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.
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.
Introduction

Service leadership model

The experience of service leadership is the primary objective of Kiwanis Service Leadership Programs. Service leadership is a powerful force. In fact, it’s the premier level of social contribution. It’s what happens when people discover their heart to serve, answer their call to lead, and exercise their courage to engage. 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.

Heart to serve
Call to lead
+Courage to engage
Service leadership

HEART TO 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.

CALL TO 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.

COURAGE TO 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.
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. Here are a few tips to 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
  - District administrator training offered by Kiwanis International
  - Kiwanis Midyear Conference
  - 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 calendar.** 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 www.kkids.org/administrator and www.buildersclub.org/administrator.
Calendar

Below is a suggested monthly checklist for club advisors to use for their clubs. Use this calendar to help you as you support club advisors. Also, at the end of each month’s list are a few suggestions for the administrator’s checklist, as well as space for you to customize each month around the district’s needs.

AUGUST AND SEPTEMBER

- Hold a meeting between the Kiwanis advisor and the faculty advisor to set expectations for the upcoming year.
- With your club officers, create a club budget to ensure the club’s expenses are covered.
- With your club officers, plan your club’s calendar. Confirm meeting times and locations.
- Ensure that all officer positions are filled for the year. Once positions are filled, provide officer training.
- Arrange an installation ceremony for new members and officers. Invite parents to attend.
- Check your email inbox and make sure that you receive the first newsletter from Kiwanis International in the month of August. If not, sign up by clicking the EMAIL button at either www.kkids.org or www.buildersclub.org.
- Encourage officers to create a member recruitment plan.
- Kiwanis advisors: Renew your club online (www.kkids.org/renewal or www.buildersclub.org/renewal) to receive the club’s annual program kit. Make sure your Kiwanis secretary has designated you in the online club management system as the Kiwanis advisor to the club.
- Meet with the school principal to review the club’s plans and goals for the year.
- During Youth Protection Week in September, review the Youth Protection Guidelines. A copy of the guidelines can be found on page 19. Or go to www.kiwanis.org/youthprotection.
- Kiwanis advisors: Ensure your criminal history background check is complete and that your Kiwanis club’s secretary has verified your clear background check in the online club management system.
- Administrators: Encourage clubs in your district to renew their clubs online.
- Administrators: Invite contest winners and their advisors to the Kiwanis district convention to present their awards.
- District responsibilities:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
OCTOBER AND NOVEMBER

- Encourage members to participate in Trick-or-Treat for UNICEF or other seasonal activities that benefit UNICEF.
- Celebrate Kiwanis Family Month in November by connecting with your sponsoring Kiwanis club for a service project.
- Administrators: Promote Trick-or-Treat for UNICEF in your district.
- District responsibilities:
  - 
  - 
  - 

DECEMBER AND JANUARY

- Encourage club members to plan club contest submissions.
- District responsibilities:
  - 
  - 
  - 

FEBRUARY AND MARCH

- Organize service projects for the end of the school year.
- Submit contest entries to your Kiwanis district administrator before April 1.
- District responsibilities:
  - 
  - 
  -
APRIL AND MAY

☐ Participate in Kiwanis One Day. Each year in April, this worldwide day of service is a chance for Kiwanis-family clubs to perform a service project together in their communities. (www.kiwanis.org/oneday)

☐ Introduce graduates to their next step in the Kiwanis-family journey, whether Builders Club or Key Club.

☐ Plan thank-you gifts for volunteers who have helped the club this year.

☐ Oversee the elections and training of new officers for the club.

☐ Share election results with the sponsoring Kiwanis club.

☐ Evaluate the club progress for this year and make notes to improve the club for next year.

☐ Submit your club’s Annual Achievement Report and share this information with parents and your sponsoring Kiwanis club.

☐ Administrators: Submit the winning submissions for the district’s contests to Kiwanis International for judging.

☐ District responsibilities:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________
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 training and 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.
**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 interested others.

**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 that no Kiwanis club is available or interested to provide sponsorship.

**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 work.

**Position requirements:**
- Coordinate a communication plan with the Kiwanis and faculty advisors, with a focus on strengthening existing clubs.
- Encourage and assist clubs to complete the annual report.

**Additional best practices:**
- Develop a schedule for communicating with both Kiwanis and faculty advisors, with clear objectives and goals for the communication.
- Attend club meetings and division council meetings as invited when possible.
• Provide educational materials and resources to advisors:
  • Service project ideas
  • Fundraising ideas
  • Club officer training
  • Preferred charity information
  • 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 and good at putting people in positions where their strengths match the program needs.

*Job requirements:*

• 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.

**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 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.
• Coordinate the annual district contests and awards. Submit winners to Kiwanis International.
Additional best practices:

• Forward news articles and photos for use on websites and in publications of K-Kids or Builders Club at Kiwanis International.
• 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 activities 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
Ambassadorship

District administrators are the “adult face” of K-Kids and Builders Club. They advocate for clubs, represent the program at district events and serve as the primary “go-to” person in their district.

Position requirements:
- Serve as primary liaison between the K-Kids or Builders Club district and the Kiwanis district
- Develop a positive working relationship with the Kiwanis district governor, governor-elect, secretary and other district leaders
- Provide training and information on K-Kids or Builders Club sponsorship at Kiwanis district events
- Attend the Kiwanis district convention, mid-year conference, district board of trustees meeting and other meetings/conferences as appropriate
- Promote the K-Kids or Builders Club program throughout the Kiwanis district through articles, mailings and presentations
- Understand the Youth Protection Guidelines and how they relate to K-Kids or Builders Club programming

Additional best practices:
- Meet with the incoming Kiwanis district governor to clarify the roles and expectations of the district administrator position
- Communicate and develop a working relationship with all Kiwanis-family district administrators to strengthen Kiwanis’ Service Leadership Programs in your district
- Communicate with sponsoring Kiwanis clubs, sponsoring agencies and interested others
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 and Global Campaign for Children 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 either be to train or educate Kiwanians about K-Kids and Builders Club, or to provide an update on the current district programs.
TRAINING EVENTS

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

**Pop-up banner (2.5"x 7").** A visual display of K-Kids or Builders Club that can be used beside a display table to compliment a presentation or as an accent at an event. (Available for purchase through the Service Leadership Programs department. Email your staff liaison.)

**K-Kids and Builders Club brochures.** The trifolds 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 www.kkids.org/brochure or www.buildersclub.org/brochure.)

**“In Your Community” brochure & How-To Guide.** This concise but comprehensive brochure is a good complement to one-on-one discussions. It helps explain why a school or organization should start a K-Kids or Builders Club, how to start one and the benefits to both the community and Kiwanis clubs. (The brochure is available at no cost at www.kkids.org/inyourcommunity or www.buildersclub.org/inyourcommunity.)

DISTRICT REPORT

For the 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. Here are some of the trends on how Kiwanis districts support K-Kids and Builders Club.

Many Kiwanis district offices:
• Maintain a line item in the Kiwanis district budget for the 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 will also 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—see what financial support is available for the district and club members.
Kiwanis Youth Protection Guidelines

There are more than 300,000 members in Kiwanis youth programs. Their care and safety is entrusted to every Kiwanis club member. For Kiwanis to be the premier provider of youth service clubs and programs, we must hold ourselves and fellow members to the highest standards of conduct and awareness.

Kiwanis International helps. The Kiwanis Youth Protection Guidelines are available to Kiwanians in every club. All adults working with anyone under age 18 at any Kiwanis event are expected to read, understand, agree to, and abide by these guidelines.

The following guidelines outline expectations for adults working with anyone under the age of 18. The guidelines are reviewed annually by the Kiwanis International Board of Trustees to ensure that Kiwanis provides the current best practices for protecting both our youth and adult club members. For the latest guidelines, you can always go to www.kiwanis.org/youthprotection.

EDUCATION

Every Kiwanis club is expected to educate its members on these guidelines, best practices, and what to do when they become aware of youth in potentially harmful situations. Each year, every Kiwanis club is expected to provide an educational session and a copy of these guidelines.

Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference on 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:

- 21 years of age or older
- Approved by the school or agency
- Registered with the school or agency to accompany the youth members at the specific event

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

Criminal history background checks may be required for all adults working with youth. If conducted, the background checks should conform to applicable local and state/provincial laws and requirements.

In the absence of any other requirement to do so, Kiwanis clubs are required to have a clear background check, by any provider, of any member serving as advisor to any Service Leadership Program club, program or activity. Approved background checks for Kiwanis advisors shall be valid for no more than ten years. Kiwanis International’s criteria (Kiwanis International Procedure 197) shall be followed to determine if the background check is considered “clear.” Clubs are strongly encouraged to ensure confidential background checks for all adults who will be working directly with youth outside of the school or who may not have undergone a background check.

Kiwanis International requires clear background checks conducted by its provider, currently Safe Hiring Solutions, for all adults working with youth at all Kiwanis International-sponsored events. (These include the Key Club International Convention, the Key Club Governor and Administrator training conference, the Key Club International Leadership Conference and any Key Leader weekend). Background checks administered through Kiwanis International are valid for no more than two years.

A district may also require background checks for other adults working with youth as part of district programs or events. (See Kiwanis International Policy B and Procedure 197 for complete information regarding criminal history background checks.)

OVERNIGHT STAYS

While attending a Kiwanis event that requires an overnight stay in a hotel or camp/conference setting, adult chaperoning must include no fewer than one adult male for each 10 or fewer youth males, and one adult female for each 10 or fewer youth females. Except for a parent sharing a sleeping room or other sleeping quarter (e.g., a tent) with his or her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarter with a youth. In the event that sleeping quarters consist of multiple beds, such as 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.

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.
TRANSPORTATION

Adults transporting youth in a vehicle should do so with a second adult in the vehicle. If a second adult is not available, “the rule of threes” is recommended: at least three people in the vehicle at all times. All transportation decisions should be made in accordance with local laws and school policies.

MEDICATIONS

The possession of prescription and nonprescription medications by youth at a Kiwanis event should be permitted only by the written permission of the parent or guardian.

USE OF ALCOHOLIC BEVERAGES AND TOBACCO

While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages and/or use of tobacco products during any portion of the event.

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 or she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. If the Kiwanian becomes aware of the troubling behavior after the event, he or she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. All local, state, provincial and federal laws regarding reporting must be followed.

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 (e.g., 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 or 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) that 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 an adult 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.

Tip: An online education session covering Kiwanis Youth Protection Guidelines is available for any Kiwanian to review at www.KiwanisOne.org/CLE.
NOTES
Opening new clubs

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

Position requirements:

- Provide communication and assistance between potential K-Kids or Builders Club host sites and Kiwanis clubs.
- Develop effective strategies for membership development and retention for existing clubs.
- When a new club is chartering without a Kiwanis sponsor, certify to Kiwanis International that no Kiwanis club is available or interested in providing sponsorship.
Your role in opening new clubs

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 that take on 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 like the In Your Community kits, the 10 steps to sponsorship (see below) and the chartering procedures. Kiwanis clubs may also need help identifying schools or other host sites. Ultimately, the best thing you can be for these clubs is available. Be willing to assist where needed.

TEN STEPS TO SPONSORSHIP

Sponsoring a K-Kids or Builders Club goes beyond providing funds. Here are the ten steps for a Kiwanis club to successfully sponsor a youth club:

1. Appoint a Kiwanis advisor for the K-Kids or Builders Club (or committee of advisors).
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) 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 39 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 such as 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 build K-Kids and Builders Clubs.
- District leaders (like you) educate and support Kiwanis clubs towards those 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.
Starting a new club

You and the 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 and/or a school 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 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: www.kkids.org/advisorguide and www.buildersclub.org/advisorguide
- The K-Kids and Builders Club posters and brochures are available at no cost to you in the Kiwanis Store.
2. LEAD

Get organized, file paperwork, train club leaders and build enthusiasm.

New members will need to adopt club bylaws, officially elect officers, plan club meetings and start brainstorming service project ideas. Next comes the chartering process—gathering signatures, creating a roster, completing forms—to make the club a reality.

Once the work is done, the club should celebrate! Do it with a charter presentation ceremony.

Builders Club chartering options include:

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<th>Option one:</th>
<th>Option two:</th>
<th>Option three:</th>
<th>Option four:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Builders Club gavel/gong</td>
<td>Builders Club charter banner</td>
<td>Builders Club gavel/gong</td>
<td>Membership pins</td>
</tr>
<tr>
<td>Builders Club charter banner</td>
<td>Membership pins</td>
<td>Membership cards</td>
<td>Membership pins</td>
</tr>
<tr>
<td>Membership pins</td>
<td>Membership cards</td>
<td>Additional resources</td>
<td>cards</td>
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<tr>
<td>Membership cards</td>
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</tr>
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<td>Additional resources</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For pricing, refer to Petition for Charter. See below.

K-Kids chartering fee is equal to the annual renewal fee. The K-Kids club receives the annual renewal kit plus a K-Kids banner.

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

Now club members can make a difference in the community.

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

Resources:

- Service focus project ideas: www.kkids.org/servicefocus and www.buildersclub.org/servicefocus
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. Once the annual fee is paid, the youth club will receive a kit with resources for the club. Although the items in the kit will vary slightly each year, it traditionally will include:

- Builders Club membership pins / K-Kids membership buttons
- Membership cards and certificates
- Posters
- Advisor guides
- Member handbooks
- Club officer pins or buttons

The club fee also covers:

- Resources for club opening and 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 www.kkids.org/clubrenewal and www.buildersclub.org/clubrenewal.

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 is one that has gone one to two years without paying an annual renewal fee. To regain active status, the K-Kids club must reactivate by paying the current year’s fee; the Builders Club must reactivate by paying a US$150 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 is one that has lost its connection with Kiwanis. To become an “active” club again, a charter-revoked club must charter again at the full cost. Resources are available at www.kkids.org/charter and www.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$25 per chartered K-Kids club for the current year.

Builders Club district administrators earn up to US$50 per chartered Builders Club for the current year.

You must submit the reimbursement requests available on the K-Kids and Builders Club websites, along with the following:

- The receipts
- The Charter to Date Report available at www.kiwanisone.org/slpreports.

**TIP:** When a K-Kids or Builders Club re-charters, 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:

**IN YOUR COMMUNITY BROCHURES & HOW-TO GUIDE**

This comprehensive brochure can be used when talking one-on-one about K-Kids or Builders Club. It provides details about why a school or organization should start a club, how K-Kids and Builders Club benefit both the community and a Kiwanis club, and steps for getting started. (Available at no cost at www.kkids.org/inyourcommunity or www.buildersclub.org/inyourcommunity.)

**BROCHURES**

These trifolds can be used at a display table or after a presentation to give readers an overview of K-Kids or Builders Club. (Available at no cost at www.kkids.org/brochure or www.buildersclub.org/brochure.)

**KIWANIS CLUB DIRECTORY**

This directory lists every Kiwanis club and its contact information. This is a great resource when trying to find a sponsoring Kiwanis club. (Available for purchase at www.kiwanis.org/store in the “Meeting items” tab at the top of the page. Just click on “Literature.”)

**POP-UP BANNER (2.5' X 7')**

This visual display can be used beside a display table to complement a presentation about K-Kids and/or Builders Club or as an accent at club or program events. (Available for purchase through Service Leadership Programs department. Email keyclubinfo@kiwanis.org.)
Club support

District administrators should offer regular communication and support to both Kiwanis advisors and faculty/facility advisors. Administrators should find ways to recognize the work of the club advisors and help advisors do their best work.

*Position requirement:*
- Coordinate a communication plan with the Kiwanis and faculty advisors, with a focus on strengthening existing clubs.

*Additional best practices:*
- Develop a schedule for communicating with both Kiwanis and faculty advisors, with clear objectives and goals.
- Attend club meetings and divisional council meetings when invited, or as possible.
- Provide educational materials and resources to advisors, including:
  - Service project ideas
  - Fundraising ideas
  - Preferred charity information
  - Information provided to you through weekly emails from Kiwanis International, as appropriate
How you support advisors

A district administrator’s support for advisors varies by district. However, communication and training are two key roles of every administrator. Most of the questions you get will be easy to answer and will just require a 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 management system, 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 have scheduled 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.

You could use communications to:

• Promote upcoming district events.
• Reinforce the activities in the advisor monthly checklist that can be found in the K-Kids/Builders Club advisor guide.
• Share successful service projects, with pictures.
• Pass along messages from the weekly administrator email you receive from Kiwanis International.
• Suggest new service, fundraising or advocacy projects.
• 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 are also 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 the Kiwanis district website. 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:
- Building/starting a new club
- Calendar of events
- District administrator contact information
- District history
- District newsletters/publications (including links to any past issues)
- Fee information
- Fun stories/news
- Parent information
- Photo album
- What is K-Kids and Builders Club?
- Resources
  - Contest and award information
  - Project ideas
  - Officer job descriptions
  - Advisor resources
  - Recruitment resources

The district website should follow best practices—to protect the K-Kids and Builders Club brands, but also the members and district. Here are a couple tips to keep in mind:

- **Follow graphic standards.** Download the latest brand guide (www.kiwanis.org/brandguide) for information about official K-Kids and Builders Club logos, colors and typefaces.
- **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 www.kiwanis.org/photorelease.
Providing educational materials and training to faculty and Kiwanis advisors can be a challenging task because of the variety of needs and circumstances. Here are a few tips:

• **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 a free copy at www.kkids.org/advisorguide or www.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. Here are some ways 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 may want to start with one for new advisors. After that, you may want to survey current advisors to get an idea of the webinar topics they may need or want to see.

• **Use existing communication.** Training and education doesn’t just take place at one time. 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 in 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 of the Service Leadership Program district administrators discussed the issue of clubs that charter without a Kiwanis sponsor. Here are some of the results of their discussion.

The top five things an SLP club, including a K-Kids and Builders Club, will miss when not sponsored by a Kiwanis club are:

- Relationship with the Kiwanis family/mentorship
- Financial support
- Information and communication
- Access to social functions and community projects
- 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 the Kiwanis organization.
- 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 the K-Kids or Builders Club.
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 are encouraged to connect with you, the district administrator. Then they are informed of these 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 they charter. It is also available as a free download at www.kkkids.org/advisorguide or www.buildersclub.org/advisorguide. Some of the topics in the guide include:

- Monthly checklists
- Advisor roles
- Service leadership model
- Service, fundraising and advocacy projects
- Officer elections, training, meetings and committees
- Awards and contests
- How to grow your club
- Insurance
- Kiwanis Youth Protection Guidelines

Monthly e-newsletters. From August to May, Kiwanis International publishes a monthly e-newsletter for K-Kids and Builders Club advisors. In these emails, an advisor will get 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 database.

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 www.kkids.org or www.buildersclub.org.
Social media. The K-Kids and Builders Club social media outlets allow clubs to spread the word, connecting with their communities—including current and potential volunteers.

K-Kids social media:
- Facebook: www.facebook.com/kiwaniskids
- Twitter: @kiwaniskids
- YouTube: youtube/kiwaniskidstv
- Pinterest: www.pinterest.com/kiwaniskids

Builders Club social media:
- Facebook: www.facebook.com/buildersclub
- YouTube: youtube/buildersclubtv
- Pinterest: www.pinterest.com/buildersclub

TIP: District administrators are encouraged to use these social media outlets to connect with advisors, share ideas and be inspired.
Committee leadership

District administrators should oversee a committee of adults to help carry out district responsibilities. Therefore, administrators must be leaders and coaches—and good at putting people in positions where their strengths match the program’s needs.

Position requirements:

- Communicate with and train committee members to promote K-Kids and/or Builders Club programs within the district.
- Train committee members to collaborate on the district’s goals for K-Kids and/or Builders Club.
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 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 would oversee events hosted for K-Kids or Builders Club members and/or advisors. When overseeing an event, the chairperson would market the event, develop the program, oversee the budget, coordinate the registration and execute 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.
NOTES
Communication with Kiwanis International

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

POSITION REQUIREMENTS:

• Assist with K-Kids or Builders Club renewal and dues collection.
• Support Kiwanis International’s efforts to maintain current records of advisors’ names and contact information.
• Provide constructive input regarding program development.
  • Provide constructive input regarding program development.
  • Attend district administrator training offered by Kiwanis International
  • Coordinate the annual district contests and awards.
  • Submit winners to Kiwanis International

Additional best practices:

• Forward news articles and photos to Kiwanis International for use on websites and in official publications of K-Kids or Builders Club.
• Attend the Kiwanis International convention and assist Kiwanis International staff in promoting sponsorship of service leadership programs.
KiwanisOne.org: accessing district data

In order to assist with fees collection and the maintenance of accurate contact information at Kiwanis International, district administrators must access information through KiwanisOne.

REGISTRATION

All Kiwanis members can create a login for KiwanisOne. Whether certain features are available to you after login depends on your roles with the club, division or district. To register your login credentials for the first time, or to simply test the one you already have, the process is the same:

1. In your browser, go to reporting.KiwanisOne.org.
2. Click the Register/Reset Password link at the bottom of the page.
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 member services to update your member profile with your new email address.
HOME PAGE

When you log in to KiwanisOne, you’ll first be taken to the 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.

Click the SLP Reports icon on the left to get to the SLP Reports.

SERVICE LEADERSHIP PROGRAMS REPORTS

The Service Leadership Programs Reports feature is a way to access information on clubs in your district. All reports are downloaded from the Kiwanis International database in an Excel document.

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.
DISTRICT REPORTS

District reports include the following information about each club.

<table>
<thead>
<tr>
<th>Information available</th>
<th>Possible data</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club start date</td>
<td>ex: 11/30/2009 12:00:00 AM</td>
<td>The date represents the last time the club was chartered or re-chartered. The time for the start date will always be represented as midnight.</td>
</tr>
<tr>
<td>Club ID</td>
<td>ex:B81659 or P00123</td>
<td></td>
</tr>
<tr>
<td>District</td>
<td>ex: B05 or P05</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Options: A = Active, I = Inactive</td>
<td>A = the club paid its annual fee for the previous year. I = the club hasn't paid its annual fee for at least the past 2 years.</td>
</tr>
<tr>
<td>Number of members</td>
<td></td>
<td>The number of members is only available if reported. If “0” or “1” is listed, it means no number was reported.</td>
</tr>
<tr>
<td>International Dues Owed</td>
<td></td>
<td>Annual fee billed to the Kiwanis club.</td>
</tr>
<tr>
<td>International Dues Paid</td>
<td></td>
<td>Amount received by Kiwanis International for the current year.</td>
</tr>
<tr>
<td>Address of K-Kids or Builders Club</td>
<td>Includes: Address Line 1 Address Line 2 Address Line 3 Address Line 4 City, State Postal Code Country</td>
<td></td>
</tr>
<tr>
<td>Faculty advisor name (years of consecutive service)</td>
<td>ex: Austin, Andrea (8 years)</td>
<td>The number of years of consecutive service will allow you to identify clubs that have new advisors and those that have experienced advisors.</td>
</tr>
<tr>
<td>Faculty advisor email address</td>
<td>ex:<a href="mailto:name@gmail.com">name@gmail.com</a></td>
<td>Use the advisor’s email to communicate with advisors.</td>
</tr>
</tbody>
</table>
### Information available

<table>
<thead>
<tr>
<th>Information available</th>
<th>Possible data</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kiwanis advisor name (years of consecutive service, background check status)</td>
<td>ex: Jones, Bernie (9 years, BC-complete) Smith, Cynthia (3 years, BC-missing)</td>
<td>BC-complete: The Kiwanis advisor has provided a clear background check to his or her Kiwanis club, as required by the Kiwanis Youth Protection Guidelines. BC-missing: The Kiwanis advisor has not provided a clear background check to his or her Kiwanis club.</td>
</tr>
<tr>
<td>Kiwanis advisor email address</td>
<td>ex: <a href="mailto:name@gmail.com">name@gmail.com</a></td>
<td>Use the advisor’s email to communicate with advisors.</td>
</tr>
<tr>
<td>Sponsoring Kiwanis club name (ID)</td>
<td>ex: Avon(K15324)</td>
<td>If blank, the K-Kids/Builders Club has no sponsoring Kiwanis club.</td>
</tr>
</tbody>
</table>
Annual contests and awards

Each year, clubs and individual members have an opportunity to participate in contests and win awards. These activities reinforce the mission of K-Kids and Builders Club and allow members and clubs the chance to demonstrate their accomplishments. Encourage advisors to share contest information with club members at the beginning of the year. As a guide, the previous year’s contest winners are available online.

Clubs submit their entries to the district administrator. The district administrator is responsible for having the entries judged using the contest booklet criteria. In each category, you will award first, second, and third place district winners. The names of the first place district winners for each contest are mailed to Kiwanis International. (These names are usually due April 30. Any changes in this schedule will be communicated in the weekly administrator emails.)

As with the district awards, Kiwanis International awards first, second, and third place international winners for each category. Contest winners are posted on the K-Kids and Builders Club websites. Depending on the contest, international winners receive one or more of the following recognition items: certificate, medallion, trophy, banner patch or gift card. District administrators receive the awards to present to winners at a Kiwanis district event. Presenting the awards in front of Kiwanis club members has a two-way impact: for the youth it reinforces their connection with Kiwanis, and for the Kiwanians it promotes K-Kids and Builders Club in the district. If a presentation at a district event isn’t possible, the district administrator can mail award recognition to the K-Kids or Builders Club advisors for presentation.

Here are a few exceptions:

• District and honor club banner patches are mailed directly to the faculty advisor.
• Kiwanis International Foundation Leadership Award is mailed directly to the recipients.
• The first, second, and third place scrapbooks are kept for display at the Key Club and/or Kiwanis International conventions.

Winning contest entries are posted on the K-Kids and Builders Club by mid August.

TIP: Each year there are some variations in the contest categories. Refer to the contest booklet for categories and themes. Available at www.k-kids.org/recognition and www.buildersclub.org/recognition.
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 a K-Kids or 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 compliment 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 is also a year-round partnership. It reaches a specific demographic audience 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 www.KiwanisOne.org/partners.
Kiwanis International Foundation

The Kiwanis International Foundation’s mission is to financially assist Kiwanis International in serving the children of the world. Our foundation provides that assistance thanks to gifts from Kiwanis family members.

In fact, those gifts fund one of the primary ways our foundation fulfills its mission—through grants. Those grants are crucial because they fund Kiwanis Service Leadership Programs such as K-Kids and Builders Club.

If you have questions or would like more information, call 1-800-KIWANIS, ext. 159 (U.S. and Canada), or +1-317-217-6159 (worldwide). Or email grants@kiwanis.org.
Resources

Service Leadership Programs overview

Kiwanis International has been sponsoring youth programs ever 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 Service Leadership Programs (or SLPs) have become core projects of sponsoring Kiwanis clubs. Each SLP belongs to one of two categories: service clubs or programs/initiatives.

SERVICE CLUBS

K-KIDS

Established: 1990

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

Members: Elementary school students ages 6–12

Website: www.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: Middle school students ages 11–14

Website: www.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: High school students ages 14–18

Website: www.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 (CKI)

Established: 1936

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: www.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: www.aktionclub.org

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

BRING UP GRADES

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: www.bringupgrades.org

TERRIFIC KIDS

Terrific Kids is a student-recognition program that promotes character development, self-esteem and perseverance. “Terrific” is an acronym for Thoughtful, Enthusiastic, Respectful, Responsible, Inclusive, Friendly, Inquisitive and Capable. Students work with the classroom teacher to establish goals to improve behavior, peer relationships, attendance or school work. 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: www.terrifickids.org

KEY LEADER

Key Leader is a weekend experiential leadership program for students ages 14–18. The curriculum focuses on “service leadership” and has modules on five major principles: integrity, personal growth, respect, community and pursuit of excellence. The weekend experience includes full group sessions led by a trained lead facilitator and small discussion groups called “neighborhoods.” A challenge course of team-building activities is also a featured component. Since 2005, there have been more than 22,600 graduates around the world. A team of Kiwanis volunteers from the district coordinates marketing and on-site logistics and generates financial support for students to attend. That team is led by a district chairman and site coordinator (for each event) appointed by the district governor.

Website: www.key-leader.org
KEY CLUB INTERNATIONAL ALUMNI AND CIRCLE K INTERNATIONAL ALUMNI

Alumni outreach initiatives started in 2010, in order to encourage former members of Key Club and CKI to continue a life of service with the Kiwanis family. These alumni networks help identify and retain former members and engage them in the continuing work of Kiwanis International. This engagement could include:

- Continuing to spread the message of Kiwanis International in their daily lives
- Contributing financially to the Kiwanis International Foundation and support their alumni club
- Joining or forming a Kiwanis club in their community when ready

Upon graduation, Key Club and CKI members automatically become members of their alumni group and associate members of the Kiwanis family.

Website: www.keyclub.org/alumni and www.circlek.org/alumni
## Website resources

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