

AKTION CLUB

District administrator guide





Motto

Where development has no disability.

Mission Statement

To provide adults living with disabilities an opportunity to develop initiative and leadership skills and to serve their communities.

Vision

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

Core Values

The core values of Aktion Club are character building, leadership, inclusiveness and caring.

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 and situations

Pledge

I pledge on my honor to follow the Objects of Aktion Club.

To better my community, my country and myself.

To help those in need.

To demonstrate loyalty to our community and nation.

And to encourage others to do the same.





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Dear district administrator:

Thank you for supporting and inspiring Aktion Club members and advisors. Aktion Club is 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 members to build social and emotional skills that prepare them for a lifetime of leadership and service. Your involvement will be an important part of their development.

This guide will provide a foundation for your service as Aktion 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 Aktion Club experience — and the worldwide 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. The service-club experience prepares people to become the most engaged members of their communities — now and in the future.

SERVE

Aktion Club provides opportunities for adults with disabilities to discover that service is an exciting and important new part of their lives. They begin to see their own ability to make a difference, explore their passions and convictions, and develop their empathy with people in need.

LEAD

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

ENGAGE

Through service leadership, a member lives a life of collaboration rather than isolation. Aktion Club helps members 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 Aktion Club 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 include:

- Kiwanis District board meetings
- Kiwanis District and international conventions
- Kiwanis Mid-year Conference

Talk to the outgoing district administrator. To ease the transition, review matters such as:

- Event contracts
- District membership and the district convention budget
- General thoughts and observations about the role, the district, strengths and possible improvements

Know parliamentary procedure. It is suggested that Aktion Club meetings follow these procedures to the best of the members' abilities. *Robert's Rules of Order* is a good resource and is available online.

Connect with Kiwanis. Ideally, you'll 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.

Review the District Administrator calendar. Understand the monthly expectations of the position.

Follow Aktion Club on social media. Find links on the home page of the Aktion Club website.

Calendar of events

Here are some of the activities that occur during an Aktion Club year. Work with the outgoing district administrator and your Kiwanis district to determine your responsibilities for each item.

AKTION CLUB DISTRICT CONVENTION

Suggested responsibilities:

- Plan marketing activities
- Manage contracts and logistics
- Schedule workshops and general session speakers/entertainment
- Manage registration
- Handle contests, awards and scholarships

DISTRICT COMMUNICATION

Suggested responsibilities:

- Write and send mailings to clubs
- Write newsletters/memos to advisors
- Oversee the website and make updates

MISCELLANEOUS

Suggested responsibilities:

- Plan and participate in international contests

Responsibilities month-by-month

OCTOBER

- ☐ Assist with Aktion Club dues collections.
- ☐ Participate in district conventions.
- ☐ Participate in Kiwanis One Day on the fourth Saturday of October.
- ☐ Create a monthly or quarterly newsletter for club advisors informing them of district news and upcoming events.
- ☐ Connect with local and state agencies that serve individuals with disabilities. Encourage Aktion Clubs to offer service to these agencies. Foster relationships for future club building.
- ☐ Remind advisors to complete monthly report.
- ☐ Read and share “Weekly News” information with clubs, as appropriate.
- ☐ Encourage clubs to participate in the Aktion Club Service Initiative, Sleeping Children Around the World.
- ☐ Remind advisors that clubs should submit their membership roster and fees to Kiwanis International before November 1 to receive an early bird banner patch.
- ☐ **October notes and district-specific reminders:**

[illegible]

- ☐ Connect with local and state chapters of The Arc; foster relationships for future club building.
- ☐ Attend the Kiwanis district board meeting and share information about Aktion Club.
- ☐ Submit an article to the Kiwanis, Circle K International and Key Club International district bulletin editors and/or include it in your newsletter for club advisors.
- ☐ Read and share “Weekly News” information with clubs, as appropriate.
- ☐ Consider submitting an article for the Aktion Connection monthly newsletter for advisors.
- ☐ Remind advisors to complete monthly report.
- ☐ **November notes and district-specific reminders:**

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DECEMBER

- ☐ Connect with groups that promote the independence of individuals with disabilities, such as Special Olympics and Self-Advocates Becoming Empowered. Foster relationships for future club building.
- ☐ Remind advisors to complete monthly report.
- ☐ **December notes and district-specific reminders:**

[illegible]

JANUARY

- ☐ Remind advisors to complete monthly report.
- ☐ Read and share “Weekly News” information with clubs, as appropriate.
- ☐ Create physical or electronic files to track:
 - Individual club and advisor information
 - Division information
 - Email correspondence
 - Newsletters and mailings
 - Budget
 - Status reports
 - District committee information
 - Kiwanis magazine
 - Meetings
 - Mid-year conference
 - District convention
 - Division council meeting
 - Budget suggestions/notes for the next administrative year
 - Magazines of educational groups on leadership development
 - Updated directories
- ☐ **January notes and district-specific reminders:**

FEBRUARY/MARCH

- ☐ Reconnect with local and state agencies, The Arc, Special Olympics and Self-Advocates. Offer to present information to them on Aktion Club.
- ☐ Attend mid-year district convention and participate in a forum educating Kiwanis members about Aktion Club. Set up an exhibit booth and display information about Aktion Club, including club scrapbooks, if available.
- ☐ Prepare and participate in Aktion Club Week, which is the first full week of March.
- ☐ Make arrangements to honor past contest winners at the mid-year district convention. Ask speech winners to recite their winning entries as part of the program.
- ☐ Promote participation in the Aktion Club contests. Find details online at aktionclub.org/contestsandawards.
- ☐ Read and share "Weekly News" information with clubs, as appropriate.
- ☐ Submit an article to the district bulletin editor and/or include it in your advisor newsletter.
- ☐ Remind advisors to complete the monthly report.
- ☐ **February/March notes and district-specific reminders:**

[illegible]

- ☐ Consider submitting an article for the Aktion Connection monthly newsletter for advisors.
- ☐ Promote participation in the Aktion Club contests. Find details online at aktionclub.org/contestsandawards.
- ☐ Set up appointments to present information on Aktion Club to local and state agencies, The Arc, Special Olympics and Self-Advocates.
- ☐ Prepare to attend the Kiwanis International convention.
- ☐ Read and share “Weekly News” information with clubs, as appropriate.
- ☐ Remind advisors to complete the monthly report.
- ☐ **April/May notes and district-specific reminders:**

[illegible]

JUNE/JULY

- ☐ Visit and contact local and state agencies to follow up on leads to build new clubs.
- ☐ Make arrangements to attend the Lieutenant Governors Training Conference and meet with the new district board.
- ☐ Consider attending the Key Club International convention to promote Aktion Club.
- ☐ Remind advisors to complete the monthly report.
- ☐ Determine budget needs for next year.
- ☐ Order materials from the Kiwanis Store to distribute at district convention.
- ☐ Remind advisors that club Annual Achievement Reports are due by September 30.
- ☐ **June/July notes and district-specific reminders:**

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- ☐ Make arrangements to attend district convention.
- ☐ Create an exhibit booth for use at district convention.
- ☐ Arrange for an Aktion Club speaker to address convention attendees.
- ☐ Select a district committee to judge contest entries. Schedule contest judging.
- ☐ Remind advisors that club Annual Achievement Reports are due by September 30.
- ☐ Remind advisors to complete the monthly report.
- ☐ **August notes and district-specific reminders:**

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SEPTEMBER

- ☐ Judge Aktion Club contest entries and submit winners to the Kiwanis International office by September 30.
- ☐ Remind advisors that club Annual Achievement Reports are due by September 30.
- ☐ Continue to build clubs.
- ☐ Remind advisors to complete the monthly report.
- ☐ Remind advisors that member fees are due for the new year.
- ☐ Submit an article about activities for November’s Kiwanis Family Month to the district bulletin editor and/or include it in your advisor newsletter.
- ☐ Provide an updated list of Aktion Club responsibilities to the sponsoring Kiwanis clubs and co-sponsoring Circle K International and Key Club International clubs in your district.
- ☐ Attend meetings of the Aktion Clubs in your district to induct new members/officers.
- ☐ Participate in the fall training events for the Kiwanis clubs in your district.
- ☐ Encourage clubs to participate in the Aktion Club Service Initiative.
- ☐ Print and present certificates to Aktion Club district contest winners.
- ☐ Make arrangements to recognize Aktion Club contest winners at district convention.
- ☐ Invite district contest winners to the Kiwanis district convention to be honored.
- ☐ **September notes and district-specific reminders:**

Suggested Position Description

Kiwanis International strongly suggests the following position description for the district administrator position. Each district may have additional duties or variations on what is suggested. Contact your Kiwanis district office to learn about any additional expectations.

DISTRICT ADMINISTRATOR AKTION CLUB

Position Summary

Responsible for providing quality and efficient leadership to and administration of the Aktion Club district organization as a vital component of the Kiwanis family. A significant contribution of time and personal resources is usually required. The administrator is appointed to serve from April 1 through March 31.

Position responsibilities

AMBASSADORSHIP

District administrators are the face of the program 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 Aktion Club district 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 Aktion Club sponsorship at district events
- Attend the Kiwanis district convention, mid-year conference and other meetings/conferences as appropriate
- Promote the Aktion Club program throughout the Kiwanis district through articles, social media, newsletters and presentations
- Understand the Working with Aktion Club Member Guidelines document and how it relates to Aktion Club programming

Additional best practices:

- Meet with incoming Kiwanis district governor to clarify roles and expectations of the Aktion Club 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 clubs, sponsoring agencies and interested others

OPENING NEW CLUBS

District administrators are the primary drivers for club growth in their district. Their role is to 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 (agencies working with individuals with disabilities, group homes, etc.).

Position requirements:

- Provide assistance by facilitating the relationship between potential Aktion Club host sites and Kiwanis clubs
- Develop effective strategies for membership recruitment, development and retention for existing Aktion Clubs
- Present the Aktion Club program to potential sponsoring Kiwanis clubs and potential sponsoring local and state agencies

CLUB SUPPORT

District administrators should offer regular communication and support to both Kiwanis advisors and club 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 Aktion Club advisors and members, with a focus on strengthening existing clubs
- Encourage and assist clubs to complete the quarterly reports

Additional best practices:

- Develop a schedule for communicating with both Kiwanis advisors and club 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 from Kiwanis International through weekly emails, as appropriate

COMMITTEE LEADERSHIP

District administrators are encouraged to establish and 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.

Position requirement: Communicate with and train committee members to promote Aktion Club programs within the district.

COMMUNICATION WITH 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 Aktion Club dues collections
- Support Kiwanis International's efforts to maintain current records of advisors' names and contact information
- Provide constructive input regarding program development

Additional best practices:

- Forward news articles and photos for use on websites and in the publications of Aktion Club International
- Attend Kiwanis International convention and assist Kiwanis International staff with promoting SLP sponsorship

DISTRICT EVENT MANAGEMENT

The district administrator may plan and execute an Aktion Club district convention and/or conference.

- Serve as individual assuming responsibility at all Aktion Club district events
- Host an annual Aktion Club district convention and fulfill the following responsibilities:
 - » promotion
 - » program/schedule development
 - convention registration fees
 - keynote and workshop speakers
 - convention program (possible advertising)
 - » execute the event
- Coordinate the annual contests, awards and elections

Suggested qualifications

Educational background:

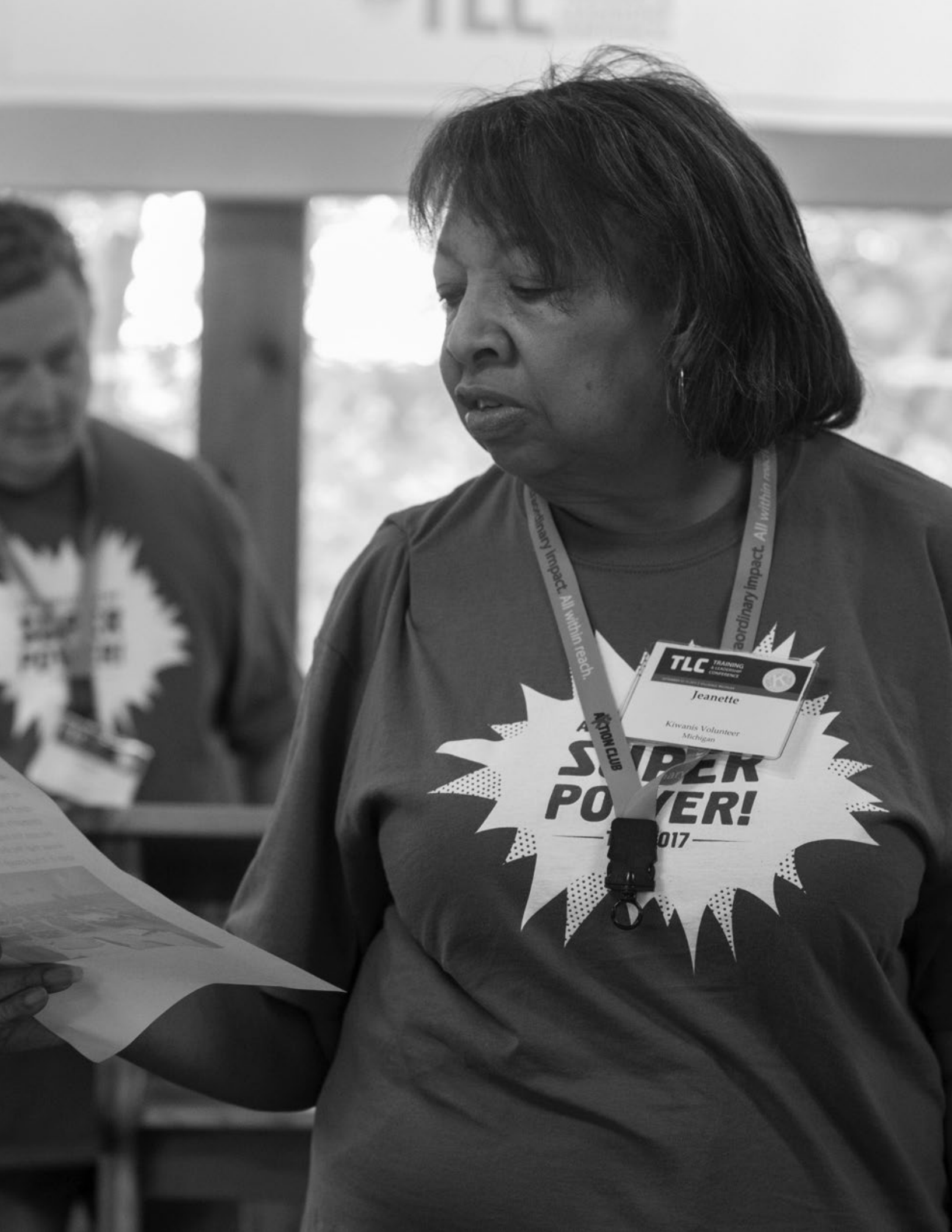
- Bachelor's degree preferred but not required

Experience:

- Working with individuals with disabilities
- Building effective teams
- Maintaining positive working relationships
- Communicating and supporting a network of people
- Developing, presenting and delivering strategic program plans
- Dealing with conflict management
- Financial planning and budgeting
- Event planning

Other:

- Computer proficiency
- Internet and email access
- Kiwanis membership
- Previous experience with Aktion Club



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A LEARNING
CONFERENCE

Jeanette

Kiwanis Volunteer
Michigan

KIWANIS CLUB

**SUPER
POWER!**

2017

Ambassadorship

District administrators are the face of Aktion Club. Administrators should advocate for Aktion Club, represent the program at district events and serve as the primary go-to person in their district.

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 district administrator for Aktion Club, you're crucial to the fourth role: delivering Service Leadership Programs. You are the liaison between the Kiwanis district and the Aktion Club district. Along with the Kiwanis governor, 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 your role will either be to train and educate Kiwanians about Aktion Club or to provide an update on the Aktion Club district to Kiwanis.

TRAINING EVENTS

You may be asked to educate Kiwanians about Aktion Club at training events. Kiwanis International offers this resource to support you:

- **Kiwanis Service Leadership Programs informational brochure.** This piece is a great source of information for potential sponsors. (It's available at no cost at store. kiwanis.org. Go to "meeting items" and click "literature.")

Kiwanis district office

The Kiwanis district offices vary greatly among Aktion Club districts. In some districts the office is operated by a volunteer Kiwanian while others have paid staff.

Here are some ideas about how Kiwanis districts support Aktion Club districts.

Many Kiwanis district offices:

- Maintain the financial records of the Aktion Club membership budget.
- Include a line item in the Kiwanis district budget for the Aktion Club committee.
- Manage the financial records of the Aktion Club district convention budget.

Some Kiwanis District offices:

- Coordinate mailings to Aktion Clubs in the district.
- Serve on the Aktion 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 should also clarify and understand:

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

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

Guidelines for working with Aktion Club members

Aktion Club members have a wide variety of ability levels. That's what makes Aktion Club a unique, diverse and vibrant program. Kiwanians are being entrusted to become valuable adult mentors in the lives of Aktion Club members and need to be concerned with their safety and protection. The following guidelines should be read, understood, and put into practice when working with Aktion Club members.

Use of Alcoholic Beverages and Tobacco: While attending any Kiwanis event, Aktion Club members will follow guidelines set forth by the conference center/camp/hotel and/or their chaperone regarding alcoholic beverages and tobacco use.

Reporting: If a Kiwanian, chaperone, or anyone observes troubling behavior involving a member at an event or becomes aware of a situation that is illegal or potentially unsafe, he/she must immediately contact the appropriate personnel at the event and chaperone, as well as provide notification to law enforcement personnel as appropriate. All local, state, provincial, and federal laws regarding reporting must be followed.

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

Personal information: All documents bearing personal information of any Aktion Club member 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 (3) years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

Social media: For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), Kiwanis members should never initiate such connections with Aktion Club members. If an Aktion Club member requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with members on social networking sites as though the interaction were occurring in public, in front of other adults and members. In other words, if it would not be appropriate to say something to a member 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 or guardians) 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 an Aktion Club member as someone to trust with personal and/or sensitive information. Kiwanians should refrain from counseling members and should instead find, or assist the member in finding, appropriate expert assistance.

Education: Every Kiwanis club that sponsors an Aktion Club is expected to inform and educate its members on these guidelines, best practices, and what individuals must do when aware of Aktion Club members in potentially harmful situations. This education must occur annually, including providing a copy of these guidelines to each club member.

Every Kiwanis district is expected to provide an educational forum or workshop at district events on guidelines and best practices for interactions with Aktion Club members, using materials provided by Kiwanis International.

Overnight stays: If planning or attending an Aktion Club event that requires overnight stay in a hotel or camp/conference setting, consult with the agency and the members’ legal guardians for their expectations for chaperoning and room sharing.

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

Transportation: All transportation decisions should be made in accordance with local laws and agency policies.

Medications: The possession of prescription and non-prescription medications at a Kiwanis event should be permitted and handled by a member's caregiver and chaperone when necessary.

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

NOTES

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Opening new clubs

District administrators are the primary drivers for club growth in their district. Their role is to support new clubs through the club-building and chartering processes. Administrators should also find opportunities in their district to promote Aktion Club to potential host sites (agencies working with individuals with disabilities, group homes, etc.).

Your role in opening new clubs

Essentially, your primary role as a district administrator is to promote Aktion 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 agency or other organization serving those with disabilities, the Kiwanis district and Kiwanis International. It is important to understand the role each of these entities play in the start of new Aktion Clubs.

KIWANIS CLUB*

Kiwanis clubs serve as sponsors of clubs in the Kiwanis Service Leadership Programs (such as an Aktion Club). Kiwanis clubs make direct contact with the local or state agency and do the hands-on work in opening new Aktion 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 and the chartering procedures. Kiwanis clubs may require help identifying host sites. Ultimately, the best thing you can be for these clubs is to be available and willing to assist where needed.

**According to Kiwanis International policy, an Aktion Club may be established in an organization or agency that works with individuals with disabilities without a sponsoring Kiwanis club in accordance with the sponsorship rules and guidelines set by the Kiwanis International Board of Trustees.*

TEN STEPS TO SPONSORSHIP

Sponsorship goes beyond providing funds. Here are the 10 steps for a Kiwanis club to successfully sponsor an Aktion Club:

1. Appoint a Kiwanis Aktion Club advisor (or committee of advisors).
2. Attend Aktion Club meetings and events.
3. Maintain an expense line item in the Kiwanis club service account.
4. Meet with the agency's leaders each year.
5. Ensure all dues and fees are paid.
6. Make sure Aktion Club officers receive proper training.
7. Schedule an annual meeting with Kiwanis and Aktion Club leadership.
8. Host or participate in joint activities.
9. Invite Aktion Club members to attend Kiwanis meetings.
10. Ensure that Aktion Club members are provided training opportunities beyond the club level.

In accordance with the sponsorship rules and guidelines set by the Kiwanis International Board of Trustees, an Aktion Club may be established without a sponsoring Kiwanis club.

KIWANIS AND AKTION CLUB DISTRICTS

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

KIWANIS INTERNATIONAL STAFF

Staff members at Kiwanis International develop and provide resources that district administrators (and other Kiwanians) can use to promote Aktion 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 facility leaders, they will already have a positive feeling about Aktion Club. (Refer to end of this section for a list of available resources.)

PUTTING IT ALL TOGETHER

As an overview:

- Kiwanis clubs build Aktion 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 Aktion Club.

Ultimately, all of us working together in our respective roles will benefit Aktion Club and the members who join. New clubs open. Existing clubs grow stronger. More people living with disabilities and those who serve them learn the value of service and fellowship.

Lieutenant governors' role with new members and clubs

Each Kiwanis lieutenant governor should be committed to strengthening current clubs and opening new clubs in his or her division. As Aktion Club district administrator, you'll work with the district board—particularly the lieutenant governors—to set goals and establish a plan to increase clubs and membership.

At the beginning of the lieutenant governor's term, challenge them to identify all of the disability-serving organizations in their division that do not have an Aktion Club. From this list, choose two organizations to target for a new club. Check in with the lieutenant governor as he/she works on developing these new clubs. Offer assistance when needed or asked.

Here are other ways in which you and the lieutenant governor can support club openings:

- Work with inactive and charter-revoked clubs in your district to re-activate them.
- Approach Kiwanis clubs in your district about sponsoring new Aktion Clubs.

Starting a new Aktion Club

You and your advisory committee will support all new Aktion Clubs, but your role will vary based on location, schedule and other logistics. Consider yourself the coach throughout this process: support the Kiwanis club, agency staff and incoming Aktion Club members. Once a Kiwanis club and/or an organization that serves individuals with disabilities has expressed interest in sponsoring or starting an Aktion Club, you have three easy steps:

1. FIND

Find advisors, members and a place to meet.

The Kiwanis club needs to identify a local organization that would benefit from an Aktion Club—or an Aktion 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 the organization. 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.

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. Complete the Petition to Charter online from the Aktion Club website, under "Start a club." Work closely with the designated advisors to ensure the necessary information is submitted to Kiwanis International, along with payment, to charter the club. Meanwhile, the Kiwanis club can promote the club and recruit members. Once you receive notification from Kiwanis International that the club is officially chartered, it's time to celebrate! Coordinate a chartering ceremony for the new club and invite the whole Kiwanis club and organization to participate. Consider inviting VIPs from the community, such as the mayor or city council members.

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

Chartering options:

Option 1: US\$600. Includes charter banner, gavel with gavel block, cards, certificates, pins and additional resources.

Option 2: US\$400. Includes gavel with gavel block, cards, certificates, pins and additional resources.

Resources:

Petition for charter: aktionclub.org/charter

Charter presentation: aktionclub.org/advisorguide

Installation of officers: aktionclub.org/advisorguide

3. SERVE

Now club members can make a difference in the community.

Once the club is official, members will be ready to reach out to the community and make a difference through meaningful service projects. Encourage the sponsoring Kiwanis club to stay active with Aktion Club members by being a resource to the community for them. Encourage members to explore their own leadership skills by performing high-impact service in their community. Planning and participating in service is a great way for members to gain leadership skills and make a difference.

THINK BEFORE YOU SERVE

Service is where community needs and member interests meet. Explore the possibilities with the advisors and clubs in your district. Share the five steps to planning thoughtful service in the appendix of this guide.

Aktion Club's preferred charity is Sleeping Children Around the World. The mission of SCAW is to provide bed kits to children in need throughout the developing world. This is carried out through free-will donations and partnerships with volunteers around the globe. A bed kit donation of \$35 provides a mat or mattress, pillow, sheet, blanket, mosquito net (if applicable), clothes outfit, towel and school supplies. To learn more about this charity and how the clubs in your district can get involved, visit aktionclub.org.

Dues and club status

Starting the year after chartering, the Aktion Club must begin submitting annual dues to Kiwanis International. These dues help ensure that these crucial resources are available for all members, advisors and clubs:

- Resources for club opening, chartering and inviting new members
- District and club officer training materials
- Support for districts and divisions
- Official Aktion Club website and social media accounts
- Weekly email updates to district administrators
- International convention planning
- Liability insurance

DUES-PAYING PROCESS

The Aktion Club fiscal year is October 1–September 30. Aktion Club facility advisors are contacted via email announcing the opening of the Membership Update Center for the year (usually around the middle of September). Aktion Club advisors need to update the membership roster and provide payment online. If preferred, an invoice can be printed and mailed to Kiwanis International with payment.

CLUB STATUS

An Aktion Club can have one of the following statuses: active, inactive, suspended or charter-revoked. A club's status depends on whether the club has paid member dues and how long since the dues have been paid. Here are the details:

An active club is a club in good standing.

- In September, all active Aktion Clubs are notified by Kiwanis International that it is time to pay the upcoming year's dues.
- If an Aktion Club pays dues by November 1, the club will receive an early-bird banner patch, which Kiwanis International will mail to the facility advisor.
- If the club doesn't pay by December 1, its status becomes past due.
- If a club fails to pay by February 1, it will enter suspended club status.

Once suspended, the club cannot use the Membership Update Center. To become active again during that fiscal year, the club must:

1. **Create a new roster.** Collect information from each new member. Determine the total amount due for the entire club.
OR
Request an invoice. Email the roster information above to memberservices@kiwanis.org and an invoice will be sent to the club.
2. **Identify the club.** When dues have been calculated or the invoice has been received, include the club name and ID number on the check.

3. **Mail check and roster to:**

Kiwanis International
PO Box 6069 Dept. 123
Indianapolis, IN 46206-6069

- When a suspended club pays member dues, the club will regain active status.
- If no payment is received by October 1 (the beginning of the following fiscal year), the club's status will become inactive.

An inactive club has gone one to two years without paying membership dues. To regain active status, the club must re-activate by paying a US\$100 reactivation fee plus the current year's dues for each member.

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

A charter-revoked club is one that has lost its connection with Kiwanis International. To become an active club again, a charter-revoked club must charter again at the full cost. Resources are available in the Aktion Club Chartering Toolkit found at the link on the Aktion Club website.

NOTES

[illegible]

NOTES

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire surface, providing a template for writing or drawing. The margins are consistent on all sides.

Resources from Kiwanis International

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

FINDING A KIWANIS CLUB

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

KIWANIS SERVICE LEADERSHIP PROGRAMS INFORMATIONAL BROCHURE

This piece is a great source of information for potential sponsors. (It's available at no cost at store.kiwanis.org. Go to "meeting items" and click "literature.")

[illegible]

OPENING NEW CLUBS



Club support

District administrators should offer regular communication and support to both Kiwanis advisors and facility advisors. District administrators should find ways to recognize advisors and help them do their best work.

How you support advisors

A district administrator's support for advisors varies by district. However, communication and training are two key responsibilities 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 agency personnel have a more complicated issue, you will need to rely on the agency's policies and the club's bylaws. Kiwanis International staff can help if you are struggling to offer the right answer or guidance. You have access to resources that connect you with the Kiwanis and facility advisors of the Aktion Clubs in your district.

COMMUNICATION

Using the downloadable reports available through the Kiwanis online management system, you can get the mailing addresses (if reported to Kiwanis International) for each Aktion Club in your district, as well as the email addresses for each club's Kiwanis and facility advisors.

District administrators should send email 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, including Facebook groups.

You could use these communication methods to:

- Promote upcoming district events.
- Reinforce the activities in the advisor's monthly checklist.
- Share stories and photos of successful service projects.
- Pass along messages from the weekly e-mail you receive from Kiwanis International.
- Suggest new service, fundraising and 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 the effectiveness of those methods. Stay up to date on communications—and your effectiveness.

DISTRICT WEBSITE

The district website is a great way to connect with members and advisors to promote Aktion Clubs in the district. Consider including these resources and this information:

Consider including these resources and this information:

- What is Aktion Club?
- Building/starting a new club
- Calendar of events
- District administrator contact information
- District convention information and registration
- District history
- District newsletters/publications (including links to past issues)
- District officer contact information
- Dues schedule
- Fun stories/news
- International convention details
- Photo album
- Resources for:
 - » Contests and awards
 - » Project ideas
 - » Officer job descriptions
 - » Advisor responsibilities
 - » Recruitment

The Aktion Club district website should follow best practices to protect the Aktion Club brand as well as members and the district. Here are a couple tips:

- **Follow Aktion Club graphic standards.** Download the latest brand guide from the Aktion Club website for information about official Aktion Club logos, fonts, colors and more.
- **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. Print the photo release form at kiwanis.org/photorelease.

TRAINING

Providing educational materials and training to facility and Kiwanis advisors requires versatility because of the variety of needs and circumstances. Here are a few tips:

- **Use the Aktion Club Advisor Guide.** This tool is filled with information to help advisors mentor and support an Aktion Club. As a district administrator, you can provide the guide to new advisors or use content in the guide as curriculum for training.
- **Offer face-to-face training.** An Aktion Club or Kiwanis district convention is a good opportunity to offer workshops for advisors. Here are some ways to make these training sessions successful:
 - » Seek exceptional, not just seasoned, advisors to lead the workshops.
 - » Survey the attending advisors before they arrive about what they want to learn.
 - » Present sessions co-hosted by members to demonstrate the “member-led” philosophy.
- **Go digital.** Record webinars for advisors to view at their leisure. If you are new to webinars, you could start with one for new advisors. Next, survey current advisors to get an idea what webinar topics they need.
- **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 communication with advisors.

By utilizing a combination of these training mediums, you can improve advisors’ impact on the club — and the experience of Aktion Club members.

AKTION CLUBS WITHOUT A KIWANIS SPONSOR

Traditionally an Aktion Club is sponsored jointly by a Kiwanis club and a disability-serving organization. But Aktion 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.

Recently, Service Leadership Program district administrators at all levels held a discussion about clubs that charter without a Kiwanis sponsor. Here are some highlights of that discussion.

The top five things a Service Leadership Program club tends to miss when not sponsored by a Kiwanis club are:

- Strong relationships and mentorships with the Kiwanis family
- Financial support
- Information and communication
- Access to social functions and community projects
- Leadership and training

A few suggestions to support these Aktion Clubs:

- Find another community organization or business to serve as the club's sponsor.
- Approach civic leaders in the community and get them involved.
- Encourage Kiwanis lieutenant governors to engage with these clubs.
- 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 sending advisors and members to district training events.
- Connect an unsponsored Aktion Club with a sponsored Aktion Club.
- Help the closest Kiwanis club to connect with the Aktion Club and invite the Kiwanians to club projects and activities. Provide additional resources to help the Aktion Club find its own sponsorships.

Kiwanis International staff support

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

New advisors are encouraged to first, 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. Topics 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

E-NEWSLETTERS

Aktion Club publishes a regular e-newsletter for advisors. In the Aktion Connection, administrators will get updates, tips, activity ideas, resources and much more.

WEBSITE

The Aktion Club website includes the latest resources and news about Aktion Club. Advisors are encouraged to bookmark the Resources page.

SOCIAL MEDIA

The Aktion Club social media outlets allow advisors, volunteers and members to connect.

- Facebook: facebook.com/AktionClub
- Twitter: [@aktionclub](https://twitter.com/aktionclub)
- YouTube: youtube.com/user/aktionclubtv
- Pinterest: pinterest.com/AktionClub



Kiwanis
New England
Kiwanis

AKTION CLUB
John
Batty
New England
AKTION CLUB 2016

KIWANIS DELEGATE 2016

I'm on The Formula team

Aktion Club Administrator
George F. Thoma
Fellowship
Walter Zeller
Fellowship

Committee leadership

District administrators should oversee a committee of adults to help carry out district responsibilities. It's important for administrators to be good leaders and coaches — and skilled at putting people in positions in which their strengths match the program's needs.

Aktion Club district committee

Recruiting, training and leading members of the Aktion Club district committee is an important role of the district administrator. The district committee can help you accomplish your required tasks and help build a succession plan for the district administrator position. Serving on this committee is a great opportunity for more Kiwanians to become involved with Aktion Club.

Seek out individuals committed to Aktion Club's mission—and whose talents meet the responsibilities of their positions. Consider recruiting Kiwanians and/or facility advisors. In most districts, this volunteer committee includes:

- **Assistant Aktion Club district administrator.** This person partners with you in supporting advisors.
- **Zone/region administrators/chairmen/advisors.** Within a given geographic area, these individuals advise Aktion Club advisors in their divisions.
- **Kiwanis advisor and facility advisor representatives.** These individuals represent the interests of the advisors and give voice to their opinions and concerns. They can also bring the perspective of Aktion 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 Aktion Club members and/or advisors. The chair 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.

For Aktion Club, a district committee is an important part of the district administrator's responsibilities. It's also a vital source of support for members and advisors—and for increasing the amount of programming in the district.

Aktion Club district committee

COMMITTEE: A GROUP OF PEOPLE TRYING TO ACCOMPLISH SOMETHING (A PURPOSE).

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

NOTES

[illegible]



AKTION CLUB

David

Ali

Eastern Canada and the Caribbean

TLC 2016



Aktion Club
Member



Communicating with Kiwanis International

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

The Aktion Club Specialist handles most of the Aktion Club questions. However, if you have questions that involve updating members or using the Membership Update Center, the Member Services department can help. Send all inquiries to memberservices@kiwanis.org.

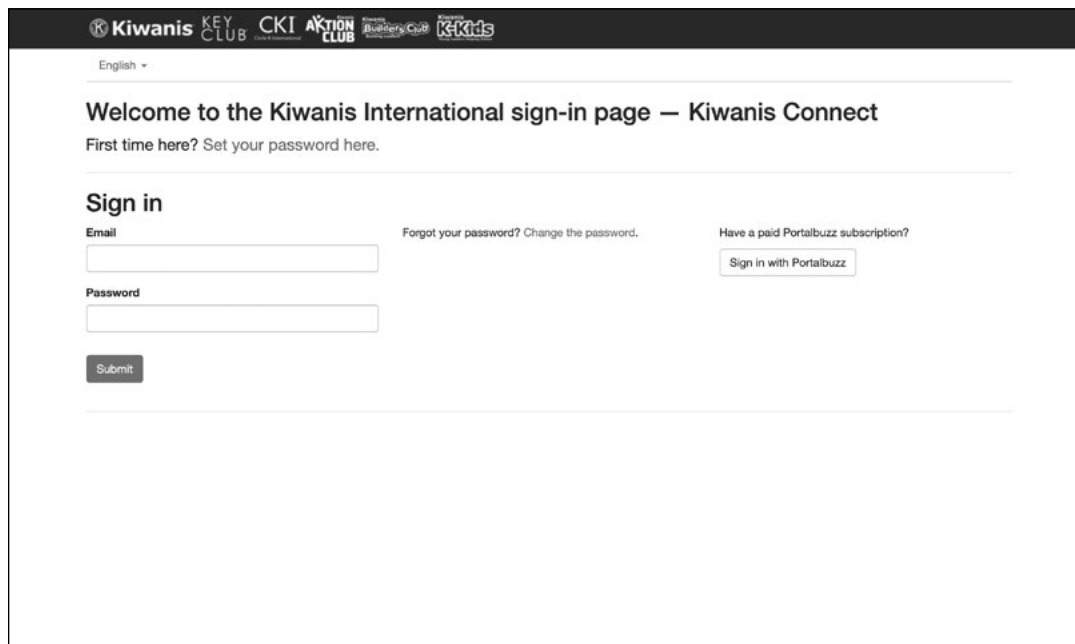
Accessing district data

In order to assist with dues collection and the maintenance of accurate contact information at Kiwanis International, district administrators must access information through kiwanis.org/login.

REGISTRATION

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

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



The screenshot shows the Kiwanis International sign-in page. At the top, there is a navigation bar with logos for Kiwanis, KEY CLUB, CKI, AKTION CLUB, Builders Club, and KiKids. Below the navigation bar, the page title is "Welcome to the Kiwanis International sign-in page — Kiwanis Connect". Underneath the title, it says "First time here? Set your password here." The main section is titled "Sign in". It contains two input fields: "Email" and "Password". To the right of the "Email" field, there is a link that says "Forgot your password? Change the password." To the right of the "Password" field, there is a link that says "Have a paid Portalbuzz subscription?". Below the "Email" field, there is a button that says "Submit". To the right of the "Submit" button, there is a button that says "Sign in with Portalbuzz".

HOME PAGE

When you log in to the Kiwanis online reporting system, you'll first be taken to the home page. Your name and the name of your Kiwanis club will be at the top of the page (next to the Sign Out button). Beneath that you'll have the ability to update your own personal information with the Edit Profile link.

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

PROTECTING OUR MEMBERS

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

ADVISOR REPORTS

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

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

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

SERVICE LEADERSHIP PROGRAMS REPORTS

The Service Leadership Programs Reports feature is a way to access information on members and clubs in your district. All reports are downloaded from the Kiwanis International database in an Excel document. With this information, you can determine:

- Which clubs have paid
- Who is listed as the advisor
- Which members are on the rosters of each club
- Which members are currently holding club officer positions

MEMBERSHIP REPORTS

An Aktion Club membership report includes information about individual Aktion Club members. Reports can be downloaded for an entire club or even for an entire district. In addition to member's names and ID numbers, the reports include other useful details. However, results only include reported information. Some Aktion Clubs only report first names and/or may not include demographic or contact information of members.

DISTRICT REPORTS

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

- Club name and club ID
- Club start date (The date represents the last time the club was chartered or rechartered. The time for the start date will always be represented as midnight.)
- Status (A=the club paid member dues for the previous year. I=the club has not paid member dues for at least the past 2 years.)
- Number of members (The number of members is only available if reported. If "0" or "1" is listed, it means no number was reported.)
- International dues owed (The annual fee billed to the Kiwanis club.)
- International dues paid (The amount received by Kiwanis International for the current year.)
- Mailing address
- Facility advisor name, years of consecutive service, and email address
- Kiwanis advisor name, years of consecutive service, background check status, and email address
- Sponsoring club name, secretary name, secretary email, and secretary phone number (If blank, the club has no sponsoring Kiwanis club.)

MONTHLY REPORTS

Kiwanis International created a monthly reporting process to track club activities. Encourage your club advisors to complete reports monthly in the Kiwanis online reporting system. Only Kiwanis and facility advisors have permission to complete their club's monthly report, and can do so with the following instructions:

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

Please note: Advisors must select the Aktion Club from the drop down menu to be in the advisor role. Advisors who serve multiple youth clubs must log out and then log back in to switch their role and access each club one at a time.

By completing a report each month, advisors will:

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

Each district administrator will have access to his or her district clubs' completed reports while in the district administrator role by viewing the SLP Reports page in the Kiwanis online reporting system. This will be a great way to find information to use when promoting programs at Kiwanis conferences and events. When advisors complete monthly reports, Kiwanis can:

- Learn about the organization a club is hosted in.
- Track club activities to learn which causes are supported, and how and why.
- Learn about the advising experience.
- Attract corporations and foundations that can support the Aktion Club program financially.

Our partners

Kiwanis International welcomes corporate partners that 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 Aktion 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 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 International 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. Kiwanis International encourages local club support via fundraising and service projects.

Kiwanis Children's Fund

The mission of the Kiwanis Children's Fund is to financially assist Kiwanis International in serving the children of the world. The Children's Fund provides that assistance thanks to gifts from Kiwanis family members.

In fact, those gifts fund one of the primary ways the Children's Fund fulfills its mission — through grants. Those grants are crucial because they fund Kiwanis Service Leadership Programs such as Aktion Club.

The Kiwanis Children's Fund supports the Aktion Club Training and Leadership Conference through a grant each year. This grant is used mainly for education purposes, such as providing a keynote speaker and programming on leadership and service topics.

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 you can email us at grants@kiwanis.org.



I Love Aktion Club

Aktion Club

District event management

The district administrator may plan and execute an Aktion Club district convention and/or leadership conference. In addition, the Kiwanis International Aktion Club staff will coordinate regional training and leadership conferences, at which the district administrator may be called upon to assist with planning and implementation.

District convention

The Aktion Club district convention, sometimes referred to as DCON (dee-con), is an optional annual event for districts. Each year, more districts are hosting these events. Many districts begin by having an Aktion Club event within the Kiwanis district convention. District conventions provide an opportunity for Aktion Club members to learn about various leadership topics that can help them improve their clubs and their own lives. The main goals of a district convention are to:

- Recognize clubs and individuals for outstanding service during the year.
- Build enthusiasm and motivate membership.
- Educate and inspire club officers and members.
- Train new club officers.
- Elect new district officers.
- Share ideas, projects and experiences with club members.

The district board and the district administrator, often with the help of the Kiwanis district office, work together to plan the district convention every year. Some districts now refer to their district convention as a “leadership conference” to more clearly depict what the event entails.

The next few pages will outline some of the main components of planning a successful district convention.

DISTRICT CONVENTION BUDGET

As convention organizer, the district administrator will need to outline income and expenses in the district convention budget. Here are a few of the larger expenses to consider:

- Lodging
- Catering
- Audio/video, lighting and stage management
- Giveaways/souvenirs
- Name badges
- Signage
- Printing

When evaluating income, consider:

- Possible grants from the Kiwanis district foundation
- Funding through the Kiwanis district
- Sponsorships
- In-kind donations
- Registration fees

It's important to determine a registration fee that is affordable for attendees — but one that will still cover expenses. Examine the district convention budget closely, and identify as much alternative funding as possible.

AGENDA/PROGRAM

The district administrator works to develop the convention agenda. Create a committee of volunteers to assist with this event.

WORKSHOPS AND SPEAKERS

The agenda should include educational and motivational sessions usually provided through workshops and general session speakers. To ensure a good experience:

- Mark workshop rooms so participants can easily find their selected workshop.
- Set up each room with the supplies (e.g., flip charts, markers, screens, Internet access, etc.) requested by each speaker or workshop presenter.
- Assign a volunteer to each workshop to introduce the speaker, ensure that everything runs smoothly, collect evaluations and thank the speaker.
- Ask participants to complete an evaluation at the end of each workshop.
- Consider a small thank-you gift for each speaker.

CHAPERONES

One of a district administrator's most important responsibilities at a district convention is to take every precaution to ensure every member's safety. Refer to the Guidelines for Working with Aktion Club Members in this guide for more information on this issue.

CONTESTS AND AWARDS

Each year, clubs and individual members have an opportunity to showcase their accomplishments by entering Aktion Club International contests. For rules, deadlines and judging criteria for each award, refer to the Aktion Club website.

How it works: Submissions for both club and individual contests and awards will go to the district for judging. District administrators will establish a committee to judge the contest. Winners at the district level are then submitted for competition at the international level. All international winners are recognized with an award. The contests are:

- Poster contest
- Scrapbook contest
- Single Service contest
- Speech contest

ANNUAL ACHIEVEMENT REPORT

Encourage clubs to identify their successes during the year by completing the Annual Achievement Report found on the Aktion Club website. Club advisors should complete the online report to determine if their club has earned “honor” or “distinguished” status. A patch will be sent to each club that qualifies for these distinctions. The deadline for the reports is October 15.

NOTES

[illegible]



Extraordinary Impact. All within reach.

MY
SUPERHERO

TLC TRAINING LEADERSHIP CONFERENCE
Ashley Felgenhauer
Aktion Club Member
Michigan

Extraordinary Impact. All within reach.

MY
SUPERHERO
AKTION CLUB IS MY
SUPERHERO

Resources

The Kiwanis family

CKI, Key Club International, Builders Club, K-Kids and Aktion Club are the Service Leadership Programs (SLP) of Kiwanis International. **All branches of the Kiwanis family work to accomplish the same goals and objectives.** As the six organizations coordinate their community service endeavors, the impact they make together is tremendous. Your club should seek out opportunities to work with all branches of the Kiwanis family through inter-clubs and joint projects.

TEEN PROGRAMS:

Learning to lead with compassion



The dedication and enthusiasm of these students has been felt in communities across the globe since the program began in 1925. This student-led organization encourages leadership development through service to others. Students build confidence and character, learn to be effective, strive for academic achievement, create more inclusive environments in their schools and develop empathy for those less fortunate.

Secondary/high school » keyclub.org



Building self-esteem at a pivotal age

Builders Club members are discovering who they want to become. Builders Club focuses their raw potential into service for others — empowering them to be themselves, work together, make plans, set goals and take action. As they participate in club activities and events, students develop important social and emotional skills that help them make smarter decisions and avoid risky behavior.

Middle/junior high school » buildersclub.org

KEY LEADER®

A life-changing leadership weekend

Key Leader is an inspirational weekend leadership experience for emerging high school leaders. This life-changing weekend offers students a taste of what servant leadership is all about. Through team-building activities, group discussions and personal reflection, students gain self-confidence, make new friends and learn the joy and power of community involvement.

Ages 14-18 » key-leader.org

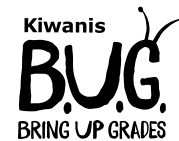
KIWANIS KIDS PROGRAMS:



A character-building program

Terrific Kids recognizes students for modifying their behavior. The program encourages kids to become the best version of themselves. Participants determine what being terrific means to them, then develop their own goals and use peer mentoring to hold themselves accountable for the actions they take each week. When a participant achieves their goal, they are honored for being a Terrific Kid.

Ages 6-12 » terrifickids.org



Empowering kids in their academic success

Bring Up Grades, or BUG, recognizes elementary students who raise their grades or maintain good grades from one grading period to the next. Students are motivated to excel because they set their own goals and participate in peer mentoring, which involves their classmates in their success. When they reach their goals, the entire class celebrates.

Ages 6-12 » bringupgrades.org



Where young leaders learn to help others

In ways large and small, K-Kids change the world around them and, in the process, transform themselves. Students lead the club, plan activities, participate in community service projects, celebrate their successes and develop empathy, self-confidence and compassion along the way. Through service to others, they begin to understand the impact they can have on their school, their community and their world.

Primary/elementary school » kkids.org

ADULT PROGRAMS:



Where development has no disability

Aktion Club is the one and only service club for adults with disabilities. Clubs are formed at or with various organizations that support individuals with disabilities, as well as other community programs. These caring adults develop confidence and character as they take on leadership roles in their clubs and direct service projects. Members gain a sense of purpose and personal satisfaction as they serve their communities, help others and discover their own talents.

Adults with disabilities » aktionclub.org

For more information on each of the Kiwanis Service Leadership Programs, visit the Kiwanis family links at aktionclub.org.

Website resources

Aktion Club: aktionclub.org

Brand guide: aktionclub.org/resources/marketingandgrowth

Club advisor resources: aktionclub.org/resources/administratorandadvisorresources

Club renewal: kiwanis.org/connect

Contests: aktionclub.org/resources/contestsandawards

Fees: aktionclub.org/join/membershipdues

Kiwanis club locator: kiwanis.org/findaclub

Kiwanis online management system: aktionclub.org/reports

Membership Update Center: aktionclub.org/muc

Photo release: kiwanis.org/photorelease

Resources: aktionclub.org/resources

Robert's Rules of Order: robertsrules.com

Store: Find custom Aktion Club-branded items from authorized licensed vendors at ShopAktionClub.com. Or browse the official Kiwanis Family Store (kiwanis.org/store) for premium apparel, gifts and recognition items.



Appendix

Think before you serve

FIVE CRITICAL ELEMENTS OF PLANNING THOUGHTFUL SERVICE

Before you jump in and start planning projects, stop and think: Is this what members want to do? Does our community need our help in this area? Is this project being motivated by just one person?

If new members find value in the service they do, they are more likely to stay active and serve throughout their lifetime. For community service projects to have value and meaning, they must include five critical elements.

1. Assessment of community needs and members' interests

Community voice is essential to bring about change and solve problems. Members should make sure that the voice and needs of the community are included in the development of the service project. Positional leaders and adult volunteers can survey all members to know where their service passion lies.

What this looks like:

Your members have said they are animal lovers, so it's time to contact an animal shelter and ask how your club can help. Think creatively to meet the needs of the shelter as well as the community.

2. Education

Information should be provided to all members about the community, the issue and the agency or community group. If you want buy-in and attendance, make sure your members have been called to action through education.

What this looks like:

Have someone from the animal shelter come talk at your club meeting before the project or show a video about the topic.

3. Meaningful action

Members should know their contribution has made a difference in a measurable way, and that their time was well used. Without this, people will not want to continue their service, no matter how well you've done with the other four elements.

What this looks like:

Dogs are happier and the facility is a little cleaner thanks to club members. The staff is thankful and members know their work has made a difference.

4. Reflection

Reflection should happen immediately after the project to discuss reactions, share stories and explore feelings. Reflection will help members see how their service experience can be applied in a broader context.

What this looks like:

At the next club meeting, a couple of non-officer members share what they did and how the service experience affected their lives. You could even share pictures or video footage. Some members may even look broader and realize their love for animals could one day become a career opportunity.

5. Evaluation

Members should evaluate their learning experience and agencies should evaluate the effectiveness of the members' service. Evaluation gives direction for improvement, growth and change. Quality community service should challenge members to educate themselves about the issues surrounding their involvement so they might better understand and work with communities.

What this looks like:

If the majority of your club came to the animal shelter project, and the agency asks for your service again, then you might want to make this an ongoing project.

Adapted from the Campus Outreach Opportunity League (COOL)



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