

# Aktion Club Advisor Resource Guide

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## **An Introduction to Aktion Club**

An Aktion Club is a community-service group composed of adult citizens who live with disabilities. A Kiwanis club, composed of leading business and professional people of the community, serves as the Aktion club's sponsor. The mission of Aktion Club is to provide adult citizens living with a disability an opportunity to develop initiative and leadership, to serve their community, to be integrated into society, and to demonstrate the dignity and value of citizens living with disabilities.

Aktion Club can address many needs of the community and help the sponsoring agency because many Aktion projects can target the agency's needs. Kiwanis members address not only the social and emotional needs of the clients through Aktion Club, but they also help the agency purchase materials and equipment.

Aktion Club members strive to return to their communities the benefits, help, and caring they have received, while at the same time developing important skills.

Members receive many benefits from participating in Aktion Club. Some of the benefits include:

- Participating in the active life of the community.
- Contributing to the community.
- Developing mechanical, creative, and intellectual abilities.
- Developing social interaction awareness.
- Improving self-esteem.
- Developing leadership skills.
- Achieving personal and service goals.

## **History**

The Florida District of Kiwanis International created the Aktion Club program in 1987 to address the needs of citizens living with disabilities. An Aktion Club program has four primary goals for its members:

- To develop initiative and leadership.
- To provide experience in living and working together.
- To serve the community.
- To prepare for useful citizenship.

Aktion Club is a Kiwanis sponsored program and, therefore, a member of the Kiwanis family, which includes: K-Kids (elementary school students), Builders Club (middle/junior high school students), Key Club (high school students), Circle K (college students), Kiwanis Junior (young adults in Europe), and Kiwanis (adults).

## Kiwanis International Sponsored Organizations and Programs

### **K-Kids**

Elementary school students  
Ages 6 – 12  
[www.kkids.org](http://www.kkids.org)

### **Builders Club**

Junior high/middle school students  
Ages 12 – 15  
[www.buildersclub.org](http://www.buildersclub.org)

### **Key Club**

High school students  
Ages 15 – 18  
[www.keyclub.org](http://www.keyclub.org)

### **Circle K**

College/University students  
Ages 18 and over  
[www.circlek.org](http://www.circlek.org)

### **Kiwanis Junior**

Young adults in Europe

### **Aktion Club**

Adults with disabilities  
Ages 18 and over  
[www.aktionclub.org](http://www.aktionclub.org)

## An Introduction to Kiwanis International

### Kiwanis International Structure



The local Kiwanis club is the backbone and building block of the International organization. The club members provide the time and resources to assist individuals and communities. The members of each Kiwanis club elect a president and a board of directors to guide the club in its activities.

Kiwanis International is divided into 47 districts. These districts are organized geographically, by state, region, or nation. The official elected to oversee the activities of the district is the governor. The district governor also leads the district board comprised of a secretary and several lieutenant governors. The lieutenant governor is the chief elected official of a division, which is a group of clubs within a district. Divisions also are organized along geographic or demographic boundaries. There typically are 10 to 15 clubs in a division.

A 19-member Board of Trustees, comprised of volunteers elected by Kiwanis club delegates to represent the organization, manages Kiwanis International. These International officers reside in all regions (districts) of the Kiwanis world. The Board of Trustees meets four times annually to set policy and make decisions that guide the organization.

Kiwanis International conducts an annual convention during the month of June at which time Kiwanis club delegates participate in election of the organization's leadership and vote on policies and procedures, and other documents that govern the organization.

There are two conferences conducted by each Kiwanis district. There is a district convention in August or September to elect district leadership and to vote on changes to governing documents, and one in February or March designed primarily as an educational opportunity.

### The Kiwanis Club

Kiwanis International is a worldwide service organization comprised of individuals interested in improving their community and the world. As a group, Kiwanis members can achieve what one individual cannot accomplish alone.

These men and women attend Kiwanis club meetings for fellowship and inspiration. Like Aktion Club, the Kiwanis club elects its own officers, determines the schedule for its regular club meetings, establishes its own committees, and adopts its own bylaws.

Kiwanis performs service beyond the capability of an individual. Clubs conduct service projects, which reach many different individuals. Kiwanis clubs assist the aging; provide food and clothing to the needy; mentor to youth; improve services offered by the community; and encourage International understanding. Service through Kiwanis clubs reaches every age group and every community need based on the organization's theme: **Serving the Children of the World.**

Kiwanis members live by the Kiwanis International Objects:

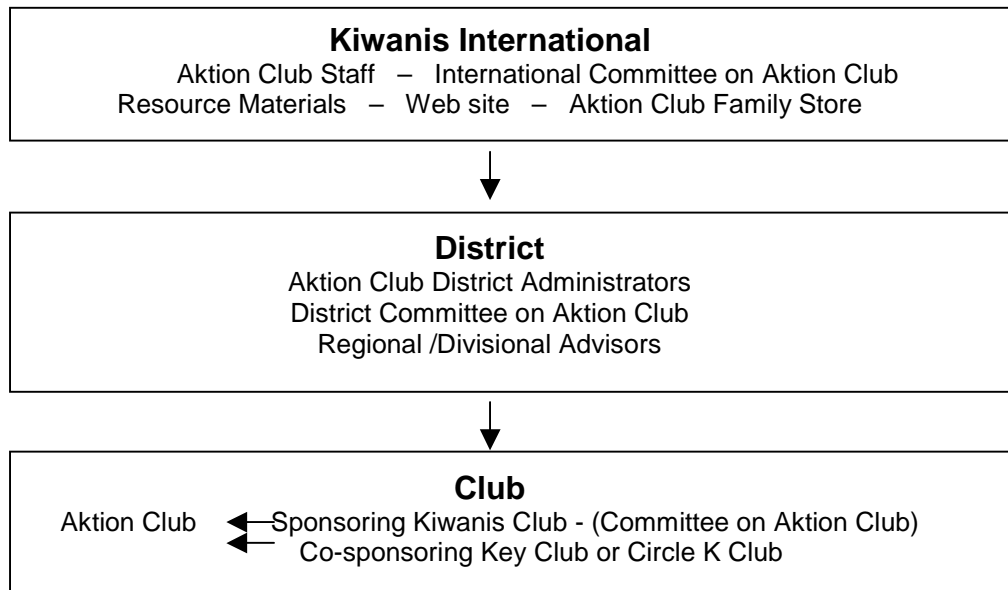
- To give primacy to the human and spiritual rather than to the material values of life.
- To encourage the daily living of the Golden Rule in all human relationships.

- 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 good will.

Individuals of good standing in the community, invited by Kiwanis club members themselves, are eligible for membership. The cost is low, considering the tremendous satisfaction Kiwanis membership provides.

Kiwanis was founded in Detroit, Michigan, January 21, 1915. It extended into Canada in 1916. Today Kiwanis numbers almost 300,000 members in about 8,600 clubs worldwide.

### Kiwanis Support of Aktion Club



### International and District Support of Aktion Club

Three groups of individuals support the Aktion Club program on the International and district levels. Administration of the Aktion Club program is the responsibility of the Aktion Club **staff at the Kiwanis International Office**. International staff is responsible for maintaining information on individual clubs and statistical information on the entire program, producing and distributing the Aktion Club newsletter and mailings, and providing support materials upon request. *To request information contact the Aktion Club staff at Kiwanis International by phone, (317) 875-8755 or 1-800-KIWANIS, ext. #380, or e-mail, [aktionclub@kiwanis.org](mailto:aktionclub@kiwanis.org).*

The Aktion Club staff also provides program development functions for Aktion Club, such as creating new support items, preparing the annual budget for Aktion Club, and coordinating award programs.

Though International Office staff develops these programs and materials, the Kiwanis International Board must approve all new initiatives prior to implementation.

Each year, the Kiwanis International President-Elect appoints individuals to serve on the **International Committee on Aktion Club**. The purpose of this committee is to promote and encourage the growth of the program on the International level. This promotion takes the form of correspondence with Aktion Club district administrators, publication of articles in various Kiwanis and Aktion Club newsletters, and communication with the Kiwanis International Board. This committee often reviews current programs related to Aktion Club and offers suggestions for change. The names and addresses of individuals on the International committee are distributed to clubs annually and are posted on the Aktion Club Web site at [www.aktionclub.org](http://www.aktionclub.org).

Each Kiwanis district governor, prior to his/her term in office, appoints an individual to serve as the **Aktion Club district administrator**. This volunteer has the responsibility for the maintenance and growth of the Aktion Club program in the district. Specific duties include, but are not limited to:

- Building new Aktion Clubs in the district, in cooperation with Kiwanis club sponsors.
- Devising and initiating, in consultation with the district governor, such promotion as is valuable and practical for clubs within the district.
- Communicating with the International Office about the status of the Aktion Club program in the district.
- Assisting the International Office, when necessary, in determining the actual status of individual Aktion Clubs within the district.

Individual Aktion Club advisors are encouraged to contact the district administrator for assistance and guidance. An Aktion Club district administrator listing is available for viewing on the Aktion Club Web site at [www.aktionclub.org](http://www.aktionclub.org).

## **Kiwanis Club Support of Aktion Club**

### Aktion Club Sponsorship

Before launching an Aktion Club program, the Kiwanis club must understand that it is an ongoing responsibility that requires continuing support. An Aktion Club cannot be formed and then simply turned over to the agency. It is a long-term commitment. For the Kiwanis club, that means providing support and service hours on a consistent basis. Involving other Kiwanis clubs, however, can reduce these responsibilities.

Just as important is the involvement of an agency or workshop that serves people who live with a disability. The agency's commitment to the program must be strong.

To sponsor an Aktion Club, the Kiwanis club must provide:

- Initial start-up costs as needed.
- Four to six dedicated Kiwanians to help plan and supervise Aktion Club events.
- Reliable transportation (agencies may provide this).
- A meeting place.

An agency's primary responsibility is to provide a staff coordinator to attend Aktion Club functions and advise Kiwanis members. This individual will serve as the Aktion Club advisor.

An Aktion Club is a Kiwanis sponsored program. However, unlike Key Club and Circle K, Aktion Club is not organized beyond the club level. Aktion Club does not have governors and lieutenant

governors, districts or divisions, but it does have an administrative structure at the International level of Kiwanis.

### Responsibilities of the Sponsoring Kiwanis Club

The responsibilities of the **sponsoring Kiwanis club** are many. The dedication and effort of the sponsoring Kiwanis club will determine whether the Aktion Club succeeds or fails. The Aktion Club is the responsibility of the entire Kiwanis club, but ultimate responsibility of program coordination rests with one person, the chairman of the Committee on Aktion Club.

An effective chairman understands not only the Kiwanis club's responsibilities, but also the total operation of the Aktion Club.

The role of the chairman in successful Aktion Club operation is one of advisor. The chairman offers suggestions, advice, and counsel from past experience but does not force ideas upon the group. It also is the chairman's responsibility, in conjunction with the club advisor, to make sure the Aktion Club operates smoothly.

The chairman is also responsible for ensuring that the members of his or her committee are interacting with and assist the Aktion Club. Attendance at regular Aktion Club meetings should be arranged, and a working plan or calendar should be created for use by each member should be established.

Following are **tasks the Committee on Aktion Club** should pursue. As an Aktion Club advisor, you may want to follow the committee's progress and assist where needed.

1. Establish a plan. Soon after the election of Aktion Club officers, the Kiwanis Aktion Club chairman should encourage them to meet and set-up a tentative plan for the entire year. Exact dates are not necessary, but basic time periods should be outlined for special service projects, programs, and fund raising. This ensures that activities are not scheduled too closely together and offers the club a plan to follow in carrying out its responsibilities.
2. Schedule new officer training. A training session should be conducted each spring to acquaint the newly elected Aktion Club officers with their duties. This also is an excellent time to develop a plan for the coming year. It is the responsibility of the sponsoring Kiwanis club to ensure this training takes place.
3. Make sure the Aktion Club:
  - Meets regularly.
  - Follows the Standard Form for Club Bylaws.
  - Develops club moneymaking activities to fund service projects that require start-up costs.
  - Elects club officers and offer them opportunities to preside at meetings.
  - Has some social, "fun time" functions.
  - Understands and uses correct parliamentary procedure.
  - Complete and submit reports as outlined in Aktion Club - Reports for the Administrative Year.
4. Make sure the Kiwanis Aktion Club Committee:
  - Periodically invites Aktion Club members to attend Kiwanis club meetings.
  - Keeps and uses a file of Aktion Club literature.
  - Forwards special needs and requests to the International Office.
  - Publicizes Aktion Club activities throughout the community and Kiwanis district.
  - Encourages Kiwanis club members to attend Aktion Club meetings.

- Assists Aktion Club members with projects and requests their assistance on Kiwanis club projects.
- Ensures the Aktion Club has well-run meetings.
- Attends all Aktion Club board meetings and general membership meetings.
- Reads the Aktion Club quarterly mailings and each issue of the Aktion Club newsletter.
- Ensures that the Membership Information Form and membership fees are submitted to the International Office.
- Budget extra funds to assist the Aktion Club in its activities.
- Ensure reports are submitted in a timely manner.

### Co-Sponsoring an Aktion Club

Through the combined efforts of a division can have formidable results, the division probably should not attempt more than one Aktion Club initially. A division effort relieves one Kiwanis club of shouldering all responsibilities. It is optimal for the division to be geographically compact, though it is not necessary. To create a division Aktion Club program:

- Involve the lieutenant governor.
- Inter-club to help create enthusiasm and support.
- Ask each club in the division to provide a member for a division Aktion Club committee.
- Ask each club to share start-up costs.
- Open a separate banking account exclusively for Aktion funds.

An advisory committee is essential to a division-sponsored Aktion program. The committee helps make decisions about Aktion Club activities, coordinates the sponsoring Kiwanis clubs, and weighs the concerns and preferences of each. Each member of the advisory committee must be committed to the program and to attending all Aktion meetings and events or ensuring that a proxy is present.

The Aktion Club officers should sit on the committee for two reasons: First, it helps foster leadership. Second, the officers will be more aware of the desires and needs of the other members.

For instance, Division 21 Kiwanians in Sarasota, Florida, launched a successful division Aktion program after all eight Kiwanis clubs contributed one dollar per member (\$50 minimum per club) for start-up costs. They formed an advisory committee, which included one member from each club, with the lieutenant governor and agency Aktion coordinator serving as co-chairmen. The committee meets monthly to plan logistics and determine expenses for Aktion Club service projects, fund-raisers, and recreational events, as well as to determine the level of involvement needed from each Kiwanis club for upcoming events. Each committee member serves as liaison between his or her club and the committee.

### Key Club and Circle K Support of Aktion Club

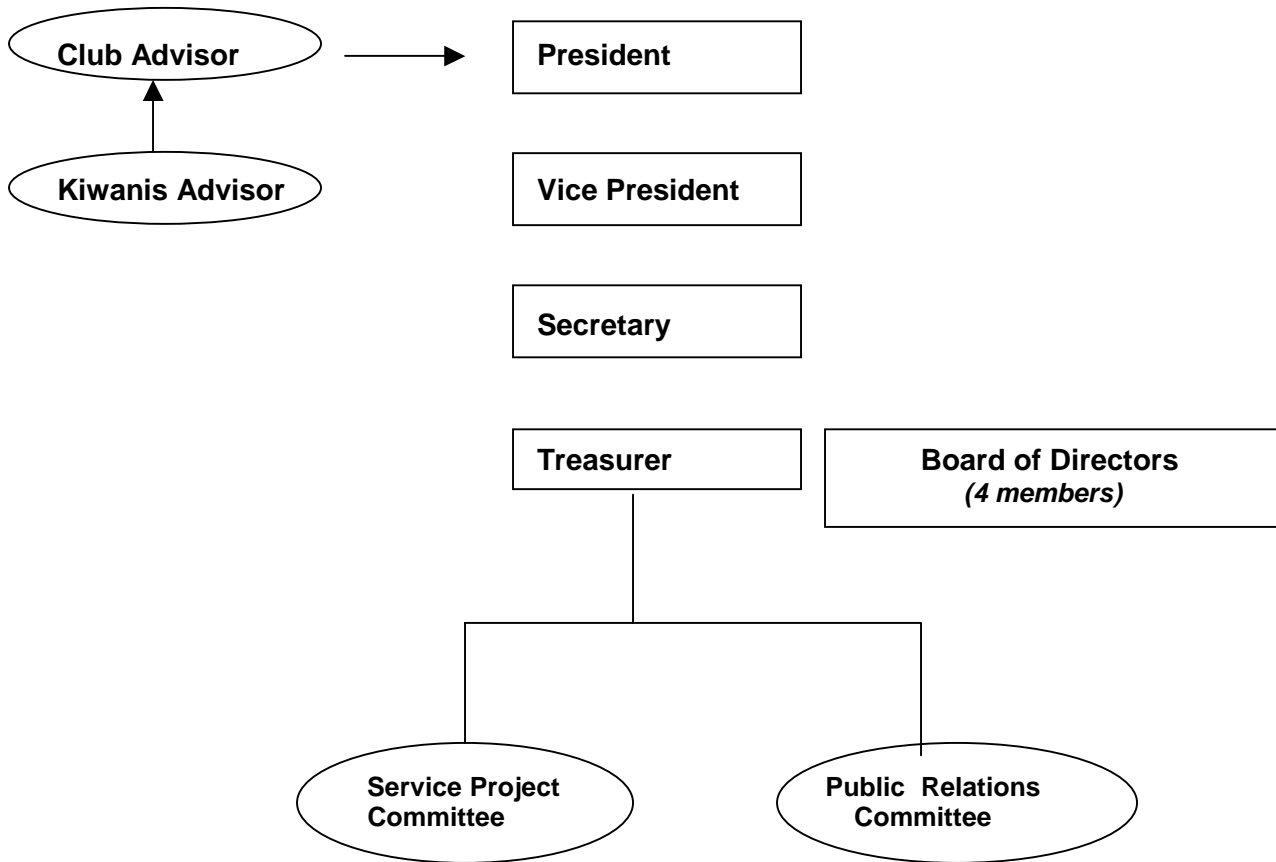
**A Key Club or Circle K club can co-sponsor an Aktion Club** in conjunction with a Kiwanis club. The ideal situation is for the Key Club/Circle K club to register with Kiwanis International as a co-sponsor along with the sponsoring Kiwanis club. This provides the Key Club/Circle K club with all the Aktion Club general mailings, and establishes the Key Club/Circle K club with the right and responsibility to fulfill the annual requirements of sponsorship, the same obligations agreed to by the sponsoring Kiwanis club when chartering the Aktion Club.



To learn more about Key Club and Circle K visit their Web sites at [www.keyclub.org](http://www.keyclub.org), or [www.circlek.org](http://www.circlek.org).

## Aktion Club Organizational Structure

### Aktion Club Structure



*(Officers and members from the board of directors can serve on committees.)*

Other suggested committees might include:

Newsletter Committee  
Program Development Committee  
Recognition Committee

## Club Advisor's Role

The club advisor works more closely with the Aktion Club than the Kiwanis committee. The advisor is familiar with agency procedures and acts as liaison between the Aktion Club, Kiwanis club, and agency administration.

The advisor is accessible to the Aktion Club members, and assists in the day-to-day operation of the club. The Aktion Club membership may change each year, but a consistent club advisor ensures the continuation and continuity of the Aktion Club.

## Club Advisor's Responsibilities

In many instances, the club advisor can do more in the agency for the club than can be done by the sponsoring Kiwanis club because the advisor is more familiar agency policy and resources.

The advisor should consult and advise the Aktion Club president and board in planning the year's activities.

### **Responsibilities to the agency**

- Make certain that all Aktion Club Bylaws, financial records, projects, and fund-raising activities are acceptable to the agency and in accordance with policy.
- Work with the advisors of other agency groups to form possible joint service projects that promote a cooperative spirit in the community.

### **Responsibilities to the Aktion Club membership**

- Attend all regular membership meetings and all board meetings.
- Assist the Aktion Club in obtaining meeting room space for regularly scheduled club and board meetings.
- Assist in securing additional members for the club through established contacts. Membership should be open to any adult with a disability interested in serving his or her community.
- Help obtain proper and adequate publicity for the Aktion Club in local newspapers, radio, etc.
- Seek ideas and suggestions for Aktion Club service projects.

### **Responsibilities to the Kiwanis advisor**

- Discuss Aktion Club problems with the Kiwanis club chairman, perhaps away from Aktion Club meetings, on a regular (monthly) basis.
- Reach a mutual understanding with the Kiwanis club chairman regarding proper sharing of responsibility for guidance, training, and supervision.
- Keep the advisor informed of meetings and upcoming projects.

## Kiwanis Advisor's Role

The Kiwanis advisor's role is to initiate organization of an Aktion Club in accordance with guidelines provided by Kiwanis International, obtain the approval of an agency supporting adults with disabilities (if applicable), recruit initial members, schedule the organizational meeting, file the Petition for Charter, plan for the charter presentation event, and after the club is fully operating, provide continuous coordination, counsel, and assistance. The Kiwanis advisor also is responsible for conducting Aktion Club officers training to incoming leadership. Additional information

regarding the responsibilities of the Kiwanis advisor is posted on the Aktion Club Web site at [www.aktionclub.org](http://www.aktionclub.org).

### Club Officer's Responsibilities/ Duties

The Standard Form for Builders Club Bylaws states the officers of Aktion Club shall be president, vice-president, secretary, and treasurer. Election of new officers should be conducted at a meeting during the spring. If not elected at this time, it is suggested that election of officers be completed by September 30<sup>th</sup>. Each officer shall be a member in good standing. No other limitations or restrictions should be place on these officers.

The Aktion Club Service Bulletin – Duties of Aktion Club Officers, highlights the responsibilities of each officer. Please refer to this bulletin, which is included in the resource section of this CD.

### Conducting Officers Training

One of the responsibilities of the Aktion Club Kiwanis advisor is to train incoming club officers. Materials to assist the Kiwanis advisor with training are available in the resource section of this CD. The following Aktion Club service bulletins will assist with the training process.

#### **Bulletins:**

- Duties of Aktion Club Officers
- Standard Form for Club Bylaws
- Kiwanis Board Policies
- Parliamentary Procedure
- Club Officers Training Guide

Aktion Club officers will need to be familiar with their duties and responsibilities in order to conduct club business. To assist with training officers, it is suggested that each officer receive a notebook containing all the Aktion Club service bulletins relating to their position. Below is a listing of materials that should be printed from the CD copied and placed in each officer's manual to assist him/her in guiding club members through a successful year.

### Materials to be included in Officers Manuals

#### **President's Manual (the same materials should be copied for the Vice President)**

**Bulletins:**

- Duties of Club Officers
- Project Survey/Interview Guide
- Ice Breakers
- Suggested Club Board Meeting Agenda
- Suggested Club Meeting Agenda
- Parliamentary Procedure
- Committee Structure and Function
- Planning Your Year
- Board of Directors
- Reports for the Administrative Year

#### **Secretary's Manual**

**Bulletins:**

- Duties of Club Officers
- Club Board Meeting Minute Guide
- Parliamentary Procedure
- Club Meeting Minute Guide
- Committee Structure and Function
- Board of Directors
- Reports for the Administrative Year

## **Treasurer's Manual**

**Bulletins:** Duties of Club Officers  
Parliamentary Procedure  
Committee Structure and Function  
Board of Directors

### Aktion Club Board of Directors

Since most clubs prefer to have as little business as possible brought before regular club meetings, the Board of Directors and the committees conduct most of the club's administrative and activity planning. The directors bring their viewpoints to Board meetings. They assist the president with his/her duties by taking on special assigned tasks from time to time.

This group, comprised of the officers and directors, is directly responsible for the administration of the club.

Information about how the club's Board of Directors conducts business is more thoroughly discussed in the Aktion Club Service Bulletin – Board of Directors, available in the reference section on this CD.

### Aktion Club Committees

The Standard Form For Club Bylaws states that the Aktion Club should establish the necessary administrative and service committees to fulfill its local needs.

Two club standing committees (or committees that remain consistent each year) should be appointed and include:

- Service Project Committee
- Public Relations Committee

The club also may assign special committees to address specific tasks. Special committees are not limited to, but might include:

- Newsletter Committee
- Program Development Committee
- Recognition Committee
- Social Committee

It is a good idea to ask all club members to serve on a committee, this way members are involved in club activities.

Detailed information about Aktion Club committees is included in the reference section of this resource guide in Aktion Club Bulletin – Committee Structure and Function.

## **Suggested Aktion Club Activities**

### Conducting a Project Survey

Conducting a project survey will help the Aktion Club members determine what needs within the community should be addressed. A special Project Survey/Interview Guide is available to assist club members in contacting and interviewing community members and agency staff. Through this process, club members send a clear message to community leaders that the club is concerned about the well being of people within the community and that club members are interested in learning about issues that exist within the community.

A copy of the Project Survey/Interview Guide is available in the reference section of this resource guide and can be printed, copied and distributed to club members for use.

### Recommended Service Projects

Visit the Kiwanis International Web site at [www.kiwanis.org](http://www.kiwanis.org) to learn more about Recommended Service Projects.

**Major Emphasis Programs** – A major emphasis program is developed around the International theme “Serving the Children of the World.” Projects should be designed to support the theme and major emphasis program.

**Partnership Projects with Kiwanis Family** – Working with your sponsoring Kiwanis club and area Builders Club (junior high/middle school students), Key Club (high school students), Circle K (college students), Kiwanis (adults), Aktion Club (adults with disabilities) not only strengthens the bonds of the Kiwanis family but increases the impact of service your club is providing to the community.

**Mentoring Program** – The objectives of this program center around children and the elderly. Provide an ear to listen for the elderly, and open new opportunities of education and recreation to the young. Usually the club decides on a group to buddy up with and assigns buddies on a person-to-person basis.

**Civic Involvement** – The club can play an active role in your community. Getting involved to support programs in your area or determining programs, which your Aktion Club could develop to address a concern or need, will expand your service potential. Involve your sponsoring Kiwanis club to assist in project planning.

**Partnership Projects with Outside Organizations** – Partnering with local and national organizations is a natural for Aktion Clubs. Organizations are always looking for volunteer support from other groups and agencies and Aktion Club can fill that role. Contact your sponsoring Kiwanis club for guidance as to local groups that could use Aktion Club assistance.

**Support of Home and Community** – Aktion Clubs are asked to initiate programs and activities to reinforce their commitment to the family structure.

**Partnership Projects with Key Club and Circle K** – Key Club’s Major Emphasis Program focuses on young children. Circle K also has developed a service initiative designed to educate Circle K members about the issues facing children, ages six to 13 worldwide. Visit the Key Club and Circle K Web sites for more information ([www.keyclub.org](http://www.keyclub.org), [www.circlek.org](http://www.circlek.org)).

(A list of suggested Aktion Club service and fund-raising projects is available in the reference section of this CD. This information is also on the Aktion Club Web site at [www.aktionclub.org](http://www.aktionclub.org).)

## Aktion Club Fund-raising Projects

When thinking about raising funds, consider all possibilities. Your Aktion Club can work with the sponsoring Kiwanis club to seek funding from community organizations. Working with other organizations is a way to network and share the news about how Aktion Club, and Kiwanis are working together to improve the community.

Review the Aktion Club Service Bulletin – Fund-raising Ideas, in the resource section on the CD to find interesting fund-raising ideas.

## **Kiwanis International Guidelines and Policies**

### **Kiwanis International Board Policy / Aktion Club Fund-raising Events**

#### **439.7 - Club Fundraising Activities**

Although an Aktion Club often receives financial support from its sponsoring Kiwanis club, the Aktion Club has the responsibility to raise the funds necessary to implement its service activities. The following guidelines apply to fund-raising activities: (4/00) (1/01)

- A.** Aktion Clubs may not solicit financial assistance from individuals, businesses, or organizations by the sale of products, goods or services without giving something of real economic value in return. (4/00)
- B.** The activity should normally involve personal Aktion Club member participation. (4/00)
- C.** Fund-raising practices require a public announcement of the purpose of the fund-raising activity to enhance support and assure good public relations. (4/00)
- D.** Normal cooperative Kiwanis sponsorship relationships should be maintained, avoiding any possible indication, which might be construed as Kiwanians contributing under undue pressure. (4/00)

## Kiwanis International Board Policy Code of Ethics and Responsibilities for Adults

### **Working with Youth in Kiwanis-Family Sponsored or Related Activities**

Kiwanis International is a worldwide organization of men and women whose clubs serve children, develop youth leadership, and provide for social and business networking. To many Kiwanis members, faculty advisors, school administrators, and parents of the sponsored programs members, the sequence of the three-part mission of Kiwanis demonstrates the highest priority Kiwanis places on the youth related programs. Kiwanis International believes that youth deserve the best Kiwanis has to offer. This includes the relationship and interaction between the youth impacted by the sponsored programs and those adults who so generously give of themselves to assure the success of the Kiwanis-family organizations.

Realizing the lasting influence adults serving as role models and mentors to youth have, Kiwanis International has adopted the following Code of Ethics and Responsibilities for adults, both Kiwanis members, and school faculty, involved with Kiwanis sponsored youth-oriented programs and projects.

#### **Advisement (Organizational Operation)**

Sponsored Programs organization advisors must allow the students to be the responsible decision makers of their organizations. The advisors are to provide continuity, guidance, training, stability, and historical perspective to develop students capable of making those sound, reasonable decisions.

## **Confidentiality**

Sponsored Programs organizations must be permitted to create responsible partnerships between students and adults in matters of interpersonal relationships; medical and financial histories; and social, disciplinary, and legal issues.

## **Elections and Campaigning**

Sponsored Programs organizations must be permitted to manage and determine their officer elections without outside influence by non-members.

## **Interaction with Other Adults**

Sponsored Programs organizations' advisors, chaperones, and administrators must embody the Objects of Kiwanis International in interactions with Kiwanis district and International Boards, non-Kiwanis associations and organizations, the public, and vendors serving the organization.

## **Leadership Development**

Sponsored Programs organizations must be permitted to create a training environment through cooperation and leadership allowing officers and members to fulfill their responsibilities.

## **Student/Advisor Relationship**

In Sponsored Programs organizations, relationships with students must be open and respectful, while keeping in mind the advisor is a role model.

## **Transportation and Chaperoning**

Sponsored Programs organizations' advisors, chaperones, and administrators must use common sense when traveling or arranging travel for or with students. Situations, which can compromise the ethical and moral values reflected by Kiwanis International or the district, must be avoided.

## **Comprehensive General Liability Insurance Information**

The Kiwanis International Comprehensive General Liability Insurance Program provides legal liability for clubs, members, and sponsored organizations and programs when they become legally obligated to pay damages to third parties for bodily injury or property damage arising out of an Aktion Club sponsored function or activity.

This insurance is available in the United States, Canada, and selected areas in the Caribbean. Clubs in these areas are insured.

The provisions of the policy apply to most normal liability exposures of Aktion Clubs. As with most insurance policies, there are exclusions, limitations, and restrictions. Claims arising out of liability for operation, use, or maintenance of aircraft; or automobiles owned by Aktion Club members; or bungee or Velcro jumping are excluded. Aktion Club members are strongly urged not to conduct events that would involve: 1) the use or operation of a mechanical amusement device or ride owned or operated by an Aktion Club member or Kiwanis club member, or 2) the detonation of fireworks or explosive devices detonated directly by an Aktion Club or Kiwanis member, or other named insurer.

More information is contained in the General Liability Risk Management packet, which can be obtained without charge from Kiwanis International.

Owners of premises and other facilities used by Aktion Club are included as additional insured in respect to liability for use of their property.

## **Collecting and Submitting Membership Fees**

The fees each member pays to belong to an Aktion Club provide many services – service program materials, fellowship opportunities, member support information, club mailings, and literature on member development, recruitment, public relations, and club officer training.

Aktion Club has a membership fee of US \$5 per member. These fees are payable the beginning of each Kiwanis year (October 1) and become past due on December 1 of the same year. Every Aktion Club is encouraged to collect the fees from its members and not to look to sponsoring Kiwanis club to pay the fees for them. This provides a special level of commitment and ownership by each member.

Fees provide: annual membership card, lapel pin, member handbook, club and member benefit programs, and liability insurance coverage.

### **How Membership Information and Fees are Collected by Kiwanis International**

An Invoice and Membership Roster is mailed to the club advisor in early September. A duplicate invoice is also mailed to the Kiwanis advisor to ensure that either the club advisor or the Kiwanis advisor receives the correct paperwork to submit the club's roster and fees to Kiwanis International. Specific directions are listed directly on the Invoice and Membership Roster to guide the club advisor through completion of the form. All the requested information is needed by the Aktion Club staff to provide club members with membership cards, and member handbooks.

Member pins are mailed to the Kiwanis advisor within four to six weeks after Kiwanis International has received the Invoice and Membership Roster. Member handbooks and membership cards are mailed to the club advisor for distribution to the members.

## **Membership Requirements**

Aktion Club Standard Form For Club Bylaws addresses club membership.

### **Article 5 - Membership**

**Section 1.** Members shall be adults from \_\_\_\_\_.  
Name of Agency (If applicable)

**Section 2.** Adults who are interested in service and are of good character and leadership potential shall be eligible for membership. All Aktion Club members must be certified by the agency administrator or the agency coordinator.

**Section 3.** The Board of Directors shall have the power to suspend or expel a member for conduct unbecoming of a member. Such actions shall be by a two-thirds (2/3) vote and shall be subject to review and approval by the agency advisor.

**Section 4.** The sponsoring Kiwanis Committee shall ask the agency administrator and agency advisor(s) to recommend a list of adults interested in participating in the Aktion Club. Those adults who indicate a desire to become members and to comply with the provisions of these bylaws may join the Aktion Club.

The agency administration shall appoint an agency coordinator who has the responsibility of counseling the members of the Aktion Club in their activities. The agency coordinator also will act as liaison with the sponsoring Kiwanis club.



The agency coordinator is encouraged to enlist an assistant coordinator with the assistance of the agency's administrator.

**Section 5.** New members shall be enlisted by the Aktion Club Board of Directors in cooperation with the agency administrator and agency coordinators.

## **Contests**

Aktion Club members are encouraged to participate in contests and award programs offered through the Kiwanis International Office.

Aktion Club contest and award opportunities are available to both individual members and the club as a group. Reviewing the contest criteria at the beginning of the year will assist officers in planning a successful and productive year.

Contest and award information has been divided into two categories, opportunities for individual club members and opportunities available to the club as a group.

An Aktion Club Contest Booklet has been included in the reference section of this CD, which includes the contest or award description, criteria checklist, and entry form. The contest booklet also includes information regarding presentation of recognition. The Aktion Club district administrator will contact the club's advisor to make arrangements to honor the award recipient. A majority of the award recipients will be recognized at a Kiwanis district convention, and some will be asked to attend a Kiwanis division or club meetings. The Kiwanis event at which the award recipient will be recognized will vary within each district.

Below is a contest/award listing.

Contest/award opportunities available to individual club members:

1. Poster Contest
2. Picture Book Contest

Contest/award opportunities available to the club as a group:

4. Scrapbook Contest

## **Frequently Asked Questions by Aktion Club Advisors?**

### ***What kind of service projects can an Aktion Club undertake?***

There are some limits as to projects in which adults with disabilities may choose to participate. The agency and Kiwanis advisor are available to assist members with choosing realistic and manageable service projects. The Aktion Club Web site offers many ideas for fun service projects. Aktion Club members are encouraged to utilize the Aktion Club Project Survey Interview Guide to interview agency staff and community leaders. Club members will find ideas for service, programs, and development of partnerships by talking to these individuals. There also are opportunities to develop partnerships with local Kiwanis-family members, such as Key Clubs (high school students) and Circle K clubs (college students). Aktion Club members are encouraged to explore partnerships with these groups, which have developed specific service initiatives focusing on issues facing young children.

### ***Are there any minimums for involvement in an Aktion Club?***

Club meetings should be conducted two times a month at the same scheduled time. Aktion club members are asked to be present at every meeting.

### ***What is the cost for chartering an Aktion Club?***

There are no chartering or sponsorship fees for the agency or Kiwanis club. Only membership fees for the members must be paid at the time of chartering. After the Kiwanis International Office processes the paperwork and the club is chartered, several items are mailed to the sponsoring Kiwanis club. The sponsoring Kiwanis club will receive the charter certificate, a felt sponsor patch for attachment to the Kiwanis club banner and member pins equal to the number of charter members reported. The Aktion Club members will receive membership cards and member handbooks.

### ***Is there a cost to members to join Aktion Club?***

Yes, there is an annual membership fee of US\$5 per member. Fees provide an annual membership card, lapel pin, member handbook, club and member benefit programs, and liability insurance coverage.

### ***How many members are needed to start a new Aktion Club?***

There is not a set minimum number of members, but it is suggested that 15 adults participate.

### ***What resources are available to the sponsoring Kiwanis club to educate members who have never worked with adults with disabilities?***

The Aktion Club Department at Kiwanis International has established a partnership with The Arc of the United States. The Arc is the national organization of and for people with mental retardation and related developmental disabilities and their families. The Arc has more than 140,000 members within approximately 1,000 state and local chapters throughout the US. For more information please visit the arc Web site at [www.thearc.org](http://www.thearc.org).

***How do I receive assistance in organizing an Aktion Club?***

Contact the Aktion Club Department at the Kiwanis International Office and request an Aktion Club Introductory Kit. An Aktion Club video is also available for purchase.

***Where do I get help?***

- a.) Sponsoring Kiwanis club
- b.) District mailings sent to the Kiwanis and club advisors
- c.) District administrator
- d.) Kiwanis International Aktion Club staff – 800-KIWANIS, ext. #380
- e.) Aktion Club Web site – [www.aktionclub.org](http://www.aktionclub.org)

***How can we encourage Kiwanis members to become more involved in club projects?***

Call them frequently. Invite them to everything. Have the Aktion Club members approach them. Set up a buddy phone tree system with the Kiwanis club to increase communication and to provide one-on-one personal contact.

***Why should we report? To whom? When?***

The Aktion Club Service Bulletin – Reports for the Administrative Year, contains copies of all reports requested from Kiwanis International. Information in this service bulletin includes a copy of the report, explanation of why the report is needed, to whom the report should be sent, and when the report should be submitted. The club should retain copies of completed reports to assist with record keeping, and to provide the club with reference materials for entering contests.

***What are my responsibilities in leadership training of my officers?***

***How can I train them when I don't completely understand what my position is?***

The Kiwanis advisor should take the lead in training incoming Aktion Club officers. Aktion Club Service Bulletin – Club Officer's Training, and Duties of Aktion Club Officers, will be helpful when organizing a training session. The reference section of the resource guide includes materials that can be printed, copied, placed in a notebook, and used as Aktion Club Officer's Manuals.

***How active is my club expected to be?***

Meet once a week if possible (some clubs meet once every two weeks); conduct a board meeting once a month; conduct at least one service project a month; and conduct regular social activities. However, your club should conduct the number of activities, which provide a comfortable level of involvement for the members and you. If you work toward increasing that number, your membership and stature in the community will grow.

***How do I explain to Aktion Club members that fees are important?***

The money from each member's fees provides important resources such as literature and club support materials from Kiwanis International. It also funds membership cards, member pins, and handbooks.

***How do I encourage members to apply for contests and awards?***

Review the contest booklet in this resource guide and share the information with club members. If you maintain updated club reports it will make the contest application process easy. It is a simple application process and one that can be very rewarding.

***How do we ask for financial assistance from our sponsoring Kiwanis club?***

Most Kiwanis clubs will plan their budget for the upcoming year prior to September. Offer them a detailed list of how much you are requesting and why you need it. Also, put on a presentation at a Kiwanis meeting explaining what you did with the funds.

## Notes on Working with Citizens Who Live With Disabilities

Kiwanis members who are not accustomed to working with people who live with a disability should realize that an Aktion Club member's ability to comprehend and follow instructions might be inconsistent. Members sometimes will need assistance and guidance with elementary tasks yet may easily carry out more complex instructions. A gentle hand and patience is required.

By the same token, don't underestimate their abilities. If you expect too little, you may not challenge them enough. An important aspect of Aktion is to react to the members as "everyday" people and not as people with disabilities. Don't coddle the members or over-assist them. Be judicious in your praise; don't exaggerate. At the same time, always recognize small victories. It's a fine line to walk, so be open to advice from the agency coordinator and enjoy this rich learning experience.

As an Aktion Club sponsor, you should encourage integrated activities for the Aktion members. This means activities in which people with and without disabilities participate together as equals. Many experts in the field consider nonsegregated activities to be one of the most important ways of promoting high self-esteem and stimulating development.

As your Kiwanis club's Aktion Club program progresses, you will find that the Aktion members are capable of making sound decisions about a variety of issues, such as which projects to support and how to conduct projects. This might not be true in the beginning, but as their individual and collective self-confidence grows, as well as their knowledge of community service, they will begin to discover and utilize their abilities.

## Resources Available to Club Advisors

### Internet Access

Kiwanis Web site – Many publications and resources to help your club are available on the Kiwanis International Web site: [www.kiwanis.org](http://www.kiwanis.org). It is also a great place to keep up-to-date on the latest Kiwanis news. We also encourage you to visit all the Sponsored Programs Web sites: [www.kkids.org](http://www.kkids.org), [www.buildersclub.org](http://www.buildersclub.org), [www.keyclub.org](http://www.keyclub.org), [www.circlek.org](http://www.circlek.org), and [www.aktionclub.org](http://www.aktionclub.org).

**Service Bulletins** – Kiwanis International produces service bulletins, or informational pieces about all areas of Aktion Club. A complete listing of available service bulletins is available on the Aktion Club Web site at [www.aktionclub.org](http://www.aktionclub.org).

**Kiwanis International Family Store** – Aktion Club materials can be ordered on-line or by calling the Sponsored Organizations and Programs Member Services Department at 1-800-KIWANIS, ext. #380. The Kiwanis Family Store offers special items for Aktion Clubs as well as Kiwanis items that can be ordered as gifts for special occasions.

## **Reference Materials Included on the CD**

(The following service bulletins are also available on the Aktion Club Web site.)

### **Getting Started**

- Chartering Checklist
- Getting Started
- Planning Calendar
- Set up an Aktion Club Meeting

### **Member recruitment materials**

- Member Recruitment Kit

### **Club recognition celebrations**

- Club Recognition Celebrations
- KI Family Month

### **Conducting club business**

- Officer Training
- Plan Your Year
- Board Meeting Agenda
- Board Meeting Minute Guide
- Board of Directors
- Bylaws
- Club Meeting Agenda
- Committee Structure
- Fundraising
- Ice Breakers
- Parliamentary Procedure
- Project Survey
- Suggested Projects

### **Club reports and forms**

- Achievement Report
- Activity Report
- Advisor Change Form
- Committee Chairman Report
- Permission to Participate Form
- Photo Release Form
- Web site Posting Report
- Yearly Reports (Description of all reports)

### **Contests and awards**

- Contest Booklet
- Advisor Recognition Brochure (pdf)

### **Public Relations reference materials**

- Newsletter
- News Release
- Web site

**Materials to assist in organizing a new Aktion Club are available from the Kiwanis International office.**

**Phone:** 800-KIWANIS, ext. #380

**E-mail:** [aktionclub@kiwanis.org](mailto:aktionclub@kiwanis.org)