attractive medallion hanging from a blue and gold ribbon, which can be worn at important Kiwanis functions.

c) Living Recognition - When an individual Kiwanian has given an accumulated total of \$1,000 to the Foundation, the individual then may select a 501(c)3 organization to receive an annual contribution based on the yearly proceeds from interest earned as determined by the Foundation - i.e. if the Foundation is paying 3 percent, then 3 percent of the individual's donation balance would be paid to the designated benefitting organization. Any additional giving by the individual would increase the amount distributed each year to the benefitting organization. Service Memorials are a continuation of the Living Recognition and is sent in memory of the individual and will be sent yearly as long as the benefitting 501(c)3 organization exists.

d) Sunflower Pins - Whenever an individual Kiwanian's accumulated donations reach the next \$1,000 level, the donor will be presented with a Sunflower Pin in recognition of their continued support of the Foundation.

702.3 - Memorial Contributions - These are contributions made in memory of a Kiwanian or non-Kiwanian by a club or family members, friends and other Kiwanians. If the Kiwanian had no balance in the Foundation, and the amount of the memorial donations reaches the required amounts, a Life Membership and/or Living Recognition will be issued posthumously to the family in the honoree's name.

702.4 - Planned Giving - Kansas Kiwanians can plan to honor and support the work of the Foundation through one of the following lasting contributions:

a) Bequests - Any individual Kiwanian in a Last Will and Testament or Life Insurance Policy can name the Kansas Kiwanis Foundation as a beneficiary.

b) Life Income Contribution - Kiwanians can convey title to real estate, stocks or other property that contains a life interest. This allows the Kiwanis member to retain the income during his or her lifetime and then the property is transferred to the Foundation upon death. A Life Income Contribution also allows for the member or family members to continue receiving financial benefits until death.

### **703.0 - 50th Anniversary Fund**

To commemorate the 50th Anniversary of the Foundation in 2013, the Foundation established the 50th Anniversary Fund with the proceeds designated for specific scholarship(s) for students. Donors receive a commemorative 50th Anniversary Pin. These donations do not accumulate for other Foundation awards.

### **704.0 - District Convention and Mid Year Conference**

Traditionally, the Foundation, under the direction of the Secretary, conducts a Silent Auction at each of these events, with the proceeds distributed to designated recipients as approved by the Board of Directors. The Foundation requests auction items be donated from the membership in advance of the events. Other fundraising efforts are conducted at District functions as deemed appropriate.

### **705.0- Special Events**

Special fundraising events may be held from time to time for the Foundation at the direction of the President and/or and Secretary with the approval of the Foundation Board.

### **706.0 - Marketing**

All marketing materials and activities for the Foundation are to be conducted at the direction of the President and/or Secretary, or their appointed representative(s) and must be approved prior to use or initiation by the Foundation Board. The Secretary is responsible for maintaining supplies of marketing materials and assuring that the content is kept current.

### **800.0 - MEETINGS**

#### **801.0 - Membership Meetings**

801.1 - Annual Meeting (of Membership) - The annual meeting of the membership of the Kansas Kiwanis Foundation shall be at the annual convention of the Kansas District of Kiwanis International. At such meeting, the officers and other directors shall be elected, reports of the affairs of the Foundation shall be considered, and any other business may be transacted which is within the power of the members. Written notice by mail or other means of communication, including publishing in the Kansas Kiwanian, must be made no less than 10 days or more than 30 days before each annual meeting and shall specify the place, day and hour of each meeting and other matters as required by the Bylaws.

801.2 - Other Regular Membership Meetings - All other meetings shall be held either at the principal office or at any other place within the State of Kansas which may be designated by the Board of Directors pursuant to authority granted to the Board in the Bylaws, provided, however that no change in the time or place of the meeting shall be made within thirty (30) days before the day on which an election of directors is to be held.

801.3 - Special Meetings of the Membership - Special meetings for any purpose or purposes whatsoever, may be called at any time by the President or by a majority of two-thirds of the Board of Directors. Special meetings may also be called when requested by fifty (50) members of the Foundation. Except in special cases where other express provision is made by statute, notice of such special meetings shall be given three (3) days prior to said meeting. Notice of any special meeting shall specify in addition to the place, day and hour of such meeting, and the general nature of the business to be transacted.

801.4 - Adjournment of Membership Meetings - Any meeting, annual or special, whether or not a quorum is present, may be adjourned from time to time by vote of a majority of the members present in person, but in the absence of a quorum, no other business may be transacted at such meeting.

801.5 - Membership Meeting Quorum - The presence in person of persons entitled to vote, which is greater than twenty-five (25) persons entitled to vote at any meeting, shall constitute a quorum for the transaction of business. Those present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment notwithstanding the withdrawal of parties which leaves less than a quorum.

801.6 - Membership Meeting Voting - All persons who are members in good standing of Kiwanis Clubs existing in the Kansas District of Kiwanis are automatically members of the Kansas Kiwanis Foundation and entitled to vote at any annual or special meeting of the membership. There shall be no voting by proxy.

## **802.0 - Board Meetings**

802.1 - Regular Meetings of the Board of Directors - Regular meetings will take place at least three (3) times per year: one meeting each in conjunction with the Kansas Kiwanis District Annual Convention and the Kansas District Mid Year Conference; and a third meeting held in the Fall (September or October) at a place and time designated by the Board.

802.2 - Notification of Board Meetings - The Secretary shall send a notice by email to all Board members at least 30 days prior to all regular meetings stating the time and place of the meeting and including all necessary information.

802.3 - Organizational Meeting - Immediately following each annual meeting of the membership, the Board of Directors shall hold a regular meeting for the purposes of organization, and the transaction of other business. Notice of such meeting is not required.

802.4 - Special Meetings - Special meetings of the Board of Directors for any purpose shall be called at any time the President or if he/she is absent or unable or refuses to act, by the Secretary. A special meeting of the Board of Directors may be held by the President by use of a telephone or email or other form of electronic communication, or time permitting by mail with a telephone or email or electronic response from each member, provided however, that a reasonable effort to contact all members of the Board of Directors is made, and a simple majority of the Board of Directors approves the matter discussed.

802.5 - Attendance - Directors and officers are expected to attend all meetings. Should any director or officer consecutively fail to attend three (3) meetings, without just excuse, the balance of the Board of Directors may by majority vote declare his/her position vacant and fill said vacancy as prescribed by the Bylaws of the Foundation.

802.6 - Quorum - A simple majority (half plus one) of the authorized number of directors shall be necessary to constitute a quorum for the transaction of business, except adjourn as provided in the Bylaws. Every act or declaration done or made by a majority of the directors present at a meeting, either in person or by electronic communication, shall be regarded as the act of the Board of Directors, unless a greater number be required by law or by the Articles of Incorporation. The directors present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough directors to leave less than quorum.

802.7 - Waiver of Notice - The transaction of business at any meeting of the Board of Directors, however called or noticed wherever held, shall be valid as though had a meeting regularly called and noticed, if a quorum be present, and if, either before or after the meeting, each of the directors not present signs a written waiver of notice, or a consent to hold such meeting, or an approval of the minutes thereof. All waivers, consents, or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

## **900.0 - MISCELLANEOUS**

### **901.0 - Annual Report**

An annual report to members is required in the Bylaws and the Secretary presents a report at the Annual Meeting on the financials of the Foundation including the budget, annual audit, balance sheet, and other items deemed appropriate.

The Kansas Kiwanis District Board of Directors includes a report from the Foundation on its agenda at its Mid Year Conference and Annual District Convention, which is traditionally presented by the President of the Foundation.

### **902.0 - Audit**

A certified audit of the financial records and books of account of the Kansas Kiwanis Foundation shall be performed annually and a report of such audit submitted to the Board for approval. A copy of the audit along with a copy of the Foundation's tax return is also submitted annually to the Secretary of the Kansas District of Kiwanis. The audit is to be made available on the District website and upon request.

### **903.0 - Records**

Records shall include written correspondence and documents, minutes of meetings, committee reports, district projects, computer disks, CD-ROM, DVD, photographs, manuals, programs, district videos, and any other information of historical value. A permanent file of the Board minutes shall be maintained by the Foundation Secretary.

903.1 - Retention of Records - The Secretary is responsible for the retention of records as follows:

- a) Bookkeeping and accounting records which are original books of entry - five years;
- b) Financial papers - indefinitely;
- c) Minutes - indefinitely;
- d) Endowed funds information - indefinitely;
- e) Audit/tax information - in accordance with state and federal policy.

903.2 - Disposal of Records - Destruction of stored records shall be performed according to best practice procedures of the Generally Accepted Accounting Procedures (GAAP) or by approval of the Foundation Board, in a manner that meets the requirements of state and federal policies regarding 501c3 organizations. An inventory of records destroyed shall be maintained by the Foundation Secretary. All records that contain confidential information will be destroyed via a document destruction procedure that maintains the confidentiality of the donors, and the creditability of the Foundation

## **904.0 - Rules of Order**

"Robert's Rules of Order, Newly Revised," shall be the parliamentary authority for all matters of procedure not specifically considered in the Bylaws.

## **APPENDIXES**

The Appendixes include applications or relevant information for the Kansas Kiwanis Foundation and are part of the Foundation Policies and Procedures to provide in depth guidance. Appendixes can only be changed by the Secretary/Treasurer with approval of the Foundation Board.

Appendix A - High School Senior Scholarship Application

Appendix B - College Student Scholarship Application

Appendix C - Grant Application

Appendix D - Kiwanis of the Year Nomination Form

Appendix E - R.C. "Pete" Loux Achievement Award Nomination Form

Appendix F - Conflict of Interest Policy - Acknowledgement & Financial Interest Disclosure Statement



**Kansas Kiwanis Foundation, Inc.**  
**2016-2017**  
**High School Senior Scholarship Application**  
 (KKF Form 100)

<b>OFFICIAL USE ONLY</b> Application # _____ Division _____ Date Rec'd _____
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THIS APPLICATION FORM TO BE USED BY HIGH SCHOOL STUDENTS ONLY!  
 COLLEGE STUDENTS USE KKF COLLEGE SCHOLARSHIP APPLICATION FORM 101

The Kansas Kiwanis Foundation is proud to offer scholarships to deserving students who are graduates of Accredited Kansas High Schools. Should special circumstances exist they will be evaluated on a case-by-case basis to determine eligibility.

Fill out this application **completely**. **Failure to do so shall result in your application being disqualified!** You may go to the Kiwanis Web Site at [www.kskiwanis.org](http://www.kskiwanis.org) then click on the Kansas Kiwanis Foundation on the right side.

1. Previous editions of this form are obsolete. **Use of any other application format shall result in your application being disqualified.**
2. You do not have to be a member of a Key Club to apply.
3. Mail application and required letter of recommendation to Secretary, Kansas Kiwanis Foundation, P.O. Box 524, Colby, KS 67701-0524
4. Application **MUST** be postmarked not later than **February 1, 2017** for your application to be considered.

**SECTION I. Personal Information:**

a. Name: \_\_\_\_\_

b. Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email \_\_\_\_\_ Telephone: \_\_\_\_\_

**SECTION II. Key Club: (complete only if a Key Club member)**

a. Member of the \_\_\_\_\_ Key Club. Number of years \_\_\_\_\_

b. Office(s) Held/Year: (1) \_\_\_\_\_/\_\_\_\_ (2) \_\_\_\_\_/\_\_\_\_ (3) \_\_\_\_\_/\_\_\_\_ (4) \_\_\_\_\_/\_\_\_\_

c. I certify that the above named applicant is a member in good standing of Key Club of \_\_\_\_\_

d. Signed: \_\_\_\_\_  
 Key Club Faculty Advisor, District Key Club Administrator or Local Kiwanis Club Secretary (Circle one)

**SECTION III. Parent or Legal Guardian Information:**

a. Name \_\_\_\_\_ Relationship to applicant: Father\_\_\_ Mother\_\_\_ Guardian\_\_\_

b. Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

c. Occupation: Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_

d. Signature of Parent or Guardian: \_\_\_\_\_

**SECTION IV. Kiwanis Club Membership:**

a. Do you have a family member in Kiwanis (if so) what club? \_\_\_\_\_

b. Office(s) Held/Year (1) \_\_\_\_\_/\_\_\_\_ (2) \_\_\_\_\_/\_\_\_\_ (3) \_\_\_\_\_/\_\_\_\_ (4) \_\_\_\_\_/\_\_\_\_

**SECTION V. Scholarship To Be Used At The Following Institution:**

a. Name of Institution: \_\_\_\_\_

b. Address: \_\_\_\_\_

**SECTION VI. Educational History**

Student: Fill out the information before taking it to your school counselor. Take an envelope with your name on the outside for him/her to seal this page in once it is completed.

Student Name \_\_\_\_\_

Name of School from which you will receive your diploma: \_\_\_\_\_

Years attended: From: \_\_\_\_\_ to: \_\_\_\_\_ School Address \_\_\_\_\_

Name of School Counselor: \_\_\_\_\_

.....  
**SECTION VII. Evaluation by School Official**

Counselor: please complete the following evaluation of this student. **Do Not** attach a letter of recommendation. **Please seal this page and an official transcript into an envelope if returning to the student to mail.** If your school office mails completed scholarship applications for students there is no need for the added envelope.

GPA: \_\_\_\_\_ based on a \_\_\_\_\_ scale. Class Ranking: \_\_\_\_\_ of \_\_\_\_\_

ACT/SAT Composite Score \_\_\_\_\_

Did this student complete the Kansas Regents Qualified Admissions Curriculum? Yes [ ] No [ ]

**A school official must complete the following for this application to be considered. This student is applying for a scholarship, and we use the information in selecting recipients. Due to Federal Legislation the student may request and be given permission to see your recommendation.**

Please evaluate the applicant's personal qualities

PERSONAL QUALITIES	Truly Outstanding	Excellent	Good	Average	Below Average	No Basis for Judgment	Comments
Motivation							
Leadership							
Dependability / Responsibility							
Cooperation							
Intellectual Curiosity							
Ability to work independently							
Initiative							
Self-Discipline							
Integrity / Honesty							
Resilience							
Maturity							
Emotional Stability							
Social Adjustment							
Concern for Others							

**Please mark the basis for your ratings. You may mark as many as apply.**

\_\_\_\_ Records and Reports    \_\_\_\_ Personal acquaintance    \_\_\_\_ Casual Contacts    \_\_\_\_ Counseling contacts  
 \_\_\_\_ Committee Evaluation    \_\_\_\_ Other \_\_\_\_\_

Has/does this student:

Had disciplinary problems in school? Yes [ ] No [ ]    have any special health or physical problems? Yes [ ] No [ ]

Had disciplinary problems in the community Yes [ ] No [ ]    have any learning disabilities Yes [ ] No [ ]

Do you recommend this student for admission to an institution of higher education? Yes [ ] No [ ]

Any comment you would like to make on behalf of this student:

Signature and Title \_\_\_\_\_ Date \_\_\_\_\_



**SECTION VIII. Activities:** confine lists to the space provided

a. Activities while in High School: Use the following format when listing activities:

Activity (Explanation of activity if not well known or obvious), Duration (Years, Weeks, Days of activities)

<i>Example:</i> Student Council, FFA Representative 1 year, V.P. 1 year, Pres. 1 year		Meetings one hour long, every other week during school.

b. High School Awards and Honors: Use the following format when listing activities:

Award / Honor (explanation of award if not well known or obvious, year(s) received, source of award)

<i>Example:</i> Prudential Spirit of Community Award			Junior year	Prudential Insurance Company

**SECTION IX. Community Service Performed while in High School only.** Use this format when listing Service:

**Specific service or service project, duration (years, months, weeks), total number of service hours involved, origination of the projects (Club, Church, class or individual) Do not group projects.**

*Service which does not qualify to be included:* Paid or stipend service, any form of fundraising, lobbying, religious instruction, conducting worship services, engaging in any form of proselytizing, efforts directed to serve only a family member and serving as an officer of an organization.

<i>Example:</i> Volunteer in pediatrics ward of St. Francis Hospital				3 years	297 hrs total	Self initiated

**SECTION X. Expectations:** Answer all questions in the space provided; be specific.

a. If you could only give one piece of advice to someone younger than yourself about how they can achieve their life goals, what would that advice be? Expound about it.

b. Where do you expect to be in 15 years? What obstacles (disregarding finances) do you expect in getting there?

**SECTION XI. Financial:** What is the yearly cost of attending your chosen school? \$ \_\_\_\_\_

How do you plan to finance your education?

List summer and academic-year jobs you have held since entering high school.

List ALL members of your family living at home, or currently enrolled in college (including yourself) and their ages:

Father \_\_\_\_\_

Mother \_\_\_\_\_

Yourself \_\_\_\_\_

**SECTION XII. Transcript**

Ask your counselor to furnish an official copy of your high school transcript for this application. He/She may include it in the envelope with page 2, or they may simply attach it if their office mails scholarship applications for students.

**SECTION XIII. Applicant's Statement**

In submitting this application I certify that:

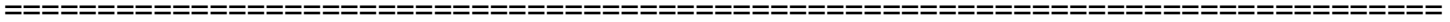
- a. I will be a full-time student at the educational institution I attend;
- b. I will use the proceeds of this scholarship for the payment of tuition, required fees, room, board and or required material/books.
- c. I agree to release my grades to the Kansas Kiwanis Foundation and I will request a copy of my official transcript(s) be mailed with this application;
- d. I will attach one (1) **Letter of Recommendation (page 5) from a community or religious leader or neighbor (other than a person affiliated with your school)** and,
- e. That the information submitted with this application is, to the best of my knowledge, true and correct.

SIGNED: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_

**Letter of Recommendation**

*Give this sheet to a community, religious leader or neighbor (other than a person affiliated with your school)*

**Attention: Writer of Letter of Recommendation.** We will have a copy of the student's transcript. He/She will list high school activities, awards, honors, and service performed. What we would like from you are comments on the student as a person, and the person as a student. Please include in what role you are familiar with the student. You may use this page for your letter, or use a letterhead instead.



**OFFICIAL USE ONLY**  
Application # \_\_\_\_\_  
Division \_\_\_\_\_  
Date Rec'd \_\_\_\_\_

**Kansas Kiwanis Foundation, Inc.**  
**2016-2017**  
**College Student Scholarship Application**  
(KKF Form 101)



THIS FORM TO BE USED BY COLLEGE STUDENTS ONLY!  
HIGH SCHOOL SENIORS MUST USE KKF HIGH SCHOOL SCHOLARSHIP APPLICATION FORM 100

The Kansas Kiwanis Foundation is proud to offer scholarships to deserving students who are currently enrolled in institutions of higher education.

1. Fill out this application **completely** in the space provided. **Failure to do so shall result in your application being disqualified!** You may go to [www.kskiwanis.org](http://www.kskiwanis.org) then click on the Kansas Kiwanis Foundation on the right side.
2. Previous editions of this form are obsolete. **Use of any other application format shall result in your application being disqualified.**
3. You do not have to be a member of a Circle K Club to apply.
4. Mail application and required letter of recommendation to Secretary, Kansas Kiwanis Foundation, P.O. Box 524, Colby, KS 67701-0524
5. Application **MUST** be postmarked not later than **February 1, 2017** for your application to be considered.

**SECTION I. Personal Information:**

a. Name: \_\_\_\_\_  
b. Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Email \_\_\_\_\_ Telephone: \_\_\_\_\_

**SECTION II. Circle K Club: (complete only if a Circle K member)**

a. Member of the \_\_\_\_\_ Circle K Club. Number of years \_\_\_\_\_  
b. Office(s) Held/Year: (1) \_\_\_\_\_ / \_\_\_\_\_ (2) \_\_\_\_\_ / \_\_\_\_\_ (3) \_\_\_\_\_ / \_\_\_\_\_ (4) \_\_\_\_\_ / \_\_\_\_\_  
c. I certify that the above named applicant is a member in good standing of Circle K Club of \_\_\_\_\_  
d. Signed: \_\_\_\_\_  
Circle K Club Faculty Advisor, District Circle K Administrator or Local Kiwanis Club Secretary (Circle one)

**SECTION III. Parent or Legal Guardian Information:**

a. Name \_\_\_\_\_ Relationship to applicant: Father \_\_\_\_ Mother \_\_\_\_ Guardian \_\_\_\_  
b. Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_  
c. Occupation: Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_

**SECTION IV. Kiwanis Club Membership:**

a. Do you have a family member in Kiwanis (if so) what club? \_\_\_\_\_  
b. Office(s) Held/Year (1) \_\_\_\_\_ / \_\_\_\_\_ (2) \_\_\_\_\_ / \_\_\_\_\_ (3) \_\_\_\_\_ / \_\_\_\_\_ (4) \_\_\_\_\_ / \_\_\_\_\_

**SECTION V. Scholarship to Be Used At the Following Institution:**

a. Name of Institution: \_\_\_\_\_  
b. Address: \_\_\_\_\_

**SECTION VI. Educational History Student:** Fill out the information before taking it to your College Advisor, an instructor or another college official. Take an envelope with your name on the outside for him/her to seal this page in once it is completed. We do NOT need a copy of your high school transcript.

**Student Name** \_\_\_\_\_

**High School from which you graduated:** \_\_\_\_\_

Years attended: From: \_\_\_\_\_ to: \_\_\_\_\_ School Address \_\_\_\_\_

H.S. Class Ranking \_\_\_\_\_ out of \_\_\_\_\_ in graduating class. GPA: \_\_\_\_\_ based on a \_\_\_\_\_ scale.

If you have attended colleges or universities other than the one listed on Section V, list the previous ones here:

1. College or University \_\_\_\_\_ attended from \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ GPA \_\_\_\_\_

2. College or University \_\_\_\_\_ attended from \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ GPA \_\_\_\_\_

**SECTION VII. College Official:** please complete the following evaluation of this student. Do Not attach a letter of recommendation. Place this page into the accompanying envelope and return it to the student.

A school official must complete the following for this application to be considered. This student is applying for a scholarship, and we use the information in selecting recipients. Due to Federal Legislation the student may request and be given permission to see your recommendation.

Please evaluate the applicant's personal qualities

PERSONAL QUALITIES	Truly Outstanding	Excellent	Good	Average	Below Average	No Basis for Judgment	Comments
Motivation							
Leadership							
Dependability / Responsibility							
Cooperation							
Intellectual Curiosity							
Ability to work independently							
Initiative							
Self-Discipline							
Integrity / Honesty							
Resilience							
Maturity							
Emotional Stability							
Social Adjustment							
Concern for Others							

**Please mark the basis for your ratings. You may mark as many as apply.**

\_\_\_\_ Records and Reports    \_\_\_\_ Personal acquaintance    \_\_\_\_ Casual Contacts    \_\_\_\_ Counseling contacts

\_\_\_\_ Committee Evaluation    \_\_\_\_ Other \_\_\_\_\_

Has/does this student:

Had disciplinary problems in school? Yes [ ] No [ ]    have any special health or physical problems? Yes [ ] No [ ]

Had disciplinary problems in the community Yes [ ] No [ ]    have any learning disabilities Yes [ ] No [ ]

Any comment you would like to make on behalf of this student:

Signature and Title \_\_\_\_\_ Date \_\_\_\_\_

**SECTION VIII. Activities:**

a. College Activities: Use the following format when listing activities:

Activity (Explanation of activity if not well known or obvious), Duration (Years, Weeks, Days of activities)

<i>Example:</i>	
Student Government, Married Housing Senator	One year, one three hour meeting a week

b. College Awards and Honors: Use the following format when listing activities:

Award / Honor (explanation of award if not well known or obvious, year(s) received, source of award)

<i>Example:</i>		
Award of Excellence in Political Science	Freshman year	Political Science Department

**SECTION IX. Community Service while in college.** Use this format when listing Community Service:

Specific service or specific project, duration (years, months, weeks), total number of service hours involved, origination of the projects (Club, Church, class or individual) Do not group projects.

Service which **does not qualify** to be included: *Paid or stipend service, any form of fundraising, lobbying, religious instruction, conducting worship services, engaging in any form of proselytizing, efforts directed to serve only a family member or serving as an officer of an organization.*

<i>Example:</i>			
Red Cross Blood Drive, donated blood and worked	1 day	2 hours	Fraternity



## Letter of Recommendation

*Give this sheet to a community, religious leader or neighbor (other than a person affiliated with your school)*

**Attention Letter Writer:** We will have a copy of the student's transcript. He/She will list activities, awards, honors, and service performed. What we would like from you are comments on the student as a person, and the person as a student. Please include in what role you are familiar with the student. You may use this page for your letter, or use a letterhead instead.

=====



Date Rec'd \_\_\_\_\_

Date Forw'd \_\_\_\_\_

KANSAS KIWANIS FOUNDATION, INC.

Application for Grant

**DUE BY JUNE 15, 2017**

**SEND TO KANSAS KIWANIS FOUNDATION PO BOX 524 COLBY KS 67701-0524**

Organization Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Contact Person's Name \_\_\_\_\_

Contact Person's Title \_\_\_\_\_

Is this organization tax-exempt \_\_\_\_\_ Tax Number \_\_\_\_\_

Attach tax-exempt status letter \_\_\_\_\_ Verified \_\_\_\_\_

Project Title and Brief Description \_\_\_\_\_

Geographic Area to be served \_\_\_\_\_

Individual Group to be benefited \_\_\_\_\_ Size of Group \_\_\_\_\_

Anticipated project period: From \_\_\_\_\_ To \_\_\_\_\_

Type of Request \_\_\_\_\_ Capital \_\_\_\_\_ Operating Support \_\_\_\_\_ Special Project

Total project cost \$ \_\_\_\_\_

Amount requested from Foundation \$ \_\_\_\_\_

Amount and source of pledges/commitments to date \$ \_\_\_\_\_

Other Funding Sources (and amounts) applied to for this project: \_\_\_\_\_

Signature \_\_\_\_\_ Title/Position \_\_\_\_\_ Date \_\_\_\_\_

Recommendation from the Project and Program Committee: \_\_\_\_\_  
Signature and date

Recommendation from Foundation Board: \_\_\_\_\_  
Signature, Position and date

Date recipient notified: \_\_\_\_\_

# Kiwanian of the Year Award Nomination

DUE DATE JUNE 15, 2017

SEND TO KANSAS KIWANIS FOUNDATION PO BOX 524 COLBY KS 67701-0524

PLEASE SUBMIT WITH A CHECK FOR \$10.00

Kiwanis Club of \_\_\_\_\_

Name of Kiwanian \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone [\_\_\_\_\_] \_\_\_\_\_ [\_\_\_\_\_] \_\_\_\_\_

Write a short paragraph for each of the following:

1. How has he or she given primacy to the human and spiritual, rather than to the material values of life?

2. How has he or she encouraged the daily living of the golden rule in all human relationships?

3. How has he or she promoted the adoption and the application of higher social, business, and professional standards?

4. In what way has he or she developed, by precept and example, a more intelligent, aggressive, and serviceable citizenship?

5. How has he or she formed enduring friendships, rendered altruistic service and built better communities?

6. In what ways has he or she cooperated in creating and maintaining sound public opinion and high idealism, which make possible the increase of righteousness, justice, patriotism, and good will?

Member since \_\_\_\_\_ Attendance for past year \_\_\_\_\_

Describe this nominee's participation in club projects during the immediate past year.

Signed: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Current Club President

Kiwanis Club of \_\_\_\_\_

KANSAS KIWANIS FOUNDATION, INC.,  
PO Box 524  
Colby, Ks 67701-0524

Date Received \_\_\_\_\_

Date Forwarded \_\_\_\_\_

ANNUAL ACHIEVEMENT AWARD  
APPLICATION FORM

Name of Nominee: \_\_\_\_\_  
Last First Initial

Member Kiwanis Club of: \_\_\_\_\_ Location of Club: \_\_\_\_\_

Address of: \_\_\_\_\_  
President or Official Club Address

Telephone Number of: \_\_\_\_\_ or \_\_\_\_\_  
President Writer of Application Request

Name of Kiwanian or Kiwanis Club Making Nomination: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Disadvantage: \_\_\_\_\_

Please answer the following questions to the best of your ability:

1). What difficulties has the Nominee overcome? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2). How has the nominee demonstrated his/her desire and ability to overcome the difficulties caused  
By the disadvantage? (If additional space is required, please use back of page)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date

Application must be received by June 15, 2017.  
Send Completed Application to:

KANSAS KIWANIS FOUNDATION, INC  
PO BOX 524  
COLBY, KS 67701-0524

# Kansas Kiwanis Foundation

## CONFLICT OF INTEREST POLICY: ACKNOWLEDGMENT AND FINANCIAL INTEREST DISCLOSURE STATEMENT

The Kansas Kiwanis Foundation follows a conflict of interest policy designed to foster public confidence in our integrity and to protect our interest when we are contemplating entering a transaction or arrangement that might benefit the private interest of a director, a corporate officer, our top management official and top financial official, any of our key employees, or other interested persons.

### Part I. Acknowledgment of Receipt

By signing this form below, I certify that:

1. I have received a copy of the organization's conflicts of interest policy;
2. I have read and understand the policy;
3. I agree to comply with the policy;
4. I agree to report promptly any changes in the information reported on this form, or any new information relevant to a conflict of interest; and
5. I understand that the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its exempt purposes and not engage in activities and transactions that provide impermissible benefits to individuals or entities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

### Part II. Annual Conflict of Interest Questionnaire

Please answer all questions. If the answer is "yes," please explain. An affirmative response does not imply that the relationship is improper or that it should be terminated.

During the past twelve months, have you or any related party had any interest, direct or indirect, in any contract or transaction with the Kansas Kiwanis Foundation? For this purpose, a "related party" is defined as members of your immediate family, which includes your spouse, children, siblings, and parents; estates, trusts, partnerships, limited liability companies, corporations and other entities in which you or any member of your immediate family has a present or vested future beneficial interest or serves as an officer, director, or trustee, other than entities in which you and your immediate family members in the aggregate own less than five percent in.

\_\_\_\_\_  
Do you or any related party have any interest, direct or indirect, in any pending or proposed contract or transaction with the Kansas Kiwanis Foundation?

\_\_\_\_\_  
Do you or any related party have any other interest, which might conflict, or might be perceived to conflict, with your duty of loyalty to the interests of the Kansas Kiwanis Foundation?

\_\_\_\_\_  
The answers to the foregoing are accurate to the best of my knowledge and belief, and I will promptly notify the President of the Kansas Kiwanis Foundation of any change, which would make any of the answers no longer accurate.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_