



KK

KIWANIS
SPONSORSHIP
RESOURCE
GUIDE

Kids



FOR KIWANIS ADVISORS TO K-KIDS

Annual Requirements of Sponsorship

1. Appoint a Kiwanis Advisor to the club and ensure he/she receives adequate orientation/training.
2. Ensure Kiwanis members attend every meeting.
3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the club.
4. Meet with the school principal before the beginning of the school year.
5. Ensure that all members pay their annual membership fees.
6. Ensure club officers receive proper training following election.
7. Hold a planning session involving the leadership of both clubs.
8. Host or participate in two joint activities involving the membership of both clubs.



1. Appoint a Kiwanis Advisor to the club and ensure he/she receives adequate orientation/training.

Encourage multi-year involvement with the K-Kids.

Three-year tenure on committee of six with team of two on and two off each year

Consider former K-Kids, Builders Club, Key Club, and Circle K members and retired educators or those with experience working with youth (YWCA, YMCA, church, or other youth group advisors, etc.).

Conduct background check on all committee members.

Consider time commitment of two to three hours weekly.

Stress the rewarding aspect of Kiwanis involvement.

Train committee on recruiting parents, guardians, and relatives of K-Kids members into Kiwanis.

Kiwanis advisor (sponsorship) training may be available at the following:

- Kiwanis district convention, mid-year, or division council meetings
- K-Kids regional training conferences conducted by district committee on K-Kids
- Circle K or Key Club district convention (co-sponsor training/project workshops)
- Circle K or Key Club division and district officer training conferences (co-sponsor training/project workshops)
- Circle K or Key Club president council meetings

NOTE: Advisor training at these events varies from district to district. Contact the appropriate district administrator.

Resources available:

KK 1 K-Kids Fact Sheet www.kkids.org

KK 3 Basic Information for Principals and Kiwanians www.kkids.org

KK 4 Duties of K-Kids Officers www.kkids.org

KK 6 Standard Form for Club Bylaws www.kkids.org

KK 7 Kiwanis Committee Program Sheet www.kkids.org

KK 9 Kiwanis International Board Policies and Procedures Concerning the Functioning of the K-Kids www.kkids.org

K-Kids Supplies Flier www.kkids.org

2. Ensure Kiwanis members attend every meeting.

The visiting Kiwanians should be someone other than the faculty advisor and Kiwanis advisor who normally attend each meeting.

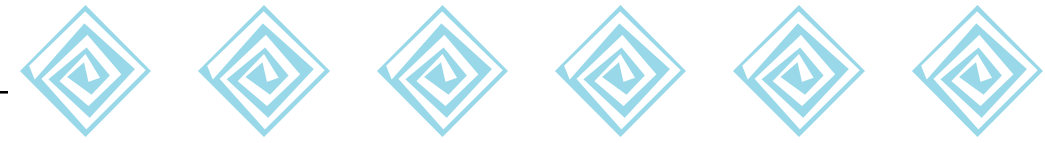
Every effort should be made to assign different members to attend each meeting.

These members should be orientated on the behavioral traits of elementary school student.

The Kiwanis advisor is responsible for:

- Instructing the presiding K-Kids president on the protocol for introducing guests at the K-Kids meeting.
- Informing the K-Kids president of who Kiwanis guest(s) will be.
- Notifying the Kiwanis club of any K-Kids meeting changes or cancellations.





3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the club.

The amount of money a Kiwanis club budgets to support its K-Kids should be proportionate to its ability to support the club. The K-Kids should be included in Kiwanis club's fund-raising projects when appropriate and, in turn, should receive a portion of the proceeds.

It is suggested that Kiwanis clubs provide the following support to K-Kids:

- Awards and recognition
- Support to attend K-Kids district and divisional training conferences (i.e. transportation and lodging, if required)
- Pay the entire cost of faculty advisor and chaperone travel, registration, and lodging at training conferences
- Joint service projects
- Food or facility rental costs for joint social, recreational, and special recognition events (may be available through Kiwanis members).

Some clubs provide the K-Kids with a set amount each year, allowing its board to allocate the expenditures through the club's budgeting process. Other Kiwanis clubs provide the K-Kids the money it raises through joint fund-raising projects. Others fund special projects and events.

Funds provided to the K-Kids may come from the Kiwanis club's service account.

4. Meet with the school principal before the beginning of the school year.

Minimum attending: Kiwanis club president-elect, Kiwanis advisor to K-Kids, faculty advisor to the K-Kids club.

Suggested additional attendees: Others deemed appropriate (i.e., chairman of the Kiwanis club's committee on K-Kids or sponsored youth), school activities director (at the invitation of the principal). Don't make the meeting too large; three or four from the Kiwanis club are sufficient.

Time frame: Suggested for early August (approximately one month before school starts). Schedule an appointment for this meeting well in advance. If the school has a year around schedule, select a month prior to the enrollment of the incoming class of students dependent upon the school's structure.

Setting: School, as determined by the principal or his/her representative

Suggested topics:

- The K-Kids and its plans (established at the planning session)
- K-Kids attendance at Kiwanis meetings and projects
- Kiwanis club commitment for support (i.e. awards, recognition, and training)
- Understanding of school regulations for the K-Kids club and Kiwanians attending meetings
- Maintaining communications and cooperation with the school
- Invite the principal to present a program at a Kiwanis meeting
- Joint K-Kids – Kiwanis club projects benefiting the school
- Ask, "What can the Kiwanis club do for the school, school projects, and programs?"

Follow-up: The president-elect should send a thank-you letter to the principal within one week of the meeting.



5. Ensure that all members pay their annual membership fees.

K-Kids member fees are US\$1 annually.

Club fees should not exceed US\$1 (total fees not to exceed US\$2).

Fee invoice mailed to school address and to the Kiwanis advisor in August.

Fees payment deadline is December 1.

Fees provide:

- Annual member card and lapel pin
- Club and member benefit programs
- Liability and medical insurance coverage
- Ability to participate in conferences, contests, leadership and scholarship programs

Add new members as they join throughout the year. Use new member add form which is available at www.kkids.org.

K-Kids members should pay their own fees to provide a sense of ownership in the organization. A Kiwanis club should not pay the fees for the youth members; however, in hardship cases, the Kiwanis club may choose to assist or loan the K-Kids club funds. The fee payment is part of a learning process and should be part of the duties of the club treasurer.

6. Ensure club officers receive proper training following election.

Officers should be elected in May or September.

Training at regional training conferences (varies from district to district).

Resources available:

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7. Hold a planning session involving the leadership of both clubs.

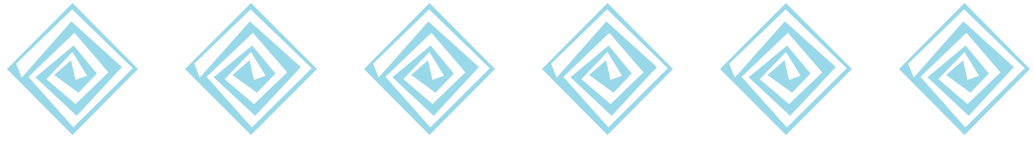
Minimum attending: four officers from each club, Kiwanis (and Circle K/Key Club) advisor, and faculty advisor

Suggested others attending: committee chairmen and committee members, other board members, officers and K-Kids committee members from co-sponsoring Circle K/Key Club

Time frame: suggested for June (before the Kiwanis, Circle K, and Key Club International conventions) but can be scheduled any time during the summer

Setting: casual, comfortable setting (backyard pool party, park, cookout, etc.)

Sample topics: Review and evaluation of the previous year, goal-setting, strategies for accomplishing the goals, budget and fund-raising, community analysis, joint projects and activities, calendar



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

Can include: service, social, recreation, fund raising

Suggested Activities:

- Peanut Day
- Pancake breakfast
- Adopt-a-highway
- Softball, basketball, volleyball games
(*Note: Liability insurance is in force here for non participants, but there is no liability or medical coverage for participants.*)
- Officer installation involving all sets of officers (K-Kids, Builders Club, Kiwanis and co-sponsoring Circle K/Key Club) being installed at the same meeting
- Awards banquets
- Parent-appreciation events
- Kiwanis-family events with Golden K, Kiwanis, Circle K, Key Club, Builders Club, and K-Kids, and aKtion Club
- Picnics and cookouts
- Concession stand
- Career shadowing

General Information and Resources

Club: K-Kids is a “student-led” organization, which means that the students are responsible for making decisions on how the club will function, how the budget will be administered, and how issues will be addressed. Every K-Kids elects a president, secretary, treasurer, and vice-president. Clubs may choose to elect or appoint additional officers or committee chairs.

Each K-Kids has a set of bylaws that serve as a governing document to assist the leaders. Club bylaws must model the Standard Form for Club Bylaws provided by the Kiwanis International Office. Amendments to club bylaws must first be approved by the K-Kids members, and then by the sponsoring Kiwanis

club members. A copy of the Standard Form may be found on the K-Kids Web site at www.kkids.org.

Kiwanis International defines the role of K-Kids advisor as one who provides counsel, makes recommendations regarding a decision or course of conduct, provides information or notice, and cautions the K-Kids members to give careful consideration and deliberation to issues at hand.

Club officers are elected in either the spring or fall of each year. After elections, club officers are responsible for reporting their new information to the district administrator and the Kiwanis International Office.

District: K-Kids has no structure beyond the club level. Each K-Kids is a part of the same district as the sponsoring Kiwanis club. For a listing of the districts, as well as a listing of all registered K-Kids, visit the K-Kids Web site at www.kkids.org.

A Kiwanis member who serves as district administrator monitors each district. District administrators are appointed annually by the Kiwanis governor-elect of the district. District administrators serve a term from October 1 through September 30. A current listing of district administrators can be found on the K-Kids Web site at www.kkids.org.

Kiwanis International: The governing documents for K-Kids are the Standard Forms of Club Bylaws and Kiwanis International Board Policy. These documents contain important procedural information, as well as the pledge to which all members are held accountable. These documents are available on the K-Kids Web site at www.kkids.org.

Web site Resources:

Forms and other information that can be found on the K-Kids Web site include: contests, awards, and recognition programs; literature, report forms, and promotional materials; links to districts and clubs; and suggested agendas and scripts for officer training and installation.

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- K-Kids contests, awards, and recognition programs
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- K-Kids links to districts and clubs
- K-Kids officer training and installation suggested agendas and scripts



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K-Kids is a Kiwanis-family member.

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