

Policies and Procedures Appleton-Fox Cities Kiwanis

Membership

General Membership

Officers and the Board of Directors will establish membership guidelines and monitor them on a monthly basis. (October 8, 1999)

New Members

New members should be informed about:

Monetary Financial Obligations

- ~~Initiation~~ **Kiwanis International/District Application Fees**, paid one time when the application is submitted for review by the Board of Directors
- **Appleton Fox Cities Kiwanis Club – monthly prorated dues paid at the time of application**

Non-Financial Obligations

- Shortly after approval by the Board of Directors, the sponsor together with the new recruit should be present for the induction ceremony
- Orientation: all new members must attend a one-time orientation presentation given by a club member
- Attendance – members are required to attend 7 of 13 meetings quarterly; some members strive for perfect attendance, but that is not required
 - Committee meetings and time spent on club sponsored projects, interclubs and Board meetings count toward attendance
- New members are encouraged to volunteer on or more committees or activities of their choice shortly after their induction
- ~~The club president will assign new members to serve on a committee of their choice~~

(November 6, 2002)

Induction Process

We shall use the induction script written by ~~Greg Bell the Club~~ and will continue to ask Greg to facilitate the induction. Inductees and their sponsors, ~~and significant others, supervisors, etc.~~ will be contacted one week prior to an induction. An email reminder will be sent the Wednesday prior to the induction.

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~~The president will set the moment at the meeting to be serious and attentive during the ceremony. Sponsors will present the new member with a membership certificate and pin. pin new members and hand over their new member packet. (October 16, 2003)~~

Mentoring New Members

New members ~~should will~~ be assigned a mentor to help engage them more effectively in club activities. Mentors should help new members understand club committees, social events, traditions and invite them to strengthen their involvement when possible and where interest lies. New members should ~~attend be escorted or accompanied to~~ a Board of Directors meeting, interclub, service project, and/or social activity. ~~until they are comfortable with their role as a member.~~ (November 6, 2009)

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Active Member

Kiwanis International requires that to be in good standing, an Active Member must be current in payment of his or her dues and fees and be in compliance with Club policies. ~~For an active member to be in good standing, that member must attend a minimum of 7 out of 13 meetings held each quarter. (Make-up credit toward the 7 meetings may be earned only by attending a club Board meeting or a Kiwanis Family Regular Meeting, such as another Kiwanis Club, Circle K, Builder's Club, Key Club or K Kids meeting). All other make-ups count toward perfect attendance only. (November 1, 2002)~~

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- Annual Club Dues, paid ~~quarterly or~~ annually or semi-annually with an additional fee
- Coffee ~~& Donuts~~ fees, optional at club meetings

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Senior Member

Any member who shall have been an active member in good standing of one (1) or more Kiwanis clubs for more than ten (10) years, and who is unable to meet attendance requirements because of health, business-, or other extenuating circumstances, and who shall have met such other conditions as may be prescribed by this club, may be ~~elected~~ approved by the Board of Directors as a senior member upon making written application.

The ~~Membership Committee will review the list of Senior Members at least once per year and shall make recommendations to the~~ Board of Directors ~~shall review the list of senior members not less than once each year~~ and the Board shall have authority, for such reasons as seem adequate, to terminate any such senior membership or to reinstate any such member to active membership.

A senior member must pay annual membership dues and shall be entitled to all privileges of club membership.

There is no attendance requirement for senior members.

The number of senior members at any time shall be limited to 10% of total club membership.

[Kiwaniis International no longer recognizes this membership status, though it continues to be recognized by the Appleton-Fox Cities Kiwanis Club \(April 11, 2003\)](#)

~~(April 11, 2003)~~

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~~NOTE: Kiwanis International phased out this category of membership and it is no longer an option.~~

Honorary Member

A locally recognized individual who is nominated to membership and elected by the Board of Directors. The Honorary Member is not included in official reports to Kiwanis International or the District. The member is invited to participate in club activities and events at cost, but is not charged dues. If the member becomes regular in club meeting attendance for more than a quarter, the individual will be asked to join Kiwanis as an active member and upon election by the Board of Directors, will become an official member with all the rights and obligations including financial obligations from the date of election. (December 5, 2003)

~~Committee Participation~~

~~The club will strengthen committee leadership and participation through improved orientation of chairs and membership, the development of committee mission and goals, and the integration of new members into leadership positions. (October 8, 1999)~~

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Former Circle K and Key Club Members Recruited as New Members

In an effort to make membership in the Kiwanis Club of Appleton-Fox Cities attractive and accessible to recent college graduates, within two years of graduation, who were members of Circle K while in college, the Club adopted the following guidelines. (May 14, 2010) [See changes above.](#)

Appleton-Fox Cities Kiwanis will encourage Circle K members who are active in their college clubs or who have just graduated from college to join our club by offering a reduced dues fee structure. For their first two years in our club, new members moving from Circle K membership to regular Kiwanis membership will pay their regular Kiwanis International and District fees, but will only be charged \$10.00 in club dues each year.

(May 14, 2010)

Former Key Club members who did not attend college or attended a college where there was not opportunity to join a Circle K Club will be accorded the same new member privileges if they join the Club within two years of graduation. (February 1, 2013)

1. Former Circle K and Key Club members will be charged Kiwanis International and WI/UM dues based on current charges.
2. Instead of the current annual club membership fee, the former Circle K or Key Club member will pay \$10 a year or the equivalent of their annual member dues when they were in Circle K or Key Club.

3. Former Circle K and Key Club members will be eligible for this program for two (2) Kiwanis years. After being an active member for two (2) years, they will be charged the normal annual club membership fee.

Attendance

~~Make-up attendance is credited and only good in the month in which the meeting was missed or within 6 days of the missed meeting if within another month. (January 4, 1974)~~

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~~An active member to be in good standing must attend a minimum of 7 out of 13 meetings held each quarter. Make-up credit toward the 7 meetings may be earned only by attending a club Board meeting or a Kiwanis Family Regular Meeting, such as another Kiwanis Club, Circle K, Builder's Club, Key Club or K-Kids meeting). Membership attendance will be determined on a cumulative, fiscal-year basis. (March 3, 2017)~~

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~~The following make-ups count as service hours toward perfect attendance only. (March 3, 2017)~~

- ~~• Blood Donations – each donation receives one “make-up” credit~~
- ~~• Social functions sponsored by the club (April 4, 2014)~~
- ~~• Attendance at a district, state regional or international Kiwanis meeting will receive one “make-up” credit for each day of the conference of training (i.e. a two-day district convention will constitute two “make-up” credits) (December 2, 2016)~~
- ~~• Dog therapy training~~
- ~~• Santa Claus impersonation events for children~~
- ~~• Youth mentoring, tutoring, school-based reading assistance~~
- ~~• Boy Scout adult leadership and service at the district or council level~~

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~~Giving Blood Constitutes a Make-Up and Counts for Service Hours. (April 9, 2010) The Board adopted giving blood as an official project of the club and a blood donation may count as a make-up and accrue service hours. Individual donations should be reported to the secretary for credit.~~

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~~Attendance at social functions or events sponsored by the club constitutes a make-up credit. (April 4, 2014)~~

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~~Any member who attends a district, state, regional or international Kiwanis meeting will receive one “make-up” credit for each day of the conference or training. For example, if the conference is 2 days, the member will receive 2 make-up credits for that day. (December 2, 2016)~~

~~Anyone whose attendance falls below 60% should receive a friendly letter from the Membership Committee stating the club's concern that attendance is falling off. (July 3, 1987) The Membership Committee will review, at least semi-annually, membership attendance and will actively communicate with club members that fall below 60% participation for the fiscal year.~~

~~Leaves of Absence up to six months will only be considered by the Membership Committee, if the member is in good standing with the Club at the time of the request. (April 5, 2013)~~ ~~The member is expected to be in good standing with the club at the time of the request and thru the date of return. The Board of Directors will ultimately approve the Leave of Absence. (March 3, 2017)~~

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~~A member may be granted a leave of absence for up to six months by the Board of Directors when he or she knows of circumstances that will prevent attendance. The member would be expected to pay actual club expenses during the leave of absence and not full dues. (December 1, 1975)~~

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~~All other~~

~~Leaves of Absence will only be considered by the Membership Committee if the member is in good standing with the Club at the time of the request. (April 5, 2013)~~

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Elections

Election Procedures

Elections are held annually for President, President-Elect, Treasurer, and Directors for terms scheduled to expire or vacancies anticipated at the conclusion of the current administrative year. The Immediate Past President position is affirmed and acknowledged at the time of induction of officers and directors and is the individual who served most recently as Club president and remains a member in good standing. The Club secretary is appointed by the president, subject to the approval of the Board of Directors.

1. The Election Process begins when the Club president and Board of Directors establish the date for elections.
2. The president calls together the Nominating Committee to gather nominees, confirm their interest and willingness to stand for election, and compose the ballot.
3. The Call for Nominations must go out at least two weeks prior to the meeting during which the election will be held. A minimum of three calls for nominations must be offered. Generally, one call goes out to the membership at the meeting two weeks prior to the election, again one week prior to the election, and the final call for nominations is raised at the meeting during which the election is scheduled.
4. The president officially closes nominations and turns the election over to the Nominating Committee.
5. The election is normally conducted by use of a written ballot. If only one candidate stands for a particular office or directorship, a voice vote may be called for affirmation. Otherwise, all ballots are cast in writing and secrecy.
6. Ballots are counted and checked by the Nominating Committee and the results are shared with the president, then announced to the membership toward the conclusion of the meeting when the election is held.

7. All written ballots are destroyed following the election unless an objection is raised by one of the nominees or by any member of the Club.
8. Election results are certified by the Club secretary and reported to Kiwanis international and the Wisconsin-Upper Michigan District as outlined in the Standard Form for Club Bylaws and Policies.

Nominating Committee

The Nominating Committee is called to order by the President and is composed of the five most recent club presidents remaining as active club members. The committee is charged with soliciting nominations from among club members for officer and director positions and composing a ballot for election. Each nominee is consulted to determine interest and willingness to stand for election and serve if elected. The committee conducts the election by use of a written ballot at a regular meeting of the Club, counts the ballots, and reports out the election results to the membership. Upon the conclusion of the election, the committee dissolves until called together once again by the president.

Vacancies in Office

Vacancies in office are filled according to the Standard Form for Club Bylaws and Policies, Article 5. Section 5.4. Election procedures follow the outline of Election Procedures in the Club Policies & Procedures.

Awards and Honors

Perfect Attendance

Perfect attendance denotes 100% attendance with club meetings and make-ups ~~upon completion at the end of the anyany 12 consecutive monthsmonths~~, fiscal year or pro-rata for new members first year. of perfect attendance. (January 7, 1974) (March 3, 2017)

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Kenneth K. "Tim" DuVall Kiwanian of the Year

Each year, the President will select one or more club members for the honor of Kenneth K. "Tim" DuVall Kiwanian of the Year, based upon dedication and service to the club and the community. The award is named for one of our club's founders, Tim DuVall, who maintained perfect attendance until the time of his death, remained active in club affairs, assisted with the founding of our club Foundation, and who served the Wisconsin-Upper Michigan District as a Lt. Governor and Governor among other club and district roles. The recipient is recognized at the annual club awards meeting with an appropriate plaque.

Outstanding Kiwanian Award

The Outstanding Kiwanian Award was created to recognize Kiwanians for their dedication and involvement. The award is presented to club members who:

- Have attended at least 75% of club meetings including make-up credit
- Attended at least one Board of Directors meeting
- Are current in payment of all dues and assessments

- Contributed 30 hours of service to the club including fund raising activities
- Attended at least two inter_clubs
- Sponsored at least one new member

~~First presented in the club in 2002-2003, past recipients include:~~

~~2002-2003; Tim DuVall, Mary Kay Kahnke, Brent Schuetzel
2003-2004; John Day, Dan Hohnberger, Mary Kay Kahnke, Jean Long Manteufel, Rex Myers, Tom Suttner, Mary Ann Wepfer~~

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Ruby K

The Ruby K award is available through Kiwanis International in recognition of the efforts of a member to sponsor 5 or more new club members. The award may be given repeatedly recognizing recruitment in excess of 5 new members. The club secretary working with the Membership Committee will keep track of potential recipients and arrange for the award when appropriate.

George F. Hixon Fellowship

The Hixon Fellowship may be awarded to a member of the club who has contributed significantly to the success of the club, participated in programs and projects, and maintained involvement over time. Each year the club budgets for one or more Fellowship awards in the amount of \$1,000 each, donated in the name of the awardee to the International Foundation. A committee of past Hixon recipients is called together to identify potential recipients and does the final selection. One past Hixon recipient shall be appointed by the President to chair the proceedings and arrange for the award with KIF.

Legion of Honor

This International recognition may be awarded by the club to members who have served in Kiwanis for 25 years or more and who have worked to make Kiwanis the great organization it is today.

Distinguished Member

Kiwanis International gives distinguished member awards to Kiwanians who demonstrate special dedication to service, membership strength and Kiwanis education. The club may nominate members for this award.

Case Van Kleeef Fellowship

The Van Kleeef Fellowship may be awarded to a member or community member by the club or through self-initiative, and requires a contribution of \$1,000 to the Wisconsin-Upper Michigan Kiwanis District Foundation endowment fund. If the club awards a Fellowship, it recognizes significant service to Kiwanis on a local club level, district or international level, or a combination thereof. It is named for past WIUM Governor and past International President Case Van Kleeef.

We Care Award

Created by the Spiritual Aims and Human Values committee, the award is given to club members or people from the community who demonstrate the spiritual aims and human values of Kiwanis. (January 3, 2003)

General Policies & Procedures

Annual Club Analysis. An analysis of membership will be done annually and specific goals established by October 1st that would encourage diversity in membership (i.e.: age, gender, race, profession or occupation). (October 8, 1999)

President's Fund. The President's Fund will consist of funds within the club administrative fund and may be expensed as such on activities related to either club members or charitable purposes. (October 5, 2007)

~~**Service Hours and Projects.** The club's Board of Directors may approve individual work by members as official service projects permitting service hours performed to be counted toward perfect attendance. This has been done in the past with mentoring activities by John Day and Brent Schuettpeiz, dog therapy by Laurel Stone, and Santa Claus work by Rex Myers. The hours will also be counted toward club service hours each month. (September 29, 2003)~~

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~~Current individual service efforts authorized by the Board include:~~

- ~~• Youth mentoring, tutoring, school based reading assistance~~
- ~~• Boy Scout adult leadership and service at the district or council level or on behalf of the club in its role as a Charter Organization~~
- ~~• Blood donation~~

~~**Communication/Sign Ups During Meetings.** The club will make use of both clip board sign up sheets and Club Runner to invite participation by members in club service projects, activities and events, but will encourage greater use of Club Runner. Members should respond to Club Runner invitations for participation regardless of whether they are planning to participate or not so that Committee chairs will know whether they plan to participate. (February 5, 2010)~~

Guidelines for Handling Cash at the Kiwanis Car Show. (June 5, 2009) The President is responsible to ensure the following steps are met: (These items need to be reviewed and discussed by the club)

- Cash shall be picked up as necessary at specific areas. (i.e. satellite stands at the Car Show)
- Two club members, one of whom shall be an officer or designee, will jointly make the cash pickups as needed.
- Each pickup shall be placed in a separate bag or container, marked for the exact area from which it is collected. When one cash bag is collected, an empty one will be left at the stand.
- Upon completion of the pickup, the money shall be immediately taken to the designated location for counting.
- The contents shall be counted by two club members, each counting separately. Once the money is counted, the pickup location, time and amount counted will be documented and initialed by the counters.
- There shall be no less than two club members in the financial headquarters at any time from the first count until the end of the day. Breaks shall be taken when relieved by another club member.

7. The Club President, Treasurer and event Co-Chairs shall designate, prior to the event, which members will be on the finance detail. The group shall consist of at least four people per shift: two counters and two collectors.
8. Deposits will be made during the day, as needed. A final deposit will be made at the end of the day. Deposits will be made by the Treasurer and one other officer for security reasons.

Financial Policies and Procedures

~~Club Dues Payments. (February 7, 2014) Members are expected to pay the full dues amount of \$160 at the start of the Kiwanis year, or may pay \$80 at the start of the Kiwanis year and \$30 at the start of each successive quarter, the 2nd, 3rd, and 4th. The quarterly payment option includes a \$10 fee for using the option. (need to update) Need to change~~

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Officers-Kiwanis Club Insurance

~~Directors and Officers Insurance. The club will purchase and maintain directors' and officers' liability insurance through Kiwanis International annually. (May 7, 2004)~~

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~~NOTE: D&O Directors, Officers and club members are insured under the group plan which is required by and paid for through Kiwanis International annual fees.~~

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President

The duties of the president shall include but not limited too:

- Running weekly meetings
- Running the meetings of the Board of Directors
- Attend District meetings (usually quarterly)
- Attend Mid-Winter and District Conventions; the club will be responsible for paying registration fees
- Attend the Governor's Dinner
- Participate in as many club activities as time permits
- Plan an annual banquet at the conclusion of the administrative year

(May 5, 2006)

President-Elect

The president-elect shall be responsible for assisting the president in organizing standing committees, and for monitoring committee goals and activities during the year. (October 8, 1999)

The duties of the president-elect shall include:

- Running weekly meetings if the president isn't able
- Running Board meetings if the president isn't able
- Attend District meetings (usually quarterly)

- Attend Mid-Winter and District Conventions; the club will be responsible for paying registration fees
- Attend the Governor’s Dinner
- Attend International Convention; the club will be responsible for covering registration fees, travel and lodging for the International Convention [subject to approval of the Board of Directors](#)
- Participate in as many club activities as time permits
- Attend Inter-clubs

(May 5, 2006)

~~The president elect will devote one club meeting per year in July to an in depth discussion of community needs. Materials from United Way and other community resources will be used in the analysis. (October 8, 1999)~~

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Past Officers

Past officers will serve on a voluntary basis as mentor/consultant to incoming officers. (October 8, 1999)

Committee Chairs

~~Committee chairs will be responsible for collecting fees from members for event participation. This duty should not fall to the club treasurer. (December 1, 2000)the chair of the event not chair of committee. A little confusing.~~

Board of Directors

Meetings

The Kiwanis Club of Appleton-Fox Cities holds regular club meetings each Friday morning beginning at 7:15 a.m. ~~at the designated location determined by the Board of Directors. in the Harwood Room of the Appleton Family YMCA.~~ Alternate locations may be determined and announced at least two weeks in advance by the club President. Meetings preceding or following holidays may be designated as “Roundtable Meetings” and are not counted as regular meetings, though attendance is credited toward perfect attendance.

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~~Kiwanis International does not allow email voting. An email vote is viewed as voting by proxy. (discuss) (October 7, 2005) Note: the club held a special email meeting May 19-20, 2004, prompting discussion of electronic meetings. We do email votes.~~

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Meetings and Club Activities

The club will look for opportunities to move meetings into the community to experience first-hand unique resources in the community (i.e.: Salvation Army, Appleton Police Department, Appleton Schools, etc.). (October 8, 1999)

Club ~~a~~ announcements will be given prior to ~~non-club~~ other announcements at club meetings. ~~Non-club events can be noted with brochures and fliers on the back table.~~ Those that make non-club event announcements are encouraged to contribute a happy dollar for the “commercial” of their event. (October 7, 2005)

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~~A fine of 10 cents will be assessed for failure to wear the Kiwanis pin and a like amount for failure to wear the name badge at any meeting. (January 7, 1974)~~

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Committee Policies

House Committee

~~Greeters each month will assist The House Committee members will prepare the meeting room. (January 27, 2004) (discuss)~~

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Programs

~~Weekly programs will utilize the annual community analysis to identify speakers that will help inform and educate members as to the needs and challenges of the community. (October 8, 1999) (discuss)~~

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Social Committee

~~The club recognizes the importance of family activities and will schedule social events for spouses/friends and/or families a suggested four times a year. (October 8, 1999)~~

Spiritual Aims and Human Values

When there is a death in the immediate family of a club member, the president or the Spiritual Aims and Human Values committee will make a contribution in the amount of \$50 to the fund designated by the family. If there is no fund designated, we will contribute to the Kiwanis District Foundation in the deceased’s name. This will be in lieu of flowers. Immediate family is defined as: spouse, children, or parents of a club member. (March 7, 2003)

~~The club will send flowers to any member who has a death in the family. (May 4, 1974)~~

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Strategic Planning

The president shall appoint an on-going strategic planning committee which will meet annually to review club strategic directions and make appropriate recommendations for changes to the president and Board of Directors as to any recommended changes. (October 8, 1999) (discuss)

Appleton-Fox Cities Kiwanis Club Foundation

General Policies

~~The Club Foundation will provide quarterly semi-annual updates of the foundation funds to the club’s Board of Directors. (March 2, 2007) (March 3, 2017)~~

[25% of the funds raised through club fund raisers will be designated to go to the club Foundation. \(December 1, 2006\)](#)

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Sponsored Organizations

Sponsored Youth

Sponsored youth organizations will be invited to attend club meetings, assist at fund raisers and community service projects, and receive personal and financial support from our club for their activities. (October 8, 1999)

Youth Protection Policies & Procedures

(January 9, 2015)

Kiwanis International Guidelines and Expectations

All adults working with youth under the age of 18 at any Kiwanis event are expected to read, understand, agree to and abide by Kiwanis International Youth Protection Guidelines.

1. The Appleton-Fox Cities club will provide information and education to all new members upon their induction regarding Kiwanis International Youth Protection Guidelines.
2. The Appleton-Fox Cities club will provide an educational forum or workshop annually to club members regarding the Kiwanis International Youth Protection Guidelines, club policies and procedures, and the need for and importance of youth protection best practices for adults working with youth, using materials supplied by Kiwanis International and developed locally.
3. At any event involving youth under the age of 18 sponsored or co-sponsored by the Appleton-Fox Cities club, a club officer or his or her designee, which may include the event coordinator(s), will review Kiwanis Youth Protection Guidelines and expectations with any non-club adults who may interact directly with youth and will ask for their agreement to abide by the guidelines.

Club Policies and Procedures

1. Participation in Events Sponsored by Others
 - a. When the club participates in an activity or event with youth under the age of 18 that is sponsored by another organization, agency, school, or other association, all Kiwanis members, their spouses, or adult family members participating will cooperate with the youth protection guidelines required by the sponsor.
 - b. Kiwanians asked to serve as chaperones as defined by Kiwanis International must be 21 years of age or older, and must be prepared to accept the youth protection procedures of the sponsoring organization.
2. Club-Sponsored Activities with Youth
 - a. While attending any event or activity or any club-sponsored event that is produced primarily by or for the benefit of youth, adults should refrain from the consumption of

alcoholic beverages and/or the use of tobacco products including the use of e-cigarettes during any portion of the event.

- b. The possession of prescription and non-prescription medications by youth at a Kiwanis-sponsored event or the administration of medications by Kiwanians to youth may be permitted only by the written permission of the parent/guardian.
 - c. Any documents bearing personal information of any youth attending or participating in a Kiwanis-sponsored event must be treated as confidential. These include registration forms, permission slips, membership lists, health forms, etc. Access to these documents must be limited to those with a need to know and must be retained and stored securely for a period of 3 years following the event, then disposed of and/or destroyed in accordance with applicable state and local laws and regulations.
3. Transportation, Overnight Stays, and Isolated Settings
 - a. Adults transporting youth in a vehicle should do so with a second adult in the vehicle. If this is not possible, at least two or more youth must be in the vehicle at all times that an adult is in the vehicle and no adult should ever be alone in a vehicle with one youth.
 - b. When attending a Kiwanis event or club sponsored activity that requires an overnight stay, there must be at least 1 male adult for every 10 or fewer male youths and 1 female adult for every 10 or fewer female youths. Except a parent sharing sleeping quarters with his or her own child, adults may never share sleeping quarters with youth. Any exceptions must follow the Kiwanis International Youth Protection Guidelines.
 - c. Any adult working with youth should do so with at least one other adult present. Adult members of Kiwanis 18 years of age and older must not be alone with individual youth under the age of 18 in any private or isolated setting away from other people.
 4. Criminal History Background Checks
 - a. All adults working with youth at Kiwanis-sponsored events including sponsored youth conferences and programs may be required to submit a background check that is approved by Kiwanis International. This includes both Kiwanians and non-Kiwanis member adults.
 - b. Any Kiwanian or non-Kiwanian adult may choose not to submit to a criminal history background check, but in so doing, may not be permitted to participate in any club-sponsored activity or serve in a role that requires a check under Kiwanis policy.
 - c. Any Kiwanis member who serves as an advisor or coach to a sponsored youth group, including K-Kids, Builder's Club, Key Club, Circle K, and Aktion Club must submit a criminal history background check that conforms to applicable local and state laws and requirements and meets Kiwanis International standards. Any cost associated with the background check will be covered by the Appleton-Fox Cities Kiwanis Club for those advising club-sponsored youth programs.
 5. Youth and Social Media
 - a. The Appleton-Fox Cities Kiwanis Club follows Kiwanis International guidelines and policies regarding social media. Members should treat their interaction with youth on social media as though they were acting in public and should never initiate a connection with a youth through social media.
 6. Responsibility for a Standard of Care with Youth

When working with youth, Kiwanis members may develop a relationship of trust and may be seen by the youth as an adult to trust with personal and/or sensitive information.

- a. Members should refrain from counseling or advising youth, but should instead help the youth find appropriate expert assistance.
- b. Kiwanians who observe troubling behavior involving youth, or who become aware of any situation that is illegal or potentially unsafe for the young person at a club or Kiwanis-sponsored event must immediately contact the appropriate event personnel and contact law enforcement personnel as appropriate. All local, state, and federal laws regarding reporting must be followed.

~~Kiwanis Clubs~~

~~The club voted to donate \$25 to start a new Golden K club in Appleton. March 4, 1988)~~

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Appleton-Fox Cities Kiwanis Club Foundation

General Policies

~~The Club Foundation will provide quarterly updates of the foundation funds to the club's Board of Directors. (March 2, 2007)~~

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