

K-KIDS & BUILDERS CLUB

District administrator guide



Kiwanis
K-Kids
Young Leaders Helping Others

Kiwanis
Builders Club
Building Leaders



Motto

We build

Vision

To develop competent, capable, caring leaders through the vehicle of service.

Mission

K-Kids is an international student-led organization providing members with opportunities to perform service, build character and develop leadership.

Pledge

As a K-Kid, I promise to serve my neighborhood and my school. I will show respect toward my environment and I will try to make the world a better place in which to live.

Objects

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

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 differences in other people.

Caring: The act of being concerned about or interested in other people or situations.



Motto

Building leaders

Vision

To develop competent, capable, caring leaders through the vehicle of service.

Mission

Builders Club is an international student-led organization providing members with opportunities to perform service, build character and develop leadership.

Pledge

I pledge on my honor to uphold the objects of Builders Club. To better my school, my community, my nation and myself. To aid those in need while enhancing leadership capabilities, and to encourage the fellowship of all mankind.

Objects

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

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 differences in other people.

Caring: The act of being concerned about or interested in other people or situations.





CONTENTS

Introduction	5	Club support	33
Service Leadership model	5	How you support advisors.....	33
IDEA: a high-impact service toolkit.....	6	How Kiwanis International supports advisors...37	
Newly appointed district administrators	8	Committee leadership	39
Administrator checklist.....	9	District committee.....	39
Suggested position description	11	Committee best practices.....	40
Ambassadorship	17	Communication with Kiwanis International	43
Kiwanis district.....	17	Accessing district data	43
Kiwanis district office.....	19	Annual contests.....	47
Kiwanis Youth Protection	20	Our partners	48
Opening new clubs	25	Kiwanis Children’s Fund	49
Your role in opening new clubs.....	25	Resources	53
Starting a new club	27	Insurance	56
Annual renewal fee and club status.....	29	Website resources.....	57
District administrator reimbursements	30	Index.....	58
Resources from Kiwanis International.....	31		

Dear district administrator:

Thank you for supporting and inspiring K-Kids and Builders Club members and advisors. These programs are part of the Kiwanis family, a global organization of members dedicated to serving the children of the world. Kiwanis family clubs are a wonderful opportunity for youth members to build social and emotional skills that prepare them for a life of leadership and service. Your involvement will be an important part of their development.

This guide will provide a foundation for your service as a K-Kids or Builders Club district administrator. Every district has unique features, and some have variations in terminology — but this guide is designed as a helpful, general resource to carry out the functions of your position.

We hope your experience as a district administrator will be rewarding and inspiring. Thanks again for your service. You're an important part of the Kiwanis family.





**DONATIONS
↑ HERE ↑**

WARD BOUND
Fight Homelessness in Ind

Introduction

Service Leadership model

The experience of service leadership is the primary objective of Kiwanis Service Leadership Programs. When gained at a young age, the service-club experience prepares people to become the most engaged members of their communities — now and in the future.

Serve
Lead
+ Engage

Service Leadership

SERVE

K-Kids and Builders Club provide opportunities for students to discover that service is an exciting and important new part of their lives. They begin to see their own ability to make a difference, explore their passions and convictions, and develop their empathy with people in need.

LEAD

Every person has leadership potential. K-Kids and Builders Club help students fulfill it — giving them a chance to step forward when the easier choice might have been to stand still. Members begin to grow into their identities as leaders and develop the ability to move an idea into purposeful action.

ENGAGE

Through service leadership, a member lives a life of collaboration rather than isolation. K-Kids and Builders Club help students see that collaboration is crucial — enhancing their ability to build both strong connections through face-to-face interaction and coalitions that address community needs.

Service clubs provide members with many opportunities to develop through experience. As an administrator, you're a guide, a coach and an educator. You play a powerful role for the next generation of service leaders. Thank you for your commitment to their growth ... and to your community.

IDEA: a high-impact service toolkit

The best way to help young people develop into lifelong servant leaders is to give them personal experience in high-impact service. High-impact service occurs when members are fully invested in the project, the experience positively affects both members and beneficiaries, and the results last longer than the present. That's what K-Kids and Builders Club are all about: Members see how they can make a difference and become leaders through service.

To help members lead the way to high-impact service, Kiwanis International is excited to offer the IDEA Toolkit. Written specifically for club officers, the toolkit guides members through planning and executing a service project of their choosing — from beginning to end. IDEA is comprised of four steps:

- I**dentify the need
- D**evelop the passion
- E**xecute the project
- A**dvance the impact

Each step contains instructions, handouts and tools for club officers. Advisors should read and review the toolkit with officers — and then act as a resource along the way. The IDEA Toolkit is tailored for each program. The K-Kids toolkit and resources are available at kkids.org/IDEA. For Builders Club, they're available at buildersclub.org/IDEA. Here are the basics of each step for both toolkits:

IDENTIFY THE NEED

Every school and community has service needs. Choosing one for the club to address with a high-impact service project requires the participation of every club member. In this step, club members will participate in activities that challenge them to investigate the service needs in their community.

DEVELOP THE PASSION

Understanding the service need is crucial to planning an effective service project — and to forming a personal connection to it. In this step, members will hear from community experts, brainstorm ideas, decide on a service project and bring awareness to their cause.

EXECUTE THE PROJECT

The key to achieving service projects with high impact is to plan. In this step, club members will learn what details must be decided to execute a service project. They will have fun practicing a variety of skills, including budgeting, fundraising, event planning and more.

ADVANCE THE IMPACT

Service projects don't simply end when the activity is over. Celebrating, reflecting and sharing the results with others are important to achieving the highest impact. In this step, club members will take time to think of all they have accomplished — and make plans to continue their path of service.

There is no set timeline for using the IDEA Toolkit. We understand that every K-Kids club and Builders Club is different. Each club should use the IDEA Toolkit as it sees fit and make adaptations when necessary. In fact, advisors and club officers should review the toolkit together before getting started. If advisors aren't sure an activity would be approved, it is their responsibility to check with the proper authorities.

Newly appointed district administrators

If you're new to the role of district administrator — thank you for volunteering. You're an important part of the success of the program in your district. That's why we want to provide you with the help and information you need as you prepare. These tips will help you get started:

- **Get involved even before you begin.** If possible, attend and/or volunteer at district events before you start your position. Shadowing a peer at these events can give you a better understanding of the administrator's role. Suggested events are:
 - Kiwanis district board meeting(s).
 - Kiwanis district and international conventions.
 - Kiwanis mid-year conference.
 - Watch for announcements in the monthly administrator e-newsletter about district administrator training offered annually by Kiwanis International.
 - District K-Kids/Builders Club events.
- **Talk to the outgoing district administrator.** To ease the transition, welcome his or her general thoughts and observations about the role, the district, strengths and possible improvements
- **Review the administrator checklist.** Understand the traditional dates, locations and schedule of district and international events.
- **Connect with Kiwanis.** Ideally, you will attend a training session offered by Kiwanis International staff members prior to starting your new role. Kiwanis staff will continue to provide support while you serve as district administrator. Administrator resources are available online at kkids.org/administrator and buildersclub.org/administrator.
- **Join the private Facebook group for district administrators.** This is a place for district administrators of K-Kids and Builders Club to network, share ideas and ask questions. Request to join the group by visiting facebook.com/groups/KKBCDAs.
- **Read monthly e-newsletters.** From August to May, Kiwanis International publishes a monthly e-newsletter for K-Kids and Builders Club advisors. These newsletters contain updates, tips, activity ideas, resources and more. District administrators automatically receive this communication. If you are not receiving this email, contact memberservices@kiwanis.org to update your contact information and role within our database.
- **Follow K-Kids and Builders Club on social media.** Check out page 37 for direct links.

Administrator checklist

Below is a suggested checklist for you to use during your term. Use this checklist as a guide to support the work of advisors, and feel free to customize it to meet the needs of your district.

- Find out more about the clubs in your district by downloading your district reports. District administrators can access them by logging into the Kiwanis online reporting system at kiwanis.org/login. Check out page 46 to learn more about the Kiwanis online reporting system.
- Create a newsletter to introduce yourself and share news with club advisors. Visit kkids.org/administrator or buildersclub.org/administrator for a sample template.
- Encourage Kiwanis and faculty advisors to schedule a meeting together at the start of the club year to set expectations for each other.
- Encourage club advisors to schedule a meeting with the school principal or community organization leader at the start of the club year to set expectations.
- Ask club advisors to complete monthly reports in the Kiwanis online reporting system. Check out page 46 for more information about this process.
- Share the online advisor guide (kkids.org/advisorguide or buildersclub.org/advisorguide) with club advisors at the start of the club year.
- Share interactive advisor online education (kkids.org/advisoreducation or buildersclub.org/advisoreducation) with club advisors at the start of the club year.
- Encourage club advisors to ensure all club officer positions are filled for the year and all positions have been trained. Installation ceremonies for new members and officers should occur at the start and end of each club year with additional training provided as needed. Encourage clubs to invite parents, school administrators, community leaders and the sponsoring Kiwanis club to attend installation ceremonies.
- Encourage club advisors to review the IDEA Toolkit with club officers at the start of the club year. Each step contains instructions, handouts and tools for club officers to lead the way to high-impact service. Each club should use the IDEA Toolkit as it sees fit and make adaptations when necessary. There is no timeline for using the IDEA Toolkit. If advisors aren't sure an activity would be approved, it is their responsibility to check with the proper authorities. Check out pages 8-9 for more information about the IDEA Toolkit.
- Encourage club advisors to work with club officers at the start of the club year to create a club budget and ensure club expenses are covered.
- Encourage club advisors to review Kiwanis International contests to heighten members' leadership experience while adding more fun to the year by visiting kkids.org/contests or buildersclub.org/contests.

- Encourage club advisors to work with club officers at the start of the club year to create a member recruitment plan.
- Encourage club advisors to follow K-Kids and Builders Club on social media at the start of the club year. Check out page 37 for direct links to each page.
- Encourage club advisors to celebrate Kiwanis Youth Protection Week in October by reviewing the Kiwanis youth protection training. Information is available online at kiwanis.org/youthprotection.
- Encourage Kiwanis club advisors to ensure their criminal history background check is complete. They can reach out to their sponsoring Kiwanis club secretary or the Kiwanis International member services team for assistance.
- Encourage club advisors to reach out to their sponsoring Kiwanis club secretary in October to renew the club for another year. Visit kkids.org/renewal or buildersclub.org/renewal to learn more.
- Encourage clubs to participate in a Kiwanis One Day service project in October. Kiwanis One Day encourages all Kiwanis family club members to jointly perform a community service project. Visit kiwanis.org/oneday to learn more.
- Encourage clubs to participate in Trick-or-Treat for UNICEF in October. Visit unicefusa.org/trick-or-treat to learn more.
- Encourage clubs to celebrate Kiwanis family members during CKI Week in October. Visit circlek.org to learn more.
- Encourage clubs to celebrate Kiwanis family members during Key Club Week during the first full week of November. Visit keyclub.org to learn more.
- Encourage eighth-grade students in Builders Clubs to attend a Kiwanis Key Leader event, either in person or virtually. Visit key-leader.org to learn more.
- Encourage clubs to celebrate K-Kids Week in the last full week of February. Visit kkids.org/K-KidsWeek to learn more.
- Encourage clubs to celebrate Kiwanis family members during Aktion Club Week in the first full week of March. Visit aktionclub.org to learn more.
- Encourage clubs to celebrate Builders Club Week in the third full week of March. Visit buildersclub.org/BuildersClubWeek to learn more.
- Promote the next step in the Kiwanis family journey (Builders Club or Key Club) near the end of the club year.
- Send thank-you notes to volunteers who helped support your district throughout the year.

Suggested position description

Kiwanis International strongly suggests the following position description for the K-Kids and the Builders Club district administrator position. Each district may have additional duties or variations on these suggestions. Connect with your Kiwanis district office to learn about any additional expectations.

DISTRICT ADMINISTRATOR, K-KIDS/BUILDERS CLUB

Position Summary

Responsible for providing quality and efficient leadership to and administration of the K-Kids or Builders Club district organization as a vital component of the Kiwanis family. A significant contribution of time and personal resources are usually required. The administrator is appointed to serve a one-year term at a time, from April 1 through March 31.

Position Responsibilities

AMBASSADORSHIP

District administrators are the “adult face” of the K-Kids or Builders Club programs in their district. This means they should be advocates for the program, represent the program at district events, and generally serve as the primary “go-to” person for the program in their district.

Position requirements:

- Serve as primary liaison between the K-Kids or Builders Club program and the Kiwanis district.
- Develop positive working relationships with the Kiwanis district governor, governor-elect, secretary and other district leadership.
- Provide information on K-Kids or Builders Club sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference and other meetings and conferences as appropriate.
- Promote the K-Kids or Builders Club program throughout the Kiwanis district through articles, social media, newsletters and presentations.
- Understand the Youth Protection Guidelines and how they relate to K-Kids or Builders Club programming. Review them at kiwanis.org/youthprotection.

Additional best practices:

- Meet with incoming Kiwanis district governor to clarify roles and expectations of the district administrator position.
- Communicate and develop a working relationship with all Kiwanis family district administrators to strengthen all Service Leadership Programs in your district.
- Communicate with sponsoring Kiwanis club, sponsoring agency and others who are interested.

OPENING NEW CLUBS

District administrators support new clubs through the club-building and chartering processes. Administrators should also find opportunities in their district to promote the program to potential host sites (schools, agencies, etc.).

Position requirements:

- Provide assistance by facilitating the relationship between potential K-Kids or Builders Club host sites and Kiwanis clubs.
- Develop effective strategies for membership development and retention for existing K-Kids clubs or Builders Clubs.
- When a club is chartering without a Kiwanis sponsor, certify to Kiwanis International by emailing memberservices@kiwanis.org that no Kiwanis club is available or interested to provide sponsorship.
- Review the Pending Charters and Reactivations report regularly at kiwanis.org/slpreports and follow up with clubs in your district when chartering issues arise.
- Communicate any changes in charter or renewal fees made by Kiwanis International to the Kiwanis district.

CLUB SUPPORT

District administrators should offer regular communication and support to both Kiwanis advisors and faculty advisors. Administrators should find ways to recognize the work of the advisors and develop means to help them do their best job.

Position requirements:

- Create a communication plan for Kiwanis and faculty advisors, with a focus on strengthening existing clubs.
- Provide training to K-Kids or Builders Club advisors at district events.
- Encourage and assist Kiwanis and faculty advisors to complete a monthly report using the Kiwanis online reporting system.
- Encourage clubs to participate in annual contests offered by Kiwanis International at kkids.org/contests or buildersclub.org/contests.

Additional best practices:

- Attend club meetings and division council meetings as invited when possible.
- Provide educational materials and resources to advisors:
 - Online advisor guide: kkids.org/advisorguide or buildersclub.org/advisorguide.
 - Online IDEA Toolkit: kkids.org/IDEA or buildersclub.org/IDEA.
 - Links to social media pages: see page 37 of this guide.
 - Information provided to you through weekly emails from Kiwanis International, as appropriate.

COMMITTEE LEADERSHIP

District administrators should oversee a committee of adults to help carry out district responsibilities. Therefore, it becomes important for administrators to be good leaders/coaches skilled at putting people in positions where their strengths match the program needs.

Position requirements:

- Attract the best candidates by creating a position description for each committee member to clarify roles and expectations.
- Recruit committee members by utilizing relationships with the Kiwanis district during events, conferences and other meetings as appropriate.
- Communicate with and train committee members to promote K-Kids or Builders Club programs within the district.
- Train committee members to collaborate on the district goals for K-Kids or Builders Club.
- Evaluate committee meetings to improve future effectiveness.
- Regularly recognize committee members and celebrate successes.

Additional best practices:

- Provide an agenda at each meeting.
- Always start and end on time.
- Ensure committee meeting topics are relevant to your members.

LIAISON TO KIWANIS INTERNATIONAL

District administrators are the primary link between the Kiwanis International staff and their district. Responsibilities include providing updates, responding to requests, providing assistance in billing/membership issues, forwarding information and representing the interests of Kiwanis International.

Position requirements:

- Assist with communicating and collecting the K-Kids or Builders Club annual renewal fee.
- Support Kiwanis International's efforts to maintain current records of advisors' names and contact information.
- Provide constructive input regarding program development.
- Attend district administrator training offered by Kiwanis International.
- Announce and celebrate district contest award winners.
- Maintain K-Kids or Builders Club program brand guidelines in communications and promotions. Review them at kkids.org/administrator or buildersclub.org/administrator.

Additional best practices:

- Forward news articles and photos for use on websites and in publications of K-Kids or Builders Club at Kiwanis International by emailing kkids@kiwanis.org or buildersclub@kiwanis.org.
- Attend Kiwanis International convention and assist Kiwanis International staff with promoting SLP sponsorship.

Suggested Qualifications:

Educational background:

- Bachelors degree preferred, but not required.

Experiences:

- Experience in youth development and/or leadership development.
- Building effective teams.
- Continuous innovation.
- Capable of maintaining positive working relationships.
- Strong communication and support abilities.
- Ability to develop, present and deliver strategic program plans.
- Conflict management.
- Financial planning and budgeting.
- Event planning.

Skills:

- Computer proficiency.
- Internet and email access.

Other:

- Kiwanis membership.
- Previous experience with K-Kids or Builders Club.
- Previous experience with elementary/primary or middle school/junior high students.



Ambassadorship

Kiwanis district

Kiwanis leaders at every level work together to achieve common goals. The first step in understanding this arrangement is to know the four roles of the district itself:

1. Support and strengthen existing clubs.
2. Open new clubs.
3. Deliver Kiwanis education to all clubs, with the support of Kiwanis International.
4. Deliver Service Leadership Programs programming to and through clubs.

As a district administrator, you're crucial to the fourth role: delivering Service Leadership Programs. You are the liaison between the Kiwanis district and K-Kids and Builders Club. You may be invited to Kiwanis events throughout the year. These could include:

- Kiwanis district board meetings.
- Kiwanis division council meetings.
- Kiwanis district officer training.
- Kiwanis district mid-year meetings.
- Kiwanis district convention.

You will coordinate with the Kiwanis district governor, governor-elect, secretary and/or other district leaders to determine your role. Typically the role will involve training or educating Kiwanians about K-Kids and Builders Club or providing an update on current district programs.

TRAINING EVENTS

You may be asked to educate Kiwanians about K-Kids or Builders Club at training events. Kiwanis International offers these resources to support you:

K-Kids and Builders Club brochures. Brochures can be used at a display table or after a presentation to give people an overview of K-Kids and Builders Club. (Available at no cost at store.kiwanis.org.)

DISTRICT REPORT

For Kiwanis district board meetings, you will be asked to submit a report or status update on K-Kids or Builders Clubs in the district. Things to consider including in the status update:

- District membership:
 - Newly chartered clubs.
 - List of fee-paid K-Kids and Builders Clubs.
 - Upcoming district events.
- District budget information, if applicable:
 - Current account balance.
- Year-to-date expenditures in each budget category.
 - Budget amounts remaining in each category.
 - Projected shortfalls or surpluses in any category.
- A “thank you” to the Kiwanis district for any support provided since the last update.

Kiwanis district office

The Kiwanis district offices vary greatly. In some districts, the office is filled by a volunteer Kiwanian, while others have paid staff. Kiwanis districts support K-Kids and Builders Club in a variety of ways.

Many Kiwanis district offices:

- Maintain a line item in the Kiwanis district budget for K-Kids and Builders Club.
- Answer questions about K-Kids and Builders Club from Kiwanians or schools.
- Follow up with Kiwanis clubs that sponsor K-Kids and Builders Clubs that have not paid club dues.
- Post information about K-Kids and Builders Club on the district website.

Some Kiwanis district offices:

- Coordinate mailings to K-Kids and Builders Clubs in the district.
- Serve on the K-Kids and Builders Club committees.
- Maintain club historical data.
- Ensure Kiwanis advisors have criminal history background checks.

To better understand what is provided by the Kiwanis district office, you also will want to clarify and understand:

- District duties of a district administrator.
- Required events to attend.
- Budgetary support.

To learn what support is provided by the Kiwanis district, work with the Kiwanis district secretary and/or executive director.

Tip: If the Kiwanis district has a foundation, reach out to see what financial support is available for the district and club members.

Youth protection policies and procedures

effective February 2020

These policies can be found in Kiwanis International Policies and Procedures as Procedure 432. All adults working with youth under the age of 18 at any Kiwanis event are required to read/understand, agree to and abide by these policies.

Education: Every Kiwanis club is expected to inform and educate its members on these guidelines, best practices and required actions for individuals who become aware of youth in potentially harmful situations. This education must occur annually, including providing a copy of these guidelines to each club member. Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference regarding guidelines and best practices for adults working with youth, using materials provided by Kiwanis International.

Chaperone: A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis, twenty-one (21) years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

Chaperone addition (Effective May 1, 2020): A minimum of one adult per 10 students must be serving as chaperones during the entirety of the event. All chaperones (club members and non-members) participating in any single-day or overnight service leadership program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. Additionally, chaperones must follow all applicable policies and procedures. (See also Procedure 432.)

Criminal history background checks: Kiwanis International requires clubs to have a clear criminal history background check for any club member serving as an advisor to any Service Leadership Program club. The check must be conducted and verified by Kiwanis International. Persons without a clear criminal history background check may not serve as the advisor. Approved background checks shall be valid for no more than two years. Kiwanis advisors shall acquire a new criminal history background check upon their initial appointment to the position.

Tip: For the latest Kiwanis Youth Protection Guidelines, you can always go to kiwanis.org/youthprotection.

District administrators for Service Leadership Programs (Effective May 1, 2020):

Kiwanis International requires all SLP district administrators to complete an application process, which includes submission of a completed application, having a clear background check conducted and verified by Kiwanis International and completion of Kiwanis International youth protection training and any other elements that may be required by Kiwanis International. After receipt of an individual's application and verification of all required elements, Kiwanis International will review the information and decide, in its sole and absolute discretion, whether the individual is accepted to become an SLP district administrator. Kiwanis has no obligation to allow an individual to become an SLP district administrator based solely on a "clear" background check. Denial may be appealed via the process outlined in Procedure 197.

Overnight events (Effective May 1, 2020): All adults (club members and non-members) registered for or staying overnight at any Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. However, parents/guardians of participating students who are not chaperones may attend the event for a maximum of one overnight stay without a criminal history background check.

Overnight stays: While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and must include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room or other sleeping quarters (e.g., a tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarters with a youth. In the event that sleeping quarters consist of multiple beds (such as in a bunkhouse or camp cabin), adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

Transportation: When transporting youth, the best practice is the "rule of threes," with at least three people in the vehicle at all times, along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

Tip: K-Kids and Builders Club district administrators and assistant administrators are required to have clear background checks conducted through Kiwanis International every two years.

Use of alcoholic beverages, tobacco, marijuana, and other substances: While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.

Medications: The possession of prescription and non-prescription medications by youth at a Kiwanis event should be permitted only by the written permission of the parent/guardian.

Reporting: If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he/she must immediately contact the appropriate personnel at the event, as well as provide notification to law enforcement personnel as appropriate. All local, state, provisional and federal laws regarding reporting must be followed. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. Kiwanis International now offers a 24-hour, confidential helpline at 1-888-607-SAFE. The helpline can be used if you think a youth has been harmed or their safety and well-being are at risk.

Personal information: All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission to treat forms, etc., should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained a minimum of three years or longer, as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

Youth and social media: For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, the Kiwanian should use his/her best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly "liking" or commenting on a person's posts on Facebook). Prior to posting any media online, such as photographs, obtain

permission from any and all individuals (or parents, for minors) who appear in that media; it could be illegal to do otherwise. See *Kiwanis International Policy B* for complete social media guidelines.

Behavioral or health issues: Kiwanians are often seen by a young person as adults to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

Conflicts with other rules: Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.

Administrator & Advisor role in youth protection

It is essential to equip Kiwanis clubs, districts and K-Kids and Builders Club administrators and advisors with the tools and best practices to provide a safe and secure environment for youth. In addition to new policies, we are introducing new resources for our Service Leadership Programs advisors at kiwanis.org/youthprotection.

We have new training from Praesidium, Inc. via their Armatus training database, plus new materials and training for chaperones. Also, we have introduced a 24-hour, confidential helpline if you think a youth has been harmed or their safety and well-being are at risk.

Outlined in the policies and procedures, all Kiwanis members serving as K-Kids and Builders Club administrators and advisors are required to meet the following:

- Complete, be cleared of and maintain a valid Kiwanis background check with our vendor, Safe Hiring Solutions, during their tenure. Checks are good for two years.
- Complete “Advisor” Armatus/Praesidium child abuse prevention and youth protection training modules. Training is good for two years.
- Review Youth Protection policies and procedures annually.

Kiwanis Youth Protection helpline 1-866-SAFE (7233)
Report abuse and policy violations to a trained professional 24 hours/7 days.

Tip: An online education session covering Kiwanis Youth Protection Policies is available for any Kiwanian to review at kiwanis.org/youthprotection.



Opening new clubs

Your role

Essentially, your primary role as a district administrator is to promote K-Kids or Builders Club to potential sponsoring Kiwanis clubs — and to support those who make this commitment. There are four key players in the growth of new clubs: the Kiwanis club or other sponsoring organization, the school or other youth-serving site, the Kiwanis district and Kiwanis International. It is important to understand the function of each of these roles in the start of new clubs.

KIWANIS CLUB*

Kiwanis clubs serve as sponsors of clubs in the Kiwanis Service Leadership Programs (such as K-Kids and Builders Club). Kiwanis clubs make direct contact with the school and do the hands-on work in opening new clubs. District administrators support these efforts by making sure the clubs are aware of resources and chartering procedures. Kiwanis clubs may also need help identifying schools or other host sites. Ultimately, the best way you can help these clubs is to be available.

TEN STEPS TO SPONSORSHIP

Sponsoring a K-Kids or Builders Club goes beyond providing funds. To successfully sponsor a youth club, follow these 10 steps:

1. Appoint a Kiwanis advisor for the K-Kids or Builders Club.
2. Attend the K-Kids or Builders Club meetings and events.
3. Include expenses in the service account for the K-Kids or Builders Club.
4. Meet with school leader(s) or community organization leader(s) once a year.
5. Ensure all dues and fees are paid.
6. Ensure proper training for club officers.
7. Meet with Kiwanis club and youth leaders once a year.
8. Host or participate in joint activities.
9. Invite K-Kids and Builders Club members to Kiwanis club meetings.
10. Ensure K-Kids and Builders Club members have training opportunities beyond the club level.

**According to the Kiwanis Youth Programs Inc. policy, a K-Kids or Builders Club may be established in a school or equivalent educational institution without a sponsoring Kiwanis club in accordance with sponsorship rules and guidelines set by the Kiwanis International Board of Trustees. See page 36 in the “Club Support” section for more information.*

KIWANIS DISTRICTS

Kiwanis districts should promote K-Kids and Builders Clubs to potential sponsoring Kiwanis clubs (or other sponsoring organizations). A Kiwanis district must make sure all Kiwanis clubs in the district are aware of K-Kids and Builders Club — and what it takes to build and sponsor one. The district administrator, along with youth members, should promote K-Kids and Builders Clubs at Kiwanis district events, including the convention. When more Kiwanis clubs are inspired and knowledgeable about K-Kids and Builders Club, more clubs open in that district.

KIWANIS INTERNATIONAL

Staff members at Kiwanis International develop and provide resources that district administrators (and other Kiwanians) can use to promote K-Kids and Builders Club at the district level. Kiwanis staff works to build the brand identity and general awareness of the program — so when sponsoring clubs meet with school administrators, for instance, the administrators already have a positive feeling about K-Kids and Builders Club. (Refer to the end of this section for a list of available resources.)

PUTTING IT ALL TOGETHER

As an overview:

- Kiwanis clubs sponsor K-Kids and Builders Clubs.
- District leaders (like you) educate and support Kiwanis clubs in their club-building efforts.
- Kiwanis International staff members provide resources for districts and build broad awareness of K-Kids and Builders Club.

Ultimately, all of us working together in our respective roles will benefit Kiwanis youth programs and the students who join. New clubs open. Existing clubs grow stronger. More young people learn the value of service and fellowship.

Tip: Because of our great reputation, schools often want a K-Kids or Builders Club before a Kiwanis club approaches them. The first goal is to link these schools with Kiwanis clubs in their community. The district administrator is key in making that connection. But remember: If a Kiwanis club is not available, K-Kids and Builders Clubs can still be chartered.

Starting a new club

You and your district committee will support all new K-Kids clubs and Builders Clubs, but your role will vary based on location, schedule and other logistics. Consider yourself the coach throughout this process: Support the Kiwanis club, the school/organization staff and incoming members.

Once a Kiwanis club, a school and/or a community organization that serves youth has expressed interest in sponsoring or starting a K-Kids club or Builders Club, you have three easy steps:

1. FIND

Identify advisors, members and a place to meet.

The sponsoring Kiwanis club needs to identify a local school or organization that would benefit from a K-Kids or Builders Club — or a K-Kids and Builders Club that needs help connecting with a local Kiwanis club or other organization for sponsorship. Advisors are appointed from the sponsoring Kiwanis club and from either the school or site. Once a core group of members has been recruited, they can often help assess the club's potential, create a prospect list, promote the club and invite new members.

Resources:

- Suggestions for inviting new members and advisor role information can be found in the online advisor guide at kkids.org/advisorguide or buildersclub.org/advisorguide.
- The K-Kids and Builders Club posters and brochures are available at no cost to you in the Kiwanis store at store.kiwanis.org.

2. LEAD

Get organized, complete the charter paperwork, train club leaders and build enthusiasm.

Download the Petition to Charter online (links are listed on the next page). Work closely with the designated advisors to complete the forms and collect the signatures. Send the completed forms to Kiwanis International, along with payment, to charter the club. Meanwhile, the Kiwanis club can prepare the youth club by helping to promote it and recruit members. The Kiwanis club also will be a great resource when it comes to helping the youth club elect officers.

New members will need to adopt club bylaws, officially elect officers and start planning club meetings. Once you receive notification from Kiwanis International that the club is officially chartered, it's time to celebrate! Coordinate a chartering ceremony for the new club and invite the whole Kiwanis club and school or organization to participate.

K-Kids chartering:

US\$300 (includes gavel with gavel block, member handbooks, member buttons, an advisor guide and additional resources)

Builders Club chartering options include:

US\$600 (includes charter banner, gavel with gavel block, member handbooks, member pins, an advisor guide and additional resources)

US\$400 (includes gavel with gavel block, member handbooks, member pins, an advisor guide and additional resources)

Resources:

- Petition for Charter: kkids.org/charter and buildersclub.org/charter
- Charter presentation: kkids.org/advisorguide and buildersclub.org/advisorguide
- Installation of officers: kkids.org/advisorguide and buildersclub.org/advisorguide

3. SERVICE

Now club members can make a difference in the community.

Encourage the sponsoring Kiwanis club to stay active with the youth club by being a resource to the community for them. Encourage the youth club to explore their own leadership skills by achieving high-impact service in their school and community.

Planning and participating in service projects is a great way for members to gain leadership skills and make a difference.

Resources:

- K-Kids & Builders Club IDEA toolkit: kkids.org/IDEA and buildersclub.org/IDEA

Annual renewal fee and club status

Beginning the year after the K-Kids club or Builders Club is chartered, the sponsoring Kiwanis club will be billed for an annual renewal fee by Kiwanis International. Each year, active clubs receive a membership kit with club resources. Although items in the kit vary slightly each year, they traditionally include:

- Advisor guides.
- Member handbooks.
- Builders Club membership pins/K-Kids membership buttons.
- Club officer pins or buttons.

The club fee also covers:

- Resources for club opening/chartering, and inviting new members.
- Official K-Kids and Builders Club website and social media accounts.
- Monthly email updates to advisors.
- District and club awards.
- Liability insurance.

For information on how the fees are submitted, refer to kkids.org/renewal and buildersclub.org/renewal.

CLUB STATUS

A K-Kids club or Builders Club can have one of the following statuses: active, inactive, or charter-revoked. A club's status depends on whether the club's annual fee has been paid and how long since the fee has been paid. Here are details:

An **active** K-Kids or Builders Club is a club in good standing.

An **inactive** K-Kids or Builders Club has gone one to two years without paying an annual renewal fee. To regain active status, the K-Kids or Builders Club must reactivate by paying a US\$100 reactivation fee plus the current year's fee.

- If a club reactivates, it will become an active club.
- After two years of inactive status, a club becomes charter-revoked.

A **charter-revoked** K-Kids club or Builders Club has lost its connection with Kiwanis. To return to "active" club status, a charter-revoked club must charter again at the full cost. Resources are available at kkids.org/charter and buildersclub.org/charter.

District administrator reimbursements

To support the work of the K-Kids and Builders Club district administrators, Kiwanis International has a reimbursement system. Each K-Kids and Builders Club district administrator earns funds for reimbursement by building new clubs within the district. Reimbursement can be for any personal expense associated with the promotion or support of K-Kids or Builders Club.

Some examples of expenses eligible for reimbursement:

- Mileage to a charter event or youth club meeting.
- Mileage to a Kiwanis district or international event.
- Plane tickets, parking or baggage fees for travel to district administrator training.
- Copies or mailing expense.

K-Kids district administrators earn up to US\$50 per chartered K-Kids club for the current year.

Builders Club district administrators earn up to US\$100 per chartered Builders Club for the current year.

Prepare a reimbursement request by rounding up the following items:

- Complete the reimbursement form available at kkids.org/administrator or buildersclub.org/administrator.
- Gather copies of all receipts and/or mileage log showing points of destination.
- Find your district's Charter to Date report at kiwanis.org/slpreports.

Complete your reimbursement request by submitting the above information to the Kiwanis International staff member listed at the bottom of the reimbursement form.

TIP: When a K-Kids or Builders Club recharter, it can use the former club number it requested at the time of its original charter. However, the club's charter date changes to the more recent charter date.

Resources from Kiwanis International

If you have questions or need assistance with starting a new club, Kiwanis International is always available. Simply contact memberservices@kiwanis.org. In addition, Kiwanis International offers resources to support new clubs:

BROCHURES

Brochures can be used at a display table or after a presentation to give readers an overview of K-Kids or Builders Club. (Available at store.kiwanis.org.)

FINDING A KIWANIS CLUB

A great resource when looking for a sponsoring Kiwanis club is kiwanis.org/findaclub.

KIWANIS SERVICE LEADERSHIP PROGRAMS INFORMATIONAL BROCHURE

This piece is a great tool to hand out to potential sponsors. It gives a brief description of each SLP program. (Available at no cost at store.kiwanis.org under “meeting items” and then “literature.”)



Building
Leaders

Club support

How you support advisors

A district administrator's support for advisors varies by district. However, every administrator plays a key role in communication and training. Most of the questions you get will be easy to answer with a quick reply. But when club advisors or school personnel have a more complicated issue, you will need to rely on the school's policies, the club's bylaws, and Kiwanis International bylaws and board policies when providing feedback. Kiwanis International staff can help you if you are struggling to offer the right answer or guidance. You have access to resources that connect you with Kiwanis and with faculty advisors of the K-Kids and Builders Clubs in the district.

COMMUNICATION

Using the downloadable reports available through the Kiwanis online reporting system at kiwanis.org/login, you can get the mailing addresses for each K-Kids club or Builders Club in your district, as well as the email addresses for each club's Kiwanis and faculty advisors. With this information, you can create a schedule to communicate consistently with the advisors.

District administrators should schedule emails to club advisors ranging from weekly to quarterly. Some districts help advisors stay engaged through the use of regular mail, posts on websites and social media, and Facebook groups.

Use communications to:

- Promote upcoming district events.
- Promote interactive advisor online education, found at kkids.org/advisoreducation or buildersclub.org/advisoreducation.
- Promote the IDEA Toolkit at kkids.org/IDEA or buildersclub.org/IDEA.
- Reinforce activities in the advisor checklist, which is found in the K-Kids/Builders Club advisor guide at kkids.org/advisorguide or buildersclub.org/advisorguide.
- Share successful service projects, with pictures.
- Pass along relevant messages from the weekly administrator email you receive from Kiwanis International.
- Highlight new and/or important online resources.

You have the freedom to determine the most effective communication methods and information for the district. Of course, you also are responsible for continuously evaluating those methods' effectiveness. Stay up to date on your communications — and your effectiveness.

Tip: Refer to the “Communication with Kiwanis International” section of this guide for details on getting advisor contact information.

WEBSITE

K-Kids and Builders Club often have a presence on Kiwanis district websites. Online information is a great way to connect with parents, advisors and potential sponsors to promote K-Kids and Builders Club.

Consider including these resources/information:

- What is K-Kids and Builders Club?
- Fun stories/news.
- Photo album.
- Resources.
 - Contest and award information.
 - The IDEA Toolkit.
 - Club officer resources.
 - Advisor resources.
 - Recruitment resources.
- Parent information.
- How to charter a new club.
- District administrator contact information.
- Charter and renewal fee information.
- Calendar of events.
- District newsletters/publications (including links to any past issues).
- District history.

The district website should follow best practices — to protect the K-Kids and Builders Club brands, but also the members and district. Keep these tips in mind:

- **Follow graphic standards.** Download the Kiwanis brand book at kiwanis.org/brand. For information about official K-Kids and Builders Club logos, colors and typefaces, visit kkids.org/administrator or buildersclub.org/administrator.
- **Get a release.** If you are planning to use an individual’s image — such as in photographs or video — you must have written permission to do so. A photo release can be downloaded at kiwanis.org/photorelease.

TRAINING

Providing educational materials and training to faculty and Kiwanis advisors can be a challenging task because of the variety of needs and circumstances. These tips can help:

- **Use the K-Kids and Builders Club Advisor Guide.** This tool is filled with information to help advisors mentor and support a K-Kids or Builders Club. Download the guide at kkids.org/advisorguide or buildersclub.org/advisorguide. As an administrator, you can provide the guide to new advisors or use content in the guide as curriculum for training.
- **Provide face-to-face training.** A Kiwanis district convention is an opportunity to offer workshops for advisors. Try these tips to make trainings successful:
 - Seek exceptional advisors to lead these workshops (not just seasoned advisors).
 - Survey the attending advisors before they arrive about what they want covered in the trainings.
 - Consider having sessions co-hosted by students to demonstrate the club's student-led philosophy.
- **Go digital.** Record webinars for advisors to view at their leisure. If you are new to webinars, you might want to start with one for new advisors. After that, consider surveying current advisors to get an idea of the webinar topics they may need or want to see.
- **Use existing communication.** Training and education don't take place one time only. Include tips, best practices and relevant how-to's in your regular communications with advisors.

By utilizing a combination of these training media, you can improve advisors' impact on the club — and the experience of youth members.

CLUBS WITHOUT A KIWANIS SPONSOR

Traditionally, a K-Kids or Builders Club is sponsored jointly by a Kiwanis club and a school or other youth-serving organization. But in both programs, clubs can officially charter without a Kiwanis sponsor. For those clubs, you will play a big role in helping them stay connected to the district.

In 2014, all Service Leadership Programs district administrators discussed the issue of clubs that charter without a Kiwanis sponsor. They identified the top five issues that are lacking when an SLP club, including a K-Kids or Builders Club, is not sponsored by a Kiwanis club:

1. Relationship with the Kiwanis family/mentorship.
2. Financial support.
3. Information and communication.
4. Access to social functions and community projects.
5. Leadership and training.

A few suggestions to support these clubs:

- Find another community organization or business to serve as the sponsor.
- Approach civic leaders in the community and get them involved.
- Encourage members to make an extra effort to understand Kiwanis and the Kiwanis family.
- Create a line item in the Kiwanis district budget to support these clubs — with a focus on getting advisors and members to district training events.
- Connect an unsponsored K-Kids or Builders Club with a sponsored club in its program.
- Have the closest Kiwanis club connect with the K-Kids or Builders Club and invite the Kiwanians to the youth club's projects and activities.
- Encourage parents to be more involved with K-Kids or Builders Club.

Tip: Share virtual resources with club advisors. Advisors can find Virtual Meeting Toolkits at kiwanis.org/kkidsvirtualmeetingkits or kiwanis.org/buildersclubvirtualmeetingkits. Virtual leadership training resources are also available at kiwanis.org/virtualkeyleader.

How Kiwanis International supports advisors

Kiwanis International also plays a role in helping club advisors succeed. Once a Kiwanis or faculty advisor is designated for a club, that person begins receiving email communication.

First, new advisors receive a special welcome message from the chief programs officer of the Service Leadership Programs department at Kiwanis International. Then they are informed of the following program resources available from Kiwanis International:

The advisor guide. This tool is filled with information to help advisors mentor and support their clubs. A copy of the guide is mailed to each new club when it charters. It is also available to download at kkids.org/advisorguide or buildersclub.org/advisorguide. Topics in the guide include:

- The IDEA Toolkit (online).
- Advisor role and resources.
- Advisor tips.
- Club processes and resources.
- Kiwanis International support.

Monthly e-newsletters. From August to May, Kiwanis International publishes a monthly e-newsletter for K-Kids and Builders Club advisors. These emails include updates, tips, activity ideas, resources and much more. You should receive a copy as well. If an advisor is not receiving these emails, make sure that the advisor's information is listed correctly in the Kiwanis International database by emailing the Kiwanis International member services team at memberservices@kiwanis.org.

Website. The K-Kids and Builders Club websites house the latest resources and news about K-Kids and Builders Club. Advisors are encouraged to bookmark kkids.org or buildersclub.org.

Social media. The K-Kids and Builders Club social media pages allow clubs to spread the word, connecting with their communities — including current and potential volunteers.

K-Kids social media:

- facebook.com/KiwanisKids
- twitter.com/KiwanisKids
- pinterest.com/KiwanisKids

Builders Club social media:

- facebook.com/BuildersClub
- twitter.com/BuildersClub
- pinterest.com/BuildersClub



Committee leadership

District committee

Recruiting, training and leading members of the K-Kids or Builders Club district committee is an important role of the district administrator. The district committee's work will help you accomplish your required tasks and help build a succession plan for the district administrator position. Building a committee also creates opportunities for more Kiwanians to become involved with K-Kids and Builders Club.

Seek out individuals committed to K-Kids' and Builders Club's mission — and whose talents meet the responsibilities of their positions. Consider recruiting Kiwanis and/or faculty advisors. (In some districts, committee members must also be approved by the Kiwanis district governor and/or board.)

Possible committee members include:

- **Assistant district administrator.** This adult partners with you in advising K-Kids or Builders Clubs in the district as well as the other roles of the district administrator.
- **Zone/region administrators/chairs/advisors.** Within a given geographic area, these individuals support the advisors in those divisions. They also help charter new clubs.
- **Kiwanis advisor and faculty advisor representatives.** These individuals represent the interests of the advisors and give voice to their opinions and concerns. They could also bring the perspective of K-Kids and Builders Club volunteers to the committee.
- **Other district administrators.** The participation of the district administrators from other programs will help create a united team and enhance the experience for all Service Leadership Program participants in the district.
- **Chair of event(s).** This individual oversees events hosted for K-Kids or Builders Club members and/or advisors. When overseeing an event, the chairperson markets the event, develops the program, oversees the budget, coordinates the registration and executes the event.

When building the annual budget, keep this committee in mind. Think about expenses and determine what can be covered. Items to consider:

- Mileage reimbursement.
- Kiwanis district convention stipends.
- Kiwanis International convention stipends.

For both K-Kids and Builders Club, a district committee is an important part of the district administrator's responsibilities. It's a vital source of support for students and advisors — and for increasing the amount of programming in the district.

Committee best practices

Committee: a group of people trying to accomplish something (a purpose).

1. **Define a clear purpose.** Without a clearly stated, reasonable set of goals, the committee will not have the focus it needs to be successful.
2. **Designate an effective chairperson.** The success of the committee is the responsibility of the chairperson, as they:
 - a. Guide the group's decisions.
 - b. Encourage every member to participate.
 - c. Keep the discussion focused on the matter at hand.
3. **Select dedicated members.** Committee members should be carefully selected. Every effort should be made to match the needs and requirements of the committee with the skills, knowledge and interests of prospective committee members.
4. **Orient and educate new members.** Committee members need to clearly understand exactly what a position on the committee entails, including the time commitment, job duties, meeting times and so on. Without understanding this up front, people who are willing to serve might not be positioned to serve well.
5. **Prepare for meetings.** Get ready for each one by:
 - a. Providing an agenda in advance.
 - b. Confirming meeting space (or technological alternative) and time.
 - c. Following up by sending meeting minutes to committee members.
6. **Evaluate committee meetings.** Written or oral feedback about each meeting is important. Solicit feedback from members on how well the meeting achieved its purpose, whether members stayed on task and whether anything can be done to improve the effectiveness of future meetings by:
 - a. Gathering oral comments at the end of each meeting.
 - b. Gathering written evaluations to review at a later date.
7. **Regularly recognize members and celebrate successes.** Keep committee members engaged by acknowledging the work of each member and showing how far your district has come.



Change the world.

Change the world.
DONATE

Change the world.
DONATE
K-Kind
DONATE

ELIMINATE
DONATE
K-Kind
DONATE

K-Kind
DONATE



Communication with Kiwanis International

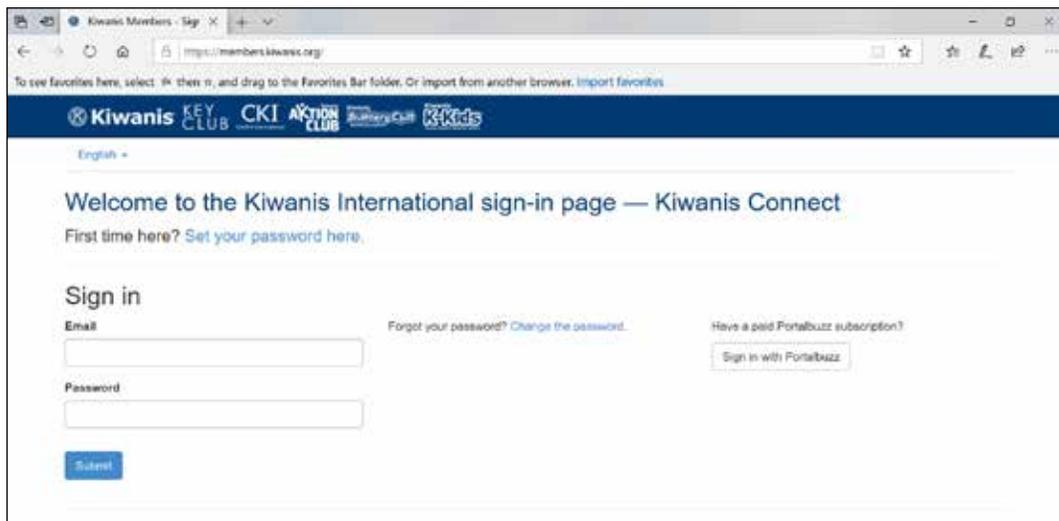
Accessing district data

To assist with fees collection and the maintenance of accurate contact information at Kiwanis International, district administrators must access information through the Kiwanis online management system.

REGISTRATION

All Kiwanis members can create a login for the Kiwanis online reporting system at [kiwanis.org/login](https://members.kiwanis.org/login). Whether certain features are available to you after you log in depends on your role(s) with the club, division or district. To register your login credentials for the first time, or to simply test the one you already have:

1. Go to [kiwanis.org/login](https://members.kiwanis.org/login) in your browser.
2. Click the hyperlinked “Set your password here” next to “First time logging in?”
3. Type your email address and click the submit button.
4. If the email address is already in the Kiwanis database, you’ll receive email instructions for setting up (or resetting) your password. If the email address you enter is not found, you’ll be prompted to send an email to the Kiwanis International member services team to update your member profile with your new email address.



HOME PAGE

When you log in to the Kiwanis online reporting system, you'll first be taken to the home page or asked to select your role to get to your home page. Your name and the name of your club will be at the top of the page (next to the sign-out button). Beneath that, you'll have the ability to update your own personal information with the "edit profile" link.

All reports can be accessed from the **SLP Reports icon** on the left side of the screen. All reports can be downloaded in an Excel file.

PROTECTING OUR MEMBERS

Included in the Service Leadership Program reports are the email addresses for the Kiwanis and faculty advisors. This information was provided to Kiwanis International solely so these individuals could be provided information and opportunities that optimize their membership experience. Please communicate with these individuals for this purpose only. The data should never be provided to external entities such as businesses or charitable organizations.

ADVISOR REPORTS

The Advisor Report includes information about the faculty and Kiwanis advisors. For all advisors the report includes the advisor's:

- Full name.
- Club name and club ID.
- Advisor role.
- Email address.
- Mailing address.
- Advisor start date.

For the Kiwanis advisor, the report indicates whether a clear criminal background check is complete, missing, expired or is not on file with his or her Kiwanis club.

DISTRICT REPORTS

District reports include information from all of the clubs within a district. For all clubs the report includes:

- Club name and club ID.
- Club start date. (The date represents the last time the club was chartered or rechartered. The time for the start date will always be represented as midnight.)
- Status. (A=the club paid its annual fee for the previous year. I=the club has not paid its annual fee for at least the past two years.)
- Number of members. (The number of members is only available if reported. If "0" or "1" is listed, it means no number was reported.)
- International dues owed. (The annual fee billed to the Kiwanis club.)
- International dues paid. (The amount received by Kiwanis International for the current year.)
- Mailing address.
- Faculty advisor name, years of consecutive service and email address.
- Kiwanis advisor name, years of consecutive service, background check status and email address.
- Sponsoring club name, secretary name, secretary email and secretary phone number. (If blank, the club has no sponsoring Kiwanis club.)

MONTHLY REPORTS

Kiwanis International created a monthly reporting process to begin tracking club activities for K-Kids and Builders Clubs. Encourage your club advisors to complete reports from August through May in the Kiwanis online reporting system. Only Kiwanis and faculty advisors have permission to complete their club's monthly report and can do so with the following instructions:

1. Log into the Kiwanis online reporting system at kiwanis.org/login.
2. If advisors serve multiple roles for multiple clubs, they will be asked to choose their club advisor role from a drop-down menu.
3. Select the Monthly Report icon on the left side of the screen.
4. Click the "Go" button for the intended report.
5. Submit the report once complete.

Please note: Advisors must select the youth club from the drop-down menu to be in the advisor role. Advisors who serve multiple youth clubs must log out and log back in to switch their role and access each club separately.

By completing a report each month, advisors will:

- Help keep the club's contact information updated regularly by logging into our database.
- Establish a record of the club's activities for review by current and future advisors.
- Be able to email completed reports to the leaders of their school or community organization and sponsoring Kiwanis club to share the club's work.

Each district administrator will have access to their district clubs' completed reports while in the district administrator role viewing the SLP Reports page in the Kiwanis online reporting system. This is a great way to find information to promote programs at Kiwanis conferences and events. As a result of advisors completing monthly reports, Kiwanis can:

- Learn about the club's host school or youth-serving organization.
- Track club activities to learn which causes are supported, how and why.
- Learn about the advising experience.
- Attract corporations and foundations to financially support the K-Kids and Builders Club programs.

Annual contests

Each year, clubs and individual members have an opportunity to heighten their leadership experience while adding more fun by participating in contests. Contest categories reinforce the mission of K-Kids and Builders Club and allow members and clubs the chance to demonstrate their accomplishments and share them with others.

Encourage club advisors to visit kkids.org/contests or buildersclub.org/contests and share contest information with club members.

Our partners

Kiwanis International welcomes corporate partners who align with our mission and preserve the trust of our members and the communities, children and families we serve. Our partner's products, services and reputation must:

- Be compatible with and complementary to Kiwanis' mission and values.
- Reflect a high degree of integrity.
- Demonstrate a track record of high-quality products or services.

Our partners bring value to K-Kids and Builders Club by providing services and products that enhance members' service and work in the community. There are four levels of partnership, each with a unique program or product that can complement a club's personality.

VISION PARTNERS

Our vision partners represent the highest level of partnership. Each partner chooses a specific platform in the Kiwanis family on which to focus. The partnerships exist year-round and bring added value and programs to clubs.

SERVICE LEADERSHIP PROGRAMS CO-SPONSORS

The Service Leadership Program co-sponsor package also is a year-round partnership. It reaches a specific demographic and is a great way to align a company with a Service Leadership Program audience. These campaigns often emerge from a specific need or request from our youth members.

PROMOTIONAL PARTNERS

In exchange for visibility and recognition within Kiwanis family clubs, promotional partners take an active and visible role in driving awareness of the Kiwanis brand and mission. Campaigns can be created by the promotional partner, co-created with Kiwanis or tied to an existing Kiwanis program area.

PREFERRED CHARITIES

As Kiwanis International preferred charities, partnering organizations commit to providing various in-kind promotions and access benefits. In exchange, organizations are recognized as Kiwanis International preferred charities, and Kiwanis International encourages local club support via fundraising and service projects.

To learn more about Kiwanis International partnerships and current partners, visit kiwanis.org/partners.

Kiwanis Children's Fund

The mission of the Kiwanis Children's Fund is to transform the goodwill and vision of Kiwanians into programs that serve the children of the world. Thanks to people's gifts, the Children's Fund helps the Kiwanis family change children's lives — often in ways that clubs and districts otherwise couldn't afford. Kids need Kiwanis. And donors to the Kiwanis Children's Fund help Kiwanians reach them.

For more information, visit kiwanis.org/childrensfund. Or email the Children's Fund at childrensfund@kiwanis.org.



Resources

Service Leadership Programs overview

Kiwanis International empowers people at every stage of life to become competent, capable and compassionate leaders by helping them learn to help others. Through its Service Leadership Programs (or SLPs), Kiwanis enables its youth and adult leaders to serve their communities, opening doors for them to change the world.

Kiwanis International has sponsored youth programs since the first Key Club was chartered in 1925. Since then, other programs have been added — including Aktion Club for adults with disabilities — and each has enjoyed continued membership success. Around the world, these SLPs have become core projects of sponsoring Kiwanis clubs. Each SLP belongs to one of two categories: service clubs or programs.

SERVICE CLUBS

K-KIDS

Established: 2000

Mission: K-Kids is an international student-led organization providing members with opportunities to perform service, build character and develop leadership.

Members: Primary school/elementary school students ages 6-12

Website: kkids.org

BUILDERS CLUB

Established: 1975

Mission: Builders Club is an international student-led organization providing members with opportunities to perform service, build character and develop leadership.

Members: Secondary school/middle school students ages 11-14

Website: buildersclub.org

KEY CLUB

Established: 1925

Mission: Key Club is an international student-led organization providing its members with opportunities to perform service, build character and develop leadership.

Members: Secondary school/high school students ages 14-18

Website: keyclub.org

Notes: Key Club has seen a growth in membership for many years. Key Club is governed by a student board of current members.

CIRCLE K INTERNATIONAL

Established: 1947

Mission: CKI is an international student-led organization seeking to develop college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

Members: Students enrolled at an institution of higher education

Website: circlek.org

Notes: CKI is governed by a student board comprised of current members.

AKTION CLUB

Established: 1987

Mission: Aktion Club provides adults living with disabilities with an opportunity to develop initiative, to learn leadership skills and to serve their communities.

Members: Adults (18 and older) who have a disability

Website: aktionclub.org

Notes: Aktion Club has seen membership success over the past 10 years.

Programs

KEY LEADER

Key Leader is a life-changing leadership program for students ages 14-18. The curriculum focuses on Service Leadership as the core tenet for everything we do. The five principles of the program include Integrity, Personal Growth, Respect, Building Community and Pursuit of Excellence. There are two opportunities for all high school students to participate in the Key Leader experience. VIRTUAL KEY LEADER is available anywhere in the digital world. It is a self-directed, individualized program that can be followed online with a workbook to complete the inquiry questions. IN-PERSON KEY LEADER WEEKEND is available in select locations throughout the world at a camp/conference center. The full group sessions are led by a trained lead facilitator, with small group discussions led by peer student facilitators.

Website: key-leader.org

BRING UP GRADES (BUG)

Bring Up Grades (or BUG) is designed to provide recognition to students who raise their grades into an acceptable range and then maintain or continue to raise them from one grading period to the next. Recognition includes placement on the school's BUG honor roll; a pizza, ice cream or other food-themed party; and presentation of certificates and buttons. Kiwanis clubs provide financial sponsorship for the program and help to plan and develop the recognition ceremony.

Website: bringupgrades.org

TERRIFIC KIDS

Terrific Kids is a student-recognition program that promotes character development, self-esteem and perseverance. Students work with the classroom teacher to establish goals to improve behavior, peer relationships, attendance or schoolwork. All students who achieve their goals after a specific time are recognized as Terrific Kids. Recognition includes receiving a pin as a Terrific Kid; a pizza, ice cream or other food-themed party; and presentation of certificates and other giveaways. Kiwanis clubs provide financial sponsorship for the program and help to plan and develop the recognition ceremony.

Website: terrifickids.org

Insurance

MEMBER

The Kiwanis International General Liability Program is designed to protect clubs, members and Service Leadership Programs clubs from claims of property damage and bodily injury to non-Kiwanians when either is caused by a Kiwanis-sponsored event, activity or from a Kiwanian themselves. The program protects every Kiwanis club and foundation, which includes K-Kids and Builders Club. A “member” must be listed on the official K-Kids club or Builders Club roster. This roster will be maintained in the sponsoring school office and should be updated once a year. The insurance policy may not provide coverage to the individual if they are not an official Kiwanis member.

COVERAGE

The following coverage is provided: premises, operations and activities, elevator liability, products and completed operations, owners and contractors protective, contractual liability, broad form property damage, personal injury coverage, fire legal liability, incidental malpractice, hired, rented and non-owned automobile liability, li` quor liability, medical payments—third parties, members and volunteers: US\$5,000.

This is a legal liability policy. The provisions of the policy apply to most normal liability exposures of Kiwanis clubs and Service Leadership Programs. As with most insurance policies, there are exclusions, limitations and restrictions. For a list of these exclusions and more information, see the Club Insurance resource guide available at kiwanis.org/liability.

You may also contact the safety coordinator of your club’s sponsoring Kiwanis club, who can help in obtaining a certificate of insurance, filing a claim or finding the answer to a risk management question.

Frequently asked questions

1. If a K-Kids club or Builders Club member sprains an ankle during a fundraiser, is the injury covered?

Yes, but the coverage is self-insured by Kiwanis International. Limits are US\$5,000 for third parties and US\$5,000 for club members and volunteers. Your K-Kids club or Builders Club member must be listed on the annual club roster to claim this benefit. To provide further coverage for club members and volunteers, see pages 4-7 in the Optional Insurance resource guide.

2. Is an injury caused by a K-Kids club or Builders Club member on a Kiwanis project covered? Yes, but only if there is legal liability resulting from negligence of a named insured.

3. Is coverage provided to a participant in a sporting event or other activity sponsored by Kiwanis?

Such an individual is covered, but only if there is legal liability resulting from negligence of a named insured. Note that medical payments coverage does not apply to athletic participants.

4. Occasionally, our K-Kids club or Builders Club has nonmember volunteers assist with our activities. Are these volunteers covered?

Yes, but only if there is legal liability for injury or damage arising out of their negligence. Medical payments coverage would also apply to volunteers if they are injured while working in a Kiwanis-sponsored activity.

Website resources

Builders Club advisor guide	buildersclub.org/advisorguide
Builders Club chartering information	buildersclub.org/charter
Builders Club contests	buildersclub.org/contests
Builders Club IDEA Toolkit	buildersclub.org/IDEA
Builders Club online education	buildersclub.org/advisoreducation
Builders Club district administrator resources	buildersclub.org/administrator
Builders Club online renewal	buildersclub.org/renewal
Builders Club Week	buildersclub.org/BuildersClubWeek
K-Kids advisor guide	kkids.org/advisorguide
K-Kids chartering information	kkids.org/charter
K-Kids contests	kkids.org/contests
K-Kids IDEA Toolkit	kkids.org/IDEA
K-Kids online education	kkids.org/advisoreducation
K-Kids district administrator resources	kkids.org/administrator
K-Kids online renewal	kkids.org/renewal
K-Kids Week	kkids.org/K-KidsWeek
Kiwanis club locator	kiwanis.org/findaclub
Kiwanis One Day information	kiwanis.org/oneday
Kiwanis Youth Protection	kiwanis.org/youthprotection
SLP club chartering information	kiwanis.org/charter

Index

- Advisor guide, 9, 13, 27, 28, 33, 35, 37, 56
- Advisor newsletter, 8, 9, 37
- Aktion Club, 10, 53, 54
- Ambassadorship, 11, 17–23
- Annual renewal fee, 14, 18, 29
- Background checks
 - see Criminal history background checks
- Bring Up Grades (BUG), 55
- Builders Club Week, 10, 56
- Charters,
 - Active charters, 29
 - Chartering options, 27–28
 - Inactive charters, 29
 - Revoked charters, 29
- Circle K International, 54
- Club support, 12–13, 25, 33–37
- Communication with Kiwanis International, 34, 43–51
- Committee leadership, 13, 39–41
- Contests, 9, 12, 47, 56
- Criminal history background checks, 10, 19, 20, 21
- District administrator training, 8, 14, 30
- District committee, 27, 39–41
- District report, 18, 44–45
- K-Kids Week, 10, 56
- Key Club, 21, 53–54
- Key Leader, 10, 55

Kiwanis district, 8, 11–13, 17–19, 20, 25, 26, 30, 34–36, 39

Kiwanis Children’s Fund, 49

Kiwanis online reporting system, 9, 12, 33, 43–44

Kiwanis One Day, 10, 56

Kiwanis Youth Protection, 10-11, 20–23

IDEA Toolkit, 6–7

Opening new clubs, 17, 25–33

Partners, 48

Reimbursement, 30, 39

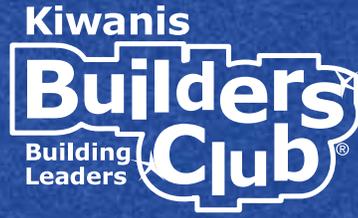
Service Leadership Model, 5

Service Leadership Programs, 53–55

Social media, 8, 10–11, 13, 22, 23, 29, 33, 37

Terrific Kids, 55

Trick-or-Treat for UNICEF, 10



Kiwanis

3636 Woodview Trace, Indianapolis, IN 46268 USA
U.S. & Canada: 1-800-KIWANIS, ext. 411 Worldwide: +1-317-875-8755

kiwanis.org