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## 2017-2018 Lt. Governor Training Conference

Radisson Hotel Ontario Airport, 2200 E. Holt Blvd, Ontario, CA  
Kiwanis Professional Center (KPC), 8360 Red Oak Street, Rancho Cucamonga, CA

### Agenda

#### Thursday, May 18<sup>th</sup>

- 2:00 p.m. Trainers Meeting (*Radisson Hotel Ontario Airport Lounge*)
- 3:00 p.m. Attendee Check-in at Radisson Hotel Ontario Airport
- 5:00 p.m. Introductions and Welcome – Mountain View A & B
- 6:30 p.m. Dinner – Radisson Pavilion - Poolside
- 7:30 p.m.-10:00 p.m. Reception & Social Hour – Radisson Hotel Ontario Airport Lounge

#### Friday, May 19<sup>th</sup> (*Friday's events will be held at the Kiwanis Professional Center unless otherwise noted below*)

- Breakfast on your own at Pacific Grille (*Radisson guests only*) – included with room
- 8:00 a.m. Lt. Governors Who Need a Ride to the KPC Meet in the Hotel Lobby
- 8:30 a.m. - 12:00 p.m. Morning session for Lt. Governors and Spouses/Partners
- 12:00 p.m. – 1:30 p.m. Luncheon for Lt. Governors, Partners & Trainers – Governor's Official Visit
- 1:30 p.m. - 5:00 p.m. Afternoon session for Lt. Governors
- 1:30 p.m. - 3:30 p.m. Spouses/Partners Training
- 5:30 p.m. - 6:00 p.m. Hosted reception
- 6:00 p.m. - 7:00 p.m. Tri-Tip Dinner - Catered by the Kiwanis Club of East Fresno
- 7:30 p.m. – 10:00 p.m. Reception & Social Hour (*Radisson Lounge*)

#### Saturday, May 20<sup>th</sup> (*Saturday's events will be held at the Radisson unless otherwise noted below*)

- Breakfast on your own at Pacific Grille (*Radisson guests only*) – included with room
- 8:30 a.m. - 12:00 p.m. Lt. Governor Morning Session – Radisson Grand Ballroom Salon 1 & 2
- 10:15 a.m. - 2:30 p.m. Spouse/Partner Tour Bass Pro Shop & Islamorada Fish Company
- 12:00 p.m. - 1:30 p.m. Luncheon for Lt. Governors & Trainers – Division Council Meeting – Salon 3
- 1:30 p.m. - 5:00 p.m. Lt. Governor Afternoon Session
- 6:30 p.m. - 8:00 p.m. Dinner (*Sycamore Inn*)
- 8:30 p.m. – 10:00 p.m. Reception & Social Hour (*Radisson Lounge*)

#### Sunday, May 21<sup>st</sup> (*Sunday's events will be held at the KPC unless otherwise noted below*)

- Breakfast on your own at Pacific Grille (*Radisson guests only*) – included with room
- 8:30 a.m. - 11:30 a.m. Lt. Governors Morning Session - Radisson Grand Ballroom Salon 1 & 2
- 10:00 a.m. Spouses/Partners Join us for the Conclusion of the Morning Session
- 11:30 a.m. Farewell & Lunch (box lunches)

*Dress for the training activities is Kiwanis casual (Kiwanis polo shirt/Aloha wear and slacks), except on Saturday evening, Governor Joni Ackerman is requesting Aloha wear (Cal-Nev-Ha shirt or other). You also may want to bring a jacket, especially for the evening activities. No jeans or shorts.*

## 2017-2018 Governor's Goals

### Governor Joni Ackerman's "Call to Action" Year

#### Theme for the year: Call to Action

#### 2017-2018 Governor's Goals for the year include:

- District will be +100 on September 30, 2018
- 20 New clubs to be built in 2017-2018
- 150 New Dunlap Fellowship awards
- 400 Distinguished Service Awards (DSA's)
- 1 Club in each Division will apply for a club grant from the CNH Foundation
- 1 Rose Float Medallion per Division
- Involve every Division in the development of Aktion Clubs



# First Dude's Project: Call to Aktion

~ By Greg Ronkainen ~

Each of us has their passion within our Kiwanis service. My passion happens to be our Service Leadership Programs (SLP) and in particular, Aktion Club.

Aktion Club is the only service club for adults with disabilities, with more than 12,000 members worldwide. Aktion Clubs primarily draw members from various organizations that support individuals with disabilities. A Kiwanis club serves as the Aktion club's sponsor. Aktion Club is supported at the district level and by Kiwanis International.

Aktion Club members set aside their personal disabilities to help others in need. Watching the men and women of Aktion Club work together in serving their community is absolutely awe-inspiring.

Simply stated, my project will focus on:

1. assisting Kiwanis Clubs to build more Aktion Clubs in Cal-Nev-Ha;
2. encourage more Aktion club members to attend their convention by offering grants and;
3. finding ways in which we can encourage greater interaction among all of our SLP organizations and our Kiwanis Clubs with Aktion Clubs.

Kiwanis Clubs will be able to apply for a matching grant of up to \$250 when they build an Aktion Club. In addition, Aktion Clubs will be able to apply for a grant to send their members to the annual Aktion Club convention. Any remaining monies, at the end of the First Dude's year, will be donated to the Foundation's Pediatric Trauma Program.

I hope each club will join me in supporting Aktion Club and the interaction of our Service Leadership Programs. Here are some of the ways you, your members, clubs, and divisions can contribute:

- Encourage your club to support the First Dude's Project with a club donation – *Clubs will be recognized with a banner patch for contributions of \$150 or more*
- Develop fund raising projects with proceeds earmarked for the First Dude's Project
- Purchase a time-limited 2017-2018 First Dude's Pin
- Make plans now to build an Aktion Club. For information go to: <http://www.kiwanis.org/clubs/member-resources/service-leadership/start-a-service-leadership-program-club>



## First Dude's Project: Call to Aktion Banner Patch and Pin Request Form

Each year, Cal-Nev-Ha Kiwanians have the opportunity to support a project chosen by the Governor's spouse. Our 2017-2018 First Dude, Greg Ronkainen, has chosen Aktion Clubs and Service Leadership Programs as his project. By making a donation, you will be providing adults with disabilities an opportunity for community service.

A specially designed commemorative pin and banner patch are available to Kiwanians and Kiwanis clubs this year. Proceeds from the pins and banner patches will be used to fund grants to build Aktion Clubs and to support Aktion Clubs.

Kiwanians may obtain a pin for donation of \$5.00. First Dude Greg will have pins available during the Governor's Official Visit to your division. In addition, many of our Aktion Clubs will have pins or you may contact the Foundation office at 909-989-1500.

Donations of \$150 or more will receive the 2017-2018 First Dude's Project banner patch. To receive this banner patch, please complete the donation form below and submit it with your contribution to the Foundation office.

### 2017-2018 First Dude's Project



**Y**es, we want to support First Dude Greg in his efforts to raise funds for Aktion Clubs! Enclosed is a check payable to the Kiwanis Cal-Nev-Ha Foundation.

*Note: 7.5% of all donations will be designated for the Kiwanis Cal-Nev-Ha Foundation's unrestricted fund.*

Please send me a banner patch

Please send me \_\_\_\_\_ pin(s)

Please forward to:

Quantity

\_\_\_\_\_  
Name

\_\_\_\_\_  
Kiwanis Club

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email

**Please make check payable to "Kiwanis Cal-Nev-Ha Foundation" and send with completed form to:**

First Dude's Project  
Kiwanis Cal-Nev-Ha Foundation  
8360 Red Oak Street, Suite 201, Rancho Cucamonga, CA 91730

## Responsibilities of the Lt. Governor

1. Establish division goals and objectives for your administrative year; share your vision.
2. Prepare a division budget.
3. Build a division team; coordinators/committee chairs.
4. Formally train club presidents and officers (CLE).
5. Install club presidents, other club officers and board of directors at the club's request.
6. Coordinate the Lt. Governor's Installation and include recognition of the clubs and club officers for their hard work. (With committee help)
7. Assist clubs with the timely submission of Official Monthly Reports.
8. Preside at Division Council Meetings (DCMs).
9. Publish a division bulletin.
10. Conduct one Official Visit to each club and each club's board meeting.
11. Conduct one Contact Visit as Lt. Governor-elect.
12. Hold a division social for club presidents, secretaries and division team for team building purposes before October 1.
13. Make plans for any visit of the Governor to the division.
14. Assist the Trustee with regional visits as requested.
15. Communicate with club leaders.
16. Determine the needs of each club in your division.
17. Be a resource and liaison for district resources.
18. Plan division membership growth and new club building.
19. Attend the Governor's Official Visit to your division (or region), District Conventions, International Conventions, Mid-Year Conferences, and Service Leadership Programs (SLP) Conventions.
20. Complete reports on:
  - A. Club Training and Contact Visits
  - B. Official Board Visits
  - C. Official Club Visits
21. Schedule and call for the division election to elect the Lt. Governor and Lt. Governor-elect for the next administrative year. (Immediate Past Lt. Governor presides).
22. Complete the reports for the above elections.
23. Attend the installation of the Lt. Governor for the next administrative year.
24. When invited, attend installations of new club presidents at the end of the Kiwanis year.
25. Recruit new members – lead by example.

## **As Lt. Governors you should:**

### **1. Know and carry out the philosophy of Kiwanis International**

- A. Understand the vision, mission, purpose, goals and six objects of Kiwanis International
- B. Develop a plan to ensure the division and clubs will be distinguished under the Kiwanis International guidelines or programs

### **2. Know, share and carry out the goals of the District**

- A. Develop and implement division marketing, membership growth and new club building plans
- B. Assist each club to be effective, productive, enjoyable and to grow
- C. Motivate the club presidents to carry out the District goals
- D. Educate the club officers to carry out the District goals
- E. Support and assist the club presidents in carrying out their duties
- F. Analyze club performance based on monthly reports at Portalbuzz
- G. Communicate with the Governor regarding any concerns
- H. Analyze and recognize the strength of each club
- I. Provide help and resources for struggling clubs
- J. Coordinate a Kiwanis One Day project for the division or encourage each club to coordinate their own project

### **3. Project yourself as a dedicated, caring and accessible leader**

- A. Be enthusiastic about your position and responsibilities
- B. Maintain a positive attitude at all times
- C. Lead by example
- D. Be supportive of all activities in your division
- E. Make your meetings and activities enjoyable so all will want to work with you
- F. Include the Lt. Governor-elect in all activities
- G. Evaluate all activities with suggestions for the future
- H. Have empathy with the club presidents' challenges and provide support

Div.	Date of CLE Training	CLE Instructor #1	CLE Instructor #2	Location & Time	With other Divisions?	Lt. Governor Contact Information
2		April Charles	Brian Dahlquist			Joe Wu (415) 310-8853 (C) jjw94133@yahoo.com
3		Dave Schmitt	Tim Cunning		No	Sam Engel Jr (818) 548-3700 (B) (818) 242-9378 (H) kandsengel@charter.net
4		Dave Schmitt	Tim Cunning		Division 30, 41	Les Washington (714) 829-7676 (C) mybook01@ca.rr.com
5		Alan Guire	Jim Koontz			Joseph Cooper (805) 459-1893 (C) allworkjoe@aol.com
7	July 29, 2017	Patti Barsotti	Rocci Barsotti		Division 44	Kate Blickle (530) 662-0147 (H) (530) 908-4526 (C) kathrynblickle@gmail.com
8	July 29, 2017	Leanne Westphal	Rich Fuller			vacant
10		Joni Ackerman	Tony Molino			Mario Manzano (626) 636-2564 (B) (323) 923-8303 (C) mmanzano2a@gmail.com
11		Debra Scheibel	Russ Kiner		Division 31	Fernando Orozco (619) 482-4999 (H) (619) 341-3860 (C) fernandomex53@gmail.com
12		Patti Barsotti	Rocci Barsotti			Rex Upp (408) 459-5587 (W) (408) 292-8519 (H) (408) 590-5587 (C) dirtrx82@gmail.com
13	June 17, 2017	Rocio Brooks	Roy Talley	Lomita Kiwanis Hall 9:00 AM	Division 19	Ed Schneeberger (626) 915-5610 (H) 626-991-5813 (C) edandrose@charter.net
14		Bob Isaacs	Ann Isaacs			Mike Barrette (530) 674-5996 (W) (530) 673-9103 (H) (530) 713-8735 (C) mbarrettelaw@yahoo.com
15		Dave Schmitt	Tim Cunning			Steve Roberts (909) 244-0658 (H) (909) 660-0951 (C) 91sroberts@gmail.com
16		Tim Cunning	Dave Schmitt			Shekhar Chikhalikar (818) 714-1789 (W) sncesq@gmail.com
18		Bob Isaacs	Ann Isaacs			Vacant



Div.	Date of CLE Training	CLE Instructor #1	CLE Instructor #2	Location & Time	With other Divisions?	Lt. Governor Contact Information
19	June 17, 2017	Rocio Brooks	Roy Talley		Division 13	Jim Thompson (310) 326-1600 (W) (310) 530-4747 (H) (310) 995-1259 (C) jptlaw@sbcglobal.net
20		Bob Isaacs	Ann Isaacs			vacant
21		Debra Scheibel	Russ Kiner		Division 37	Doug Beckham (858) 576-4442 (W) (858) 576-6308 (H) (619) 458-2506 (C) dougbeckham21@gmail.com
22		Tiffany Iida	John Buck			Roy Kagawa (808) 959-8358 (H) kagawa@hawaii.rr.com
23		Tom Leahy	Al Smith			Michael McStroul (775) 853-1363 (H) (775) 750-3912 (C) mmcstroul@gmail.com
24		Valarie Brown-Klingelhofer	Brian Dahlquist		Division 29	Steve Click (805) 461-8317 (H) (805) 952-3079 (C) smcfai@hotmail.com
26		Lanie Wheeler	Bob Larsen			Argentina Davila-Luevano (925) 813-2178 (C) aaluevano@aol.com
27		Grant Imper	Bob Larsen			vacant
28		Dick Olmstead	Jim Koontz			Marianne Murphy (775) 537-9530 (C) widget6121@gmail.com
29		Valarie Brown-Klingelhofer	Brian Dahlquist		Division 24	Mike Britton (805) 788-2318 (W) (805) 720-2318 (C) rubrenginr@yahoo.com
30		Dave Schmitt	Tim Cunning		Divison 4, 41	Jay Sondhi (714) 827-9072 (H) sondhi.jay@gmail.com
31		Debra Scheibel	Russ Kiner		Division 11	Greg Fox Jr (619) 722-6766 (W) (619) 722-6812 (H) (619) 840-9400 (C) greg@thefoxteamSD.com
32		Bob Larsen	April Charles			Terry Kemp (707) 433-4877 (W) (707) 272-8849 (H) 707-272-8849 (C) kiwanisqueen@yahoo.com
33		Alan Guire	Jim Koontz		No	Vacant

Div.	Date of CLE Training	CLE Instructor #1	CLE Instructor #2	Location & Time	With other Divisions?	Lt. Governor Contact Information
34		Lanie Wheeler	Valarie Brown-Klingelhoef			Pat Emslie (650) 400-9865 (C) patemsie@gmail.com
35		Dave Schmitt	Tim Cunning			Anna Wu (626) 348-9705 (C) anna.c.wu@gmail.com
36		Gary Gray	Steve Dreyer		No	Nena Torrez (909) 537-7321 (W) (909) 886-5517 (H) (909) 534-6462 (C) ntorrez@csusb.edu
37		Debra Scheibel	Russ Kiner		Division 21	Randy Ortlieb (760) 747-2202 (W) (760) 747-7825 (H) (760) 519-9712 (C) rortlieb@palomarlawgroup.com
38		Steve Dreyer	Gary Gray			Wil Morgan (760) 947-6617 (H) (760) 221-9992 (C) wil.morgan@charter.net
39		Leanne Westphal	Rich Fuller			Lisa Hansen (530) 527-0727 (W) (530) 515-3292 (C) lisa.hansen@expresspros.com
41		Dave Schmitt	Tim Cunning		Divison 4, 30	vacant
42		Dick Olmstead	Steve Dreyer			Eduardo Cué (805) 722-1309 (W) (805) 563-1594 (H) (805) 232-5307 (C) ecue@cadassb.org
43		Lanie Wheeler	Bob Larsen			vacant
44	July 29, 2017	Patti Barsotti	Rocci Barsotti		Division 7	Laird Smith (916) 774-6252 (W) (916) 712-8430 (C) lairdsmith95602@yahoo.com
45		Tom Leahy	Al Smith			Sondra Condron (775) 782-9534 (H) (775) 781-4778 (C) scondron@charter.net
46		Tom Leahy	Rich Fuller			John Carlos (209) 383-1494 (H) (209) 756- 4014 (C) d46ltg1718@gmail.com
47	June 3, 2017	Tony Molino	Dick Olmstead			Bradley White-Findeisen (760) 217-2597 (C) scoutmaster229@gmail.com

# Governor's Official Visit

## Function

- Greatest opportunity for a membership event
- Time to celebrate your clubs' accomplishments
- Time to recognize your members

## Composition

- Start planning early
  - Name a chair for the event, and work with that individual to arrange the details as you would like them
  - Committee assignments should be delegated
    - ✓ Decorations
    - ✓ Printed Programs
    - ✓ Name Tags and Place Cards
    - ✓ Food Service, if applicable
    - ✓ Sound System, if necessary
    - ✓ Room Setup
    - ✓ Publicity/News Release
    - ✓ Sign-In Table and Tickets
    - ✓ Clean Up
- Honor new members and/or induct new members at the event
- Provide information on Distinguished Service Awards (DSA's) to be presented by clubs to recipients at the event
- Observe proper Kiwanis protocol
- Reserve facility large enough to accommodate anticipated attendance, and have a separate room for the president's meeting with the Governor
- Plan a menu that is reasonably priced. The Governor and her husband prefer to be served beef, chicken or fish. If none of those are being served, the Governor prefers salad. Beyond this preference, the Governor and First Dude do not have any special dietary needs or food allergies.
- Reserve and **pay for** non-smoking accommodations for the Governor and First Dude. Email or mail a copy of paid receipt to the Governor.
- Determine whether the Governor is driving or coming by air. If by air, arrange for transportation to and from the airport, and during the entire visit.
- Send invitations to all clubs, Past District Officers and active members of the division
- Send Governor's Information Sheet **with a map to the hotel and the meeting place** at least 4-6 weeks before the visit to the Governor
- Verify all arrangements one week prior to Governor's Visit

## Summary

- Make sure it is a fun event
- Keep program brief as possible but do not rush program

# Governor's Visit Information Sheet 2017-2018

Submit the *Governor's Visit Information Sheet* and the *Division Recognition Sheet* at least **one** month prior to any visit to your division to **both** Official Visit Chair Ann Isaacs and Governor Joni Ackerman:

**Ann Isaacs**  
5371 Monalee Way, Sacramento, CA 95819  
E-mail: [annisaacs1@att.net](mailto:annisaacs1@att.net)  
Cell: 916-261-7270 Fax: 916-737-2831

**Joni Ackerman**  
2503 Carnegie Lane, Redondo Beach, CA  
90278  
E-mail: [legal@ackermantrustlaw.com](mailto:legal@ackermantrustlaw.com)  
Work: 310-546-8175 Cell: 310-283-8709

From: Lt. Governor \_\_\_\_\_ Division: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Event:  Governor's Official Visit  New Club Charter  
 Installation  Other

Date of Event: \_\_\_\_\_ City: \_\_\_\_\_

Transportation: Please advise if you will drive or come by air. If you come by air you will be picked up at \_\_\_\_\_ Airport by \_\_\_\_\_  
( ) \_\_\_\_\_ at (time) \_\_\_\_\_.

Housing: A room has been reserved in the name of **Joni Ackerman** and paid for in advance (pre-paid) and a **PAID RECEIPT has been mailed or emailed to Joni!**

Name of Hotel/Motel \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Confirmation # \_\_\_\_\_

A map is enclosed to guide you.

Meeting with Club Presidents: Meeting with club presidents will be held at (time) \_\_\_\_\_  
at (place) \_\_\_\_\_.

Social Hour: Social Hour will be from (time) \_\_\_\_\_ to \_\_\_\_\_  
at (place) \_\_\_\_\_.

Meal and Program: Meal and Program will begin at \_\_\_\_\_ and be held at  
(place) \_\_\_\_\_.

Governor's Speech: Request the following accomplishments by clubs or individuals be recognized in your presentation (see next page).

Presentation of Awards:  DSA  Dunlap  Hixson

**A copy (or draft copy) of the agenda is enclosed.**

**Attire:**  formal  business  business casual  casual

## Information for Governor's Official Visit – Division Recognition

(To be sent to Governor Joni, along with the *Governor's Visit Information Sheet* at least one month prior to any visit in your division)

Lt. Governor \_\_\_\_\_ Division \_\_\_\_\_

1. Who are the senior members and/or leaders of the clubs in your division?

A. \_\_\_\_\_

E. \_\_\_\_\_

B. \_\_\_\_\_

F. \_\_\_\_\_

C. \_\_\_\_\_

G. \_\_\_\_\_

D. \_\_\_\_\_

H. \_\_\_\_\_

2. What are the most significant service projects of the clubs in your division?

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

3. What are the most significant membership events of the clubs in your division?

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

4. Be sure to provide at least one hour for the Governor to meet with your club presidents.

This meeting should be in a room separate from both the meal function and/or social hour. At the president's meeting, the Governor will give a brief report so specific questions can be asked by the club presidents who are present.

5. **Be sure to send the Governor complete information about the official visit - including a clear map showing location of motels/hotels, official program times, names and any special information.**

## Social Media



**Facebook** is a widely used form of social media. Utilize it well for promoting Kiwanis as a whole. An-other useful way to use Facebook effectively is to create a group for the club or division you serve. Every time a post is made, members will receive a notification. Also, creating event pages within the group to can make it easier for members to keep track of their busy schedules is helpful, while still attending Kiwanis functions, such as service projects, fundraisers, and socials.



**Twitter** can be used if the club or division you serve makes an official account. Topics to update on could cover total funds raised, member or officer of the month, upcoming events, or even random Kiwanis facts to keep followers up to date and interested. Make sure to stay active and enthusiastic in all posts to make sure a positive vibe is always maintained!



**Instagram** can be very effectively utilized for positive promotion of Kiwanis in general. If members follow the club or division Instagram account, they will be reminded of upcoming events with every photo posted as they scroll through their feed. This also allows you to get creative with making pretty photos and experimenting with different methods of relaying information to the members you serve.

REMEMBER TO STAY INCLUSIVE AND UTILIZE OTHER FORMS OF PROMOTION ALONG WITH SOCIAL MEDIA

# How to Properly Use Social Media

## When should I use Social Media?

- ❖ Use social media to promote events with all components of the event being confirmed.
- ❖ Provide updates and reminders of upcoming events.
- ❖ Promote Kiwanis and create awareness of the organization in a **respectful manner**
  - *Examples of Social Media: Facebook, Twitter, Instagram, Tumblr*

## When should I avoid using Social Media?

- ❖ Planning out events
- ❖ Discussing professional business (that's what emails and phone calls are for!)
- ❖ Informing others on lengthy topics. Remember to keep **all messages on social media brief**, send an email if the messages cannot be covered thoroughly through social media.

## What content is considered inappropriate?

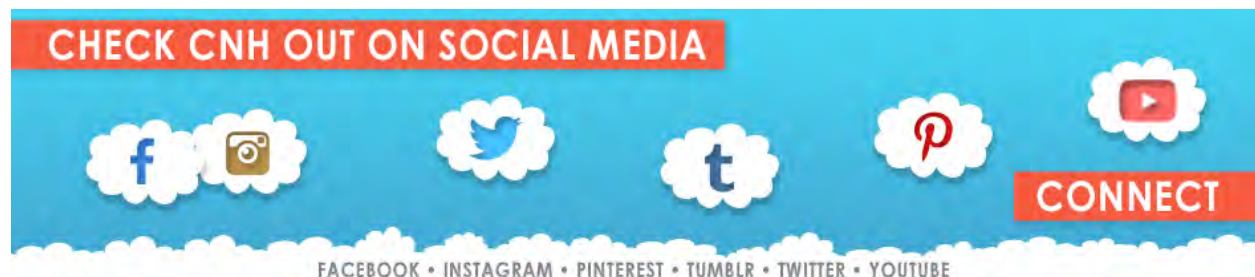
- ❖ Making hurtful comments to or about another person.
- ❖ Posting something to intentionally hurt or embarrass an individual. (Don't post anything without that individual's permission!)
- ❖ Sending anonymous hate messages.
- ❖ Remember, as a Kiwanis leader, these actions are **NOT TOLERATED**.

## How can I be safe?

- ❖ All personal information (such as your address or contact information) should not be open to the public. **Keep all personal settings private!**
- ❖ **DO NOT** engage in any online contact with people you do not know. Only be in contact with people you have met with in a live setting.

## When using Social Media remember to:

- ❖ **Always** be professional and polite.
- ❖ Use a formal tone when promoting or updating events.
- ❖ **Always** respect others and encourage all to do the same.
- ❖ Moderate messages/posts on club or division pages.



# FACEBOOK FOR CLUBS

Use the world's largest social network to connect with club members and your local community. Kiwanis-branded cover photos and profile pictures are available for your use at [kiwanis.org/brand](http://kiwanis.org/brand).

For the Kiwanis member:

- Follow [Kiwaniis International](#) on Facebook
- Connect with your local Kiwanis club members on Facebook
- Talk about your club's impact on your community
  - Check in on Facebook when you're at your club meeting
  - Share photos of Kiwanis activities
  - Invite friends to your club events
  - Like, comment and share updates from the Kiwanis International page and other Kiwanis pages

For the Kiwanis Club:

- Create a Facebook page or group for your club
  - Click [here](#) for a guide to determine if a page or a group is a better fit for your club
- Assign someone in your club to manage the page or group
- Update the page often, but no more than two times per day. Five to seven times a week is a good goal
- Post at various times throughout the day and week to determine best days and times to engage users
- Ideas for status updates:
  - Photos from service projects
  - Meeting information
  - Community news
  - News about youth leadership programs your club sponsors
  - Links to stories on your club's website
  - Updates on fundraising goals or special projects
  - Posts from community or Kiwanis International partners
  - Invitations to club meetings
  - Polls and/or questions for the community
  - Share posts from partners



# INSTAGRAM FOR CLUBS

This photo and video-based social media platform gives your club a great way to connect with the community you serve and gain new supporters.

For the Kiwanis member:

- Favorite [Kiwanis International](#) on Instagram
- Connect with your local Kiwanis club members on Instagram
- Post powerful and engaging photos that tell the story of your club's impact on your community

For the Kiwanis club:

- Create an Instagram profile for your club
- Assign someone in your club to manage the page
- Use hashtags to label your images, making them easier for people to find
- Post at least once a day, using photos of something that has happened previously as needed
- Like or comment on any photos you see that are related to your cause or from a similar organization

# TWITTER FOR CLUBS

It's the mobile social network. You are limited to 140 characters per tweet, but with a basic mobile phone, you can achieve deep levels of interactivity with some of the most influential people in your community.

For the Kiwanis member:

- Tweet as an individual
- Be conversational – have personality
- Follow [Kiwaniis International](#) and other Kiwanis accounts on Twitter
  - You can find a list of other Kiwanis clubs on Twitter by checking Kiwanis' list
- Share links
- Share photos of Kiwanis activities
- Retweet news and content from other Kiwanis Twitter accounts

For the Kiwanis club:

- Establish a club Twitter account
- Assign someone in your club as your club's Twitter manager
- Follow [Kiwaniis International](#) and other Kiwanis accounts on Twitter
  - You can tweet at Kiwanis International to get added to Kiwanis' list
- Follow those who follow you (if you know or are familiar with the person or organization)
- Write tweets that talk about your club and its mission
- Give as much information about your club and its mission as you can
- Share content from your club's website
- Share good news related to your mission
- Share insights that tie your club to current events
- Share content that's not specifically about your club but is still inspiring and useful to your audience
- Retweet your community partners' and Kiwanis International partners' tweets
- Develop a key network of advocates (club members, local leaders, journalists, partners, influential people in your community) to follow
- Tweet photos and links, tell your club's story
- Tweet often, 3 times per day on average: The "lifetime" of a tweet is about 5 minutes

# MEDIA RELATIONS TOOLKIT

To spread the word about Kiwanis and to build buzz in your local market, you need to know where to begin—and with whom. The best way to start is by building a media list. Here's how.

## Building a Media List

- 1. Build your media list the same way you would build your professional network.** Relationships are the best starting point when pitching your story. Think for a minute about who you know. Do you have any contacts on staff at the local newspaper or TV/radio stations? Do you know anyone else who might? If so, those contacts might help you get your foot in the door. And if the media professionals you contact say they aren't the right reporter or editor, they're usually kind enough to refer you to the appropriate person.
- 2. Identify the media outlets that might be interested in your story, and start to make a list.** Think about the following types of media that are in your town or within a radius of about 30 miles. For smaller towns, you might want to opt for a larger radius.
  - Print (magazines and newspapers): What is the biggest newspaper in town? Does your community/neighborhood have a smaller newspaper or a business journal? How about a city or regional magazine that focuses on what people are doing in your community? Try to focus on the biggest media outlets in your club's community, as well as any neighborhood publications close to your club.
  - TV: What are the major TV stations in town? Do they have morning or midday shows that feature interesting events or organizations in your community? Do any TV news anchors specialize in philanthropy or service—and for that reason have a natural interest in your story?
  - Radio: Your club's project or event would make a great interview opportunity for radio morning shows. Think about the most popular radio hosts in your town. Would they be good fits for a philanthropy or service story? What morning shows do you listen to in the morning?
- 3. Once you've identified media outlets, check each outlet's website for contact information.** Many stations list contact information for a newsroom, editor or reporter. Search for email addresses and phone numbers to add to your list.
- 4. Identify the right contacts at each media outlet.** Your contacts will have different titles based on media type:
  - Print (magazines and newspapers): Regional magazine editors, newspaper volunteer section or philanthropy section editors. At smaller newspapers, ask for the name, phone number and email address of the managing editor or special sections editor.
  - TV: News assignment editor, as well as the producers of the station's morning, midday and/or talk shows.

- Radio: News director, producer of the station’s morning and/or talk shows. Be cautious about approaching “shock jock” stations that may not handle your news in a tasteful manner. Usually, news or talk stations are more receptive to pitches because they have more room for stories that are not timely or “breaking” news.
  - Online: If the website is run by one individual, you only have one option. If you are targeting an online news site, look for someone who covers community news. Note: Do not contact the advertising department with a story idea.
5. **If you can’t find a particular reporter’s email address or phone number on the website, start making phone calls.** Ask the receptionist or newsroom contact for the correct person to approach regarding philanthropy or service. Keep records of everyone to whom you talk, and make sure to get the correct spelling of names, email addresses and phone numbers.
6. **Understand how much time (“lead time”) various media outlets need when you distribute press materials to the people on your list.**
- Daily and weekly newspapers, radio stations and television talk shows usually require about one to two weeks’ notice.
  - Magazines usually prefer a few months’ notice, so don’t expect to see coverage right away. Since most city magazines set their own print deadlines, it’s best to simply call and ask how much advance notice they require on a story.
  - Local television and news assignment editors prefer only a week or a few days’ notice.
  - Online sources can post items very quickly, so send the information a few days or a week in advance.

Congratulations on building a great media list! Now it’s time to get your information ready to send to everyone on your list.

## **Pitching a Story**

We appreciate your efforts to raise awareness about your Kiwanis club. Every opportunity to further Kiwanis’ brand awareness and highlight your club will create opportunities to build membership!

Once you’ve created your media list, pitch your event to create public awareness opportunities. Be sure to use the customizable templates!

Using a new club opening as an example, here’s how:

- New club announcement: Write and distribute press release announcing new club.
- Charter ceremony: Write and distribute media advisory.
- First fundraiser: Write and distribute media advisory prior to event. Use the press release to summarize the event’s success.

- First service project: Write and distribute media advisory prior to event. Use the press release to summarize the event's success.
- Membership Drive: Write and distribute media advisory.

Be sure to send out your media materials via email and follow up over the phone with your contacts to encourage them to “spread the word.”

### A step-by-step checklist

1. **Customize the media release or media advisory.** We've provided you with a “shell” of a release that includes details about Kiwanis. Now you just need to fill in the release with your localized information (community facts, what you're doing for an event, your contact information, etc.) and you're ready to go! Remember: The more local the story, the more appealing it will be to the media.
2. **Distribute your customized media release or media advisory to your media list.** Email is probably the best and easiest way to send your information in a timely and cost-effective manner. Do not send the release as an attachment in your email. Copy and paste it into the body of the email. Include photos as an attachment. Use a catchy subject line to make sure it doesn't get lost in their inboxes. Be brief, get to the point and emphasize the local angle—but don't be afraid to be creative.
3. **Make follow-up calls.** After you've distributed your media materials, pitch your story idea to your media contacts. If you email the information, you can begin making your follow-up calls the very next day.
4. **Be efficient.** When making calls to your contacts, remember:
  - Reporters, editors and producers are almost always working against deadlines, so keep your conversations brief and to the point. The best time to reach print reporters is usually before 3 p.m. (unless the newspaper is an afternoon paper). Television reporters and assignment editors are usually available to discuss story ideas between 10 a.m. and 2 p.m.
  - Don't ask, “Did you receive the materials I sent?” Reporters hate this question. Try saying, “I sent you information a few days ago. I'd be happy to tell you more and get you additional details if you're interested.”
  - Be prepared to talk about your story. When you've got your media contacts on the phone, it's a great opportunity to explain more about any events or fundraisers you're hosting.
5. **Think about what the media really want.** Overall, the media love local stories—what's happening to people in their community, how it fits into an overall national trend, what impact it has on other people in town, etc. That's where your story will resonate the most. If you remember three things, remember these three: local, local, local. In addition, different media outlets respond to different key points. For example, television news programs respond to visual scenes, so make sure you send them visuals—such as photos or even videos—to use as well. Radio stations respond best to one-on-one interviews, so mention that you could come in for an in-studio interview or be available for a live phone interview.

Print contacts usually ask for the most detail and for statistics to prove the validity of your story. Print contacts also appreciate visuals.

6. **Realize you might have to re-send the information.** Newsrooms are hectic places, so don't be surprised if your contact mentions he or she has misplaced the news release, or that the materials have been routed elsewhere. Be prepared to send another copy.
7. **Meet deadlines.** While your contacts already have the news release, they may require additional information or want to interview you for a longer story. Always return phone calls and requests for information in a timely manner. Most publications have specific issue dates and deadlines that cannot be extended.
8. **If the media respond, be ready.** Read and review your message points. And remember, media relations is a lot like sales: You may have to talk to many people to close just one deal. But it's worth it—one local story gives thousands of people an opportunity to learn more about your Kiwanis club.

## Capturing Clips

It is important to monitor the news media (television stations, newspapers, etc.) for all coverage of Kiwanis International.

If you secure an interview or media placement, we would appreciate a copy of the result. Send it to [pr@kiwanis.org](mailto:pr@kiwanis.org). This will help us track the success of our work!

### Tips for capturing clips

After your interview, ask the reporter whether he or she knows when the story will air or be printed.

1. Monitor the outlet's website. You can usually search for a specific term within the site to find related articles. It is possible that the story will be published in print or air on TV or radio, but not be posted online. For this reason, it is important to follow up with the reporter to gather as much information as possible about when the story will air or be printed.
2. After you have completed an interview or secured a media placement, please send the following information to [pr@kiwanis.org](mailto:pr@kiwanis.org):
  - o Date
  - o Publication
  - o Reporter
  - o City
  - o Your name
  - o Your local Kiwanis club

## **Media Interview Tips**

If a reporter or editor is interested in a story about Kiwanis, he or she may want to interview you in person or over the phone. Interviews are a perfect opportunity to share your messages with the public, so make sure you're prepared.

### **Before the interview**

1. Get as much information as possible about the interview. Most reporters will share what they hope the article will discuss—and what they hope you will bring to the story.
2. Know your key messages. The better acquainted you are with the messages you want to deliver, the more easily your story will flow. Don't memorize a script, but try to make the words your own. Practice answering questions in a quiet space at home or even in front of a mirror. The more you speak your key messages out loud, the more comfortable you will be when it's time to answer questions.
3. Rehearse with a fellow club member, friend or coworker. This may sound silly, but practice with another person helps you get comfortable using the message points when you're asked questions during the actual interview.

### **During the interview**

1. Pace yourself. If the interview is for a television or radio station, ask whether the interview will be live or taped. Live interviews normally last only two or three minutes, and there is no opportunity for editing. A taped interview might last five or ten minutes, because the reporter will have time to edit the story before it airs.
2. Think of the interview as a conversation. You can even think of the reporter as a potential new friend—but be aware that the reporter's main objective is an interesting story. Don't share anything you don't want to see in print or on television. That said, relax—the reporter isn't an enemy. He or she knows you are a volunteer and promoting your club, and might want to help spread the word.
3. Remember, the media like to tell stories in personal terms. Think about the impact your club has had on your community or share a story of someone who inspired you.
4. Weave key messages into your story. You can make your points most effectively when you can use your personal experiences as examples.
5. Relax and be yourself. You don't need to pretend you have information or expertise that you really don't. If you don't know an answer, just say so.

### **After the interview**

1. Ask the reporter whether there are other facts or information he or she will need to complete the story.
2. Find out when the story will run—or ask for the reporter's estimation.

3. Make mental notes about the interview—how it went and what you will do differently the next time.
4. Reward yourself for a job well done!

### **Additional tips for television interviews**

- Know what you want to communicate, and don't be afraid to repeat yourself. Live by your key messages. Develop three key messages to help you tell your story.
- Short answers are better than long ones. Stop talking when you're done making your point.
- This is not a confrontational interview. Smile while you're talking. You'll sound more enthusiastic. This is particularly important if you are doing a radio interview.
- Don't overlap the interviewer's question. Begin your answer when he or she is finished.
- Speak in complete sentences. Practice your sound bites, the sentences television reporters will use, before the interview.
- Avoid jargon, abbreviations and acronyms (e.g., SLP, ICON, etc.). Speak simply.
- Don't repeat a negative. For example: If you were asked, "Aren't you an alien?" you wouldn't reply, "I'm not an alien." You might say, "Actually, I'm from Cleveland."
- Keep your hands free, open and animated. Gesture as you normally would but avoid large gestures. Avoid touching the area of your jacket or shirt if your microphone is clipped there.
- Plan what to say if asked, "Is there anything else you'd like to say?" You should recap each of your message points as a response.
- Always assume the camera is on.
- Resist the urge to lean into or grab the microphone. Look at the reporter, not the camera.
- Television is an intimate medium. Speak in personal, anecdotal terms. Use analogies to illustrate your point. Don't be afraid to tell your story.
- Body language is important for television. Practice by talking in front of a mirror. Leave your arms at your side if standing. Try not to cross your arms if standing or sitting. People will remember how they felt about you more than they'll remember what you said.
- Mention your contact information and the website where people can go for more information.
- Remember, there is no such thing as "off the record."





**Contact:**

LOCAL PR CHAIRMAN  
Kiwanis Club of NAME  
PHONE NUMBER  
EMAIL ADDRESS

**FOR IMMEDIATE RELEASE**

**Flip for flapjaks  
*or*  
Pancake eating contest pits X vs. Y  
*or*  
Celebrities flip over chance to serve pancakes to kids**

*Kiwanis [CLUB NAME] to serve pancakes [DATE] at [LOCATION]*

**[CITY, STATE (DATE)]** – The Kiwanis Club of [NAME] will fire up the griddles at [LOCATION] for the annual [NAME OF PANCAKE BREAKFAST OR LUNCH] to raise money for local children’s projects. This year [celebrities will serve, flip or taste test pancakes or LIST contest or special guests].

In its [NUMBER]th year, the Kiwanis Club of [NAME] will offer pancakes, bacon, sausage, coffee and juice for [LIST PRICE] \$x.xx from [TIME to TIME on DATE at LOCATION.]

“We know kids need Kiwanis, in our community and around the world,” said [FIRST AND LAST NAME], [LIST KIWANIS TITLE]. “[Insert rest of quote about opportunity to invest in community’s children with funds raised from annual event. List any partners or donors.]”

Key Club members from [SCHOOL] and [SCHOOL] will challenge each other in a pancake eating contest at [TIME OR] Celebrity cooks, including [NAME] and [NAME] (mayor, police chief, TV reporter, Chamber of Commerce official) will flip pancakes at [TIME.]

The fundraiser provides resources for club projects such as [LIST ANY PROJECTS THAT SUPPORT CHILDREN SUCH AS READING, SWIMMING LESSONS, BIKE RODEOS, ETC.] “In an era of municipal and school budget cuts, our club can step in and provide the necessary elements for children to thrive, prosper and grow,” said [NAME.] “Who knew eating pancakes could help so many children.”

The Kiwanis Club of [NAME,] [www.clubwebsite.com](http://www.clubwebsite.com), welcomes new members who want to serve their community. Information about becoming a member is available at [include contact info] or by joining the weekly meeting at [TIME/DATE/PLACE.]

# # #

**About Kiwanis International**

Founded in 1915, Kiwanis International is a global organization of clubs and members dedicated to serving the children of the world. Kiwanis and its family of clubs, including Circle K International for university students, Key Club for high school students, Builders Club for middle school students, K- Kids for elementary school students and Aktion Club for adults living with disabilities, annually dedicate more than 18 million hours and raise more than \$100 million to strengthen communities and serve children. Nearly 670,000 adult and youth members in more than 80 countries and geographic areas comprise the Kiwanis International family. More information: [www.kiwanis.org](http://www.kiwanis.org).

**About Kiwanis [CLUB NAME]**

[INSERT YOUR CLUB BOILERPLATE]



# Kiwanis®

## PROCLAMATION TEMPLATE

Whereas: Kiwanis International is one of the largest service organizations in the world with more than 600,000 members of all ages and abilities in more than 80 nations; and

Whereas: The members of Kiwanis Club of [NAME] are devoted to improving the world, one child and one community at a time by seeking primacy to the human and spiritual rather than the material values of life; and

Whereas: In addition to improving the lives of children [HERE] and in communities around the world, Kiwanis club members promote the development of community leaders, positive role models, intercultural understanding and cooperation, and opportunities for fellowship, personal growth, professional development and community service; and

Whereas: The first Kiwanis club started its service in Detroit, Michigan, USA, in 1915; and the Kiwanis Club of [NAME] was formed on DATE;

Whereas: The service provided by the Kiwanis Club of [NAME] will continue to have a positive impact on our community and citizens; and

Therefore: I, [NAME AND TITLE], do hereby proclaim this [Date AND YEAR], as Kiwanis International day, and hereby call upon all [CITIZENS, OFFICIALS] of [NAME OF COMMUNITY] thereof to render support to the members of this organization and to make themselves aware of Kiwanis International, whose members this day are providing meaningful service to our homes, schools and community.

In witness thereof, I have hereunto set my hand and caused a seal of [NAME] to be affixed, on this, the [DATE] day of [MONTH], [YEAR].

[NAME, TITLE]  
[SIGNATURE]



# Kiwanis®

## Instructions

- Complete the proclamation with the appropriate information (city, county, state etc.).
- Contact the official (mayor, governor, etc.) and ask for an official proclamation from the municipality. Check the websites of the offices of your mayor, governor, legislature, etc., as some offer the opportunity to complete a request online. Complete this form and upload it if that is allowed.
- Be prepared to discuss the mission of Kiwanis International and how it benefits the community; list some community projects your club has completed.
- Once the proclamation is signed, schedule a time for the official to present it to the club - invite the official to a meeting or service project.
- Work with the official's office to issue a news release.
- Personally invite local media to the presentation.
- Modify as needed.

Kiwanis Club of  
Name of club here

# Event Title

**DAY and DATE OF EVENT**

**0:00 a.m. – 00:00 a.m.**

For more information contact:

**Contact Name**

**Phone and email address**



**Kiwanis®**

## E-Mail Etiquette (and some good tips)

Every piece of correspondence you send is a reflection on both you and Kiwanis. You need to be sure your e-mail is as professional as any other business correspondence you would send.

- ✓ Don't use email when a telephone call or personal conversation is needed.
- ✓ Always use a very specific subject line. This helps recipients know your message is legitimate.
- ✓ Never assume your message was read. If it's important, ask for a reply to confirm receipt.
- ✓ Use spell check!
- ✓ DON'T USE ALL CAPS TO TYPE A MESSAGE (it's considered shouting).
- ✓ Do not "Reply to All" unless you **want** your reply to be seen by everyone the sender e-mailed. There is a difference between "Reply" and "Reply to All".
- ✓ Use blind copies "BCC" to email a large number of people. This may help prevent spam and inadvertent replies to all.
- ✓ When forwarding a message, delete e-mail addresses and the headings at the top of the message. This protects identities and makes your message more readable.
- ✓ Never put e-mail addresses for Service Leadership Programs (SLP) members who are minors (or any contact information) on a website. Use an alias address if you want contact information on a website (i.e. [KeyClubLtgDiv99@divison99.org](mailto:KeyClubLtgDiv99@divison99.org)) Also, pictures of minors may only be posted with parental consent.
- ✓ Always use anti-virus and anti-malware software. Keep it up to date with an automatic update feature. This is very inexpensive protection.
- ✓ Use the signature feature of your email program to add your contact information and a Kiwanis logo. (If you don't know how to do this, ask a Key Club member!)
- ✓ Use a disclaimer similar to the one used by the District officers below:

*The information contained in this electronic mail message is confidential information intended only for the use of the individual(s) or entity named above, and may be privileged. If the reader of this message is not the intended recipient or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone (909) 989-1500 and delete the original message. Thank you.*

# Teleconference Etiquette

## Planning the call

1. Make a list of key attendees and check their availability on the date and time planned. Obviously, the more notice you can provide to all participants, the more likely they are to be able to participate.
2. Check with the service provider you choose if they require a reservation and if so, how much notice do they need. Make sure the date and time you want is available.
3. Contact all participants and give them the date and time of the teleconference. Email is an excellent option.
4. Provide participants with the telephone number and access code for the call if you use a dial-in option. Be sure to also provide participants with alternate contact information (such as your cell phone) in the event any of your callers experience problems.
5. Create an agenda for your teleconference to ensure you cover all the important topics, and to help the meeting run smoothly and on time. An agenda also keeps participants focused on the subject at hand.
6. Send out the agenda, handouts and supplementary material early so participants have time to read them and prepare for the meeting.

## During the Call

1. Begin at the scheduled time; stress the importance of being on time to other participants. Don't wait for latecomers, but instead, acknowledge and be sensitive to those who were on time. Others will quickly realize that starting on time really means starting on time. Chances are they will only be late once.
2. Take a roll call at the beginning of the conference so everyone knows who is involved and listening. If participants don't know each other, briefly introduce them or have them introduce themselves.
3. Outline the objectives and the agenda of the meeting. If the agenda needs to be modified, do so at the beginning of the meeting to allow time for discussion of all items.
4. Give participants the basic rules and guidelines for the call. Ask them to observe speaking time limits and instruct them to pause occasionally so that others have a chance to respond.
5. Keep an eye on the clock to ensure you are allowing adequate time for your agenda items.
6. Keep track of who is contributing to the discussion and who is not. Quiet participants may need some coaxing. Engage them by asking a question or ask for their opinion on the subject being discussed.

## Teleconference Etiquette - page 2

7. Try to keep your meeting to no more than 60 minutes. If a longer meeting is required, schedule a 5-10 minute break every 60-90 minutes so people can refresh themselves – go to the restroom or grab a cup of coffee.
8. Before ending the meeting, go around the virtual room and address each person by name asking for any questions or comments they have as a result of the discussion. You might even ask them what the most important point they heard was.
9. End the teleconference on time. Briefly review what was discussed, clarify any action participants need to take, and finally instruct them to hang up.

### Basic Teleconference Etiquette

1. Choose a location where there is little background noise. Let your co-workers know you cannot be interrupted.
2. Use the mute button on your phone when you are not speaking, but, remember to un-mute yourself when you do want to talk.
3. Avoid cellular and cordless phones because of annoying static, and speakerphones as they pick up background noise and sound like you're speaking in a tunnel. Also, some speakerphones don't allow you to speak and hear at the same time, effectively "clipping off" parts of the conversation.
4. Turn off your call waiting. The beep as someone tries to reach you on another line is heard by everyone on the teleconference.
5. Address people by name when you speak to them. If you simply ask a question or make a remark without indicating to whom you are speaking, it's very difficult for other participants to determine who is being addressed.
6. Ask all participants to identify themselves before speaking.
7. Avoid putting your phone on hold during a teleconference. Doing so will force the participants left on the call to listen to the music your telephone system plays, adding an unnecessary diversion. Use your mute feature as an alternative.
8. Take detailed notes on the topics discussed, or assign this role to another person on the call.
9. Encourage participants to offer feedback on the teleconference.
10. Check if your teleconference service provider offers the opportunity to record the meeting to allow participants, or those who unable to attend, to listen to the meeting at their leisure.

## KiwanisOne Website (Kiwanis Connect/ PortaBuzz)

<http://reporting.kiwanisone.org>

Enter this site using the email address on file with Kiwanis International and the password you've created.

Kiwanis KEY CLUBS CKI ACTION CLUB K-Kids

### Kiwanis Connect

Email

Password

Remember me [Forgot Password?](#)

**LOGIN**

---

**First time logging in?**  
You'll need to set your login credentials by registering your email address and password. [Click here to get started.](#)

**Login not working?**  
If your current or previous KiwanisOne credentials will not work, re-register to reset your login for the new system. This is a one-time adjustment.  
Still not working? [Get help.](#)



# Kiwanis

California-Nevada-Hawaii District

[www.cnhkiwanis.org](http://www.cnhkiwanis.org)

## **Cal-Nev-Ha Kiwanis District Office (K02)**

8360 Red Oak Street, Suite 201, Rancho Cucamonga, CA 91730

Tel: 909-989-1500 • Fax: 909-989-7779

Cal-Nev-Ha District Website: <http://www.cnhkiwanis.org/>

Lt. Governor Training Conference Box.net resources:  
<https://cnhkiwanis.box.com/v/1718ltgovtrainingresources>

Lt. Governor Reports E-mail: [reports@cnhkiwanis.org](mailto:reports@cnhkiwanis.org)

Kiwanis Awards E-mail: [awards@cnhkiwanis.org](mailto:awards@cnhkiwanis.org)

## **Kiwanis Cal-Nev-Ha Foundation**

8360 Red Oak Street, Suite 201, Rancho Cucamonga, CA 91730

Foundation E-mail: [foundation@cnhkiwanis.org](mailto:foundation@cnhkiwanis.org)

Foundation Website: <http://www.cnhfoundation.org/>

## **Kiwanis International Office**

3636 Woodview Trace, Indianapolis, IN 46268-3196

Telephone Number: 317-875-8755

Toll Free: 800-KIWANIS

Fax Number: 317-879-0204

Member Services: 800-KIWANIS x411

Insurance support (Hylant): 800-678-0361 or [kiwaniscert@hylant.com](mailto:kiwaniscert@hylant.com)  
<http://www.kiwanis.org/clubs/member-resources/training/risk-management>

Email: [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org)

KiwanisOne support Email: [kiwanisone@kiwanis.org](mailto:kiwanisone@kiwanis.org)

Website: <http://www.kiwanis.org/>

Monthly Report site: <https://reporting.kiwanisone.org/>

Kiwanis International Foundation <http://www.kiwanis.org/foundation>

# California-Nevada-Hawaii Kiwanis District Office Staff



**Mark W. McDonald (Jane)** (San Diego)  
District Secretary/Executive Director  
909-989-1500 - Ext. 103 or direct 909-736-1703  
E-mail: mark@cnhkiwanis.org

*Responsibilities:*

Corporate Secretary for the Cal-Nev-Ha District  
Executive in charge of the District Office  
Chief Executive of Service Leadership Programs and  
District Convention/ Conference Planning



**Christy Martinez** (Rancho Cucamonga)  
Manager of Finance  
909-989-1500 - Ext. 101 or direct 909-736-1701  
E-mail: christy@cnhkiwanis.org

*Responsibilities:*

Accounting for Kiwanis, SLP & Foundation



**Trina Krider** (Spring Valley)  
Conventions, Conferences & Communications Coordinator  
909-989-1500 - Ext. 122 or direct 909-736-1702  
E-mail: trina@cnhkiwanis.org

*Responsibilities:*

District Directory and Website  
District Mailings & Correspondence  
District Convention & Mid-Year Conferences  
Mailing List Changes



**Tricia Crawford (Jim)** (Rancho Cucamonga)  
Bookkeeper  
909-989-1500 - Ext. 106 or direct 909-736-1706  
E-mail: tricia@cnhkiwanis.org

*Responsibilities:*

Processing of Cash Receipts/Disbursements  
Aloha Wear

**Governor's Team Attire**

District Convention & Mid-Year Conference Registration Management

# California-Nevada-Hawaii Kiwanis District Office Staff – page 2

## Service Leadership Programs (SLP)



**Bruce Hennings (Sharon)** (San Leandro)

Director, Service Leadership Programs

909-989-1500 - Ext. 105 or direct 909-736-1705 • **Fax:** 510-550-2811

E-mail: [bruce@cnhkiwanis.org](mailto:bruce@cnhkiwanis.org)

*Responsibilities:*

SLP Conferences, Conventions & Board Meetings

SLP Scholarships Applications & Recipients

SLP New Club Building Information

## Kiwanis Cal-Nev-Ha Foundation



**Jennifer Chaves (Sergio)** (San Leandro)

Executive Director

909-989-1500, Ext. 126 or direct 909-736-1708

E-mail: [jennifer@cnhkiwanis.org](mailto:jennifer@cnhkiwanis.org)

*Responsibilities:*

Foundation Conference & Event Planning

Foundation Communication

Fund Development & Planned Giving



**Pete Horton (Dianne)** (Spring Valley)

Secretary/Treasurer

909-989-1500, Ext. 104 or direct 909-736-1704

E-mail: [pete@cnhkiwanis.org](mailto:pete@cnhkiwanis.org)

*Responsibilities:*

Foundation Minutes & Bylaws

Foundation Accounting & Budgets

Cal-Nev-Ha Investors

Kiwanis Professional Center



**Kristin Volk**

Administrative Assistant and Pediatric Trauma Program Coordinator

909-989-1500 - Ext. 116 or direct 909-736-1707

E-mail: [kristin@cnhkiwanis.org](mailto:kristin@cnhkiwanis.org)

*Responsibilities:*

Foundation Gifting Programs

Foundation Grant Programs

Foundation Donor Records

Pediatric Trauma Program (PTP) Liaison  
with Partner Hospitals

# California-Nevada-Hawaii Kiwanis District Office Staff – page 3

<u>Topic</u>	<u>Staff Contact</u>	<u>Topic</u>	<u>Staff Contact</u>
Advertising/Sales/Sponsorships	Mark McDonald	Formula	Mark McDonald
Aktion Club	Bruce Hennings	Foundation Accelerate Initiative	Pete Horton
Audit Information	Mark McDonald	Foundation Board	Jennifer Chaves
Awards – District	Trina Krider	Foundation Grants	Kristin Volk
Awards – Foundation	Kristin Volk	Hope of America Award	Kristin Volk
Billing/Payments	Tricia Crawford	<b>Key Club/KIWANIS</b>	Bruce Hennings
BUG (Bring Up Grades)	Bruce Hennings	Key Leader	Bruce Hennings
Builders Club	Bruce Hennings	KiwanisOne Database	Trina Krider
Building Donations	Kristin Volk	K-Kids	Bruce Hennings
Building Facilities & Use	Pete Horton	Lt. Governors	Mark McDonald
Bylaws/Policy – District	Mark McDonald	Media/Public Relations	Mark McDonald/ Trina Krider
Bylaws/Policy – Foundation	Jennifer Chaves	Member Resources	Trina Krider
Cal-Nev-Ha Investors	Pete Horton	Membership	Mark McDonald
Calendar (District Master)	Trina Krider	Memorial Tributes (Foundation)	Kristin Volk
Circle K	Bruce Hennings	Mid-Year Conferences Planning	Mark McDonald/ Trina Krider
Club Members	Trina Krider	Mid-Year Conference Questions	Trina Krider
Club Leaders	Mark McDonald	Pediatric Trauma Program	Kristin Volk
Club Leadership Education	Mark McDonald	Partner Hospitals	Kristin Volk
CNH Magazine	Mark McDonald/ Trina Krider	Main Switchboard	Varies (Dial 0)
Convention Registration Assistance	Trina Krider	Rallies/SLP	Bruce Hennings
Convention Registration Management	Tricia Crawford	Report Processing (Club/Board/Lt. Gov.)	Tricia Crawford
District Convention Planning	Mark McDonald/ Trina Krider	Rose Float	Mark McDonald
District Directory	Trina Krider	Scholarships	Bruce Hennings
District Officers	Mark McDonald	Sponsorships	Mark McDonald
District Store	Christy Martinez	Tablet of Honor	Kristin Volk
Distinguished Service Awards	Kristin Volk	Terrific Kids	Bruce Hennings
Donations – General	Kristin Volk	<b>Trustees/Governor's Cabinet</b>	Mark McDonald
Dunlap Awards	Kristin Volk	Vendor Relations	Christy Martinez
Electronic News	Trina Krider	Website - District	Trina Krider
Endowment	Pete Horton	Website - Foundation	Jennifer Chaves
First Dude's Project	Kristin Volk		

# Achieving Club Excellence—the home edition

Working together, a group of committed Kiwanians can do anything. Is your club working together? ACE tools can get you there! Each tool includes exercises designed to create dialogue, gain perspective and lead you to ask insightful questions that will help your club remain relevant, impactful and strong. Find the tools you need based on this list of common concerns.

CONCERNS	TOOLS THAT CAN HELP
Your club is unsure of its purpose in community.	<a href="#">Creating the purpose</a> <a href="#">Developing community partnerships</a>
Members of your club seem disinterested or dissatisfied.	<a href="#">Measuring member satisfaction</a> <a href="#">Analyzing your impact</a> <a href="#">Celebrating success</a>
Your club is losing members.	<a href="#">Measuring member satisfaction</a> <a href="#">Hosting an open house</a>
Your club wants to become more visible in the community.	<a href="#">Developing community partnerships</a> <a href="#">Rediscovering your community</a> <a href="#">Analyzing your impact</a>
Your club’s signature service project is losing member interest.	<a href="#">Rediscovering your community</a> <a href="#">Measuring member satisfaction</a> <a href="#">Analyzing your impact</a>
Your club’s annual fundraiser is netting less than it used to.	<a href="#">Analyzing your impact</a>
Your club has ideas but needs direction or goals.	<a href="#">Planning for club excellence</a> <a href="#">Rediscovering your community</a> <a href="#">Club scorecard</a> <a href="#">Analyzing your impact</a>
Your club needs ideas about how and how often to recognize individual and club accomplishments.	<a href="#">Celebrating success</a>
Your club wants to increase its capacity to serve the community by adding more members.	<a href="#">Hosting an open house</a>

Find this page on the KI website with hot links to the documents at...<http://www.kiwanis.org/theformula/strengthen-your-club/achieving-club-excellence/achieving-club-excellence-the-home-edition#.VakzJ6RVhBc>

# THE FORMULA

LOVE IT. SHARE IT. LIVE IT.

**LOVE IT** addresses the fact that Kiwanians have unique reasons why they became and remain members.

It asks members to draw from what they love about Kiwanis to talk about Kiwanis with others. The “Love it” concept also applies to clubs that need resources to address challenges and opportunities to ensure the club experience is the best possible—to ensure they can, indeed, love their club. This is a win for members and for the communities the club serves. The Formula picks up its “Love it” component from the early “I Love My Club” campaign, which will be continued throughout the initiative.

**SHARE IT** is what happens when members love their clubs. It’s human nature to tell others about great experiences we’ve had with products, services—even Kiwanis.

The “Share it” component of The Formula encourages members to spread the word about their clubs. This applies to word-of-mouth communications, including person-to-person invitations to club meetings, social events, fundraisers and service projects. It also applies to external tools and campaigns that help clubs strengthen membership—and it applies to opportunities and resources for opening clubs in communities that don’t yet benefit from Kiwanis.

**LIVE IT** is what happens when Kiwanis members love their Kiwanis experience and, by sharing it with others, strengthen their clubs and, subsequently, increase opportunities for incredible community service.

The “Live it” component of The Formula includes everything from proudly wearing a Kiwanis pin or logo to engaging in club activities—especially community service.

**LT. GOVERNOR BUDGET FOR FY 2017-2018  
CAL-NEV-HA DISTRICT OF KIWANIS**

**Date: 5-15-17**

**Date: 5-15-17**

Division	TOTAL BUDGETED ALLOWANCE	OFFICIAL CLUB & BOARD VISITS				MID YEAR CONFERENCE				DISTRICT CONVENTION				INTERNATIONAL CONVENTION		OFFICE ALLOWANCE	DCON AIRFARE BUDGET (KONA)	
		One Way Miles	Amount At 0.52	Nights	Hotel \$ 75.00	One Way Miles	Amount At \$0.520	Nights	Hotel \$ 75.00	One Way Miles	Amount At \$0.520	Nights	Hotel \$ 75.00	Nights	Hotel \$ 75.00	Per Division \$10.00 Per Club	Preferred Airport	Airfare Budgeted
1																		
2	\$1,974.28	79	\$164.32	0	\$0.00	399	\$414.96	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$70.00	SFO	\$800.00
3	\$635.00		\$0.00	0	\$0.00		\$0.00	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$110.00		\$0.00
4	\$625.00		\$0.00	0	\$0.00		\$0.00	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$100.00		\$0.00
5	\$3,135.64	663	\$1,379.04	0	\$0.00	290	\$301.60	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$130.00	SFO	\$800.00
6																\$0.00		
7	\$2,627.88	333	\$692.64	0	\$0.00	481	\$500.24	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$110.00	SMF	\$800.00
8	\$635.00		\$0.00	0	\$0.00		\$0.00	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$110.00		\$0.00
9																\$0.00		
10	\$1,551.88	51	\$106.08	0	\$0.00	20	\$20.80	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$100.00	ONT	\$800.00
11	\$1,786.31	106.4	\$221.31	0	\$0.00	125	\$130.00	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$110.00	SAN	\$800.00
12	\$2,083.82	108.2	\$225.06	0	\$0.00	369	\$383.76	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$150.00	SJC	\$800.00
13	\$1,699.56	115	\$239.20	0	\$0.00	34	\$35.36	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$100.00	ONT	\$800.00
14	\$2,048.92	98	\$203.84	0	\$0.00	452	\$470.08	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$50.00	SMF	\$800.00
15	\$1,933.00	218	\$453.44	0	\$0.00	14	\$14.56	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$140.00	ONT	\$800.00
16	\$1,806.18	148.9	\$309.71	0	\$0.00	59.1	\$61.46	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$110.00	BUR	\$800.00
17																		
18	\$2,499.88	366	\$761.28	0	\$0.00	215	\$223.60	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$190.00	FAT	\$800.00
19	\$665.00		\$0.00	0	\$0.00		\$0.00	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$140.00		\$0.00
20	\$615.00		\$0.00	0	\$0.00		\$0.00	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$90.00		\$0.00
21	\$635.00		\$0.00	0	\$0.00		\$0.00	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$110.00		\$0.00
22	\$5,799.40	N/A	\$4,000.00	0	\$0.00		\$900.00	2	\$150.00	110	\$114.40	3	\$225.00	4	\$300.00	\$110.00	N/A	\$0.00
23	\$2,645.08	304	\$632.32	2	\$150.00	469	\$487.76	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$50.00	RNO	\$800.00
24	\$1,819.72	90	\$187.20	0	\$0.00	238	\$247.52	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$60.00	LAX	\$800.00
25																		
26	\$2,177.72	186.5	\$387.92	0	\$0.00	370	\$384.80	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$80.00	SFO	\$800.00
27	\$585.00		\$0.00	0	\$0.00		\$0.00	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$60.00		\$0.00
28	\$2,793.52	515	\$1,071.20	1	\$75.00	233	\$242.32	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$80.00	LAS	\$800.00
29	\$1,926.68	144	\$299.52	0	\$0.00	204	\$212.16	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$90.00	LAX	\$800.00
30	\$1,728.68	127	\$264.16	0	\$0.00	38	\$39.52	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$100.00	LAX	\$800.00
31	\$2,239.80	304.5	\$633.36	0	\$0.00	136	\$141.44	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$140.00	SAN	\$800.00
32	\$2,594.44	308	\$640.64	0	\$0.00	470	\$488.80	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$140.00	SFO	\$800.00
33	\$625.00		\$0.00	0	\$0.00		\$0.00	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$100.00		\$0.00
34	\$2,199.24	160	\$332.80	0	\$0.00	386	\$401.44	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$140.00	SFO	\$800.00
35	\$1,751.16	145	\$301.60	0	\$0.00	14	\$14.56	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$110.00	LAX	\$800.00
36	\$1,822.55	156.4	\$325.31	0	\$0.00	31	\$32.24	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$140.00	ONT	\$800.00
37	\$2,202.44	284	\$590.72	0	\$0.00	93	\$96.72	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$190.00	SAN	\$800.00
38	\$2,262.84	371	\$771.68	0	\$0.00	54	\$56.16	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$110.00	ONT	\$800.00
39	\$2,589.96	302	\$628.16	0	\$0.00	545	\$566.80	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$70.00	SMF	\$800.00
40																		
41	\$605.00		\$0.00	0	\$0.00		\$0.00	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$80.00		\$0.00
42	\$645.00		\$0.00	0	\$0.00		\$0.00	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$120.00		\$0.00
43	\$625.00		\$0.00	0	\$0.00		\$0.00	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$100.00		\$0.00
44	\$2,505.40	282	\$586.56	0	\$0.00	446	\$463.84	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$130.00	SAC	\$800.00
45	\$2,287.96	214	\$445.12	0	\$0.00	421	\$437.84	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$80.00	RNO	\$800.00
46	\$3,022.12	527	\$1,096.16	2	\$150.00	299	\$310.96	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$140.00	SFO	\$800.00
47	\$3,488.20	855	\$1,778.40	2	\$150.00	120	\$124.80	1	\$75.00		\$0.00	3	\$225.00	3	\$225.00	\$110.00	ONT	\$800.00
Totals	\$77,899.26	7562	\$19,728.75	7	\$525.00	7025	\$8,206.10	42	\$3,150.00	110	\$114.40	123	\$9,225.00	124	\$9,300.00	\$4,450.00		\$23,200.00

# Kiwanis

California-Nevada-Hawaii District

www.cnhkiwanis.org

EXPENSE REPORT & REQUEST FOR REIMBURSEMENT SUBMITTED TO TREASURER  
FOR LIEUTENANT GOVERNORS

**\*\*Expenses must be claimed no later than 90 days  
of date occurred and before listed deadline\*\***

California-Nevada-Hawaii District  
of KIWANIS INTERNATIONAL

Name: \_\_\_\_\_ Division No. \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Current date: \_\_\_\_\_ Period Covered: \_\_\_\_\_ to \_\_\_\_\_

**OFFICIAL CLUB VISITS: FINAL DEADLINE FOR SUBMISSION JUNE 15TH**

Auto mileage within Division: \_\_\_\_\_ miles @ \$ 0.520 \$ -  
(Detail or mileage worksheet must be attached for approval)

**OFFICIAL BOARD VISITS: FINAL DEADLINE FOR SUBMISSION AUGUST 31st**

Auto mileage within Division: \_\_\_\_\_ miles @ \$ 0.520 \$ -  
(Detail or mileage worksheet must be attached for approval)

Overnight Lodging within Division: \_\_\_\_\_ nights @ \$ 75.00 /night \$ -  
(May not exceed current year Hotel rate of \$75.00)

**MID-YEAR CONFERENCE: SUBMIT FOR REIMBURSEMENT NO LATER THAN 90 DAYS AFTER EVENT  
(may not exceed budget amounts)**

Auto mileage: \_\_\_\_\_ miles @ \$ 0.520 \$ -

Other Transportation: \_\_\_\_\_

Mid-Year Conference Hotel: \_\_\_\_\_ nights @ \$ 75.00 /night \$ -  
(May not exceed current year Hotel rate of \$75.00)

**DISTRICT CONVENTION: FINAL SUBMISSION DEADLINE SEPT 30TH  
(may not exceed budget amounts)**

Auto mileage: \_\_\_\_\_ miles @ \$ 0.520 \$ -

Other Transportation: \_\_\_\_\_

District Convention Hotel: \_\_\_\_\_ nights @ \$ 75.00 /night \$ -  
(May not exceed current year Hotel rate of \$75.00)

**OFFICE EXPENSE: (may not exceed budget amounts)**

Description of expense: \_\_\_\_\_

**INTERNATIONAL CONVENTION Hotel: FINAL SUBMISSION DEADLINE SEPT 30TH  
(may not exceed budget amounts)**

Int'l Convention Hotel: \_\_\_\_\_ nights @ \$ 75.00 /night \$ -  
(May not exceed current year Hotel rate of \$75.00)

**TOTAL FROM DISTRICT'S LT. GOVERNOR BUDGET** \$ -

**INTERNATIONAL CONVENTION TRAVEL: FINAL SUBMISSION DEADLINE SEPT 30TH  
(may not exceed budget amounts)**

Auto mileage: \_\_\_\_\_ miles @ \$ 0.520 \$ -

Airfare/Transportation \_\_\_\_\_ (per current year policy)

**TOTAL INTERNATIONAL CONVENTION TRAVEL** \$ -

**TOTAL DEMAND FOR THIS EXPENSE VOUCHER** \$ -

*I certify the expenses on this voucher are actual and the receipts attached are accurate.*

Signature  X  \_\_\_\_\_

Mail reimbursement to: \_\_\_\_\_

(Street Address)

(City)

(State)

(Zip + 4)

**-RECEIPTS MUST BE ATTACHED FOR APPROVAL-**

Account # \_\_\_\_\_

**Please note: Mail this form with copies of all receipts attached to the District Treasurer - Robert Davis, CPA  
Davis & Deal, Certified Public Accountants  
211 S. Glendora Ave., Suite A, Glendora, CA 91741  
P: (626) 963-0297 Email) robert.davis@davisdealcpa.com**



**Cal-Nev-Ha District of Kiwanis International  
Mileage Supporting Statement**

Office:

	Date	Destination/Club	Purpose	Mileage Beginning	Mileage Ending	Total Mileage
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Total Mileage Claimed On This Voucher:"

## Lieutenant Governor's Report on Club Training and Contact Visits

(Report to be completed and filed by December 1)

Please answer the following for each club									
<b>California-Nevada-Hawaii District of Kiwanis International</b>									
<i>District</i>									
<i>Division</i> <i>Date Submitted</i>									
<i>Lieutenant Governor's Signature</i>									
Key #	Club Name	Date of completed Contact Visit (month/day)	Club Leadership Education (CLE) training session attended by president? ( Yes / No )	Club Leadership Education (CLE) training session attended by secretary? ( Yes / No )	Training provided to club officers, directors and committee chairs. ( Yes / No )	All club budgets approved for upcoming Kiwanis year ( Yes / No )	Community analysis completed ( Yes / No )	Club analysis completed by club ( Yes / No )	Sponsors SLP clubs: K-Kids, Builders, KIWIN'S, Key Club, Circle K or Action ( Yes / No )

**REMARKS AND OBSERVATIONS:** Report here any information of special value to the Lieutenant Governor-designate.

# Kiwanis

California-Nevada-Hawaii District

www.cnhkiwanis.org

## Lieutenant Governor's Report of Official Club Visits

(Report to be completed and filed by March 15. Expense Report to be completed and filed by June 15.)

Please answer the following for each club

Cal-Nev-Ha District of Kiwanis International <i>District</i>		Please answer the following for each club												
Division _____ Date Submitted _____ Lieutenant Governor's Signature _____		Date of Official Club Visit (month/day)	Membership goal for the year	Does the club have a meaningful new member induction ceremony? ( Yes / No )	Does the club have a new member orientation program? ( Yes / No )	How do you rate the community service activities of this club? ( Good / Fair / Poor )	How do you rate the meeting place? ( Good / Fair / Poor )	How do you rate the conduct of the meeting? ( Good / Fair / Poor )	How do you rate the Kiwanis fellowship? ( Good / Fair / Poor )	Do members seem to enjoy attending their club meetings? ( Yes / No )	How do you rate the quality of their meeting programs? ( Good / Fair / Poor )	How do you rate the club's participation with Inter-Clubbing? ( Good / Fair / Poor )	Does this club have an active relationship with Kiwanis SLP clubs? ( Yes / No )	What is your overall rating of this Kiwanis Club? ( Good / Fair / Poor )
Key #	Club Name													

REMARKS AND OBSERVATIONS: Report here any information which needs further attention of the division or district.

# Kiwanis

California-Nevada-Hawaii District

[www.cnhkiwanis.org](http://www.cnhkiwanis.org)

## Lieutenant Governor's Report of Official Board Visits

(Report to be completed and filed by May 31. Expense Report to be completed and filed by August 31.)

Please answer the following for each club

<b>Cal-Nev-Ha District of Kiwanis International</b>
<i>District</i>
<i>Division</i>
<i>Date Submitted</i>
<i>Lieutenant Governor's Signature</i>

Key #	Club Name	Date of board meeting visit (Month / Day)	President's Leadership ( Satisfactory / Unsatisfactory )	Secretary's records and knowledge of duties ( Satisfactory / Unsatisfactory )	Club finances and budget ( Satisfactory / Unsatisfactory )	Membership Development plans ( Satisfactory / Unsatisfactory )	Committee organization and functioning ( Satisfactory / Unsatisfactory )	Are bylaws up to date? ( Yes / No )	Is there an annual audit of club's books? ( Yes / No )	Is the club incorporated? ( Yes / No )	Does the board review all reports? ( Yes / No )	Does the club have a charitable foundation? ( Yes / No )	Frequency of club publication / bulletin ( Weekly / Bimonthly / Monthly / None )	How do you rate the service activities of this club? ( Good / Fair / Poor )

**REMARKS AND OBSERVATIONS:** Report here any information which needs the attention of the division or district.

# LTG Countdown to October 1<sup>st</sup> Checklist!

Each of these items should be completed prior to the Cal-Nev-Ha Kiwanis District Convention in August; but no later than October 1st.

- Start your LTG Calendar, June 1, 2017 to October 1, 2018.
- Complete all contact visits with incoming presidents and secretaries.
- Calendar Club Leadership Education (CLE) training date and encourage all club presidents/secretaries to attend the CLE training.
- Prepare agenda for your session at the CLE training. This should include your vision and your goals for the Division.
- Prepare division budget and review with division leaders at the CLE training.
- Develop a public division calendar and provide access for all Kiwanis Members.
- Develop a team of leaders for your Division.
  - o Club Presidents
  - o Division Committee Chairs
  - o Membership Team – including membership chair, club counselor/coach and club opener
- Create and communicate your vision to your team via Facebook or Website.
- Host a social event for the presidents-designate and division committee chairs.
- Meet with the Lt. Governors of the Service Leadership Programs (SLP); review with them the SLP clubs sponsored in your division and assist them with finance and transportation needs for their year.
- Promote the Kiwanis International Convention in Las Vegas and the District Convention in Kona, Hawaii.
- Review all materials received from Kiwanis International and review the Lt. Governor Training Reference material at box.net and your notes from the Lt. Governor Training Conference.
- HAVE FUN!!!**



# Carmichael

*Koobs Nature Park*

Last year, the **Kiwanis Club of Carmichael** set out to increase the use of Carmichael, California's best-kept secret, the Koobs Nature Area. Through community awareness and collaboration with other organizations, the Carmichael club was able to utilize a **Club grant** from the Foundation to increase access to the Koobs Nature Area to children and their families who now get the opportunity to hike, visit the butterfly gardens and experience the bird sanctuary.



## Marina & Edison KIWIN'S

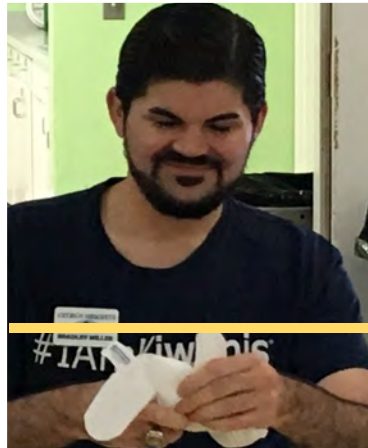
*Blankets for Children's Hospital Patients*

Last fall, 20 students from the **Marina and Edison KIWIN'S clubs** in Orange County, California, worked together to make fleece blankets for long-term hospital patients at the **Children's Hospital of Orange County**. With the help of a **Pediatric Trauma Program (PTP) grant** from the Foundation, the students were able to provide blankets to 24 children in need.

# Greater Yucca Valley

## Safety Fair & Bike Rodeo

In conjunction with the California Welcome Center, California Highway Patrol, High Desert Boys & Girls Club, and the Morongo Basin Health System, the **Kiwanis Club of Greater Yucca Valley** held their first Safety Fair and Bike Rodeo. The **PTP grant** monies provided by the Foundation assisted in the purchase of 80 bike helmets for children grades 1-8 who enjoyed a full day of learning and fun.



# Laguna-Elk Grove

## Pediatric Trauma Dolls

This winter the **Kiwanis Club of Laguna-Elk Grove** hosted its first doll-stuffing party. With the help of a **PTP grant**, and the tireless efforts of nearly 50 Kiwanians, Key Clubbers, Builders Club members and community members, 230 pediatric trauma dolls were sewn, stuffed and delivered to the Kaiser Hospital in South Sacramento.



# Kiwaniis

Cal-Nev-Ha Foundation

*Building a Better Future for Our Children*



## An Overview of the Kiwanis Cal-Nev-Ha Foundation

It is only with your support that the Kiwanis Cal-Nev-Ha Foundation can continue to build a better future for our children. Look what you made possible during 2015-2016:

### Injury Prevention

... \$204,700 to reduce the number of children killed or injured by unintentional injuries in our District.



### Kiwanis Club Grants

... \$39,300 in grants to our Kiwanis clubs enabling our Kiwanis family to meet the needs of children in our shared communities.



### Partner Hospital Grants

... \$93,500 in grants to our partner hospitals making it possible for our partners to train pediatric doctors and nurses, to purchase much-needed pediatric medical equipment and to create or expand community outreach programs.



### Scholarships and Leadership Training

... \$124,100 in scholarships to members of Key Club, KIWIN'S and Circle K and \$75,600 to support the training of our young leaders in Key Club, KIWIN'S and Circle K.



The Kiwanis Cal-Nev-Ha Foundation is a non-profit corporation governed by the provisions of the State of California. It is classified as a 501(c)(3) Corporation under the provisions of the Internal Revenue Code. This permits the Foundation to receive tax-deductible contributions. The Board of Directors consists of 23 members who meet a minimum of 3 times per year to conduct its business. A candidate for membership on the Board must be a Cal-Nev-Ha Kiwanis member in good standing. After a thorough interview process, selection is made by the Foundation Board of Directors and confirmed by the Kiwanis District Board of Trustees.

In recent years, the Endowment (or permanently restricted fund) has experienced significant growth. In 1992, the endowment was valued at \$493,000.00. Currently, it is valued at nearly \$1,800,000.00. This growth is due in large part to increased club participation, donors to the William A. Dunlap Fellowship and the very generous donation of Les McElwain, past member of the Kiwanis Club of Oakland. These funds are administered by a registered investment firm and are reviewed at each meeting of the Board.





# Kiwaniis

Cal-Nev-Ha Foundation

Building a Better Future for Our Children

## Pediatric Trauma Program . . .

## . . . Our Major Focus



### Did you know?

- Unintentional injury is the #1 killer of children age 14 and under in the U.S.
- Each year in the U.S., 8,000 families lose a child because of a preventable injury
- 90% of these unintentional injuries can be prevented!

Recognizing the serious need for education and training in the areas of pediatric trauma and injury prevention, the Kiwanis Cal-Nev-Ha Foundation established the Pediatric Trauma Program in 1994. Our mission is to develop local projects, which will reduce the number of children in our District who are killed or injured by trauma.

Utilizing the knowledge and expertise of our partner hospitals, the Foundation identifies projects the Kiwanis family can undertake to address the issue of pediatric trauma within their own communities. The Foundation's partnership with children's hospitals in Oakland, San Diego, Loma Linda, Madera, Honolulu and Reno connect the Kiwanis family to the issue of pediatric trauma.



The Foundation works closely with our partner hospitals to provide funding to create or expand community outreach programs, to train pediatric medical personnel and to purchase much-needed pediatric medical equipment.

All of this is only possible due to the generous support of our Kiwanis family. Donations earmarked for PTP are spent in three major areas: grants to our partner hospitals; grants to Kiwanis and SLP clubs; and PTP safety items which are available for purchase by the Kiwanis family at a subsidized cost.

## Partners in Service: The Partner Hospital Program

As part of our Partner Hospital program, the Foundation annually invites our partner hospitals to apply for a grant. These grants enable our partner hospitals to reach out to their communities with educational materials, safety equipment, and information on childhood trauma prevention; to offer advanced pediatric training for medical personnel; and to purchase specialized pediatric medical equipment.



Your generous support enabled the Foundation to award Kapi'olani Children's Hospital a \$25,000 grant in 2012 which they used to create Hawaii's first comprehensive pediatric burn program.

Young children are especially susceptible to burn injuries because their skin is thinner and more delicate than an adult's. Due to the uniqueness and cultural diversity in Hawaii, and a diet consisting of a very hot soup called Saimin, burns are the second leading cause of pediatric trauma injuries and emergency room visits in Hawaii. Laura Bonilla, Executive Director of Pediatrics at Kapi'olani Children's Hospital, will tell you that's a recipe for disaster. That's why Laura applied for a grant from the Kiwanis Cal-Nev-Ha Foundation.

With the \$25,000 grant from the Foundation, the hospital developed curriculum for an educational program for Pediatric Burn Care. According to Martha Smith, COO at Kapi'olani Medical Center, *"Community support is critical to all of us and this gift will allow us to expedite and facilitate care to children. With a coordinated pediatric burn program, Hawaii's young patients will receive the specialized care they need, right here at home."* Prior to receiving this grant, only children under the age of eight were treated for burn injuries at Kapi'olani. With no other hospital within the state which treats burn injuries, this grant allowed the hospital to expand burn care to all children under the age of 18 and extended protocols and education on pediatric burn care to medical centers statewide.



# Kiwaniis

Cal-Nev-Ha Foundation

Children

*Building a Better Future for Our*

## Kiwaniis Cal-Nev-Ha Foundation Giving Opportunities

**Champions for Children** - Champions for Children is an annual sustaining donor program. Donors are recognized with a commemorative pin for a monthly donation of \$10 or an annual one-time gift of at least \$120. The funds raised are unrestricted.

**Distinguished Service Award (DSA)** - This Foundation award is presented to an individual or community member - in appreciation for "many hours of service to Kiwanis and the community." A donation of \$150.00 (which may come from a club's service account) provides a beautiful plaque which the Kiwanis Governor normally presents during the Official Visit to the division. The funds raised are unrestricted. *Note: Lt. Governors and Ambassadors will be recognized at the District Convention if they have achieved 100% club participation in the Distinguished Service Award Program.*

**Founder's Day** - A \$3.00 per member donation (\$150.00 maximum) is suggested in recognition of the Foundation's "annual club gift" campaign. A banner patch is awarded to participating clubs. The funds raised are restricted.

**Friends of the Foundation** - Individuals or clubs may become "Friends of the Foundation" with a \$100 gift to the Foundation. Members may designate their contribution towards the Service Leadership Program (SLP) Scholarship Fund, or designate their contribution as unrestricted. Friends of the Foundation initially receive a plaque. A dated tab is added each year the gift is renewed.

**Hope of America Award** - Clubs may purchase plaques from the Foundation for presentation at any time. The Hope of America award is idea for presentations to SLP members, or any student a club would like to recognize for outstanding achievement. The cost is \$40.00 per plaque, which includes shipping and handling. The funds raised are unrestricted.

**Kiwanis Professional Center** - Donors may choose to support the Kiwanis Professional Center through the purchase of Building Bricks. Bricks are available in increments of \$250, \$500 or \$1,000, depending on the amount of wording inscribed. An original brick is placed at the Kiwanis Professional Center and a keepsake brick is available for an additional fee for the honoree.

**Legacy Fellowship** - This is a program supported by Kiwanians who have made a provision in their will or trust to assist the work of the Foundation through bequests. The amount of the bequest does not need to be disclosed; however, a minimum of \$1,000.00 is required to be recognized with an exquisitely framed certificate and lapel pin, as well as recognition in donor publications.

**Rose Float Fellowship** - This fellowship is an endowment fund created to help permanently fund the largest Kiwanis-family volunteer project. For a \$1,000 contribution, an individual, club, couple or family may become a member of the Rose Float Fellowship. Or, join both the Rose Float Fellowship and the Dunlap Fellowship at the reduced rate of \$1,250 - **a savings of \$750 compared to our regular pricing!** New Rose Float Fellowship members receive a beautifully framed certificate and medallion. The funds raised are permanently restricted.

**Tablet of Honor** - The Tablet of Honor is a special award in that an individual may not purchase it for him/herself. For a donation of \$500.00, a Tablet of Honor may be presented to an individual or couple or may be presented as a memorial tribute. A plaque and lapel pin provided by the Foundation provides lasting recognition. The funds raised are unrestricted.

**William A. Dunlap Fellowship** - This fellowship honors of our Founder, Past Governor William A. Dunlap. Membership is initiated by donation of \$1,000.00, which entitles the recipient to a Dunlap plaque, medallion, lapel pin and personalized banner patch. The Dunlap may be presented to an individual or Kiwanis club. The donor may designate 50% of the contribution to be directed to a current program of the Foundation, such as PTP, SLP Scholarships or Unrestricted Funds. Currently, a gift from our SLP members has made it possible award the Dunlap for a \$500 contribution. The remaining \$500 will be "matched" by funds raised from our SLP members for PTP. This opportunity is available to the first 100 recipients or until September 30, 2017, whichever comes first.

# Kiwanis

Cal-Nev-Ha Foundation

[www.cnhfoundation.org](http://www.cnhfoundation.org)

8360 Red Oak Street, Suite 201 • Rancho Cucamonga, CA 91730

Office: 909-989-1500 Fax: 909-989-7779 E-mail: [foundation@cnhkiwanis.org](mailto:foundation@cnhkiwanis.org)

President  
**Margo Dutton**

Vice President  
**Roy E. Talley**

Secretary/Treasurer  
**Pete Horton**

Immediate Past President  
**Russell J. Kiner**

Executive Director  
**Jennifer Chaves**

Cal-Nev-Ha District Governor  
**Pete Edwards**

Cal-Nev-Ha District Governor-elect  
**Joni Ackerman**

Cal-Nev-Ha District Executive Director  
**Mark McDonald**

## Directors 2014-2017

Sandy Fisher  
Rita Germain  
Bob Isaacs  
Gary Jander  
David Pinuelas

## Directors 2015-2018

Alan Guire  
Harry Hull  
Patrick A. "Pat" Liddell  
Richard Minatoya  
Alan Quon

## Directors 2016-2019

Guy Blair  
Michael Fields  
Gary Gray  
Debbie Scheibel  
Craig Wallace

May 20, 2017

Dear 2016-2017 Lt. Governors-designate,

The Kiwanis Cal-Nev-Ha Foundation wishes to congratulate you on being chosen to serve Kiwanis and your community as Lt. Governor of your division. As Lt. Governors, you are in a unique position to create life-changing opportunities for children and their families in need. And our District Foundation is pleased to partner with you in building better futures for the children and families we serve.

You make it possible for the Kiwanis Cal-Nev-Ha Foundation to serve more children in more communities . . .

Your generosity funds grants for hands-on community service projects.

Your commitment provides scholarships which allow students to fulfill their quest for higher education and funds the training of student leaders in Key Club, KIWIN'S and Circle K, allowing them to obtain the skills necessary to become the leaders of our next generation.

And your support of our Pediatric Trauma Program provides education and training to help reduce the number of children in our District who are killed or injured by trauma. With you as our partner, our boundaries are limitless.

It is with this in mind we ask you to strategically support our Foundation during your tenure as Lt. Governor. As Foundation President and District Governor, we both have a passion for service and helping children. Your efforts to support our Foundation will go far in ensuring our Foundation is able to help children in need for decades to come.

We are asking for your support in the following ways:

1. Help us achieve our goal of honoring 150 William A. Dunlap Fellowship Members
2. Help us achieve our goal of awarding 400 Distinguished Service Awards (DSAs)
3. Encourage your clubs to recognize students with the Hope of America Award
4. Encourage members of your division to support the 1st Dude's Project supporting Aktion clubs in your division
5. Urge your Kiwanis clubs and SLP clubs to apply for a service project grant from the Foundation
6. Recommend a passionate supporter of the Foundation for appointment as your division's Ambassador if asked to fill a vacancy

We look forward to working with you during the upcoming year to create a lasting impact in the lives of children throughout our District. Working together, we can set unprecedented levels of success. Join us in making this year the best ever!

Sincerely,

*Joni*

Joni Ackerman  
2016-2017 District Governor-elect

*Margo*

Margo Dutton  
2016-2017 President

*Building a Better Future for Our Children*



# Kiwanis Children's Fund facts

In local Kiwanis clubs, members change children's lives—by working, serving and volunteering together. For the Kiwanis family, the Kiwanis Children's Fund is where you *extend* your Kiwanis impact. Each gift to the Children's Fund helps children in many places, in many ways. In fact, your generosity helps sustain the work of the Kiwanis family—often in ways that would otherwise remain beyond the resources of Kiwanis clubs and districts. When you make a gift, we make it work. Then you see the results.

## Today

You can serve children by making a gift to the annual campaign of the Kiwanis Children's Fund. Those gifts support meaningful service projects that help Kiwanians change lives today. Through grants, the Children's Fund extends your impact to children in communities near and far.

[kiwanis.org/childrensfund/individualgiving](https://kiwanis.org/childrensfund/individualgiving)

## Tomorrow

With our Global Campaign for Children, the Kiwanis family makes a positive impact on the health and welfare of children worldwide. The campaign gift you make now will change the world tomorrow. Through The Eliminate Project, Kiwanis International and UNICEF have joined forces to eliminate maternal and neonatal tetanus. We have raised US\$110 million in gifts and pledges. Now we need to turn these commitments into impact by fulfilling our pledges.

[TheEliminateProject.org](https://TheEliminateProject.org)

## Forever

You insure your valuables. Why not ensure your values? With a planned gift to the Children's Fund, you change children's lives even beyond your own lifetime. Your estate doesn't have to be large to make a difference. The Children's Fund can help you explore a gift that makes sense for your circumstances—and makes your kindness a part of your legacy.

[kiwanis.org/childrensfund/plannedgiving](https://kiwanis.org/childrensfund/plannedgiving)

## Every gift matters

You can make a difference in your own hometown, and you can reach children in other parts of the world. Every gift matters. From individual gifts to club donations. From annual gifts to planned giving. From the kindness of your heart to children near and far.

### Our mission

To assist Kiwanis International in serving the children of the world.

### Our membership

Every Kiwanis-club member: 251,000+ in 80 nations and geographic areas

### Established

1939

### Management

- Kiwanis Children's Fund Board of Trustees
- Kiwanis Children's Fund Executive Director
- Kiwanis Children's Fund Chief Operating Officer

### Location

Indianapolis, Indiana

### Website

[kiwanis.org/childrensfund](https://kiwanis.org/childrensfund)



**Kiwanis**  
CHILDREN'S FUND

# Impact and programs

You can help make the future better for children around the world *and* for members of Kiwanis' youth programs. That's what makes the Kiwanis Children's Fund special. Every gift brings a change to a child's life—and every changed life is a measure of your success.

## Grants

Three times a year, the Kiwanis Children's Fund awards grants to Kiwanis clubs in support of our common mission—to serve the children of the world. These grants are made possible by people's gifts.

Grant-supported projects vary in size, depth and scope, with priority given to projects benefiting children. The Children's Fund welcomes inquiries from clubs for their important service projects. Grants support sustainable, club-led projects that make a big impact in the lives of children.

Additionally, districts can qualify to receive a grant equal to 15 percent of the total unrestricted gifts that originate from their clubs and members.

[kiwanis.org/childrensfund/grants](https://kiwanis.org/childrensfund/grants)

## Recognition

Generosity is an important part of donors' lives. That's why recognizing your kindness is important to us. The Kiwanis Children's Fund celebrates gifts in several ways. With each gift, we extend your Kiwanis impact . . . and our deepest thanks.

[kiwanis.org/childrensfund/recognition](https://kiwanis.org/childrensfund/recognition)



# The Eliminate Project



The Eliminate Project is Kiwanis International's global campaign to help eliminate maternal and neonatal tetanus from the face of the Earth. The campaign has raised US\$110 million in gifts and pledges.

## Quick facts

	<u>2015</u>	<u>2017</u>
• Infant deaths from MNT per year -	49,000	34,000
• Infant deaths from MNT per day -	134	96
• Countries at risk for MNT -	21	18
• Frequency of infant death from MNT -	1 every 11 minutes	1 every 15 minutes
• A series of 3 doses of tetanus vaccine = immunity from tetanus.		
• Woman + vaccine = protected baby.		
• The Eliminate Project will save or protect 61 million women & babies.		

## What you need to know

1. We need to fulfill our pledges in order to continue our world-changing campaign.
2. We are partnering with UNICEF in a global effort to eliminate MNT, a deadly but highly preventable disease that kills mothers and newborns in the world's poorest regions.
3. A successful campaign will raise Kiwanis' visibility, grow our membership and strengthen Kiwanis International as a whole.
4. Health workers in South Sudan and Papua New Guinea have plans in place right now and are waiting for funding to begin their immunization campaigns.

## What you need to do

1. Fulfill your club pledge.
2. Fulfill your individual pledge.
3. Donate money above and beyond your existing pledge.
4. Encourage others to do the same.

## We are winning the battle against MNT.

Spread the word. Kiwanis will not rest until MNT has been eliminated from the face of the earth.





# Kiwaniis®



**2017-18**

**Directory & Information**

**Cal-Nev-Ha Service Leadership Programs**



# Kiwaniis<sup>®</sup>

## Service Leadership Programs

### IMPORTANT NUMBERS

#### DISTRICT OFFICE

8360 Red Oak Street #201  
Rancho Cucamonga, CA 91730  
Director, Service Leadership Programs:  
Bruce Hennings  
Phone (909) 736-1705  
Fax (909) 989-7779  
[bruce@cnhkiwanis.org](mailto:bruce@cnhkiwanis.org)

Kiwaniis Executive Director:  
Mark McDonald  
[mark@cnhkiwanis.org](mailto:mark@cnhkiwanis.org)

#### ADMINISTRATORS

Circle K  
Camille Goulet  
3760 West Blvd  
Los Angeles, CA 90016-5744  
(714) 721-6457 (C)  
[ckicamille@gmail.com](mailto:ckicamille@gmail.com)

Key Club  
Doug Gin  
5 Countryside Ct  
Danville, CA 94506  
(925) 928-1244 (C)  
[dgin.kiwanis@gmail.com](mailto:dgin.kiwanis@gmail.com)

Builders Club  
Carole Farris  
936 E Terrace Dr  
Hanford, CA 93230  
(559) 362-6431 (C)  
[carole.farris@gmail.com](mailto:carole.farris@gmail.com)

Aktion Clubs  
Howard Jackson  
6480 N Ferger  
Fresno, CA 93704  
(559) 225-9236 (B)  
[howardleejackson@gmail.com](mailto:howardleejackson@gmail.com)

KIWINS  
Ken Umbarger  
3330 S Bonita St  
Spring Valley, CA 91977  
(619) 466-6291 (R)  
(619) 201-5048 (C)  
[kiwinsda.ken@gmail.com](mailto:kiwinsda.ken@gmail.com)

K-Kids  
Jeff Ott  
1811 Sunset Cliffs Blvd. #A  
San Diego, CA 92107  
(619) 223-6880 (B)  
(619) 295-7020 (R)  
[jott@ucsd.edu](mailto:jott@ucsd.edu)

Key Leader  
Donna Jander  
2726 Via Dieguenos  
Alpine, CA 91901-3635  
(619) 929-7207 (C)  
[djander.keyleader@gmail.com](mailto:djander.keyleader@gmail.com)

Kiwaniis International Office  
3636 Woodview Trace  
Indianapolis, IN 46268  
(800) KIWANIS



## Important Events During the 2017-2018 Service Leadership Programs Year

Key Club Spring Board Meeting (Ontario Radisson Hotel)	May 26-28, 2017
KIWIN'S Spring Board Meeting (KPC)	May 26-28, 2017
Circle K International Convention (San Antonio)	July 5-8, 2017
Key Club International Convention (San Antonio)	July 5-8, 2017
Circle K Summer Board Meeting (KPC)	July 14-16, 2017
KIWIN'S Summer Board (KPC)	July 28-30, 2017
Key Club Summer Board (Ontario Radisson Hotel)	July 28-30, 2017
Aktion Club Convention (Wonder Valley, Sanger CA)	October 13-15, 2017
Key Club Fall Rally North (Six Flags Discovery Kingdom)	October 21, 2017
Circle K Fall Training Conference (Old Oak Ranch, Sonora CA)	November 3-5, 2017
Key Club Fall Rally South (Six Flags Magic Mountain)	November 11, 2017
KIWIN'S Fall Rally South (Knott's Berry Farm)	November 18, 2017
Key Club/KIWIN'S Winter Board (Santa Maria Inn)	January 5-7, 2018
Circle K Winter Board (KPC)	January 19-21, 2018
CNH Circle K District Convention (LAX Marriott Hotel)	March 23-25, 2018
CNH KIWIN'S District Convention (Warner Center Marriott)	April 6-8, 2018
CNH Key Club District Convention (Grand Sierra Resort, Sparks, NV)	April 13-15, 2018
Circle K DOTC (District Officer Training Conference) (KPC)	April 27-29, 2018
KIWIN'S Spring Board Meeting (KPC)	May 25-27, 2018
Key Club Spring Board Meeting (Ontario Radisson Hotel)	May 25-27, 2018
Circle K International Convention (Chicago)	July 4-7, 2018
Key Club International Convention (Chicago)	July 4-7, 2018
Circle K Summer Board Meeting (KPC)	July 13-15, 2018
KIWIN'S Summer Board Meeting (KPC)	July 20-22, 2018
Key Club Summer Board Meeting (Ontario Radisson Hotel)	July 20-22, 2018
Aktion Club Convention (Wonder Valley, Sanger CA) (Tentative)	October 12-14, 2018
<b>** KPC = Kiwanis Professional Center, 8360 Red Oak Street, Rancho Cucamonga, CA</b>	
Key Leader Events	
Camp Cedar Glen (Julian, CA)	October 20-22, 2017
Camp Jones Gulch (La Honda, CA)	Nov. 17-19, 2017

## 2017-18 Kiwanis Circle K Committee

Position	Name	E-mail Address (Personal)	E-mail Address (Technical)
District Administrator	Camille Goulet	ckicamille@gmail.com	administrator@cnhcirclek.org
Director of Service Leadership Programs	Bruce Hennings	bruce@cnhkiwanis.org	bruce@cnhkiwanis.org
Capital Regional Advisor	Rae Witby-Brummer	raewhitby@aol.com	capital-advisor@cnhcirclek.org
Central Coast Regional Advisor	Patrick Ballecer	patrickcki@gmail.com	centralcoast-advisor@cnhcirclek.org
Desert Oasis Regional Advisor	Linda Marx	LMPGH54@yahoo.com	desertoasis-advisor@cnhcirclek.org
Foothill Regional Advisor	Grace Chi	gracexchi@gmail.com	foothill-advisor@cnhcirclek.org
Golden Gate Regional Advisor	Joe Lee	joelee36@gmail.com	goldengate-advisor@cnhcirclek.org
Magic Kingdom Regional Advisor	Peter Yu	petercyu@gmail.com	magickingdom-advisor@cnhcirclek.org
Metro Regional Advisor	Armando Velazquez	mondo80@gmail.com	metro-advisor@cnhcirclek.org
Paradise Regional Advisor	Patti Ryder	patriciaannryder@aol.com	paradise-advisor@cnhcirclek.org
Sunset Regional Advisor	Patrick Farris	pdfarris@hotmail.com	sunset-advisor@cnhcirclek.org
Awards Advisor	Armando Velazquez	mondo80@gmail.com	awards-advisor@cnhcirclek.org
District Convention Advisor	Don Hull	dhull754@earthlink.net	dcon-advisor@cnhcirclek.org
Fall Training Conference Advisors	Bill and Virginia Carpenter	SundwnRNDS@aol.com	ftc-advisor@cnhcirclek.org
Public Relations Advisor	Patti Ryder	patriciaannryder@aol.com	pr-advisor@cnhcirclek.org
Sunburst Advisor	Peter Yu	petercyu@gmail.com	editor-advisor@cnhcirclek.org
Technology Advisor	Don Hull	dhull754@earthlink.net	technology-advisor@cnhcirclek.org

# 2017-2018 Circle K District Board

Name	Position	E-mail
Lawrence Sahagun	District Governor	lawrencesahagun.cki@gmail.com
Katelyn Duch	District Secretary	cki.kduch@gmail.com
Ivan Hoz	District Treasurer	ivanhoz.cki@gmail.com
David Duy Ngo	Capital Lieutenant Governor	david@uopcirklek.org
Bill Truong	Central Coast Lieutenant Governor	centralcoastltg@gmail.com
Max Rico	Desert Oasis Lieutenant Governor	desert.oasis.ltg@gmail.com
Diana Mora	Foothill Lieutenant Governor	foothill.ltg1718@gmail.com
Ryan Tsao	Golden Gate Lieutenant Governor	ryantsao.cki@gmail.com
Manuel Santiago	Magic Kingdom Lieutenant Governor	msantiago.cki@gmail.com
Joshua Nepomuceno	Metro Lieutenant Governor	cki.joshnepo@gmail.com
Jesus "G-Bus" Aguilar	Paradise Lieutenant Governor	paradise.cnhcki.ltg@gmail.com
Mark Catolos	Sunset Lieutenant Governor	markcatolos.cki@gmail.com
Jennifer Hoang	Communications & Marketing Chair	cki.jhoang@gmail.com
Kim-Mai Hoang	District Convention Chair	kmhoang.cki@gmail.com
Lindon Tran	Fall Training Conference Chair	tranlindon@gmail.com
Ana Chavez	Kiwanis Family & Foundation Chair	cki.anachavez@gmail.com
Helen Nguyen	Chair	hnguyen.cki@gmail.com
Esther Wang	Member Recognition Chair	ewang.cki@gmail.com
Samantha Ruiz	Service Chair	samantha.s.ruiz@gmail.com
Denny Cao	Technology Chair	dennycao.cki@gmail.com
Karl Yabes	Onto International Convention Chair	karlyabes.cki@gmail.com
Alex D. Nguyen	President's Retreat Chair	cki.anguyen@gmail.com

**CNH Key Club Committee**

**KIWANIS Key Club COMMITTEE**

REGION/POSITION	First	Last	CELLPHONE	E-MAIL ADDRESS	PHONE	Text	ADDRESS	CITY/STATE/ZIP	CLUB
Administrator	Doug	Gin	(925) 785-7616	dgin.kiwanis@gmail.com	(925) 648-3495	Yes	5 Countryside Ct	Danville, CA 94506	San Ramon
Asst. Administrator	Marshall	Roberson	(775) 815-1260	cnhadan@gmail.com	(775) 322-4182	Yes	1525 Haddock Drive	Reno, NV 89512	North Reno
Asst. Administrator	Alan	Quon	(509) 432-6006	alanquon@gmail.com	(310) 439-8955	Yes	6640 Kentwood Bluffs Drive	Los Angeles, CA 90045-1259	Los Angeles International Airport
Special Assistant	Pete	Ballew	(510) 846-6058	Pjb184@yahoo.com	(510) 895-8172	Yes	14179 Seagate Dr	San Leandro, CA 94577	San Leandro
District SLP Director	Bruce	Hennings	(510) 504-0280	bruce@cnhkiwanis.org	(909) 736-1705	Yes	8360 Red Oak St#201	Rancho Cucamonga, CA 91730	San Leandro
1	Geoff	Tobias	(619) 944-0836	region1advisor@gmail.com	(619) 631-7815	Yes	8849 Ridgeton Court	Lakeside, CA 92040	Kiwanis Youth Development and Support Club of San Diego
2	Timothy	Cunning	(760) 884-6130	cunningtim@cs.com	(760) 884-6130	Yes	3325 San Pasqual Trl	Escondido, CA 92025	Hidden Valley & KYDS San Diego North
3	Elaine	Pong	(949) 278-0688	epong119@aol.com		Yes	26011 Fallbrook	Lake Forest, CA 92630	Lake Forest
4	Carolyn	Qualm	(951) 587-1773	r04.advisor@gmail.com	(951) 694-1831	Yes	41836 Via Balderama	Temecula, CA 92592	Temecula Valley
5	Hanna	Santee	(330) 592-4768	hlsantee@gmail.com		Yes	10600 Verona Wod Street	Las Vegas, NV 89141	Green Valley
5	Richard	Olmstead	(661) 341-1855	spyder4@antelecom.net	(661) 341-1855	Yes	3850 Paula Lane	Lancaster, Ca. 93535-5866	Palmdale West
6	Michael	McStroul	(775) 750-3912	mmcstroul@gmail.com	(775) 853-1363	Yes	4965 S Saddlehorn Drive	Reno, Nevada 89511	Reno Sunrisers
7	Doug	Ridnor	(661) 645-5182	dridnor@sbcglobal.net	(661) 513-0475	Yes	27803 N Ron Ridge Dr	Santa Clarita, CA 91350	Burbank Sunrise
8	Alan	Quon	(509) 432-6006	alanquon@gmail.com	(310) 439-8955	Yes	6640 Kentwood Bluffs Drive	Los Angeles, CA 90045-1259	Los Angeles International Airport
8	Mark	Ross	(310) 864-6967	mkrossreg11@aol.com	(310) 816-9931	Yes	21236 Bolsa St	Carson/CA/90745	Lomita-Harbor City
9	Victor	Chan	(916) 813-6883	victor913@gmail.com	(916) 813-6883	Yes	4200 Park Blvd., #153	Oakland, CA 94602	Oakland
10	Position	Vacant							
11	Carole	Farris	(559) 362-6431	carole.farris@gmail.com		Yes	936 E Terrace Drive	Hanford, CA 93230	Hanford
12	Carole	Farris	(559) 362-6431	carole.farris@gmail.com		Yes	936 E Terrace Drive	Hanford, CA 93230	Hanford
13	Patricia	Cridland Morse	(909) 731-5236	patricia.cridland@aol.com	(909) 986-7606	Yes	524 N Florence Ave	Ontario, CA 91764	Ontario Parkway
14	Rhonda	Cameron	(530) 870-2085	cnh.region14.kc@gmail.com		Yes	615 11th Street	Marysville, CA 95901	Early Risers of Yuba City
15	Tricia	Shindedecker	(707) 888-7446	cnhkc.r15.advisor@gmail.com			9431 Victoria Lane	Windsor, CA 95492	Oakmont
16	Rae	Whitby-Brummer	(209) 712-2099	RaeWhitby@aol.com		Yes	3552 Gold Creek Lane	Sacramento, CA 95827	Greater Lodi
17	Jennifer	Buelna	(408) 480-9001	jenbuelna@gmail.com	(408) 360-9750	Yes	2845 Lavender Terrace	San Jose, CA 95111	San Jose
17	Jim	Davis	(408) 981-7766	winfield5064@sbcglobal.net	(408) 736-3835	Yes	424 Southwood Ave.	Sunnyvale, Ca. 94086	Silicon Valley
17	Rachel	Shanley	(408) 679-9115	rshanley.kiwanis@gmail.com			1588 Ontario Dr #6	Sunnyvale, Ca. 94087	Peninsula Young Professionals
18	Charlene	Masuhara	(808) 345-3747	chmasuhara@gmail.com	(808) 959-9481	Yes	1437 Kahalani St	Hilo, HI 96720	East Hawaii

Cali-Nev-Ha Key Club Board

**EXECUTIVE COMMITTEE/LT. GOVERNORS**

Position	First	Last	E-MAIL ADDRESS
Governor	Angelica	Garcia	cnhkc.gov1718@gmail.com
Secretary	JiMin	Lee	cnhkc.sec1718@gmail.com
Treasurer	Vivian	Chu	cnhkc.trs1718@gmail.com
Division 2	Angela	Wong	d02.cnhkc.lt@gmail.com
Division 3 North	Alexandria	Jo	d03n.cnhkc.lt@gmail.com
Division 3 South	Kayla Kirsten	Regalado	d03s.cnhkc.lt@gmail.com
Division 4 East	Josephine	Pham	d04e.cnhkc.lt@gmail.com
Division 4 North	Christine	Dang	d04n.cnhkc.lt@gmail.com
Division 4 West	Vinh	Nguyen	d04w.cnhkc.lt@gmail.com
Division 5 North	Brittney	Rodriguez	d05n.cnhkc.lt@gmail.com
Division 5 South	Ismael	Vera	d05s.cnhkc.lt@gmail.com
Division 7 North	Olivia	Fu	d07n.cnhkc.lt@gmail.com
Division 7 South	Anthony	Chan	d07s.cnhkc.lt@gmail.com
Division 8	Fermin	Bautista	d08.cnhkc.lt@gmail.com
Division 10 North	Jeremy	Xu	d10n.cnhkc.lt@gmail.com
Division 10 South	Wilson	Yeung	d10s.lt.cnhkc@gmail.com
Division 11	Nathaniel	Banlusak	d11.cnhkc.lt@gmail.com
Division 12 East	Minah	Yang	d12e.lt.cnhkc@gmail.com
Division 12 South	Kristy	Le	d12s.cnhkc.lt@gmail.com
Division 12 West	Isabelle	Trinh	d12w.cnhkc.lt@gmail.com
Division 13 North	Matthew	Piwdee	d13n.cnhkc.lt@gmail.com
Division 13 South	Katherine	Luza	d13s.cnhkc.lt@gmail.com
Division 13 West	Stephanie	Miranda	d13w.cnhkc.lt@gmail.com
Division 14			d14.cnhkc.lt@gmail.com
Division 15 East	Tyler	Ma	d15e.cnhkc.lt@gmail.com
Division 15 North	Allie	Price	d15n.cnhkc.lt@gmail.com
Division 15 South	Michelle	Ho	d15s.cnhkc.lt@gmail.com
Division 16 East	Brian	Pham	d16e.cnhkc.lt@gmail.com
Division 16 West	Nicholas	Aguas	d16w.cnhkc.lt@gmail.com
Division 16 North	Nicole	Sohn	d16n.lt.cnhkc@gmail.com
Division 16 South	Rebeca	Gaspar	d16s.lt.cnhkc@gmail.com
Division 18 East	Jenna	Perez	d18e.cnhkc.lt@gmail.com
Division 18 West			d18w.cnhkc.lt@gmail.com
Division 19 North	Hazel	Cartagena	d19n.cnhkc.lt@gmail.com
Division 19 South	Christopher	Kao	d19s.cnhkc.lt@gmail.com
Division 20/32	Annaleigh	Nguyen	d2032.cnhkc.lt@gmail.com
Division 21	Vy	Nguyen	d21.cnhkc.lt@gmail.com
Division 22 Hikina	Erica	Cheung	d22h.cnhkc.lt@gmail.com
Division 22 Komohana	Keith Ellen	Cachola	d22k.cnhkc.lt@gmail.com
Division 22 Makai	Kara	Yoshiyama	d22m.cnhkc.lt@gmail.com
Division 23	Jacquelyn	Leung	d23.cnhkc.lt@gmail.com
Division 24	Kavindra	Nichols-Blount	d24.cnhkc.lt@gmail.com
Division 26 North	Lily	Yau	d26n.cnhkc.lt@gmail.com
Division 26 South	Jonathan	Lum	d26s.cnhkc.lt@gmail.com
Division 27 North	Kimberly	Hoang	d27n.cnhkc.lt@gmail.com
Division 27 South	Alex	Hin	d27s.cnhkc.lt@gmail.com
Division 28 North	Sophia	Nguyen	d28n.cnhkc.lt@gmail.com
Division 28 East	Bethany	Girma	d28e.cnhkc.lt@gmail.com
Division 28 South	Nicole	Kim	d28s.cnhkc.lt@gmail.com
Division 28 West	Ritchie	Paek	d28w.cnhkc.lt@gmail.com
Division 29	Gabriela	Martinez	d29.cnhkc.lt@gmail.com
Division 30 North	Victoria	Chau	d30n.cnhkc.lt@gmail.com
Division 30 South	Vivian	Bui	d30s.cnhkc.lt@gmail.com
Division 31	Nancy	Pham	d31.cnhkc.lt@gmail.com
Division 33	Noe	Garcia	d33.cnhkc.lt@gmail.com
Division 34 North	Kayla	Tai	d34n.cnhkc.lt@gmail.com
Division 34 South	Veronica	Martin	d34s.cnhkc.lt@gmail.com
Division 35 East	March	Suayngam	d35e.cnhkc.lt@gmail.com
Division 35 West	Guy	Suankaew	d35w.cnhkc.lt@gmail.com
Division 36 East	Yenna	Chang	d36e.cnhkc.lt@gmail.com
Division 36 West	Kaylyn	Hoy	d36w.cnhkc.lt@gmail.com
Division 37 East	Kyle	Shaffer	d37e.cnhkc.lt@gmail.com
Division 37 West	Emily	Sim	d37w.cnhkc.lt@gmail.com
Division 37 North	Cindy	Tsai	d37n.cnhkc.lt@gmail.com
Division 37 South	Kerry	Wang	d37s.cnhkc.lt@gmail.com
Division 38 East	Sophia	Kim	d38e.cnhkc.lt@gmail.com
Division 38 West	Aubrey	Gilman	d38w.cnhkc.lt@gmail.com
Division 39			d39.cnhkc.lt@gmail.com
Division 41 North	Olivia	Dinh	d41n.cnhkc.lt@gmail.com
Division 41 South	Ryan	Dunn	d41s.cnhkc.lt@gmail.com
Division 42 East	Mehul	Chowdarapu	d42e.cnhkc.lt@gmail.com
Division 42 West	Roselyn	Romero	d42w.cnhkc.lt@gmail.com
Division 43	Leanne	Bagood	d43.cnhkc.lt@gmail.com
Division 44 North	Ryan	Hardmeyer	d44n.cnhkc.lt@gmail.com
Division 44 South	Katie	Knapp	d44s.cnhkc.lt@gmail.com
Division 45			d45.cnhkc.lt@gmail.com
Division 46 North	Phillp	Gergis	d46n.cnhkc.lt@gmail.com
Division 46 South			d46s.cnhkc.lt@gmail.com
Division 47	Rachael	Kee	d47.cnhkc.lt@gmail.com

## 2017-2018 KIWIN'S District Board and Kiwanis Committee

### EXECUTIVE COMMITTEE/APPOINTED POSITIONS/ADMINISTRATORS/SLP DIRECTOR

Office	NAME	ADDRESS	CITY/STATE/ZIP	PHONE	CELL PHONE	SCHOOL/KIWANIS	E-MAIL ADDRESS
Governor	Mikayla Bisson					Downey	<a href="mailto:kiwins.dgov@gmail.com">kiwins.dgov@gmail.com</a>
Secretary	Holly Yeh					Glen A. Wilson	<a href="mailto:kiwins.dsec@gmail.com">kiwins.dsec@gmail.com</a>
Treasurer	Justin Lieb					Adolfo Camarillo	<a href="mailto:kiwins.dtreasurer@gmail.com">kiwins.dtreasurer@gmail.com</a>
Bulletin Editor	Logan Porter					Adolfo Camarillo	<a href="mailto:kiwins.dbued@gmail.com">kiwins.dbued@gmail.com</a>
Convention Chair							<a href="mailto:kiwins.conchair@gmail.com">kiwins.conchair@gmail.com</a>
Membership Development/EDU Chair							<a href="mailto:kiwins.memdev.@gmail.com">kiwins.memdev.@gmail.com</a>
K-Family and Foundation Chair							<a href="mailto:kiwins.dkfamilychair@gmail.com">kiwins.dkfamilychair@gmail.com</a>
Awards and Recognition Chair							<a href="mailto:kiwins.dawardschair@gmail.com">kiwins.dawardschair@gmail.com</a>
Tech Chair							<a href="mailto:kiwins.techchair@gmail.com">kiwins.techchair@gmail.com</a>
Int'l Trustee	JoJo Saunders						
District Administrator	Ken Umbarger	3330 So. Bonita St	Spring Valley, CA 91977	(619) 466-6291	(619) 201-5048	Spring Valley	<a href="mailto:kiwinsda.ken@gmail.com">kiwinsda.ken@gmail.com</a>
Bulletin Advisor	Pat Umbarger	3330 So. Bonita St	Spring Valley, CA 91977	(619) 466-6291	(619) 315-8876	Spring Valley	<a href="mailto:paumbarger@cox.net">paumbarger@cox.net</a>
Asst District Administrator	Mahmood Bashir	2380 Ardsheal Dr	La Habra Heights, CA 90631	(562) 694-0882	(562) 713-5204	Hacienda Heights	<a href="mailto:mahmood.bashir77@gmail.com">mahmood.bashir77@gmail.com</a>
District Office	Bruce Hennings	8360 Red Oak Street #2	Rancho Cucamonga, CA 917	(909) 736-1705		San Leandro	<a href="mailto:bruce@cnhkiwanis.org">bruce@cnhkiwanis.org</a>
Director of Service Leadership Programs				(909) 989-7779 fax			

### LT. GOVERNORS

DIVISION	NAME	ADDRESS	CITY/STATE/ZIP	PHONE	CELL PHONE	SCHOOL	E-MAIL ADDRESS
Crystal	Julie Han					University	<a href="mailto:kiwins.crystalltg@gmail.com">kiwins.crystalltg@gmail.com</a>
Diamond	Priscilla Ayala					Downey	<a href="mailto:kiwins.diamondltg@gmail.com">kiwins.diamondltg@gmail.com</a>
Emerald	MJ (Mary Jasmine) Lara					Olympian	<a href="mailto:kiwins.emeraldltg@gmail.com">kiwins.emeraldltg@gmail.com</a>
Goldstone	Zachary Chen					Glen A. Wilson	<a href="mailto:kiwins.goldstoneltg@gmail.com">kiwins.goldstoneltg@gmail.com</a>
Jade	Nina Nguyen					Hercules	<a href="mailto:kiwins.jadeltg@gmail.com">kiwins.jadeltg@gmail.com</a>
Jet	Kelly Ma					Marina	<a href="mailto:kiwins.jettg@gmail.com">kiwins.jettg@gmail.com</a>
Ruby	Aaron Ramirez					Ridgeview	<a href="mailto:kiwins.rubyltg@gmail.com">kiwins.rubyltg@gmail.com</a>
Sapphire	Clara Lantin					El Captain	<a href="mailto:kiwins.sapphireltg@gmail.com">kiwins.sapphireltg@gmail.com</a>
Turquoise	Mikie Phouthavong					Camarillo	<a href="mailto:kiwins.turquoiseltg@gmail.com">kiwins.turquoiseltg@gmail.com</a>

### REGIONAL ADVISORS

DIVISION	NAME	ADDRESS	CITY/STATE/ZIP	PHONE	CELL PHONE	KIWANIS CLUB	E-MAIL ADDRESS
Crystal	Mark Ross	21236 Bolsa Street	Carson, CA 90745	(310) 816-9931	(310) 864-6967	Lomita Harbor Ci	<a href="mailto:mkrossreg11@aol.com">mkrossreg11@aol.com</a>
Diamond	Kris Ross	21236 Bolsa Street	Carson, CA 90745	(310) 816-9931	(310) 864-7325	Lomita Harbor Ci	<a href="mailto:kiwins.diamondra@gmail.com">kiwins.diamondra@gmail.com</a>
Diamond Assistant	Dawn Bayer	736 W 25th St	San Pedro, CA 90731	(310) 375-6813 ext 3003	(424) 477-4080	Lomita Harbor Ci	<a href="mailto:dawn.bayer@molinafoundation.org">dawn.bayer@molinafoundation.org</a>
Emerald Assistant	Nancy Sargent	12842 Summerfield Ln	Poway, CA 92064	(858) 451-1529	(858) 357-7267	Los Rancheros C	<a href="mailto:sarge51@san.rr.com">sarge51@san.rr.com</a>
Emerald	Warren Sargent	12842 Summerfield Ln	Poway, CA 92064	(858) 451-1529	(858) 442-1042	Los Rancheros	<a href="mailto:wsargent@san.rr.com">wsargent@san.rr.com</a>
Goldstone	Mahmood Bashir	2380 Ardsheal Dr	La Habra Heights, CA 90631	(562) 694-0882	(562) 713-5204	Hacienda Heights	<a href="mailto:mahmood.bashir77@gmail.com">mahmood.bashir77@gmail.com</a>
Jade	Larry Lewis	1488 Mariposa Way	Fairfield, CA 94533	(707) 759-5121	(510) 685-1894	Richmond	<a href="mailto:llewis@rpal.org">llewis@rpal.org</a>
Jade Assistant	Pandora Turner	900 Southampton Rd #3	Benicia, CA 94510	(707) 748-4220	(510) 816-3604	Richmond	<a href="mailto:pturner@rpal.org">pturner@rpal.org</a>
Jet	Jerry DeBar	1632 Grandoaks Circle	Tustin, CA 92780		(410) 977-8263	Santa Ana	<a href="mailto:geralddebar@gmail.com">geralddebar@gmail.com</a>
Ruby	Shirley Ventura	5304 Sunny Glen Ct.	Bakersfield, CA 93313	(661) 397-0948	(661) 805-1116	Kern, Bakersfield	<a href="mailto:sajventura@yahoo.com">sajventura@yahoo.com</a>
Sapphire - DCON Advisor	John Carlos	2771 Glen Ave	Merced, CA 95340	(209) 383-1494	(209) 756-4014	Merced	<a href="mailto:sapphirera14@gmail.com">sapphirera14@gmail.com</a>
Turquoise	Marsha Cordes		Ventura, CA		(805) 760-3138		<a href="mailto:marsha.cordes@ouhsd.k12.ca.us">marsha.cordes@ouhsd.k12.ca.us</a>

## Service Leadership Programs



Key Leader changes lives! Key Leader is a program for today's emerging leaders. This life-changing event focuses on service leadership as the first, most meaningful leadership development experience. A Key Leader will learn the most important lesson of leadership— leadership comes from helping others succeed.



Circle K is the largest collegiate community service, leadership development, and friendship organization in the world. Three words describe the California-Nevada-Hawaii District of Circle K International: Loud, Proud, Best. With over 3,200 incredible members in 61 clubs, unbelievable service projects, and outstanding leadership, the CNH Circle K organization leaves a lasting impact on many individuals and communities. To learn more about the people and the activities that CNH Circle K can do, check out their awesome website!

### KEY CLUB

Key Club International is the oldest and largest service program for high school students. Key Clubbers pledge to build their homes, schools, and communities and that's just what the Cali-Nev-Ha District of Key Club International does! With over 42,000 members in 761 clubs working together, they make a difference wherever they can. Volunteering, leadership, and friendships are what set the CNH District apart from everyone else. Check out their website to find an abundance of resources, important dates, and access to their district publication, the KEY!



As the 32<sup>nd</sup> District of Key Club International with over 2,200 members in 45 clubs that serve the California-Nevada-Hawaii District, KIWIN'S creates a family oriented, team building experience for the students and the community. Their success is the "ROCKING" service they provide and the leaders they create. To learn more about KIWIN'S, visit their website!



There are 142 Builders Clubs in the Cal-Nev-Ha District. These clubs allow middle school and junior high students the opportunity to contribute service to school and community. Leadership development and guidance at this critical stage of personal development makes Builders Club an effective contributor to a service-learning curriculum. For more information about CNH Builders Club, visit them on the web!



Aktion Club is the only community-service club for adults living with disabilities. It provides over 1,100 members in 44 clubs an opportunity to develop initiative and leadership skills in serving their communities, while enabling their integration into society. Aktion Club members strive to return to their communities the benefits, help, and caring they have received, as well as develop important skills in the process.



K-Kids is a student-led community service club for elementary students that teaches members the value of helping others through participation in community service projects and club activities. There are 91 K-Kids clubs in the Cal-Nev-Ha District.

# Kiwanis

California-Nevada-Hawaii District

## Youth Protection Guidelines

Youth deserve the best Kiwanis has to offer. This includes the relationship and interaction between youth impacted by Service Leadership Programs and those adults who so generously give of themselves to assure the success of Kiwanis leadership development.

*All adults working with Kiwanis programs for youth under the age of 18 are expected to read, understand, and agree to abide by these guidelines.*

**Chaperone:** A chaperone shall be defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis, over the age of twenty-one (21), approved by the school, and registered with and accompanying the youth at a specific event.

**Alcoholic beverages:** While attending any project, meeting, social event, or other gathering that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages during any portion of the event.

**Use of tobacco:** While attending any project, meeting, social event, or other gathering that is produced primarily by or for the benefit of youth, adults are expected to refrain from the use of tobacco products in the presence of youth.

**Overnight stays:** While attending an event that requires an overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and should include no less than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room with a child of the parent, no adult should share a hotel or dormitory sleeping room with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

### **Events without an overnight stay:**

While attending an event that does not require an overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and should include no less than one adult for each twelve or part of twelve youth members.

**Transportation:** Adults transporting youth in a motor vehicle should do so with a second adult in the vehicle, or, in hardship cases, the "rule of threes," being at least three people in the car at all times, is recommended.

**Medications:** The possession of prescription and nonprescription medications by youth at an event should be permitted only by permission of the parent/guardian.

**Background checks:** Background checks for adults working with youth shall be required and shall conform to applicable local and state laws and requirements. Effective January 1, 2011, all adults working directly with youth will undergo a background check prior to beginning their first year of activity and every two (2) years thereafter. The California-Nevada-Hawaii District will provide background checks for Kiwanis Clubs/sponsoring organizations at a reasonable cost.

**Conflicts with other rules:** Whenever these guidelines conflict with local school policies or rules, or local, state/provincial, or national laws or regulations, the highest applicable standards for conduct are expected to prevail.

**Personal information:** All documents bearing personal information, including registration forms, medical information forms, permission to treat forms, etc., should be treated as being confidential. Processes that protect this information should be created, including minimizing the number of people who have access to any such documents. The documents should be maintained a minimum of three years or as required by applicable state laws and regulations if longer. After the maintenance period has expired, the documents should be destroyed in a way that maintains confidentiality, such as shredding. It is also expected that the disposal and destruction of all confidential information will conform to applicable state laws and regulations.



**Education:** Every Kiwanis club is expected to inform and educate its members on these guidelines, best practices, and what individuals must do when aware of youth 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 every district-produced convention and conference on guidelines and best practices for adults working with youth, using materials provided by Kiwanis International.

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

**Youth and Social Media:** For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) that appear in that media; it could be illegal to do otherwise.

**Behavioral or Health Issues:** Kiwanians are often seen by a young person as an adult to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.



# Kiwanis Service Leadership Programs

## Annual Sponsorship Requirements

The well being and strength of a Kiwanis Sponsored club is the responsibility of the sponsoring Kiwanis club(s) under which it is chartered. The sponsoring Kiwanis club must recognize that sponsorship is a *continuous endeavor and long-term commitment* - not merely a periodic effort or short-term project.

The California-Nevada-Hawaii District of Kiwanis International requests that this form be signed each year by all of the appropriate people to help communicate the need for quality Kiwanis sponsorship and to recommit the support team to fulfill the sponsorship obligations.

### The Sponsoring Kiwanis club agrees to provide the following:

1. Ensure at least one member of the sponsoring Kiwanis club serves as the individual sponsored club's Kiwanis Advisor who is responsible to the Kiwanis club for all club activities. More than one is recommended; however, one advisor – minimum – per sponsored club is required.
2. Have at least one member of the sponsoring Kiwanis club attend each weekly meeting of the SLP club, and encourage SLP club members to attend each weekly meeting of the sponsoring Kiwanis club.
3. In cooperation with the SLP District Board of Officers (applicable to Key Club, KIWIN'S, and Circle K) and District Administrator (applicable to ALL SLP clubs), ensure all newly elected club officers are trained and educated, and an appropriate level of club activity is maintained.
4. Provide for the financial stability of the SLP club by assisting its Board of Officers in the implementation of sound fiscal policies, preparation of responsible budgets, accurate record keeping, and the planning and execution of needed fundraising activities (unless such activities are prohibited by the school).
5. Ensure required International and District membership dues are collected and submitted within the established timelines.
6. Provide guidance and/or assistance in membership recruitment and/or retention activities to ensure the club remains at or above charter strength (typically 15 or 20 members).
7. Make certain effective SLP education programs are presented to the SLP club and Kiwanis membership on a regular basis. Hold a planning session together.
8. Encourage attendance by SLP club members and Kiwanians at all CNH District, region, division, and International events (applicable to Key Club, KIWIN'S and Circle K).
9. Ensure adequate funding is available for student-run projects and leadership training opportunities.
10. Involve the SLP club in all Kiwanis Family activities and mutually beneficial service and fundraising projects.

**We have advised our Kiwanis club of the foregoing and pledge the support of our Kiwanis club to our sponsored club by fulfilling the requirements of our Kiwanis sponsorship agreement.**

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**Sponsored Club Name**

---

**Name of School**

---

**Sponsoring Kiwanis Club**

---

Kiwanis Club President Signature

---

Date

---

Kiwanis Advisor Signature

---

Date

---

Faculty Advisor Signature

---

Date

---

SLP Club President Signature

---

Date

**\* Please submit this completed form to your Kiwanis Lt. Governor or the Division's appointed SLP Chairperson by October 31.**

**\* PLEASE COMPLETE ONE FORM FOR EACH CLUB SPONSORED**

## Event Request Form

An Event Request Form (ERF) must be completed and approved before an event can be publicized outside the immediate club membership. Prior to approval, the event may be posted on social or business networks - such as MySpace or Facebook - or promoted by email, only to the home club membership. Once approved, the event may be posted with a closed invitation list. ERFs must be submitted no later than three (3) weeks in advance of the proposed event.

The ERF must be filled out in compliance with Kiwanis District Policy concerning Service Leadership Programs, paragraph 721, which specifically addresses procedures for Service Leadership Programs when operating outside the normal club functions. Further, high school students must adhere to Key Club District Policy section 105.6 if the event is an overnight event. Kiwanis District Policy Section 721 and Key Club District Policy Section 105.6 are included for your reference.

Each participating high school member must also have a Consent and Medical Release form completed and signed by a parent/guardian. To help you determine which events require a completed ERF, please refer to the Information Worksheet on the back side of this form.

School/Institution Name: \_\_\_\_\_

- Cal-Nev-Ha District of Circle K International     Cali-Nev-Ha KEY Club District  
 Cal-Nev-Ha KIWIN'S KEY Club District

### EVENT INFORMATION

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Description, including cost: \_\_\_\_\_

Which clubs or divisions will be invited? \_\_\_\_\_

Is This An Overnight Event?     Yes     No    (Check One)

### CONTACT INFORMATION

Requestor: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Supervising Advisor(s) who will be present throughout the event: \_\_\_\_\_

Supervising Advisor's Telephone Number(s): (Number(s) available during the event) \_\_\_\_\_

### APPROVAL as necessary by clause, (see Kiwanis Policy Section 721)

Faculty Advisor: \_\_\_\_\_ Kiwanis/Sponsor Advisor: \_\_\_\_\_

Region Advisor: \_\_\_\_\_ District Administrator: \_\_\_\_\_

*When completed and signed by your advisor, please return this form to your Event Host.*

# Event Request Form

## Information Worksheet for Cali-Nev-Ha Key Club and Cal-Nev-Ha KIWIN'S Members

**Kiwanis District Policy Section 721 covers the use of the Event Request Form (ERF). Key points include:**

1. An Event Request Form (ERF) **must** be completed and approved before an event can be publicized outside the immediate club membership.
2. Prior to approval, the event may be posted on social or business networks - such as MySpace or Facebook - or promoted by email, only to the home club membership. Once approved, the event must be posted with a closed invitation list.
3. ERFs must be submitted no later than three (3) weeks in advance of the proposed event.

If any club or division advertises an event prior to receiving the proper signatures, **the event is subject to cancellation** by the Faculty Advisor, Kiwanis /Sponsor Advisor, Regional Advisors and/or District Administrator.

EVENT	Permission of original faculty advisor	Permission of all involved clubs' faculty advisors	Permission of Kiwanis /Sponsor Advisor	Permission of Regional Advisor(s)
Your Key Club Only	Yes	N/A	Yes	No
Within your Division	Yes	Yes	Yes	Yes
Outside your Division	Yes	Yes	Yes	Permission from all involved R/A's
Involves other Service Leadership Programs or <u>any</u> Overnight Event	Yes	Yes	Yes	Yes, and the District Administrator

### What does "Permission" mean?

You must have written authorization (e.g. e-mail) from the necessary individuals.

### Which events do not require an ERF?

The events that do not require an ERF are the following: Divisional Council Meetings (DCMs), Regional Training Conferences (RTC), KIWIN'S Training Conference (KTC), Fall Rally (North/South), Conclave, District Convention, International Convention or any event where the sponsoring organization invites Key Club members to participate (e.g. Rose Float, Relay for Life).

### Who shall retain a copy of the completed ERF?

Each advisor(s) who signs the ERF should be given a copy of the completed ERF. For example, faculty advisor(s) shall be given a copy of the ERF with the acknowledgment from the sponsoring Kiwanis/organization for individual club events. The sponsoring Kiwanis/organization shall keep a copy of the completed ERF for one year following the date of the event.

### Why do we have ERF forms?

The ERF was developed to avoid any situations where the Faculty, Kiwanis and/or sponsoring Advisors could become unaware of the activities transpiring beyond the local and/or divisional level. The purpose of the ERF is to ensure the advisors are aware of the projects, to answer parental questions, and to ensure proper advisor attendance at events. Furthermore, these forms will also allow students to understand the importance of planning, properly advertising each event (for higher attendance), and allowing the sponsoring organization time to ensure proper supervision at each event.

### What do we do if we do not have a faculty advisor or when the regular academic term is not in session?

The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session.

## **Kiwanis District Policy - Section 721: Procedures for SLP to Operate Outside the Normal Club Functions**

- A. Events organized within the confines of an SLP club are subject to approval or disapproval, by either its faculty or Kiwanis/sponsor advisors. (03/10)
- B. Events within a Division (06/09)
  - 1. Events organized solely for one SLP Organization, solely within an SLP division, require the advance approval of the applicable Regional Advisor and an authorized representative of the Kiwanis/sponsor organization of the host club. (03/10)
  - 2. Events in this category for high school SLP clubs shall require approval on an Event Request Form (ERF).
  - 3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/sponsor advisor on the ERF to attend. The host club shall be required to collect the signed ERF(s) and give them to the club's Kiwanis/sponsor advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session. (03/10)
- C. Events within an SLP Organization (06/09)
  - 1. Events organized solely for one SLP Organization, but to include any other SLP division, require advance approval of the applicable Regional Advisors.
  - 2. Events in this category for high school SLP clubs shall require approval on an ERF.
  - 3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/sponsor advisor on the ERF to attend. The sponsoring club shall be required to collect the signed ERF(s) and give them to the host club's Kiwanis/sponsor advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session. (03/10)
  - 4. For Circle K clubs, an individual member may participate with a local club other than his or her home club while staying with family, or as the single guest of a member of the host club. This exception shall not be used to avoid the general purposes of this policy.
- D. Events involving more than one SLP Organization (03/10)
  - 1. Events organized to include SLP clubs, from any SLP Organization, but limited to the clubs sponsored by the same sponsoring organization, shall require only advance approval from the sponsoring organization. (03/10)
  - 2. Events organized to include SLP clubs from other SLP Organizations will require the permission of the applicable Regional Advisors and District Administrators from all involved SLP Organizations. (03/10)
  - 3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/sponsor advisor on the ERF to attend. The host club shall be required to collect the signed ERF(s) and give them to the host club's sponsor advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session. (03/10)
  - 4. Each high school SLP member will be required to have a signed consent form, as designated by the applicable District Administrator, that gives permission to attend and for medical treatment, or an express direction to withhold medical treatment based on religious belief.
  - 5. If a Circle K club hosts a "Key to College" or other similar event designed to provide members of both Key Club Districts with an educational program in preparation for college, the event is limited to daylight hours, and the invited Key Clubs and KIWIN'S clubs are within thirty-five (35) miles of the event location, the event shall not require advance approval from Regional Advisors or District Administrators. However, the Circle K club shall advise the applicable Regional Advisors by email at least one week before invitations are extended to the Key Clubs and KIWIN'S clubs, and any Key Club or KIWIN'S club that attends shall be required to comply with paragraphs D(3) and D(4). (03/10)
- E. Process and Responsibilities (06/09)
  - 1. Each District Administrator shall ensure that an email address is posted for each Regional Advisor on the SLP website.
  - 2. ERFs must be submitted no later than three weeks in advance of the proposed event.

3. Regional Advisors are expected to respond within five (5) days. In the event that a Regional Advisor will be unable, for reasons of travel, business or other matters, to reply regularly within that timeframe, he/she shall arrange with the District Administrator for the posting of an alternative approver's email address.
4. The Director of Service Leadership Programs shall provide a copy of this policy by email to incoming Kiwanis club presidents and secretaries and/or sponsoring organizations through regular District communication channels. Each District Administrator shall include education regarding this policy for the student leaders, advisors and Regional Advisors in their respective SLP Organizations, annually. (03/10)
5. Events may only be advertised by email or posted on social or business network sites in advance of ERF approval if the advertising is limited to the host club members and their advisors. Once ERF approval is obtained, events may only be posted with a closed invitation list. Postings shall specifically identify the hosting club and not be made in the name of the SLP Organization in general.
6. References to high school clubs shall apply to all Key Club (CNH and KIWIN'S) whether school based or community based. (03/10)
7. If a club is discovered to have attended without permission, falsified permission materials or advertised without permission, the Regional Advisor shall notify the organization and may deny permission for individuals or clubs to attend future events as the Regional Advisor deems appropriate based on the severity of the offense. The sponsoring organization may take whatever measures it determines are appropriate, including but not limited to the suspension of participation by individuals or referral for campus discipline. (03/10)

#### **Key Club District Policy - Section 105.6: Overnight Functions**

- a. Any overnight function operated by or advertised as a Key Club sponsored event must be approved in advance by the Administrator. The organizer of the function shall obtain written authority before the event is publicized. The request shall indicate the date, location and purpose of the event, the responsible adult in charge and the anticipated clubs attending. The District Code of Conduct must be enforced at all events.
- b. Attendance at any Kiwanis Family overnight function or overnight travel to attend a function by any Key Club member must be approved in advance by the Regional Advisor, the Administrator or a designated alternate.
- c. Extended trips by club members of more than 24 hours outside the home Division (such as interclub tours) must be approved by the Faculty or Kiwanis Advisor in writing.
- d. Approval of the sponsor advisor, school advisor, principal or other appropriate school official must also be obtained in advance.
- e. Each Key Club member must provide the completed District Medical Release/Approval form before gaining admittance to any overnight event.



# Kiwaniis®

California-Nevada-Hawaii District

**OFFICE USE ONLY**

Date received: \_\_\_\_\_ Date processed: \_\_\_\_\_

Bruce Hennings, Director, Service Leadership Programs • 8360 Red Oak Street, Suite 201 • Rancho Cucamonga, CA 91730-0608  
Office: 909-989-1500 ext. 105 Fax: 909-989-7779 Email: bruce@cnhkiwanis.org

## BACKGROUND CHECK AUTHORIZATION

*The Cal-Nevo-Ha District of Kiwanis International is committed to the highest standards of practice to ensure the safety and security of the young people engaged in its programs. Our District policies require all adults working directly with youth will undergo a background check prior to beginning their first year of activity and every two (2) years thereafter.*

Please complete and sign this form and send to the Kiwanis District Office with a check made payable to CNH Kiwanis in the amount of \$30.00. Upon submission of this form, the Kiwanis District Office will send you an email with a link to Safe Hiring Solutions, the authorized service provider used by Kiwanis to run background checks.

***Please note the process to run your background will not begin until you click on the link provided in the email.***

Your club will only hear from us if there is an issue found with the background check.

Full Name \_\_\_\_\_

Preferred Email Address *(Please note your email address is required to process a background check)* \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Current Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Primary Kiwanis Club \_\_\_\_\_ Additional Kiwanis Club(s) *If you are not a member of any additional clubs, please state "none" above; if more space is needed to list additional clubs, please use back of form.*

***I authorize any law enforcement agency to supply any and all pertinent information and release same from any liability resulting from submitting/releasing such information.***

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please check here if you have had a background check run by Kiwanis International within the past 24 months. If you check this box, you do not need to submit payment; however, if we cannot confirm with Kiwanis International that a background has been completed within the past 24 months, the Kiwanis District Office will contact you for payment.



# May 2017

## 2017-2018 Team Calendar

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# June 2017

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# July 2017

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# August 2017

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# September 2017

## 2017-2018 Team Calendar

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<i>3</i>	<i>4</i> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Labor Day</div>		<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>																																																																																				
<i>10</i> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Club OMR Due</div>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i>																																																																																				
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# October 2017

## 2017-2018 Team Calendar

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<b>1</b>  <b>Call To Action</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>																																																																																																		
				Executive Retreat District & Foundation, Fairplex, Pomona																																																																																																				
<b>8</b>	<b>9</b> Columbus Day	<b>10</b> Club OMR Due	<b>11</b>	<b>12</b>	<b>13</b> Aktion Club Convention, Wonder Valley	<b>14</b> Aktion Club Convention, Wonder Valley																																																																																																		
<b>15</b> Aktion Club Convention, Wonder Valley	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> Key Leader, Camp Cedar Glen, Julian, CA Trustee Training & Retreat, Kiwanis Professional Center Joni & Greg's Anniversary	<b>21</b> Key Leader, Camp Cedar Glen, Julian, CA Trustee Training & Retreat, Kiwanis Professional Center Key Club Fall Rally North, Six Flags Discovery Kingdom																																																																																																		
<b>22</b> Key Leader, Camp Cedar Glen, Julian, CA Trustee Training & Retreat, Kiwanis Professional Center	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> Greg's Birthday	<b>28</b>																																																																																																		
<b>29</b>	<b>30</b>	<b>31</b> Halloween	<table border="1"> <thead> <tr> <th colspan="7">Sep 2017</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Nov 2017</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table>				Sep 2017							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Nov 2017							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
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<p><b>12</b></p>	<p><b>13</b></p>	<p><b>14</b></p>	<p><b>15</b></p> <p>Patriotism Banner Patch Award Form Due From Clubs</p>	<p><b>16</b></p>	<p><b>17</b></p> <p>Key Leader, Camp Jones Gulch, La Honda, CA</p>	<p><b>18</b></p> <p>Key Leader, Camp Jones Gulch, La Honda, CA</p> <p>KIWIN'S Fall Rally South, Knott's Berry Farm</p>																																																																																										
<p><b>19</b></p> <p>Key Leader, Camp Jones Gulch, La Honda, CA</p>	<p><b>20</b></p>	<p><b>21</b></p>	<p><b>22</b></p>	<p><b>23</b></p> <p>Thanksgiving</p>	<p><b>24</b></p> <p>District Office Holiday</p>	<p><b>25</b></p>																																																																																										
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# December 2017

## 2017-2018 Team Calendar

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<b>10</b> <div style="border: 1px solid black; padding: 2px; margin: 5px;">Club OMR Due</div>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>																																																																																				
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<b>24</b>	<b>25</b> <div style="border: 1px solid black; padding: 2px; margin: 5px;">Christmas</div>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>																																																																																				
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# January 2018

## 2017-2018 Team Calendar

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14	15 Martin Luther King, Jr. Day	16	17	18	19 Circle K Winter Board, Kiwanis Professional Center	20 Circle K Winter Board, Kiwanis Professional Center																																																																																																																	
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# February 2018

## 2017-2018 Team Calendar

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# March 2018

## 2017-2018 Team Calendar

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# April 2018

## 2017-2018 Team Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
<b>1</b> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Easter Sunday</div> <div style="border: 1px solid black; padding: 2px;">Passover</div>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> <div style="border: 1px solid black; padding: 2px;">KIWIN'S District Convention, Warner Center Marriott</div>	<b>7</b> <div style="border: 1px solid black; padding: 2px;">KIWIN'S District Convention, Warner Center Marriott</div>																																																																																																		
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# May 2018

## 2017-2018 Team Calendar

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27 Key Club Spring Board Meeting, Ontario Radisson KIWIN'S Summer Board Meeting, Kiwanis Professional Center	28 Memorial Day	29	30	31 District & Foundation Awards Due Lt. Governor's Report of Official Board Visits Due	<table border="1"> <caption>Jun 2018</caption> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> </tbody> </table>		S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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## 2017-2018 Team Calendar

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<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">May 2018</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Jul 2018</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> </div> </div>					S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<b>1</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Club Election Report Due</div>	<b>2</b>
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<b>10</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Club OMR Due</div>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Flag Day</div>	<b>15</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Final Date to Submit Expense Report for Official Club Visits</div>	<b>16</b>																																																																																				
<b>17</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Father's Day</div>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>																																																																																				
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<div style="border: 1px solid black; padding: 2px; display: inline-block;">Kiwanis International Convention, Las Vegas, NV</div>																																																																																										

# July 2018

## 2017-2018 Team Calendar

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Kiwanis			Key Club International Convention, Chicago Circle K International Convention, Chicago																																																																																							
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<i>15</i> Circle K Summer Board Meeting, Kiwanis Professional Center	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i> KIWIN'S Summer Board Meeting, Kiwanis Professional Center Key Club Summer Board Meeting, Ontario Radisson	<i>21</i> KIWIN'S Summer Board Meeting, Kiwanis Professional Center Key Club Summer Board Meeting, Ontario Radisson																																																																																				
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<i>29</i>	<i>30</i>	<i>31</i>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> <p>Jun 2018</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Aug 2018</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> </div> </div>				S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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