



## ADMINISTRATIVE BULLETIN ON THE ADMINISTRATIVE ACCOUNT

### WAYS TO SUPPLEMENT THE ADMINISTRATIVE ACCOUNT

The operating funds of a Kiwanis club fall into two categories; administrative and service. No monies from fund-raising in which the public participates may be used for club administration, and the Standard Form for Club Bylaws further stipulates that such funds must be segregated from the administrative funds of the club. (See Article XVIII, Section 3.)

The annual club dues are the primary source of income for the club's administrative account and should be sufficient to meet the administrative expenses of the club. Nevertheless, clubs will sometimes find it necessary to supplement the administrative account when unanticipated expenses are incurred during the year. Additional revenue may be obtained by way of an assessment of the club membership under provisions by implementing one or more of the following methods of raising funds within the membership of the club.

#### Happy Dollars

When members are "happy" about a certain event, they address the club membership by saying, "I have a Happy Dollar because today I received a promotion in my job." Or, "I have been a member for one year, five years, etc." Or:

- I received a raise.
- I became a father/grandfather.
- I finally made one year of perfect attendance.
- Today is my anniversary.
- I recruited a new member.

One member contributed \$44 to his club because he had been happily married for

44 years.

#### New Member Apron

At the time of induction, a new member is presented with a "Kiwaniis apron" and within a given time, club members are responsible for introducing themselves to the new member and autographing the apron. Failure by a club member to sign the new member's apron brings about a modest fine to the club member.

#### Birthday Serenade

The club has agreed to "celebrate" the birthdays of club members on a monthly basis. At one of the regular meetings, all members who have birthdays during the month are asked to sit at one table where they are served a special dessert that is appropriate to the occasion (such as a cupcake with a candle), while their fellow members give their choral rendition of *Happy Birthday*. For this special tribute, each honoree donates a dollar.

#### Theater Party

Many theaters or dinner theaters will sell blocks of tickets at special discount prices to service organizations. The club arranges a "theater party" for members and spouses, selling the tickets at regular price and putting the difference between the regular ticket price and the discount ticket price into the club account. This is an excellent way to observe a special holiday.

#### Mystery Greeter

Each week the club president or program chairman designates a member (or even a guest) as the "Mystery Greeter." Anyone who has not greeted the Mystery Greeter

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before the meeting is called to order must make a contribution to the club. The only way to play it safe is for every member to make the effort to shake hands with everyone present. Using the Mystery Greeter is an excellent way to stimulate fellowship while raising revenue.

### **Annual Dinner Dance**

Many clubs have established an "Annual Dinner Dance" with a specific theme, such as a luau or Oktoberfest. Other clubs plan a dance around such observances as Valentine's Day, St. Patrick's Day, Halloween, Christmas, or New Year's Day, to which are invited prospective members as well as other clubs within the division. This is a great way to partake of Kiwanis fellowship.

### **Purchases of Tickets to Special Events**

The club conducts a drawing for tickets that have been purchased in pairs for such events as football, baseball, and basketball game; for plays, operas and musicals; or for special events in the community. The contribution of a member is usually \$1 per drawing. Where tickets are at a premium, a club's membership often includes a season ticket-holder who is willing to sell or donate the tickets to a particular event that he or she will not attend.

### **Blind Auction**

A club of 60 members reports earnings of \$300 to \$500 a year for the past 10 years at its annual Christmas "Blind Auction." Each member brings a wrapped gift. The suggested value is around \$3 or \$4. Many gifts exceed this value, as the individuals in retail or manufacturing bring gifts obtained at discount or gifts donated by their place of employment. The restaurant where the club meets donates a dinner for two, which has a value of about \$20. Gifts are left wrapped, and the bidding usually begins at \$1 for each gift. Occasionally, the auctioneer gives a hint as to what the gift might be, and this helps to increase the bidding for the gift. Try this method of fund-raising for an evening of fun and fellowship.

### **Flowers for the Living**

It is most unfortunate that many people never hear all the nice things said about them. A few clubs take care of this matter very nicely by honoring a member each week. Two minutes are allotted for

one member to talk about all the fine qualities of another member. This may relate to the family life, what they do for their community service, the success in the job, etc. The recipient of all this goodwill usually pays one dollar, and many are so pleased with the recognition that they pay more!

### **What is So Funny?**

One Kiwanis club capitalizes on the idea that "everybody likes a good joke." At a time in the program before the speaker is introduced, the president announces, "I understand John Doe has a good story to tell us." John tells the story, and if it "lays an egg," John pays a \$1 fine. All stories should be inoffensive to every member and guest.

### **Tardiness Will Cost You**

One Kiwanis club has a novel way for reducing tardiness at its club meetings. If a member arrives after the club president calls the meeting to order, the member is asked to make a contribution to the club. The tardy member is handed a giant pair of dice to roll, and based upon the numbers that appear on the dice, the member pays the fine at five cents a point.

### **Who is at Table #13?**

In a large club, it is difficult and almost impossible for members to get to know one another. One Kiwanis club solves this problem while simultaneously adding to its administrative fund. Here's how it works: At least once a month, the president calls upon a member at a particular table to introduce the other members at the table and tell what they do for a living without first looking at their name badges. Failing to do so, the member is obligated to make a contribution to the club. This encourages members to interact. While becoming better acquainted, they often learn they have much in common such as business, hobbies, and friends.

### **Birthday Auction**

When a member has a birthday during the week of the meeting, the individual brings a wrapped gift. The gift is then auctioned off at the meeting. Remember to put a limit on the value of the gift, usually \$2 to \$3.

## **Weekly or Monthly Merchandise Drawings**

For years, one club has purchased a box of candy, cut flowers, or plants for its regular meeting nearest such observances as Christmas, Mother's Day, and Valentine's Day. It has purchased a case of soft drinks for the remaining weekly meetings. During each meeting, the club has a drawing, for which the contribution is fifty cents. The winner takes home a gift for family or friend. The drawing is well accepted by club members and is a steady source of supplemental income for the club.

Another club has a drawing once a month. For this drawing, the club purchases four gifts valued at \$4 to \$5. For a \$1 each contribution, a member has four chances to win one of the gifts.

## **Special Gift Purchases**

Packaged nuts, candy, meat, or fruit usually are purchased as holiday gifts for relatives or friends living out of town. Check with suppliers of such gifts; many will give a discount to a service club for handling the orders.

## **50-50 Drawing**

The "50-50 Drawing" is popular with many clubs as a means to supplement the administrative account. Whatever the total contributions may be from the members, the winner of the drawing and the club each receives 50 percent.

## **Free Meal Drawing**

Each member pays an extra amount above the cost of the meal at each regular club meeting (suggested 25-50 cents) for a chance to receive a free meal as the winner of a weekly or monthly drawing. All proceeds from this drawing are deposited into the club's administrative account.

## **Club Preparation of Meals**

One club has found a most enjoyable way to boost the club's administrative funds. During the months of July and August, the club conducts its meetings at an enclosed shelter in a city park. Though the club pays all cost of the food served, each week four members volunteer to prepare and serve the meal. Responsibilities for the preparation of the food are divided into four categories: meat, vegetables, salad, coffee, bread, and dessert. The

committee on house and reception assumes the responsibility of seeing that there are plates, cups, napkins, and utensils available for the meal. Since many of the members have their own gardens, home-grown vegetables quite often are provided at no cost. For all of this "home-cooked" food and "fresh vegetables," the members pay the same meal price they pay at the restaurant. The difference is that the payments go to the club's administrative account.

## **Override on Meal Costs**

To supplement the administrative account, one club adopted an amendment to its club bylaws that states: "The members are to pay a fifty-cent per-meal charge in addition to the cost of their meal. A member who is absent from a meeting is charged this fee and is responsible for payment at the next meeting attended."

## **Prepaid or Partially Prepaid Meals**

If your club chooses to go to the pre-paid or partially pre-paid meals to be billed with the club dues, it is highly recommended that billing be on a quarterly basis. With the fully pre-paid meal, the plan is as follows: The weekly cost is \$4 and the members are billed \$1, or any amount the club desires, for each weekly meal with their dues. When a member attends the weekly meeting, he/she pays \$3 for the meal. If a member misses a meeting, the \$1 they paid with the dues is used to supplement the club administrative account, as there are no refunds.

## **A Unique Way to Encourage Attendance and Membership Participation**

To encourage attendance and membership participation in club activities, one club has amended its dues structure: "The annual dues shall be \$102, payable October 1st. Remaining \$52 to be billed on a quarterly basis. Quarterly installments can be reduced at the rate of \$1 per week for attendance at the regular weekly meeting of the club, or, in case of unavoidable absence, at one of the following functions:

- Round table
- Make-up meeting
- Installation
- Peanut Day

- Board meeting
- Inter-club visits
- Convention
- Pancake Day
- Special events designated by the board

Quarterly installments may be reduced or eliminated by the board of directors at its discretion for special circumstances.”

The secretary will keep records and inform the treasurer of quarterly billings.

### **Suggested Ways to Levy Fines**

It is said that the first Kiwanis club to impose a fine on a member was the Chicago Kiwanis club in 1916. The president fined a member 10 cents for calling another member “Mister” instead of using the member’s first name. Since that day, many clubs have used this idea to their advantage to earn money for the administrative account. Fines also can be levied for not wearing the Kiwanis pin, luncheon badge, or even having a picture or news story published in a newspaper.

*Caution:* A club should not overdo fining, and certain limitations should be observed to prevent

hard feelings among club members. Some limitations for consideration are: A member may not be fined for more than \$1 per meeting; a member cannot be fined more than twice per meeting; and continued fining of the same few members should be avoided.

### **Wheel of Fortune**

Each member who is “guilty” spins the “wheel of fortune” for a fine. The wheel is graduated from 0 to 50 cents. There is one 0 cents (no fine) and one 50-cent fine, and most of the remaining numbers are from 10 cents to 25 cents.

### **Deck of Playing Cards**

In this case, the “guilty” member draws one card from a deck of playing cards, which also includes the two jokers. Cards from the two to the ten result in a fine of 5 cents a point. The face cards (jacks, queens, and kings) are worth 75 cents. If the lucky person draws an ace, there is no fine, but if a joker, is drawn, he or she makes a contribution of \$1.

All of these ideas are an excellent way of having an exciting club meeting, along with making contributions to help the administrative account. Such activities also will bring much enthusiasm within the club and promote fellowship.