

# ADVISOR GUIDE



**Kiwanis**  
**ACTION CLUB**

Where development has no disability.

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# ABOUT AKTION CLUB

Kiwanis International is a global organization of members dedicated to serving the children of the world. Kiwanis-family clubs help members build leadership and service skills that engage them in their communities. Aktion Club is one of the Kiwanis family's Service Leadership Programs.

## MISSION

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

## VISION

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

## 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.

Thank you for supporting and inspiring Aktion Club members.  
You're helping extraordinary people make an extraordinary impact.

## CLUB MEMBERSHIP

The requirements for Aktion Club membership are set forth in the Aktion Club International bylaws. Specifically, Aktion Club membership is open to any individual who is 18 or older, has a disability, desires to become a leader in his or her community and wishes to serve others.

Every Aktion Club member should be willing to perform community service to the best of his or her ability.

Members of all Aktion Clubs are selected without discrimination in accordance to local, state, provincial and national laws.

## AKTION CLUB 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.

# ABOUT THIS GUIDE

The advisor guide contains essential elements for supporting you and your club members. It's divided into three sections:

- **Advisor tools:** practical resources for advisors
- **Service leadership model:** tools to implement the service, leadership and engagement learning model
- **Kiwanis International support:** resources and support from Kiwanis International

Altogether, this guide was created to support your efforts as an advisor, mentor and leader. Use and refer to it throughout the Aktion Club year.

## YOU'RE A PART OF IT ALL

Aktion Club has more than 12,000 members worldwide. Part of the Kiwanis family of clubs, it's the only community service club for adults with disabilities. Aktion Club was started in 1987. Kiwanis-club member Jake Swartout organized the first club in Putnam County, Florida. With the assistance of fellow Kiwanians Ed Brooks and Dick Wittner, the Aktion Club concept spread throughout the Florida District — and by word of mouth throughout the Kiwanis world. Aktion Club became an official Service Leadership Program of Kiwanis International on October 1, 2000.

Today, there are more than 500 Aktion Clubs in 14 countries:

- |            |                     |
|------------|---------------------|
| • AUSTRIA  | • BAHAMAS           |
| • CANADA   | • PHILIPPINES       |
| • BARBADOS | • AUSTRALIA         |
| • COLOMBIA | • NEW CALEDONIA     |
| • ITALY    | • MARTINIQUE        |
| • MALAYSIA | • SOUTH KOREA       |
| • JAMAICA  | • THE UNITED STATES |

## AKTIONCLUB.ORG

As an advisor, you need information to fulfill your duties. Our website has it. Find what you need to help members — along with one-click resources and information on joining Aktion Club.

In this section, Aktion Club offers resources and tips to help you prepare your schedule for the year and understand your role with the club.

## GETTING STARTED EACH YEAR

Whether you're starting a newly chartered club or beginning a new year with your existing club, here are a few simple steps to get started on the right foot:

### 1. Review this guide.

This tool is designed to be a helpful resource. Refer to it throughout the year as you support your club.

### 2. Register online to receive the monthly e-newsletters.

Each month, Kiwanis International publishes The Aktion Connection, a monthly e-newsletter for Aktion Club. This newsletter contains updates, tips, activity ideas, resources and more. Sign up at [aktionclub.org/aktionconnection](http://aktionclub.org/aktionconnection).

### 3. Review club bylaws.

To make sure your club is following your established bylaws, review this document each year and refer to it whenever you need clarification. For new Aktion Clubs, the completion of bylaws is part of the chartering process and can be found within the Petition to Charter form.

### 4. Schedule the club's first meeting . . . and begin!

At your first meeting, help your Aktion Club plan its year. In this guide you'll find suggestions for running club meetings and how to select service projects. We've also provided monthly checklists and step-by-step planning guides.



# WORKING WITH MEMBERS

As an advisor, you have the privilege of working closely with Aktion Club members. Within the Kiwanis family, that also means you're considered an expert on effective interaction with them. All of us who work with Aktion Club have a duty to communicate respectfully and in an appropriate manner with our members — and we must set the example for those around us. So we're providing you with some basic tips on communication, along with guidelines regarding "People First Language."

## 10 COMMUNICATION TIPS

1. Speak directly to the person, rather than through a companion (or a sign language interpreter who may be present).
2. Offer to shake hands when introduced. People with limited hand use or an artificial limb can usually shake hands. (Offering the left hand is an acceptable greeting.)
3. Always identify yourself, and others who may be with you, when meeting someone with a visual disability. When conversing in a group, remember to identify the person to whom you are speaking. When dining with a friend who has a visual disability, ask whether you can describe what is on his or her plate.
4. If you offer assistance, wait until the offer is accepted. Then listen or ask for instructions.
5. Treat adults as adults. Address people with disabilities by their first names only when you're extending that same familiarity to all others. Do not refer to adults (Aktion Club members) as "kids." Never patronize people in wheelchairs by patting them on the head or shoulder.
6. Do not lean against or hang on someone's wheelchair, or pet a service animal. People with disabilities treat their chairs as extensions of their bodies. People with guide dogs and help dogs do the same with those animals — so never distract a service animal without the owner's permission.
7. Listen attentively when talking with people who have difficulty speaking, and wait for them to finish. If necessary, ask short questions that require short answers or a nod of the head. Never pretend to understand if you don't understand; repeat what you have understood and allow the person to respond.
8. Place yourself at eye level when speaking with someone in a wheelchair or on crutches.

9. Lightly tap a person who has a hearing disability on the shoulder or gently wave your hand to get his or her attention. Look directly at the person and speak clearly, slowly and expressively to establish whether he or she can read your lips. If so, try to face the light source and keep hands, drinks and food away from your mouth when speaking. If a person is wearing a hearing aid, don't assume that they can distinguish your speaking voice. Never shout at a person. Just speak in a normal tone of voice.
10. Relax. Don't be embarrassed if you happen to use common expressions such as "See you later" or "Did you hear about this?" that seem to ignore a person's disability.

## PEOPLE FIRST LANGUAGE

Our words — and the meanings we attach to them — are important. They create attitudes, and they drive social policies and laws. They influence our feelings and decisions, affect people's daily lives and more. How we use them makes a difference.

People First Language is used to speak appropriately and respectfully about an individual with a disability. It puts the person before the disability — so the disability describes what a person has, rather than defining who a person is. For example, when referring to a person with a disability, refer to the person first by using phrases such as: "a person who ...", "a person with ..." or, "person who has..."

Here are suggestions on how to communicate with and about people with disabilities.

PEOPLE FIRST LANGUAGE	LANGUAGE TO AVOID
Person with a disability	The disabled, handicapped
Person without a disability	Normal person, healthy person
Person with an intellectual, cognitive, developmental disability	Retarded, slow, simple, moronic, defective or retarded, afflicted, special person
Person with an emotional or behavioral disability: person with a mental health or a psychiatric disability	Insane, crazy, psycho, maniac, nuts
Person who is hard of hearing, Hearing-impaired	Suffers a hearing loss
Person who is deaf	Deaf and dumb, mute
Person who is blind/visually impaired	The blind
Person who has a communication disorder, is unable to speak, or uses a device to speak	Mute, dumb
Person who uses a wheelchair	Confined or restricted to a wheelchair, wheelchair bound
Person with a physical disability	Crippled, lame, deformed, invalid, spastic
Person with epilepsy or seizure disorder	Epileptic

# STARTING A NEW CLUB

If you're getting ready to help a new Aktion Club get off the ground, congratulations! It's an exciting time — and this is your chance to get things off to a fun start. In fact, a charter ceremony is a terrific way to begin.

At the charter ceremony, the sponsoring Kiwanis club presents the new Aktion Club with its charter certificate, and the officers are publicly installed by taking the pledge to fulfill their duties. Club members receive their membership certificates and other materials. This ceremony can also educate the community on the club's mission.





## DUES

Each Aktion Club collects annual dues, as outlined in club bylaws. Each member of the club pays annual dues of **US\$8**. Member dues also can be taken out of the Kiwanis club's service budget, if necessary. However, encouraging individuals to contribute member dues is a proven way of increasing member commitment to the club and the program. For details on the dues-payment process, see page 38.

# ROLES AND RESPONSIBILITIES

Aktion Clubs are sponsored in partnership with Kiwanis clubs and community organizations that work with individuals who have disabilities. Each mentoring partner — the Kiwanis club and the community organization — identifies and selects its advisor to the Aktion Club.

## FACILITY ADVISOR

The facility advisor works closely with the club and acts as a liaison between the Aktion Club, Kiwanis club, and the sponsoring organization. This person is usually employed by the sponsoring organization and is familiar with its policies and procedures.

### RESPONSIBILITIES:

- Attend regular club and board meetings.
- Consult and advise club members.
- Assist planning and implementation of service projects.
- Ensure that club activities fall within policy.
- Connect with other Kiwanis-family clubs and promote joint activities.
- Communicate regularly with the Kiwanis advisor.
- Help the Aktion Club recruit new members.

## KIWANIS ADVISOR

The Kiwanis advisor supports Aktion Club members and the facility advisor in all their endeavors. This person also serves as the liaison between the sponsoring Kiwanis club, the club's facility advisor and administrators.

### RESPONSIBILITIES:

- Appoint an advisor (or committee of advisors) from the facility or agency that supports the members.
- Attend Aktion Club meetings and events.
- Maintain expenses in the service account.
- Meet with facility administrators at least once a year.
- Ensure all dues and fees are paid.
- Ensure proper training for Aktion Club officers.
- Host or participate in joint activities.
- Invite Aktion Club members and leaders to Kiwanis club meetings.

In addition, Kiwanis advisors ensure that all members of the Kiwanis club who work with Aktion Club members are familiar with The Guidelines for Working with Aktion Club Members — and are held to the guide's standards, which include a clear criminal-history background check. (See page 55.)

## SHARED ADVISOR RESPONSIBILITIES

- Ensure the Aktion Club meets regularly — ideally, one or two times per month.
- Ensure that the club follows the bylaws of Aktion Club.
- Encourage club members to stand up and express their ideas and opinions.
- Help send club members to district conventions and Aktion Club Training and Leadership Conferences.
- Work with the club secretary and treasurer to pay dues to Kiwanis International in a timely manner.

## DISTRICT ADMINISTRATOR

The district administrator is a Kiwanis club member appointed by the Kiwanis district leadership to oversee the activities of Aktion Clubs within the district. Often, this Kiwanian has several years of experience with Aktion Club. The district administrator is a resource for both the facility advisor and Kiwanis advisor.

Ideally, the district administrator will meet or at least communicate with each facility and Kiwanis advisor on an annual basis. The district administrator attends all district events. The district convention is an ideal time to meet and speak with your administrator.

The district administrator is a good resource for both the facility and Kiwanis advisor. His or her name and address are listed on the Aktion Club website or may be obtained by contacting the Kiwanis International office. Contact the district administrator in situations such as accidents or injuries, membership or dues issues, or violations of policies and procedures.

**\*If your Aktion Club is not sponsored by a Kiwanis club, the facility advisor may partner with another person in his or her organization or community to serve as a co-advisor.**



# SERVICE LEADERSHIP MODEL

Preparing members to be the most engaged individuals of their communities — it's the primary educational objective of Kiwanis Service Leadership Programs. We do it by giving members the experience of service leadership.

Service leadership is the powerful force that occurs once people discover their heart to serve, answer their call to lead and summon the courage to engage. It's the premier level of social contribution.

## WHY YOU'RE IMPORTANT

Advisors play a key role in helping members grow in these areas. Overall, Kiwanis Service Leadership Programs make our global community stronger not only by providing service to those in need, but profoundly enriching the lives of members who serve.

As an advisor, you're a guide, a coach and an educator. Your role can be a powerful one in the education, awareness and acceptance of individuals with disabilities. Thank you for that commitment.





# SERVE

For people of all ages and abilities, the service-club experience is a way to make a difference. Aktion Club members enhance their knowledge of their own passions and convictions, and they develop empathy with those in need in their communities.

How can you support them?

- Ensure that service remains front and center in the club's purpose.
- Facilitate conversation before and after service projects to help members express their emotions and insights.
- Pay attention to members who identify a passion and help them find resources to explore it.
- Introduce the club to community charities and cause-related organizations that they might not have discovered on their own.
- Make sure the club's choices for projects and service initiatives are member-led.

## SERVICE PROJECT PLANNING GUIDE

There are service needs all around your community. A great goal for each year is to plan one project in each of these three categories:

- **Serve.** Inspire members to roll up their sleeves and provide direct, hands-on service in the community.
- **Donate.** Raise money for an organization or cause.
- **Advocate.** Make others aware of an issue and encourage them to take action.

Aktion Club's mission is to teach leadership through service. When members plan and participate in service projects, they're gaining leadership skills and making a difference.



# PLAN THE RIGHT PROJECT

To do service right, you have to prepare. Of course, the members lead the planning and discussion to the best of their abilities. You may help facilitate as much (or as little) as needed. Discuss these steps with members as they plan service projects for the year:

- 1.** Decide what to do. Think about how you can make an impact. Does a community member need items or fundraising? Does an area need to be cleaned up? Ask people in town. Talk about it in your club.
- 2.** Form a team. Figure out who in your club will work on the project. You'll need different people to do different things.
- 3.** Ask questions. Talk to the people where you want to do something. They know what's needed better than anybody. And they'll be glad to tell you.
- 4.** Start planning! Assign different jobs to different club members. Talk about it at a meeting — and make sure to write down the results.
- 5.** Evaluate. After the project's done, talk about what went well. Talk about what could have gone better. Think of ways you can improve next time.

## SERVICE PROJECT IDEAS

What makes a great service project? It serves a need in the community — and it fits members' interests. Every Aktion Club will have its own "perfect projects." But if you need ideas, try these:

- Paint benches in the park.
- Visit seniors in nursing homes.
- Make cards for holidays — and then sell them to raise money!
- Host a car wash fundraiser.
- Hold a paper drive — or an aluminum-can drive.
- Plant trees — or give other landscaping help on community grounds.
- Clean up parks, playgrounds or roadsides.

## LOOKING FOR MORE IDEAS?

**[aktionclub.org/service](http://aktionclub.org/service)**

## PARTNER UP FOR SERVICE

When it comes to service, Aktion Club can reach outside the Kiwanis family — and even outside your own community. Here are a few examples.

### **SLEEPING CHILDREN AROUND THE WORLD**

Aktion Club has an international service initiative: Sleeping Children Around the World. Thanks to a partnership with Aktion Club, you can help SCAW provide bed kits to children — with things like mattresses, pillows, blankets and more. When your club gets donations for SCAW, you help SCAW get those bed kits to kids all over the world.

**[AKTIONCLUB.ORG/SCAW](http://AKTIONCLUB.ORG/SCAW)**

### **TRICK-OR-TREAT FOR UNICEF**

Every October, Aktion Club joins Key Club in a partnership with UNICEF. (Key Club is the Kiwanis program for high school students.) Participating in Trick-or-Treat for UNICEF, members collect donations instead of candy. Sometimes they even have a Halloween-themed service event or party. The money that's collected goes to UNICEF for the work it does internationally for children.

**[KEYCLUB.ORG/TRICKORTREAT](http://KEYCLUB.ORG/TRICKORTREAT)**



# FUNDRAISING PLANNING GUIDE

Philanthropy is another aspect of service. Your club can plan, organize and execute a fundraiser to help a local charity, to cover some of your club's expenses or to support the Kiwanis Children's Fund.

Consider working with other organizations. It's a good way to network — and to share news about how your club and Kiwanis are working together to improve the community. Your sponsoring Kiwanis club can seek out partnerships and funding from other community organizations.





## THE FUNDRAISING PROCESS

Here are actions and questions to guide your club through a fundraiser:

- **Define a purpose.** Will the money help your club pay its expenses? Will a charity or other organization benefit? Answer these questions — and make your purpose clear during the fundraiser too.
- **Set a budget and goal.** How much money do you want to raise? What supplies and other expenses will you need to account for in your budget?
- **Identify your audience.** Who will buy what you're selling? How can you reach them?
- **Set a timeline and deadlines.** When will the fundraiser be held? When should you start advertising? When will you need to nail down event logistics?
- **Assign responsibilities to club members.** Who will be in charge of advertising? Or getting supplies and taking the lead at the event? How many members will work at the event?
- **Get donations.** What will you need for your event? Are any local merchants willing to donate items or supplies? Will your supporting Kiwanis club help get donations and supplies?
- **Advertise.** Where can you hang flyers to attract people? How can you use social media?
- **Execute.** Who is bringing the supplies to the event? Who is the event's main contact?
- **Thank everyone.** A successful fundraiser only works if everyone helps out!
- **Track earnings and success.** Report to your club, the Kiwanis club and the sponsoring organization how much you raised, how the funds will be used and how the event went.

# FUNDRAISING PROJECT IDEAS

Looking for ways to make a fantastic fundraiser? Here are some suggestions:

- **AKTION CLUB “SNACK SHACK”**
- **ALUMINUM CAN RECYCLING**
- **BAKE SALE**
- **BASKET RAFFLE**
- **BLANKET SALE**
- **BOOK SALE**
- **BOWL-A-THON**
- **CALENDAR SALE**
- **CANDY BAR AND/OR CHEESE SALE**
- **COMMUNITY DINNER (WITH TICKET SALES)**
- **CONCESSION STAND VOLUNTEERISM**
- **COOKBOOK SALE**
- **DANCE FUNDRAISER**
- **DESIGN MAGNETS**
- **DOG TOY SALE AT LOCAL DOG PARK**
- **GATHER “HAPPY PENNIES” AT MEETINGS**
- **ICE CREAM SOCIAL**
- **PANCAKE BREAKFAST**
- **PEN SALE**
- **PIZZA AND/OR POPCORN FUNDRAISER**
- **PREPARATION AND SALE OF PACKED LUNCHES TO FRIENDS**
- **ROOT BEER FLOAT SALE**
- **RESTAURANT FUNDRAISER**
- **SALVATION ARMY PENNIES**
- **SPARE CHANGE COLLECTION**

## ADVOCACY IDEAS

You can raise awareness too. Through advocacy projects, members foster knowledge and encourage action. Here a couple of activities your club might do:

- **Sponsor a speaker.** Have members find a leader in the community to speak to the club. For example, if members wanted to increase disability awareness among their peers, they could contact their local Arc for a speaker.
- **Host a movie night.** Show a documentary that addresses a cause or shares a message. Distribute discussion guides after the film and encourage audience members to share their thoughts.

# IDEAS FOR MEETING ACTIVITIES

**REMEMBER, A CLUB MEETING IS ALSO A GREAT TIME TO DO A SERVICE PROJECT — OR EVEN PREPARE FOR A FUNDRAISER! HERE ARE SOME IDEAS:**

- **Make holiday cards for nursing home residents.** Don't forget holidays like Veterans Day and Presidents Day.
- **Make items to sell as fundraisers.** For example, beaded necklaces or fleece blankets.
- **Decorate or paint flower pots.** Plant flowers in them and deliver them to hospital patients.
- **Tie-dye canvas totes.** Then sell them to raise money for a local charity.
- **Collect cans and recycle.** Cash in and donate funds to Sleeping Children Around the World.
- **Create an Aktion Club calendar.\*** Make it a fundraising opportunity by selling copies to local business.
- **Create an Aktion Club cookbook.\*** Bring in favorite recipes, then sort and organize.

*\* Use a local printer. It's a reliable way to get the best price.*



## LOOKING FOR MORE IDEAS?

**[aktionclub.org/service](http://aktionclub.org/service)**

# LEAD

Leadership is one of Aktion Club's core values. Every person has leadership potential — and the service-club experience helps people reach theirs. In fact, you can help members step forward when the easier choice might have been to stand still.

## **HOW WOULD YOU KNOW IF THE MEMBERS OF YOUR AKTION CLUB ARE READY TO LEAD? YOU MIGHT NOTICE THAT MEMBERS BEGIN TO:**

- Share opinions during club meetings.
- Challenge the status quo with the intent of making things better.
- Believe that working together can bring greater achievement than working alone.
- Show appreciation for others' contributions.

## **HOW CAN AN ADVISOR HELP?**

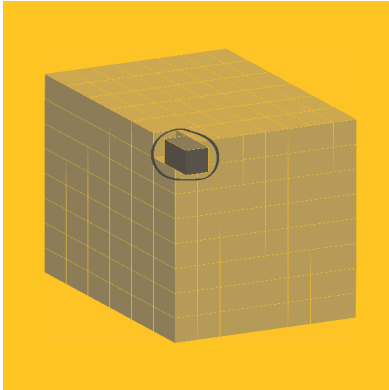
- Model your thought processes to help members grow.
- Let members lead and practice new skills.
- Provide informational praise — by giving clear examples of the behavior you are praising.
- Encourage discussion before an event to discuss expectations, plans and desired outcomes.
- Use reflection after an event — to help members identify the effective skills they used and the changes they'll need to make.





# AKTION CLUB'S STRUCTURE

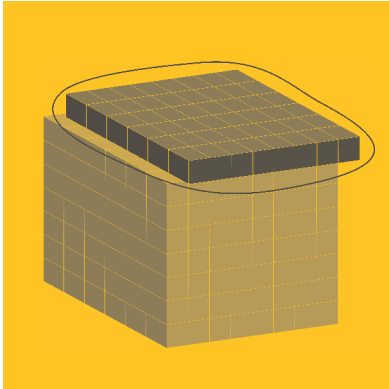
Kiwanis Aktion Club is a member-led organization. Each year, Aktion Club members elect their officers at club meetings and/or district and international conventions.



## CLUB

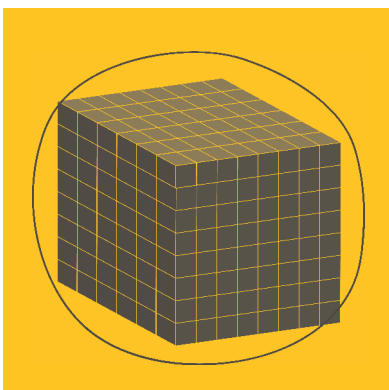
Individual clubs belong to districts, which comprise Kiwanis Aktion Club International.

Aktion Clubs are most often established with a Kiwanis club and an organization that works/supports individuals with disabilities. Elected officers can include president, vice president, secretary and treasurer.



## DISTRICT

A district is sometimes defined by state or nation and tends to match a similar Kiwanis district. Each district is chaired by a governor who is elected by delegates at the annual district convention.



## INTERNATIONAL

Aktion Club International encompasses all clubs within the programs's 33 organized districts and in foreign countries that are not included in any specific district.

# GOVERNANCE

The Aktion Club bylaws can be downloaded at [aktionclub.org/charter](http://aktionclub.org/charter). The international, district and club levels each operate under a set of bylaws that spell out their respective policies.

## CLUB LEADERSHIP

Every year, each Aktion Club should elect a member to each of the following positions. These are the club's officers. Here's what each one does:

### PRESIDENT

- Calls the meeting to order
- Leads the meeting
- Introduces guests

### VICE PRESIDENT

- Helps the president lead meetings
- Performs president's duties in his/her absence

### SECRETARY

- Takes notes at meeting
- Shares notes at next meeting

### TREASURER

- Keeps track of money the club raises
- Shares information about money



# ELECTING NEW OFFICERS

Each Aktion Club can decide how its elections will work. But if you're looking for suggestions, here are a few.

## AT THE MEETING PRIOR TO HOLDING ELECTIONS

- Define the officers' roles and responsibilities, and the strengths a member needs to excel in each position.
- Ask whether members are interested in running for an officer position or would like to nominate someone.
- Encourage each member running to prepare a statement to present at the next meeting about why he or she would be the best choice for that position.

## TO HOLD ELECTIONS

- Review each officer role again for the entire club.
- Have candidates speak to the club about why they want to be an officer.
- Have members write down on a piece of paper their votes for each position.
- Tally the votes and announce the winner.

## INSTALLATION OF OFFICERS AND MEMBERS

Following the Standard Form for Aktion Club Bylaws, schedule an installation of club officers shortly after the elections. The club may choose to have a formal ceremony along with the induction of new members, or to install officers during a regular meeting.

To enhance your club's ties with the Kiwanis family, ask the Kiwanis lieutenant governor to be the installing officer. Encourage outgoing club officers (or a special committee) to plan a program that is brief but meaningful — and to invite members of the sponsoring Kiwanis club, facility staff, family members, caregivers and all fellow members of the Aktion Club.



# RETIRING PAST OFFICERS

The installing officer will invite the retiring officers to stand while briefly referring to achievements during their year of service. He or she will explain the value of continuity and encourage retiring officers to share their experience and insight with their successors.

Here's some suggested wording for the installing officer to address to the retiring president after announcing his or her name:

*"You and your board have served your club well. Please accept my thanks and congratulations. Your help and guidance is still needed. Your knowledge enables you to make helpful suggestions as you transition this position to the new president."*

*"I ask you to be willing to serve in an important capacity within this club. Make the transition of administration a smooth one by generously sharing your knowledge and experience with your successor."*

*"Also, continue serving your home and community, and carry on the virtues of Aktion Club."*

**[Seat all retiring officers. Have new officers stand.]**



# INSTALLING NEW OFFICERS

Here's some suggested wording for the installing officer to each of the incoming officers:

*"Would the incoming (or charter) officers please stand and come forward? You are responsible for working with the club advisors to make sure club business is accomplished. You have a role at all club meetings, so plan to attend and take an active part in all club activities. Express your opinions by always thinking of the best interest of the whole club, not individual members or your personal wishes."*

## **TREASURER:**

*"You have been elected to help keep records on all funds of the club. By working with the advisors, you will make sure that all money collected is carefully registered."*

## **SECRETARY:**

*"You have been elected to take minutes of each club meeting so that there is an accurate record of items and discussions. You will be asked to present minutes of the previous meeting at the start of each new meeting."*

## **VICE PRESIDENT:**

*"You have been elected to work with the president and help in any way needed. If the president cannot lead a meeting, you will be asked to conduct the club business."*

## **PRESIDENT:**

*"You have been elected to be the club leader for this year. You will preside at each club meeting. You will work with the facility and Kiwanis advisors to plan the events of the club and work to complete the plans."*

*"Remember, as the president you should let the ideas and opinions of all members be expressed. When there is a difference of opinion, a vote should be held."*

## **TO ALL OFFICERS:**

*"It is my privilege to welcome you as the new (or charter) officers of this club. I congratulate you on your elections, and I know that you will always strive to do your very best to complete your responsibilities. The club's success is not based on one of you, but on all of your work. Always remember the Aktion Club pledge, and your call to serve our community."*

**The inductor will then shake the hand of each officer and declare them all duly installed.**

# NEW MEMBER INDUCTION CEREMONY

Here's some suggested wording for the installing officer to each of the incoming club members:

*"Today we're very pleased to induct the new members of this Aktion Club. I would like to invite all of these people to come forward at this time."*

*"Today we bring these people into membership of this Aktion Club. One by one, I will introduce each new member."*

**[For each person, include name and one special fact about him or her.]**

*"Now, I would like each of you to make your membership pledge by repeating after me:*

***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.***

## **Closing ceremony**

**[Give each new member a member pin.]**

*"We now induct you into the Aktion Club of \_\_\_\_\_. I welcome you into our Kiwanis-family fellowship. We know that each of you will bring strength to this Aktion Club, just as we know that membership in this club will bring many rewarding experiences into your life."*

*"Please join me in welcoming our newest Aktion Club members."*

**[Applaud]**



# TRAINING NEW OFFICERS

Through training, you help ensure that new officers can fulfill their roles and live up to expectations. Work with the outgoing officers and your sponsoring Kiwanis club to provide the best training possible. Here are some guidelines and tips to help plan and execute the new-officer training session:

- **Who should attend.** Invite — and expect — all elected club officers to attend. If you've selected committee chairmen, they may benefit from attending too.
- **Who should conduct the training.** It's good for the new board to see support from many people. Invite outgoing officers, as well as local members of Circle K, Key Club and Kiwanis, to help plan and conduct the training session. Outgoing officers have great ideas based on their recent experience, and they know the needs of their peers and the community. Also, look for people who have excellent facilitation skills.
- **When to conduct officer training.** Plan a new session of officer training each time a new team of leaders takes office.
- **Where to conduct officer training.** Schedule training at a convenient and adequate location.
- **What's selected by advisors and members.** Examples: the club meeting location, a community center, a park or recreation facility.

## WHAT TO COVER

Officers need numerous skills — in both life and leadership. In this training (and others), they'll learn two equally important kinds: "hard" and "soft" skills.

**Hard skills** can also be described as the club administrative procedures. Examples include taking minutes, following parliamentary procedure, planning a budget and establishing the year's calendar of events.

**Soft skills** are people skills or interpersonal skills and often have to do with how members relate to each other. Examples include: communicating and working effectively together, helping resolve member conflict, cooperating as a team.

## LOOKING FOR TRAINING RESOURCES?

**aktionclub.org**

# TRAINING AGENDA

Here are recommended topics to include in officer training:

- **ICEBREAKERS**
- **CLUB BASICS**
- **OVERVIEW OF KIWANIS AND SERVICE LEADERSHIP PROGRAMS**
- **CLUB MOTTO, MISSION AND VISION**
- **CLUB CORE VALUES**
- **CLUB STRUCTURE**
- **WHAT IT MEANS TO BE A MEMBER-LED ORGANIZATION**
- **THE SPONSORING KIWANIS CLUB**
- **THREE WAYS TO SERVE: SERVICE, FUNDRAISING AND ADVOCACY**
- **SERVICE PROJECTS FOR THE YEAR**
- **INDIVIDUAL OFFICER DUTIES: PRESIDENT/VICE PRESIDENT, SECRETARY, TREASURER, ANY CLUB-SPECIFIC OFFICERS**
- **MANAGING YOUR CLUB**
- **WHAT IT MEANS TO BE A GREAT LEADER**
- **GOALS FOR THE CLUB FOR THE YEAR**
- **CLUB, DISTRICT AND KIWANIS INTERNATIONAL RESOURCES**
- **WEBSITE**
- **CONTESTS AND AWARDS**
- **MEMBERSHIP SUPPLIES**

Quick tip: Make training and leadership development a year-round part of a member's experience. The more time you give it, the more successful the club will be.

## CLOSING ACTIVITY

Have participants answer open-ended questions about the training, or simply have them share what they're most looking forward to this year.

## AFTER TRAINING

Have the secretary share the meeting notes with all attendees. This valuable information will be used in future planning discussions.

# CLUB AND BOARD MEETINGS

Meetings are very different for each Aktion Club. The facility advisor, Kiwanis advisor and club officers will need to determine how to run club meetings to best meet the club's needs. Meetings of the board of directors are an excellent time for this. The board of directors is comprised of the club's executive officers:

- **PRESIDENT**
- **VICE PRESIDENT**
- **SECRETARY**
- **TREASURER**

Some clubs hold a board meeting prior to the club meeting so the officers can discuss the club and set the agenda for the club meeting. Ask the club secretary to take minutes of all board meetings and keep them as a record — so all club members can see what the board voted on and discussed.

## PLANNING CLUB MEETINGS

Here are a few questions to address, along with tips and guidelines that can help officers plan for club meetings throughout the year:

- **What's the best time for the club to meet?** Check with club members and their schedules so you can set the meeting schedule for the entire year.
- **How much time will our club need?** To conduct club business, most clubs' meetings last 30 to 60 minutes.
- **How often should our club meet?** Most clubs meet at least monthly — with many meeting biweekly or even weekly.
- **Who will set the agenda for each meeting?** Will the facility advisor create it each time? Or will the facility advisor work with the board of directors to set the agenda?
- **What should happen at a meeting?** Decide what the club will accomplish at each club meeting.





## SAMPLE CLUB MEETING AGENDA

- 1.** Call to order (The meeting begins when the president says, “The meeting will come to order.”)
- 2.** Singing of the national anthem
- 3.** Pledge to the flag
- 4.** Aktion Club pledge
- 5.** Introduction of visitors
- 6.** Welcome (Members participate in an icebreaker or team-building activity.)
- 7.** The secretary reads the previous meeting’s minutes — the notes he or she took of the club business discussed.
- 8.** Officers’ reports
- 9.** Committee reports (The chairman of each club committee tells what the committee has been doing.)
- 10.** Unfinished business (The president presents items from the previous meeting that need to be discussed further.)
- 11.** New business (The president presents new topics for discussion — sometimes called “special order.”)
- 12.** Club program (A special, invited guest speaks about a topic of interest.)
- 13.** Announcements (The president or another club member shares information about upcoming events and activities.)
- 14.** Adjournment (The president asks for a motion to adjourn.)

# MONTHLY REPORTS

Each month, Aktion Club advisors need to complete an online report. The monthly report collects information on club activities related to service, fundraising, social events and more. Throughout the year, members and advisors should keep track of these things as they occur.

## KEEPING TRACK

Make it easier to complete your club report each month. How? By keeping track of club activities, service projects and fundraisers. Keep track of the following things:

- SERVICE PROJECTS
- SERVICE HOURS
- FUNDRAISERS
- KIWANIS-FAMILY EVENTS
- CLUB DONATIONS GIVEN
- DONATIONS RECEIVED
- BIGGEST CHALLENGE
- PROPOSED SOLUTION



# SAMPLE MONTHLY REPORT



- 1.** District:
- 2.** Name:
- 3.** E-mail:
- 4.** Aktion Club of:
- 5.** Sponsoring Kiwanis Club:
- 6.** How many members do you have in your club?
- 7.** Number of female Aktion Club members:
- 8.** Number of male Aktion Club members:
- 9.** Each club should be keeping track of service hours. What were the total service hours for your club this quarter? (Note: When totaling service hours, take the number of members who participated and multiply by the number of hours served for each project. For example, if 10 members worked for 5 hours on a project, the total number of service hours for that project would be 50.)
- 10.** How many Kiwanis-family or social events have you hosted or participated in during this month? Please describe.
- 11.** How many community service projects did your club do this month?
- 12.** Please describe all community service projects completed for this month, including the number of members who participated and how much money was spent.
- 13.** How many fundraising projects did your club complete this month?
- 14.** Please describe all fundraising projects complete this month. Include the number of members who participated in each, how much money was raised, and where the funds were donated.
- 15.** Please list all donations that your club made during this month. Please list amount donated.
- 16.** How much financial support has your club received from your sponsoring Kiwanis Club this month? Please list amount received.
- 17.** Please list your biggest challenge of the month.
- 18.** What else is on your mind? Any other ways in which we could better assist you?

# CALENDAR

Plan your events and projects for the year. We'll help get you started, with tips and ideas for each month.

## OCTOBER

Pay dues. Plan the year's fundraisers and service projects. Create an activity calendar. Participate in Kiwanis One Day. Celebrate CKI Week this month! Promote and participate through a joint service project with a local club. Remember to complete your monthly report!

.....

## NOVEMBER

Attend a Kiwanis club meeting and present your club's plan for the year. Key Club Week is the first full week of November. Promote and participate by doing a joint service project with a local club. Remember to complete your monthly report!

.....

## DECEMBER

Review the Annual Achievement Report — and start planning! Organize a club social event, such as a holiday party. Remember to complete your monthly report!

.....

## JANUARY

Invite people to join your club. Remember to complete your monthly report!

.....

## FEBRUARY

Review your club fundraising and service project plan. How's it going? And start planning for the Aktion Club Training and Leadership Conference. K-Kids Week is the last week of February. Promote and participate through a joint service project with a local club. Remember to complete your monthly report!

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## MARCH

The first week of March is Aktion Club Week. Check the website for tips on what your club can do to participate. Check out the contest page on the website — decide the contests in which your club and members will participate. Remember to complete your monthly report! Builders Club Week is the third week of March. Promote and participate through a joint service project with a local Builders Club.

## APRIL

Remember to complete your monthly report!

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## MAY

Hold officer elections. Raise money for Sleeping Children Around the World. Remember to complete your monthly report!

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## JUNE

Plan a Kiwanis-family event with local K-Kids, Builders Club, Key Club and Circle K clubs. Remember to complete your monthly report!

.....

## JULY

Remember to complete your monthly report!

.....

## AUGUST

Does your district have a convention? If so, help plan it. And don't forget to start finalizing contest entries. Remember to complete your monthly report!

.....

## SEPTEMBER

Earn a banner patch — submit your annual achievement report. Turn in contest entries. Start training new board members. And plan your Kiwanis One Day event for October!



# CONTESTS!

Aktion Club has contests every year, for every club and member. There are five categories — three for individuals and two for clubs.

## INDIVIDUAL

Poster, speech, t-shirt

## CLUB

Scrapbook and single service

Plan ahead! Find the contest theme at [aktionclub.org/contests](http://aktionclub.org/contests). You'll also find links to the contest booklet and forms.

## DON'T FORGET

- All contest/award entries should be submitted to the district administrator by September 15.
- The District Committee on Aktion Club judges all entries. The district administrator forwards district winners to Kiwanis International for international judging by September 30.
- All entries except scrapbook entries become the property of Kiwanis International. Scrapbooks will be returned to the individual indicated on the Scrapbook Information Sheet adhered to the inside cover of the scrapbook entry.
- Signatures on the contest entry form grant permission for Kiwanis International to promote and publicize submitted materials in Kiwanis-family publications and on Kiwanis-family websites.





## CLUB ACHIEVEMENTS

For what your club achieves during the year, you could earn honors from Aktion Club. Get a Distinguished Club patch with 9–14 points. Earn an Honor Club patch with 15 or more points.

How does your club get a patch? By submitting the Annual Achievement Report. Your Aktion Club can submit this report online at the Aktion Club website. Or you can download it and send it in.

Reports are due by October 15 to Kiwanis International. Patches will be mailed by mid-November to the Kiwanis advisor.

# SUBMITTING ANNUAL DUES

After an Aktion Club is chartered, international dues are collected annually. (The Aktion Club fiscal year begins on October 1 and ends on September 30.) Both the Aktion Club facility/Kiwanis advisor and district secretary can submit annual dues, add new members and update records online at the Membership Update Center, which you can find at [aktionclub.org/muc](http://aktionclub.org/muc).

Have your facility/Kiwanis club advisor or the district secretary follow these three simple steps to update membership and submit annual dues:

- 1.** Round up information from each new member. Make sure you have the first and last name, email address.
- 2.** Log in. Just go to [aktionclub.org/muc](http://aktionclub.org/muc). Click on the “Members” tab to update club member information and the “Dashboard” tab to update club officer names.
- 3.** Submit payment online. You may also print an invoice and pay by check under the “Finances” tab.





## USING THE SYSTEM

The facility advisor, Kiwanis advisor and the Kiwanis district secretary who are on record at Kiwanis International for your club may access the Membership Update Center. If the facility or Kiwanis advisor name and/or email needs to be updated, email [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) or call 1-800-KIWANIS, ext. 411, before going to the Membership Update Center. Once the advisor and/or district secretary information is updated, he or she can update the club secretary's information, if necessary.

If you have any questions or problems, contact our team at [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org).

# ENGAGE

Engagement is about living a life of collaboration, not isolation. More than ever, adults with disabilities are becoming active in their communities. Aktion Club helps. Members develop skills for building coalitions that address community needs. They also enhance their ability to create strong connections through conversation.

## **HOW WILL YOU KNOW WHETHER MEMBERS OF YOUR AKTION CLUB ARE READY TO ENGAGE? YOU MIGHT NOTICE THESE BEHAVIORS:**

- Members' eagerness to interact with each other and build relationships.
- Members' improvement at being approachable.
- Members communicating more effectively in personal conversations and small groups.
- Group improvement in working out conflicts, with minimal help from advisors.
- Members' confidence when engaging with people outside of the club, including agency and community leaders.

## **HOW CAN YOU SUPPORT MEMBERS' COURAGE TO ENGAGE?**

- Help members recruit peers to help serve, whether for one project or by joining the club.
- Encourage club officers to include fellowship time at every meeting, using "icebreaker" activities to promote interaction. (See page 44 for ideas.)
- Set aside time for education on core skills such as proper introductions, active listening and social interactions.
- Pay attention and show appreciation to members who exhibit excellence in social skills.
- Provide opportunities for club members to practice social skills by interacting with other adults.



# GROWING YOUR CLUB

Club growth should always be a priority. New members bring new talent and manpower — and a greater service impact. It also increases the club's ability to raise funds for charities and create more leaders in the community.

## MEMBERSHIP DEVELOPMENT COMMITTEE

There is no secret to member recruitment. It takes work, determination, creativity and enthusiasm. Most of all, it requires a plan.

To ensure your club always has membership recruitment at the top of its priority list, form a membership development committee. This committee will work year-round to engage current members and create new ways to recruit new members.

## MEMBERSHIP DRIVES

Of course, Aktion Club members should always look for individuals who would make good fellow members. But we recommend that your club hold two membership drives a year — one at the beginning of the year and one at the end of the year.





## **INSPIRING OTHERS TO JOIN**

Remember: People join people. Most members of the Kiwanis family joined because they were asked by a friend or because a specific person inspired them to join. Remind your club members to speak to their peers often about the benefits of Aktion Club.

## **ADVERTISING**

Encourage club members to make sure everyone in the facility is aware of the club's accomplishments and happenings. Whenever the club has an upcoming event, have members hang posters, hand out fliers or set up table tents at the facility. Send email announcements or write newspaper articles explaining how others can help at the event — or how to become a member of Aktion Club.

# ICE BREAKERS

Aktion Club members have a lot of ways to engage others — including fellow club members. Here are a few activities to try in meetings during the year.

## WHAT IF?

- Develop a list of 20 “if” questions (example: If you could go anywhere in the world, where would it be?), and number each question.
- Have the group stand in a circle.
- Throw a beach ball to one member and have him or her choose a number from 1–20.
- Have the member answer the question that corresponds to the number.
- The member with the beach ball then throws the ball to another member.

## FLAG FUN

- Provide blank sheets of paper, markers and colored pencils.
- Have each member create his or her own “flag” to symbolize who they are, what they like and what is important to them.
- Give members at least 10 minutes to create their flags.
- Ask members to volunteer to share what they have created.





## STORY-BUILDING

- Put items in a bag: pencil, book, phone, cup, photograph, wig and anything else you want.
- Give the bag to a member, who will take out an item without looking.
- Have the member tell a 20-second story relating to the item.
- Pass the bag to the next member, who will randomly choose a different item.
- Have that member tell a 20-second story that builds on the previous member's story.
- Pass the bag and tell stories until all members have participated.

## SKITTLE SCATTER

- Have members form pairs or groups of three.
- Give each pair/group a small pack of Skittles.
- Tell each member to dump out five pieces at random.
- Have each member answer the statements that relate to each color:
  - RED:** Tell one strength that you have.
  - YELLOW:** Give a compliment to your partner (or member of your group).
  - GREEN:** Talk about something that makes you happy.
  - PURPLE:** Describe yourself in one word.
  - ORANGE:** Talk about your favorite memory.





## SPECIAL EVENTS

Each year, Aktion Clubs participate in various special events. For more information on each one, visit [aktionclub.org/events](http://aktionclub.org/events).

### DISTRICT CONVENTION

Each district may conduct a convention during the year for all the Aktion Clubs within a region. At district conventions, club officers are trained, and individual clubs are rewarded for their dedication to service. For more information about your district convention, contact your district governor or visit your district's webpage.

### KIWANIS ONE DAY

On Kiwanis One Day—generally the last Saturday in October — Kiwanis-family clubs join forces for a united day of service. Think of the impact more than 600,000 Kiwanis family members can make together in one day. For more information, visit [kiwanis.org/oneday](http://kiwanis.org/oneday).

### AKTION CLUB WEEK

Aktion Club Week is celebrated during the first full week of March each year to promote the service Aktion Clubbers do within their homes and communities. For more information and ideas, just turn the page!

# AKTION CLUB WEEK IDEAS

Here are some fun ideas you may want to consider when planning Aktion Club Week, which is the first full week of March each year.

## MONDAY

### SHOW YOUR K IN EVERY WAY

- Wear Aktion Club apparel such as T-shirts, buttons, pins, etc.
- Place posters around the community advertising Aktion Club and Aktion Club Week.
- Get your local media involved! Schedule an interview with your local radio or television station talking about the service that Aktion Club does. Write an article and publish it in your local newspaper.

## TUESDAY

### KUDOS TO THE AKTON PLAYERS

- Host an appreciation party for your Aktion Clubbers. Have their favorite foods, music and games at the party. Don't forget the pizza!
- Honor significant members of your club who always go the extra mile with certificates of appreciation or even awards such as trophies.
- Give thank-you notes to your club advisors, Kiwanians and members.
- Use social media. Give a shout-out to Aktion Club members who go above and beyond. Create an album on Facebook highlighting members with pictures and a synopsis of their hard work.

## WEDNESDAY

### DARE TO CARE

- Conduct fundraisers to support Sleeping Children Around the World. Sell baked goods such as cupcakes, cookies and cakes.
- Make support cards for premature babies and their families who are in the neonatal intensive care unit of your local hospital.
- Make nonslip socks or capes for your local Children's Miracle Network Hospital.

## THURSDAY

### AKTIONS OF KINDNESS

Challenge every member to complete one act of kindness. Examples include:

- Smile at everyone you see today.
- Leave sticky notes with compliments to those you know.
- Bring your club advisor an apple.
- Write a thank-you note to someone who has made a positive impact on you.
- Hand out candy to friends.
- Give up your seat to someone on the bus or subway.
- Open the door for someone.
- Start a conversation with someone who is standing alone.

Keep track of what your club members do, and share what they've done on social media, or by sending an email to your district leaders and Kiwanis International.

## FRIDAY

### CONNECT THE K'S

- Organize a "social" with other Aktion Clubs in your district. Have games, activities and, of course, food! You can also invite other members of the Kiwanis family in your area.
- Conduct a joint service project with other Kiwanis-family members. There are a number of things you could do, from renovating a children's home to simply cleaning up a park.
- Have a day of play with local Builders Club or K-Kids members. Conduct fun activities such as jumping rope and playing Frisbee — or playing sports like soccer and basketball.



# KIWANIS INTERNATIONAL'S SUPPORT

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





Kiwanis began sponsoring youth programs in **1925**, when the first Key Club for high school students was chartered. Since then, other programs have been added — including Aktion Club. Each has enjoyed tremendous growth. Around the world, these SLPs have become core projects of the Kiwanis clubs that sponsor them.

**EACH SLP BELONGS TO ONE OF TWO CATEGORIES: SERVICE CLUBS OR PROGRAMS/INITIATIVES. TURN THE PAGE TO LEARN MORE!**

# SERVICE CLUBS

## K-KIDS

**First chartered club:** 2000

**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

[kiwaniskids.org](http://kiwaniskids.org)

## BUILDERS CLUB

**First chartered club:** 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

[buildersclub.org](http://buildersclub.org)

## KEY CLUB

**First club formed:** 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

[keyclub.org](http://keyclub.org)

## CIRCLE K INTERNATIONAL (CKI)

**First chartered club:** 1947

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

**Members:** Students enrolled at an institution of higher education

[circlek.org](http://circlek.org)

## AKTION CLUB

**First club formed:** 1987

**First chartered club:** 2000

**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

[aktionclub.org](http://aktionclub.org)

# CLUBS AND PROGRAMS

## BRING UP GRADES (BUG)

BUG recognizes students who raise their grades into an acceptable range — and then maintain or continue to raise them from one grading period to the next.

[bringupgrades.org](http://bringupgrades.org)

## TERRIFIC KIDS

Terrific Kids is a student-recognition program that promotes character development, self-esteem and perseverance. Students work with the classroom teacher to establish goals to improve behavior, peer relationships, attendance or school work.

[terrifickids.org](http://terrifickids.org)

## KEY LEADER

Key Leader is a weekend leadership program for teens. The curriculum focuses on “service leadership” and has modules on five major principles: integrity, personal growth, respect, community and pursuit of excellence.

[key-leader.org](http://key-leader.org)

## KEY CLUB INTERNATIONAL ALUMNI AND CIRCLE K INTERNATIONAL ALUMNI

Upon graduation, Key Club and CKI members automatically become members of the alumni network. Alumni outreach initiatives engage former Key Club and CKI members in the continuing work of Kiwanis. This engagement includes:

- Continuing to spread the Kiwanis message in their daily lives.
- Giving to the Kiwanis Children’s Fund and supporting their former Key Club and/or CKI club.
- Joining or forming a Kiwanis club in their communities.

[keyclub.org/alumni](http://keyclub.org/alumni)



# INSURANCE

The Kiwanis International Comprehensive General Liability Insurance Program provides coverage against the cost of legal obligations for damages to third parties for bodily injury or property damage associated with a Kiwanis family-sponsored function or activity.

This insurance covers Aktion Clubs in the United States, Canada and the Caribbean.

The provisions of the policy apply to most normal liability exposures of Kiwanis clubs and Service Leadership Programs. As with most insurance policies, there are exclusions, limitations and restrictions. For a list of these exclusions and more information, see the Club Insurance Resource Guide at **[kiwanis.org/liability](http://kiwanis.org/liability)**. Or contact the safety coordinator of your club's sponsoring Kiwanis club, who can help in obtaining a certificate of insurance, filing a claim or getting the answer to a risk-management question.





## GUIDELINES FOR WORKING WITH MEMBERS

Aktion Club members have a wide variety of abilities. It's what makes Aktion Club a unique, diverse and vibrant program. Advisors are trusted to become valuable mentors — and to be concerned with members' safety and protection.

**Find the Aktion Club Advisor Guidelines at [aktionclub.org/advisorguidelines](https://aktionclub.org/advisorguidelines).** Every advisor should read them, understand them and put them into practice when working with Aktion Club members.

In fact, 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.

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

# THE 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. After all, kids need Kiwanis. When you give to the Children's Fund, you help Kiwanians reach them.

The Children's Fund also supports members of the Kiwanis family — of all ages and abilities. For instance, the Children's Fund supports Kiwanis International's Service Leadership Programs, including Aktion Club.

In addition, gifts to the Children's Fund support other Kiwanis causes: grants to Kiwanis clubs and districts for service projects, disaster relief, the elimination of maternal and neonatal tetanus, and the continuing fight against iodine deficiency disorders.

For more information, go to **[kiwanischildrensfund.org](http://kiwanischildrensfund.org)**. You can also call **1-800-KIWANIS, ext. 159 (U.S. and Canada), or +1-317-217-6159 (worldwide)**.





## CORPORATE PARTNERS

For Kiwanis International, partnerships are an exciting opportunity — and the right partnerships are paramount. For Kiwanis, a 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.

Kiwanis International's partners bring value to your club by providing services and products that enhance your service and the work you do in your community. Learn more at **[kiwanis.org/partners](https://www.kiwanis.org/partners)**.



## THE KIWANIS FAMILY

As a part of Aktion Club, you're a part of the Kiwanis family. Our programs have clubs all over the world. Find out about each one. Visit their websites. Maybe even partner with one or more of them in your area.



Young Leaders Helping Others

for elementary school students

[k-kids.org](http://k-kids.org)



for college students

[circlek.org](http://circlek.org)



**Kiwanis**

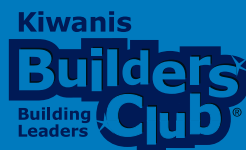
for adults

[kiwanis.org](http://kiwanis.org)

**KEY CLUB**

for high school students

[keyclub.org](http://keyclub.org)



for middle school students

[buildersclub.org](http://buildersclub.org)