

Dear Lieutenant Governor:

Thank you for accepting the responsibility of serving the clubs in the Minnesota Dakotas District of Kiwanis International.

The position you are holding is very important as you offer support and encouragement to the clubs and their members. You will act as the liaison between the District Governor and the club members, helping them to maintain the health and vitality of their clubs. You will report to the District Governor any issues that need attention, as well as any successes that should be acknowledged.

Your Division Lieutenant Governor team plays an essential role in the Minnesota Dakotas District effort of service, education, leadership, and club building. The District offers numerous resources to aid you, and hopefully this handbook will be a helpful tool in identifying and connecting with those resources.

As you visit the clubs in your division, you will be rewarded with life-long friendships with fellow Kiwanians!

Again, thank you for your service.

Minnesota Dakotas District Education Director

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## Calendar of Events

:	
Club Installation of Officers:	September—October
Tri-K District Board Meeting:	January
Lieutenant Governor Education:	April of each year
Club Leadership Education:	(March thru July) District Convention, August
Kiwanis International Convention:	June—July
Minnesota Dakotas District Convention:	August
District Board Meeting	
New District Board Meeting	
Division Education Conference/Governor's Visit:	TBD by Gov./Lt. Gov.
Division Presidents' Council Meetings	TBD by Lt. Gov. team

## ***Brief History of Kiwanis***

### ***Kiwanis International***

Two Detroit Michigan natives, Allen S. Browne and Joseph C. Prance, had an idea one day in August of 1914. It was a concept, rather, to develop an organization that provides fellowship like no other organization. They first constructed this group of only young professional businessmen. The group received their charter from the State of Michigan for the first Kiwanis Club on January 21, 1915. There were 200 members within six months.

Within those first six months the founding club nearly failed. Two men left for Cleveland and started a club that attracted a membership of 135 in 10 weeks.

Kiwanis Club International was adopted in 1924 with more than 1,200 clubs and almost 90,000 members. In 1920 the motto was "We Build" and in 2005 the delegates to the International Convention voted to adopt a new motto, "Serving the Children of the World".

On July 7, 1987, the delegates to the Kiwanis International Convention voted to accept women into the organization as members after the first concept in 1973. The current membership is 26% women.

### ***Minnesota Dakotas Kiwanis District***

The Kiwanis Club of St. Paul was started in 1916 when George F. Hixson was International President. In 1917 Duluth and Minneapolis began clubs.

The Minnesota-Dakotas District of Kiwanis International was originally formed in the fall of 1918 as the Minnesota District. Three District Trustees were elected at one time, one from each club. The Kiwanis club of Duluth raised \$3,000.00 for war relief in the same year. In 1919 the District Convention changed the name to the Northwestern District. The Minnesota Dakotas District was approved at the 1920 District Convention.

## ***The Objects of Kiwanis***

*The six permanent Objects of Kiwanis International were approved at the 1924 Convention in Denver, Colorado and have never been changed*

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

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

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

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

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

To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

*The following is an excerpt from Kiwanis International:*

## **225 – LIEUTENANT GOVERNORS**

### **225.1 – Responsibilities of Lieutenant Governors**

The lieutenant governor, as a district officer, shall:

- A. Fulfill the responsibilities of lieutenant governor as defined in the Bylaws, Policies, and Procedures of Kiwanis International and in the district bylaws.
- B. Develop a membership growth plan for the division and supervise its implementation.
- C. Consult with and assist clubs in the division to assure:
  - i. Their proper functioning, including their compliance with the Objects, objectives, Policies, and Procedures of Kiwanis International;
  - ii. Their timely submission of all required reports and payment of financial obligations; and
  - iii. Their participation in the Objects, Goals, and programs of service of Kiwanis International, including Young Children: Priority One.
- D. Make the required contact visit and official visits to the club meeting and to the board of directors. (See Procedure 225.2 – Visits to Club Meetings and 225.3 – Visits to Club Board of Directors' Meeting)
- E. Submit all required reports and respond to communications in a timely manner. (See Procedure 225.4 – Reports by Lieutenant Governors)
- F. Plan and made arrangements for the governor's official visit to the division. Attend the education conference for lieutenant governors, the district convention and conferences, and the International Convention.
- H. Organize the education of club officers and committee chairmen within the division. The education of club officers shall be organized with the assistance of an instructor certified to conduct the education program.
- I. Actively promote the sponsored programs of Kiwanis International (where applicable) and assure proper supervision of those programs on a local and divisional level.
- J. Not less than quarterly, hold divisional council meetings with club presidents, the lieutenant governor-elect, and when advisable, club secretaries, committee chairmen, and past lieutenant governors.
- K. Assist the lieutenant governors-designate before they take office by:
  - i. Attending with them the club contact visits;
  - ii. Providing them with copies of all reports filed with the district or Kiwanis International;

- iii. Providing them information on the strengths and weaknesses of the clubs in the division; and
- iv. Agreeing to act as a special liaison during the coming year as lieutenant governor to all new clubs formed in the division during the current year to assure maintenance of the minimum number of active members needed for chartering of the club, and to assure continued fulfillment of and compliance with the duties and responsibilities as Kiwanis clubs.

### **225.2 – Visits to Club Meetings**

The lieutenant governor is required to visit each club in the division.

### **225.3 – Reports by Lieutenant Governors**

A lieutenant governor shall prepare and timely file all reports required by the district or Kiwanis International. For clubs with fewer active members than the number needed to charter a new club, the lieutenant governor shall ascertain the reasons for low membership and what actions the club is taking to rebuild its membership. The reports of the lieutenant governor shall include the reasons for low membership and indicate the personal assistance that is being given to the club to help solve its membership problem.

### **225.4 – Assisting Weak Clubs in the Division**

The lieutenant governor shall implement and oversee the program to assist divisional clubs weak in administrative matters, membership, and/or service. The lieutenant governor will be trained about the program by Kiwanis International and district leaders, and shall assure that the prescribed process is followed by others who assist with its implementation.

## **310 – RESPONSIBILITIES OF THE LIEUTENANT GOVERNOR AND SPONSORING CLUB(S) TO A NEW CLUB**

### **310.1 – Lieutenant Governor**

The lieutenant governor shall assist in the formation of new clubs and shall have the responsibility to determine that the new club has the minimum number of active members at the dates of organization and chartering and that the club maintains the minimum number of members needed for chartering throughout the administrative year.

### **310.2 – Lieutenant Governor and Sponsoring Club(s)**

The lieutenant governor shall designate which club(s) shall be recognized as the sponsor(s) of a new club. In nondistricted areas, the authorized club builder shall designate sponsoring club(s).

The sponsoring club(s), the lieutenant governor at the time of organization, and any succeeding lieutenant governor shall assist the new club for at least one year after its organization, and be responsible for:

- i. Club meeting programs during the first thirteen weeks.
- ii. Continued membership recruitment efforts and maintenance of active membership of not less than the number of members required to organize the club.
- iii. Assistance in planning for and attendance at the club charter presentation event.
- iv. Development of proper club administrative procedures and programs of community service.

See pp 77,78 Leadership Guide

## **District Leadership**

The Leadership Directory on the Minnesota Dakotas District website lists all District Leadership: Governor, Governor-Elect, Immediate Past Governor, District Secretary, Lieutenant Governors, District Directors and Service Leadership Program Administrators.

*Note: print the Leadership Directory from the district website to keep with the handbook as a resource.*

## **Minnesota Dakotas District Structure**

### **Governor Team**

Immediate Past Governor	<b>GOVERNOR</b>	Governor Elect
Im. Past Lt. Governor	Lt. Governor	Lt. Governor Elect

### **Directors**

Admin.   Education   Membership Growth   Service   Club Opener(s)

### **Other**

SLP Administrators   Finance/Fundraising   Strategic Planning Com.  
KI District Growth Chair

### **Committee Chairs**

Dist. Convention, Past Dist. Govs.' Assn., Interclub, Int'l Leadership,  
Past Dist. Officers' Assn., Int'l Children's Fund, Dist. Education Foun.,  
ELIMINATE, Risk Manager, Youth Protection, Int'l Convention

### **Division Team**

**Im. Past Lt. Gov., Lt. Gov., Lt. Gov. Elect**

### **Division Directors**

Admin., Education, Membership Growth, Service

## **Dues...Why do I pay Dues?**

### **Kiwanis International dues are used for:**

- travel expenses of our International President and Trustees. KI designates a Trustee to each district to be a liaison for the District Governor;
- employees at the KI office for bookkeeping of dues, financial, membership, and everyday operations of the organization;
- area directors that are assigned for each district to help the District Directors;
- education, membership and all other materials developed and printed for the clubs to function and members to learn;
- International website costs, etc.;
- personnel for the education and membership services for the districts, clubs, members, and so much more.

### **District Dues are used for:**

- district secretary/treasurer, the only paid position in the district. This person is very valuable to all of the district;
- travel expenses for District leaders and directors, Lieutenant Governor teams and Service Leadership Programs administrators to fulfill their responsibilities to the district, clubs and members;
- education of Lt. Governor teams, travel expenses for Club Leadership Education instructors and Achieving Club Excellence workshops;
- support of the Sponsored Leadership Programs in the district;
- District website costs, maintenance, etc.;

2017-2018 International Member Dues: \$52 plus \$17 for insurance, \$8 for magazine

2017-2018 Minnesota/Dakotas District Dues: \$30 per member

## **Kiwanis International New Member Enrollment Fee: \$50.00**

The enrollment fee is waived for charter members of new Kiwanis Clubs, honorary members, members who, within a six-month period, join another Kiwanis club, and Circle K members who join a Kiwanis Club within six months after graduation. An enrollment fee is owed by a club and not waived when a member who has been deleted is then added by the same club, except when annual dues have been paid for that member for the annual period in which the member rejoins.

Graduated Enrollment Fees for New Members of existing clubs in MN-Dak District

Member Add Month	District Enrollment Fee Amount
October	\$30.00
November	\$28.00
December	\$26.00
January	\$24.00
February	\$21.00
March	\$19.00
April	\$16.00
May	\$14.00
June	\$11.00
July	\$ 9.00
August	\$ 6.00
September	\$ 3.00

## **Service Leadership Programs pp108-110,112 LG pp49-52 ET**

### **K-Kids:**

Elementary students ages 6-12 learn leadership skills, self development, service, character education and academic achievement.

### **Builder's Club:**

A leadership program for middle and junior high students with 35,000 members worldwide in 1,500 clubs in five countries.

### **Key Club International:**

The largest high school service organization in the world with more than 260,000 members and 5,000 clubs in 30 nations with more than 12 million service hours annually. An organization that helps cultivate leadership skills, serve their communities and build friendships.

### **Key Leader:**

A weekend experience designed to empower emerging student leaders. This helps teens ages 14-18 learn about their community, build self confidence and set their own goals that may change their life.

### **Circle K International:**

The premiere university service organization in the world to help students based on tenants of service, leadership and fellowship. There are 13,000 members in more than 500 clubs in 17 nations with more than 500,000 service hours completed annually.

### **Aktion Club:**

An organization open to any adult 18 years and older who has a disability and is interested in performing community service.

## **Additional Kiwanis Programs**

### **BUG:**

The Bring Up Grades program awards elementary school students' achievements. It's a low-cost, high-impact program that's easy to implement.

### **Terrific Kids:**

A student recognition program that promotes character development, self-esteem and perseverance. Students work with their teacher to establish goals to improve behavior, peer relations, attendance or schoolwork and to reach their goal during a specific time period.

### **Read Around the World:**

Every child should experience the joy of reading. Kiwanis has partnered with Scholastic, an organization that supports children's access to books and love of reading. Read to children and then give them books they can cherish again and again.

### **Young Children Priority One (YCPO):**

The focus is on service to children prenatal through age 5 through four areas:

1. Maternal and child health
2. Child care and development
3. Parent education and support
4. Safety and pediatric trauma

### **Outreach Program**

The Minnesota Dakotas Kiwanis District established the **Outreach Program** to help Key Club and Circle K District boards financially. All Outreach dollars are used by Key Club and Circle K for travel to build new sponsored youth clubs, expenses to attend Kiwanis District Conventions, Kiwanis special meetings, supplies, and equipment above the sponsored youth budgets. These funds are dispersed when deemed necessary.

No adult or Kiwanis member benefits from Outreach dollars. The Kiwanis Clubs that do not have a Sponsored Leadership Program are urged to contribute to the Outreach Program.

## **Options for Unique Club Organization**

### **3-2-1 Club:**

The newest Kiwanis Club. Three hours of service. Two hours of social. One hour of meeting. These take place each month. The 3-2-1 Clubs meet anywhere they can within their community.

### **Internet Club:**

Members communicate through the internet, have officers, plan, coordinate and provide service projects and fundraising.

### **Club Satellite:**

Members belong to the regular club, decide their own meeting times, projects and fundraiser, all of which need the regular club's approval. The Club Satellite is not a club by itself, but an entity of a regular club.

## Minnesota Dakotas District Foundation

*A Scholarship Grant Program for students attending college in Minnesota, South and North Dakota. Donations are tax deductible.*

Applications are given to a high school by the club president in a community that a Kiwanis club is present. No more than three students from the school may have their applications submitted. The applications must be postmarked no later than mid-January. Scholarship recipients are announced between April 15th and May 1st. This is a 501(c)3 foundation.

### **Contributions:**

<b>Vantine Life Fellowship:</b>	\$100.00 recognition or gift
<b>Century Club:</b>	\$100.00 club or club member
<b>Joseph E. Messer Fellowship:</b>	\$500.00 recognition or gift

## **The Eliminate Project**

**[www.TheEliminateProject.org](http://www.TheEliminateProject.org)** for information

Contributing \$1.80 for three doses of tetanus vaccine will save one mother and her future children from **Maternal/Neonatal Tetanus**. Kiwanis and UNICEF have joined again to raise \$110 million to eliminate this disease. One baby dies every 9 minutes from tetanus.

Clubs and individuals are encouraged to give/pledge to this fund.

**Walter Zeller Fellowship:** gift of \$1,250.00

## Kiwanis Children's Fund pp113,114 LG p 48 ET

### Contributions, Awards & Recognition

#### Grants: Clubs

- **Helping Children** at risk, underserved and need help the most.
- **Disaster Relief:** families with emergency and need relief

#### Awards & Recognition: Clubs & Members:

**Heritage Society:** \$10,000.00 in estate planning

**Mary & Bo Schafer Legacy Society:** \$50,000.00 in estate

#### Life Member Status

**Legion of Honor:** 25, 30, 35, etc. years of membership

**Ruby K pin:** recruiting five or more new members

**Leadership Society:** \$250.00

**George F. Hixon:** \$1,000.00 or more

**World Service Medal:** enhance quality of life by an individual or organization, above and beyond

**Robert P. Connelly Medal for Heroism:** to an individual

**Tablet of Honor:** \$2,000.00 or more

**Founder's Circle:** cumulative giving of \$25,000.00 or more

#### Awards & Recognition: Club:

**Annual Club Gift Campaign:** \$10.00 per member annually

**Skip-A-Meal:** **discontinued**

**Distinguished Club Criteria:** criteria changes yearly

### Past District Officers Association (PDOA)

An organization in the Minnesota Dakotas District of leaders that have served as a Lieutenant Governor or Governor within the District are invited to join. The PDOA meets yearly at the District Convention. The organization sponsors the Citizenship Award.

## **Minnesota-Dakotas District Awards**

### **Division Star Award:**

This award is an opportunity for clubs to acknowledge and honor a Kiwanian for service in their clubs and communities. Awards are presented at the District Convention.

Nomination form of one member per club is submitted with an essay of no more than 300 words to the Lt. Governor of their region. Selection of one nomination is determined by the Lt. Governor team from each division. These are to be submitted by the Lieutenant Governor no later than April 1st to the District Secretary, including a photo of the winner. Questions: contact District Director of Administration.

### **Interclub Award Criteria:**

Two members per club visit another Kiwanis Club

The club visited may be any around the world

Visit must be to a regular club meeting or board of directors meeting

Visit may also be to K-Kids, Builders, Key Club, Circle K Club or Aktion Club

Minimum of 6 different clubs

Visit must be reported on the club online monthly report

Questions: contact District Interclub Chair

### **Citizenship Award:**

Nominations are submitted by clubs to honor an individual who may have been a part of a heroic deed in the past year from July to June. It should include a short description of the circumstances, etc.

The Past District Officers Association (PDOA) selects a person from the Minnesota-Dakotas District to receive the award at the annual District Convention.

The nominating Kiwanis Club is responsible for the travel and lodging expenses for the recipient to attend the banquet at the convention. The PDOA will pay for the recipient's meal at the banquet. All information must be submitted to the current PDOA President by June 30th. Questions: contact PDOA chair.

## Division Directors pp79, LG

The Lieutenant Governor needs to have Division Directors to help them in the areas of administration, education, membership and service in their region.

The job descriptions of each Division Director is listed in the Minnesota Dakotas Bylaws manual.

Each Division Director is asked to support the Governor's goals, work with the Lieutenant Governor team, help plan the Division Conference(s), and attend their Division President Council meetings held each quarter. Some district responsibilities can be:

**Administration:** assist with awards, division meetings and help judge the district scholarships.

**Education:** assist with the CLE session planning and invite clubs to attend, and assist the leadership with education in their division.

**Membership Growth:** assist with membership growth for clubs and the growth of new clubs in their division.

**Service:** help clubs to provide effective service opportunities to their members.

Director of Administration:

Phone:

E-mail:

Director of Education:

Phone:

E-mail:

Director of Membership Growth:

Phone:

E-mail:

Director of Service:

Phone:

E-mail:

## Division Conference pp89-91, LG

*The Division Conference is a time for all Kiwanis members and spouses throughout the division to meet, discuss their clubs' projects, and get to know each other. It's a great time for Kiwanis education, such as a Club Leadership Education or Achieving Club Excellence workshop. The emphasis should be on learning, service and a fun social time together.*

### **Responsibilities:**

Contact the Governor for a date

Meet with your Lt. Governor team of three

Set a date, time and a facility that is no charge (church, school, hospitals, restaurants are some possibilities). Determine if sound, WiFi is needed and available.

Contact a caterer, if no food is provided at facility, for date and costs

Cost: all expenses of morning coffee and snack, lunch /dinner etc. **MUST** be covered by the registration cost. NO money is budgeted for a Division Conference; it is self-sustaining. If costs are over the registration amount, the Lt. Governor will be responsible.

All monies should be processed through the Lt. Governor's club's treasury.

Prepare the agenda for the day:

Governor's message, Club Leadership Education(CLE), Achieving Club Excellence(ACE) workshop, speakers, silent auction, service project, Kiwanis education, election of the Lt. Governor-Elect, etc.

Agenda should be approved by the Governor and District Secretary before proceeding.

Education and Service should be focus of the day

Invitations: send information to all clubs in the division as soon as arrangements are made so that club members can reserve the date. A formal invitation can be sent out at least four to six weeks prior to the event to invite all club officers, members and spouses.

Registrations: a contact person needs to be named on the invitation to whom the registrations are sent.

Registrations are non-refundable; no-shows may be billed.

Develop a low-cost printed program/agenda for distribution at the meeting

One week prior: contact the caterer with registration numbers, confirm the facility for the date as well as availability of sound, and WiFi if needed. Also confirm attendance of speakers/presenters.

Event: arrive early to coordinate the coffee, rolls, and have a registration sheet with attendees' names to check off

Supply name tags for each attendee  
and Have Fun!!

## Club Visits/Message to the Clubs

1. **Introduce** yourself: name, club and town, years in Kiwanis
2. **REVIEW THE CLUB'S SERVICE PROJECTS AND ACTIVITIES BEFORE THE VISIT** – be sure it is the correct club!!
3. **Compliment** them on their service projects, new members and their accomplishments, ask about and encourage support of SLPs
4. **Greetings** from the Governor
5. **Events:** exciting things that are happening in the Division and District, Division Conference, District & International Convention info, District and Division goals, if available
6. ***The Eliminate Project:***  
Model club: ? recognize their efforts; not too late to contribute!
7. **District/International Programs:**  
Report of any changes in the District through the Board;  
Minnesota Dakotas District Education Foundation:  
scholarships for seniors to attend college within the district;  
scholarship applications come to the club president and  
need to be delivered to the schools the first of December  
are available to all seniors throughout the district to apply.  
Century Club =\$100 donation per year  
Outreach: helps to fund Key Club and Circle K in the district  
IF a club does not support a Service Leadership Program, then we  
encourage the club to contribute to Outreach.  
Kiwanis Children's Foundation:  
provides grants to clubs for service projects through applications;  
provides funds to disasters, such as 9-11, children's funds,;  
ask that each club contribute to this fund (\$10/member)
8. **Minnekotan:** Encourage them to read it and submit articles about club's  
Projects (bring 2 or 3 printed copies for them to look at!)

### Questions and Answers:

**Thank you,** again, for all you do for Kiwanis and the community.

## How to Evaluate Clubs and Boards pp83-86, LG

*The Evaluation of Clubs and Boards corresponds with the Reports that you submit, so let these two work together for you.*

*Be attentive to issues for which the club may need help and encouragement: president and/or secretary not fulfilling their duties; members voicing opinions on matters that need attention; encouragement with service projects and participation within the organization; struggles with the service leadership programs; membership decline and need of an exit poll of those members; and explanations for their concerns.*

Did the club's President and/or Secretary attend CLE?

The date the club's budget was approved (month/day)

Club analysis completed? (month/day)

Community Analysis completed? (month/day)

Does the club sponsor one or more SLPs?

Does the club contribute to Outreach?

Secretary's role:

Records and reporting done timely

Knowledgeable of duties, cooperative

Club finances and budget

Membership Development plans & goals

Committee organization and functions

Charitable foundations: give to District and International?

Annual audit completed on club treasurer's books

Club incorporated

**How do you rate the club's overall performance?**

**Which area(s) does the club need guidance and improved leadership?**

***Also, observe the President closely as a potential Lt. Governor.***

## Lieutenant Governor Reports & Club Visits

*Your success as Lieutenant Governor ultimately depends on the success of each club in the division in strengthening the quantity and quality of membership and service. Establish a positive, helpful relationship with the incoming club presidents and maintain this relationship throughout the time of your term.*

### Lt. Governor Club Visits

#### Lt. Governor Education and Contact Visits

- should be completed by December 1st

#### Official Club Visits

- should be completed by March 15th

#### Official Board Visits

- should be completed by May 31st

Current Lt. Governor of each Division has overall responsibility to see that every club in their division is assigned to one of the Lt. Governor team members and monitors the overall status of the club visits and report.

**Note:** LT. GOVERNOR CLUB VISIT REPORT FORM. Each person making club visits should email a copy of their report to the District Office, District Governor and other Lt. Governors in their division within one week of visit. (See Lt. Gov. Resources on District web-site)

Remind Club President to complete and return the **Club Visit Evaluation Form**. (See Lt. Gov. Resources on District web-site)

**Club visit mileage reimbursement:** submit standard District Expense Voucher on quarterly basis. Current Lt. Governor must sign off on the expense form. (See Lt. Gov. Resources on District web-site)

**Note: mileage will only be reimbursed when the report is submitted to the District office.**

## **Division President's Council Meetings pp87,88 LG/pp53,54 ET**

The Lieutenant Governor, club presidents and division directors meet quarterly with their one-third part of their division. The quarterly meetings, not in this order, can be:

1. Division Conference (counts as the Council meeting for one quarter)
2. Club Leadership Education session;
3. Secretaries and members invited;
4. Secretaries and members invited.

This is an opportunity for clubs within the Lieutenant Governor's part of the division to converse, share ideas, inform the club officers of the happenings, etc. within the Division, about the District and International also. It is also a time to advise clubs that are having problems in certain areas, before it becomes a crisis situation. As a "team of three" Lieutenant Governors from the division, they should be communicating and sharing with each other what is occurring throughout the whole division. The "team of three" can work together to resolve issues with administration, education, membership and service in their region.

The recruitment for Lieutenant Governors can be discussed each meeting to be sure that someone is mentored and encouraged from clubs to accept the position .

Written reports from the division directors that aren't in attendance can be presented at the meetings, so division information is current.

Mileage expense for division leadership is paid out of the division's budget, not the club meeting budget that is used for installations, etc. Club officers and members attending may be reimbursed from their club.

## **Kiwanis Education p92, LG**

*Education is the most important component to Kiwanis membership. Educating the club member through clubs sharing Kiwanis information, new member orientation, Club Leadership Education and Achieving Club Excellence gives value to their members.*

*When a member learns more about the organization and the importance of “Serving the Children of the World” through service projects, etc. they will know that they are needed to fulfill the responsibilities of their membership and to their community.*

*The club’s responsibility is to mentor each member to their potential and also to mentor them for a leadership role within the club, division, and district.*

### **Club Leadership Education (CLE):**

CLE Sessions are offered on-line for officers and board members, and at the District Convention for Presidents and President Elects

President-Elects, board members and club members, Secretaries , Treasurers, committee chairs, Youth Protection, etc. can all take session on-line

Sessions Online count towards Distinguished Club

Secretary will need to report all sessions taken on-line

### **Club Leadership Education (CLE) Sessions:**

**On-line is encouraged for all**

**If division wishes to offer a classroom session:**

Contact the CLE instructor, closest to you, for your division

Set a date and time

Make arrangements for a no-cost facility which serves a meal or a meal may be catered

Contact District Director of Education (Colleen Hyde) with:

Instructor’s name, date, time, place with physical address, and the person to whom registrations are to be sent

Information and registration will be mailed to all clubs secretaries by the District Office

One week prior: confirm date with instructor, facility and caterer

Need 8-10 attendees per session

Cost: only the meal for the attendee, if they wish

Lt. Governor needs to be present at the session to meet and give a short presentation to the attendees

Lt. Governor's meal, with receipt, and mileage will be reimbursed

Registration at the session: Either Lt. Governor or CLE Instructor send the registration sheet to the Director of Education (Colleen Hyde)

### **CLE Instructors: 2017-2018**

**Division 1:** open

**Division 2:** Lowell Disrud [lowell\\_disrud@yahoo.com](mailto:lowell_disrud@yahoo.com)

**Division 3:** Joe Hesch [jhesch@aol.com](mailto:jhesch@aol.com)

Ann Backes [annbackes@hotmail.com](mailto:annbackes@hotmail.com)

**Division 4:** Tom Allen [tallen@rushmore.com](mailto:tallen@rushmore.com)

Sharon Scudder [ShareKiwanis@gmail.com](mailto:ShareKiwanis@gmail.com)

**Division 5:** Allen Herrboldt [amherrb@knology.net](mailto:amherrb@knology.net)

Carol Grode-Hanks [carol.grode-hanks@mitchelltech.edu](mailto:carol.grode-hanks@mitchelltech.edu)

Vickie Walters [vickieandtim@hotmail.com](mailto:vickieandtim@hotmail.com)

**Division 6:** Jim Bock [jbock9775@midco.net](mailto:jbock9775@midco.net)

Loreena L.Luetgers [luetgersloreena@gmail.com](mailto:luetgersloreena@gmail.com)

**Division 7:** Bruce Klair [pbklair@redwing.net](mailto:pbklair@redwing.net)

## **Kiwanis Education**

### **Achieving Club Excellence (ACE):**

#### **Two options/tools to help clubs to achieve excellence:**

##### **Option 1: Seven Steps**

*A process to help clubs be an excellent club with a circular representation to indicate that it never ends. The workshop is for three to four hours with as many club members present as possible. The facilitator will provide all the materials.*

Define excellence: what is an excellent club?

Assess club vitality: evaluate all aspects of the club

Evaluate results: where is the club and why

Plan your club's success: what you want to become and do

Share your story: each member has a story

Inform members: everyone should know to recruit members

Enhance the member experience: make it the best

##### **Option 2: The Home Edition**

The club works together with exercises and tools to become a stronger club and to recruit and retain members. The following website will give the guidelines and materials to follow:

[www.kiwanis.org/theformulastrengthen-your-club/achieving-club-excellence](http://www.kiwanis.org/theformulastrengthen-your-club/achieving-club-excellence)

## **New Member Orientation**

It is important for a new member to receive an orientation as soon as possible. If a club hasn't done this before, encourage the club to present this to the club as a program.

Resources for Orientation:

<http://community.kiwanisone.org/media/p/18512.aspx>

<http://community.kiwanisone.org/media/p/21139.aspx>

*These are power points with notes and can also be adapted with the district and club's information.*

## **Employer Identification Number (EIN)**

All Kiwanis clubs need to have an EIN

If not, apply at [www.irs.gov](http://www.irs.gov)

Register the number with the Finance Dept. of Kiwanis International

KI registers the number with the IRS

Clubs and Foundations cannot have the same EIN

## **501c(3) and 501c(4) Information**

501c(3) is a charitable organization: Kiwanis, etc. is not!

501c(4) is a social welfare organization: Key Club & Circle K

## **Incorporation of Clubs**

All clubs are encouraged to be incorporated

Application can be made on your State website

Protects the members of the club from lawsuits

Does not protect the club from a lawsuit

## **Tax Filing**

**Please remind all your clubs in January:**

**Kiwanis Clubs file an annual tax return with the IRS**

**Due: February 15th of each year**

If your club's gross receipts are \$50,000 or less you are required to file the IRS' electronic postcard Form 990-N. (The definition of gross receipts is any and all income to your accounts, even if it is an in-and-out item.)

If your club's gross receipts normally exceed \$50,000 and up to \$200,000 you are required to file Form 990EZ

If your club gross receipts are greater than \$200,000 then you must file Form 990. Failure to file for three consecutive years could result in revocation of your tax exempt status.

## **Risk Management**

Club officers will inquire to the recommendations about risk management and background checks for their members and activities with service projects, fundraisers and working with the sponsored leadership programs.

These inquiries should be referred to the district Risk Management Director, Ken Kohler. See Leadership Directory for contact information

## **Resources**

**Kiwanis International:** [www.kiwanis.org](http://www.kiwanis.org)  
[www.kiwanisone.org](http://www.kiwanisone.org)  
**Minnesota District Secretary:** Stephen Handegaard  
**Minnesota Dakotas District:** [www.mndak-kiwanis.org](http://www.mndak-kiwanis.org)

“District Leadership” click on “Lt. Governor Resources”:

Report form for Lt. Governor Club Visit  
Club Evaluation of Lt. Governor Visit  
District Expense Voucher  
(old versions) Lt. Governor Report Forms  
Monthly Report Status Check Sheet  
District Bylaws  
District Policies and Procedures  
District Job Descriptions  
Kiwanis International Bylaws  
Kiwanis International Policies and Procedures  
Standard Club Bylaws

### **Minnesota Dakotas District Bylaws & Policies Manual**

**Leadership Guide:** Lieutenant Governor section

## Lt. Governor Succession Development

### How do we find a successor?

#### Look – Listen - Learn:

Seek out club's past presidents;

Seek out club leaders;

Listen to club members' comments on past presidents;

Learn by asking questions about past presidents;

Listen as to whom would be a good district leader;

Look to whom you can talk to about being a Lt. Governor; and

Communicate with your predecessor for names of candidates.

**Note:** Keep a list of those who may want to be a Lt. Governor in 3 years.

### What do you perceive when you are listening to someone?

\*Listener? \*Leader qualifications? Speaking abilities? \*Confidence \*Yearning for learning? \*Dedication to Kiwanis? \*Helping characteristics? \*Communicator? \*What do you see?

### Have you looked at someone and thought "I believe he/she would be a good leader? .. Lieutenant Governor? .. Governor?

During your **three years** of service, as you **work with clubs** in your division, you'll encounter many leaders.

As you work with these leaders, **look** for individuals who show **exemplary leadership skills**.

If you believe you've found an exceptional leader to be your successor, **take time** to discuss the position of lieutenant governor with him or her, and **prepare** the candidate for the position.

### As you discuss the position with interested members, here are some of the personal benefits they may realize as a result of serving in the position:

Provide support and encouragement to clubs in the region

Put Kiwanis knowledge to good use

Increase the impact of clubs in the division

Contribute your personal and professional expertise to potential new Kiwanis communities

Improve effective communication

Develop team-building skills

Learn how to adapt from a volunteer environment to developing your professional leadership skills

**Preparing your successor:**

You'll set up your region for success.

**What would be an ideal way to ensure a seamless transition?**

Find someone soon

Work with them

Communicate with them about the clubs that you have:

Information about each club's "history"

Inform them of any issues or anything else that they may need to know

Strengths and/or weaknesses of the clubs

Areas of improvement or encouragement, if any, and define them

Mentor them

## **FACT SHEET ON KIWANIS INTERNATIONAL AND THE MINNESOTA-DAKOTAS (MN-DAK) KIWANIS DISTRICT**

May 1, 2014

Kiwanis International (KI) is an international, coeducational organization of service clubs founded in 1915.

KI is headquartered in Indianapolis, Indiana.

Kiwanis Clubs are found in more than 80 national and geographic areas.

Current membership in Kiwanis including the entire family of clubs is nearly 600,000.

Kiwanians raised more than \$100 million last year worldwide.

Kiwanians reported over 18 million volunteer hours last year worldwide.

KI is a volunteer-led organization headed by a Board of Trustees consisting of 19 members: 15 elected trustees, 4 elected officers, and an executive director (paid position).

There are approximately 115 employees in KI; most working at KI headquarters in Indianapolis, IN.

KI trustees serve a three-year term, with 5 trustees elected at the international convention each year. As set out in the Bylaws, 9 trustees are elected from the U.S. and Pacific Canada Region, 1 trustee is elected from the Canada & Caribbean Region, 2 trustees from the European Region, 2 trustees from Asia-Pacific, and 1 trustee elected "at large" from any region other than the U.S. and Pacific Canada region. The elected officers include V.P., president-elect, president and immediate past president. The executive director is a full time employee who is responsible for the organization's paid staff and serves as a non-voting member of the board.

There are 7 regions that make-up KI: Africa, Asia-Pacific; Canada and Caribbean; Europe; Latin America; Middle East; and U.S. and Pacific Canada. The U.S. and Pacific Canada Region incorporate the 50 states of the U.S. as well as British Columbia and the Yukon Territory of Canada

There are 53 administrative areas called districts in Kiwanis. District boards typically consist of a governor-elect, governor, and immediate-past governor, secretary, treasurer, and several trustees or Lt. Governors. In many districts

the secretary and treasurer positions are combined. Normally this is the only paid position in a district. Other officials sometimes receive mileage and other reimbursements for some travel.

A second worldwide service project is currently ongoing called “The Eliminate Project.” This is a global campaign to save or protect millions of mothers and their future babies in partnership with UNICEF. Kiwanis has pledged to raise \$110 million to eliminate tetanus that kills one baby every 9 minutes.

The Motto of Kiwanis is “Serving the Children of the World.” This motto replaced the original motto: “We Build.” The new motto was approved at the International Convention by vote in 2005

The defining statement for Kiwanis is: “Kiwanis is a global organization of volunteers dedicated to improving the world, one child and one community at a time.”

The Kiwanis website can be accessed at: [Kiwanis.org](http://Kiwanis.org)

There is a website for members titled [KiwanisOne.org](http://KiwanisOne.org)

Members use their Kiwanis ID to access resources on this website. The ID can be found on the Kiwanis Magazine sent to all members.

There are six Objects of Kiwanis International that were approved by club delegates at the 1924 Convention in Denver, Colorado. These objects have never been changed since that vote. They are listed below:

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.
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 good will.

Kiwanis became international with the addition of the Kiwanis club of Hamilton, Ontario, Canada, in 1916.

Worldwide expansion of Kiwanis began in 1962.

Besides district throughout the United States and Canada, Kiwanis Clubs can also be found in the following countries throughout the world: Andean & Central America, Australia, Japan, Malaysia, New Zealand-South Pacific, Philippine Luzon, Philippine South, Taiwan, Korea, Austria, Belgium-Luxembourg, Czech Republic and Slovakia, France-Monaco, Germany, Iceland-Faroes, Italy-San Marino, Netherlands, Norden, Poland, and Switzerland-Liechtenstein.

Until 1987 Kiwanis only accepted men as members. Women currently constitute about 26% of total members in KI. The first female president of Kiwanis will be installed at the 2015 convention, the year of the organization's 100<sup>th</sup> anniversary.

Every year, in the summer, there is a KI convention. These are held all over the world. This summer the convention takes place in Tokyo, Japan from July 17-20. During the summer of 2015, all clubs in the entire Kiwanis family will meet in Indianapolis, Indiana for the 100<sup>th</sup> anniversary convention, which takes place from June 25-28, 2015.

As of April 2014 there were 207,790 members in Kiwanis Clubs throughout the world. When one totals all members of the entire Kiwanis family there are currently 582,272 total members.

Kiwanis clubs sponsor about 7,000 youth service clubs with nearly 320,000 members

Kiwanis provides leadership and service opportunities for youth through its Service Leadership Programs (SLP's) which include: Key Club, Circle K, Builders Clubs, K-Kids, and Aktion Clubs. These Kiwanis family clubs are defined below

Key Club was founded in 1925 in Sacramento, California. It is the oldest and largest service program for high school students in the world. There are currently 264,636 members in 5,081 clubs in 31 nations.

Circle K is the collegiate version of Kiwanis and is known as CKI. The first CKI club was chartered was in 1947. There are currently approximately 13,250 members in 427 clubs in 19 countries. It is the largest service club for college students in the world.

K-Kids is for elementary students with a current membership around 37,900 in 1,264 clubs in 8 nations. These clubs include only students in grades 4-5.

Builders Clubs are for middle school students and there are currently 46,740 members in 1,558 clubs in 18 nations.

Aktion Club is for people with disabilities and currently has 11,930 members in 490 clubs in 8 nations.

The **Minnesota-Dakotas District of Kiwanis** is known as MN-DAK and includes three states: North Dakota, South Dakota, and Minnesota. There is also one club in Wisconsin (Superior) due to geographic concerns.

MN-DAK officers include a governor, governor-elect, immediate past governor and secretary-treasurer. Only the secretary-treasurer is a paid position. There are also District Directors that serve MN-DAK in various key areas.

MN-DAK is divided into 7 divisions with a Lt. Governor, Lt. Governor Elect and Immediate Past Governor serving as the leadership team for each division.

MN-DAK organizes a summer convention in early August.

In the year 2016, MN-DAK had 143 clubs. The total clubs for each of the seven divisions are:

Division 1: 12 clubs 363 members

Division 2: 21 clubs 756 members

Division 3: 20 clubs 453 members

Division 4: 6 clubs 179 members

Division 5: 20 clubs 592 members

Division 6: 35 clubs 972 members

Division 7: 29 clubs 689 members

There are currently two clubs in the MN-DAK District over 100 members: The Fargo Club at 116 and the Mankato Club at 119.