

Etc!

Resources for District & Club Leadership in the Pacific Northwest

Pacific Northwest Kiwanis

Volume 1, No. 5 (September 2007)

WELCOME 2007-2008 CLUB OFFICERS TO ETC!

With this issue of ETC!, we want to welcome the 2007-2008 club presidents and secretaries to our distribution list. ETC! is a web based communication that is published every month or two in order to keep Kiwanis leaders in the Pacific Northwest up to date with administrative information. Email notification is automatically sent to all club presidents, secretaries and district leaders when a new issue is posted to the District website. Past issues are archived at:

www.pnwkiwanis.org/PNWKIResources/etcmagazine.html

Any Kiwanian can also go to that site to “opt-in” for email notification. You may wish to make your other club officers, board members and committee chairs aware of ETC! and ask them to subscribe. They may do so at the same link given above.

2006-2007 CLUB OFFICERS. . . IT DOESN'T HAVE TO BE FAREWELL!

If you are retiring as club president or secretary on September 30th, this issue will be your next to last UNLESS you ask us to keep you on our mailing list! You can opt in for notification of next year's issues of ETC! at the same URL given above.



IT'S THAT TIME OF YEAR

This is the time of year when clubs start developing their Service budgets for the coming year. Please be sure to build in a generous amount to support our **Service Leadership Programs** - at all levels. Governor-designate Rich Jensen has chosen our Service Leadership Programs to be his **Governor's Project for 2007-2008**. We will have more about the Governor's Project in the next issue of ETC!

For now, please consider putting enough funds into your budget to build a new Service Leadership Program Club - Aktion, K-Kids, Builders, Key Club or Circle K. **Please also**

THE HOT LIST

*Links to resources you
need to know about!*

**2007-2008 INFO
ON DUES & FEES**

CALL TO ACTION!

NEW OMR COMING

06-07 AWARDS PAGE

**KEY LEADER
INFORMATION**

**DISTRICT WEBSITE
RESOURCES**

*“Leadership is the
challenge to be
something more
than average.*

– Jim Rohn

Important Dates

New OMR System In Effect	Oct. 1
Key Leader Camp Chewelah	Oct. 5-7
Key Leader Mt. Hood Camp	Oct. 12-14
Tri-K Family Conference	Oct. 31 - Nov. 2

Etc! is published monthly or as needed if information needs to get out to you right away!

budget enough to send at least two high school youth to a Key Leader Weekend. Learn more about this fantastic life-changing program at: <http://www.key-leader.org>

There will be three Key Leader weekends held in the Pacific Northwest District during 2007-2008. Learn more about these three Key Leader weekends at:

<http://www.pnwkiwanis.org/PNWKIResources/keyleader.html>

Two of them - at the Mt Hood Kiwanis Camp near Rhododendron, Oregon and at Camp Chewelah (near Spokane) are coming up in October. The time to register for those is NOW!

The third Key Leader Session will be held at Camp Brotherhood (near Mount Vernon, WA) in May. Registration for that session will open in January.

We are also asking for clubs to donate \$200.00 USD to the District Outreach Fund this year. Outreach Funds are used at the District level to support your Key Club and Circle K Board members and Lt. Governors with travel to Kiwanis Board meetings and conventions - as well providing general program support for District Board activities. A strong Key Club and Circle K District structure helps provide you with the support and framework that you need to have strong Service Leadership Programs in your community. Learn more about the Outreach Program at:



<http://www.pnwkiwanis.org/PNWKIResources/outreach.html>

IT'S ALSO ADMINISTRATIVE BUDGET TIME!

As clubs near the beginning of a new administrative year, club officers often call the District Office to see what **International and District Dues and Fees** are for the coming year. This information is also posted on the District website at:

<http://www.pnwkiwanis.org/PNWKIResources/clubadmin.html>

WE ARE FAST APPROACHING YEAR END & MEMBERSHIP COUNTS!

A club's membership numbers become very important at this time of year as the final membership number on September 30th of each year is a big factor in whether or not a club earns Distinguished Club status or earns other awards. **Information and the complete rules for Distinguished status** are posted at:

<http://www.pnwkiwanis.org/PNWKIResources/awards.html>

New this year is the Kiwanis International program whereby clubs may receive a **rebate of a portion of the Annual Dues** it pays to Kiwanis International if the club achieves 25% growth in membership during the year. Information and complete rules for this program are available at:

<http://www.pnwkiwanis.org/PNWKIResources/clubadmin.html>

YES - MEMBERSHIP COUNTS. . . BUT HOW EXACTLY IS IT COUNTED?

Kiwanis International “freezes” the database in Indianapolis at Midnight between **September 30 and October 1**. However many people show on your club roster at that moment in time becomes both the club’s ending number for the current year and the beginning membership number for the coming year. In a nutshell, **the September 30 numbers and the October 1 numbers MUST always be the same!** Although this number is determined at Midnight between September 30 and October 1, there is not a “magic wishing hour.” Many club officers seem to think that members can be counted on September 30th for the purposes of membership growth and awards - and then be “magically” deleted BEFORE October 1st so that the club starts the new administrative year with a lower number - thereby making it easier to obtain membership growth the following year. It doesn’t work that way!

For this reason, **we highly suggest that both the current and incoming club officers be involved and informed as to what the club’s September 30th ending membership number really is.** We can guarantee that this simple act of communication will prevent much weeping, gnashing of the teeth and general unpleasantness in your club a year from now!

If you are trying to determine where your club currently stands, membership numbers for the 2006-2007 administrative year - October 1, 2006 through the end of August 2007 - are posted at:

<http://www.pnwkiwanis.org/PNWKIResources/membership.html>

HINT - THE MEMBERSHIP YEAR IS NOT THE SAME AS DUES BILLING YEAR

Kiwanis has been on an Annual Dues Billing system for two years now. However, we still have many continuing club officers who learned their jobs back in the days of the Semiannual Dues Billing System. Many of them are still “playing old tapes” and are actually following procedures guaranteed to make it more difficult for a club to achieve positive membership growth! In the “old days” of Semiannual Dues Billing, our club secretaries learned to purge their rosters of inactive members at the end of September (and again at the end of March) so as to reduce the amount of dues, magazine subscriptions and insurance that the club had to pay.

SINCE THE ADVENT OF ANNUAL DUES BILLING, MANY CLUB SECRETARIES ARE STILL DOING THIS EVEN THOUGH THE PRACTICE NO LONGER MAKES ANY SENSE!

Under Annual Dues Billing, clubs do not need to clean their roster until such time as their corrected roster is due to Kiwanis International. Those dates are as follows:

Group 1 — October 10

Group 2 — January 10

Group 3 — March 10

What this means it that **there is absolutely no reason for Group 2 and Group 3 clubs to even think about cleaning their rosters in the Fall. Group 1 clubs do have to think about it - but thanks to International policy, they are now allowed to keep their members through September 30 for membership growth purposes.** Inactive members may then be deleted (for dues billing purposes) between October 1 and October 10 - by sending the drops along with the Corrected Club Roster which is due to Kiwanis International by October 10th. Be warned, however. If a Group 1 club does not “clean the roster” by October 10th, the club will be billed dues, magazine and insurance for those members! **If the Group 1 club fails to file a corrected club roster by Oct 10, Kiwanis International will bill them for whatever membership number shows in the computer on that date.**

If you are not certain what billing group your club is in, we have posted a billing roster that shows what billing group all clubs in the District are in on the District website. You can find this list at: <http://www.pnwkiwanis.org/PNWKIResources/clubadmin.html>

HINT #2 - WHEN INTERNATIONAL FREEZES THE ROSTER, IT IS REALLY FROZEN!

What that means is that if a club wants to add members in late September - and to have them actually count for September - the club needs to get the New Member Adds (and payment) back to Kiwanis International so that both are received before the close of business on Friday, September 28th.

This is so for two reasons. First, the last day of this administrative year happens to fall on a Sunday this year. Second, **Kiwanis International no longer goes by postmark date but by when the New Member Adds are actually received.** This is because: 1) One just has to cut things off at some point in time and 2) In these days of postage meters and malfunctioning Postal Service equipment, a postmark date just doesn't mean much any more.

For that reason, we strongly recommend that clubs who are adding New Members (or who do choose to delete members) before September 30th should consider sending them in by Express Mail or Overnight Delivery to make certain they are received in time. You may also fax them to (317) 879-0204 or email them to kiwanismail@kiwanis.org We especially recommend that Canadian clubs fax or email their New Member Adds straight to Indianapolis and to not use the Toronto lockbox for any last minute membership actions.

Please note that New Member Adds will not count towards membership growth or the 25% Dues Waiver unless the new Member Add Fees (\$50.00 USD International & \$30.00 USD District) have been submitted with them. If you are mailing in your Adds, be sure to enclose the check for payment with them. If you are faxing or emailing the New Member Adds in, you will need to attach an extra sheet giving directions for a credit card payment. These directions should include the club name and Key number, a description of what you are paying for, the total amount of the charge, the type of card, account number, expiration date, three digit code from the back of the card, name of the cardholder and a signature.

Remember - NMA's sent in without payment will not count until the payment is received!



CLUB BULLETIN EDITORS AND WEBMASTERS

You may wish to visit <http://www.pnwkiwanis.org/PNWKIResources/index.html> and click on the Graphics tab. Under this tab they will find, among many others, the Governor's logo for 2007-2008 and the graphics for the 2008 International Convention in Orlando and the 2008 District Convention in Tri-Cities, WA.