



# Advisor Resource Guide



# K-Kids Club Advisor Resource Guide

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

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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

In K-Kids clubs worldwide, more than 35,000 students are learning leadership through service. They're taking on the responsibility of running a K-Kids club as they plan and participate in community service projects. In big and small ways, they're changing the world around them. Each club is supported by Kiwanis volunteers and a school staff member.

The K-Kids Sponsoring Kiwanis Club pays an annual US \$150 sponsorship fee to Kiwanis International and receives membership materials. A K-Kids club can charge club fees to assist with funding club projects, but it is recommended that club fees not exceed US \$3 annually per member.

The Kiwanis club may want to purchase additional materials for the K-Kids club through the Kiwanis Family Store. Go online to [www.kiwanisone.org/store](http://www.kiwanisone.org/store) and look for K-Kids merchandise.

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), Key Leaders (Weekend leadership experience) 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](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)

### **Key Leader**

Experiential weekend leadership program

Ages 15 – 18

[www.key-leader.org](http://www.key-leader.org)



# An Introduction to Kiwanis International

Kiwanis clubs, located in 80 nations, help their communities in countless ways. Each community's needs are different—so each Kiwanis club is different. By working together, members achieve what one person cannot accomplish alone. When you give a child the chance to learn, experience, dream, grow, succeed and thrive, great things happen.

**Service footprint:** Service is at the heart of every Kiwanis Club, no matter where in the world it's located. Members stage nearly 150,000 service projects and raise nearly US\$107 million every year for communities, families and projects.

**A family of servant leaders:** Kiwanis Clubs focus on changing the world by serving children, one child and one community at a time. To do this, many clubs also sponsor a Kiwanis family club—K-Kids for primary school children; Builders Clubs for adolescents; Key Clubs for teens; CKI clubs university students and Aktion Clubs for adults living with disabilities—to reach more people and have a greater service impact on their communities.

**Traditional and not:** No two Kiwanis Clubs look exactly the same. And they shouldn't. Each members' and community's needs are different, and each club should look different. Some clubs are very traditional, with weekly meetings and a strong sense of history. Other clubs don't meet at all, and instead hold meetings online and only come together for service projects. Newer clubs may follow the 3-2-1 concept: 3 hours of service, 2 hours of social activity and a 1 hour meeting each month. Clubs should reflect their community and their members and should work to meet their needs. Flexibility is key to a successful club.

**Fellowship and fun:** Kiwanis members don't just do service—they have fun. Members make new friends by being part of a club where they attend meetings and participate in social events. Kiwanis clubs also provide excellent networking opportunities for professionals. Members meet new people from all over their region and the world through service projects, fundraising and by attending district and [international conventions](#).

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.

# Kiwanis support of K-Kids

## Kiwanis International Office – Indianapolis, Indiana

Kiwanis International employs a dedicated staff member to support the K-Kids program. This individual is responsible for programming and development of resources. Resources available include:

- K-Kids website
- K-Kids program kit with member resources
- Contest administration
- Kiwanis' liability insurance
- Kiwanis family store

## Kiwanis district leadership

Kiwanis clubs within a specific region are part of a Kiwanis district. There are volunteers from the district who serve on the district board providing guidance and leadership. The district board includes: governor, governor-elect, secretary and treasurer. The governor appoints a Kiwanis volunteer to serve as the Kiwanis Kids district administrator. This individual supports K-Kids clubs and the sponsoring Kiwanis club and is also tasked with building more K-Kids clubs. To learn more information about who the district administrator in your district is e-mail [lpyron@kiwanis.org](mailto:lpyron@kiwanis.org).

## The sponsoring Kiwanis club

It is the responsibility of the sponsoring Kiwanis club to appoint a committee to support the K-Kids club. It is suggested that 3 to 5 people from the Kiwanis club serve on this committee. If a committee member is unable to go to a K-Kids club meeting someone else from the committee can attend.

## Responsibilities of the sponsoring Kiwanis club:

- 1. Ensure updated advisor information is provided to Kiwanis International by annually registering the K-Kids club using the online Club Renewal Center. If the club isn't registered they will not receive the following:**

### **The K-Kids program kit**

This kit is mailed following completion of the online registration process. Items included in the kit are member buttons, certificates, handbooks, posters, bulletin board décor, resource CD and other club advisor resources.

### **E-mail reminders about the K-Kids Advisory electronic newsletter**

- 2. Appoint a Kiwanis advisor to the K-Kids club and ensure he/she receives adequate training. Remember to open the K-Kids program kit to inventory and review all materials. Checklists and calendars are enclosed to assist club advisors. Resources include:**

**Club advisor checklists** – included in the K-Kids program kit.

### **Kiwanis Kids website** – [www.kiwaniskids.org](http://www.kiwaniskids.org)

The K-Kids club advisor resource guide is posted online and available 24/7.

- 3. Ensure Kiwanis members attend K-Kids meetings and communicate regularly with the faculty advisor. Resources include:**

### **Contact information cards**

Complete and exchange information cards included in the K-Kids program kit. This will help advisors communicate effectively. Information exchanged includes phone numbers and e-mail addresses. E-mail and talk frequently!

### **Attend K-Kids meetings**

It may be difficult for the assigned Kiwanis advisor to attend every meeting. The answer – create a K-Kids committee. Committee members share the responsibility of attending K-Kids meeting.

### **Create a K-Kids binder**

Create a K-Kids binder with dividers. Keep copies of K-Kids meeting minutes in the notebook and provide this to the volunteer attending the next club meeting. If passing the binder along doesn't work, create an online binder through Google Docs or use a Wiki site (a collaborative website). Kiwanis volunteers can access the online site for needed information before attending the K-Kids meeting.

**Wiki sites:**     [www.pbwiki.com](http://www.pbwiki.com)  
                          [www.wetpaint.com](http://www.wetpaint.com)

## **4. Maintain an expense line item in the Kiwanis club's service account to support K-Kids club activities.**

### **Estimated expenses**

\$150 annual sponsorship fee

Use the online K-Kids club expense worksheet to determine how much the Kiwanis club should budget for the year.

## **5. Meet with the school principal before the beginning of the school year. If the club is a community-based club, meet with the manager of the facility where the club is meeting.**

### **Things to talk about at this meeting:**

#### **Attendees**

Kiwanis advisor to the K-Kids club, principal, faculty advisor and parent advisor

#### **Agenda**

- Discuss K-Kids club plans. Confirm a meeting time and location.
- K-Kids club attendance at Kiwanis meetings and projects.
- Overview of school regulations & Kiwanis members attending meetings.
- Invite the principal to present a program at a Kiwanis meeting.
- Ask what the Kiwanis and K-Kids club can do for the school.
- Send a thank you to the principal within a week of the meeting.

## **6. Train K-Kids club officers and educated club members about club structure and how to run meetings. Resources include:**

### **Member education PowerPoint presentation**

Use the K-Kids member education PowerPoint presentation to train K-Kids club members, officers and club advisors. This presentation is included on the resource CD and is available online at [www.kiwanisone.org/charter](http://www.kiwanisone.org/charter).

### **Kiwanis Kids Web site – [www.kkids.org](http://www.kkids.org)**

Anything you need to assist with organizing the club, conducting meetings or planning activities is posted online.

## **7. Conduct a club activity planning session and involve the sponsoring Kiwanis club and K-Kids club leadership. Here is a suggested meeting agenda.**

### **Attendees**

Four officers from each club, faculty advisor, and parent advisor

### **Agenda**

- a. Review and evaluate the previous year

- b. Goal setting – Smart goals – **Specific, Measurable, Attainable, Realistic, Time sensitive**)
- c. Needs assessment of the community & school
- d. Budget and fundraising
- e. Joint projects
- f. Calendar creation

**8. Host and participate in two joint activities involving the membership of both clubs.**

Suggested projects – service, social, fundraising  
[Kiwaniis One Day](#), [Kiwaniis Read Around the World](#), Peanut Day, pancake breakfast, awards banquets, parent-appreciation day, picnics, cookouts, career shadowing.

## 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 e-mail correspondence, 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.

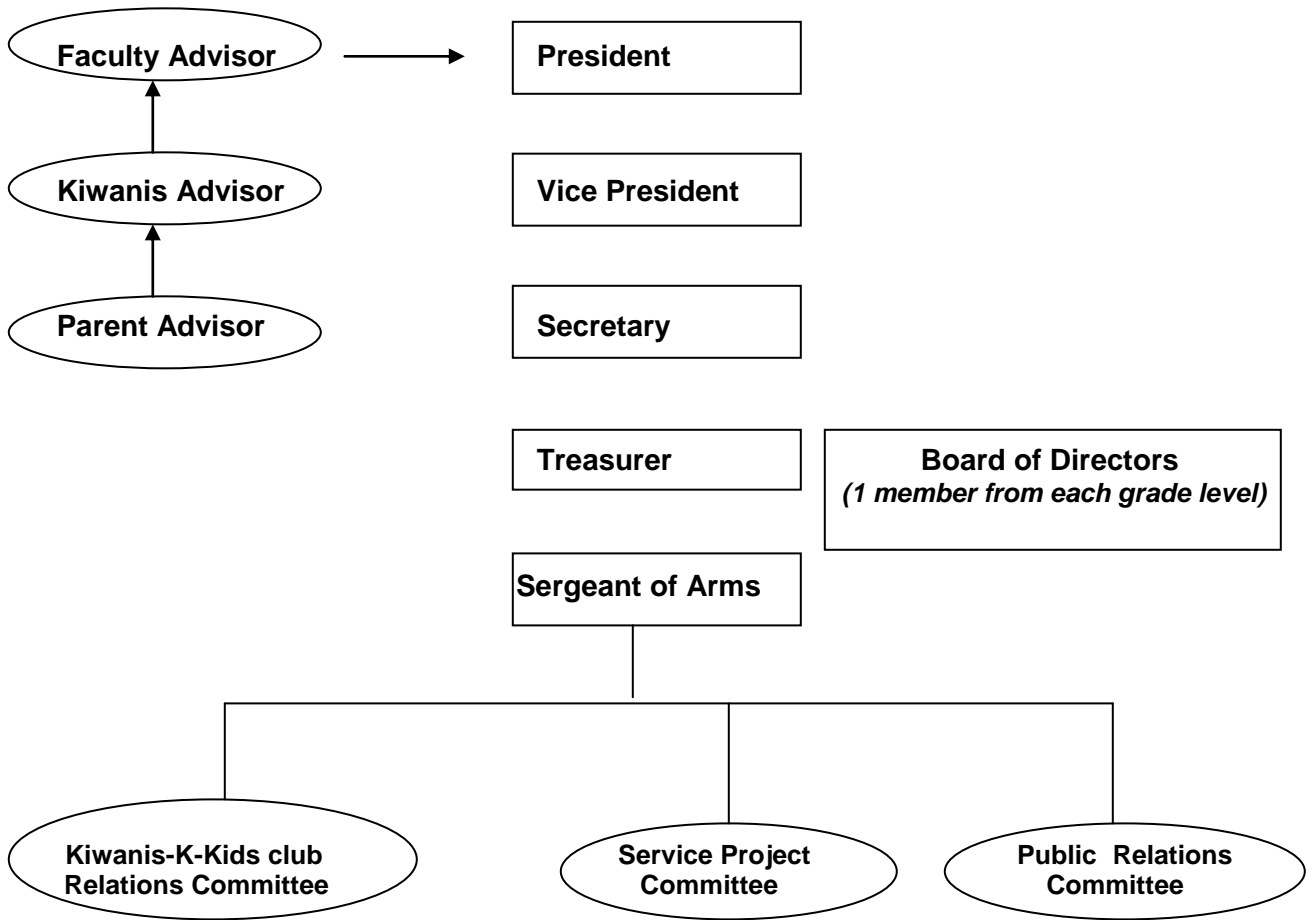
Learn more about these programs by visiting the following websites:

[www.keyclub.org](http://www.keyclub.org)

[www.circlek.org](http://www.circlek.org)



# 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

*Think about appointing a club photographer and a club writer. This is a fun way to include even more students.*

# **Advisor responsibilities**

## **Faculty advisor's role**

Each K-Kids club has a faculty advisor chosen from the school. The faculty advisor works closely with the K-Kids club. 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. The faculty advisor should consult and advise the K-Kids club president and board in planning the year's activities.

## **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.

### **Responsibilities to the school and principal**

- Confirm 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 club meetings, service and fundraising projects.
- 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 publicity for the K-Kids club in school publications.
- Seek ideas and suggestions for club service projects from faculty, administration and other groups.

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

- Attend all K-Kids board meetings, club meetings and service or fundraising projects.
- Keep the Kiwanis club updated regarding K-Kids activities and needs.
- Provide support to the K-Kids faculty advisor.
- Make sure the Kiwanis club retains funds within the budget to assist the K-Kids club with 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](http://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. 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. ***Utilize the parent advisor to develop a relationship with the parent group at the school.***

### **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 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 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 club officer 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](http://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 can 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 club officer 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 a positive atmosphere so club members can carry on 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 on the K-Kids website at [www.kkids.org](http://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**

### **Conduct 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 online and can be printed and distributed to club members for use.

### **Suggested service projects**

**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)).

**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.

**The Eliminate Project** – Kiwanis International and UNICEF have joined forces for the Eliminate Project: Kiwanis eliminating maternal/neonatal tetanus. The project is designed to eliminate MNT, which kills one baby every nine minutes. Kiwanis-family clubs, including K-Kids clubs, are playing a part. In fact, the very first donation came from a K-Kids club. To learn more, go to [www.TheEliminateProject.org](http://www.TheEliminateProject.org).

### **K-Kids fundraising 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.

## **Kiwanis International Guidelines and Policies**

### **Kiwanis 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)

## 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 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 with member resources and liability insurance coverage. The program kit is mailed to the Kiwanis advisor 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?***

1. Sponsoring Kiwanis club
2. District mailings sent to the Kiwanis and faculty advisors
3. District administrator
4. Kiwanis International K-Kids staff – 800-KIWANIS, ext. #390
5. K-Kids Web site – [www.kkids.org](http://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.






**K-Kids club advisor resources**





— In the program



— Provided online

<b>Checklist</b>		This resource will guide you through what to do first!
<b>Calendar</b>		Use the calendar to see the “big picture”. Suggested activities are listed for each month.
<b>Member handbook</b>		<p>The handbook helps teach club members about their roles in the club.</p> <p>The handbook is full of great activities that encourage club members to take action by organizing, planning and implementing service and fundraising projects.</p> <p>Also use the handbook to guide club officers through their responsibilities.</p>
<b>Website</b> <a href="http://www.kkids.org">www.kkids.org</a>		The updated K-Kids website is much easier to navigate and allows access to K-Kids resources 24/7. If there is a resource you can’t find online, e-mail <a href="mailto:kkids@kiwanis.org">kkids@kiwanis.org</a> and Kiwanis staff will assist you.
<b>Facebook</b>		<p>Kiwanis International updates the Kiwanis Kids Facebook page regularly. Receive up-to-date information about what’s happening with K-Kids and the other Kiwanis Service Leadership Programs.</p> <p><a href="http://www.facebook.com/kiwaniskids">www.facebook.com/kiwaniskids</a></p>

<p><b>K-Kids Advisory E-newsletter</b></p>		<p>The K-Kids Advisory e-newsletter is published and posted online every other month. Club advisors will receive an email with a link to the newsletter. If you're not receiving the newsletter, go online and register to receive it at <a href="http://www.kiwanis.org">www.kiwanis.org</a>. The subscribe/unsubscribe button is at the bottom of the page.</p> <p>The newsletter includes reminders about upcoming events, suggested activities, service project ideas and more.</p>
<p><b>How you can help Kiwanis improve the K-Kids program?</b></p>		<p>Provide feedback through online reports and surveys. Email us at <a href="mailto:kkids@kiwanis.org">kkids@kiwanis.org</a> about resources you'd like to see created.</p> <p><b>Reports that provide Kiwanis with great information:</b></p> <ul style="list-style-type: none"> <li>• Annual Achievement Report</li> <li>• K-Kids Activity Report</li> <li>• K-Kids Census Report</li> </ul> <p><i>(Ask your club secretary to complete these reports.)</i></p>

If you need additional assistance please contact the **Kiwanis International Office** at 1-800-KIWANIS, ext. 411, or e-mail [kkids@kiwanis.org](mailto:kkids@kiwanis.org).

Kiwanis Kids website address: [www.kiwaniskids.org](http://www.kiwaniskids.org)

**Kiwanis advisors** are encouraged to review the **Service Leadership Programs Sponsorship Toolkit** available online at: [www.kiwanis.org/advisor](http://www.kiwanis.org/advisor).

