

New member orientation

www.kiwanis.org

We've learned that a thorough orientation is an important member retention tool, so we prepared this presentation for you to share with new members at your club.

Feel free to make this presentation your own. Save it electronically, fill in the blanks or tailor the slides to meet your club's needs. If you decide to add new slides, please maintain the integrity of the Kiwanis graphic standards by using the "Insert New Slide" function.

Here's the equipment you'll need:

- Instructor's guide (the PowerPoint notes pages)
- A laptop computer, the PowerPoint file and a LCD projector if large group
- A handout of slides for participants
- A DVD player, sound and selected videos from www.KiwanisOne.org.

Be sure to set up and test your equipment in advance.



Welcome to Kiwanis!

www.kiwanis.org

Ask an existing member (in addition to the sponsor) to mentor each new member.

What is Kiwanis?

Kiwanis is a global organization of volunteers dedicated to changing the world one child and one community at a time.



www.kiwanis.org

The defining statement (on the slide) offers a quick and thorough answer to the question “What is Kiwanis?”

Presenters may want to memorize the defining statement and share it with others along with what the district and club is doing to change the community.

The more the community understands Kiwanis, the easier it will be to get publicity, build clubs and recruit members.

Why are we here?

To improve lives through fellowship in service worldwide

How long have we been here?

1915



Where is Kiwanis?

7,800 Kiwanis clubs in 80 countries

www.kiwanis.org

The organization's international office is located in Indianapolis, Indiana.

While our club directly impacts our community, there are more than 7,800 clubs all over the world doing the same thing. Together, our efforts are changing the world we live in.

1. To give primacy to the human and spiritual rather than to the material values of life.
2. To encourage the daily living of the Golden Rule in all human relationships.
3. To promote the adoption and the application of higher social, business, and professional standards.

www.kiwanis.org

The Kiwanis International Objects are our guiding principles.

They were approved by Kiwanis club delegates at the 1924 convention in Denver, Colorado. They've inspired generations of Kiwanians—and they still hold true today.

4. To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
5. To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.
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.

www.kiwanis.org

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What do we do?

Each year, Kiwanis clubs:

Sponsor nearly 150,000 service projects

Raise more than US\$107 million

Devote more than 6 million hours
to service



Our motto: Serving the children of the world

www.kiwanis.org

What's in it for me?

- Change children's lives
- Improve the community and the world
- Build friendships
- Enhance leadership skills
- Develop business contacts



www.kiwanis.org

It is important that new members have an opportunity to participate in a service project right away.

More perks...

- Kiwanis magazine
- Club communications
- Insurance coverage for Kiwanis club projects



www.kiwanis.org

Club benefits

[list club benefits here]

Division benefits

[list division benefits here]

District benefits

[list district benefits here]

www.kiwanis.org

Include club, division or district benefits (i.e. district and club newsletters, education conferences, leadership education).

Delete any content that is not relevant to your club.

What do I need to do?

- Attend club meetings
- Take part in club service and fundraising projects
- Spread the word about Kiwanis



www.kiwanis.org

Welcome new members warmly. Don't intimidate them by suggesting harsh attendance requirements. Encourage regular attendance by sharing the benefits—friendship and making a difference in the community.

- Club name:
- Charter date:
- Meeting day, time and place:

www.kiwanis.org

You may also want to share your club's active charter members and Legion of Honor members.

Legion of Honor members have 25 years of Kiwanis service.

Some clubs start meetings with an invocation and singing, some do not. It is important that club traditions are evaluated annually to ensure that they continue to meet the members' needs. Assure the new member that his/her preferences will be considered when club traditions and club meetings are evaluated.

Describe a typical club meeting including format and timing (and timeliness), seating (hopefully "open") and club traditions such as Happy Dollars. It is extremely important to explain to new members (and guests) what to expect (singing, meals, committee reports, etc.) so they feel comfortable at the first few club meetings.

Our club's traditions

[list traditions]

www.kiwanis.org

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Our club leaders

- President:
- Immediate past president:
- President-elect or vice president:
- Secretary:
- Treasurer:

www.kiwanis.org

Note: Explain that officers change with each administrative year, which begins October 1.

Describe the election process for club directors and officers. Share the date of the club's next Annual Club Meeting which is likely in April or May.

Encourage new members to consider running for office.

Explain what the annual club meeting is.

Share the date of the club's next annual club meeting which is likely in April or May.

How can I help?

[list your club's service projects here]

www.kiwanis.org

Give new members an opportunity to participate in a service project right away.

Service projects provide the opportunity for both service and fellowship that most of our new members are seeking. List the club's major service projects here or add more slides to describe the club's current major service projects. Find out if the new member has a particular interest in one of those or has suggestions for other projects.

The Eliminate Project

- Partnership with UNICEF
- Goals:
 - To eliminate maternal/neonatal tetanus
 - To raise US\$110 million by 2015
- Opportunities to serve at club level

www.TheEliminateProject.org

ELIMINATE
maternal/neonatal tetanus




www.kiwanis.org

This is Kiwanis International's new global campaign for children.
Our goal is to raise \$110 million by 2015 to fight maternal/neonatal tetanus.

Share your club's plans for involvement in the project.

If you'd like to share more information about the project, you can find resources including a PowerPoint presentation at www.TheEliminateProject.org.

Our club's fundraising projects

[list here]

www.kiwanis.org

List the club's major fundraising projects and encourage the new member to participate. As with service projects and committee assignments, relationships are forged by participating in the activities of the club.

How will I know what's going on?

- Club meetings
- Newsletters—club, division and district
- Websites
 - Kiwanis International: www.KiwanisOne.org
 - Club: [list club website here]
- KIWANIS magazine
- Social media sites
 - Facebook
 - Twitter



www.kiwanis.org

Sharing information is critical to keeping members engaged. Describe each of these communication vehicles. Ask members to consider providing their e-mail address to Kiwanis International when they join your club. Upon receipt, the new member will receive an e-mail invitation to the New Member e-Welcome Kit that contains special information just for new members.

Take time to show members the Kiwanis International websites—www.kiwanis.org and www.KiwanisOne.org. Share the URLs for your club and district websites too.

How do I get involved?

- Attend club meetings
- Participate in service and fundraising projects
- Attend district council meetings
- Participate in inter-club meetings
- Serve on committees
- Run for office



www.kiwanis.org

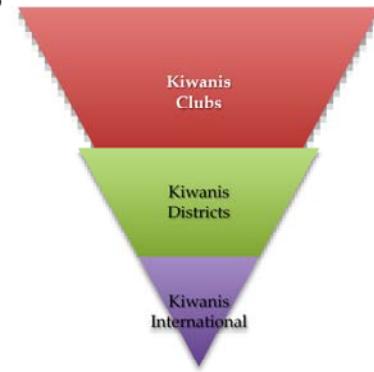
Now we'll share more information on our structure to give you a better understanding all these opportunities.

Kiwanis International Structure

- Club XX members of our club
- Division XX clubs in our division
- District XX clubs in our district

Kiwanis International

- 7,800 clubs in 47 districts
- Nearly 240,000 members



www.kiwanis.org

Members will benefit from knowing more about your district and how your club fits in to the overall Kiwanis structure. If you'd like to present more information about your structure, contact your Kiwanis district office for the latest details.

Division name and/or number:

Lieutenant governor:

Other clubs in our area:

Division projects [if any]:

www.kiwanis.org

District name:

District officers:

Governor:

Immediate past governor:

Governor-elect:

Secretary:

Treasurer:

Total members in the district:

www.kiwanis.org

Club committees

- Community services
- Service Leadership Programs
- Young Children: Priority One
- Human and spiritual values
- Club administration
- Membership growth and education
- Public relations
- Finance and fundraising

www.kiwanis.org

We already mentioned our club officers.

Committees provide opportunities for participation and leadership.

Hint: You might change this slide to reflect all of the club's committees and their current leaders.

These are the standard committees listed in the Kiwanis International bylaws. Larger clubs may have more so everyone can be active; some small clubs combine or prioritize these committees. Focus on the work the club needs or wants to accomplish. Describe what each committee does. Club committees are where the work gets done and relationships are forged. Encourage new members to find a committee that interests them and to play a part.

The Kiwanis International Foundation

- You are a member!
- Charitable fundraising entity of Kiwanis International
- Funds grants for activities and programs
- Annual club gift campaign
- Personal philanthropy

www.Kiwanis.org/foundation



www.kiwanis.org

The Kiwanis International Foundation will solicit funds directly from our members (via postal mail).

The Kiwanis International Foundation collects and channels funds for Kiwanis International's global campaign for children—The Eliminate Project.

Share with the new member any other ways that the club also supports the Kiwanis International Foundation.

The Kiwanis International Foundation:

Supports the Kiwanis community on a global scale.

Provides the recognition and publicity for club contributions.

Provides money for matching scholarships to Key Clubs and Circle K clubs in your district.

Provides grants to clubs and districts to provide service to children.

Provides funds to support Kiwanis family programs at the International level.

Differentiate between the Kiwanis International Foundation and district/club foundations.

Kiwanis Service Leadership Programs

- The largest and oldest youth service clubs in the world
- Program for adults living with disabilities
- 341,000 members worldwide



KEY CLUB



www.kiwanis.org

Ask about new members' experiences with the Service Leadership Programs. Many are familiar with Key Club and Circle K International but may not associate the programs with Kiwanis.

The visibility of our Service Leadership Programs can be a positive incentive for parents, teachers, school administrators, youth ministers, and others interested in the welfare of youth to learn more about the Kiwanis club in their community.

Encourage members to learn more about these programs by exploring www.Kiwanis.org.



Our club's service leadership programs

Name:

Meeting time:

Location:

Advisor:

www.kiwanis.org

Share with the new member which programs this club sponsors or supports.

Members are encouraged to attend meetings.

Add additional slides if needed.

Kiwanis branded service projects



- Kiwanis One Day
www.KiwanisOne.org/OneDay



- Read Around the World
www.KiwanisOne.org/Read



- Young Children: Priority One
www.KiwanisOne.org/YCPO

www.kiwanis.org

Kiwanis partnerships

- UNICEF
- March of Dimes
- Boys & Girls Clubs
(America and Canada)
- Children's Miracle
Network Hospitals
- Boy Scouts of America
- Heartland Truly Moving Pictures



www.KiwanisOne.org/partners

www.kiwanis.org

Standard Form for Club Bylaws

- Guidelines
- Requirements
- Parameters
- Covers membership, meetings, board, officers, finances



www.kiwanis.org

Let new members know that the club operates under the parameters of club bylaws. A copy of the Standard Form for Club Bylaws is available at www.KiwanisOne.org.

It might be fun to ask the following questions:

1. What is minimum age for a Kiwanian? (18 years) **Article III, Section 5**
2. Who presides at meetings when the president is absent? (President-elect/Vice president) **Article VI, Section 5**
3. How often should the board of directors conduct meetings? (once/month) **Article VII, Section 5**
4. Can clubs determine one-, two-, or three-year terms for directors? (yes) **Article VII, Section 3**
5. When is the annual club meeting conducted? (April/May).**Article XI, Section 5**
6. What is the minimum number of club meetings? (two/month, but one of the two can be an open board meeting or a service project). **Article XI, Section 1**

Members vote to:

- Elect club officers and directors
- Amend club bylaws



The board of directors:

- Determines club policies
- Approves club projects
- Approves and controls club budget
- Manages the club

www.kiwanis.org

Share with the new member the list of club board members.

Board of directors meeting

- All members are welcome.
- Only board members can vote.



Day:

Time:

Location:

www.kiwanis.org

Explain that all members are welcome to attend board meetings, but only board members and officers may vote.

Finance and budget

- Administrative account
 - Income from club dues, meal charges, new member fees
 - Used to pay administrative expenses of club
- Service account
 - Income from public fundraising projects or contributions
 - Cannot be used to pay administrative expenses of club



www.kiwanis.org

In the United States.....

Currently (October 1, 2010), Kiwanis clubs are classified as 501(c)4 and dues/donations are not tax deductible.

Some clubs have 501(c)3 foundations that can accept tax deductible contributions.

Briefly describe the finances of the club and share whether or not the club has a foundation.

Dues and fees

New member fee

(covers the cost between joining and October 1):



Club dues: \$

District dues: \$

Kiwanis International dues: \$

Total annual dues: \$

www.kiwanis.org

If applicable, describe additional “typical” costs of membership. If your club meets during a meal time, what is the expected cost of the meal? Is it expected that members will contribute to Happy Dollars, division/district events, foundations, etc?

Conventions

- District midyear conference
- District convention
- Kiwanis International convention
- Key Club International convention
- Circle K International convention

- Key Club and Circle K International also have district conventions.



www.kiwanis.org

Kiwanis International conducts an annual convention, which is held to:

- Elect International Board members
- Amend the International Bylaws
- Conduct leadership and membership education
- Provide Kiwanis fellowship
- Provide Kiwanis education
- Provide guidance and inspiration for clubs

Each club is entitled to send two delegates and two alternates to the International convention. These delegates compose the House of Delegates and vote on the election of officers and new members to the Board of Trustees, resolutions, and proposed amendments to the International Bylaws.

District conventions and conferences achieve the same objectives but at the district level. Some districts have regional meetings. If this is applicable to your district, please make the necessary changes to the slide.

Discuss dates and locations of upcoming conventions and, if appropriate, club policies for sending members to each of these events.

Kiwanis
International



www.kiwanis.org