

**President/Secretary Handbook**

**Kiwanis Education**

2014-2015

*Second Edition*

**Minnesota Dakotas District  
of  
Kiwanis International**

Dear President/Secretary:

Thank you for accepting the responsibility of serving your club in the Minnesota Dakotas Kiwanis District. May you fulfill your leadership duties that have been placed before you in helping to maintain the health and vitality of your club.

The position you are holding is very important for the club members as you support and encourage them throughout the year. You are the liaison between the District and the club members.

As you continue to *Serve the Children of the World*, may you do it with honor, working together towards the goal of service to others.

The District leadership is here to help you and we hope this handbook will be a resourceful tool for you.

Again, thank you for your service.

*The Minnesota Dakotas District Education*

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

## Table of Contents

Brief History of Kiwanis	Page 2	Division President Council Meetings	Page 8
Objects of Kiwanis	Page 2	Kiwanis One Day	Page 8
Structure of Kiwanis Organization	Page 3	Club Meetings	Page 9
Calendar of Events	Page 3	Committees	Pages 9-10
EIN - 501c(3) (4)	Page 3	Mentoring a Member	Pages 10-11
Incorporation	Page 3	Educating Members about Kiwanis	Page 11
Risk Management	Page 3	The “Workings” of a Club	Page 12
Tax Filing	Page 4	District Foundation	Page 13
Service Leadership Programs & Clubs	Pages 4-5	District Awards	Page 13
Young Children Priority One (YCPO)	Page 5	Outreach	Page 13
Bylaws	Page 5	International Foundation	Page 14
Interclub	Page 5	Eliminate (MNT)	Page 14
Perfect Attendance	Page 5	What does it take to be a Lieutenant Governor?	Page 15
Membership Dues	Page 6	Resources	Page 16
Dues...Why do I pay dues?	Page 7	Club Information	Page 17
Kiwanis Education	Pages 7-8	Top Ten Reasons to Join Kiwanis	Page 18
New Member Orientation	Page 8	Top Ten Reasons to be a Lieutenant Governor	Page 18
Division Conference	Page 8	Fact Sheet of KI and MN Dakotas District	Pages 19-20

## **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.

## **Structure of the Kiwanis Organization**

Member  
Club  
Lieutenant Governor  
District Directors  
District Governor

International Board of Trustees  
International President-Elect  
International President

### **Calendar of Events**

Club Installation of Officers:	September—October
Club Leadership Education:	March thru July
Kiwanis International Convention:	June—July
Minnesota Dakotas District Convention:	August

### **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

### **Risk Management**

Clubs have questions about risk management, background checks for members, activities related to service projects, fundraisers and working with the sponsored leadership programs.  
All inquiries should be referred to the district Risk Management Director, Ken Kohler.

## **Tax Filing**

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

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

- If your club's gross receipts is \$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.

## **Service Leadership Programs & Clubs**

### **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.

### **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.

### **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.

### **Aktion Club:**

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

### **Traditional Kiwanis Club:**

The meetings are once a week, with a program, discussion of project and fundraising items, song and "happy dollars".

### **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 fundraisers, 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.

**BUG:**

The Bring Up Grades program awards elementary school students' achievements. It's a low-cost, high-impact program that's easy to implement. Tap into the tools and find out how you can make a difference.

**Terrific Kids:**

Terrific Kids is 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

### **Bylaws**

All officers of the club should refer to the Bylaws for answers to their questions. Each member should receive a copy. If the club hasn't reviewed their bylaws, this should be completed by September 30, 2014. The Bylaws have changed due to the approval at the 2012 International Convention. Instructions are given on [www.kiwanis.org](http://www.kiwanis.org).

### **Interclub**

An interclub meeting is one that is jointly planned and held by two or more Kiwanis clubs, or by a Kiwanis club and any CKI club, Key Club, Builders Club, K-Kids club, and/or Aktion Club, and duly announced as such in advance through club notices.

No fewer than a visiting group of two people—composed of Kiwanians, or a minimum of two Kiwanians plus members of a CKI club, Key Club, and/or Builders Club sponsored by the visiting Kiwanis club—must be in attendance. To qualify for interclub credit, the meeting must be an official meeting of the host club. Conventions, region meetings and similar events do not normally qualify.

### **Perfect Attendance**

Attendance is credited for attending a regular meeting, committee meeting, board meeting as an officer or member as an observer, a fundraiser, and a service project.

**Kiwanis International Membership Dues**

Effective July 2013  
(Amounts in USD)

New member dues and regular member dues are \$62.00 annually

**Minnesota-Dakotas District New Member  
Enrollment Fee (dues)**

The District New Member Enrollment Fee (also referred to as dues) shall be charged for each **new** club member according to the following graduated enrollment fee schedule. The new graduated schedule was approved by the 2012 District Convention House of Delegates and will take effect October 1<sup>st</sup>, 2012.

This change only affects those joining as new members of an existing club during the year. The following schedule prorates the dues owed depending on the month in which the new member joins. If they join in October, which is the beginning of the year, they owe the full amount of dues for the year which is currently \$30.00. If they join in September, which is the last month of the Kiwanis year, they only owe \$3.00. There are no additional district fees or dues for new members. (Kiwanis International dues were based on a similar graduated schedule for new members. This was changed at the 2013 International Convention)

In addition, as before, 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 Fee Schedule for New Members of Existing Kiwanis Clubs Only)

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

Minnesota Dakotas District Dues	\$30.00	Insurance	\$12.00
Kiwanis International	\$42.00	Magazine	\$ 8.00
Club dues—set by the individual club			

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

Dues are needed for any organization to function properly.

### **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.; and
- more details are presented in the financial report at each District Convention.

***Note:** The Minnesota-Dakotas District Board is very responsible and conservative of the monies that are used and needed for the district to function properly with the dues they receive from the members.*

*The dedicated individuals working within the District are volunteers of their time and resources.*

## **Kiwanis Education**

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.

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

- CLE Sessions held annually in the spring
- President-Elects, board members and club members
- Secretary and Treasurer may attend, the club officers are a team!
- Online CLE: available for all officers
- Sessions and Online count towards Distinguished Club

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

Two options/tools to help clubs to achieve excellence:

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

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

1. Define excellence: what is an excellent club?
2. Assess club vitality: evaluate all aspects of the club
3. Evaluate results: where is the club and why
4. Plan your club's success: what you want to become and do
5. Share your story: each member has a story
6. Inform members: everyone should know to recruit members
7. 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/theformula/strengthen-your-club/achieving-club-excellence](http://www.kiwanis.org/theformula/strengthen-your-club/achieving-club-excellence)

### **Achieving Club Excellence Instructors:**

Loreena Luetgers

Stewart Ross

### **New Member Orientation**

Important for a new member to receive an orientation as soon as possible. If your club hasn't done this before, the club's leadership should present this to the club as a program.

The orientation presents most aspects of the club, such as the Kiwanis International and District structure, committees, club's fundraisers and projects, conventions, education possibilities, benefits of Kiwanis, the responsibilities of the member and the club, how to become involved in the club, the sponsored leadership programs with youth and much more.

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.*

### **Division Conference**

The Region Conference is a time for all Kiwanis members and spouses throughout the region. Members can meet, discuss their clubs' projects, and get to know each other. A great time for Kiwanis education, such as a Club Leadership Education or Achieving Club Excellence workshop. The emphasis is to be on learning, service and a fun social time together. Clubs are encouraged to budget funds for members to attend.

### **Division President's Council Meetings**

The Lieutenant Governor, club presidents, members and region directors meet quarterly for their one-third part of their region. The meetings will be held at Region Conference; Club Leadership Education session; and two meetings with club officers and members.

This is an opportunity for clubs to converse, share ideas, informed the club officers of happenings, etc. within the Region about the District and International also. It is also a time for the District/Region leadership to advise clubs that have concerns, etc.

Expenses for these meetings can be reimbursed through the club, if possible.

### **Kiwanis One Day**

Each year, Kiwanis clubs around the world join in a day of service. It's a global effort, but it's made of personal commitments. This is held in the spring with a community project to involve Kiwanis clubs within your community.

After all, Kiwanis One Day consists of the involvement of Kiwanis club members around the world. It begins with your club's participation. It extends to the impact you have on your community. And it results in an international spirit of service that inspires people worldwide.

## Club Meetings

### Regular and Board Meetings

The Leadership Guide outlines the regular club meetings on pages 57-59 and the board meetings on pages 55-56. Many clubs have their own agendas, however the guide is helpful.

### Annual Meeting

The nominating committee shall present members for the offices to be filled for the following year. These names are announced two weeks in advance to the annual meeting, along with notifying all members 30 days in advance of the meeting. The annual meeting is held for members to vote. The elected officers' names are reported to Kiwanis International and District office no later than June 1st.

The Leadership Guide has more specifics.

## Parliamentary Procedure

1. Motion is made
2. Second to the motion
3. Discussion
4. Call for the vote
5. Vote

Amendment to the motion:

1. Motion is made as an amendment to the current motion
2. Second to the amended motion
3. Discussion
4. Call to vote on this amended motion
5. Passed: the other motion is not voted on
6. Not passed: vote is taken on the original motion

## Committees

### Committee on Club Administration:

This committee is responsible for providing the most effective club meeting possible. Areas of focus should include the club meeting program, risk management, reception, fellowship and inter-club relations, as well as other areas the committee may deem pertinent.

### Committee on Community Services:

This committee should implement projects on the arts, business affairs, citizenship, civic improvement, community beautification, conservation, health, international understanding, literacy, public affairs, safety or help for senior citizens and disabled persons. Popular projects include Special Olympics, Meals on Wheels, issues forums and others.

### Committee on Finance and Fundraising:

This committee is responsible for preparing a budget of estimated income and expenses for submission to the board of directors, as well as any recommendations it may have on financial matters of the club. It also is responsible for securing the funds necessary to meet budget requirements.

### Committee on Human and Spiritual Values:

This committee should implement projects that support spiritual development, provide human companionship and comfort, or offer counseling and guidance. Projects can encourage interfaith and interdenominational religious activity, such as prayer, but should not support a specific religious sect. Popular projects include prayer breakfasts, layman-of-the-year awards, transportation to religious services, visits to nursing homes and support of grief counseling.

### Committee on Membership Growth and Education:

This committee should strive to increase membership. The committee should consider all membership applications and submit its recommendations to the board of directors. The committee also should develop an effective orientation and induction ceremony for new members and promote regular attendance by all members at club meetings.

**Committee on Public Relations:**

This committee is responsible for helping to ensure that the public receives, through the media and other means, news about events, service projects, fundraisers, goals, programs and achievements of the club.

**Committee on Service Leadership Programs:**

This committee shall devise ways and means to establish and support Kiwanis Kids programs in elementary schools, Builders Clubs in junior high or middle school, Key Clubs in high schools, Circle K International clubs in the universities and colleges and Aktion Clubs for adults with disabilities. It should encourage and promote the activities of all SLP clubs sponsored by the club. The committee should include the Kiwanis club advisors to sponsored SLP clubs.

**Committee on Young Children: Priority One:**

An ongoing service program of Kiwanis International, addresses the needs of young children ages 0 to 5. All clubs are encouraged to carry out at least two YCPO projects per calendar year, though many clubs are able to do more—helping children, families, and communities.

Ideas are immunizations, alcohol awareness, lead poisoning, smoke awareness, preventable childhood diseases, playgrounds, early childhood development, etc.

**Mentoring a Member**

Joining Kiwanis is an invitation to a time of service to your club and community. Therefore, when we join Kiwanis, we need someone to help us to learn about Kiwanis. The person who asks us to join, should be the person to introduce us to Kiwanis. So, what are the responsibilities?

1. Introduce the new member to everyone, personally, within the club.
2. Include the member in conversations and decisions.
3. Invite, pick up and take the member to service projects and fundraisers.
4. Work beside the member, so when questions are asked, you can answer them.
5. Explain the workings of the club, meeting by meeting, while the questions are current.
6. Involve the member in the committees of the club.
7. Invite the member to attend a Region Conference and District Convention with you.
8. Invite the member to a Club Leadership Education session that is held for club officers and members
9. Introduce and help them with the District and International websites to become familiar with them so they can research different topics and obtain information.
10. Nominate them to be on the board of directors. This is where you begin the learn another level of Kiwanis.
11. Work with them during this time so they can become a club officer, e.g. president, Lieutenant Governor, District Director or District Governor. The possibilities are endless.
12. Encourage, coach and support the new member by getting to know them personally.
13. Show them they are needed, beginning with small tasks.
14. Ask them for feedback. Their input can provide a new perspective.

## **“Educating Members about Kiwanis”**

The best method to retain members is with education. The member who learns about Kiwanis, becomes a Kiwanian, a future leader and will remain a member. Some ways to retain the members are to help them learn about Kiwanis in some of the following ways:

Explain, in a brief way, throughout a meeting the meaning(s) about an item, such as:

- Skip a Meal
- Foundations, Outreach, etc. donations
- Kiwanis structure
- Risk Management while planning a fundraiser
- The Eliminate Project (Maternal Neonatal Tetanus)
- Club Leadership Education (CLE) sessions

“Education Minute” or “Quiz Question” about Kiwanis at club meeting;

Features in the club newsletter;

Committees, such as:

- Table tents with names of committee members on one side and explanation of responsibilities on the back side
- Descriptions are in the Leadership Guide to refer to;

District/International Conventions:

- Delegates should be officers and members
- Education forums are presented
- Get to know how Kiwanis functions at that level;

Regional Conference:

- Education items at the region level
- Meet other Kiwanis members - make new friends

Club Leadership Education (CLE):

- CLE sessions are for all officers and members
- Explain why and what they are about;

Acronyms:

- DON'T use acronyms, many don't know the meaning

Communications:

- Club website
- [www.kiwanis.org](http://www.kiwanis.org) website
- Emails or by person
- Keeps members informed
- Contact those members who don't attend regularly

## The “Workings” of a Club

People join organizations for various reasons. Most people that join Kiwanis are dedicated to children, service and volunteering within their community. So, if this is the reason, let’s work together with our members as a team to accomplish service to children and a better community.

No two Kiwanis clubs are the same, however, most have the same structure of meetings, etc.

1. Welcome all members, new or established, to the club’s meetings and functions to be a part of the “family of Kiwanis”. This is how we retain members!
2. Meetings can include the announcements, happy dollars, song, humorous moment, and a program from the community.
3. Service projects are approved by the Board of Directors and are implemented through the designated committee and the members
4. Fundraisers are approved by the Board of Directors and organized through the fundraising/finance committee. Members participate.
5. All members cannot, and should not, be expected to participate in every service project and fundraiser. However, allow the members to have the freedom with their schedule and interest to participate with those of their interest, etc. It is great to have 100% participation, however, sometimes that is not feasible.
6. Invite, encourage and include members who are not always active to participate. Mentor them to become a director or officer.
7. Board and Committee meetings are encourage to be held monthly.
8. Dues are paid to the club, as the club specifies, either annually or biannually.
9. Encourage members to attend Region Conferences, District Conventions and International Conventions. This helps the member learn the “workings” of the Kiwanis organization.
10. The club has an annual meeting of all members in May to elect the officers for the following Kiwanis year which is October 1st thru September 30th.
11. Clubs are encouraged to develop a brochure about the club’s meetings, service projects and fundraisers, as well as information about Kiwanis. These can be distributed at service projects and fundraisers.
12. It is recommended that club officers don’t use acronyms of the Kiwanis terms, as members don’t know what they stand for.

## Minnesota Dakotas District Foundation

A Scholarship Grant Program for students attending college in Minnesota, South Dakota 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. The foundation is a 501(c)3.

### 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

## Minnesota District Awards

### **Region 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.

Nominations of one member per club submitted in an essay of no more than 300 words to the Lt. Governor of their region to determine their selection of one award per region.

These are to be submitted by the Lieutenant Governor no later than April 1st to the District Director of Administration.

### **Interclub Award Criteria:**

- The club visited may be any around the world
- Two members per club visit another Kiwanis Club
- Visit must be to a regular club meeting or board of directors meeting
- Visit may be to K-Kids, Builders, Key Club, Circle K or Aktion
- Minimum of 8 different clubs
- Visit must be reported on the club online monthly report

### **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.

## 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.

**Kiwanis International Foundation  
Contributions, Awards & Recognition**

**Grants:**

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: Life Member Status	\$50,000.00 in estate
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:	an individual
Tablet of Honor:	\$2,000.00 or more
Founder's Circle:	cumulative giving of \$25,000.00 or more

**Club Awards & Recognition:**

Annual Club Gift Campaign:	\$6.00 per member annually
Skip-A-Meal:	In April equal to the amount of one meal
Distinguished Member	
Distinguished Club Criteria:	criteria changes yearly

**The Eliminate Project**

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.

Walter Zeller Fellowship:                      gift of \$1,250.00  
[www.TheEliminateProject.org](http://www.TheEliminateProject.org) for more information

## **What does it take to be a Lieutenant Governor?**

The Lieutenant Governor is the liaison between the District and the club. This is a rewarding position to help other clubs within your Region.

### **Qualifications:**

- past president of a club;
- knowledgeable of basic Kiwanis club operations;
- willing to learn and aware of Kiwanis tools and resources;
- organization skills and manage time well;
- communicator and team worker.

### **Commitment:**

- three years: (Lt Gov.-Elect, Lt Gov. and Imm. Past Lt. Gov.);
- serve on District Board of Trustees;
- attend Lt. Gov. education weekend in April; and
- attend District and international Conventions.

### **Responsibilities:**

- visit a group of clubs two times in one-third of your Region;
- plan and host a Region Conference; and
- plan and lead Region President's Council Meetings.

### **Benefits:**

- learn more about Kiwanis;
- develop leadership skills;
- visit and help clubs;
- serve with the district leadership;
- work together as a team;
- meet many Kiwanians throughout the District and world;
- make lasting friendships;
- have fun with other clubs' projects and fundraisers;
- and much, much more.

An expense budget is provided for travel expenses, etc. This is truly one of the most fun and rewarding positions in Kiwanis. It is amazing how fast the three year commitment goes and how much a person will learn. Contact any district leader with questions and inquiries about the position. You will enjoy it!!



## 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)  
Lieutenant Governor [www.mndak-kiwanis.org](http://www.mndak-kiwanis.org)  
under Leadership Directory  
[www.kiwanis.org](http://www.kiwanis.org)
- Bylaws  
**Leadership Guide:**
- President Section  
Committees  
Club President - Elect/Vice Pres.  
Board of Directors  
Board meeting  
Club meeting  
Induction of new members  
Resources
- Secretary Section  
Files to maintain  
Online reporting  
Resources
- Treasurer Section:  
Dues and fees  
Club accounts  
Accounting system  
Annual audit  
Files to maintain  
Incorporation  
Revenue and tax form  
Resources:
- Reference Materials:  
Rewards & Recognitions  
Insurance  
Branding & Public Awareness  
Publications  
Service Leadership Programs  
Kiwanis International Foundation  
Club Status  
Reports

## Club Information

### Service Projects:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Fundraising:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Club Officers:

President \_\_\_\_\_

President-Elect \_\_\_\_\_

Vice President/Program \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

### Board Members:

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### **Top Ten Reasons to Join Kiwanis**

10. Learn about your community and beyond through weekly programs.
9. Make new friends and develop new relationships.
8. Become a part of a global organization that does great things for those who need our help.
7. Do service with a team...not by yourself.
6. Develop leadership skills that can aid you in your career and beyond.
5. Visit Kiwanis clubs throughout the country and the world.
4. Experience that wonderful feeling from helping others.
3. Be a part of a positive atmosphere no matter how negative things get around you day to day.
4. Share your life with other like-minded individuals in a supportive environment.
1. You can change the world one child and one community at a time!

*~ by Stewart Ross*

### **Top Ten Reasons to become a Lieutenant Governor**

10. Learn about the clubs in your region to help them
11. Make new friends and develop new relationships
12. Become a part of the organization that helps clubs and members to become great
7. Serve with the clubs on their projects
8. Develop your leadership skills to help club leadership develop theirs
5. Visit Kiwanis clubs and learn about their uniqueness
6. Experience the oneness with helping other clubs and members
3. Be a part of a positive atmosphere and help clubs become a positive club
2. Share your life with others so they will want to share theirs with you and Kiwanians
1. You can change one club, and one past president at a time to become a Lieutenant Governor, the best position in Kiwanis!

*- by Loreena Luetgers*

**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 regions with a Lt. Governor, Lt. Governor Elect and Immediate Past Governor serving as the leadership team for each region.
- MN-DAK organizes a summer convention in early August. This summer the convention will be held in the Twin Cities of Minnesota from August 8-10, 2014. The next district convention is scheduled for Grand Forks, SD from August 7-9, 2015.

Currently, MN-DAK has 154 clubs. The total clubs for each of the seven regions is:

Region 1: 12 clubs	427 members
Region 2: 21 clubs	797 members
Region 3: 21 clubs	541 members
Region 4: 7 clubs	195 members
Region 5: 24 clubs	729 members
Region 6: 39 clubs	1,122 members
Region 7: 30 clubs	829 members

There are currently two clubs in the MN-DAK District over 100 members: The Fargo Club at 112 and the Mankato Club at 109.