

FUNCTION OF THE DISTRICT COMMITTEE

As the District Administrator one of your greatest responsibilities is that of forming, training, guiding, and assisting the District Committee. This committee is your “right hand” in reaching out to Kiwanis clubs and schools to promote and support your program.

One effective system to accomplish this task is to assign each committee member a region of the district as his/her responsibility. This person will “be the administrator” for that region/zone/area. That individual’s responsibility is to develop the program in that area by being the “go-to” person for information and assistance. This person must have a working knowledge of Kiwanis as well as K-Kids, Builders Club, and Aktion Club .

As administrator, you can facilitate training for this committee at mid-winter conferences, district conventions, and other opportunities within your district when the Kiwanis leadership gathers.

Duties of the committee members should include, but not be limited to, the following:

- Establish a relationship with each Kiwanis club in the assigned region to ensure the following suggestions are accepted and implemented in a positive and progressive manner.
- Work toward the concept that every elementary school, public and private, in the region will at some future date have a Kiwanis Kids program.
- Promote activities to improve effectiveness of existing Kiwanis Kids programs. It is important for Kiwanians to attend all Kiwanis Kids program events.
- Encourage education of parents regarding the purpose of the Kiwanis Kids programs. Also involve parents and family members in activities.
- Maintain an inventory of resource materials to educate others about Kiwanis Kids programs. Brochures can be ordered from Kiwanis International.
- Work with each Kiwanis club not currently sponsoring a Kiwanis Kids program to authorize and develop an active Kiwanis Kids committee with a budget.
- Prepare a list of schools/agencies without Kiwanis Kids programs and assign each school/agency to a specific Kiwanis club for the purpose of developing a program.

Establishing relationships with Kiwanis clubs that sponsor K-Kids clubs

- Serve as a resource for K-Kids charter ceremonies to ensure the sponsoring Kiwanis club provides refreshments, and the following are invited: elected officials, school board members, administrators, parents, sponsoring Kiwanis club members, Kiwanis, Circle K and Key Club district officers living in the area, and the news media.
- Encourage sponsoring Kiwanis clubs to carryout fun and educational activities to improve the interest and participation level of club members (Camping, sports, and recreational activities are effective in achieving this goal).
- Ensure sponsoring Kiwanis clubs complete online K-Kids club registration by December 1 of each year for each sponsored club.
- Encourage sponsoring Kiwanis clubs to participate in K-Kids contests and submit a K-Kids annual Achievement Report.
- Follow-up with delinquent and/or suspended K-Kids clubs to achieve reactivation by the Kiwanis club, motivating the club to pay club sponsorship fees.
- Encourage Kiwanis clubs planning to withdraw their sponsorship to reorganize the club or to transfer the sponsorship of that club to a different Kiwanis club.
- Encourage each Kiwanis club to plan a special program and/or community activity during Kiwanis Family Month (November).
- Encourage each Kiwanis club to plan a special program and/or community activity during Kiwanis One Day in April.
- Encourage each Kiwanis club to recognize school officials and faculty advisors each year. Suggest that school principals and faculty advisors be made Honorary Kiwanis members.
- Implement a public relations plan for each area to educate the public on the value of Kiwanis Kids programs.

Not only will this committee system serve to effectively build the program in each area of the district but will also provide a pool of K-Kids, Terrific Kids and Bring Up Grades experts as a resource for program development and leadership.