

Enhancing a Club's Membership.

The Working Parts to Enhancing a Club's Membership Bill Pees, Membership Team Leader for Ohio Membership Enhancement should be the main focus of every Kiwanis Club because it defines what it does - and why it exists. Below are several areas that can be addressed in strengthening your club:

Membership Satisfaction Survey Conducting a survey every year gives an indication of the likes and dislikes of the club members. These comments can be used as guides to improve the membership experience. It can be done individually, anonymous survey, open forums, wall sheets with questions/answers for participation. This survey can be found on kiwanis.org/ACEtools.

Community Service Survey This survey is another tool that helps gather information on community needs from people who care: Community Leaders, Government officials, School Administrators, Chamber of Commerce, local media, other organizations like Boys and Girls Clubs. Clubs can then concentrate on using this information for new projects and recruiting members. This also can be found on kiwanis.org/ACEtools.

Membership Growth Building Your Club Every club needs to have a Membership Growth Plan. There will always be attrition in every club, so membership is an ongoing process. Develop a prospect list which can come from the Community Survey, School Administration, business directories, Chambers, and other organizations as mentioned above. When making contacts with people do the following: -introduce yourself, tell them you want 15 minutes to ask them questions about community needs as they see them wear your name badge and go in teams of two Look at Rediscovering Your Community on kiwanis.org/ACEtools Be a good listener. They should be talking more than you Ask if they belong to a service club, then you can tell them about Kiwanis. Always tell them the mission statement about dedicated volunteers worldwide improving the world one child and one community at a time. Have membership applications with you and a brochure of your club's projects and fundraisers. Make a statement that kids need Kiwanis to grow up healthy and strong gaining self-confidence and a sense of service. It's about the next generation not the next election People that help with clubs live longer and gain more self-esteem Ask them to join in the effort to improve children's lives If they say No it is not a rejection- ask for their business card and leave yours. Keep notes on the Kiwanis note cards, if you don't Have a business card, KI will design one for you- 1-800-549-2647 Ask them for referrals, remember corporate memberships Later send them a thank you note for their time. Use of Social Media Facebook has become a powerful tool in getting the word out in the community. The Ohio District has a new program with the Membership Team and the PR Team where a club can register (first 30 clubs) for social media support by contributing \$100 and the District will contribute \$100 for a membership event, Open House etc. We will also help in developing a Website or improving one. Contact williampees61985@gmail.com or jamesminterbms@yahoo.com.

Working with the Chamber of Commerce Every Kiwanis Club should join their local Chamber of Commerce. As a new member there will be a meeting featuring the Kiwanis Club plus other programs that the club can attend. This creates more contacts and the Chamber will publish a list of names that could be possible members. They will also feature events for all their members. Membership costs vary but \$200 is typical. Some Chambers have young professional groups that could be useful. Retention One of the issues all clubs deal with every year is fallout of some members for different reasons. Ways to avoid this are: Orientation of New members, assign current members that don't attend very often to projects or change committees, conduct a Member Satisfaction Survey, create a telephone committee (part of membership) to remind people of events and meetings. There are 3 R's in Kiwanis: Recruitment, Recognition, Retention One of the best tools for Achieving Club Excellence is the: kiwanis.org/ACEtools mentioned above Governor's Project or First Family Project. Amy Zimmerman, Governor, 2015-2016 Each year, the Ohio Kiwanis Governor has the opportunity to share a service project that is their personal passion. Typically referred to as "First Ladies Project" or the First Family Project" or "Governor's Project" with members of all Ohio Kiwanis Clubs. The goal is to share a project so clubs can engage differently in your local community, to expand your local footprint, and to engage with members of your community in new ways which can open your service to new members. The Ohio Kiwanis District Foundation partners with the Ohio District Governor to provide a funding mechanism for financial support to the project. You can support the project through donations to the ODKF at ODKF.org. Often Clubs will present checks payable to the foundation at the Divisional Meeting where the Kiwanis Governor is the Guest Speaker – also known officially as "The Governor's Visit." Examples of Previous "First" Projects include: Bicycle Helmets for Safe Sporting Amtrykes 4-H Camperships Reading/Literacy Projects Assistance Dogs Backpack Food Programs for Kids Healthy Kiwanians, Healthy Communities Boy Scouts of America Safety and Security for Children Children's Hospital Foundations [ODJ] James F. Kaufman 2020-21 Governor Ohio District Kiwanis 5517 Eagle Trace Drive Sylvania, OH 43560 2020-21 Governor's Project In place of a First Family Project for 2020-21, there will be a Governor's Project. The focus of the project for the year will be engagement and support of our Service Leadership Programs. Clubs will be encouraged to engage and support Service Leadership Programs in a number of ways: Support Make a designated donation to the Ohio District Kiwanis Foundation earmarked for Aktion, Key Club, Key Leader, or Circle K Sponsors students to Key Leader Sponsor Key Club or Circle K members to their respective Fall Rally, District Convention, or International Convention Sponsor Circle K officers to the Circle K Spring Officers Training Conference Engagement Charter a new Service Leadership Program -- (K-Kids; Builders Club, Key Club, Circle K, Aktion) Perform one new joint service project with your sponsored Service Leadership Programs. Have 2 members of your Kiwanis club attend or chaperone a Service Leadership Conference for the first time: (Key Leader; Key Club Fall Rally; Circle K Fall Rally, Key Club District Leadership Conference; Aktion Convention; Circle K District Convention; Key Club International Convention; Circle K International Convention). Recognition will be provided to clubs that complete at least 5 of the 7 categories. For more information, please contact: Mike Rudolph, 2020-21 Governor's Project Chair P: 513-523-2335 E: mrudo200@aol.com Jamie Kaufman, 2020-21 Governor P: 419-266-2984 E: james.f.kaufman@gmail.com SMART GOALS James Bennett, Distinguished Lt. Governor 2017-2018 Goal setting is very important for Club Presidents, Officers and Board Members. Kiwanis International recommends SMART Goals. The SMART acronym stands for: Specific Measurable Action Oriented

Realistic Time Bound Let's break each of these down further. Specific: How would you know if you reached a goal if it was vague? For example, you could set as a goal, "I want our club to be better at the end of the Kiwanis year than it was at the start." All of us want this. Is it specific? What criteria would you use? How would you know? Advice for incoming officers and board members - be specific! Instead of saying you want a better club, define it. For example, "Our club will develop and implement one new service project that benefits the children of our community." Is that specific? Is it something you would know if you achieved it? Measurable: There is an old expression that says you can't manage what you don't measure. Make sure your goals are measurable. You can state them in a way that has hard numbers or you can use percentages or whatever makes sense for your situation. Just make sure you clearly state the measurable portion of the goal so that everyone knows exactly what it is. For example, if you want to increase your club membership by 10% during your Kiwanis year, that is fine. But be clear. What is your starting point? If you're starting with 30 members, then you'll need 33 members to achieve the goal. Action Oriented: You need to be able to take action on a goal. Vague and unmeasurable goals don't allow that. We talked about those two factors earlier. Make sure you take the "active" voice and state the goal in a way that you and everyone else knows exactly what you're going to achieve. You don't need to define all of the sub-goals at the President level but you need to make sure the action is clear. For example, if you had a goal that said your club would have more community acceptance by the end of the Kiwanis year, what action would you take? How would you measure it? But if you said, the club will score 10% higher on a community acceptance survey used in the past, you would know what action to take. Realistic: Be realistic about your goals. If your club is struggling to keep 15 members on the roster, it's not likely that setting a goal of having 100 members by the end of the Kiwanis year is realistic. Maybe adding 5 members would be more realistic. There is nothing that says you can't keep going. Additionally, you want buy-in from your committee chairs and members and you just won't get it with unrealistic goals. Time bound: It is said that a goal without a date is just a dream. You have limited time in your Kiwanis leadership role. Dreaming may be fun but you want to accomplish something. Set deadlines and enforce them - kindly, gently, with class - but enforce them. Make sure everyone knows the date and agrees to it ahead of time. Other key points on goal-setting: Limit the number of goals you set. You want to achieve the goals. If you have limited time yourself and limited members from which to select committee chairs, then have your goals fit what can reasonably be accomplished. List all of the potential goals you have, and rank order them. You can't do it all. It's ok to have stretch goals. Jim Rochford, KI President in 2017-2018, set some amazingly optimistic club opening goals. He never wavered and brought everyone along to achieve the goal. There was a singular focus and what appeared impossible at the start was accomplished. Put your best people on your most important goals. Your life as a club president, officer or board member will be a whole lot easier if you don't have to do everything yourself. Find the people who can do it better than you, give them direction and then watch them achieve. Check in and provide direction but don't hover. Sample Format of Action Plan Goal (A specific statement of desired result and completion date) Action Steps Person Responsible Completion Date Progress Dates 1 2 3 Potential Areas for Goal Setting Completing Club Analysis Completing Community Analysis Hosting an Open House for Membership Recruitment Growth in service impact in the community. Net membership growth, ____ percent (____ members). Club newsletter. Inclusion of SLP alumni and parents as prospective members. Orientation of all new members. Efficiently run meetings that begin and end on time. Retention of

current members. Regular recognition of members and SLP's for achievements. Increase of inter-clubs to ____ per month. Attendance at division, district and international events and activities. Growth and prosperity of sponsored programs : K-Kids, Builders Club, Key Clubs and Circle K. Support of Key Leader program through sponsoring a student. Quality board meetings. Completion of all district and international reports by deadlines. Dues and sponsorships paid on time. Updating club by-laws and policies. Foundation contributions. Increase annual service hours by ____%. Have club leadership attend Certified Leadership Education. Have Youth Protection Guidelines presented to club prior to December 1st. Report Club Elections by June 1st. Encourage and support Key Club and Circle K students to attend district events. Include SLP members in service and fundraising events. Have Kiwanis representation at each SLP meeting, project and fundraiser. Update and maintain club website, Facebook Page, etc. Promote fundraising and service activities through social media and local media. Develop a presence by being involved in multiple community events. Providing for purchase and distribution to members, shirts, vests, etc. with club logo. Encouraging members to read the Kiwanis Magazine and the Ohio Buckeye Bulletin (www.ohiokiwanis.org) Entering at least one district contest or nominating someone for the Ohio Kiwanis Hall of Fame. (www.ohiokiwanis.org) Complete a roster analysis to identify occupations and skill sets not represented within your club. Create a prospect list from this information Kiwanis.org/clubstrengthening Selection of Committee Chairpersons and Special Appointments Sarah Roush Administrative Secretary 1994-present Committee Structure varies from club to club—some are very formal with very specific meeting times and tasks, others prefer more of a whole club involvement, Most are somewhere in-between. I think no matter which format you chose it helps to have focus on goals, tasks and timelines. A job description for each chairman helps define expectations. This helps new chairs to understand what their role is, even what the committee entails. Having a job description with expectations helps planning for future events and projects. The job description—a concise definition of roles and responsibilities could look something like this for the Community Service chair: "Chairperson should recommend committee appointments to the president-designate and conduct a committee meeting prior to September 1 to develop community analysis and to establish committee goals. Chairperson delegates responsibilities, tracks projects, establishes a time/place and meets each month with committee. File committee report at end of each month to secretary/ Committee chairperson is to report each month to the board." Specific expectations and timelines for completion of tasks by committee or special appointment might look like this: "October—Committee will recommend one new, major service project to the board at it's October board meeting. The committee will include projected costs in its recommendation." Oct-Sept.—Committee will organize club's participation in the new service project recommended to the board in October. November—Committee will arrange for club's participation in the Thanksgiving dinner at the senior citizen's center. December—Committee will arrange for club's participation for two 8-hour shifts for Christmas bell ringing for the Salvation Army. Ideally chairs will also track the number of volunteers, volunteer hours and expenses involved for each project/activity to submit to the club secretary for monthly reporting purposes. Chairs should also keep track of the timeline and steps taken to organize each project (include contact information for key individuals) and an assessment of each function with notes on ways for possible improvements. Be sure to incorporate your club goals into committee goals—working together will help move clubs forward with more service and hands to help! Creating Agenda's for Club and Board Meetings (plus examples!) Kiwanis Protocol is planning and carrying out

meetings in accordance with commonly accepted standards of good manners, dignity, courtesy and respect for all participants. This club meeting protocol is an example of a traditional club format. Consider your club traditions, timeframe and formality. Members are greeted as they arrive. Flags, banner, bell, gavel, lectern are in place, audiovisual aids (if used) are checked before the start of the meeting. Visiting Kiwanians are recognized (introduced) once—during the meeting. If they are an invited guest—such as a speaker, Lt. Governor or Governor, the club assumes expenses for the event. It is traditional practice in many Kiwanis clubs for members to rise and applaud when the Lt. Governor, Governor, a member of the International Board or a past international president of any Kiwanis Family branch is introduced. All members stand (if capable) for invocation. The president develops a standard timed agenda, knows who will have the floor, briefs all participants on their roles, and begins and ends the meetings on time. The president should recognize the achievements of individuals and committees and express the thanks for the club. Courtesies to Speakers Inform a speaker of: The date, time, and place of the meeting Any request for speech content Approximate size of the audience Meeting agenda, time allotted for the speech, and adjournment time. What equipment is available (screen, tv, projector, etc) Request the spelling and pronunciation of the speakers name and a resume for publicity and an introduction. A designated member greets the speaker and introduces him or her to the president and other members. The speaker is invited to sit at the head table (if utilized). A brief, formal introduction of the speaker precedes the presentation. A certificate of appreciation and a small token of appreciation is presented after presentation. A day or two later, it is nice to send a note of appreciation (don't forget a membership application!) to the speaker. Many clubs make it a practice to rise and applaud when the speaker is introduced or at the conclusion of the presentation. The agenda. Having a print out of a standard agenda which you can add to prior to each meeting will help prevent forgetting important items. It will also assist you with keeping on track, The following agenda is again, for a traditional meeting and may be adapted to fit your club needs. Again, keep in mind your clubs' meeting style, traditions and time frame.

Club Meeting Agenda (sample) Opening Ceremony Person Responsible (This may include a song, Inspirational thought, pledge, invocation or a simple welcome) Introductions (Visiting district and division officers, New members, inter-clubs, other guests) Communications Received Announcements Board Actions Projects Meetings Committee Chair Reports Recognition of Members Inductions Awards Received Newspaper Publicity Birthdays or Anniversaries Club Achievement Extend greeting to visitors expressing appreciation for their attendance. One Minute Education Spots Program Introduction Program Thanks Extend appreciation to visitors for attending Adjournment A well organized board meeting agenda takes the stress out of planning. Use this as a sample for planning your monthly meeting. Board of Directors Meeting. (sample agenda) Roll Call Club Secretary's Report Minutes Correspondence Approval for Payment of Bills Treasurer's Report Administrative and Service Accounts Report from Membership Committee Proposed New Members Resignations Review Club Rosters Other Committee Reports Unfinished Business (prepare list in advance) New Business Club Evaluation (Discussion/suggestions for positive adjustments in club operations) Attendance Club Newsletter Kiwanis Education President's Goals Membership New-Club Building Key Club Service to Community Club Meetings Inter-clubbing Circle K Committee Functioning Fund-raising Builders Club Aktion Club Key Leader Finances Public Relations Kiwanis Kids Division Business District Business International Business Sample script for Induction of new member(s) While this is only a suggested format, keep in mind the purpose of an induction is to begin the new member's Kiwanis experience in a meaningful way. This ceremony focuses on the importance of personal sponsorship of a new member and what it means to be a Kiwanian, It is a special opportunity to welcome people into your club. This step is a memorable experience that helps the new members feel like they're a part of something important—your club. When you invest in their introduction, you let new members know they're valued and appreciated. Some clubs have a formal—or maybe even unique—tradition for welcoming new members. That's great! Whatever your club's method, you can use these ideas to help make the experience personal. Regardless of how you do it, be sure that it happens, it's timely and it reflects your club's style and spirit.

IDEA 1: OPEN WITH THE KIWANIS OBJECTS Ask the sponsoring member and the new member to come to the front of the room. Introduce the new member to everyone in attendance (or have the new member introduce him- or herself). As a way to reaffirm everyone's commitment to the ideals of the club, read the six Objects of Kiwanis. These Objects have been unchanged since 1924, and every member who has joined since has agreed to these common principles. Offer the new member his or her Kiwanis membership pin and certificate.

IDEA 2: STICK TO A SCRIPT Here's a suggested format for those clubs that prefer to follow a formal script.

PRESIDENT: Kiwanis is something so good that each of us loves to share it. What better way to show our love for our club and our community than to welcome a new member into our club? Today we're very pleased to welcome _____ (new member) to our club. He/she is sponsored by _____ (sponsoring Kiwanian). _____ (sponsor), would you please introduce us to _____ (new member)?

SPONSOR: Thank you. I take great pride in presenting our newest member, _____ (new member). (share information that the new member is comfortable sharing with those in attendance) I'm honored to be _____ (new member's) sponsor.

PRESIDENT: We welcome you to this global organization of volunteers dedicated to improving the world one child and one community at a time. Would you, _____ (sponsor), please place the pin on _____'s (new

member) lapel? (Sponsor pins new member with “K” member pin.) _____
(new member), by presenting you with this certificate of membership, I welcome you, on behalf of the
entire membership, into the Kiwanis Club of _____. (Present membership
certificate to the new member.) _____ (sponsor), the club thanks you for your
willingness to share the values of service and fellowship in Kiwanis with _____(new member).
A new member for our club means new ideas, new enthusiasm, greater fellowship—and greater
service. (If there is some recognition piece for the sponsor, it can be presented now.) Today we have
brought into our club a new member. Let’s all stand and welcome _____
(new member)! (Applause) As we adjourn, I would encourage you to introduce yourself to
_____ (new member) and let him/her know why you love our club
and what you love to do for our club and community. Thank you!

Honors and Recognitions Dave Doney: 2018-2019, 2019-2020, Lt. Governor for Division 10-E

Growing and retaining members in Kiwanis can sometimes be a challenge. With so many things taking place in our lives it can be hard to convince someone to join our organization or if they do join to stay involved. A great way to keep new members and current members engaged is by highlighting their achievements and hard work. Kiwanis has several ways in which to recognize the achievements of members – Legion of Honor; Perfect Attendance; Distinguished Service are just a few. The club secretary and president must work side-by-side to make sure all members are properly recognized and honored. Legion of Honor is a very special and meaningful recognition for long serving members. The Legion of Honor Award allows clubs to celebrate Kiwanians who have been members for 25 years or more. After recognition for 25 years of service, a member is again eligible to receive the award every five years thereafter. This is a wonderful way to honor a long-serving member and should be done during a special meeting such as Officer Installation or the annual President's Party. Certificates and pins are available through the Kiwanis Store at Kiwanis.org. Perfect Attendance may not seem important to some members, but I would argue it is extremely important to recognize those individuals who make it a point to attend club meetings, fundraisers, inter-clubs, conventions, board meetings and more. It shows a dedication and a love for what Kiwanis is doing in each and every community. For some members perfect attendance is a Badge of Honor that should be celebrated by clubs. Certificates and pins or tabs are available through the Kiwanis Store at Kiwanis.org. Distinguished Service can mean several things. Kiwanis International honors club members for dedication to service, membership strength and Kiwanis education. Local clubs can honor their members who are dedicated to making a difference in their communities and in their own clubs. In my home club of Newark, we make it a point of honoring one or more club members with a Kiwanian of the Month Award. Nominees are submitted by club members and then the Board of Directors votes on the nominations at its monthly meeting. Past winners have been recognized for doing things like caring for Kiwanis flowerbeds around the courthouse square, scheduling speakers or organizing our annual Salvation Army bell ringing effort. No matter the reason; it is very important to recognize members who go above and beyond the call of duty. These are just a few of the ways clubs can recognize a person's value, investment and contribution to making sure their club is successful. It can be easy to overlook special honors/recognitions and that is why a club secretary must keep accurate information and more importantly share the information with the club president. If we want to grow clubs and keep members, we must make sure we take the time to honor and recognize members for their dedication and commitment to improving the world one child and one community at a time! Additional recognitions are available through the Kiwanis International Children's Fund or the Ohio District Kiwanis Foundation. For a specified donation, your club can honor a member with a variety of recognition tools. <https://www2.kiwanis.org/childrensfund> or www.odkf.org. Don't overlook individuals who have recruited members, the Ruby K is free and available through Kiwanis International for individuals who have recruited more than five members, <https://www.kiwanis.org/clubs/member-resources/awards-and-recognition/ruby-k-application> The Key Club and Circle K districts provide opportunities for SLP's to nominate Outstanding Kiwanians or Outstanding Advisors at their conventions, these awards must be nominations from students and materials are included in their convention contest/registration packets. The Ohio District has a Hall of Fame Award for outstanding Kiwanis Service. Information may be found at OhioKiwanis.org. Whatever, you do, it is important to make certain the recognition is treated with the appropriate respect

and appreciation. If your recipient is not interested in accolades, perhaps consider donating books to a local library with a faceplate noting the book is being donated in their honor, or planting a tree or special planting in their honor in a location which would have special meaning to the recipient. Clubs can also participate in a variety of recognitions, participation in the Governor's (or First Family) Project, Distinguished Club, Interclub Activities, Public Relations Contests and several more may be found on the Ohio District website and in the Ohio District Kiwanis Directory.

We have all these kids – now what do we do with them? A, B, C's of SLPs Jennifer Lewis, K-Kids Chair So you've built the club and paid the sponsorship fees, now what do you do with all these eager service leadership program members? Chartering and dues are just the first step to a successful SLP. Major achievements are accomplished when the sponsoring Kiwanis club members and Kiwanis Advisor are directly involved visible. When they commit to the SLP club and become directly involved with the SLP club, by participating and engaging with the students and the Faculty Advisor(s) at their meetings, Kiwanis Club meetings and service projects, more is accomplished and the SLP is part of the Kiwanis Family.

Step 1. PREPARE: The Kiwanis Advisor and all Kiwanis members who plan to be in direct contact with the SLP members must receive the Youth Protection Training and know the Guidelines. The Advisor must have a current clear background check through Kiwanis International (good for everyone to have). Read the Kiwanis Advisor/Faculty Advisor Guidebook for your SLP, refer to Kiwanis.org online resources for each SLP available through KI. For example, Kiwaniskids.org for K-Kids. Refer to "Engage" then "Advisor Tools." Here you will find useful resources including the Faculty/Kiwanis Advisor Guide, service project ideas, club resources, KI sponsored contest information including Distinguished Club Awards, a planning calendar, advisor newsletters, important reports and forms. You can attend workshops at MidYear, District and International Convention, webinars. Contact your SLP's District Administrator anytime! Their contact is on OhioKiwanis.org or in the Member Directory.

Step 2. PLAN: Work closely with the Faculty Advisor who has a pulse on the school's needs and is direct contact with the students and parents with the school communications. Have a meeting with the Principal and Faculty Advisor to see how Kiwanis can support the school and the SLP. Plan a calendar of meetings, activities and guest speakers for the year ahead. However part of being in the SLP is allowing the students to lead, plan and formulate the final schedule based on their interests and current needs. They may need to fundraise or work within a set budget. The officers will be elected and may need to be trained, Kiwanis volunteers can assist or shadow the club leaders at a Kiwanis meeting. To recruit members, consider a pitch with powerpoint at the parent-teacher orientation or to the students directly. Have the paperwork prepared for permissions for photography and filming, travel, dietary restrictions, permissions to travel and emergency contacts. Kiwanis has many forms available on line.

Step 3. HOST a Kick-Off Celebration: with invited honored guests and/or officials from the community, school officials, Kiwanis officers, parents and family members. Include a powerpoint about the Kiwanis family and the purpose of service leadership. Consider a dedication to the school, presentation of the charter, banner and a group photo. The new members can sign a pledge to the club's motto. Present t-shirts or pins, induct the new officers, present a Declaration from the Mayor if this is a new SLP, and submit a press release to the school news outlets including the parent emails, school communications, newspaper and inform the sponsoring club.

Step 4. INTERCLUB, INVITE AND INVOLVE. Host many interclub activities and invite the Kiwanis members and committee to participate in the SLP service projects and attend their meetings. Branding of Kiwanis by wearing your Kiwanis logo shirt, hat or pins. Introduce yourself and educate them about Kiwanis and the other SLPs. Let them get involved in your service projects, invite them with their families (they are prospective members) to attend your meetings, especially with interesting speakers, to share their activities in a **SHOWCASE OF ALL YOUR SLPs** at a club or division meeting, or to **HAVE A MEETING TAKE-OVER** where they get to lead or shadow the leaders of your meeting. These moments make a huge impact and are very educational. When they are included in your service projects, don't be afraid to

give them challenging and meaningful tasks. Meaningful service makes a bigger impact on their lives. You can also ask them to educate your club. Their energy, perspective and knowledge is a tremendous resource. Step 5. ****LET THEM LEAD!** The purpose of the SLP is to let them learn how to be leaders while serving others. They will learn as they hold meetings, plan and implement service projects and work with each other. It may take time and include failures, but they are working together and having fun together. The more time they spend together the better. Step 6. **STAY CURRENT, BE CREATIVE. AND FLEXIBLE.** Sometimes the students will change the course or have a different approach. Their interests and abilities may dictate what they do and how quickly. Listen to them. They will be more engaged if they create, lead and are directly involved from the beginning of the project. They may need some guidance or support, but give them the time and resources to succeed. They are a digital generation and are video crazy. During this COVID-19 era, they need to stay busy and are adapting. Rely on video conferencing and stay visible. They miss you and appreciate your time and involvement. Cont. ABC's of SLP's cont. Step 7. **CELEBRATE AND COMMUNICATE.** Promote their successes and achievements within their school, their community, your club, your district and to KI. The SLP members have worked hard and the community will appreciate to know how they can support them and your club. Consider hosting an end of the year party with the families, faculty, members and your Kiwanis club. Take an end of the year photo and wrap up the year with a summary of activities. Invite the students to work with your club during the summer on your projects and plan for next year. Congratulations! By engaging with your SLPs, you are making a difference! Our SLPs are the future of our Kiwanis organization. Our SLPs bring purpose, life and energy to our clubs and communities. Involve as many members as you can. I guarantee it will be rewarding. Each year we receive dozens of phone calls and emails regarding fees/dues/sponsorships of our SLP's. Here is the breakdown for financial obligations K-Kids and Builders Clubs do not have dues collected by the District or International The Kiwanis Clubs pay a sponsorship fee directly to Kiwanis International. This fee should be paid at the start of the Kiwanis administrative year. The fee is \$180.00 and is paid annually. Key Club has an District and International due structure. Each member of Key Club pays \$10 to Key Club International, of which \$3 is returned to the Ohio District of Key Club. To keep district dues low, each sponsoring Kiwanis Club pays \$100 per Key Club to the Ohio District of Key Club each year. Additional financial support may come in the form of assisting members to attend Fall Rally (one day event) or District Leadership Conference (3 day event) or Key Club International Convention (5 day tour). Dues are paid to Key Club International. Sponsorships and event registrations are paid to Ohio District of Key Club. Circle K has a District and International dues structure. They pay a flat rate to Circle K International depending on the size of the student body at their school. Two year schools (Community Colleges) pay \$300, Four year schools with less than 5,000 students pay \$450, schools with more than 5,000 students pay \$600 each year. In addition to the flat fee, each student pays \$12 for district dues. All dues are paid to Circle K International. Circle K has A Fall Rally, Spring Officers Training (SpOT) , District Convention and International Convention which present additional funding needs for students. Aktion Club members pay a per member rate of \$8 for dues, payable to Kiwanis International. There are no district dues, but, they do have a district conference in August, registration fees are payable to the Ohio District of Kiwanis.

New Member Orientation Sarah Roush, Administrative Secretary and Past Lt. Governor Have you ever started work at a new company and not received a company orientation? I sure hope not, it could lead

to an unpleasant work experience and a lack of a reason to stay with that company. New membership to Kiwanis should be treated like a new member of your team with the same courtesy and respect you would give to a new employee—after all they will be working for your club! Whether you do a formal group orientation or a casual one on one, it's important to share information with our new members. Share the history of our organization, talk about how we came into being, as well as some of the high points of our organizational history. Like any other organization or family, there are lots of excellent stories about Kiwanis. Share the history of YOUR club, when it was chartered, who the sponsoring Kiwanis Club was, some of the projects and fundraisers you did in the past, any dignitaries who were (are) members. If your club celebrated a milestone anniversary, you probably already have this information compiled. Explain the make up of the organization. You would be surprised how many newer members have no idea that Ohio has more than 200 Kiwanis Clubs and we are part of an International organization who has a presence in more than 80 nations. They have no idea what the difference is between Key Club and Key Leader or what Kiwanis Kid means. Explain that your club is part of a division, that division is part of a district and we are part of Kiwanis Internationals. Define the Committees. Explain what SLP, MNT, YCPO mean. Detail the tasks of each committee in your club, so they can be informed when deciding which committee they wish to be assigned to for the year. Share your club culture/calendar. Share a timeline of typical events through the year with a brief descriptions. This helps new members schedule for volunteer opportunities and to invite additional friends along. It also takes away trepidation of the unknown. For example: October: Installation of Officers: Semi Formal evening with special dinner, skit for pre-induction activities and address from new President November: President's Party: Semi Formal Evening with Silent Auction, youth choir as entertainment and roast for out going president. April: Easter Egg Hunt: We host 1500 children, need volunteers to help with food stand, crowd control, egg distribution and prize patrol. June: Special Olympics: We host a softball toss game during tent town, for attendees to enjoy. July: Fair Food Stand: Our food booth sells lemonade and iced tea and our hours of operations are 8AM to 10PM Sunday through Saturday. We will need three people per each 4 hour shift. August: Family Picnic: Members of the entire Kiwanis Family as well as our family are invited to a picnic. Bring a covered dish to share, Club will provide fried chicken and iced tea. Prizes for cornhole contest. Short, simple and it gives an idea of what to expect throughout a typical year. Explain methods and means. How do members sign up for a project? So they sign a piece of paper, or do they sign on through some sort of computer program? How do they suggest a new project or fundraiser? Where can they obtain additional information regarding the organization. Explain Interclubs, MidYear Conference, International Convention and District Convention and encourage them to attend. Encourage them to sign up for the district newsletter at www.ohiokiwanis.org Invite them to a joint project with your SLP's (don't forget the background check!) Provide copies of your club directory, brochure, a district newsletter (available at www.ohiokiwanis.org) and additional information relevant to your club, including information on your club's social media. Also include a blank membership application, an enthusiastic new member is often a very good recruiter- The more they know, the more they will feel included. Kiwanis District and International Events, Why Should I Attend? John DeVilbiss, Past District Treasurer, Past District Governor, Past International Trustee This is a question many Kiwanis members ask and there are many answers. If you are a club officer or a leader in your club there are many opportunities for education, to learn more about Kiwanis. Kiwanis is certainly more than regular meetings. The annual Ohio District

convention has many special sessions to learn more about what clubs are doing in their communities to serve. Clubs are always willing to share the details and information about a particular project or activity. In addition, you will make contacts with other members that will help you in the future. You will always get a lot of help and information. Another event in Ohio is the Mid-year Education Day, usually held in March. This is a one day event designed to give you information. There are many basic information sessions as well as sessions that will address special service areas. Again, you will make contact with other Kiwanians that will help you understand what other clubs are doing and enable you to have a better year in Kiwanis. You can easily attend with no overnight stay and see what Kiwanis clubs are doing in service. These resources will certainly help to strengthen your club. On another level, is the Kiwanis International Convention. This annual convention is held in various cities around the world. Once you attend an International Convention you will want to attend another. It is at this convention that you can really experience the greatness of Kiwanis around the world. In addition to education, you can experience the culture and customs of other people from other countries and form friendships. This convention will cost more, but it is worth the price and your club should help, at least with the cost of registration. Most years, in September, the Ohio District has an installation for the incoming District Officers, Committee Chairs, and the Lt. Governor of your Division. This is truly an honorable occasion. The Lt. Governor of your division has pledged to lead your club and other clubs in the division to move forward to accomplish greater goals. Join the others in your division in recognizing this pledge and supporting your Lt. Governor. Make plans early to be a part of these events. You will be glad you were involved and attended. Club Insurance, Governing Documents and Simple Tips Jack Hilborn, Past Governor and Risk Management Chair Insurance-the insurance program offered by Kiwanis International is an excellent overall program. It is strictly liability, both general and Directors & Officers. Should a Kiwanis club have any property to insure, the club should arrange for that protection locally. The limit of protection for a Kiwanian, Kiwanis club, Kiwanis Foundation, or a service leadership organization is \$2 million per occurrence with a \$34 million excess liability limit. Again, this is liability protection and would be applicable to a 3rd party claim against a Kiwanian or a Kiwanis club, for example. The coverage even extends to volunteers while doing Kiwanis work. Optional coverage that are available to each Kiwanis club are CRIME and ACCIDENT. Please check the Kiwanis Risk Management Resource Guide that is sent to each club secretary each fall. Please also know that the cost for the insurance can be paid from either the club's Administrative or Service accounts. The cost per member each year is \$17 (\$13 for the general liability protection and \$4 for the Directors & Officers (D&O)). The D&O coverage would apply to what are generically called "wrongful acts" and could include such things as alleged not adhering to the club's policies or by-laws, alleged misallocation of donated funds, civil rights issues or in the case of a club employing someone (secretary for example), employment practices issues would be coverage such as harassment in the workplace, alleged wrongful termination, or alleged discrimination in the hiring process. The general liability protection does extend to liquor liability and sexual misconduct liability. Governing documents-each incoming club president should know about where to find your club's by-laws and policies. You may check online with Kiwanis International to find out more about club by-laws. Or, you may also check with the Ohio District Kiwanis office in Columbus about Ohio district by-laws/policies. Clubs should review and update their club policies and by-laws yearly to reflect our organizations changing needs. Regarding the new member add fee, Kiwanis International has

suspended the \$50 fee per new member through the end of the 2019-2020 Kiwanis year. Additional information is available in your Club Leadership Guide Book from Kiwanis International. This guide is the “Bible” if you will, for any Kiwanis president. Some simple do's and don't's for club presidents: Always: Stand when addressing your club for any reason (the club president should command and demand respect and it just makes sense for all of your club members to see you and hear you speak). Always project the image of being in charge. 2. Have an agenda ready for each meeting-it can be handwritten. You will need an agenda to ensure that your meeting goes smoothly and that you do not forget anything. 3. Read your Leadership Guide-it's packed with very useful information that you will use all year long Do Not-murmur so that club members cannot hear you.--use inappropriate language at any time . Just exercise good common sense and you will be fine.

Ohio Key Leader Brian Shaffer, Past Lt. Governor and Kelly Shaffer, Key Leader Chair for Ohio

What's that? Kiwanis' very own experiential servant leadership education weekend for teens.

Participants improve their leadership skills through an examination of their own values and leadership styles, large- and small-group discussions and activities and team building challenges. They will spend the weekend at Recreation Unlimited, a state-of-the-art camp facility, with a group of Kiwanis-approved chaperones. Who can attend? Would you be surprised to know that any and all high-school-aged students are welcome? No need to be a star athlete or academic standout or Key Club member. The only requirement is that the student must be willing to participate in activities. There is no limit on the number of students allowed to attend from any given school. Wherever there are 14-18 year old people, there are potential Key Leaders. Your family, church, grocery store, and at your local high school or home school group. How much does it cost? Registration is only \$175 for students. Student Facilitator fee is only \$100. (Student Facilitators must apply and be accepted to receive this rate.) Two nights' lodging, five meals, snacks, curriculum materials, t-shirt and more are included in this cost. Partner with another local club or your division to sponsor a student if the registration cost is too much. You can assist your students in creating a fundraiser to help offset the cost. Key Club can help too. Consider the 1/3, 1/3, 1/3 method. Kiwanis, Key Club, and the student split the cost three ways. That's only about \$58 each. Another option is to ask the school if there are funds available for leadership education or to seek out sponsorships from local businesses. Who wouldn't want to have servant leaders in their community?! Are there any other ways we can help? Aside from directly sponsoring students, you, your club, division, or business could make a donation to the Ohio District Kiwanis Foundation designated to the Key Leader fund. These funds are used to help students who don't have sponsors and offset direct costs of the event. Anyone can specifically sponsor a meal or other portion of the weekend such as t-shirts, Saturday night social, low ropes course and more. Contact us and let us know what you will commit to. Registration typically opens mid-August. Please contact Kelly or Brian Shaffer at ohiokeyleader@gmail.com or Brian Yacucci at byacucci@cinci.rr.com to discuss other ways you can help with the event. Registration and other info also available at www.ohiokiwanis.org/page/44006. Ohio Key Leader 2020 November 13-15, 2020 at Recreation Unlimited in Ashley, Ohio (just north of Columbus)