



Advisor Resource Guide



K-Kids Club Advisor Resource Guide

Table of Contents

(Active links to online resources are highlighted in blue within this document.)

An Introduction to K-Kids	2
An Introduction to Kiwanis International	4
Kiwanis Support of K-Kids	5
K-Kids Club Organizational Structure	9
Faculty Advisor’s Responsibilities	10
Suggested K-Kids Club Activities.....	13
Kiwanis International Guidelines and Policies.....	15
Kiwanis International Board Policy / K-Kids Club Fund-raising Events.....	15
Kiwanis International Board Policy Code of Ethics and Responsibilities for Adults	15
Confidentiality	16
Elections and Campaigning	16
Interaction with Other Adults.....	16
Leadership Development.....	16
Transportation and Chaperoning	16
Collecting and Submitting Fees	18
Membership Requirements.....	18
Contests	18
Frequently Asked Questions by K-Kids Club Advisors.....	20
Resources Available to Advisors	22
Reference Materials Included with this Resource Guide Error! Bookmark not defined.	

Kiwanis K-Kids advisors are encouraged to use the online [K-Kids Sponsorship Tool Kit](#) to assist in providing the best possible support to the K-Kids club.

An Introduction to K-Kids

K-Kids is based on certain beliefs and principles. Listed below are the Motto and Objects that have helped shape this organization.

K-Kids Motto

“We Build Leaders”

K-Kids Objects

- To provide opportunities for working together in service to school and community.
- To develop leadership potential.
- To foster development of a strong, moral character.
- To encourage loyalty to school, community, and nation.

K-Kids Core Values

Character building - the ability to do the right thing even when it might be the unpopular choice.

Leadership - the ability to listen, communicate, serve, and guide others.

Inclusiveness - accepting and welcoming the differences in others.

Caring - the act of being concerned about or interested in another person or situation.

K-Kids Club

K-Kids is a local Kiwanis club sponsored program for elementary school students. Age-appropriate community service projects are a central focus of the club's activities. Since its inception in 1990 K-Kids has experienced strong growth. K-Kids originated in Florida, where past district governor, Lamar Fisher, developed the program. Lamar believed there was a strong need for a sponsored youth program in the elementary school system. K-Kids became a sponsored program of Kiwanis International on October 1, 1998.

K-Kids is a local program; there is no division, district, or International structure. The K-Kids Sponsoring Kiwanis Club pays an annual US \$150 sponsorship fee to Kiwanis International and receives membership pins and membership cards. A K-Kids club may charge club fees to assist with funding club projects, but it is recommended that club fees not exceed US \$3 annually per member.

The sponsoring Kiwanis club may incur certain expenses in connection with supplies items that it chooses to provide the K-Kids club. Items that can be purchased through the Kiwanis Family Store at Kiwanis International include: club banner, gong and gavel. A K-Kids club can be co-sponsored by a Kiwanis club and a Key Club (high school age students), or a Kiwanis club and a Circle K club (college/university age students).

A K-Kids club elects its own officers, determines the schedule for its regular club meetings, establishes its own committees, adopts its own bylaws, and determines the annual per-member fees. The club's board of directors meets on a regular basis, and it is suggested that the board meet at least monthly. K-Kids members conduct projects under the supervision and cooperation of a faculty advisor, school administrator, parent advisor, and sponsoring Kiwanis club. Club

members select their own projects, but also seek opportunities to work with the sponsoring Kiwanis club, Key Club or Circle K club in joint service or fund-raising activities.

K-Kids members are part of a 600,000-member family, the Kiwanis family. Kiwanis-family members include: Builders Club (junior high/middle school students), Key Club (high school students), Circle K (college students), Kiwanis Junior (young adults in Europe), Aktion Club (adults with disabilities), and Kiwanis clubs (adults).

Kiwanis Service Leadership Programs

Kiwanis Kids Elementary School Programs - Ages 6 – 12

K-Kids

is a community service club.

Terrific Kids

is a character development program.

Bring Up Grades

is an academic achievement program.

Builders Club

Junior high/middle school students

Ages 12 – 15

www.buildersclub.org

Key Club

High school students

Ages 15 – 18

www.keyclub.org

Circle K

College/University students

Ages 18 and over

www.circlek.org

Kiwanis Junior

Young adults in Europe

Aktion Club

Adults with disabilities

Ages 18 and over

www.aktionclub.org

Key Leader

Experiential weekend leadership program

Ages 15 – 18

www.key-leader.org



An Introduction to Kiwanis International

Kiwanis International Structure

Member	Club	Division	District	Kiwanis International Office
--------	------	----------	----------	------------------------------

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 58 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.

The Kiwanis International 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 meet 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 the K-Kids 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 K-Kids



International and District Support of K-Kids

Three groups of individuals support the K-Kids program on the International and district levels. Administration of the K-Kids program is the responsibility of the **K-Kids 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 K-Kids newsletter and mailings, and providing support materials upon request. *To request information contact the K-Kids staff at Kiwanis International by phone, (317) 875-8755 or 1-800-KIWANIS, ext. #411, or e-mail, kkids@kiwanis.org.*

The K-Kids staff also provides program development functions for K-Kids, such as creating new support items, preparing the annual budget for K-Kids, 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 Kiwanis district governor, prior to his/her term in office, appoints an individual to serve as the **Kiwanis Kids district administrator**. This volunteer has the responsibility for the maintenance and growth of the K-Kids program in the district. Specific duties include, but are not limited to:

- Building new K-Kids 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 K-Kids program in the district.
- Assisting the International Office, when necessary, in determining the actual status of individual K-Kids clubs within the district.

Individual K-Kids advisors are encouraged to contact the district administrator for assistance and guidance. *A K-Kids district administrator listing can be requested by e-mailing Lisa Pyron at lpyron@kiwanis.org.*

Kiwanis Club Support of K-Kids

The responsibilities of the **sponsoring Kiwanis club** are many. The dedication and effort of the sponsoring Kiwanis club will determine whether the K-Kids club succeeds or fails. The K-Kids 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 K-Kids.

An effective chairman understands not only the Kiwanis club's responsibilities, but also the total operation of the K-Kids club.

The role of the chairman in successful K-Kids 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 faculty advisor, to make sure the K-Kids club operates within the guidelines of the school administration.

The chairman is also responsible for ensuring that the members of his or her committee are interacting with and assist the K-Kids club. Attendance at regular K-Kids 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 K-Kids** should pursue. As a K-Kids club advisor, you may want to follow the committee's progress and assist where needed.

1. Establish a plan. Soon after the election of K-Kids club officers, the Kiwanis K-Kids chairman should encourage them to meet and set-up a tentative plan for the entire school 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 K-Kids club officers with their duties. This also is an excellent time to develop a plan for the coming school year. It is the responsibility of the sponsoring Kiwanis club to ensure this training takes place.
3. Make sure the K-Kids 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.
 - Schedules social, "fun time" functions.
 - Understands and uses correct parliamentary procedure.

- Complete and submit reports as outlined in Builders Club Bulletin #44 - Reports for the Administrative Year.
4. Make sure the Kiwanis K-Kids Club Committee:
- Periodically invites K-Kids club members to attend Kiwanis club meetings.
 - Keeps and uses a file of K-Kids literature.
 - Forwards special needs and requests to the International Office.
 - Publicizes K-Kids club activities throughout the school and community.
 - Encourages Kiwanis club members to attend K-Kids club meetings.
 - Assists K-Kids club members with projects and requests their assistance on Kiwanis club projects.
 - Ensures the K-Kids club has well-run meetings.
 - Attends all K-Kids club board meetings and general membership meetings.
 - Reads the K-Kids club quarterly mailings and each issue of the Builders Club newsletter.
 - Ensures that the Membership Information Form and membership fees are submitted to the International Office.
 - Budget extra funds to assist the K-Kids club in its activities.
 - Ensure reports are submitted in a timely manner.

Key Club and Circle K Support of K-Kids

A Key Club or Circle K club can co-sponsor a K-Kids 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 K-Kids 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 K-Kids club.

One of the reasons co-sponsorship works so well is that the service initiative programs of both Key Club and Circle K focus on young children. K-Kids falls into this age group and benefits greatly from interaction with young adult role models.

Key Club's Major Emphasis Program focuses on the welfare of young children. Here are **examples of programs** a K-Kids club and a Key Club might want to conduct together.

- Host a cultural awareness fair at a junior high/middle school and teach children about different countries.
- Educate children and their families about health and safety survival techniques.
- Start a community arts program, inviting all children to participate.
- Sponsor a "Learn CPR and First Aid" class.
- Educate students about the harmful effects of gangs.
- Sponsor a children's story hour.
- Organize a bike rodeo and stress bike safety.

Key Club has partnered with organizations that also focus on the welfare of children. For more information about Key Club's Major Emphasis Program and partner organizations visit the Key Club Web site at www.keyclub.org.

Circle K has also developed a service initiative designed to educate all Circle K members about the problems and issues that face children worldwide, ages six to 13. Here are examples of programs a K-Kids club and a Circle K club might want to conduct together.

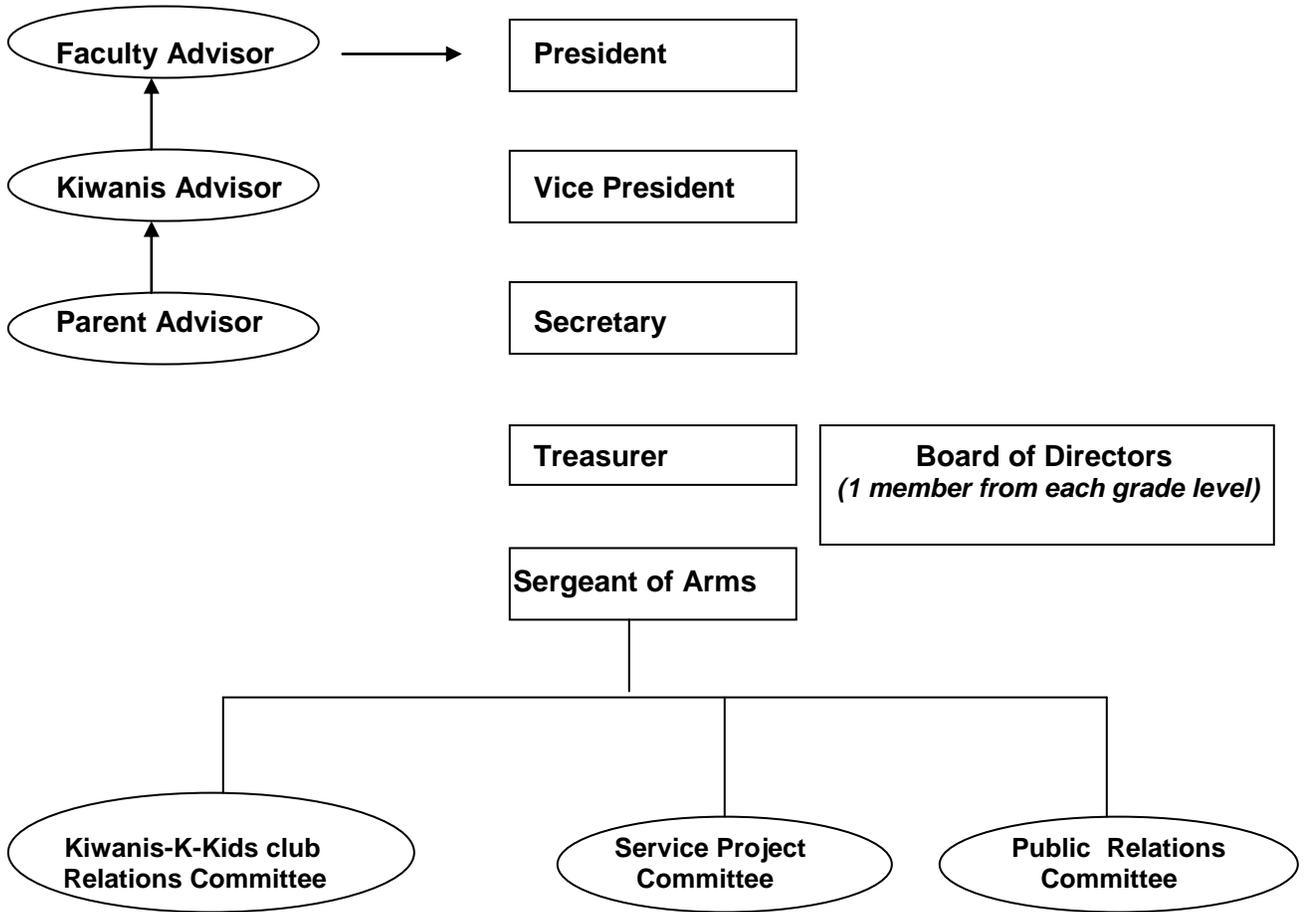
Circle K also partners with organizations focusing on child welfare. For more information about Circle K's service initiative and partner organizations visit the Circle K Web site at www.circlek.org.

For more information about co-sponsoring a K-Kids club, contact the Kiwanis International office at 1-800-KIWANIS, ext. #168 or visit the K-Kids Web site at www.kiwaniskids.org.



K-Kids Club Organizational Structure

K-Kids 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

Faculty Advisor's Role

Each K-Kids club has a faculty advisor chosen from the faculty, staff, or administration of the school. The faculty advisor works more closely with the K-Kids club than the Kiwanis committee. The faculty advisor is familiar with the school's procedures and acts as liaison between the K-Kids club, Kiwanis club, and school administration.

The faculty advisor is accessible to the students, and assists in the day-to-day operation of the club. The student population changes each year, but a consistent faculty advisor ensures the continuation and continuity of the K-Kids club.

Faculty Advisor's Responsibilities

In many instances, the faculty advisor can do more in the school for the K-Kids club than can be done by the sponsoring Kiwanis club because the faculty advisor is an accepted member of the school community and is more familiar with school regulations and resources.

The faculty advisor should consult and advise the K-Kids club president and board in planning the year's activities.

Responsibilities to the school and principal

- Make Certain that all K-Kids club bylaws, financial records, projects, and fund-raising activities are acceptable to the school and in accordance with regulations.
- Work with the advisors of other student groups to form possible joint service projects that promote a cooperative spirit in the school.

Responsibilities to the K-Kids club membership

- Attend all regular membership meetings and all board meetings.
- Assist the K-Kids club in obtaining meeting room space for regularly scheduled club and board meetings.
- Assist in securing additional members for the club through contacts with other members of the faculty and students. Membership should be open to all grade levels and to all students who have a desire to serve.
- Help obtain proper and adequate publicity for the K-Kids club in school publications.
- Seek ideas and suggestions for K-Kids club service projects from the faculty, the administration, and other groups.

Responsibilities to the Kiwanis advisor

- Discuss K-Kids club problems with the Kiwanis club chairman, perhaps away from K-Kids 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 a K-Kids club in accordance with guidelines provided by Kiwanis International, obtain the approval of school officials for its establishment as a school organization, 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 K-Kids club officers training to incoming leadership. Additional information regarding the responsibilities of the Kiwanis advisor is listed in the K-Kids Kiwanis Sponsorship Resource Guide available from the Kiwanis International office. The guide also is available for viewing on the K-Kids Web site at www.kkids.org.

Parent Advisors Role

The parent advisor assists the K-Kids club in many different ways. As a member of the community the parent advisor may offer specific ideas about community service projects, or may suggest developing partnerships with local businesses that might be of benefit to the school. The parent advisor is a valuable part of the team and may choose to become very involved in club activities. Tasks a parent advisor might assist with include: obtaining donations to provide needed materials for club service projects, offering assistance to club members when making crafts for service projects, assisting the faculty advisor in finalizing arrangements for special club meetings and awards/recognition programs, and serving as a chaperon during special activities. The list goes on! The parent advisor is encouraged to become as involved as his/her schedule allows.

Club Officer's Responsibilities/ Duties

The Standard Form for K-Kids Bylaws states the officers of K-Kids club shall be president, vice-president, secretary, treasurer, and sergeant of arms. Election of new officers should be conducted at a meeting during the spring semester. If not elected at this time, elections should be held as soon as possible after the beginning of the school year. It is suggested that election of officers be completed by September 30th. Each officer shall be a member in good standing. No other limitations or restrictions should be place on these officers.

The K-Kids Service Bulletin #4 – Duties of K-Kids Officers, highlights the responsibilities of each officer. Please refer to this bulletin, which is included in the reference section of this resource guide.

Conducting Officers Training

One of the responsibilities of the K-Kids Kiwanis advisor is to train incoming club officers. Materials to assist the Kiwanis advisor with training are available in the resource section of this guide and on the K-Kids Web site at www.kkids.org. The following K-Kids How to resources will assist with the training process.

How To resources:

- #4 - Duties of K-Kids Officers
- #6 - Standard Form for Club Bylaws
- #9 - Kiwanis Board Policies
- #37 - Parliamentary Procedure
- #39 - Club Officers Training Guide

K-Kids 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 K-Kids service bulletins relating to their position. Below is a listing of materials that should be copied and placed in each officer's manual to assist him or 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)

- How To resources:**
- #4 - Duties of K-Kids Officers
 - #13 - Literature Order Form

- #24 - Project Survey/Interview Guide
- #33 - Ice Breakers
- #34 - Suggested Club Board Meeting Agenda
- #36 - Suggested Club Meeting Agenda
- #37 - Parliamentary Procedure
- #40 - Committee Structure and Function
- #41 - Planning Your Year
- #42 - K-Kids Board of Directors
- #44 - Reports for the Administrative Year

Secretary's Manual

- How To resources:**
- #4 - Duties of Builders Club Officers
 - #35 - Club Board Meeting Minute Guide
 - #37 - Parliamentary Procedure
 - #38 - Club Meeting Minute Guide
 - #40 - Committee Structure and Function
 - #42 - K-Kids Board of Directors
 - #44 - Reports for the Administrative Year

Treasurer's Manual

- How To resources:**
- #4 - Duties of K-Kids Officers
 - #37 - Parliamentary Procedure
 - #40 - Committee Structure and Function
 - #42 - K-Kids Board of Directors

Sergeant-at-arms

The Sergeant-at-arms helps maintain business type decorum for the group. The value of this position is the peer-to-peer relationship between the sergeant-at-arms and the club members, which helps maintain an atmosphere where the club can carry on its activities. The Sergeant-at-arms should be familiar with school's conduct policy.

K-Kids 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 (one from each class and often called the class representatives) 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 K-Kids Bulletin # 42 – Board of Directors, available in the reference section of this resource guide and on the K-Kids Web site at www.kkids.org.

K-Kids Club Committees

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

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

- Kiwanis-K-Kids Relations Committee
- 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 K-Kids club committees is included in the reference section of this resource guide in K-Kids Bulletin #40 – Committee Structure and Function.

Suggested K-Kids Club Activities

Conducting a Project Survey

Conducting a project survey will help the K-Kids members determine what needs within the school and community should be addressed. A special Project Survey/Interview Guide is available to assist club members in contacting and interviewing school administrators and faculty. Through this process, club members send a clear message to school administration that the club is concerned about the well being of the students and that club members are interested in learning what administrators and faculty believes is important.

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

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. *(See **Kiwanis Read Around the World & Kiwanis One Day.**)*

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.

Support of School – This program was designed to support the school through recognition of those who play a major role in the direction of the school (the Builders Club, student leaders, faculty, and parents) or by providing an enlightening experience for the full student body.

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 K-Kids 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 K-Kids clubs. Organizations are always looking for volunteer support from other groups and agencies and K-Kids club can fill that role. Contact your school's administration and sponsoring Kiwanis club for guidance as to local groups that could use K-Kids club assistance.

Support of Home and Community – K-Kids clubs are asked to initiate programs and activities within the home 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, www.circlek.org).

Kiwanis Read Around the World Program - Kiwanis' Read Around the World program focuses on sharing the joy of books with children—from reading with them to getting them books they can have for their very own. What used to be a month long observance is now a focus for the whole year, giving the entire Kiwanis family of clubs the chance to implement Read Around the World projects at any time. If you're interested in learning more about the Read Around the World program, or how you can help get books to children who need them most, contact 1-317-875-8755, ext. 211.

Kiwanis One Day - On Saturday, April 4, marks the third annual observance of [Kiwanis One Day](#), a day when Kiwanis and its family of clubs—[Kiwanis Junior](#), [Circle K](#), [Key Club](#), [Aktion Club](#), [Builders Club](#), and [Kiwanis Kids](#)—join forces with their communities for a day of hands-on service. A lot of good work gets done on this day, work that increases Kiwanis' presence in the community and builds awareness about the value of service.

(A list of suggested K-Kids club service and fund-raising projects is available in the reference section of this resource guide. This information is also on the K-Kids Web site at www.kkids.org.)

K-Kids Fund-raising Projects

Conducting K-Kids fund-raising projects can be a sensitive issue, especially if school administrators believe that the club's fund-raising activities might interfere with the school's fund-raising efforts. The key to conducting a successful fund-raiser is to work with school administration and raise funds for school equipment or betterment.

When thinking about raising funds consider all possibilities. Your K-Kids club can work with the sponsoring Kiwanis club to seek funding from community organizations. Working with other organizations is one way of networking, and one way to share the news about how K-Kids, Kiwanis, and the local school are working together to improve the community.

Some fund-raising options might include:

1. Participation in national school fund-raising programs.
2. Solicit matching funds from retail stores that support community service.
3. Approach local businesses regarding corporate sponsorship.
4. Submit grant applications for needed funds to community organizations.
5. Partner with community service organizations.
6. Conduct hands-on fundraisers.

K-Kids Bulletin #47 – Fund-raising Ideas, is included in the reference section of this resource guide and will provide helpful fundraising suggestions.

Kiwaniis International Guidelines and Policies

Kiwaniis International Board Policy / K-Kids Club Fund-raising Events

441.7 - Club Fund-raising Activities

Although a K-Kids club often receives financial support from its sponsoring Kiwanis club, the K-Kids club has the responsibility to raise the funds necessary to implement its service activities. The following guidelines apply to fund-raising activities: (1/99)

Value: K-Kids 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. (1/99)

Involvement: The activity should normally involve personal K-Kids club member participation. (1/99)

Practices: Fund-raising practices require a public announcement of the purpose of the fund-raising activity to enhance support and assure good public relations. (1/99)

Cooperation: Normal cooperative Kiwanis sponsorship relationships should be maintained, avoiding any possible indication, which might be construed as Kiwanians contributing under undue pressure. (1/99)

Lotteries, Raffles, Drawings, or Other Games of Chance: No funds may be raised by a K-Kids club by a lottery, raffle, drawing, or other games of chance. (1/99)

Kiwaniis 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 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 Service Leadership Program 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)

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

The 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

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

Interaction with Other Adults

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

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

Student/Advisor Relationship

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

Transportation and Chaperoning

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 youth organizations when they become legally obligated to pay damages to third parties for bodily injury or property damage arising out of a K-Kids 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 K-Kids 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 K-Kids organizations; or bungee or Velcro jumping are excluded. K-Kids strongly urges its member clubs not to conduct events that would involve: 1) the use or operation of a mechanical amusement device or ride owned or operated by a K-Kids club or Kiwanis club member, or 2) the detonation of fireworks or explosive devices detonated directly by a K-Kids club, K-Kids 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 K-Kids are included as additional insured as respects their liability for the K-Kids club use of their property.



K-Kids Annual Fees

The sponsoring Kiwanis club pays a \$150 sponsorship fee to Kiwanis International. These fees are payable the beginning of each school year and become past due on December 1 of the same year.

This annual \$150 Kiwanis sponsorship fee provides a program kit, which includes: K-Kids Zone Magazines, buttons, member cards, club and member benefit programs, and liability insurance coverage. The program kit is mailed to the Kiwanis advisor within a week after Kiwanis International receives the annual Kiwanis sponsorship fee.

Every K-Kids club is also encouraged to collect member dues from its members. Collecting member dues provides immediate funds for club projects. Club members feel a sense of commitment and ownership as a result of contributing.

Membership Requirements

K-Kids Standard Form for Club Bylaws addresses club membership.

Article 5 – Membership

Section 1. Members shall be students from (Name of school).

Section 2. Members of all grades who are interested in service and are of good character and leadership potential shall be eligible for membership. All K-Kids members must be certified by the school principal or the faculty advisor.

Section 3. Scholastic standing shall not be a major criterion for membership eligibility.

Section 4. 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 faculty advisor.

Section 5. The sponsoring Kiwanis committee shall ask the school principal and faculty advisor(s) to recommend a list of students for the K-Kids club. Those students who indicate a desire to become members and to comply with the provisions of these bylaws may join the K-Kids club.

Perhaps there is a student who would benefit from involvement with a group such as K-Kids. It has been proven that students displaying self-destructive behavior benefit from interaction with positive adult role models. K-Kids presents an opportunity for principals and faculty advisors to re-direct students leaning toward an uncertain path.

Contests

K-Kids members are encouraged to participate in contests and award programs offered through the Kiwanis International Office.

K-Kids contest and award opportunities are available to both individual members and the K-Kids club. Reviewing the contest criteria at the beginning of the school year will assist your 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.

A K-Kids Contest Booklet has been included with this resource guide, which includes the contest or award description, criteria checklist, and entry form. The contest booklet also includes information regarding presentation of award recognition. The K-Kids district administrator will contact the club's faculty 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 meeting. 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. Speech Contest
2. Essay Contest
3. Art
4. Leadership Award

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

4. Club Single Service Award
5. Scrapbook Contest



Frequently Asked Questions by K-Kids Club Advisors

So, why should I want to be a K-Kids advisor? Are there any benefits?

It is fun! You get to work with terrific young people or young people who want to be terrific. It offers every advisor an opportunity to have an impact on students that may not be possible within a traditional classroom environment. It makes you feel like you can personally make a difference. You can see the immediate results of your efforts. Yes, there are lots of benefits but every advisor has one that is their own which keeps them in it despite all the hard work. Remember, the advisor is the backbone and stability of every great K-Kids club.

What is the K-Kids club role in the school?

The K-Kids club role in a school is determined by the number and kinds of other clubs established in that school. Some schools have each organization responsible for some aspect of service. The amount of service performed depends on the needs in the school and community and members in the club. The K-Kids club is encouraged to conduct school wide service projects so that all students can give back to the community.

What kind of students will I expect in this club?

Each club determines its selection process. This ranges from requiring an application, invitation by member, or membership open to all interested. It should be defined in the club bylaws. (Membership cannot be denied based on religion, race, or gender. Membership should be open to all students who attend the school.)

How do I get students to join?

Provide K-Kids brochures to students when they register for the school year. Ask teachers for names of students they believe would benefit from the K-Kids experience. Display K-Kids posters around the school announcing the first meeting date and time.

Make announcements during the lunch hour asking students interested in participating to stop by to see you. Before you know it you'll have more than enough interested students. After the club is organized, appoint a membership committee to continue the member-recruitment process. This committee will ensure that new members join the club throughout the year.

Is it my job to run the club meetings?

No! The advisor's job is to facilitate and provide encouragement. The advisor's job is to advise, the students run the meeting.

How does our K-Kids club determine when and where to hold its meetings?

Determine what time is most convenient for a majority of the members. Remember to be flexible. Try to be consistent in your meeting place and post meeting notices in common places. The meeting day and time should be consistent. Some clubs meet every week, others meet every other week. It's what works best for the membership.

What kind of projects should we be doing?

These should be school and community projects determined by the needs of the local club. The students should make the final decision on the projects after a project survey has been completed. A helpful Project Survey Interview Guide is available to assist club members with interviewing leaders within the school and community.

As an advisor, am I responsible to attend all of the club projects?

It is highly recommended that both the Kiwanis and faculty advisor be present at all meetings and projects not only for support for liability reasons.

Where do I get help?

- a.) Sponsoring Kiwanis club
- b.) District mailings sent to the Kiwanis and faculty advisors
- c.) District administrator
- d.) Kiwanis International K-Kids staff – 800-KIWANIS, ext. #390
- e.) K-Kids Web site – www.kkids.org

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

Call them frequently. Invite them to everything. Have the 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.

Where do I get information on fund-raisers?

The K-Kids Web site lists club projects and fund-raisers that have been effective for other K-Kids clubs. This information is a great resource, but it is important to conduct fund-raisers that comply with your school's policy. It is also important to conduct fundraisers that provide funding for needed school items. Please check with your school administration for school rules and restrictions.

My school does not allow any club to have more than one fund-raiser.

How can we raise money to support our own local programs?

K-Kids is unique in the fact that it is supported by a community organization, Kiwanis. If your Kiwanis club has a fund-raiser and the K-Kids club participates, then the Kiwanis club should donate a portion of the funds to the K-Kids club. There also are other organizations and businesses in the community, which are approachable for grants for leadership development and in joint fund-raisers outside the school.

What is my liability status in working with K-Kids club projects in the community?

K-Kids is an elementary school organization and falls under school liability coverage in most cases. Extra coverage is provided through the Kiwanis organization. Check the liability insurance information in this resource guide to determine what type of club activities would not be covered by Kiwanis' liability insurance plan and avoid these activities.

Why should we report? To whom? When?

The K-Kids Service Bulletin #44 – 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 K-Kids club officers. K-Kids Bulletin #39 – Club Officer's Training, and #4 – Duties of K-Kids Officers, will be helpful when organizing a training session. The reference section of the resource guide includes materials that can be copied, placed in a notebook, and used as K-Kids Officer's Manuals. Refer to page 11 & 12 of the resource guide for more information.

Access the online [K-Kids Sponsorship Toolkit](#) to find helpful resources to assist with training club members and officers.

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 school and community will grow.

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

Review the information in the Contest Booklet and share the information with club members. Visit the [K-Kids Web site](#) and review the contest page with club members. After they look at the previous year's winners posted online, it might spark more interest. 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.

Resources Available to Faculty Advisors

Internet Access

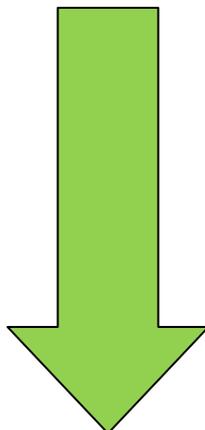
[Kiwanis Web site](#) – Many publications and resources to help your club are available on the Kiwanis International Web site: www.kiwanis.org. It is also a great place to keep up-to-date on the latest Kiwanis news. We also encourage you to visit all the Service Leadership Program Web sites: www.kkids.org,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

How To resources

Kiwanis International produces How To resources, which are helpful documents about how to do specific K-Kids tasks. A complete listing of available How To resources is listed on the K-Kids Literature Order Form included in the reference section of this resource guide.

Kiwanis Store

If you're interested in purchasing Kiwanis or K-Kids branded merchandise, the online Kiwanis Family Store is the place to visit at <http://store.kiwanis.org/c-2-kiwanis-store.aspx>.



Helpful How To Guides are included on the Advisor Resource CD online at www.kiwaniskids.org

Charter night information

Ideas for conducting a charter night and suggested scripts.

Club reports and forms

Reports K-Kids clubs are asked to submit to Kiwanis International.

Contests

Contest booklet listing entry criteria.

Suggested Kiwanis Service Projects

Kiwanis One Day

Kiwanis Read Around the World

K-Kids Service Initiative

K-Kids badge templates

Use these handy templates to create name badges for K-Kids members.

Planning a service project

Use this handy guide to assist K-Kids members with planning and conducting a service project.

Promotion – Public relations

Resources in this area will assist K-Kids members with sharing information about how the club has made an impact with the school and community.

Training club and board members

Helpful How To Guides are available to copy and distribute to club members so members understand what is required as a K-Kids club member.

Calendar and checklists

A planning calendar with suggested activities is available to guide club advisors through the year. Helpful checklists also provide suggestions.

Club building information

If club advisors hear of a school interested in starting a K-Kids club these resources can be shared to start the club building process.

Conducting club business

Everything type of resource needed to guide club members with club business is included in this area. Sample club meeting agendas, information about parliamentary

procedure, suggested project ideas, and more.

News and updates

Updates about new initiatives taking place through Kiwanis International are announced here.

PowerPoint presentations

Educational PowerPoint presentations for K-Kids members are included here.

If you need additional assistance please contact the **Kiwanis International Office** at 1-800-KIWANIS, ext. 168, or e-mail lpyron@kiwanis.org.

Kiwanis Kids Web site address: www.kiwaniskids.org

A new resource is available to assist the sponsoring Kiwanis club. Kiwanis advisors are encouraged to review the **Service Leadership Programs Sponsorship Toolkit** available online at: www.kiwanis.org/advisor.

