

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
July 30, 2016**

The fourth meeting of the 2015-16 Pennsylvania District Board of Trustees was held on July 30, 2016. All board members were present except for Trustees Ann Graves and Bill Henning. Bill Henning participated by telephone. Governor Jen Vare presided. Ex-officio board member and District Foundation President Ben Osterhout was present.

Governor elect candidate Judy Raub provided an opening thought.

The consent agenda was considered for review. By proper motion and second, the board approved the consent agenda less the Executive Director's report which was removed from the consent agenda. The consent agenda was approved. The consent agenda items are pages p17 to p73.

The Executive Director's report (p65) was pulled from the consent agenda and discussed but no action was taken. The suggestion for conference calls will be put into practice. The Executive Director will be present for contract negotiations but will not be permitted to stay for a vote.

Guests present were invited to make remarks. Guests included Kelly Shaup, Judy Raub, Bill McCabe, Tiffany Callaio and Paul Kasoff.

The 2016-17 Circle K District operating budget was considered and discussed. The budget was approved as presented. See pages p74-75.

The 2016-17 Key Club District operating budget was considered and discussed. The budget was approved as presented. See page p76.

Cathy Szymanski called in to discuss membership and The Formula. New club building plans and growth were discussed extensively and statistics were discussed. Growth meetings are being planned. Special efforts are being undertaken to complete new club sites under development. Club mergers were discussed. See pages p3 to p16 for more information.

Key Leader was discussed. Two camps will take place in 2017 as we have a Kiwanian who is willing to provide a financial guarantee.

Changes to the Circle K District policy code were considered and discussed. The changes were approved by proper motion second. See pages p77-p100.

A considerable discussion took place on the District financial operation including the fact that \$50,000 in reserve money has not been returned to the reserve account. After discussion, it was decided that Governor-elect John Grab would work with Executive Director Kevin Thomas to develop information to provide more information and clarity to the board for financial reporting. Efforts will, also, be undertaken by the Executive Director to work with Audit Chair Mike Czerwonka to get audits completed since they have not been produced in recent years. As well Governor-elect John Gräb will get information on the cost of separate audit. See p101 to 102.

An update was provided on the District Super raffle. We are slightly ahead of last year but need to put on a strong push for the convention and the period leading up to the convention.

Extensive discussion occurred with only board members over an agreement/contract for Executive Director Kevin Thomas to stay on as Executive Director. After extensive discussion, a new contract was reached between the District Board and Kevin Thomas. The agreement was approved pending final review of verbiage by all board members and Kevin Thomas

The operating procedures committee chaired by Trustee Ann Moffitt was brought up for discussion. The work of the committee is moving forward and more information will be provided at the October board. As part of that work, the committee will research ideas for increased non-dues revenue and a legacy society separate from the Pennsylvania Kiwanis Foundation.

Back up signatures on the Kiwanis District checking account was discussed. This will be part of the work undertaken by the operations committee.

Clubs not submitting an election report were reviewed and discussed. At the time of the meeting, 50 clubs had not submitted an election report.

2016-17 Lt. Governor vacancies were discussed. At the time of the meeting, Divisions 4, 6, 8, 14, 17, 18, 19 and 21 were still vacant. Names, courses of action and possibilities were discussed.

With some 2016-17 Lt. Governors coming to the position in different manners, a motion was approved to appoint/verify all Lt. Governors currently in place for 2016-17 (see p104-p106)

Attendance and ad sales at the 2016 Scranton District Convention was reviewed. The program and forums were reviewed. Since we did not pick up a sufficient portion of the contracted room block, there will be attrition concerns to be addressed in one fashion or another.

The location of the 2019 District Convention was discussed. The Kiwanis Club of Williamsport has expressed an interest in hosting the convention as part of their 100th anniversary celebration. The District board authorized by motion, second and vote to have the Executive Director explore the capability and cost of the facilities in Williamsport to host a convention and report back to the board at its next meeting.

2016-17 club officer training was reviewed and discussed.

Fall Region Meetings and Governor's Official Visits were discussed and dates were confirmed.

The Foundation nominating committee has come up with the following slate of candidates for election to the Foundation Board of Directors. They are: Emily Reed, Dillsburg Area; Paul Kasoff, Lansdale; Margie Smith, Wilkinsburg; Kristina Badali, Baldwin; Rick Relyea, Mifflinburg.

It was reported that no progress has been made in further developing the District I-Plan (strategic plan) due to lack of direction, information and response from Kiwanis International.

An incident/crisis communication plan was discussed. See p126-139 for the proposed plan. After considerable discussion, a motion to table the plan was introduced and seconded. The motion to table was approved with two board members voting no.

In keeping with the Kiwanis International graphic standards, a new District logo was submitted to the board for its approval. See p140. The new logo was unanimously approved.

The District Board discussed a new district pin in light of the new District logo. It was decided to not do a new pin once the current inventory is exhausted as each year the District Governor has a pin.

Due to lack of response from JCI leadership, no progress has been made in partnering with the Pennsylvania JCI (Jaycees). Executive Director Kevin Thomas plans to stop by their convention in Somerset on August 6th and will write the JCI leadership after that meeting as necessary and needed.

A proposed memorandum of understanding between the Montgomery County Intermediate Unit and the Kiwanis Clubs of Montgomery was reviewed. See p143-p147. A motion was introduced, seconded and approved to have Governor Jen Vare sign the agreement provided that the Kiwanis Clubs of Montgomery County approve the agreement as well.

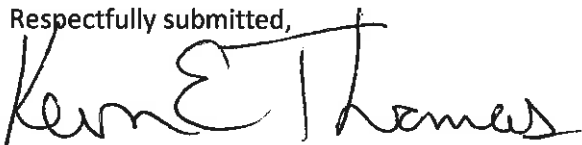
It was announced that past trustee Don Smith has agreed to accept the District Partnership Chair position. This is a three-year appointment.

The need to find a Kiwanian willing to serve as District legal counsel was discussed.

In light of his efforts to raise funds and awareness on the Eliminate project and his commitment to Kiwanis, the District Board agreed to award a Kiwanis Hero in Service award to Charles Kaylor of the Kiwanis club of Greensburg.

With no further business to discuss the meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "Kevin E. Thomas". The signature is written in a cursive style with a large, prominent "K" and "T".

Kevin E. Thomas

District Executive Director/Secretary/Treasurer

Kiwanis International
Monthly Membership Comparison

Run Date: 07/01/2016

Run time: 1:31:08PM

Club Id	Club Name	Entry/St	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep % Chg	Trend
K23	Pennsylvania															
K2301	Division 1		52	52	52	53	53	54	54	54	55	57			9.62	+5
K02090	Bradford	PA	11	11	11	11	11	11	11	11	11	11			0.00	
K04613	Cambridge Springs	PA	9	9	8	8	8	8	8	8	8	8			-11.11	-1
K03089	Conneaut Lake	PA	11	11	11	11	11	11	11	11	11	11			0.00	
K01165	Corry	PA	14	16	16	16	16	16	16	16	16	16			14.29	+2
K16877	East Erie County	PA	32	31	31	31	32	32	32	30	30	30			-6.25	-2
K11844	Edinboro	PA	44	45	45	45	44	43	43	43	43	47			6.82	+3
K00040	Erie	PA	13	13	13	13	15	15	15	14	14	14			7.69	+1
K17440	Fort LeBoeuf	PA	21	22	22	21	21	21	21	21	21	21			0.00	
K16577	Meadville Golden K	PA	51	51	51	51	51	51	51	52	52	50			-1.96	-1
K00701	Meadville	PA	22	24	25	25	25	25	25	25	25	25			13.64	+3
K08353	Millcreek-Erie Area	PA	42	40	41	42	43	43	41	41	41	41			-2.38	-1
K00812	Warren	PA	14	15	14	14	14	15	15	15	15	15			7.14	+1
K14943	West Erie County	PA														
	Division 1 Totals:		336	340	340	341	344	345	343	341	342	346			2.98	+10
K2304	Division 4															
K17667	Allegheny North	PA	8	8	10	10	10	10	10	10	10	10			25.00	+2
K02616	Glenshaw	PA	16	16	16	16	16	17	17	17	17	19			18.75	+3
K02234	Mars	PA	14	14	14	14	14	14	14	14	14	14			0.00	
K01574	Sewickley	PA	16	16	16	16	16	16	16	16	16	16			0.00	
K09194	Zelienople-Harmony	PA	6	6	6	6									0.00	-6
	Division 4 Totals:		60	60	62	62	56	57	57	57	57	59			-1.67	-1
K2305	Division 5															
K04358	Baldwin	PA	8	9	9	8	8	8	8	8	8	8			0.00	
K18576	Pittsburgh Airport Area, The	PA	15	14	13	13	13	13	14	14	14	14			-6.67	-1
K00003	Pittsburgh	PA	15	15	15	15	15	15	18	18	18	18			20.00	+3
K03643	Sheraden, Pittsburgh	PA	36	38	38	38	39	39	40	40	40	40			11.11	+4
K03431	Squirrel Hill, Pittsburgh	PA	10	10	10	10	10	10	10	10	10	10			0.00	
K00797	Washington	PA	11	13	13	13	13	13	13	13	13	13			18.18	+2
	Division 5 Totals:		95	99	98	97	98	98	103	103	103	103			8.42	+8

Kiwanis International
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Club Id	Club Name	Cntry/St	Sbs	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep '16	% Chg	Trend	
K23 Pennsylvania (Continued)																			
K2306	Division 6			23	23	23	23	23	23	23	23	23	23	23	23	23	0.00		
K05219	Freeport	PA	8	8	8	8	8	8	8	8	8	8	8	8	8	8	0.00		
K00744	Kittanning	PA	21	21	21	21	21	21	21	22	22	22	22	22	22	22	4.76	+1	
K00526	McKeesport-White Oak	PA	15	15	16	16	15	15	15	15	18	19	19	19	19	19	26.67	+4	
K06034	Penn Hills	PA	15	15	15	15	15	15	15	15	15	15	15	15	15	15	0.00		
K01502	Vandergriff	PA	11	11	11	11	10	10	10	10	11	11	11	11	11	11	0.00		
K02401	Verona-Rosedale	PA	16	16	16	16	17	17	17	17	17	18	18	18	18	18	12.50	+2	
K01702	Wilkinsburg	PA	16	16	16	16	17	17	17	17	17	18	18	18	18	18	12.50	+2	
	Division 6 Totals:		109	109	110	110	109	109	109	110	114	116	116	116	116	116	6.42	+7	
Division 8 Totals:																			
K2308	Division 8			26	26	26	26	26	26	26	26	26	26	26	26	26	-3.85	-1	
K00165	Greensburg	PA	12	12	12	12	12	12	12	12	12	12	12	12	12	12	0.00		
K00930	Jeanette	PA	6	6	6	6	6	6	6	6	6	6	6	6	6	6	0.00		
K12374	Ligonier Valley	PA	28	26	26	21	21	21	21	21	21	21	21	21	21	21	-25.00	-7	
K04899	Scottdale	PA	14	14	14	14	14	14	14	14	14	14	14	14	14	14	-21.43	-3	
K00672	Uniontown	PA	14	14	14	14	14	14	14	14	14	14	14	14	14	14	-21.43	-3	
	Division 8 Totals:		86	84	84	79	79	79	79	79	76	75	75	75	75	75	-12.79	-11	
Division 10 Totals:																			
K2310	Division 10			12	10	10	10	10	10	10	10	10	10	10	10	10	-16.67	-2	
K03661	Homer City	PA	43	44	44	44	44	44	44	41	41	41	41	41	41	41	-4.65	-2	
K00786	Indiana	PA	10	10	10	10	10	10	10	8	8	8	8	8	8	8	-20.00	-2	
K05545	Johnstown East Hills	PA	30	33	33	33	33	33	33	33	33	33	33	33	33	33	10.00	+3	
K00057	Johnstown	PA	9	8	8	8	8	8	8	8	7	7	7	7	7	7	-33.33	-3	
K17732	Punxsutawney	PA	11	15	15	15	15	15	16	17	17	17	17	17	17	17	54.55	+6	
K03869	Somerset	PA	24	24	24	24	24	24	23	23	23	23	23	23	23	23	-4.17	-1	
K07473	Westwood, Johnstown	PA	24	24	24	24	24	24	23	23	23	23	23	23	23	23	-4.17	-1	
	Division 10 Totals:		139	144	144	144	144	144	144	140	139	139	139	138	138	138	-0.72	-1	
Division 11 Totals:																			
K2311	Division 11W			49	49	49	49	49	49	49	47	47	47	47	47	47	-4.08	-2	
K00005	Altoona	PA	21	18	18	18	18	18	15	15	15	15	15	15	15	15	-28.57	-6	
K01561	Clearfield	PA	14	14	14	14	14	14	14	14	14	15	15	15	15	15	7.14	+1	
K00521	Du Bois	PA	14	14	14	14	14	14	14	14	14	15	15	15	15	15	7.14	+1	

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K23	Pennsylvania (Continued)																
K2313	Division 12S (Continued)																
K00450	Sunbury	PA		28	28	28	28	28	28	28	28	28	28	28	28	0.00	
				<u>179</u>	<u>180</u>	<u>182</u>	<u>182</u>	<u>182</u>	<u>183</u>	<u>185</u>	<u>184</u>	<u>185</u>	<u>187</u>			<u>4.47</u>	<u>+8</u>
	Division 12S Totals:																
K2314	Division 13N																
K10953	Cumberland County	PA		14	14	14	14	14	14	14	14	13	13			-7.14	-1
K14286	Dillsburg Area	PA		33	34	34	35	35	35	35	35	35	35			6.06	+2
K10616	East Shore, Harrisburg	PA		6	6	6	6	5	5	5	5	5	5			-16.67	-1
K00048	Harrisburg	PA		45	45	45	45	45	44	44	44	42	41			-8.89	-4
K07038	Hershey-Hummelstown	PA		18	19	21	22	23	23	23	23	23	23			27.78	+5
K02096	Middletown	PA		10	10	10	10	10	10	10	10	10	10			0.00	
K17073	Red Land-Fairview Township	PA		6	6	6	6	6	6	6	6	6	6			0.00	
K04380	Upper Allen-Cumberland Valley	PA		14	14	14	14	14	14	14	14	14	14			0.00	
K03384	West Shore, Cumberland County	PA		11	11	11	11	11	11	11	11	11	11			0.00	
K00136	York	PA		11	11	11	11	13	13	13	13	13	13			18.18	+2
	Division 13N Totals:			<u>168</u>	<u>170</u>	<u>172</u>	<u>174</u>	<u>176</u>	<u>175</u>	<u>175</u>	<u>175</u>	<u>172</u>	<u>171</u>			<u>1.79</u>	<u>+3</u>
K2315	Division 13S																
K17830	Big Spring	PA		8	8	8	14	14	14	14	14	14	14			75.00	+6
K00311	Carlisle	PA		69	71	71	73	73	73	73	73	72	73			5.80	+4
K08272	Chambersburg-Downtown	PA		18	18	18	18	18	18	18	18	18	18			0.00	
K02550	Chambersburg	PA		33	34	34	34	34	34	34	34	34	34			3.03	+1
K04355	Gettysburg Adams	PA		17	17	17	17	17	17	16	16	16	16			-5.88	-1
K18245	Greencastle-Antrim	PA		5	5	5	5	5	5	5	5	5	5			0.00	
K00613	Hanover	PA		25	27	27	28	28	30	30	30	30	30			20.00	+5
K12124	Shippensburg	PA		16	20	20	20	20	20	21	19	19	19			18.75	+3
	Division 13S Totals:			<u>191</u>	<u>200</u>	<u>200</u>	<u>209</u>	<u>209</u>	<u>211</u>	<u>211</u>	<u>209</u>	<u>208</u>	<u>209</u>			<u>9.42</u>	<u>+18</u>
K2316	Division 14																
K01341	Berwick	PA		10	9	9	9	9	9	9	9	9	9			-10.00	-1
K01032	Bloomsburg	PA		38	38	38	38	38	38	39	38	38	39			2.63	+1
K00552	Hazleton	PA		22	24	24	24	24	24	24	24	24	24			9.09	+2

Kiwanis International

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Run Date: 07/01/2016

Run time: 1:31:08PM

Monthly Membership Comparison

Club Id	Club Name	Entry/St	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep % Chg	Trend
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K23 Pennsylvania (Continued)

K2316 Division 14 (Continued)

K00098	Pottsville	PA	33	37	37	37	37	37	37	37	37	37			12.12	+4
K01329	Shamokin	PA	5	5	5	5	5	5	5	5					0.00	-5
K09523	Valley (The), Conyngham	PA	25	25	24	24	24	24	24	24	23	23			-8.00	-2
			<u>133</u>	<u>138</u>	<u>137</u>	<u>137</u>	<u>137</u>	<u>137</u>	<u>138</u>	<u>137</u>	<u>131</u>	<u>132</u>			<u>-0.75</u>	<u>-1</u>

Division 14 Totals:

K2317 Division 15

K01133	Carbondale	PA	8	8	8	8	8	8	8	8	8	9			12.50	+1
K01672	Dallas	PA	19	19	19	18	18	18	18	18	18	18			-5.26	-1
K17301	Kingston	PA	13	13	13	13	13	13	13	13	13	13			0.00	
K18933	Lafin	PA	15	15	16	15	15	15	15	15	15	15			0.00	
K07651	Montrose Area	PA	22	22	22	23	24	25	25	25	25	25			13.64	+3
K05653	Mountaintop	PA	18	16	18	18	19	19	19	19	19	19			5.56	+1
K00950	Pittston	PA	15	16	16	16	16	16	16	16	16	16			6.67	+1
K00975	Plymouth	PA	8	8	8	8	8	8	8	8	8	8			0.00	
K00111	Scranton	PA	63	62	62	62	62	62	63	63	63	66			4.76	+3
K03759	Swoyersville	PA	18	19	20	21	22	22	22	22	21	21			16.67	+3
K02905	Tunkhannock	PA	46	46	53	57	59	59	59	62	63	63			36.96	+17
K00129	Wilkes-Barre	PA	35	35	35	35	35	35	34	34	30	30			-14.29	-5
K14447	Wyoming Area	PA	42	42	42	51	52	56	58	59	60	60			42.86	+18
			<u>322</u>	<u>321</u>	<u>332</u>	<u>345</u>	<u>350</u>	<u>355</u>	<u>358</u>	<u>362</u>	<u>359</u>	<u>363</u>			<u>12.73</u>	<u>+41</u>

Division 15 Totals:

K2318 Division 16

K04149	Annville-Cleona	PA	17	17	16	16	16	16	16	16	16	16			-5.88	-1
K18534	Centennial Internet Club	PA	44	44	44	44	44	45	47	47	52	53			20.45	+9
K02913	Elizabethtown	PA	21	20	20	20	20	20	20	22	23	24			14.29	+3
K00101	Greater Reading-Berks County	PA	23	23	23	23	23	23	23	23	23	23			0.00	
K18337	Lancaster	PA	7	8	8	8	8	8	8	8	8	8			14.29	+1
K00398	Lebanon	PA	40	41	41	41	42	44	44	43	43	42			5.00	+2
K14571	Lititz Area	PA	18	18	18	20	20	20	20	20	20	20			11.11	+2
K03389	New Holland	PA	43	43	43	43	42	42	40	41	41	41			-4.65	-2
K12868	Norlanco-Rheems	PA	22	22	22	22	23	23	23	23	23	23			4.55	+1
K16979	Palmira Area	PA	10	10	10	10	10	10	10	10	10	11			10.00	+1

Kiwanis International

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K23 Pennsylvania (Continued)

Division 16 Totals:

K2319 Division 17

K00034 Easton

K05762 Easton-Suburban

K06915 Nazareth Area

K07736 Palmer Township, Palmer

K08268 Poconos - Daybreak, Monroe County (The)

K00799 Stroudsburg

K16731 West End-Monroe County

Division 17 Totals:

K2320 Division 18

K05241 Allentown Northeast

K00004 Allentown

K03769 Emmaus

K12547 Lehigh Valley Industrial Park Allentown-Beir

K14579 Southern Lehigh, Center Valley

K10376 Upper Perkiomen Valley

Division 18 Totals:

K2321 Division 19

K01532 Ambler

K11637 Boyertown Area

K18396 King of Prussia

K01490 Lansdale

K18921 Norriton Circle

K01083 Pottstown

K17426 Upper Bucks

Division 19 Totals:

K2323 Division 21

245	246	245	247	248	251	251	253	259	261	6.53	+16
36	37	38	38	38	39	41	41	41	41	13.89	+5
10	10	10	10	10	10	10	10	10	10	0.00	
12	12	12	12	12	12	12	12	12	12	0.00	
47	47	49	49	50	50	51	51	51	51	8.51	+4
31	30	30	30	30	33	32	31	30	30	-3.23	-1
48	48	48	47	47	47	47	47	47	47	-2.08	-1
8	8	8	8	8	8	8	8	8	8	0.00	
192	192	195	194	195	199	201	200	199	199	3.65	+7
26	23	23	24	24	24	24	24	24	24	-7.69	-2
20	21	21	21	22	22	22	22	22	22	10.00	+2
36	36	36	36	36	36	36	36	35	36	0.00	
7	7	7	7	7	7	9	9	9	8	14.29	+1
7	7	7	7	7	7	7	7	7	7	0.00	
17	17	17	17	17	17	17	17	17	17	0.00	
113	111	111	112	113	113	115	115	114	114	0.88	+1
24	24	24	24	24	24	24	23	24	24	0.00	
17	17	17	17	17	17	17	17	17	18	5.88	+1
23	23	23	23	23	31	31	30	30	30	0.00	-23
30	30	30	30	30	19	19	19	20	20	33.33	+5
15	16	17	18	19	19	19	13	13	13	-13.33	-2
15	15	14	14	14	14	14	14	14	14	16.67	+2
12	14	14	14	14	14	14	14	14	14	-12.50	-17
136	139	139	117	118	119	119	116	118	119		

CR

Kiwanis International

Monthly Membership Comparison

Run Date: 07/01/2016

Run time: 1:31:08PM

Club Id	Club Name	Cntry/St	Sbs	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep % Chg	Trend
---------	-----------	----------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----------	-------

K23 Pennsylvania (Continued)

K2323 Division 21 (Continued)

K15465	Bensalem	PA		15	15	15	15	15	15	15	15	15	15	15		0.00	
K07229	Council Rock	PA		8	8	8	8	8	8	8	8	8	8	8		0.00	
K01619	Glenside	PA		24	25	25	25	25	25	25	25	25	25	25		4.17	+1
K17446	Hatboro-Horsham	PA		10	10	10	10	10	10	10	10	10	10	10		0.00	
K03273	Jenkintown	PA		27	26	25	25	26	26	26	26	26	26	26		-3.70	-1
K04181	Levittown-Bristol	PA		35	37	37	39	39	39	41	40	40	40	40		14.29	+5
K01468	Old York Road	PA		29	29	29	29	29	29	29	29	29	29	29		0.00	
K04649	Phil-Mont, Philadelphia	PA		13	12	12	13	13	13	13	13	13	13	13		0.00	
K05710	Southampton	PA		23	23	23	23	23	23	23	23	23	23	23		0.00	
K17952	Washington Crossing-Yardley	PA		18	24	24	24	25	25	25	25	25	25	25		38.89	+7
				202	209	208	211	213	213	215	214	214	214	214		5.94	+12

Division 21 Totals:

K2324 Division 22

Baltimore Pike, Delaware County

K03053	Baltimore Pike, Delaware County	PA		13	12	12	12	12	12	12	12	12	12	12		-7.69	-1
K00022	Chester	PA		6	6	6	6	6	6	6	6	6	6	6		0.00	
K18732	Kennett Square	PA		7	6	6	6	6	6	6	6	6	6	6		-14.29	-1
K01612	Main Line (The)	PA		15	16	15	15	15	15	15	15	15	15	15		0.00	
K01421	Phoenixville	PA		46	47	48	47	47	51	51	52	54	54	54		17.39	+8
K16041	University City, Philadelphia	PA		12	12	14	14	16	16	16	17	17	17	17		41.67	+5
K03918	Upper Main Line (The), Wayne	PA		13	13	13	13	13	14	14	14	14	14	14		7.69	+1
K03452	West Chester	PA		7	8	8	8	8	8	8	8	8	8	8		14.29	+1
				118	120	122	121	123	128	128	130	117	132	132		10.92	+13

Division 22 Totals:

K2326 Division 11E

K01182	Bellefonte	PA		53	53	54	54	54	54	54	54	54	55	55		3.77	+2
K01259	Huntingdon	PA		15	15	15	15	13	13	13	13	13	13	13		-13.33	-2
K14968	Juniata County	PA		22	22	22	22	22	22	22	22	22	22	22		0.00	
K00772	Lewistown	PA		46	46	46	46	47	44	44	44	44	44	44		-4.35	-2
K10590	Mount Union Area	PA		8	8	9	9	9	9	9	9	9	9	9		12.50	+1
K18334	Nittany	PA		8	10	10	10	13	13	13	13	13	13	13		62.50	+5
K17258	Penns Valley Area	PA		10	10	10	10	10	10	10	10	10	10	10		0.00	
K01367	State College	PA		43	45	45	45	45	43	43	43	42	42	42		-2.33	-1

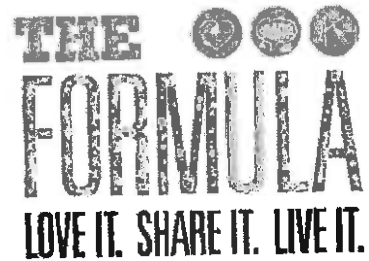
Kiwanis International

Monthly Membership Comparison

Run Date: 07/01/2016

Run time: 1:31:08PM

Club Id	Club Name	Entry/St	Sis	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep %	Chg	Trend																
																15	16																	
K23	Pennsylvania (Continued)																																	
Division 11E Totals:																			205	209	211	213	208	208	207	208			1.46	+3				
K2329	Division 2																																	
K00912	Clarion	PA	15	15	15	15	15	15	15	15	15	15	15	15	15	0.00		+2																
K00606	Franklin	PA	46	47	48	48	48	48	48	48	48	48	48	48	48	4.35		+1																
K00848	Greenville	PA	31	31	31	31	31	31	31	31	33	32	32	32	32	3.23		+4																
K04567	Hermitage	PA	12	12	14	14	14	14	14	15	15	16	16	16	16	33.33																		
K00192	New Castle	PA	11	11	11	11	11	11	11	11	11	11	11	11	11	0.00		-1																
K02377	New Wilmington	PA	25	25	25	23	24	24	24	24	24	24	24	24	24	-4.00		-1																
K00673	Sharon	PA	21	21	22	21	20	20	20	20	20	20	20	20	20	-4.76		+3																
K09572	Titusville	PA	16	16	16	16	16	16	16	16	16	16	16	16	16	18.75		+3																
K02510	Transfer	PA	13	15	15	15	15	15	15	16	16	16	16	16	16	23.08		+3																
K02625	West Middlesex	PA	32	31	31	31	31	31	31	29	29	29	29	29	29	-9.38		-3																
Division 2 Totals:																			222	224	225	225	225	227	227	230			3.60	+8				
Total Number of Clubs:																			176														3.69	+139
Pennsylvania Totals:																			3769	3819	3843	3840	3853	3867	3882	3882	3908							



July 2016 Formula Board Report

I have attached an email that I sent to Governor Jen with an update of what I know going on with clubs and counseling.

This is my report for other items going on with the formula.

Since our last report many things have happened. The Blitz came to Philly and all the work that was put into the event by Region Seven certainly showed from the moment people showed up. A HUGE thank you to incoming trustee Sarah Zulueta for the pre-planning, organizing, idea exchanging and so forth that she did. Sarah was instrumental in the success of the Philly Blitz. We heard from many sources out of all the Blitzes by far Pennsylvania had the best one and were prepared. Obviously we heard bad things as well, that happens with everything. However; overall we feel it was a huge success. Matt and I are going to work on having a debriefing with the group and discuss the opportunities we have going forward with the region.

As you know Central Bucks has organized and as of this date I believe the charter dinner is Friday, September 23rd. Joe Wilson and his team were incredible and our district can certainly be proud of all of them.

The next club to organize will most likely be Valley Forge and they plan their organization on Monday, August 1st. Kate has been incredible and her personality was certainly needed for this club. With her support and follow through this is certainly going to be an EPIC club.

The next one will either be South Philly or Conshohocken both are very close to organizing.

North Philly and Ridley Park will open they are just going to need a little more time and work. Again, Region Seven should be applauded for all of their hard work and diligence to make this work. Everyone that came from across our district can be proud of what was accomplished because of them during this time.

Remind your LTG's that Governor Jen put out a challenge; the first LTG to open a new club will receive \$100.00 and another \$100 from the Formula Budget, the Blitz clubs do not qualify for this incentive.

Ten New Clubs. That is Governor Jen and The Formula's Goal for this year. We have a lot of work in front of us to make this happen. In order for our district to show a positive growth this year we need to get these clubs open and work on strengthening existing clubs.

We need more members on our Formula Team, when you are working with your LTG's please remind them for the formula needs help. Also most clubs still have not listed membership chairs, we need the club secretary's to enter the names in.

As all of you know, Matt and I are doing growth Summits in every region. Matt did region five last week and was pleasantly pleased with how well it was received. The plan is to help divisions work on clubs growth goals for the rest of this year, and then work on a plan for next Kiwanis Year. Region five also did a regional goal for how many members they need to have by the end of the Kiwanis Year. This is a great way to measure the metrics. We will be doing this in all regions. I have also attached the email I sent to Governor Jen in reference to what is going on with the growth summits.

We continue to have our monthly calls the third Monday of every month at 9:00 PM. We are going to change this a tad bit. Majority of the Formula team including Lanton can do the third Monday so we will keep the calls here, however; we are only going to do them every other month. The point of these calls is not to have people report out they are to educate inform and update. We will resume having the regional calls again and those will be taking place every month until the end of this year. We truly need to set a sense of urgency to our membership that we need to grow our membership and if not now then when.

We realize this is the time of the year when many clubs will not add members to the roster they feel the cost is too much versus waiting until October 1 to add them. We as Kiwanians need to add next year's dues and the remaining of this year's dues to the amount due and explain that pays for dues until September 2017. I cannot express enough concern about what we are going to see in September, so please work on contacting your LTG's and Formula team members to see what can be done to help grow clubs open the new ones. Every one of us told Jen we would open a new club this year and it needs to happen. She has poured her soul into Kiwanis the past two years, helping open new clubs and existing clubs with growth. So please do what you can to continue to make her year a memorable one that can go down in the books for the year Pennsylvania District showed positive growth in our membership.

If you needs tips please contact Matt or myself and we will work with you on ideas. Remember the referral method for opening clubs also works for existing clubs too and you might be surprised what you can do to help a club out.

Matt and I are only a phone call or email away and want to help in every way we can. However; we cannot do this alone and are asking the board members to reach out to your LTG's and ask them to communicate with the Formula group. We are all one team with the same goal in mind and that is to leave the Pennsylvania District in a much better place than when we started. We all need to work together to make this happen. Keep in mind, we need to stay focused and dedicated, this takes work, determination and passion, growth will not happen overnight. We need to make small daily improvements to achieve long-term results.

From: Cathy Szymanski <cathy@szy.com>

To: Kevin Thomas <ketkiwanis@aol.com>

Cc: Matt Wise (matthew.j.wise@outlook.com) <matthew.j.wise@outlook.com>

Subject: Formula Report

Date: Mon, Jul 25, 2016 1:26 pm

Attachments: July 2016 Formula Board Report.docx (70K)

Matt if you feel something needs changed let me know. I believe I have covered everything.
Kevin, if you think I need to call in I will just let me know.

Cathy Szymanski
Director of WOW
Szymanski Consulting, Inc.
814-455-6069

www.szy.com

 [View David Szymanski's profile](#)

 [View Cathy Szymanski's profile](#)

Confidentiality Notice: This electronic communication is privileged and confidential and is intended only for the party to whom it is addressed. If received in error, please return to sender.

Attached Message

From: Cathy Szymanski <cathy@szy.com>
To: 'Jen Vare' <jen@pakkiwanis.org>
Cc: 'Kevin Thomas' <ketkiwanis@aol.com>; 'John H Grab' <grabjh@aol.com>; Matt Wise (matthew.j.wise@outlook.com) <matthew.j.wise@outlook.com>
Subject: Club Updates
Date: Fri, 15 Jul 2016 14:44:55 +0000

Good morning everyone. Jen as I said earlier I am very sorry for not getting this over to you.
Here is what I know and don't know....

- **Whitehall** I am still waiting to hear back from Jeff Rose on this, I emailed him again this morning, as we all know he has been on vacation so he gets a bit of a break. As soon as I hear something I will let you know.
- **Ridley** I just don't see this happening this year. We have a great start for next year.
- **Old Forge** I spoke with Mike Coolbaugh and he has started work on it and understand this absolutely needs to be completely done this Kiwanis year.
- **Colonial Park** John, can you please let me know what you have done with this club so far. I was with incoming president Jane this past week and she was under the impression work has been done on it. I apologize I told her I was unaware of any meetings or inviting that is being done. Again, this club needs to be done this year. We have promised not just KI but Jen and the district that we will get this club done. Please let me know what you have done to date.
- **North Philadelphia** Of all places this is the area that needs Kiwanis we will get this done but not this year most likely. I can tell you if I were to come across a ton of money I would pay for this area's memberships over and over again so that they could create a Kiwanis atmosphere.
- **Douglasville** We spoke with Katelyn, Lindsay and their mom this past week and are going to work on the game plan next weekend with them and get this completed. Kevin this is the one we mentioned we would like your help on and I believe Bob O is going to help out as well.
- **South Philly** Sarah told us that the next meeting is July 20th and she has been told a lot of people are bringing friends. To date she has 11 official apps, 6 checks and has been told 3 people were mailing Kevin checks this week. We are hoping she can do a pre-org on the 20th depending on how many people show up. they are meeting and do service.
- **Valley Forge** they are having an organizational meeting on July 25th She has 12 apps and 12 checks. They have been meeting and find a lunch meeting is best, they have done some service as well. Kate has been awesome with them. The organizational date which I plan on being at is July 25th.

- l. **Conshohocken** 14 apps 7 paid waiting on payment from 7 others. I am going to work on seeing what I can do to get in there and finish this up. There are a couple of strong members in this new club and I feel if I can go talk to them and make this happen we can get the organizational meeting done sooner rather than later.
- o. **Summit** This one is on me and I am actively working on this club. I am trying to get my club members engaged in helping the opportunity I have is it is golf season. With that said, the school district here is the same as Fort LeBoeuf's school district and now they hear we are opening a new club, Fort LeBoeuf is actively inviting new members to their club. First time for this since, I helped open their club several years ago. With that said, this club will be open this year, I have a lot of interest and have friends that are going to help me as well .
- 1. **Cochran** This was being worked on by someone else to get it open. However, they have reached out to David and I and we are going to go in and get this completed. From my understanding they have a couple of applications and checks which is a help but not good enough. They have a great school district and I feel we can just move this ahead and get it done.

As far as club counseling goes here is what I know.

- o. **Corry Kiwanis Club** I have met with them a couple of times, they seem more positive than ever before to grow. They appeared to get it this time. Many people including David and I have worked with them previously and walked away with what the heck just happened. They have a new president starting next year who is willing and really wants to make Corry Kiwanis the premiere club to belong to.
- o. **Erie Kiwanis Club** As you see by the recent numbers they are growing. We are working with them on how to make changes and have them realize that people that join should not be punished or talked about because they do not make meetings. it is a very hard change for this club to realize even though it is my club they at times don't get it. David has explained to them that they should and can still meet weekly that is what they want to do, however, to gain new members we need to focus on service and give members what they want. They are slowly seeing the way and our membership is starting to grow again.
- o. **Greencastle** As you know Bob Raub has done so much to keep this club going. They are not responsive to him at all and I truly feel this club will not be with us next year. It is very unfortunate that Division 13S did not help them and that the sponsoring club did not assist after they were open. As you know this is a tough division to begin with.
- o. **Mansfield** Matt is working on a communication issue with them. It appears they always have excuses. Does not help that most of the members go to Florida in the Winter
- o. **Toward-Wysox** Matt has met with them and to phrase Matt, unless a magic bullet comes along they will surrender their charter the end of this year. It is amusing that when Matt asked what was the number one issue they had it was meeting at 7:30 AM. Something as simple as this, we all know there is more to it than that. However, I find that a funny answer considering it can be changed .
- o. **Lansdale** Bonnie is not having as much luck with this club as she anticipates she has met with them, however, I don't think they are quite getting the fact they need to change.
- o. **Kittanning** The biggest thing John has noticed with this club is the personality's and they say they know they need to change and they say they are willing to, however, they don't want to do this and they are concerned about doing this. I 100% believe John will get them turned around and they will be a happier livelier club. This club has potential to be so much more and the members realize this as well.

I believe this is all we have, if I am missing something please let me know. Again sorry about this.

Attached Message

From Cathy Szymanski <cathy@szy.com>
 To Jen Vore <jen@pakiwanis.org>
 Subject FW: Regional Growth
 Date Mon, 25 Jul 2016 17:26:27 +0000

Good morning Jen, it is great to read on Facebook how great you are doing.

We had our first regional growth summit last night in region five. We had 11 rsvp and 11 showed up. It was led by Matt Wise and he did a great job, everyone left with a regional game plan, one for their club and one to work on with club members.

Our next regional growth meeting is with region six on July 31st.

As you know we are working on rescheduling region 7 meeting. As soon as Matt realized they were having the Democratic Convention Meeting in Philly he contacted Sarah and myself and suggested it be rescheduled for various reasons and we all agreed. When we get the new date we will let you know.

Here is what we know for the other regions.

- 1. Region One will be held September 24th we are working on the time for this.
- 2. Region Two John and I are working on a date that works well for his schedule. Keith is extremely busy and has asked him and I to plan it and if he can make it he will
- 3. Region three Ann, Phyllis and I working on when they feel this would be a good time to do in their region
- 4. Region Four, , Matt is going to work with me on this, due to the fact that it is very difficult with Bill not available in this district.

This is the updates that we have for the regional growth summits. Please let me know if you have any questions.

Cathy Szymanski

Pennsylvania District Formula Chair.

Cathy Szymanski
Director of WOW
Szymanski Consulting, Inc.
814-455-6069

www.szy.com



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**GREAT
OPPORTUNITY!**



WIN BIG!
**FOUR Super Raffle
tickets up for grabs!**

Just add members!



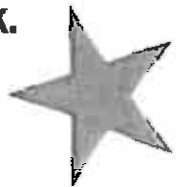
- Bring a friend to a meeting or service project. When they join and you are listed as the sponsor, you are entered into a drawing.
- The more members you sponsor the more chances you have to win.
- Every club that has a +2 in membership is entered into a separate drawing.
- Four new members – 2 entries
Six new members – 3 entries
Eight new members – 4 entries, etc.



There will be **TWO** separate drawings, each with **TWO** winners:

- 1) for sponsoring Kiwanians
- 2) for clubs with growth

This competition will end on **July 31**. Winners of the four Super Raffle tickets will be contacted and announced on Facebook.



Every new member is new hands of service to help better your community!
Need ideas on how to attract new members? check out:
www.kiwanis.org/theformula

The Pa. District Super Raffle will be held during District Convention, August 11-14, 2016. Each entry has the chance to win up to \$9,000. Proceeds benefit the programs and activities of the Pennsylvania District.



Questions? Please contact Governor Jen Vare: jen@pakwanis.org or 215-350-0454, the District Office: kevin@pakwanis.org or 717-540-9300, your Trustee or LTGI



The DISTRICT BOARD OF TRUSTEES MEETING

April 16, 2016

The third meeting of the 2015-16 District Board of Trustees was held on April 16, 2016 at the Kiwanis District Office, Harrisburg, PA. Governor Jen Vare presided. The meeting was called to order at 9:30AM.

The meeting began with a reciting of the Objects of Kiwanis.

All board members were present except John Grab and Mike Coolbaugh.

Guests included Laws and Regulation Chair Matt Wise.

Membership & New Club Building (See the pages p1-p3)

Formula Vice-Chair Matt Wise spoke on membership development.

The Philly Blitz new club building effort was discussed.

The board was made aware that the District will be processing credit cards for the blitz and can do this for new club building efforts in the future.

Other new club building efforts across the District were discussed.

The membership incentive contest was discussed. (See p3).

Consent Agenda (See p4-p65)

All items in the consent agenda were approved.

Discussion and Action Items

The 2015-16 Budget, account balances, investment reserves and Super Raffle were reviewed and discussed. See p66 -p.69. Other fundraisers were reviewed.

The Key Club and Circle K Convention Financial information and general budgets were reviewed. See p70-p74.

Key Leader was discussed and reviewed. Concerns about the future financial liability to the District for Key Leader Conferences were discussed.

Trustee positions were discussed. A motion was introduced, seconded and approved to appoint Phyliss Palm to the position of Region III for the 2016-17 and 2017-18 year. The motion was seconded and approved.

Vacant 2016-17, Lt. Governor positions were reviewed (p75). There are a lot of vacancies but it appears there is some movement towards filling some of those positions. Training for 2016-17 Lt. Governors will be on June 10-11, 2016 at Bucknell University.

Potential redivisioning was discussed but no action was taken.

Club officer education for 2016-17 was discussed.

The 2016 Midwinter Conference results were reviewed. See p75-p79.

The board approved soliciting a proposal from the Penn Stater to host the 2018 Midwinter Conference. No action will be taken on the 2019 Midwinter conference until such after the 2017 Circle K Convention is held.

Convention sponsorships and ads were reviewed and all board members were urged to support those efforts. May 3, 2016 was established as the date for the conference call to approve a convention budget and program. The board was informed that the Jazz Fest will not be taking place while we are in Scranton. Board member conduct and responsibility in regard to the contested election for Governor-elect was discussed.

The 2016 Kiwanis International Convention in Toronto was discussed. The Pennsylvania District will have its caucus on Thursday, June 23, 2016 at 4:00PM. There will be a hospitality room with times to be determined.

The candidates for International office were discussed (See p89-p90) and the board endorsed Peter Mancuso from the New York District for the position of International Trustee. The amendments being considered at the convention were reviewed (see p91-p92). The board agreed to support amendments 1, 2 and 3. The board voted to oppose amendments 4, 5, 6 and 8. No position was taken on 7, 9, 10 and 11 and some of these may be considered on the board conference call on May 3rd.

The following clubs have not paid dues for 2015-16: Uniontown, Shamokin, Kingston and Chester. Calls will be made to each one of these clubs during the week of April 18th.

A reminder was provided on the Kiwanis Day at Citizens Bank Park with the Philadelphia Phillies on June 18, 2016.

Background checks for District Officers, Lt. Governors and Chairs were reviewed. See p94-p95. After discussion about the missing checks and because at one time the missing checks had been in hand and showed no issues, the board agreed that all checks had been submitted and the focus will now move to the 2016-17 Trustees, Board and Chairs.

The I-Plan Committee (Strategic Plan) has had a conference call to discuss how to proceed with plan development and assignments have been made. May 3rd is the next date for a conference call to get reports from the various subcommittees working on the plan elements.

The District Foundation nominating committee is chaired by Governor-elect John Gräb. Board members should share the names of any possible Foundation nominees with John.

Proposed amendments to the District Bylaws were considered and presented to the board by Matt Wise (See P96 to P99). All proposed amendments were approved by the District Board and will be considered at the convention in Scranton.

Efforts are still on going to arrange a meeting with the Pennsylvania leadership of JCI.

The District is seeking a Partnerships Coordinator per instruction from Kiwanis International.

It was announced the Immediate Past Governor Bob Raub will be the new District Public Relations coordinator.

A proposal was reviewed from the PA Key and Pennsylvania Office of Early Childhood Development to sponsor the PA One Book for pre-school children in the foster care system. After review and discussion, the board approved having the Executive Director work with the District Foundation President and board to develop this program and find the funding for Kiwanis to sponsor this effort. See p103-p109.

District Awards were discussed in recommendations provided by Trustee Kate Feryo. See p109A-P109H. After review and discussion and with some suggested changes being incorporated, the awards were approved.

An update was given on the District Administrative Secretary position. To date, one applicant has expressed interest in the job. It is hoped that we will have someone in place around May 15th.

A discussion took place on the District Executive Director's job description. The current job description is p116-p117. The proposed job description developed by a board committee consisting of Governor Jen Vare, Governor-elect John Grab, Immediate Past Governor Bob Raub and Trustee Keith Smith is p118-p123. After discussion, the board voted to retain the existing job description for the position.

Discussion then took place on extending the contract for Executive Director Kevin Thomas. After discussion, the following items were decided. 1. That Kevin Thomas would be retained as Executive Director past September 30, 2016. 2. A Committee consisting of Governor Jen Vare, Immediate Past Governor Bob Raub and Trustee Ann Graves will meet with Kevin Thomas to present the details of a compensation package and contract worked out by the board. 3. Trustee Ann Moffitt will chair a committee to discuss standard operating procedures such as audit, expense reporting, etc.

With no further business, the meeting was adjourned.

Respectfully submitted,

Kevin E. Thomas
District Executive Director

District Board Conference Call Meeting – May 3, 2016

A District Board conference call was held on May 3, 2016 starting at 7:00PM. All board members were present on the call.

The following actions were approved.

1. Approved the District Convention Budget with the following pricing structure:

All inclusive price: **\$125.00**
(Includes Thursday outing, Friday, Saturday & Sunday breakfast, Friday lunch, Saturday banquet)

A la carte prices:	Thursday Railriders & Dinner	\$30.00
	Friday Early Learning Breakfast:	\$13.00
	Friday Hero's & SLP Luncheon:	\$25.00
	Saturday Foundation Breakfast:	\$21.00
	Saturday Governors Banquet:	\$33.00
	Sunday Farewell Breakfast:	\$21.00

(Revised budget is enclosed)

2. Approved the 2016 District Convention program/agenda. (Approved agenda is enclosed)
3. Discussed the two clubs (Kingston and Shamokin) in the District that had not yet paid dues for 2015-16.
4. Discussed proposed Kiwanis International bylaw amendments 7, 8, 9, 10 & 11. After discussion, the District Board will be recommending to the Pennsylvania delegates at the International convention that they not support or vote in favor of amendments 7, 9, 10 and 11. The board made no recommendation on amendment 8.

Respectfully submitted,

Kevin Thomas
District Executive Director/Secretary/Treasurer

2016 Proposed Budget

2016 DISTRICT CONVENTION BUDGET				
	ACCOUNT	2016 Proposed Budget	2015 Approved Budget	2015 Actual Reops/Exps
REVENUE				
	Registration Fees:			
335	Kwanians (clubs @ 3 @\$25.00)	\$ 13,000.00	\$ 13,050.00	\$ 12,975.00
	Kwanians (Beyond 3 per club@\$20.00)	\$ 1,600.00	\$ 1,320.00	\$ 2,100.00
336	Spouses (@\$15.00)	\$ 400.00	\$ 400.00	\$ 480.00
346	Sponsored Groups (@\$10.00)	\$ 80.00	\$ 100.00	\$ 70.00
338	Advertising	\$ 5,600.00	\$ 5,000.00	\$ 7,990.00
339	Tours	\$ -	\$ 1,000.00	\$ 4,250.00
341	Thursday - Railriders (100@\$25.00 & 25@\$30.00)	\$ 3,250.00	\$ 2,250.00	\$ 3,010.00
346	Friday Early Learning Breakfast (175@\$10.00 & 25@ \$13.00)	\$ 2,025.00	\$ 3,000.00	\$ 1,880.00
342	Friday Lunch (100@\$22.00 & 40@\$25.00)	\$ 3,200.00	\$ 2,700.00	\$ 3,517.00
349	Saturday Foundation Breakfast (100@ \$18.00 & 25@\$21.00)	\$ 2,325.00	\$ 2,400.00	\$ 2,506.00
344	Saturday Banquet (225@\$33.00)	\$ 7,425.00	\$ 6,250.00	\$ 7,003.00
345	Sunday Breakfast (100@\$18.00 & 25@\$21.00)	\$ 2,325.00	\$ 2,400.00	\$ 2,452.00
340	Host Committee Fundraising/sponsorships/exhibitors***	\$ 5,000.00	\$ 8,000.00	\$ 7,932.00
347	Merchandise/Clothing Sales	\$ 600.00	\$ 1,100.00	\$ 640.82
	TOTAL REVENUE	\$ 46,830.00	\$ 48,970.00	\$ 56,806.82
EXPENSES				
535	Administrative Secretary	\$ 500.00	\$ 500.00	\$ 500.00
536	Audio Visual Aids & Equipment	\$ 4,000.00	\$ 3,000.00	\$ 2,170.88
537	Badges, Ribbons & Registration Materials	\$ 460.00	\$ 275.00	\$ 469.66
538	Board of Trustees & Lt. Governors (@\$265.00)	\$ 3,100.00	\$ 3,000.00	\$ 3,273.78
540	Circle-K Governor	\$ 500.00	\$ 500.00	\$ 473.71
541	Credentials Material	\$ 100.00	\$ 125.00	\$ 88.66
570	Credit Card Processing Fees	\$ 1,250.00	\$ 1,000.00	\$ 1,208.51
542	District Governor	\$ 500.00	\$ 500.00	\$ 500.00
543	District Executive Director	\$ 500.00	\$ 500.00	\$ 500.00
544	Entertainment/Speakers	\$ 2,000.00	\$ 4,000.00	\$ 2,077.00
545	Rentals & Setup fees	\$ 1,000.00	\$ 1,250.00	\$ 3,597.00
546	Frames	\$ 75.00	\$ 50.00	
547	Gift - International Representative	\$ 150.00	\$ 150.00	
551	International Representative	\$ 600.00	\$ 500.00	\$ 473.31
552	Key Club Governor	\$ 500.00	\$ 500.00	\$ 473.71
553	Mailing - Postage	\$ 150.00	\$ 150.00	
558	Program (Printing)	\$ 1,150.00	\$ 1,100.00	\$ 1,128.90
562	Thursday - Railriders (125@\$30.00)	\$ 3,750.00	\$ 1,850.00	\$ 2,328.50
563	Tours	\$ -	\$ 1,000.00	\$ 2,479.70
564	Transportation	\$ 1,200.00	\$ 1,200.00	
550	Friday Early Learning Breakfast(200@\$12.83)	\$ 2,566.00	\$ 4,941.00	\$ 3,283.40
565	Friday Luncheon (140@\$25.65)	\$ 3,586.80	\$ 3,424.50	\$ 4,473.00
566	Saturday Breakfast (125@\$21.80)	\$ 2,725.00	\$ 2,851.50	\$ 2,825.55
567	Saturday Banquet (225 @ \$37.20)	\$ 8,370.00	\$ 7,935.00	\$ 8,833.80
568	Sunday Breakfast (125@\$21.80)	\$ 3,586.00	\$ 2,851.50	\$ 2,825.55
650	Hospitality	\$ 2,500.00	\$ 2,000.00	\$ 2,663.20
569	Miscellaneous	\$ 1,821.20	\$ 4,016.50	\$ 4,319.66
	TOTAL EXPENSES	\$ 46,830.00	\$ 48,970.00	\$ 50,968.43
	Excess(Deficit) Revenues vs. Expenses	\$ -	\$ -	\$ 5,837.39
*** Does not include in kind sponsorships				

PA District Convention Schedule 2016
(Subject to Change, if necessary)
(All events at the Scranton Hilton (SH) unless otherwise noted)

Thursday, August 11, 2016

- 12:00 p.m. – 4:00 pm **Large Scale Service Project**
(Join us as we do various types of hands on service work at the Northeast Pennsylvania Children's Advocacy Center and Ronald McDonald House.)
- 1:00 p.m. – 5:00 p.m. **Convention & Credentials Registration - Second Floor, Scranton Hilton**
- 1:00 p.m. – 5:00 p.m. **Convention Office, Store & Theme Baskets**
- 1:00 p.m. – 4:30 p.m. **Displays & Exhibitors – Second Floor, Scranton Hilton**
- 12:00 – 4:00 p.m. **Lt. Governor make-up training (If needed)**
- 5:00 – 9:30 p.m. **Welcome Picnic and baseball game with the Scranton/Wilkes Barre Railriders at PNC Field**
(First Bus Departs at 5:00 pm from Scranton Hilton. Last bus departs at game's ending. We'll start with a picnic dinner buffet and then watch the Railriders, the New York Yankees Triple A affiliate, take on the Lehigh Valley Iron Pigs, the Philadelphia Phillies Triple A affiliate)
- 9:30 – 11:00 p.m. **Reception hosted by Governor Jen Vare – Suite, Scranton Hilton**

Friday, August 12, 2016

- 7:30 a.m. – 5:30 p.m. **Convention & Credentials Registration - Second Floor, Scranton Hilton**
- 7:30 a.m. – 5:30 p.m. **Convention Office, Store & Theme Baskets**
- 7:30 a.m. – 5:30 p.m. **Exhibit Tables & Exhibitors – 2nd Floor, Scranton Hilton**
- 8:00 a.m.- 10:15 a.m. **Breakfast summit on Early Childhood Development focusing on Stress, Poverty and Brain resiliency.**
- 10:30 a.m. – 11:45 a.m. **Meeting of 2015-16 and 2016-17 classes of Lt. Governors and Trustees**
- 10:30 a.m. – 11:30 a.m. **Orientation for First Time Attendees**
- 12:00 p.m. – 2:15 p.m. **Heroes in Service & Sponsored Leadership Luncheon**
(2015-16 Heroes in service awards will be presented along with other Kiwanis awards. Remarks will be provided by our Key Club Governor Morgan Coolbaugh, Circle K Governor Fawn Jakielaszek, a Builders Club member, K-Kids member and Aktion Club member .)
- 1:00 p.m. – 3:00 p.m. **Convention Service Room**
- 2:30 p.m. – 3:20 p.m. **Workshops and Forums – First Round**
- 3:30 p.m. – 4:20 p.m. **Workshops & Forums – Second Round**
- 4:30 p.m. - 6:30 p.m. **Past Governors Meeting**
- 9:30 – 11:00 p.m. **Meet the Candidates Hospitality**

Saturday, August 13, 2016

- 7:00 a.m. – 8:00 a.m. **Early Learning Walk - Depart from Scranton Lobby**

- 8:00 a.m. – 2:30 p.m. **Convention & Credentials Registration - Second Floor, Scranton Hilton**
- 8:00 a.m. – 5:00 p.m. **Office, Store and Theme Baskets**
- 8:00 a.m. – 5:00 p.m. **Exhibits**
- 12:00p.m – 2:00p.m. **Convention Service Room**
- 8:30 a.m. – 1:30 p.m. **Blood Drive**
- 8:30 a.m. – 10:30 a.m. **Foundation Breakfast**
(Awards and updates on the Kiwanis International Foundation and the Pennsylvania Kiwanis Foundation.)
- 10:40 a.m. – 11:30 a.m. **Workshops & Forums – Third Round**
- 11:40 a.m. – 12:30 p.m. **Workshops & Forums – Fourth Round**
- (Note: Lunch is on your own)
- 12:00 p.m. – 1:30 p.m. **Past Lt. Governor meeting**
- 2:00 p.m. – 5:00 p.m. **Business General Session**
Call to Order
Pledge of Allegiance & National Anthems (United States and Japan)
Keynote address: John Shertzer, Kiwanis International Chief Programs Officer
Legion of Honor
2017 Kiwanis International Convention
Eliminate Report
Remarks – *Kiwanis International Trustee Hiroshio “Kit” Kitazato*
Credentials Committee Report
Report of District Executive Director/Secretary/Treasurer – Kevin Thomas
Proposed Resolutions & Proposed Bylaw Amendments – Matthew Wise, Laws and Regulations Chair
Pennsylvania Kiwanis Foundation Annual Meeting – Ben Osterhout, President
2017 Pennsylvania Kiwanis Convention
Election of 2016-17 District Governor
Election of 2016-17 District Governor-elect
- 7:00 p.m. – 10:00 p.m. **Governor’s Banquet and Installation**
Introductions of 2016-17 Officers, Lt. Governors and Past Governors
Invocation
Dinner
Special Presentations
Remarks – Governor Jennifer “Jen” Vare
Induction of the 2016-17 District Officers, Lt. Governors & Chairs - Kit Katazato
Remarks – Governor-designate John Gräb
Theme Basket Auction Report
- 10:00 p.m. – 11:00 p.m. **Governor’s Banquet Hospitality Reception hosted by Governor –designate John Gräb and Susan –
Scranton Hilton Hospitality Suite**
- Sunday, August 14, 2016**
- 8:30 a.m. – 10:30 a.m. **Farewell Breakfast**
Introduction of 2016-17 District Chairs

Invocation
Breakfast
Memorial Tribute of Deceased Kiwanians
Remarks – John Gräb, 2016-17 Governor
Closing Motivational Address
Benediction

From: D Bouchard <d.bouchard49@yahoo.com>
To: Jen Vare <jen@paklwanis.org>; Kevin Thomas <ketklwanis@aol.com>; John Grab <grabjh@aol.com>
Subject: LEADERSHIP EDUCATION
Date: Sat, Jul 23, 2016 8:29 pm

Here is a quick update on Leadership education:

New Club Treasurer training books are now available. I have ordered some copies to give to Certified Instructors at DCON. Kathy Durner requested some copies to be used in her officer training session for her division in August. She will receive her copies directly from KI. A power point presentation is also available and that link has been sent out to the team.

Region 7 did their training July 13 and Region 5 is scheduled for August 27.

There was a delay in getting out Leadership Guides to clubs. We had Guides shipped directly to the LTG's for their divisions. Copies for all divisions not having and LTG were sent to the District Office for distribution at DCON.

Please emphasize the value of the online training available to Club Presidents and Secretaries, Committee Chairs, Board members, Club Membership chair and Youth Protection training.

Please forgive my absence at this meeting, I am on vacation with my grand kids!

Respectfully submitted,
Dennis Bouchard
Leadership Development Coordinator

**To: Governor Jen Vare
PA District Kiwanis Board of Directors**

Re: Report on Administration

Date: As at July 24, 2016

From: Paul L. Kasoff, Chair

Attached in Excel format find the status of Club Monthly Reports through July 24, 2016.

There has been significant improvement on reporting; however, there remain 48 clubs, or nearly 49%, that have not seen fit to report at all.

While no Region has perfect input, Region Two and Three seem to need the most push.

It should also be noted that there are still 58 Clubs that have not reported their election results, assuming they have had them!

PA Kiwanis Club Monthly Report Status

One	Division	Club	October	November	December	January	February	March	April	May	June
23 Clubs	Division 1	Bradford	X			X	X	X	X	X	X
	Division 1	Cambridge Springs				X	X	X	X	X	
	Division 1	Conneaut Lake				X	X	X	X	X	
	Division 1	Corry		X	X	X	X	X	X	X	
	Division 1	East Erie County	X	X	X	X	X	X	X	X	X
	Division 1	Edinboro	X	X	X	X	X	X	X	X	X
	Division 1	Erie	X	X	X	X	X	X	X	X	X
	Division 1	Fort LeBoeuf	X	X	X	X	X	X	X	X	X
	Division 1	Meadville	X	X	X	X	X	X	X	X	X
	Division 1	Meadville Golden K	X	X	X	X	X	X	X	X	X
	Division 1	Millicreek-Erie Area	X	X	X	X	X	X	X	X	X
	Division 1	Warren	X	X	X	X	X	X	X	X	X
	Division 1	West Erie County	X	X	X	X	X	X	X	X	X
	Division 2	Clarion				X	X	X	X	X	
	Division 2	Franklin				X	X	X	X	X	
	Division 2	Greenville	X	X			X	X	X	X	
	Division 2	Hermitage	X	X			X	X	X	X	
	Division 2	New Castle					X	X	X	X	
	Division 2	New Wilmington	X	X			X	X	X	X	
	Division 2	Sharon	X	X			X	X	X	X	
	Division 2	Titusville	X	X	X	X	X	X	X	X	X
	Division 2	Transfer	X	X	X	X	X	X	X	X	X
	Division 2	West Middlesex	X	X	X	X	X	X	X	X	X
Two	Division 4	Allagheny North	X	X	X	X	X	X	X	X	X
22 Clubs	Division 4	Glenshaw	X	X	X	X	X	X	X	X	X
	Division 4	Mars					X	X	X	X	
	Division 4	Sewickley		X	X	X	X	X	X	X	X
	Division 5	Baldwin					X	X	X	X	
	Division 5	Pittsburgh	X	X	X	X	X	X	X	X	X
	Division 5	Pittsburgh Airport Area, The	X	X	X	X	X	X	X	X	X
	Division 5	Sheraden, Pittsburgh	X	X	X	X	X	X	X	X	X
	Division 5	Squirrel Hill, Pittsburgh					X	X	X	X	X
	Division 5	Washington	X	X	X	X	X	X	X	X	X
	Division 6	Freepoint	X	X	X	X	X	X	X	X	X
	Division 6	Kittanning	X	X	X	X	X	X	X	X	X
	Division 6	McKeesport-White Oak	X	X	X	X	X	X	X	X	X
	Division 6	Penn Hills					X	X	X	X	
	Division 6	Vandergrift	X	X	X	X	X	X	X	X	X
	Division 6	Verona-Rosedale	X	X	X	X	X	X	X	X	X
	Division 6	Wilkinsburg	X	X	X	X	X	X	X	X	X
	Division 8	Greensburg									
	Division 8	Jeannette									
	Division 8	Ligonier Valley									
	Division 8	Scottdale									
	Division 8	Uniontown									

Kiwanis

Pennsylvania District

Laws and Regulations Committee
Matthew J. Wise, chair

Report to District Board of Trustees June 30, 2016


As you are aware, the committee has been working this year to complete several revisions to the District Bylaws document, as requested by Kiwanis International. These amendments were approved at the meeting of the District Board of Trustees at the April 2016 meeting. A two-page document outlining the four amendments has been distributed to the clubs in the District as of July 12, 2016. These amendments will be considered by the House of Delegates at the annual District Convention on Saturday, August 13, 2016 at the Scranton Hilton.

Additionally, correspondence was sent to Kiwanis International, per the direction of the board, indicating that we will be keeping the specific list of committees within the bylaws. To date, we have not received correspondence to indicated that this would be an issue.

Finally, the chair has confirmed with the Executive Director that he is able and willing to act as parliamentarian at the House of Delegates for the 2016 District Convention.

As always, I am available for any questions or concerns you may have.

Yours in service,



Matthew J. Wise



Pennsylvania District

2873 Old Post Road, Suite 12
Harrisburg, PA 17110
717/540-9300
pakiwanis.org

July 30, 2016

Overview:

The third issue of *The Keystone Kiwanian (KK)* was published at the end of May. Work is currently being done on the fourth issue. I am shooting for it to be ready in August, but the DCON Program is taking up a lot of my spare time so that may not be ready until after DCON.

I am happy to be continuing this position for the 2016-2017 year and am working on some new goals. One of them being participation. I expect to not have many club article submissions for my next issue, but hope to keep up the club submissions from last issue. Please keep promoting The KK and encouraging clubs to submit articles and/or photos. You are also all welcome to submit your own articles as well from your home club, division, or region!

Best wishes to Governor Jen, Governor-Elect John, Kevin, and everyone else at Convention. Wish I could be there!

Goals:

1. Publish *The KK* four times during the 2015-2016 year.
75% of this goal has been completed. Below is a schedule for the remainder of the year:
 - August: ICON and Summer Recap
2. Publish a joint publication with the Key Club and Circle K District Editors.
This has been completed.
3. Increase awareness and participation in the creation of *The KK*.
This will be assessed at the end of the fiscal year.

Brett Cutright
Pennsylvania eKiwaniis
Pennsylvania District
Kiwaniis International
570/441-9383
bec1896@gmail.com

Kristina Badali
Pennsylvania District Webmaster
Chair Board Report
July 2015

Accomplishments during reporting period:

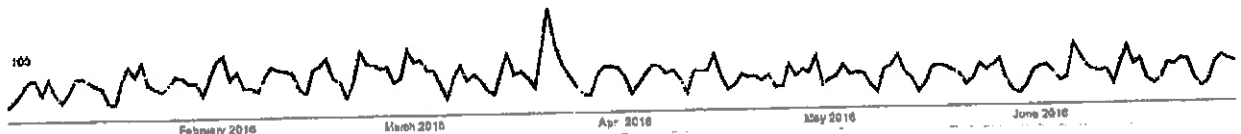
- Continued to update website with relevant international, district, and club information from information sent for posting as well as researched online and social media including district convention information.
- Worked with intern from Pennsylvania Kiwanis Foundation to clean-up club and officer data between International, District, and the District Website. Establishing plan to clean-up data with District Leadership.

Plans for next reporting period:

- Continue to update website with relevant international, district, and club information from information sent for posting as well as researched online and social media.
- Continue to assist in cleaning up clean-up club and officer data with District Leadership.

General Statistics for January 1st to June 30th

■ Sessions
 200
 100



Sessions	Users	Pageviews	Pages /Session
9,555	6,511	45,496	4.76
Avg. Session Duration	Bounce Rate	% New Sessions	
00:02:50	41.76%	64.95%	

■ New Visitor ■ Returning Visitor



Top Pages

Page	Pageviews	% Pageviews
1. /	4,812	10.58%
2. /clubs-and-divisions/	2,216	4.87%
3. /events/pamidywinter/	1,057	2.32%
4. /contact-us/	757	1.66%
5. /events/	600	1.32%
6. /login	498	1.09%
7. /events/padcon/	456	1.00%
8. /about-pa-kiwanis/	419	0.92%
9. /clubs-and-divisions/list-clubs/?region=5	417	0.92%
10. /events/future-conventions/	388	0.85%

From: mcbether <mcbether@ptd.net>

To: Jvare8 <jvare8@yahoo.com>; John Grab <grabjh@aol.com>; Bob Raub <rraub@aol.com>; Feryo, Kate <theferyos@verizon.net>; Graves, Ann <amngraves@comcast.net>; Janes, Judith <jjanes1@zoominternet.net>; Moffitt, Ann <amoffitt@keystonehumanservices.org>; Smith, Keith <keithsmithconsulting@yahoo.com>; sgt283 <sgt283@gmail.com>; Bill Henning <bill.henning@comcast.net>; Kevin Thomas <ketkiwanis@aol.com>

Subject: Report

Date: Mon, Jul 25, 2016 9:38 am

Good Morning,

I had said that there would be no more reports for the Board except for the monthly giving report. That has changed as of last week. The Kiwanis International Foundation has changed its mind and now we are back in the fund raising mode as we have not reached the \$110,000,000 as they had been reporting. I don't know the full details, but we now are offering Walter Zeller Fellowships to anyone that would like to get one. Up till now they were only available to members of a club that had made a pledge. We now have 25 matches available of \$625 to any member that will donate \$625. This would not be a pledge but a one-time payment. Unlike before this can also be used toward a Walter Zeller Diamond. As before all gifts pertaining to Zellers must be sent to me for tracking. We will have Zellers available at our District Convention and hopefully by then I will have details on other fundraising information, if any.

Ethan R. McBeth
Past District Governor
Kiwanis International
District Coordinator
The Eliminate Project
1 Ridgewood Manor
Manheim, PA 17545
Email: mcbether@ptd.net
Cell Phone: 717-371-8652



**Foundation Report to the District Board
July 30, 2016**

Our District Foundation board is working hard to strengthen the programs of Kiwanis throughout Pennsylvania and around the world.

In the past few weeks, we sent out a direct mail piece to all Pennsylvania Kiwanis members. GIVE NOW! Please encourage other Kiwanis members to make a gift, too. Collective gifts make a big difference.

This summer, we have had the opportunity to have an intern from the University of Pittsburgh. Chloe Krauss has been working on marketing tactics to improve our Foundation.

Recently, the board approved the purchase of eTapestry software which will be utilized to track donor gifts and trends.

We will be unveiling a new website in the next few weeks.

The District Convention will be a big event for the Foundation with the breakfast and basket room. Please be sure to bring a basket (or two) to the convention to benefit our Foundation.

As a reminder, our board approved effective October 1, 2014, a policy that will provide a \$250 grant to new chartered clubs for use in their service account – this will include any and all clubs that are chartered because of the Philadelphia Blitz campaign. To date, we have presented 2 new club grants: Kennett Square and Norriton Circle.

The Foundation needs the support of all Pennsylvania Kiwanis members. The Foundation cannot continue to provide program support without financial resources. Please encourage clubs and members to make the Pennsylvania Kiwanis Foundation a philanthropic priority.

For more information on Foundation programs, visit www.pkfonline.org.

If I can be of any assistance, please do not hesitate to contact me at benosterhout@pakiwanis.org.

**Ben Osterhout
President**



Kiwanis[®]

International Foundation

International Foundation Report to the District Board July 30, 2016

On behalf of the Kiwanis International Foundation board, I am pleased to share with you this update on the Kiwanis International Foundation.

The next grant cycle applications are due to the Kiwanis International Foundation office by November 15, 2016.

The Foundation needs the support of all Pennsylvania Kiwanis members. The Foundation cannot continue to provide program support without financial resources. Please encourage clubs and members to make the Kiwanis International Foundation a philanthropic priority. I hope to be able to report 100% of our leadership supports the Kiwanis International Foundation.

For the Kiwanis year to date, clubs and individuals have contributed \$13,834 to the Children's Fund. Our goal by September 30 is \$26,397. We need to encourage giving NOW!

There is not a "per member" giving requirement, but we encourage clubs to be "Today Clubs", which means that their combined club and individual giving to the Kiwanis International Foundation Children's Fund is at least \$10 per member.

Clubs can hit one of these per-member giving levels by giving to any area of our foundation. Whether it's club gifts or individual gifts, any Gift of Today will be counted toward your club's per-member giving average.

These club recognitions are awarded annually at the end of the Kiwanis year. Eligible clubs will be determined by the Kiwanis International Foundation. Recognition will be sent to district leadership for presentation. There are four recognition levels: Blue, Silver, Gold and Diamond. To achieve one of these four levels, clubs must reach the following per-member giving average:

- Blue, US\$10
- Silver, US\$25
- Gold US\$50
- Diamond, US\$100

Blue clubs for 2015-16 (as of 6/30) include: Erie, McKeesport-White Oak, Wilkinsburg, Towanda-Wysox Area, Greencastle-Antrim, Dalmatia, Shamokin, Tunkhannock, New Holland, Annville-Cleona, Lititz Area, Lehigh Valley Industrial Park Allentown-Bethlehem, Pottstown, Ambler
Silver clubs for 2015-16 (as of 6/30) include: Danville, Norlanco-Rheems
Gold clubs for 2015-16 (as of 6/30) include: Lewisburg, Montrose Area

**To: Gov. Jen Vare
PA District Board**

From: Phil Weber, Youth Protection Committee

Re: July 2016 Report

- 1. Executive Director Kevin Thomas reports that all incoming District Officers and filled committee chairs are current on their Pennsylvania clearances, per District policy. There are a few open LTG positions that may require follow-up.**
- 2. The most recent issue of the Keystone Kiwanian published the "op-ed" letter from LTG Bob Gilson, along with a supportive response from me. The gist of Bob's letter is that too much emphasis is being placed on the issue of clearances, whether through Kiwanis International or the state, to the detriment of all other aspects of Kiwanis Youth Protection Guidelines.**
- 3. On Monday June 27th, I spoke on the topic of Youth Protection to the Elizabethtown Club. Also present were members from the Norlanco-Rheems club, and LTG George Marguglio (13S). One of the themes was the endorsement of LTG Bob Gilson's letter, with the message that we need to get off the fixation with clearances and look at the Guidelines as a whole.**
- 4. I am preparing a Training Session for the District Convention, to be held on the Saturday morning.**




Dear Pennsylvania Kiwanis Board,

I would first like to introduce myself for those who I have not yet had the chance to meet. My name is Devyn King and I am the newly appointed District Governor of Pennsylvania Circle K. My journey in the Kiwanis Family began my freshman year of high school, when I became a member of the Capital District of Key Club International. I had the honor of serving as a Distinguished Club Secretary my junior year, and then a Distinguished and Robert F. Lucas Outstanding Lieutenant Governor and Kiwanis Family Committee Chair my senior year. I knew going into college that I wanted to continue my journey and growth in the Kiwanis Family, so in September of my freshman year of college, I applied and was appointed to serve as the Colonial Division Governor's Representative (a Lt. Governor for a different division than my own) on the Pennsylvania Circle K District Board. At our past District Convention, I was elected District Secretary, which I served roughly two months as before being appointed to District Governor. Although it is not what I initially had planned, I am very honored and excited to be serving Pennsylvania Circle K in such a large capacity. I am now preparing to enter my sophomore year at the University of Pittsburgh - Oakland, and I cannot wait to see what this year has in store.

- **What Circle K has been up to** - At our District Convention, it was announced that this year's District Service Project would be Early Childhood Learning, alongside Pennsylvania Kiwanis and Key Club. We are encouraging clubs to distribute the Early Learning Guides and reach out to other branches of the Kiwanis Family to organize events benefiting the District Service Project, as clubs could greatly benefit from your experience and knowledge with the Early Childhood Learning initiative. At District Officer Training, the board established our District goals and approved a new Monthly Report Form, which condensed the previous multiple officer forms into one, online club form. So far, our monthly reporting percentages have been higher than last year's average, but we hope to receive even more reports in future months once school is back in session. At District Officer Training+, we aligned our new Governor's Project to further support the Early Childhood Learning DSP by funding the production of one of the three Early Learning Guides. Circle K International Convention was held in June in Toronto, where we had four members attend. Although I was unable to attend myself, I have heard that it was a fun and educative experience for those who attended.
- **Upcoming events for Pennsylvania Circle K** - Our Summer Service Social will be at the Northeast Pennsylvania Children's Advocacy Center and the Ronald McDonald House during the Kiwanis District Convention. Our third official district board meeting will also be held at Kiwanis District Convention. Fall Officer Training will be held on two dates in September, one in the East and one in the West. Our fall leadership conference, InterPACK, will be held October 21-23 at the Hidden Valley Scout Reservation in Loysville, Pennsylvania. The Pennsylvania Kiwanis Family is most certainly welcome at all Circle K events and we would love to see many of you there!



- 
- **District Board vacancies** - Although we have been successful in quickly filling some vacant positions on the district board, we still have vacancies in the positions of District Editor, Black Diamond Lt. Governor, Colonial Lt. Governor, and Snowbelt Lt. Governor. District board members are actively seeking dedicated and passionate student leaders to fill these positions, but we also gladly accept any recommendations from Kiwanis advisors!
 - **Club Building** - We have had success in chartering a club at Alvernia University, and hope to soon finalize the chartering process at both Bloomsburg University and Luzerne County Community College. Dickinson College is in the process of rebuilding and we are working to restore Carnegie Mellon University to active status. However, we are in need of assistance to reestablish contact with the clubs of Allegheny College, Thiel College, Philadelphia University, and Lebanon Valley College. Any contacts you may have for any of these clubs would be greatly appreciated in the process of reestablishing communication.

Lastly, I would like to thank you all for your continued support of Circle K. Our events could not run smoothly or have nearly as much success without your help and generosity. I look forward to meeting many of you at District Convention!

Yours in Service, Leadership, and Fellowship,

Devyn King

Pennsylvania District Governor 2016-2017

Circle K International

www.pacirclek.org

governor@pacirclek.org



Hello Pennsylvania Kiwanis Board,

Since our first board meeting in April at our trainer we have been very active. All of the board members have been very active in promoting our Youth Serving youth Project which is Early Childhood Education. Pennsylvania Key Club is working on producing another video to promote Early Childhood Education. In this video we will be letting all members know exactly what the project is and give them ideas on what to do in their home clubs. Each lieutenant governor produces a newsletter each month and sends it out to their respective clubs and have been including simple projects that clubs can be doing, after all we are a service organization.

I have just finished Leadon which is leadership conference where all of the governors meet the international board. Pennsylvania was assigned Tiffany Hang from the Texas-Oklahoma district to serve as our International Trustee for the 2016-2017 Key Club year. Our new Sister Districts or Districts that Tiffany also presides over are Utah-Idaho and Indiana. I was able to work with Tiffany on exactly how she will be able to help Pennsylvania have the best service year possible. I will be working very closely with Tiffany, Schuyler the Indiana governor and Brian the Utah-Idaho governor to make our district better.

Pennsylvania has published our first Keystoneian which is the district newsletter. This edition included things such as District convention, Kiwanis Family, Summer service ideas, awards and recognition, and a letter from myself to the members. This can be found on our district website. Our next publication will be in September. This edition will include things like Trick-or-Treat for Unicef, International Trustee Introduction, and an International Convention Recap.

This year International convention was held in Atlanta, Georgia from July 6th to July 9th. The Pennsylvania District started our journey to Atlanta the morning of July 5th from Harrisburg by bus. We had a total of fifteen key clubbers attend convention which include past and present district board members and club members. We finally arrived in Atlanta Tuesday night and our ICON adventure began. The first day of convention included Pennsylvania touring Atlanta, Opening session, and Meet and Serve. The next day we had to attend general session, workshops and a dance. Friday was one of our longest days, but one of the most rewarding days we had a general session, caucusing, and recognition session. Caucusing lasted five hours, during that time we listened to every candidate for the offices of International president, Vice president, and Trustee. Later that day we attended recognition session where Pennsylvania Key Club was recognized for the amazing work we did. Immediate Past Governor Lindsey MacGregor was awarded distinguished Governor, Immediate Past Bulletin Editor Ashwin Reddy was awarded distinguished bulletin editor, Immediate past lieutenant governors Jaycee Bucher, CJ Reader, Robin Thomas, and Anisha Yarlagadda were awarded the Robert F. Lucas Award. Shikellemy High School won second place for their Non – Traditional Scrapbook and Pittston Area won second place for their non-digital club poster.

**Yours in Service,
Morgan Coolbaugh
Pennsylvania District Governor of Key Club International**

PA District Kiwanis International Report for:

Sponsored Organization or Program: Aktion Club

Administrator: Luida Shearer

Report Date: July 14, 2016

Report Period Covered: from 4-4-16 to 7-14-16

**Administrator's goals, objectives and outcomes in the administrative or program year:
Active Clubs 22 # Inactive Clubs 6 # suspended 2 Membership 454 as of 7-6-16**

Administrator's activities since last report:

- Since the last report we have had to find a replacement for our afternoon program at the 2016 Aktion Club Convention due to the untimely death of the person originally scheduled to be there. As of July 13 we have found that replacement and are on track for a good convention.

Committee Members (list by Region or Zone)

- Region 1 – Randy Gorske
- Region 2 – Jean Harkins
- Region 3 – Ron Shearer
- Region 4 – Resigned, looking for replacement
- Region 5 – TBA
- Region 6 - Linda Hoover
- Region 7 – TBA

Comments regarding committee

Other Committee Members and their duties/responsibilities:

Concerns/issues:

Concerns/issues that require District Board action or knowledge: (Note: include budget where necessary)

You will note that we have 28 clubs in the District with 6 inactive. All 6 of those clubs have officially notified Kiwanis International they have disbanded, some of them doing so more than a year ago. But they remain listed as inactive on the reports.

We will miss our Kiwanis Governor at the convention again this year due to health issues. We hope that her health continues to improve. Once again our Governor-Elect is not able to join us for the convention as well. Kevin Thomas will be there to represent the Kiwanis district along with Ethan McBeth and his Eliminate Report.

Darlene Anderson was scheduled to assume the position of Pa. District Aktion Club Administrator effective October 1, 2016. She has since found it necessary to resign that position and as of now we know of no one who is ready to step in. It is a growing concern for our Aktion Club members that our district be supportive of the clubs we have and continue to grow the program. Our members are such an important part of the Kiwanis Family and their participation in our programs is vital to their continued development personally as well as in their leadership skills.

It is my hope that a qualified person will be found to assume the position of Pa. District Aktion Club Administrator who will not only be the leader our members need but also the person who will continue the Pa. District Aktion Club Convention in some format and in a location easily accessible to all of our clubs. We have 20 years of history with our Aktion Club convention here in Pennsylvania and were actually the first district to host one. It would be sad to see that go away.

Important Events/Dates with description:

Assessment of District Officers:

PA District of Kiwanis International Report

Service Leadership Program: Builders Club
Administrator: Tiffany Callaio
Report Date: 7/23/16
Report Period Covered: April to July

Administrator's goals, objectives and outcomes in the administrative or programmatic year:

Active Clubs = 62

Suspended Clubs = 0

Inactive Clubs = 16

Membership # [NUMBER] as of [DATE]. More clubs still need to give the Kiwanis secretary the number of members, but as of right now there are 1241 members reported.

Administrator's activities since last report: Completed the Builders Club contest district wide and sent that to International. Sent out emails to the advisors with acknowledging the winners district wide and international. Send out final newsletter for the year to the advisors the Kiwanis district board. Send out emails to the presidents and secretaries to let them know of the dues increase for new Builders Clubs and for inactive clubs to become active. Went to Tunkhannock Kiwanis club to speak to the club about getting their builders club to be active. Sent out a thank you email to the advisors for the awesome job they have done this year. Contacted the local Builders Club advisors to secure a Builders club member for our district convention.

Committee Members: Amy Casagrande and Keith Smith

Comments regarding committee: Still would like to have more committee members from across the state.

Concerns/issues: The secretary's of the Kiwanis clubs need to now put in the number of members. I am hoping to make sure they do this when they fill out the necessary paperwork on Kiwanis.one by sending out emails in the beginning of the Kiwanis year.

Also by October 1st, the Kiwanis advisors need to have the background check completed by KI. My concern is if the advisors do not get it done, what do we do with those advisors.

Concerns/issues that require District Board action or knowledge: (Note: include budget where necessary):

Important Events/Dates with description:

Assessment of District Officers:

Additional information/comments: Another club has opened. Congrats to Beaty Warren School District!!

PA District of Kiwanis International Report

Service Leadership Program: Circle K
Administrator: Kelly Shaup
Report Date: July 22, 2016
Report Period Covered: April 2016 – July 2016

Administrator's goals, objectives and outcomes in the administrative or programmatic year:

Goals for the 2016-2017 Administration year.

- Collection of Membership Develop and Education materials from clubs
 - Received a packet of information from the mid 90's with many old items
- DOT and DOT+ updated with last year's feedback
 - DOT was held: DOT+ was moved to be with Kiwanis LTG training and was well received
- Start a Historical compilation of the district
 - Not started: Looking for it ramp up in Oct/Nov
- Establish new club building standards
 - Currently with the PA Circle K Club Building District Committee
- Creating a new online Monthly Report Form
 - Online form and tracking released in May:
 - initial monthly report had increased responses: diminished as clubs are mostly quiet over summer
- Revise Faculty and Kiwanis Advisors resources
 - In process
- Evaluate and create a danger/warning signs for clubs based on dues status
 - Currently in review with Circle K District Treasurer and Club Building District Committee

Active Clubs = 29 Active

Carnegie Mellon University reactivated: Bloomsburg University Rechartered: Juniata College active

Suspended Clubs = 2

Inactive Clubs = 4

Membership # 737 as of 7/22/16

Administrator's activities since last report:

Major Highlights;

April – Circle K Governor and Administrator Training

April – PA Circle K District Officer Training

May – PA Administrator's Conference

June – PA Circle K District Officer Training Plus

Attended various home club meetings and events as well 2016 Kiwanis Convention Planning meetings.

Committee Members:

Kristina Badali – Three Rivers Zone Advisor (SW Corner)

Mariza Shavelle – Liberty Zone Advisor (SE Corner)

Shawn Smith "the Intern" – Prospective member

Comments regarding committee:

The Kiwanis Committee is looking for assistance and needs about 2-3 more members. Shawn Smith has expressed interest in joining the committee and attended District Officer Training Plus. He will be officially added on by Kiwanis Convention.

I am confident in the abilities and skill set of the team that currently exists. Currently, Kiwanis International is looking for an additional youth protection background check through their service provider.

Concerns/Issues:

I have concerns on filling the spots on the committee in order to get the proper coverage. Any people who may be interested should be forwarded to me. Many of the regions without Kiwanis Committee members are areas that have issues in finding Circle K members to be officers.

We are looking at some divisions that haven't had leadership from clubs in that division for a couple years now. In order to get growth and stability, we are looking at ways to encourage members to take the step forward onto the district Board.

Concerns/issues that require District Board action or knowledge: (Note: Include budget where necessary):
There are some housekeeping items to be completed. The PA Circle K budget is awaiting approval. There are some updated and housekeeping within the PA Circle K district Policy code.

There have been two resignations from the District Board. Governor Fawn (June) and Editor Casey (July) have submitted their resignations. This has resulted in the shuffling of the District Board as Secretary Devyn is now Governor Devyn, Service Chair Rebecca has moved to Secretary Rebecca. The editor spot is currently open. The resignations highlight the issues that we are facing in getting students to step forward to lead. Currently, the board is coming to convention and nominating people from the floor. The student's coming forward may not have proper expectations on what is coming. Some are trapped by the definitions of their roles from the job descriptions in the governing docs. Others haven't evaluated the time commitment properly. We are working to build fun and unity within the board to help project a stronger image and help build the proper expectations.

Important Events/Dates with description:

District Fall Club Officer Training: Finalizing dates (Alvernia University: Univ. of Pittsburg-Greensburg)
2 events on each side of the state to highlight some aspects of officer training:

InterPACK: October 21-23: Hidden Valley Scout Reservation – Loysville, PA
Fall Conference: Camping retreat with service, fellowship, and leadership development
Major district wide event for the fall semester

Assessment of District Officers:

During this reporting period, we have added two LTGs – Keystone, and Liberty and one chair – Service. So we are up 1 officer even with the loss of two others. All officers have made one of the training session – DOT or DOT+.

The remaining officers have really come together over DOT+. Current technology has allowed them to communicate frequently and really unite after the resignation of Governor Fawn. DOT+ occurred within two weeks of the resignation, and the board really worked hard to refocus and encourage accountability. I am excited to see what they will be able to do this year. All board members are Junior year or younger so I am hoping for some to stay on board next year. One concern is that the board is filled with members from only 3 of the 29 active schools. They are currently hoping to add members in the fall to fill out the other roles.

Current Openings:

District Editor
LTGs for Black Diamond, Colonial, and Snowbelt

Respectfully Submitted:

Kelly Shaup

PA District of Kiwanis International Report

Service Leadership Program: **KEY CLUB**

Administrator: **BOB ORLANDO**

Report Date: **July 25, 2016**

Report Period Covered: **APRIL 9, 2016 ~ JULY 25, 2016**

Administrator's goals, objectives and outcomes in the administrative or programmatic year:

- **Improved communications with clubs. This has been a constant challenge for the district for several years now. I will be working with the committee to develop a plan to increase the amount of communications between club officers and LTG's as well as between Zone Admins and Faculty Advisors. This not only ensures proper administration of the program but also has a direct effect on dues collection.**
- **Development of new advisor kit unique to PA District.**
- **Increase the communications between Kiwanis Advisors and committee.**

Active Clubs = 159

Suspended Clubs = 7

Inactive Clubs = 22

Membership # 11,150 as of July 20, 2016

Administrator's activities since last report:

District Board Trainer: April 15 – 17, 2016 Waymart, PA

GATC: April 28 – May 1, 2016 San Antonio, TX

PA District SLP Conference May 21, 2016 Harrisburg, PA

Key Club International Convention July 5 – July 12, 2016 Atlanta, GA

PA District Key Club Board Meeting July 23 – 24, 2016 Harrisburg, PA

Committee Members:

Cathy Szymanski – Zone 1

John Mazurowski – Zone 2

Ryan Hartman – Zone 3

Matt Alexander – Zone 4

Mike Coolbaugh – Zone 5

Stef Patounas – Zone 6

Comments regarding committee:

The committee works great together and is very involved with Key Clubs in their area.

Concerns/issues:

None

Concerns/issues that require District Board action or knowledge: (Note: include budget where necessary):

- **The committee has finalized review of a Transportation Release Form (see attached for final draft) This document was provided to all districts by K.I. Our committee provided suggested changes to coincide with what we are doing here in PA.**
- **Contracts are being executed for our 2018 meeting dates. Dates to follow after confirmations received.**
- **Our Student Membership Development Committee is starting a multi-year new club building program which is focused on both traditional and non-traditional (charter schools, cyber schools, etc..) that do not have Key Club programs. This years' goal is to take 10 schools to the charter stage by March 31, 2016.**
- **Our students are also forming a committee to determine ways in which they can increase attendance at our annual District Convention.**
- **Training for club officers is now on line and available to all Key Club officers to take at a time that is conducive to their schedule. The training videos can be seen by visiting our website. There is a link to the training on the home page.**
- **Plans are underway to convert the way we collect award and recognition submissions for District Convention. With the exception of Oratorical, Scrapbook, Poster and Video contests, all submissions will be made electronically to the district prior to the convention. The deadline for all submissions will be February 28. All judging of these submissions will be handled by the Kiwanis Committee. Therefore, come convention, all awards and recognition will be complete and ample time will have been had to review proper spelling of names; investigate questions or issues with submissions and organize all awards. This will take a significant amount of work off committee members at the convention itself and reduce the likelihood of mistakes and oversights.**
- **Communications with clubs continues to be a challenge for most of our LTG's. Many clubs do not submit their Officer Report Forms or monthly reports. Many advisors are not replying to LTG's in their attempts to obtain information about clubs and in a good deal of cases, we do not have any contact information for anyone at the club level. In an effort to confront and turn back this growing trend, the Kiwanis Committee is working on a data base that will allow us to generate reports which will show clubs with missing or outdated contact information. Once these areas have been identified, Zone Administrators will work with their LTG's on an action plan to collect missing information and re-establish healthy communications with the club. Involvement of the sponsoring Kiwanis club will play a vital role in this process.**

Important Events/Dates with description:

Fall Meeting

Dates: Friday October 7 - Saturday October 8

Arrival Time: Between 10 am - 10:30 am

Departure Time: Approx. 12 noon

Location: Harrisburg Hilton, Downtown Harrisburg (This will be the site of the 2017 PA District Convention)

This weekend will include a tour of the Pennsylvania Capitol building. Our district board meeting will be held in the Senate Majority Caucus Room

Winter Meeting

Dates: Saturday January 7 - Sunday January 8

Arrival Time: Between 10 am - 10:30 am

Departure Time: Approx. 12 noon

Location: Red Lion Hotel, 4751 Lindle Road, Harrisburg

Convention

Dates: Thursday March 9 - Sunday March 12

Arrival Time: Between 3 pm - 4 pm

Departure Time: Approx. 12 noon

Location: Harrisburg Hilton, Downtown Harrisburg

Assessment of District Officers:

After the first four months of this administrative year we are starting to see who our strong leaders are, who are performing to the requirements of the office and who are deficient in their work. Our Governor is moving forward with removal procedures, as outlined in our policy code, with one LTG due to gross negligence in both their responsibilities and for backing out of his commitment to attend international convention at the very last minute which cost the district registration fees and tour fees. This LTG is a second term officer and knows exactly what was expected of him. There is only one other LTG that is deficient in their work. The Governor and I will be working closely with this LTG to provide assistance and guide this individual towards better work practices. The rest of the board is working very well, setting productive goals for the district and starting to see signs of success with some of their early work. I am Impressed with the board overall.

Additional information/comments:

None

TRANSPORTATION RELEASE FORM

Pennsylvania District

A student who will be transported to and from a Kiwanis-family event must have this form completed and signed by a parent or guardian.

Student's name _____ Date of birth _____

The Kiwanis International transportation guideline reads: When transporting youth, the best practice is at least three people in the vehicle at all times, along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, at least one should be. All transportation decisions should be made in accordance with local laws and school policies.

Understand that private drivers – which may include my child, a student, an advisor, a Kiwanis member, a Kiwanis volunteer, or a parent of another student participating in the activity – may be used to transport students. The Pennsylvania District of Key Club International hereby confirms that all adult volunteers associated with the Kiwanis Committee on Key Club who, in turn, will be providing transportation for Key Club members, have a cleared background check provided by the Commonwealth of Pennsylvania and Kiwanis Internationals' contracted vendor for performing background checks; Safe Hiring Solutions.

Please initial all statements where you acknowledge your acceptance:

_____ I give permission for my child / ward to ride to and from activities with another student.

_____ I give permission for my child to transport students to and from activities.

_____ I give permission for my child to ride in a school bus or chartered bus to and from activities.

_____ I give permission for my child to ride in a vehicle driven by an adult volunteer with the Kiwanis District of Pennsylvania to and from activities.

I agree that neither Kiwanis International, The Pennsylvania Kiwanis District nor the Kiwanis volunteer may be held liable in any way for any injury or property damage as result of my child's transportation to or from said event. I agree to hold harmless the event and persons from any claim by me, or my family, estate, heirs or assigns arising out of transportation to or from the event or any other time during the event where travel is provided.

I further state that I understand the terms herein are contractual and not a mere recital and that I have signed this document of my own free will.

I have read the foregoing release, authorization, and agreement before affixing my signature below, and warrant that I fully understand the contents thereof.

Parent / Guardian Signature

Date

Printed Name

Best Contact Number

Kiwanis

Pennsylvania District

July 30, 2016

Key Leader Committee Report to District Board

Since the last board meeting, we successfully held two Key Leader events!

At Camp Conrad Weiser, we had 87 student participants and 13 adult participants. The students represented 32 different schools. Our event received great reviews from participants.

At Camp Allegheny, we had 42 student participants and 17 adult participants. The students represented 16 different schools. Our event received fantastic reviews from participants and from Kiwanis International staff who attended. While registration was slightly below our goal of 60 student participants, we are confident that we will reach this goal for 2017.

We have started planning for 2017.

The date has been selected for **Key Leader at Camp Conrad Weiser: April 28-30, 2017.**

The date for Key Leader at Camp Allegheny is to be determined. Additional discussions are being held with the supporters of Key Leader at Camp Allegheny to confirm availability.

A donor has stepped forward to provide the financial guarantee for our 2017 camps to eliminate any financial liability for the District.

We will continue to promote this program through Kiwanis and Key Club. The emphasis of this year's promotions will be on the availability of two weekends. While we felt it was important to emphasize the geographic location for our second camp this year, we saw students from across the state attend both camps.

Respectfully submitted,

Key Leader Team

PA District of Kiwanis International Report

Service Leadership Program: **K-Kids**

Administrator: **Kady Blass**

Report Date: **July 2016**

Report Period Covered: **April 5, 2016-July 20, 2016**

Administrator's goals, objectives and outcomes in the administrative or programmatic year:

July's Goals:

- 1) Advisor Contact Information: This is such a challenge, but it is my goal to try to be as proactive as possible in getting K-Kids advisor information accurate and up-to-date as soon as possible. Being able to reach advisors is HUGE and this step is the only way to accurately and effectively be able to do that!
- 2) Kiwanis Convention: Update tri-fold board and handouts for K-Kids display, prepare remarks for Heroes Luncheon and prepare presentation for K-Kids & Builders Club workshop.
- 3) Club Growth: Continue to communicate with potential K-Kids sites, especially as the school year approaches. Follow through with any interest developed at Kiwanis Convention.

Active Clubs = **57**

Suspended Clubs = **0**

Inactive Clubs = **14**

Membership # **1149** as of July 20, 2016

Administrator's activities since last report:

- Distributed monthly communications to all K-Kids Advisors (through June)
- Attended K-Family Administrator Meeting in Harrisburg
- Assisted clubs with award submission and forwarded award winners onto KI for judging

Committee Members:

- Tiffany and I have agreed that this is not something worth investing our time in at this point. There is not enough work to be distributed to a committee, so we would rather re-direct that time and energy into helping to build these programs.

Comments regarding committee:

- None at this point.

Concerns/issues:

- None at this point in time.

Concerns/issues that require District Board action or knowledge: (Note: include budget where necessary):

- None at this point in time.

Important Events/Dates with description:

- None known at the moment.

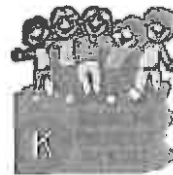
Assessment of District Officers:

- N/A

Additional information/comments:



July Board of Trustee Report



Trustee Name Judy Janes Region One

Lieutenant Governors Kathy Durner Division One _____

Bruce Peterson Division Two _____

Did you or are you having a Spring Regional? If so when?
July 27.

Strengths of Regional Meeting:
Good barbecue. Good attendance. Good speakers.

What would you do differently next time? Nothing

How are you working with the next leadership team for your Region?
Close contact with Kathy. Bruce planning summer regional picnic.

What are you doing to help fill any gaps in leadership in your Region? No gaps

Did you have Club Leadership Education? If not when will you? How many attended? August 27

Which New Clubs are actively being worked on in your Region? (please note date of next meeting and potential organizational meeting date with each club)

Which clubs are being counseled in your Region, by whom? Kathy and Randy Durner are working with Warren and Ft. LeBouef. Roger and Judy working with Meadville.

Describe other contact and communications with the Formula Team.

Describe communications w/the LTGs in your Region, strengths, weaknesses and concerns in each Division
No concerns

Are there any Early Learning events being scheduled in your area? Are there strong clubs that should be contacted to set up an event? Several clubs are working with early childhood learning.

How are clubs/SLPs participating in Mile of Dimes?

Do you have any concerns in your Region that we need to be aware of? Such as Club concerns, Division concerns, LTG concerns etc Club attendance is not good.



July Board of Trustee Report



Trustee Name Keith Smith Region 2
 Lieutenant Governors None Division 4 & 8
Debbie Whitfield Division 5
John Mazurowski Division 6

Did you or are you having a Spring Regional? If so when? Yes it was in May

Strengths of Regional Meeting: Talked about restrengthening Clubs and offered assistance; Gove n did a great job talking about the District and what is going on and planned.

What would you do differently next time? Nothing as it turned out pretty good

How are you working with the next leadership team for your Region? I have meet with John Mazurowski a couple times but that's about it.

What are you doing to help fill any gaps in leadership in your Region? I have mad a few calls for John to some LTG about neither have had any luck except for Division 5

Did you have Club Leadership Education? If not when will you? How many attended? Nothing is planned

Which New Clubs are actively being worked on in your Region? None than some brief meetings conversations with John Mazurowski about Fox Chapel (please note date of next meeting and potential organizational meeting date with each club)

Which clubs are being counseled in your Region, by whom? I Same as last time.

Describe other contact and communications with the Formula Team; Other than out monthly calls nothing is happening

Describe communications w/the LTGs in your Region, strengths, weaknesses and concerns in each Division: Debbie and john have done a good job but Debbie is phasing out due to personal issues. Barb Byers should do a good job and I know Debbie has been meeting with her. Major concern with next year as we do not have any replacements except for Div 5

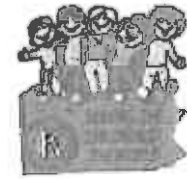
Are there any Early Learning events being scheduled in your area? Are there strong clubs that should be contacted to set up an event?

How are clubs/SLPs participating in Mile of Dimes? I do not know and haven't heard anything from anyone.

Do you have any concerns in your Region that we need to be aware of? Such as Club concerns, Division concerns, LTG concerns etc. Nothing has changed over the year our Region except for maybe 5-6 clubs are non-responsive and non-committal. I have offered to help clubs prepare for membership drives and the ones I have went out to see seem to be getting a few new members. I would guess that we could lose 5 clubs at the end of the year – Ligonier Valley? Vandedrgrift, Kittanning, Uniontown & Jeanette. This Region has been my down fall in Kiwanis as I can get nowhere with most clubs and it has drained my passion for Kiwanis.



July Board of Trustee Report



Trustee Name Ann Graves Region 3

Lieutenant Governors Phyllis Palm Division 11E

Roger Cartright Division 11W

Kevin Fondelier Division 10

Did you or are you having a Spring Regional? If so when? **Yes, it was held back at the end of April**

Strengths of Regional Meeting: **Sharing among officers and training for next year. This was done at request of Lt. Gov's in region.**

What would you do differently next time? **This was my last one!**

How are you working with the next leadership team for your Region? **Phyllis Palm, Roger Cartright and I talk regularly**

What are you doing to help fill any gaps in leadership in your Region?
Believe it or not, there are none at the diision and region level!

Did you have Club Leadership Education? If not when will you? How many attended?
We did this are Spring meeting. There were about 25 there.

Which New Clubs are actively being worked on in your Region? (please note date of next meeting and potential organizational meeting date with each club) **None being worked on at this time. Suggest Bedford be kept on list for future consideration. The issue is finding a club or person to mentor new club.**

Which clubs are being counseled in your Region, by whom?

I have worked with Clearfield along with Roger Cartright. Looks like they may become a satellite of Phillipsburg - there is no leadership there interested in strengthening club. Worked with Nittany this year and they've grown by 4 new members. State College is presently working on building membership. Kevin Fondelier has worked with Cathy in Div. 10 and he is trying hard to make something happen there! So far, not much luck. Indiana club needs some active involvement, but to my knowledge will not ask for help. Matt Wise has worked with Bellefonte.

Describe other contact and communications with the Formula Team

Other than Phyllis Palm (incoming Trustee), there is no team in Region 3, to my knowledge.

Describe communications w/the LTGs in your Region, strengths, weaknesses and concerns in each Division

I continue to be very concerned for Div 10 in general. The Lt. Gov is also concerned and trying hard but the troubled clubs there are difficult to reach out to.

Are there any Early Learning events being scheduled in your area? Are there strong clubs that should be

contacted to set up an event? Bellefonte, Nittany and State College have sponsored the showing of the film, "The Raising of America" in both Bellefonte and State College. Nittany is a strong advocate of Early Learning and has grown from folk who work in that area in State College. There should be such events in Altoona (Div. 11W) but I don't know if this has happened. Altoona Club should be sponsoring something, if they have not.

How are clubs/SLPs participating in Mile of Dimes?

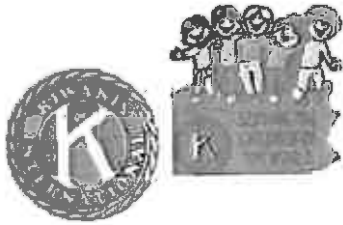
At region gatherings, this has happened. Lt. Gov Palm has pushed this hard, and I hope clubs are responding. The governor's gift from our region's clubs went to this, as well.

Do you have any concerns in your Region that we need to be aware of? Such as Club concerns, Division concerns, LTG concerns etc

From my reports from Kevin Thomas, I believe there's reason to be concerned about the Indiana Club. They have always been a very strong club, but after departure of a key member several years ago, they have suffered from good leadership and are losing members fast.

I know the push is on the Formula and membership, but some of our traditional clubs are very hard to to change the patterns set, and the members are aging and not able to adapt to changes that need to happen. It seems to me that starting new clubs or satellites may be the answer in many communities, but local leadership is lacking and unwilling to step up to the plate, even with outside help. I think we will continue to see decline in those clubs that don't seek the help they need!

I appreciate the District leadership we have had over the last years I've been on the board, and the opportunity to serve the district. I know that right now I'm tired, and am grateful for the new leadership that Phyllis Palm will provide. Central Pennsylvania is a hard nut to crack, and the so-called "rust belt" areas are difficult ones to find the energy needed to strengthen existing clubs and encourage new Kiwanis clubs. I think the future of PA District Kiwanis lies in those areas where there is economic growth and creative thinking available to create new clubs. It's been discouraging in Region 3, and most especially in Division 10 where there is still a gate keeper that makes things difficult. Division 11E still has good, thriving clubs, even though some are small. Div. 11W has a couple of very strong clubs and some very dedicated Kiwanians, but with one exception, they do not participate will with regional events, no matter if they're in their own back yard.



July Board of Trustee Report

Trustee Name Bill Henning Region 4

Lieutenant Governors Shirley McPherrim Division 12S

Bob Gibson/ Mike Haven Division 12N

Dale & Judy Younken Division 14

Did you or are you having a Spring Regional? If so when? Did- April

Strengths of Regional Meeting: good attendance & excellent presentations

What would you do differently next time? stricter control on time per topic

How are you working with the next leadership team for your Region? will meet in August

What are you doing to help fill any gaps in leadership in your Region? Div 14 needs Lt. Gov.

Did you have Club Leadership Education? If not when will you? How many attended? No - 0

Which New Clubs are actively being worked on in your Region? (please note date of next meeting and potential organizational meeting date with each club) None

Which clubs are being counseled in your Region, by whom? Matt Wise was working w/ Danville
Division 14 needs attention

Describe other contact and communications with the Formula Team None

Describe communications w/the LTGs in your Region, strengths, weaknesses and concerns in each Division Everything seems in line for coming year in 12 N & S. Need Lt Gov. in 14

Are there any Early Learning events being scheduled in your area? Are there strong clubs that should be contacted to set up an event? Williamsport & BENV are active - others need encouraged

How are clubs/SLPs participating in Mile of Dimes? Most are collecting

Do you have any concerns in your Region that we need to be aware of? Such as Club concerns, Division concerns, LTG concerns etc Lt. Gov. for div 14 and working with clubs in that division.



July Board of Trustee Report



Trustee Name Ann Moffitt Region V

Lieutenant Governors George Marguglio Division 13S

Susan Gabriel Division 13 N

Stephanie Stamatopoulos Division 16

Did you or are you having a Spring Regional? If so when? We did have a spring regional on April 8th in Harrisburg.

Strengths of Regional Meeting: It was well attended and covered many topics. Participants learned how to update their web site. We encouraged officer elections and reporting, officer education, attendance at Convention, purchase of raffle tickets, and member retention and recruitment. Clubs shared their projects and successes and challenges. The Governor was able to attend.

What would you do differently next time? We had a Friday Night Supper which seemed to be well received with everyone's crazy schedules. We are planning Fall Regional Meeting for September 30th at another Friday supper event only in Carlisle area. Agenda is being arranged at this time but it will include Bob Raub presenting public relations and communications information.

How are you working with the next leadership team for your Region? Yes we have identified Co-Lt Governors for 13 North Susan Gabriel who has agreed to two years and Sally Garber as at least her first year Co-Lt Governors. 13 South, George wants to continue "to get it right" for another year. And Dennis Bouchard has agreed to be Co-Lt Governor for 16 and we are seeking his partner.

What are you doing to help fill any gaps in leadership in your Region? We need more members in our clubs so I am working with the Formula team to address this and set goals. We also need clubs to update their web sites up to date with officers and meeting information and we are strongly encouraging that these be updated asap. We are looking at joint projects and how we can work together also to make a name for Kiwanis in our Region. I am encouraging that officers' reports are up to date so communications can be strong. I am encouraging LT Governors to have Council Meeting on a regular basis.

Did you have Club Leadership Education? If not when will you? How many attended? Club Leadership Education is planned for August in person. We are encouraging all officers to go to the web and complete their specific area of learning.

Which New Clubs are actively being worked on in your Region? (please note date of next meeting and potential organizational meeting date with each club)

I am working on possibility of opening a club at Messiah Lifeways retirement facility. Working through the process of finding the right person to approve. I have identified a few interested persons. Quarryville is being planned for 16 and Judy Raub is part of that team. East Shore has closed and we need to rebuild in the Colonial Park area. I have not found a lead person for the southern York County area yet.

Which clubs are being counseled in your Region, by whom? I am not sure who is being counseled. I do know that Red Land Fairview Township, Cumberland County and West Shore are merging over the next months. They each have very few members and many youth leadership clubs to support so a great deal of planning is underway. They have moved to meeting 4 times a month, mornings and evenings in staggered order.

Upper Allen is struggling but is doing a bit better. They have great projects and do excellent services. Too many persons are ill or older.

Green Castle Antrum is failing and probably will close with the end of the Kiwanis year. Outreach has not helped. Bob Raub, and George and even I have all tried. Perhaps reorganization would help. There are a few members with energy but mostly negativity is aboard.

Lancaster is very small and either needs to have a membership blitz or merge with another club.

Describe other contact and communications with the Formula Team We have had a meeting with Matt Wise with 10 persons in attendance. It is a beginning to push for more involvement and more members and retention of members. The goal is to get 40 new members before October 1st. and to cut down on the anticipated retention figures. Each Division is setting goals for their area.

Describe communications w/the LTGs in your Region, strengths, weaknesses and concerns in each Division

I am in touch with Susan and George regularly. Susan is excited and a bit apprehensive about her new year and has already begun to dig in to make a difference. Sally has been Co Lt Governor in the past and is very ready to help and has experience. George is trying hard to make a difference and is determined to meet with each club this year and to hold division council meetings. He has a broad geographic area to cover. We are encouraging the identification of the Lt. Governor for 2017 so he can have some assistance.

16 Stephanie does a good job. She is very dedicated to KEY LEADER but has not had much time for the regular clubs. She does forward information but due to her job being out of town it is difficult.

Are there any Early Learning events being scheduled in your area? Are there strong clubs that should be contacted to set up an event? I can't remember this moment. We are looking at some opportunities to partner with local libraries. Several clubs are building playgrounds that are designed for young children and are accessible. Dillsburg received a \$10,000 grant from Kiwanis International.

How are clubs/SLPs participating in Mile of Dimes?

Most clubs are participating in Mile of Dimes

Some are casually doing it and others are very energetic. Hershey Hummelstown really did allot with the theme.

Do you have any concerns in your Region that we need to be aware of? Such as Club concerns, Division concerns, LTG concerns etc. I have shared above. My concern is that there is a great deal of negativism to overcome throughout. We need some excitement and successes. Many are trying to turn this around. We do such great work and really make a big difference in the quality of life for the children of our communities.



July Board of Trustee Report



Trustee Name Mike Coolbaugh Region 6

Lieutenant Governors Chuck Pirone Division 15

Bill McCabe Division 17

Jeff Rose Division 18

Did you or are you having a Spring Regional? If so when? *No*

Strengths of Regional Meeting:

What would you do differently next time?

How are you working with the next leadership team for your Region? *Trustee Bill and I will be meeting to discuss what needs to be addressed in the Region.*

What are you doing to help fill any gaps in leadership in your Region? *Bill and I are looking for a LTG in Division 17. The Vacancy in Division 18 will have to wait until after the Governor Elect election at District Convention since the current LTG is for office.*

Did you have Club Leadership Education? *Not as of this date.* If not when will you? *With-in the next 45 to 60 days.* How many attended?

Which New Clubs are actively being worked on in your Region? *The only club that I am aware of is in the Old Forge/Taylor area in Division 15.*

Which clubs are being counseled in your Region, by whom? *The Wesley Village-Laflin club is being counseled by Tiffany Callaio and me since it opened in September of 2015.*

Describe other contact and communications with the Formula Team. *As a member of the Formula Team I participate in the monthly calls and email exchanges. I also participated in the Philly Blitz to open 6 new clubs in the Philadelphia area.*

Describe communications w/the LTGs in your Region, strengths, weaknesses and concerns in each Division *Div. 15 Chuck Pirone distributes a monthly newsletter in the division and keeps me up to date with what is going on with the clubs along with any concerns that he might have. Div. 18 Jeff Rose has been in contact with me pertaining to his counseling of LVIP. Div. 17 Bill McCabe I have not heard much from Bill this quarter other than for his concerns about not being able to find someone to be the Lieutenant Governor.*

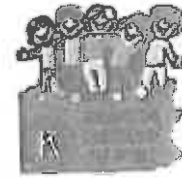
Are there any Early Learning events being scheduled in your area? *Not that I am aware of.* Are there strong clubs that should be contacted to set up an event?

How are clubs/SLPs participating in Mile of Dimes?

Do you have any concerns in your Region that we need to be aware of? Such as Club concerns, Division concerns, LTG concerns etc *All of the Divisions are having a difficult time getting members to step up to be Lieutenant Governor.*



July Board of Trustee Report



Trustee Name Kate Feryo Region 7

Lieutenant Governors Joe Wilson Division 21

Bonnie Houpt & Karen Sears Division 19

Sarah Zulueta Division 22

Did you or are you having a Spring Regional? If so when?
Yes, held at Dave & Busters in Plymouth Meeting on May 13th

Strengths of Regional Meeting:
Support of LTG's, coordinate division council meetings at the same time, quality speakers and interesting topics.

What would you do differently next time?
Although it was a nice event, fairly well attended and those in the audience appreciated and respected the speakers, the event was a bit too expensive. Also, for the price, people were looking for dessert. I didn't think ahead about having that available without raising the price. Also, traffic on 76, 476, and the turnpike on a Friday night was less than ideal! While it may not have prevented people from attending, those who did come had difficulty and started off their experience with a negative.

How are you working with the next leadership team for your Region?
Sarah, incoming Trustee and I have been in close contact. We attend many events together. She has a very solid hand on the status of the region and has been instrumental with Formula events and support. Lillian the incoming LTG for Division 22 has also been to trainings, and events, starting to visit clubs and get involved at the divisional level. Being the chairperson for Eliminate has helped her become familiar with the clubs in her division already.

What are you doing to help fill any gaps in leadership in your Region?
This is a significant problem particularly in Divisions 21 and 19. We had a very quality individual lined up for Division 21 however due to family related issues he needed to back out. I have asked a few people in Div. 19 who don't seem to be interested or are new to Kiwanis. Many of the clubs are struggling and the leadership at the club level is one of the many challenges. Ambler is a healthy and active club at the local level, however they are not very engaged at the district level. It would be fantastic if we could motivate someone from that club to step up as LTG.

Did you have Club Leadership Education? If not when will you? How many attended?
Yes, we had 2 sessions in the region alternating day of the week and time of day. One was in the Malvern area on Wednesday evening July 13th with approximately 10 in attendance. The other was in the Conshohocken area on Saturday morning July 16th. There were 17 additional people at that training. Our trainer, Joe Wilson is very skilled at presenting the information and has a command of the material. In addition he presents it in an effective manner & makes the audience feel comfortable.

Which New Clubs are actively being worked on in your Region? (please note date of next meeting and potential organizational meeting date with each club)

- Conshohocken - still waiting on a few dues checks, there was a bit of confusion with 1-2 members. Continue to have meetings and plan projects.
- Valley Forge - verbal commitment of 14-15, need a few more payments and formal applications. Sent invoices but have a few more to get out. Hoping to have organizational meeting in August. Next meetings are July 25th and August 1st. They are working on a back pack project for needy bilingual families.
- South Philadelphia - very close to being organized. They have the numbers, just need to finish up. Next meeting Aug. 10th. They are working on project at National Night Out in a local park
- North Philadelphia - on hold right now. Some interest but need to pick up again in August.
- Ridley Park - at a bit of a halt right now.
- Brittney Point - had initial conversations with Drew from ACTS asked for some dates to come out and talk about the steps. Need to follow up again.
- Central Bucks - already established and organized. Yay Joe Wilson!!

Which clubs are being counseled in your Region, by whom? Kennett Square, Pottstown, West Chester, Jenkintown/Glenside.

Describe other contact and communications with the Formula Team- we are trying to coordinate a workshop with the formula team specifically addressing strengthening existing clubs. We had a date of July 23rd in the Philadelphia area but

then realized with the DNC parking and heavy volumes of visitors and increased security would make it more difficult for clubs to attend. We are postponing this event until the fall.

Describe communications w/the LTGs in your Region, strengths, weaknesses and concerns in each Division.

Joe Wilson is well respected as LTG and has served Division 21 well over the past 2 years. I believe that the members in that division recognize the good work he has provided, but there doesn't seem to be any individuals willing to step up and continue in his footsteps. Sarah has been an exceptional LTG for Division 22 and she has done a very good job with preparing Lillian to take over in that role. Lillian is demonstrating motivation for continuing to represent her division in a positive manner.

Are there any Early Learning events being scheduled in your area? Are there strong clubs that should be contacted to set up an event?

I think with recent efforts from Jen and myself with the Ambler club, there is more motivation there for them to get involved with the early learning events. They have been talking about partnering with the local library. Norriton Circle has a new initiative with saving box tops for education to assist with funding early learning projects.

How are clubs/SLPs participating in Mile of Dimes?

Continued efforts to support this initiative. It's well received and clubs are motivated to reach the goal.

Do you have any concerns in your Region that we need to be aware of? Such as Club concerns, Division concerns, LTG concerns etc.

The main concern is consistent with the rest of the district in regard to sustaining and increasing club membership. It would also be very helpful if we could get more clubs to have a presence at district events such as the annual convention and/or mid-winter. In regard to LTGs, we need to market this as a fun, educational experience that's an honor rather than the "chore" it is sometimes perceived to be.



Robert F. Raub
Immediate Past District Governor
602 Rose Petal Lane
Mount Joy, PA 17552

July 30, 2016

Immediate Past Governor's Report to the District Board

My term as Immediate Past District Governor is quickly approaching its end. Over the past few weeks, as I thought about this report, I realized how thankful I am for having the experience as Governor Elect, District Governor, and now Immediate Past Governor. By serving in these positions, I have had the opportunity to meet many Pennsylvania Kiwanians serving the children of the world from their individual communities through the commonwealth and onto the world by helping to eliminate Maternal Neonatal Tetanus. I have visited clubs learning about their service projects and the impact that they make in their communities. I continue to enjoy representing the District wherever and whenever I can.

Since my last report, my Kiwanis life has continued to be active serving as Immediate Past District Governor, serving within the Formula team as a club counselor, being an active member of three district clubs, and agreeing/preparing to serve as the new District Public Relations Coordinator.

Immediately before our last District Board meeting, I attended the 100th anniversary celebration of the Pittsburgh Kiwanis Club. Our #3 represents the Pennsylvania legacy of Kiwanis and is respected. I, among many other, wish them success for continued service. With an eye toward the future, I participated in the "Philadelphia Blitz" spending several days focused on talking to people about Kiwanis and helping identify potential members of several new Kiwanis Clubs in the Philadelphia area. I was impressed at the number of non-PA Kiwanians who travelled far to give of their time to help this effort to strengthen PA Kiwanis and train others to do the same in other areas. It was interesting to share my Philadelphia time with Alan Guire, Immediate Past Governor of the California, Nevada, Hawaii District and President of Pennsylvania's Centennial eKiwanis Club. I was really pleased to learn the he personally sponsored two new members for the Centennial eKiwanis Club while in Philadelphia. These new members are already Kiwanis members who had volunteered to come to Philly to help introduce Kiwanis to others and they in turned joined a PA club.

The week after the Philadelphia event, I travelled to Los Angeles to attend District Public Relations Training conducted by Kiwanis International. I am looking forward to next year, when Club PR becomes a focus point for our Kiwanis world.

I continued to travel about the District attending Regional Spring Meetings in Regions, 2, 3, and 7. I was asked and presented the Formula to the New Holland Kiwanis Club.

Kiwanis

Pennsylvania District / PAKiwanis.org



Robert F. Raub
Immediate Past District Governor
602 Rose Petal Lane
Mount Joy, PA 17552

I attended the 2016-2017 Trustee/Lt Governor training at Bucknell University. I continue to serve on the PA Kiwanis Foundation board meeting at Bucknell the same weekend.

In June, Judy and I travelled to Toronto, Ontario, Canada to attend our International Convention. While at the convention, our Pennsylvania eKiwanis Club held its annual meeting with 27 members attending. We accomplished a service project assembling almost 700 Caitlyn's Smiles craft kits with the help of Past Governor Susan Grab and Governor Elect John. These kits were donated to the Sick Children's Hospital in Toronto and became an international reach for PA Kiwanis. Also while at ICON, I was asked to help out at the Public Relations Branding Booth and to participate in a PR workshop. It was a busy convention.

On return to Pennsylvania, I attended Division 16's Division Council meeting and I am participating as a member of the 2017 Pennsylvania District Convention Committee. August of 2017 will be historic as this DCON will be our 100th convention in PA. I look forward to celebrating another 100 years of Kiwanis service.

Growing Kiwanis will continue to be a major focus for us all. I attended the Region 5 Growth Summit a few weeks ago. Matt Wise, our District's Co-Chair for Eliminate facilitated a very meaningful session that should be heard by all clubs. Growth of Kiwanis through opening new clubs, strengthening existing clubs, and sustaining the membership of existing clubs has become and remains our most important service project.

I continue to appreciate and extend my thanks for your continued support and for the opportunity to serve our district.

Respectfully submitted,

Signed

Bob Raub, Governor 2014 – 2015
Pennsylvania District of Kiwanis



Executive Director's Report – July 30, 2016

1. Attached is my schedule for the period April 1, 2016 to July 31, 2016. I will be pleased to answer questions about any activity.
2. I think we should consider conference calls for all Lt. Governors and Trustees two or three times for the balance of the year with these calls focusing on growth and motivation.
3. Thanks to all board members who have supported our ad campaign and the super raffle. As we head into the convention, I would ask for everyone's support for our District raffle by encouraging ticket purchases.
4. I am still inspired by the efforts and contributions of many of our Trustees and Lt. Governors. The successes we have achieved this year to date would not be possible without your efforts. Thanks to all of you for what each of you do.
5. On June 1, 2016, Michelle March came on board as our District Administrative Secretary on a 90 day trial basis. In the first 60 days, she has proven to be an effective hire. Should that trend continue for the next 30 days I plan to make her hiring permanent. She already has made some contributions that should help us in months and years ahead and I believe that she should be an asset for us.
6. Since we have not settled the issue of the Executive Director's position, it will be necessary to discuss it again at this meeting. As a board member, I plan to be present for those discussions in there in entirety.

Please feel free to call on me any time for assistance and please feel free to utilize Michelle for the same.

Respectfully submitted,

Kevin E. Thomas
District Executive Director/Secretary/Treasurer

AolCalendar.

April 2016

	Sun 28	Mon 29	Tue 30	Wed 31	Thu 1	Fri 2	Sat
	Personal day				12pm Conference call		
3	4 8:30pm Blitz Webinar	5	6 7:15am Club meeting	7 10am At Hughes 10:15am Call - LTG Ira	8 5pm Region V Meeting	9	
10	11 5pm Pittsburgh 100th	12 9am John Grab	13	14 3pm Crowne Plaze Ra 7pm Emmaus early ch	15	16 Key Club Board meeting Kiwanis and Key Club ...	
17	18 Key Club Board meeting 9am ELIC Summit 9pm Formula Call	19 6pm Convention Meet...	20 10am Peter Sorenson 6:30pm Club meeting	21	22	23 9:30am Region lit mes...	
24	25 2pm Foundation Schol... New club building	26 New Club Building	27 2pm Michelle March	28 12pm Kiwanis lunch mtg	29 Circle K board	30 Northeast Coalition Me...	

Aol Calendar

May 2016

	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat
1	7:45am NFP Legislativ... 8pm Plan call	Reading			nif	
8	off	10	11 7:45am Nurse Family ... 6:30pm Lancaster 201...	13 vacation	14 off	
15	off	17 6pm 2016 Convention	18	19 8am Cumberland Cou	20	21 SLP Conference
22	23 11am Kevin Thomas -	24 3pm Michelle March 8pm Plan	25 11:30am Craig - Callig... 5:30pm July Raub	26 8pm Region V Formul...	27	28
29	30	31 6:30pm Montgomery C...	1	2	3 4pm YCPO Call	4

Aol Calendar

June 2016

	Sun 30	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4	Sat
29			6:30pm Montgomery C...		4pm YCPO Call		
5	6	7	8	9	10	11	
	2:30pm Senator Gordn...	10am Senator McGarr...			Ltg Training	Ltg Training	
12	13	14	15	16	17	18	
Ltg Training	5:45pm Alicia Panuski	6pm 2015 Convention...	6:30pm Lancaster Con...				
19	20	21	22	23	24	25	
	9am Emily Reed	ICON	ICON	ICON	ICON	ICON	
26	27	28	29	30	1	2	
ICON		6pm Jersey Shore Are...			off		

	Sun 27	Mon 28	Tue 29	Wed 30	Thu 1	Fri 2	Sat
26		6pm Jersey Shore Are...		12pm Kiwanis lunch mtg off			
3	4 Holiday	5 car	6 7:30am Christmas in J...	7 1pm Skills Nittany Akti...	8	9	
10	11	12 6pm Lewistown	13	14 6pm Scranton	15	16	
17	18 9pm formula call	19 4pm Conference Call	20	21 8am Cumberland Cou... 12pm Kiwanis lunch mtg 6:30pm Dalmatia	22	23 Key Club Board meeting	
24	25	26 car	27 car	28 car	29	30 Board Meeting	
31	1	2	3	4	5	6 Aktion Club Convention	

**John H Gräb
2015-16
Governor-Elect Report
For District Board Meeting
Saturday, July 30, 2016**

April 18, 2016 – Attended the Economic Summit on Early Childhood Investment at the Hershey Country Club. Dr. Roy Wade gave the Key Address on “Childhood Stress & Urban Poverty: The Impact of Adverse Childhood Experiences On Health. He mentioned the impact of educational opportunities on Early Childhood Learning, but stressed the impact of the presentation title.

April 19, 2016 - Attended the convention-planning meeting for the 2016 PA District Convention meeting held in Scranton, PA.

April 22, 2016 – Participated in the Kiwanis Club of Hershey/Hummelstown’s Kiwanis “One Day” at Caitlyn’s Smiles office in Susquehanna Township. Project included clearing dead plants from last year, planting new for this year, mulching and landscaping the property. Held monthly club board meeting afterwards.

April 24, 2016 – Attended the opening session for the “Philadelphia Blitz.” Conflict with Primary Election Day prohibited the attendance at the four-day blitz.

April 28, 2016 – Had Monthly Conference Call with KI President-Elect, Jane Erickson.

April 30, 2016 – Attended the Circle K LTG training held at the District office. Program facilitated by Kristina Badali, and Kelly Shaup.

May 3, 2016 – IPLAN follow up Conference call.

May 7, 2016 – Attended the Region II meeting in Pittsburgh, PA. Region II Trustee, Keith Smith, facilitated meeting.

May 11, 2016 - Attended the convention-planning meeting for the 2017 PA District Convention meeting held in Lancaster, PA.

May 12, 2016 – Represented Governor Jen at the Kiwanis Club of Shereden’s 65th Anniversary Celebration.

May 17, 2016 - Attended the convention-planning meeting for the 2016 PA District Convention meeting held in Scranton, PA.

May 19, 2016 – Had Monthly Conference Call with KI President-Elect, Jane Erickson.

May 20, 2016 - Attended the Kiwanis Club of York's regular meeting to install 3 new members into the club. Two of the new members are highly involved with children of the York community.

June 10-11, 2016 - LTG and Trustee training held at Bucknell University in Lewisburg, PA. Lanton Lee, Cathy Szymanski, Kevin Thomas and myself facilitated program. Several LTGs will have their training at district convention.

June 13, 2016 - Attended the Division 13N Council Meeting. Looking for a 13N LTG. Susan Gabriel has stepped forward for 2016-2017.

June 14, 2016 - Attended the convention-planning meeting for the 2016 PA District Convention meeting held in Scranton, PA.

June 15, 2016 - Attended the convention-planning meeting for the 2017 PA District Convention meeting held in Lancaster, PA.

June 22-25, 2016 - Attended the Kiwanis International Convention in Toronto, ON. Met with Jane Erickson and the 2015-16 Governor-Elects. Met with Koshiro Kitazato (Kit), our KI counselor for the 2016-17 year, and his wife. Made plans for his visit to our District Convention in Scranton.

July 7, 2016 - Participated in the Chartering of the Nittany Aktion Club at the Skills of Central Pa facility in State College. The officers of the club were introduced and installed. Followed by a soiree of the new club members and members of the sponsoring club.

July 12, 2016 - Attended the Divisions 11E and 11W Council Meeting and Steak Night in Lewistown with 8 Kiwanis club of Hershey/Hummelstown members. The H/H board met the night before in club member, Carl Spease; and his wife, Rachel's hunting cabin near Lewistown.

July 14, 2016 - Attended the convention-planning meeting for the 2016 PA District Convention meeting held in Scranton, PA.

July 21, 2016 - Attended the Division 12S Interclub at the Kiwanis Farm near Malta, PA.

Kiwanis

Pennsylvania District



Jennifer A. Vare
Governor 2015-2016
115 W 11th Ave Apt 1
Conshohocken, PA 19428

July 30, 2016 Board Meeting Governor Report to the Board

Since the last board meeting, I have been actively involved in numerous phone calls, emails and meetings with district, Formula and international leadership. I enjoy working closely with the Board of Directors, Lieutenant Governor Team and the District membership to accomplish each of the goals of the District. Unfortunately due to major medical problems and surgery I was not as active as I would have hoped to be for approximately 8-10 weeks or more.

I can not believe that this year has gone by so quickly, we have just over 60 days before our term ends. What can we accomplish in these final 60 days? How many more clubs will be opened? Will our membership end with a +1? How far over the mile of dimes will we reach? How many more service projects can we participate in? What can we do to help finish the year better than where we found it? I hope that you have goals that you still want to accomplish! I know that I do!

I would like to give a special thanks to Trustee Keith Smith for completing his 3 years as a District Trustee, Mike Coolbaugh and Kate Feryo for their 2 years as Trustee, Bob Raub for his 3 years as an Executive Officer on the Board and Ann Graves for stepping up to do 1 more year as a Trustee. Each of you have made a positive impact through the committees you have chaired, motions you have made, Regional meetings that were planned, meetings you attended, conference calls you spoke up on and support you gave to the District. I hope that your leadership continues into the future!

Formula and District Growth

- ◆ Participated in the District and Pennsylvania Leadership with International support Formula conference calls
- ◆ Promised a \$100 incentive to the 1st Trustee or LTG to open a new club
- ◆ Promoted the District incentive for membership growth to clubs reaching a +2 and members sponsoring new members
- ◆ Participated actively in the Philly Blitz
- ◆ Active New Club Opening
 - I have been communicating and supporting everyone opening a club post Blitz by attending as many meetings, follow up visits and making phone calls
 - My specific club is North Philly and I have been on calls with the Philadelphia School District, Mayor's office and other strategic partners to make this a success. While the club has a very slow start I hope to finish it after District Convention, but before September 30th
 - Met with LTG Joe Wilson and the new Central Bucks Club to support and answer questions during their organizational meeting
- ◆ Active Club Counseling

- o Norriton Circle-met with the board and supported and offered advice to help make their decisions to move the club forward, including restructuring the meeting, setting membership goals, finding a membership chair, etc

Early Learning

- ◆ Promotion of the PA District Foundation Early Learning Fund
- ◆ Mile of Dimes: announcement on where we stand will happen at District Convention, with a huge push to get to the 2nd mile before September 30th! This really took off throughout the District, the support is tremendous!
- ◆ Met with many preschools and educators in Philadelphia about PA Kiwanis Early Learning efforts, especially the Philadelphia Head Start where we hope to start a partnership
- ◆ Met with the Montgomery County Head Start to discuss what Kiwanis is and how we support Early Learning. Scheduled a meeting with all Region 7 leadership and the leadership of Montgomery County Head Start. Currently continuing to strategically work with them to start a partnership

Service Leadership Programs

- ◆ Hosted a Service Leadership Program District Administrator conference. It was attended by Kevin Thomas, myself and all admins except Aktion Club. Strategic ideas and forward thinking for the future of PA SLP were well discussed
- ◆ Invited Mike Coolbaugh, chair for our Crisis Communication SLP plans and Jeff Rose representing Key Leader to the SLP admin conference, details were discussed at length and a plan is ready to present to the District Board
- ◆ Spent time with the Circle K District Board at Bucknell University and helped secure a new committee member for their Kiwanis Committee

Other comments, events and information

- ◆ Participate in monthly calls with Sue Petrisin, 2015-2016 International President and North America Region 1 Governors
- ◆ Continue to work with the I-plan team to make certain that we have a complete document to move forward with
- ◆ Participated in many conference calls to review the Executive Director Contract
- ◆ Attended the Region 7 Spring meeting and spoke to the members and leaders present
- ◆ Completed my official Governors Visit to Region 2
- ◆ Attended and supported the LTG and Trustee Education weekend in Bucknell
- ◆ Attended International Convention in Toronto and presided over the District Caucus
- ◆ Attended Scranton Convention planning meeting
- ◆ Visited with the following clubs since the last board meeting: Baltimore Pike, Wyoming Area, Tunkhannok and attempted to visit Carbondale
- ◆ Attended Northeast Leadership Coalition meeting in Newark, NJ

Respectfully Submitted,

Jen Vare
Governor 2015-2016



PA DISTRICT CIRCLE-K INTERNATIONAL
2016-17 Budget Proposal

REVENUE	2016-17 Proposed Budget	2015-16 Approved Budget	2015-16 Actual Rec/Exps
BEGINNING BALANCE	\$ 1,000.00	\$ -	\$ 2,000.00
DUES 2016-17	\$ 6,500.00	\$ 6,600.00	\$ 6,460.00
Dues 2015-16 Spring/Summer	\$ 300.00		
Cards, Ribbons and other general budget fundraising	\$ 500.00	\$ 500.00	\$ 722.92
Pennsylvania Kiwanis Foundation Contribution	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
INTEREST/DIVIDENDS	\$ 11.00	\$ 10.00	\$ 10.59
TOTAL REVENUE	\$ 9,311.00	\$ 8,110.00	\$ 10,193.51
EXPENDITURES			
Line Item			
GOVERNOR	\$ 900.00	\$ 925.00	\$ 339.84
SECRETARY	\$ 325.00	\$ 325.00	\$ 301.98
TREASURER	\$ 325.00	\$ 325.00	\$ 326.26
EDITOR	\$ 325.00	\$ 325.00	
LT GOVERNOR - BLACK DIAMOND	\$ 325.00	\$ 325.00	\$ 258.14
LT GOVERNOR - COLONIAL	\$ 325.00	\$ 325.00	\$ 325.00
LT GOVERNOR - KEYSTONE	\$ 325.00	\$ 325.00	\$ 295.83
LT GOVERNOR - LIBERTY	\$ 325.00	\$ 325.00	\$ 325.00
LT GOVERNOR - SNOWBELT	\$ 325.00	\$ 325.00	\$ 49.30
LT GOVERNOR - THREE RIVERS	\$ 325.00	\$ 325.00	\$ 484.71
CHAIR - K-FAMILY	\$ 150.00	\$ 125.00	
CHAIR - SERVICE	\$ 150.00	\$ 125.00	\$ 72.52
CHAIR - Conferences and Convention	\$ 150.00	\$ 150.00	\$ 41.77
WEB PAGE	\$ 200.00	\$ 200.00	
PRINTING/SUPPLIES	\$ 175.00	\$ 150.00	\$ 162.10
Club Officer Training	\$ 500.00	\$ 400.00	\$ 484.68
DISTRICT OFFICER TRAINING	\$ 1,500.00	\$ 1,000.00	\$ 1,000.54
DISTRICT BOARD DCON/ICON/KIWANIS DCON/INTERPACK	\$ 800.00	\$ 1,000.00	\$ 360.00
DISTRICT OFFICE OPERATION	\$ 850.00	\$ 850.00	\$ 850.00
CONTINGENT	\$ 1,011.00	\$ 260.00	\$ 45.00
TOTAL EXPENSES	\$ 9,311.00	\$ 8,110.00	\$ 5,722.67
BUDGET SURPLUS/(DEFICIT):		\$ -	\$ 4,470.84
PACK Cash			\$ 2,132.93
InterPACK		Revenue:	\$ 3,295.00
		Expense:	\$ 2,876.98
		Surplus/(Deficit)	\$ 418.02
District Convention		Revenue:	\$ 10,991.00
		Expense:	\$ 10,675.57
			\$ 315.43
Ribbons		Revenue:	\$ 149.00
		Expense:	\$ -
		Surplus/(Deficit)	\$ 149.00
Eliminate			

Cards for Causes		Revenue:	\$ 7,335.00
		Expense	\$ 6,761.08
		Surplus/(Deficit)	\$ 573.92
Total Surplus/Deficit from all operations			\$ 5,204.29

2016-17 Proposed Budget

2016-17 Key Club District Budget Proposal			
ACCT DESCRIPTION	2016-17 Proposed Budget	2015-16 Approved Budget	2015-16 Actual
REVENUE			
District Dues	\$ 71,500.00	\$ 71,000.00	\$ 72,202.50
Interest	\$ 90.00	\$ 85.00	\$ 89.70
GATC Stipend	\$ 400.00		
Foundation Contribution	\$ -	\$ 2,500.00	\$ 2,500.00
TOTAL REVENUE	\$ 71,990.00	\$ 73,585.00	\$ 74,792.20
EXPENSES			
Board Travel	\$ 4,000.00	\$ 4,750.00	\$ 2,274.00
Board/Executive Board Meetings	\$ 20,500.00	\$ 20,500.00	\$ 18,712.53
Governor's Expense	\$ 700.00	\$ 800.00	\$ 193.14
Secretary/Treasurer	\$ 200.00	\$ 250.00	
Editor & Webmaster	\$ 200.00	\$ 250.00	
Lt. Governors	\$ 700.00	\$ 800.00	\$ 100.00
Kiwanis Committee	\$ 150.00	\$ 200.00	
Web Page Service	\$ 800.00	\$ 650.00	\$ 471.00
Printing and Supplies	\$ 1,100.00	\$ 1,200.00	\$ 1,040.20
Mailings-Postage	\$ 375.00	\$ 400.00	\$ 271.50
Training	\$ 1,000.00	\$ 1,600.00	
Governor-International	\$ 1,300.00	\$ 1,250.00	\$ 1,250.00
Lt. Governors & District officers International ***	\$ 15,300.00	\$ 14,450.00	\$ 14,450.00
KCI-Lodging	\$ 1,150.00	\$ 1,100.00	\$ 1,100.00
Adults - International	\$ 3,300.00	\$ 3,250.00	\$ 3,250.00
Immediate Past Governor-Int.	\$ 800.00	\$ 750.00	\$ 750.00
Contact Awards/Banner Patches	\$ 1,100.00	\$ 1,100.00	\$ 956.61
Administrators Expenses	\$ 1,200.00	\$ 1,400.00	\$ 288.20
GATC/Key Club Spring Conference	\$ 1,100.00	\$ 600.00	
District Office Operation	\$ 10,000.00	\$ 9,500.00	\$ 9,500.00
District/International Conv. Loss Anticipation	\$ -	\$ 3,000.00	
District Convention Operation Subsidy	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Audit/Legal	\$ 500.00	\$ 350.00	
Miscellaneous	\$ 1,715.00	\$ 435.00	\$ 294.00
TOTAL EXPENSES	\$ 71,990.00	\$ 73,585.00	\$ 60,899.18
*** 18 @ \$850.00			
General Budget Surplus/(Deficit)	\$ -	\$ -	\$ 13,893.02
PAKC CASH			
			\$ 1,287.66
International Convention		Revenue	\$ 11,100.00
		Expense	\$ 7,652.40
		Surplus/(Deficit)	\$ 3,447.60
District Convention		Revenue	\$ 125,428.00
		Expenses	\$ 124,358.58
		Surplus/(Deficit)	\$ 1,069.42
Total Surplus/(Deficit)			\$ 18,410.04

From: Kelly Shaup <administrator@pacirclek.org>

To: Kevin Thomas <kevin@pakiwanis.org>

Cc: pack-board <pack-board@googlegroups.com>

Subject: Circle K's Reviewed By-laws and Updated Policy Code

Date: Tue, May 3, 2016 12:19 am

Attachments: PA-District-Bylaws-May-2016.docx (144K), PA District Policies 05-2016 (2).docx (2082K)

Hello Kevin,

At our last board meeting, the Circle K District Board reviewed and made no changes to the District By-laws.

There were changes made to the Circle K Policy code. Formatting was made consistent, officer names were made consistent, there was some numbering that was incorrect, award descriptions were updated and the youth protection guidelines were added.

4 highlights were used help identify changes.

Blue is of consistency in names (Circle K member, Kiwanis Executive director, etc.)

Yellow are changes/corrections

Lt. Green are numbering changes

Dk. Green are changes in numbers and content.

We would like the By-laws submitted to the Board of Trustees for review. The policy code will need to be reviewed by the Kiwanis Board of Trustees.

Yours in Service, Leadership, and Fellowship,

Kelly D Shaup

District Administrator since 2015

Pennsylvania District

Circle K International

www.pacirclek.org

16 S Old Turnpike Road

Drums, PA 18222

(570) 788-8372

Administrator@pacirclek.org



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Pennsylvania District of Circle K International

POLICY CODE

Circle K approved May 1, 2016

Section 1: General Outline

- 1.1 Any established procedure of the district board shall be called "policy," and any decision by the board concerning the implementation of a policy shall be called "enactment."
- 1.2 All policies of the district board shall be contained in this Policy Code. All policies contained in this document shall be binding on all officers and clubs of the Pennsylvania District of Circle K International. This code shall in no way void or nullify any part of the Circle K International Constitution and Bylaws or the Bylaws of the Pennsylvania District of Circle K International.
- 1.3 Any and all amendments to this Policy Code shall require a majority vote of the Board and the approval of the Pennsylvania Kiwanis District Board of Trustees before taking effect. This Policy Code supersedes and makes null any and all previous policies adopted by the District Board.
- 1.4 Enactments and resolutions shall require only a simple majority vote of the District Board of Officers of the Pennsylvania District of Circle K International.
- 1.5 A current copy of this Policy Code shall be kept available online on the District Webpage (pacirclek.org), in all District Officer's Files, and with the Circle K District Administrator(s). The current District Secretary shall be responsible for its distribution to the Board when changes are made and/or upon each change of office if necessary.
- 1.6 The District Governor, Administrator(s), and Laws and Regulations Chair shall share the responsibility for adherence to this Policy Code.
- 1.7 The members of the Board shall receive revised copies of this Policy Code after changes/updates have been made. Current copies shall be made available upon request to any Circle K member in good standing within the Pennsylvania District.
- 1.8 The District Board of Officers shall receive revised copies of this Policy Code each year. After this review, the District Board of Officers shall adopt this Policy Code after any necessary revisions are made.
- 1.9 Wherever the phrase "appropriate Kiwanians" is used, it should include the following: District Governor, District Governor-Elect, District ~~Secretary/Treasurer~~ ~~Executive Director~~, and the Circle K District Administrator(s). – Change to Executive Director
- 1.10 Wherever the phrase "appropriate Key Clubbers" is used, it should include the following: District Governor, District Secretary/Treasurer, District Editor, District Webmaster, and the Key Club District Administrator(s).
- 1.11 Members of the District Board, when appropriate, shall maintain effective communication with their respective Kiwanis, Key Club, and Sub-Region Counterparts.
- 1.12 All District Board members' reimbursements will be frozen if their required reports and information are not submitted by the respective due dates until the reports are received or until the District Governor approves the release of the funds.
- 1.13 All District Board Officers and Cabinet members must transfer their files to their successor at District Convention or their final reimbursement will not be processed until such time that their files have been transferred.



1.14 The District Board of Officers shall follow all other procedures addressed within signed service agreements.

Section 2: Governor

2.1 Shall serve as the Chief Executive Officer of the Pennsylvania District of Circle K International.

2.2 Shall attend (or appoint a representative to attend) the Pennsylvania Circle K District Convention, the Circle K International Convention, the Circle K International Council Meetings, the Pennsylvania District Kiwanis Convention and Mid-Winter Conference, the Pennsylvania District Key Club Convention, InterPACK, all Divisional Rallies (Fall and Spring), the Governor and Administrator Training Conferences, and all duly called meetings of the Pennsylvania District Board.

2.3 Shall work with the District Treasurer, Circle K Administrator(s), and the Kiwanis District Secretary/Treasurer ~~_____~~ ~~_____~~ in preparing the District's Annual Budget, the District Convention Budget, and all other necessary budgets

2.4 Shall make as many club visitations and Divisional meetings as possible, with the minimum requirement of three (3) visits to each division, one being in addition to divisional meetings.

2.5 Shall ensure that all Pennsylvania District Board members are satisfactorily trained at the District Officer Training Conferences and are performing their assigned duties with special emphasis on reporting, record keeping, and accounting of funds.

2.6 Shall communicate with the Pennsylvania District Board Members, the Counseling Circle K International Representative, the Circle K International President, ~~_____~~ ~~_____~~ ~~_____~~ and the Circle K International Administrator, keeping them informed of District activities.

2.7 Shall ensure that plans for the District Convention are made and executed.

2.8 Shall work closely and communicate with the Circle K District Administrator(s), Key Club District Governor, Kiwanis District Governor, and his/her appointed representative at all times.

2.9 Shall list a tentative schedule of District Board meetings to be approved by the members of the Pennsylvania District Board.

2.10 Shall submit the appropriate monthly reports to the Circle K International Director, International President, ~~_____~~ ~~_____~~ International Representative, Pennsylvania District Secretary, and District Administrator(s).

2.11 Shall maintain a set of files that will be passed on to the next administration and brief his/her successor on the duties of office, and remain available for a period of six (6) months to provide council to the next District Board.

2.12 Shall work with the Pennsylvania District Circle K Administrator(s) and Kiwanis Committee on Circle K members on building new clubs and rebuilding inactive clubs, as well as working to increase the quality and number of service projects and membership in the District.

2.13 Shall submit a Board Report to the Board of Officers and Cabinet at each duly called meeting of the District.

2.14 Shall, fifteen (15) days prior to a District Board Meeting, send notice to the District indicating the date, time, location (and directions) for the meeting

2.15 Shall receive Club President and Vice President Monthly Reports submitted by each active club in the Pennsylvania District by the fifth (5th) day of each month and also keep a tracker of said reports.

Section 3: Secretary

3.1 Shall serve as the Chief Recording Officer of the Pennsylvania District.

3.2 Shall serve as the Executive Assistant to the District Governor.



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- 3.3 Shall keep the minutes of the Board of Officers' meetings.
- 3.4 Shall, within thirty (30) days after meetings of the District Board of Officers, distribute copies of the minutes. These items shall be sent to the District Board Members, Club Presidents, appropriate Kiwanians and Key Clubbers, and the ~~International Subregion Trustee~~ [REDACTED].
- 3.5 Shall compile a District Directory containing the names, addresses, and telephone numbers of all District Board Members, Club Officers, Faculty and Kiwanis Advisors, and the appropriate Kiwanians and Key Clubbers. There shall be a minimum of two (2) editions (summer and fall) containing the appropriate information. This directory shall be forwarded to the Counseling [REDACTED] International Representative, Pennsylvania District Club Presidents, the Pennsylvania District Board, and the appropriate Kiwanians and Key Clubbers. These directories shall be compiled and distributed no later than May 30th (summer) and September 20th (fall). Lists of changes in the Directory (addenda) shall be published if necessary and sent to the aforementioned people.
- 3.6 Shall receive Club Secretary Monthly Reports submitted by each active club in the Pennsylvania District by the fifth (5th) of each month and also keep a tracker of said reports.
- 3.7 Shall send appropriate materials (i.e. Monthly Report Forms, Directory, and Addenda, Board Minutes, etc.) to Club Presidents and Secretaries of newly chartered clubs immediately after notification by Circle K International
- 3.8 Shall attend all duly called meetings of the District Board, the Pennsylvania Circle K District Convention, and all other events deemed necessary by the District Governor.
- 3.9 Shall issue a call to District Convention at least ninety (90) days prior to the convention. Also, ask that any resolutions and/or amendments to the Pennsylvania District Bylaws to be considered by the House of Delegates be submitted within sixty (60) days prior to the convention.
- 3.10 Shall, thirty (30) days prior to the Convention, publish and send to all Board Members and Pennsylvania District Club Presidents any amendments and/or resolutions to be considered by the House of Delegates during the convention.
- 3.11 Shall maintain effective communications between the officers and members of the Pennsylvania District.
- 3.12 Shall assist the District Governor with Pennsylvania District functions as required.
- 3.13 Shall ensure that files are transferred to their successor and brief that individual on the duties of the office, and shall remain available for a period of six (6) months to provide council to their successor.
- 3.14 Shall submit monthly reports to the District Governor, District Treasurer, District Editor, District Administrator(s), and the Counseling [REDACTED] International Representative. Failure to do so will result in a freezing of the Secretary budget.
- 3.15 Shall be responsible for tabulating club service hours and ~~P.E.R.K. Points~~ Kiwanis Family Relations (KFR).
- 3.16 Shall revise the Monthly Report Forms and ~~P.E.R.K. manuals~~ Kiwanis Family Relations (KFR) submissions when deemed necessary by the District Board.

Section 4: Treasurer

- 4.1 Shall serve as the Chief Financial Officer of the Pennsylvania District, keeping all appropriate records.
- 4.2 Shall issue a call for Pennsylvania District and Circle K International dues at least thirty (30) days prior to their due date, October 1st.
- 4.3 Shall advise and assist all clubs within the Pennsylvania District with the collection and submission of their District and International dues.



- 4.4 Shall assist the District Governor, District Administrator, ~~_____~~ District Secretary/Treasurer ~~_____~~, and Kiwanis District Secretary/Treasurer in preparing the Annual District Budget, District Convention Budget, and any other necessary Budgets.
- 4.5 Shall attend all duly called meetings of the District Board of Officers, the District Convention, and all other events deemed necessary by the District Governor.
- 4.6 Shall publish as many newsletters as needed informing all Club Treasurers on financial matters, such as payment of dues and membership growth status to strengthen dues payments and provide an official check of current club membership.
- 4.7 Shall develop and promote programs for dues incentive and payment of dues to be presented at club meetings and fall divisional meetings.
- 4.8 Shall ensure that Pennsylvania District funds and records are transferred to their successor and brief that individual on the duties of the office, and shall remain available for a period of six (6) months to assist their successor.
- 4.9 Shall submit monthly reports to the District Governor, District Secretary, District Editor, District Administrator(s), and Counseling ~~_____~~ International Representative. Failure to do so will result in a freezing of the Treasurer budget.
- 4.10 Shall maintain and oversee the funds in the PACK Cash account.
- 4.11 Shall maintain all records of the District Convention
- 4.12 Shall receive Club Treasurer Monthly Reports submitted by all active clubs in the Pennsylvania District by the fifth (5th) day of each month and keep a tracker of said reports.

Section 5: Editor

- 5.1 Shall serve as the Chief Publications Officer of the Pennsylvania District.
- 5.2 Shall publish at least five (5) issues of The Krier (see Section 8 of the Policy Code for more information).
- 5.3 Shall notify the District Board, all Pennsylvania District Circle K Club and Editors, and all appropriate Kiwanians and Key Clubbers of the deadline for submission of articles for the next issue of The Krier at least three (3) weeks prior to the publication date.
- 5.4 Shall, at each meeting of the District Board, submit a report indication the status of article submission of all Club Editors.
- 5.5 Shall submit monthly reports to the District Governor, District Secretary, District Treasurer, District Administrator(s), and Counseling ~~_____~~ International Trustee. Failure to do so will result in a freezing of the Editor budget.
- 5.6 Shall attend all duly called meetings of the District Board of Officers, the District Convention, and all other events deemed necessary by the District Governor.
- 5.7 Shall work with the District Convention Chair on the publication of the District Convention Program.
- 5.8 Shall receive Club Editor reports submitted by all active clubs in the Pennsylvania District by the fifth (5th) day of each month, with the exception of June through August where one (1) report is required, and keep track of said reports
- 5.9 Shall maintain a set of files that will be pass on on to their successor and brief that individual on the duties of the office, and shall remain available until their successor has completed their first issue of The Krier or 4 (four) months (whichever occurs first) to assist their successor.

Section 6: Lieutenant Governors and Governor's Representatives

- 6.1 There shall be one (1) Lieutenant Governor for each of the six (6) Divisions in the Pennsylvania District:
 - a. **Black Diamond Division:**



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- Bradford, Carbon, Columbia, Lackawanna, Luzerne, Monroe, Montour, Pike, Sullivan, Susquehanna, Tioga, Wayne, and Wyoming counties.
- b. Colonial Division:**
Adams, Cumberland, Dauphin, Franklin, Fulton, Lancaster, Lebanon, Perry, and York counties.
 - c. Keystone Division:**
Blair, Cameron, Centre, Clearfield, Clinton, Elk, Huntingdon, Jefferson, Juniata, Lycoming, Mifflin, Northumberland, Snyder, and Union counties.
 - d. Liberty Division:**
Berks, Bucks, Chester, Delaware, Lehigh, Montgomery, Northampton, Philadelphia, and Schuylkill counties.
 - e. Snowbelt Division:**
Clarion, Crawford, Erie, Forest, Lawrence, McKean, Mercer, Potter, Venango, and Warren counties.
 - f. Three Rivers Division:**
Allegheny, Armstrong, Beaver, Bedford, Butler, Cambria, Fayette, Greene, Indiana, Somerset, Washington, and Westmoreland counties.
- 6.2 Shall assist the Governor in the work of the District within the Division.
- 6.3 Shall make at least two (2) official visits to each Circle K Club within the Division, excluding the Fall Rally and Spring Serve.
- 6.4 Shall compile and maintain a complete list of Club Officers names, addresses, and telephone numbers, and submit them to the District Secretary no later than two weeks prior to the publication of the District Directories.
- 6.5 Shall submit a Divisional Report to the District Governor, District Administrator(s), Kiwanis Counterpart, District Secretary, District Treasurer, and District Editor by the tenth (10th) following the month reported on outlining events, happenings, and problem(s) within the division. Failure to comply with this deadline will result in a freezing of the allocation of funds from that officer's budget until all reports are submitted.
- 6.6 Shall assist the District Treasurer in the collection of Pennsylvania District and Circle K International dues and shall assist the Executive Board in the collection of monthly reports from clubs, ~~which are delinquent.~~
- 6.7 Shall assist the Pennsylvania District Kiwanis Committee on Circle K in building or reactivating Circle K clubs in the Divisions. Shall maintain a current listing of new club possibilities.
- 6.8 Shall hold a Spring Serve for the purpose of promoting the Pennsylvania District Convention, the International Convention, and recruiting members to run for club and District offices.
- 6.9 Shall hold a Fall Rally for the training of officers, the promotion of InterPACK, the education of members, and the initiation of divisional involvement and motivation.
- 6.10 Shall promote interclub meetings within the division.
- 6.11 Shall assist the Circle K Club Officers when requested and keep them informed of all Pennsylvania District and International functions. Shall speak about Circle K at club, division, and district meetings when requested.
- 6.12 Shall be responsible for the growth of membership, service projects, and Circle K education within the division.
- 6.13 Shall encourage clubs to submit material to The Krier.
- 6.14 Shall attend all duly called meetings of the District Board of Officers, the District Convention, District Officer Training, and all other events deemed necessary by the District Governor.
- 6.15 Shall maintain effective monthly communications with all clubs in the division and with all the members of the District Board by making a minimum of two (2) official contacts with each club per month.



- 6.16 Shall ensure that files are transferred to their successors and brief that individual on the duties of the office.
- 6.17 Shall publish a monthly newsletter or divisional mailing unless otherwise determined by the District Governor. ~~Any Lieutenant Governor not complying with this policy shall be disqualified from competition for the Ted Brookhouser Award presented at each Pennsylvania District Convention.~~
- 6.18 Shall make official communication with the District Governor on a bi-weekly basis.
- 6.19 Shall have as many club officers as possible trained by December 1st.

Section 7: Cabinet and Committees

- 7.1 Shall consist of all individuals and committees as appointed by the District Governor to assist in the administrative responsibilities of the District. These duties and responsibilities shall be clearly defined, and appointments expire at the end of the administrative year or at such time as the Governor determines the responsibilities have been fulfilled.
- 7.2 The District Governor shall make appointments to the District Board with the approval of the Executive Board. Cabinet members shall attend all duly called meetings of the District Board and District Convention unless excused by the District Governor. They are non-voting members, but shall be recognized as part of the District Board.
- 7.3 All cabinet members must report on the progress of their committee at each scheduled Board Meeting.
- 7.4 All cabinet members shall be required to hold committee meetings before each scheduled Board Meeting.
- 7.5 The following shall be the suggested standing committees and their assigned duties:
 - a. **Kiwanis Family Relations**
 - 1. This committee shall work to improve the relationship between all Kiwanis and Kiwanis sponsored organizations. It shall be responsible for developing and promoting projects and educational programs such as the Key to College program, and to develop, expand, and strengthen the bonds between these organizations.
 - 2. This committee shall be responsible for compiling and updating a Kiwanis Family Directory ~~when deemed necessary by the District Governor to be included in the District Directory compiled by the District Secretary.~~
 - 3. This committee shall work to improve the relationships between clubs within the Pennsylvania District through interclubbing and promotion of an exchange of ideas and friendships.
 - 4. This committee shall be responsible for the creation of a display to promote Circle K to Kiwanis at Kiwanis functions, such as Kiwanis Convention and Kiwanis Mid-Winter.
 - 5. This committee shall take on any other duties as deemed necessary by the District Governor.
 - b. **Laws and Regulations**
 - 1. This committee shall maintain the Pennsylvania District Bylaws in conformity with the Constitution and Bylaws of Circle K International and shall make recommendations to the District Board for proposed amendments.
 - 2. This committee shall be responsible for the interpretation of the Pennsylvania District Bylaws for action by the District Board and for all matters affecting Circle K on the District level.
 - 3. This committee shall also review all Club Bylaws submitted for Pennsylvania District approval, make revisions(s) and approval recommendations to the District Board. This committee will then forward approved Bylaws to the



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International Office for final approval by the Circle K International Board of Officers.

4. This committee also shall be responsible for maintaining the District Policy Code and shall make recommendations to the District Board for any changes to the Policy Code.
5. This committee shall oversee the House of Delegates held at District Convention to ensure that the Policy Code and Bylaws are being followed.
6. This committee shall also be responsible for staffing the Elections Committee at District Convention.
7. This committee shall take on any other responsibilities as deemed necessary by the District Governor.

c. Service

1. The District Board shall annually adopt and the committee shall implement a District Service Project (D.S.P. DSP), which shall concur with the administrative year of the District Board of Officers.
2. This committee shall promote fundraising efforts and active participation by the clubs throughout the year by sending, in a timely manner, information about the District Project to all Club Presidents. Funds raised during the administrative year will be presented to the designated project at the District Convention. ~~The District Board shall select the District Project for the following administrative year at the Winter Board Meeting before District Convention and unveil the upcoming year's District Service Project at District Convention.~~
3. This committee, with District Board approval, shall select no less than three (3) and no more than five (5) options for the upcoming year's District Service Project.
4. This committee, in working with the Information Technology committee, shall create a poll on the district website for district members to vote for the upcoming year's District Service Project. This poll must be open no less than two (2) but not more than four (4) weeks. This poll must be closed no less than thirty (30) days prior to the District Convention.
5. This committee shall promote the Circle K International Service Initiative to all clubs within the District.
6. This committee shall encourage club participation in Kiwanis One Day, Theme and Emphasis Week, Circle K Week, and International Service Week.
7. This committee shall promote the District Service Project within and beyond the Pennsylvania district.
8. ~~The chair of this~~ This committee will be responsible for creating a District Service Project packet to be handed out during District Convention.
9. This committee shall also promote the Kiwanis Service Initiatives.
10. This committee will also take on any other duties as deemed necessary by the District Governor.

d. On To International Convention

1. This committee shall be appointed by the District Board of Officers.
2. This committee shall be responsible for organizing and/or providing transportation for all Circle Kers ~~members~~ of the Pennsylvania District who wish to attend International Convention. – change all to Circle K members
3. This committee shall be responsible for receiving information from International about the International Convention and is responsible to see that all pertinent information regarding the annual International Convention is distributed to those interested Circle Kers ~~members~~.



- 4. This committee shall coordinate activities for the Pennsylvania District as well as other districts while at International Convention.
 - 5. This committee shall be responsible for the Pennsylvania District T-shirts and pins any other Pennsylvania District materials (pins, stickers, etc.) for the opening ceremony of International Convention.
 - 6. This committee shall take on any other duties as deemed necessary by the District Governor.
- e. **Information Technology Committee**
- 1. This committee shall be responsible for the maintenance of the District Webpage. He or she shall also assist in the Technological aspects of the District's conventions and conferences.
 - 2. This committee chair shall be responsible for the upkeep of all ~~District Reflectors~~ E-mail Distribution Groups.
 - 3. This committee shall be responsible for uploading onto the District Webpage any important documents for the good of the district.
 - 4. This committee shall take on any other duties as deemed necessary by the District Governor.
- f. **Fundraising Committee**
- 1. This committee shall work with the Service committee in an effort to fundraise for the District Service Project.
 - 2. This committee shall be responsible for the promotion and fundraising for PACK Cash.
 - 3. This committee shall oversee the Kiwanis Rose Sale promotion to the District.
 - 4. This committee shall oversee the sale of District Convention Ads and ~~Booster tickets~~ and any other Board approved District Fundraisers (Booster tickets, PACK Supporter Ribbons, etc.).
 - 5. This committee shall take on any other duties as deemed necessary by the District Governor.
- g. **Conferences and Convention Committee**
- 1. This committee shall be in charge of planning and promoting district-wide events, with extensive focus on InterPACK and the annual District Convention.
- [REDACTED]
- 2. This committee shall be responsible for the establishment and updating of all District Awards, for such events as District Convention.
 - 3. This committee shall be responsible for establishing a Junioring Committee, consisting of Kiwanians, for the judging of the District Awards.
 - 4. This committee shall be responsible for applying for Circle K International awards on behalf of the District.
 - 5. This committee shall be responsible for identifying and resolving any award discrepancies that may arise.
 - 6. This committee shall take on any other duties as deemed necessary by the District Governor.

Section 8: Section 8: District Publications

8.1 The Krier

- a. The Krier shall be the official publication of the Pennsylvania District and shall be published at least five (5) times during the administrative year under the following timetable, when possible: Post-District Convention/Pre-International Convention;



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Post-International Convention/Pre-InterPACK, Post-InterPACK/K-Family [REDACTED] Issue, Pre-District Convention, and District Convention. Additional issues may be published as time and money permit.

- b. The Krier is designed to be an informative publication directed at the members of the Pennsylvania District and shall, at minimum, contain articles on club projects, Kiwanis Family Relations, Member Education, a calendar of events for the District, District Board contact information, and the publishing deadlines for submission of articles to the editor in each issue.
- c. The Krier shall be available online for members to view or download.

8.2 Other Publications

- a. Manuals explaining and detailing the various aspects of Pennsylvania Circle K operations shall be compiled as deemed necessary for administrative purposes.
- b. The topic area of manuals must be approved beforehand by the District Board of Officers. The District Governor may assign an individual committee member to prepare a manual or make it an assignment to be prepared by a committee or subcommittee of the District Board.

Section 9: Section 9: District Correspondences

- 9.1 All correspondence generated by the District Board of Officers shall be copied to the Executive Board, District Administrator(s), [REDACTED], respective Kiwanis Counterparts, International Representative, and any others deemed necessary, and filed. Correspondences include letters, memos, newsletters, monthly report forms, all official correspondences, and other communications, electronic and otherwise.
- 9.2 All correspondence concerning finances shall be copied to the Executive Board, District Administrator(s), and the Kiwanis District Secretary/Treasurer [REDACTED].
- 9.3 All correspondence dealing with other individuals shall have a courtesy copy sent to that individual.
- 9.4 All correspondence concerning issues about specific clubs shall be copied to the Club President, Faculty and Kiwanis Advisors, and, if necessary, the sponsoring Kiwanis Club President.
- 9.5 Any correspondence on electronic mail (e-mail) will not be considered official unless copied to all names mentioned in addition to the District Secretary.

Section 10: Reporting

- 10.1 An interclub shall be defined as a meeting or event organized by one or more clubs with at least one other CKI club in attendance, each having two or more members present.
 - a. Clubs in formation may count as a club for the purpose of calculating an interclub.
 - b. A meeting or event organized by the international district levels of CKI shall not count as an interclub.
 - c. Each CKI club with two or more members present will have individually completed one interclub.
- 10.2 A Kiwanis Family Relation (KFR) shall be defined as a meeting or event attended by at least one CKI club and at least one club from another branch of the Kiwanis Family, each having two or more members present.
 - a. The other levels of the Kiwanis Family are K-Kids, Builder's Club, Key Club International, Kiwanis International, Young Professionals, Golden K, and Aktion Club.
 - b. Clubs in formation may count as a club for the purpose of calculating a KFR.
 - c. A meeting or event organized by the international or district levels of CKI shall not count as a KFR.



- d. Each CKI club with two or more members present will have individually completed one KFR.

10.3 A club may earn one Interclub and one KFR at the same meeting or event so long as the requirements for each are met.

Section 11 Board Meeting Procedure

- 11.1 All District Board Members are to submit a report to all Board Members present at District Board meetings. This report is to include information about club status in division and district activities, future plans, goals for the officer and clubs, a list of dates and the nature of all pertinent correspondence, events attended, and any other pertinent information.
- 11.2 No board member shall miss more than one (1) board meeting. In the event that a board meeting is missed, the officer shall notify the Executive Board and Administrator(s) ten (10) days prior to the Board Meeting with the reason of absence. If a board member is unable to attend, all board reports as well as committee reports should be sent within ten (10) days prior to the board meeting, except in the case of extenuating circumstances.
 - a. Board Members may participate in a Board Meeting one (1) time via virtual access and not be considered missing that meeting. The virtual access must be requested 10 (ten) days prior to the Board Meeting, except in the case of extenuating circumstances and the Board Meeting location will permit virtual access. All Board and/or Committee reports should be sent within 10 (ten) days prior to the board meeting, except in the case of extenuating circumstances and attendance throughout the whole meeting is expected.
- 11.3 The District Board of Officers shall meet at least five (5) times during the administrative year.
- 11.4 The Kiwanis District Secretary/Treasurer, ~~Paul J. Dyer~~, shall furnish to the District Governor and District Board copies of the current district budget and district membership figures at each official meeting of the District Board. If the Kiwanis District Secretary/Treasurer, ~~Paul J. Dyer~~, is unable to be present at the Board Meeting, the District Board asks that this material be sent to the District Treasurer one (1) week before the meeting.
- 11.5 In matters deemed confidential by the District Board, a closed session can be called, which could include the committee chairs, and/or the Kiwanis Committee and all matters discussed will remain confidential thereafter. Executive sessions can be called by the District Governor to deal with highly confidential matters. This session only includes the District Governor, Secretary, Treasurer, and Editor.
- 11.6 Attire for all District Board meetings will be determined by the District Governor.
- 11.7 The Parliamentary authority of District Board Meetings shall be Robert's Rules of Order, Newly Revised Edition
- 11.8 District Board Members acting inappropriately may be asked to leave the Board Meeting at anytime by the District Governor.

Section 12 District Conventions

- 12.1 The location of each Pennsylvania District Convention should be selected at least two (2) years in advance by the District Board, and is subject to the approval of the Circle K District Administrator(s). For convention selection purposes, the District shall be divided into three (3) general areas (East, Central, and West). The District Convention location should rotate between these three areas and may not be held in the same area two (2) consecutive years.
- 12.2 The District Convention Committee shall be responsible for the following: Conference and Conventions Committee need to complete the following tasks for the successful completion of the annual District Convention.



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- b. Planning and arranging, upon request of the District Governor, details of the Convention.
- c. Preparing and mailing, ninety (90) days prior to the convention, a general mailing to all clubs concerning the convention which must contain all reports and award forms, tentative convention schedule, certification of election for delegates, petitions for District Office, convention registration and medical forms, code of conduct, and alcohol policy. This may also be done by posting the mailing on the district website and notifying, at minimum, all club presidents via email no less than ninety (90) days prior to District Convention.
- c. Any follow-up mailings or requests of the District Governor or the District Board concerning the convention.

a. ~~Board Members may participate in a Board Meeting one (1) time via virtual access and not be considered missing that meeting. The virtual access must be requested 10 (ten) days prior to the Board Meeting, except in the case of extenuating circumstances and the Board Meeting location will permit virtual access. All Board and/or Committee reports should be sent within 10 (ten) days prior to the board meeting, except in the case of extenuating circumstances and attendance throughout the whole meeting is expected.~~

- 12.3 Request for registration refunds must be received, in writing, ten (10) days prior to the commencement of the District Convention. After that date, there shall be no registration returned, except in the case of extreme circumstances as determined by the District Board. A \$5.00 fee will be assessed in either case.
- 12.4 The District Governor and District Convention Committee Chair shall prepare a Convention Budget to be approved at a meeting of the District Board subject to prior approval of the Circle K Administrator(s).
- 12.5 The District Convention Committee Chair shall appoint clubs and volunteers to the following committees: Credentials & Registration, Elections, and Sergeant-At-Arms.

Section 13 - Procedures for Nomination and Election of District Officers

- 13.1 Divisional caucuses will be held during the Pennsylvania District Convention at which time announced candidates for the offices of District Governor, Secretary, Treasurer, Editor, and Lieutenant Governor may be introduced, present their platforms, and answer questions. Assignment of divisions to caucuses and selection of caucus moderators shall be made by the District Governor and Convention Committee. Moderators shall consist of District Board members not returning to Circle K for the next administrative year. It is suggested that all candidates shall adhere to the following time limits: one (1) nomination speech of one (1) minute with three (3) minutes to present their platform. Members of each caucus shall have up to five (5) minutes to ask questions of each candidate as a panel. Its members and moderator shall decide rules of procedure in each caucus room. A member of a caucus shall be allowed to ask questions of candidates. Kiwanis Family guests shall be allowed to visit a caucus room, but will not be permitted to participate in any way. Candidates may bring up to three (3) assistants into a caucus room.
- 13.2 A potential candidate may announce their intent to seek an office not more than sixty (60) days prior to the election date. This announcement may be made by electronic mail (e-mail) to the District Governor, who will then forward it to all club officers and District Board members. Materials may only be distributed at any point after the opening session. A candidate may only be officially endorsed by their home club.
- 13.3 The House of Delegates will convene during the District Convention.
 - a. To consider resolutions, bylaw amendments, the nomination, and election of District Officers, the State of the District Address, a Report of the District by the District



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- Secretary, District Treasurer, District Editor and District Administrator(s), and such other business as may come before the House.
- b. Voting Delegates and Delegates-at-Large will be seated in a restricted section. All others present will be accommodated in a designated gallery section and may not participate in the Delegate Session without recognition by the chair. The following shall sit at the head table: the District Governor, District Secretary, District Treasurer, District Editor, Circle K District Administrator(s), Laws and Regulations Chair, and the Counseling ~~Circle K~~ International Representative.
- 13.4 The Elections Committee shall have general charge of the election, including admission to the voting delegate section, and the distribution, collection, and counting of all ballots.
- 13.5 Voting shall be by written ballot. No person shall be permitted to vote whose name does not appear on the list of voting delegates. Cumulative voting and voting by proxy will not be allowed. No ballot shall be counted when it appears that the delegate has voted for a greater number of nominees for the said office than there are vacancies to be filled. Any ballot with a misspelling shall be disqualified.
- 13.6 No District Board Member can actively or verbally support any candidate running for any District Office.
- 13.7 The Elections Committee shall report promptly to the District Governor the results of each ballot. The reports shall be signed by the Chairperson of the Committee and the Circle K District Administrator(s). After the committee has reported, the Chairperson shall deliver a copy of each report and all ballots to the Circle K District Administrator(s) to be retained for a period of not less than ninety (90) days following the close of convention. After that time, the ballots will be destroyed.
- 13.8 The Credentials & Registration Committee, prior to the Delegate Session, shall provide the Elections Committee with a list of voting Delegates and Delegates-at-Large registered and present at the convention. Also, the Chairperson of the Credentials & Registration Committee shall report to the House of Delegates the following information as often as necessary, the number of Delegates present, the number of clubs present (must be 1/2 of the total number of clubs), the number of Delegates-at-Large present, total number of clubs represented, and the total number of votes necessary for a simple (1/2) and two-thirds (2/3) majority of the seated delegates.
- ~~• The number of Delegates present.~~
 - ~~• The number of clubs present (must be 1/2 of the total number of clubs).~~
 - ~~• Number of Delegates at Large present.~~
 - ~~• Total number of clubs represented.~~
 - ~~• Total number of votes necessary for a simple (1/2) and two-thirds (2/3) majority of the seated delegates.~~
- 13.9 When the agenda for the House of Delegates calls for the nomination and election of District Officers, the District Governor (or presiding officer) shall receive nominations from the floor for the office of District Governor. Nominees who appeared before caucuses will not need to be nominated again. When nominations for the District Governor have been closed, voting has taken place, and the results of that election have been announced, the District Governor (or presiding officer) will proceed in a similar manner with the nominations and election of District Secretary, Treasurer, Editor, and Lieutenant Governors. Unsuccessful candidates in prior elections may be nominated in subsequent elections.
- 13.10 All winning candidates must receive a simple majority (1/2) of the votes cast. If in races with three or more candidates and no candidate receives a simple majority (1/2), the candidate receiving the lowest number of votes will be dropped, and another ballot



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- conducted. This procedure will be repeated until such time as one candidate shall receive a simple majority (1/2) of all votes cast.
- 13.11 The Candidate for District Governor will be given the opportunity to speak and/or answer questions for three (3) minutes and all other District Officer candidates shall be given two (2) minutes to speak at the House of Delegates.
- 13.12 Lieutenant Governors shall be elected at District Convention by the clubs within their division.
- 13.13 A special session of the House of Delegates can only be called by the District Governor in consultation with the Circle K District Administrator(s).
- 14.1 All awards contests (awards) shall be annual, running from District Convention to District Convention, and be given for recognition of the projects or accomplishments completed or primarily conducted within that period
- 14.2 The manner of each award shall be approved by the current District Board for the year in which the convention is held. In the case where a similar award competition is held on the International level, the District Award requirements or rules should reflect those of the International Award.
- 14.3 All new awards must be approved by the District Board of Officers, which shall also have the authority to maintain and finance any of the awards, unless otherwise specified in this Policy Code.
- 14.4 There shall be no awards presented as District Awards other than those approved by the District Board of Officers and listed in this Policy Code. This does not preclude a division from having intra-divisional awards.
- 14.5 There shall be three (3) divisions, Gold, Silver, and Bronze, for awards competition. The divisions will be determined by averaging the membership of those clubs paying dues by December 1st, or as determined by the District Board of Officers.
- 14.6 Each Pennsylvania District Circle K Club must be in good standing with the Pennsylvania District and Circle K International in order to be eligible for awards.
- 14.7 All award entries must be submitted no later than the date(s) stated on the awards packet for each year.
- 14.8 All judging will be done during the District Convention by impartial Kiwanians and/or anyone else directed by the District Governor, District Convention Committee Chair, District Conferences and Convention Chairperson, and Circle K District Administrator(s).
- 14.9 Any club that is in arrears of over two (2) months of monthly reports shall be deemed ineligible for any District Awards unless otherwise determined by the District Secretary and approved by the District Governor.
- 14.10 Only one award will be given in each category unless otherwise indicated and an award need not be given in a particular category. The District Board of Officers may publicly note Honorable Mention for an award if it so desires.
- 14.11 ~~Established District Awards Contests:~~
- 14.11.1 ~~Best Sponsoring Kiwanis Club~~
~~Will be conferred upon the sponsoring Kiwanis Club that has been most helpful to its Sponsoring Circle K club. The award application should list joint projects, number of Circle K's K-Members at Kiwanis meetings, Kiwanians at Circle K meetings, and any other type of assistance the Kiwanis Club gave.~~
- 14.11.2 ~~David H. Baker, Jr. Outstanding Kiwanis Family Relations Award~~
~~This award is presented to a Circle K club that has gone above and beyond to promote better relations within the Pennsylvania District Kiwanis Family. The intent of the Outstanding Kiwanis Family Relations award is to honor the K-Family in your~~



- community. The Circle K Club is not restricted to nominating its sponsoring Kiwanis Club. This award covers activities from last year's District Convention to this year's District Convention. One (1) award will be presented to a club in good standing.
- ~~14.11.3 Outstanding Club Achievement Award (Gold, Silver, and Bronze Division)
Given to the Circle K Club that has distinguished itself above all others in the Pennsylvania District in the field of service and general club activities in accordance with International and District guidelines. Both quality and quantity will be considered in that judging. One (1) award in each of the gold, silver, and bronze divisions may be given.~~
- ~~14.11.4 Outstanding Club Newsletter Award
The Club Newsletter Award is designed to recognize and honor those Circle K clubs that produce a high quality newsletter on a regular basis, providing an effective communication tool for the club and its members. The newsletter may be produced in paper or electronic form. A first, second, third, and honorable mention may be awarded to clubs in good standing.~~
- ~~14.11.5 Club Scrapbook Award
Presented to the Circle K club with the most outstanding scrapbook at the District Convention. The scrapbook may include only activities completed by the Circle K club since and including the previous District Convention. The scrapbook shall consist of photographs, souvenirs, examples, newspaper clippings, etc. of the both service and social nature. The scrapbook will be evaluated for appearance, originality of contents, clarity, and form. A first, second, third, and honorable mention may be awarded in both the areas of traditional and non-traditional scrapbook.~~
- ~~14.11.6 Outstanding Club Video Award
The Club Video Award is designed to recognize and honor those Circle K clubs that produce a high quality video that promotes all aspects of Circle K International. A first, second, third, and honorable mention may be awarded to clubs in good standing.~~
- ~~14.11.7 Outstanding Club Website Award
The Club Website Award is given to the club, which has the most useful club website. All work done for the website, including programming, must have been performed by a current Circle K member or members who are in good standing with the Pennsylvania District and Circle K International and are also members of the club applying for the award. A first, second, third, and honorable mention may be awarded to clubs in good standing.~~
- ~~14.11.8 Single Service Award (Gold, Silver, and Bronze Division)
Presented to that Circle K Club which through dedication and unselfish efforts has produced the best single project of service during the administrative year. Only one (1) entry per club is allowed. To be eligible, a description in report form must show the purpose and need, planning time, club participation (including total service hours), and evaluation of the project's merit to the campus and/or community. It should be no longer than 2,000 words typed and accompanied by substantial materials such as newspaper clippings, photographs, etc. The report must be signed by the Circle K President, the Faculty Advisor, and the Sponsoring Kiwanis Club President. One (1) award in each of the gold, silver, and bronze divisions may be given.~~
- ~~14.11.9 George McCutcheon Outstanding Kiwanis Advisor Award
Will be conferred upon a Kiwanis Circle K Advisor in the Pennsylvania District who unselfishly contributed time and efforts to promote Circle K during the current administrative year. A short resume of the contributions made by the candidate should be presented. Candidate(s) for this award are ineligible for this award if they are nominated for the Glenn and Sally Stevens Award.~~
- ~~14.11.10 Glenn and Sally Stevens Outstanding Faculty Advisor Award
Presented to the Staff or Faculty Advisor of a Circle K Club who unselfishly contributed~~



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time and efforts to promote Circle K on campus during the administrative year. A written resume of the contributions of the candidate should be presented. Candidate(s) for this award are ineligible for the McCutcheon award.

14.11.11 Governor's Distinguished Member Award

This award is presented to members in good standing of a Circle K Club in the Pennsylvania District of Circle K International. These members have demonstrated outstanding work, of both scholastic and humanitarian efforts, and service relating to the objectives and ideals of this organization. Club Officers and District Officers are ineligible for this award.

14.11.12 Thomas A. Muchler Outstanding Club Member

Will be conferred upon a member from a club in good standing of the Pennsylvania District of Circle K International who by their actions has demonstrated outstanding work and service relating to the ideals and objectives of the organization. Each Circle K club may nominate one (1) of its members for this award. Club Officers and/or District Board Members are ineligible for the recognition.

14.11.13 Service Achievement Award

This Service Achievement Award honors club members for the amount of service performed during the current administrative year. Any Pennsylvania Circle K member in good standing shall be eligible for this award.

14.11.14 Interclub Award

The club with the highest Interclub total within the administrative year shall be the recipient. The applicants for this award need not submit an application form. An Interclub is defined in Section 10.1.

14.11.15 Kiwanis Family Relations Award

The club with the highest Kiwanis Family Relations (KFR) total within the administrative year shall be the recipient. The applicants for this award need not submit an application form. A KFR is defined in Section 10.2.

14.11.16 Big Ten Award

Any club that has grown by either ten percent or ten members (whichever shall be smaller) in the current administrative year compared to the last dues report from the previous administrative year is eligible for this award. Applications need not be submitted.

14.11.17 Early Bird Award

Any club submitting dues on or before November 1st shall receive this award. Applications need not be submitted.

14.11.18 M.I.L.E (Members in Long Excursions) Award

This award is presented to one (1) Circle K Club in good standing that has accumulated the most points, as determined by the number of members attending the District Convention times the number of miles traveled to District Convention.

14.11.19 Growth Award

This award shall be bestowed upon the Pennsylvania Circle K Club that has recorded the greatest percentage growth during the current administrative year. No form is necessary for this award; however providing the District Treasurer with an accurate update will be advantageous. It shall be based on the number of members in good standing as of the first day of the District Convention.

14.11.20 Roll Call Award

This award is presented to one (1) Circle K Club in good standing that creates the most unique roll call during the proceedings on the first night of convention. This award shall be selected under the advisement of the Kiwanis Committee on Circle K.



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14.11.21 Ron and Luida Shearer Unsung Hero Award

~~Given to Circle K members who have gone above and beyond the duties of being a Circle K member. Club Officers and District Board Members are ineligible for this award. One (1) member in good standing from each division will be presented with the award. The selection of the recipient is made by the division Lieutenant Governor.~~

14.11.22 Dr. James A. Hallman Outstanding Club President Award

~~Presented to the Club President who, above all others, has demonstrated outstanding abilities in the areas of club administration, member education, leadership, and the promotion of the District Service Project. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.~~

14.11.23 Willi Schaefer Outstanding Club Vice President Award

~~Presented to the Club Vice President who, above all others, has demonstrated outstanding abilities in the areas of club administration, member education, leadership, and committee administration. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.~~

14.11.24 Kevin E. Thomas Outstanding Club Secretary Award

~~Presented to the Club Secretary who, above all others, has demonstrated outstanding abilities in the areas of communication on the Club, District, and International level, recording of club activities (minutes and monthly reports), and project participation. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.~~

14.11.25 Jack P. O'Carroll, Jr. Outstanding Club Treasurer Award

~~Presented to the Club Treasurer who, above all others, has demonstrated outstanding abilities in the areas of club finance, fundraising, and project participation. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.~~

14.11.26 Barry J. Halbritter Outstanding Club Editor Award

~~Presented to the Club Editor who, above all others, has demonstrated outstanding abilities in creating either a club newsletter/bulletin or website and project participation. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.~~

14.11.27 Governor's Diamond Recognition Award

~~This award is for the person in the Governor's life during his/her term in office whose actions have exceeded expectations of delegated tasks. This person does not have to be a Circle K member, just a person who was crucial to the successes of the Governor during his or her term. This person, if not a member, should demonstrate his or her dedication to the organization through the three tenants of Circle K: service, leadership, and fellowship.~~

14.11.28 Ted Breckhouser Award

~~Conferred upon that voting member of the District Board who has unselfishly given of himself or herself in time, effort, talent, and ability above and beyond his or her duties and responsibilities. The winner will be selected by the District Governor in consultation with the Circle K District Administrator according to the aforementioned merits. Lieutenant Governor's who have not published one newsletter per month are ineligible for this award, unless otherwise directed by the District Governor.~~

14.11.29 Robert M. Cassel Award

~~Conferred upon that Committee member of the District Board who has unselfishly given of himself or herself in time, effort, talent, and ability above and beyond the assigned duties and responsibilities. The recipient will be selected by the District Governor in consultation with the Circle K District Administrator according to the aforementioned merits.~~



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14.11.30 William S. Brandamore Award

~~Conferred upon that District Board member who has shown great fellowship and has performed above and beyond his or her assigned duties. The recipient will be selected by the District Governor in consultation with the Circle K District Administrator according to the aforementioned merits.~~

a. Best Sponsoring Kiwanis Club

The Best Sponsoring Kiwanis Club Award is presented to a sponsoring Pennsylvania District Kiwanis Club that has exhibited excellent working relationship with a Pennsylvania District Circle K Club. The award application should list joint projects, number of Circle K Members at Kiwanis meetings, Kiwanians at Circle K meetings, and any other type of assistance the Kiwanis Club gave.

b. David H. Baker, Jr. Outstanding Kiwanis Family Relations Award

The David H. Baker, Jr. Outstanding Kiwanis Family Relations Award is presented to a Circle K Club that has participated in activities and events with Kiwanis Family Club(s) to go above and beyond to support Kiwanis Family relations within the Pennsylvania District. The intent of the Outstanding Kiwanis Family Relations award is to honor the Kiwanis Family in your community. The Circle K Club is not restricted to nominating its sponsoring Kiwanis Club and is encouraged to form relationships with other branches of the Kiwanis Family. One (1) award will be presented to a club in good standing.

c. Outstanding Club Achievement Award (Gold, Silver, and Bronze Division)

The Outstanding Club Achievement Award is presented to the Circle K club that has distinguished itself above all others in the Pennsylvania District in the areas of service, fellowship, and club administration. Both quality and quantity will be considered in that judging. One (1) award in each of the gold, silver, and bronze divisions may be given.

d. Outstanding Club Newsletter Award

The Club Newsletter Award is designed to recognize and honor those Circle K clubs that produce a high-quality newsletter on a regular basis, providing an effective communication tool for the club and its members. The newsletter may be produced in paper or electronic form. A first, second, third, and honorable mention may be awarded to clubs in good standing.

e. Outstanding Club T-Shirt Award

The Outstanding Club T-Shirt Award is designed to recognize those clubs that achieve excellence in club t-shirt design and distribution. Many clubs create T-shirt and use them to promote the ideals of Circle K International, their home club, and/or school. A first, second, third, and honorable mention may be awarded to clubs in good standing.

f. Outstanding Traditional Club Scrapbook Award

The Outstanding Club Traditional Scrapbook Award is designed to recognize and honor those Circle K clubs that produce a high-quality traditional scrapbook chronicling the activities of the Circle K club. The scrapbook may include only activities completed by the Circle K club since and including the previous District Convention. The scrapbook shall consist of photographs, souvenirs, examples, newspaper clippings, etc. of the both service and social nature. The scrapbook will be evaluated for appearance, originality of contents, clarity, and form. A first, second, third, and honorable mention may be awarded to clubs in good standing.

g. Outstanding Club Non-Traditional Club Scrapbook Award

The Outstanding Club Non-Traditional Scrapbook Award is designed to recognize and honor those Circle K clubs that produce a high-quality non-traditional scrapbook chronicling the activities of the Circle K Club. The scrapbook may include only activities completed by the Circle K club since and including the previous District Convention. The scrapbook shall consist of photographs, souvenirs, examples, newspaper clippings, etc. of the both service and social nature. The scrapbook will be evaluated for appearance,



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originality of contents, clarity, and form. A non-traditional scrapbook is defined as one that does not follow a standard format and allows for the club to design with few limitations. A first, second, third, and honorable mention may be awarded to Clubs in good standing.

h. **Outstanding Club Video Award**

The Club Video Award is designed to recognize and honor those Circle K clubs that produce a high-quality video that promotes all aspects of Circle K International. A first, second, third, and honorable mention may be awarded to clubs in good standing.

i. **Outstanding Club Website Award**

The Outstanding Club Website Award is designed to recognize and honor the Circle K club that has the best and most useful club website. All work done for the website, including programming, must have been performed by a current Circle K member or members who are in good standing with the Pennsylvania District and Circle K International and are also members of the club applying for the award. A first, second, third, and honorable mention may be awarded to clubs in good standing.

j. **Single Service Award (Gold, Silver, and Bronze Division)**

The Single Service Award is presented to the Circle K club which, through dedication and unselfish effort, has produced the best Single Service Project during the past administrative year. Only one (1) entry per club is allowed. To be eligible, a description in report form must show the purpose and need, planning time, club participation (including total service hours), and evaluation of the project's merit to the campus and/or community. It should be accompanied by substantial materials such as newspaper clippings, photographs, etc. One (1) award in each of the gold, silver, and bronze divisions may be given.

k. **George McCutcheon Outstanding Kiwanis Advisor Award**

The George McCutcheon Outstanding Kiwanis Advisor Award is presented to the Kiwanis Advisor in the Pennsylvania District who has unselfishly contributed time and effort to promote Circle K during the past administrative year. Each club may nominate one (1) person for this award. Candidate(s) for this award are ineligible for this award if they are nominated for the Glenn and Sally Stevens Award.

l. **Glenn and Sally Stevens Outstanding Faculty Advisor Award**

The Glenn and Sally Stevens Outstanding Faculty Advisor Award is presented to a faculty advisor in the Pennsylvania District who has unselfishly contributed time and effort to promote Circle K during the past administrative year. Each club may nominate one (1) person for this award. Candidate(s) for this award are ineligible for the McCutcheon award.

m. **Governor's Distinguished Member Award**

The Governor's Distinguished Member Award are presented to a Circle K members that have demonstrated outstanding work and service relating to the objectives and ideals of Circle K International. Club and District Officers are ineligible for this award. These members have demonstrated outstanding work, of both scholastic and humanitarian efforts, and service relating to the objectives and ideals of this organization. Multiple awards may be presented.

n. **Thomas A. Muchler Outstanding Club Member**

The Thomas A. Muchler Award is designed to recognize and honor a Circle K member who is an outstanding role model, not only to his or her club, but the entire Pennsylvania District. The person should have demonstrated outstanding work and service relating to the ideals and objectives of Circle K International. Club and district officers are ineligible for this recognition; however, club committee chairpersons are eligible. Each Circle K club may nominate one (1) of its members for this award.



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- o. **Service Achievement Award**
This Service Achievement Award honors club members for the amount of service performed between District Conventions. Any Pennsylvania Circle K member in good standing shall be eligible for this award.
- p. **Outstanding Club Interclub Achievement**
The Outstanding Interclub Award is presented to the Circle K club whose members participate actively in club projects, socials, meetings, or special club events hosted by any fellow Circle K Club. The applicants for this award need not submit an application form as the Monthly Report Form captures this information. An Interclub is defined in Section 10.1.
- q. **Kiwanis Family Relations Award**
The Outstanding Kiwanis Family Relations Award is presented to the club with the highest Kiwanis Family Relations (KFR) total within the Circle K administrative year. The applicants for this award need not submit an application form as the Monthly Report Form captures this information.. A KFR is defined in Section 10.2.
- r. **Big Ten Award**
The Big Ten Award is presented to those Circle K clubs that have increased their membership by ten percent or more since the last administrative year. Applications need not be submitted.
- s. **Early Bird Award**
The Early Bird Award is presented to any Circle K club that has submitted dues for at least fifteen members by November 1st.. Applications need not be submitted. Multiple awards may be submitted.
- t. **M.I.L.E (Members in Long Excursions) Award**
The M.I.L.E. Award is designed to recognize and honor the Circle K club that has the highest resulting number from multiplying district convention attendees' times miles traveled to the convention site. This award is presented to one (1) Circle K Club in good standing.
- u. **Growth Award**
The Growth Award is presented to the Circle K club that has the largest membership percentage increase calculated from the beginning of this administrative year until District Convention. No form is necessary for this award; however providing the District Treasurer with an accurate update will be advantageous. It shall be based on the number of members in good standing as of the first day of the District Convention.
- v. **Roll Call Award**
The Roll Call Award is presented to the Circle K club who shows the most spirit during the Roll Call cheer in Opening Session. This award shall be selected under the advisement of the Kiwanis Committee on Circle K. Tiebreaker will be the club with the most enthusiasm during the convention up to the award presentation. One (1) award is presented.
- w. **Ron and Luida Shearer Unsung Hero Award**
The Ron and Luida Shearer Unsung Hero Award is presented to a Circle K club member in each division who truly exemplifies the ideals of Circle K International. Each of these unsung heroes goes above and beyond the requirements of being a Circle K member and asks for little or no recognition for their hard work they put in throughout the year. Club Officers and District Board Members are ineligible for this award. One (1) member in good standing from each division will be presented with the award. The selection of the recipient is made by the division Lieutenant Governor.
- x. **Dr. James A. Hallman Outstanding Club President Award**
The Dr. James Hallman Outstanding Club President Award is designed to recognize and honor one distinguished club president for their outstanding work and service to the



CKI

Circle K
International

- Pennsylvania District and Circle K International. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.
- y. Willi Schaefer Outstanding Club Vice President Award
The Willi Schaefer Outstanding Vice President Award is designed to recognize and honor one distinguished club vice president for their outstanding work and service to the Pennsylvania District and Circle K International. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.
- z. Kevin E. Thomas Outstanding Club Secretary Award
The Kevin E. Thomas Outstanding Club Secretary Award is designed to recognize and honor one distinguished club secretary for their outstanding work and service to the Pennsylvania District and Circle K International. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.
- aa. Jack P. O'Carroll, Jr. Outstanding Club Treasurer Award
The Jack P. O'Carroll Jr. Award is designed to recognize and honor one distinguished club treasurer for their outstanding work and service to the Pennsylvania District and Circle K International. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.
- bb. Barry J. Halbritter Outstanding Club Editor Award
The Barry J. Halbritter Award is designed to recognize and honor one distinguished club editor for their outstanding work and service to the Pennsylvania District and Circle K International. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.
- cc. Governor's Diamond Recognition Award
The Governor's Diamond Recognition Award is presented by the Governor to the person who during his/her term demonstrates dedication to the tenants of Circle K. The person does not need to be a Pennsylvania Circle K member. This person should be crucial to the successes of the Governor during his or her term and should demonstrate his or her dedication to the organization through the three tenants of Circle K: service, leadership, and fellowship.
- dd. Ted Brookhauser Award
The Ted Brookhauser Outstanding District Board Member Award is presented to the voting Pennsylvania District Board Member who has gone above and beyond the ideals of Circle K International. The winner will be selected by the District Governor in consultation with the Circle K District Administrator according to the aforementioned merits.
- ee. Robert M. Cassel Award
The Robert M. Cassel Outstanding Committee Chair Award is presented Pennsylvania District Board Committee Chair who has gone above and beyond the ideals of Circle K International. The recipient will be selected by the District Governor in consultation with the Circle K District Administrator according to the aforementioned merits.
- ff. William S. Brandamore Award
The William S. Brandamore Fellowship Award is presented Pennsylvania District Board Member who best exemplifies the Circle K International pillar of fellowship and performed above and beyond his or her assigned duties. The recipient will be selected by the District Governor in consultation with the Circle K District Administrator according to the aforementioned merits.

SECRET 15 JAN 1978



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Circle K
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- 15.1 The District Board of Officers shall confirm the location and date of the event and the registration date ~~at least four (4)~~ by the July 5th prior to the event.
- 15.2 The District Conferences and Convention Chairperson shall work with the District Governor and Circle K District Administrator(s) in preparing the conference and registration costs.
- 15.3 The District Conferences and Convention Chairperson shall plan and the Board of Officers confirm the schedule and agenda of events, including workshops, meals, and socials.
- 15.4 The District Treasurer shall receive all registration money for the event.
- 15.5 The District Conferences and Convention Chairperson shall send the first notice of the event to the District Board, all Pennsylvania District Circle K Club Presidents, and appropriate Kiwanians and Key Clubbers at least six (6) weeks prior to the event. The second notice shall be sent no less than three (3) weeks prior to the event. Both notifications must include, at minimum, the date of the event, registration forms, and deadline for participation, costs, agenda, location, and directions.
- 15.6 The emphasis of the training conference shall be on membership, education, and growth, to include Circle K History, the purpose, and functions of the District and International, duties of officers at all levels particularly those that relate to the members, and the relationship between Circle K and all Kiwanis Family branches and Key Club. Additional emphasis shall be placed on the importance of the role of the members themselves in the operation of Circle K, along with methods of developing leadership skills.
- 15.7 District Board members are expected to attend InterPACK.
- 15.8 Request for registration refunds should be received, in writing, ten (10) days prior to the commencement of InterPACK. After that date, there shall be no registration returned, except in the case of extreme circumstances as determined by the District Board. A \$5.00 fee will be assessed in either case.

Section for International Convention

- 16.1 The On to International Convention (OTIC) Chairperson shall be responsible for organizing and publicizing all plans for the Circle K International Convention.
- 16.2 A mailing to be distributed to the District Board and all Circle K Club Presidents, including information concerning registration, transportation, and room rates involved with the convention and whatever else the District Board deems necessary should be included and sent to all clubs within the Pennsylvania District.
- 16.3 A list of people interested in attending the International Convention shall be compiled. Those interested should be kept informed of the District's activities in this area.
- 16.4 The District Governor shall see that the Pennsylvania District is represented by as many delegates as possible.

Section for Resignation

- 17.1 In the event of a resignation of any member of the District Board, a letter of resignation, signed and dated by the resigning member, shall be submitted to the District Governor and the District Administrator(s) and shall be read at the next duly scheduled meeting of the District Board. In the event that the resigning officer is the District Governor, this person shall submit a letter of resignation to the District Administrator(s) and all other members of the District Board.
- 17.2 Resignations shall not be deemed official until such a time as they have been reviewed and accepted by the District Executive Board and the Administrator(s). The resigning officer shall be notified of the meeting at which the resignation will be considered and



- shall be given the opportunity to speak. The officer shall be notified, in writing, of the acceptance of the said resignation.
- 17.3 Vacant offices shall be filled in accordance with the procedures outlined in Article IX of the District Bylaws titled, "Vacancies in Office Between Conventions" and Article IX of the Bylaws of Circle K International, likewise titled.
- 17.4 Upon their removal from office or resignation from office, District Board members shall cease to serve on any and all district committees to which they have been duly appointed. The successor to any vacant office shall not automatically assume the committee responsibilities of their predecessor.
- 17.5 If the District Board is unable to meet within a reasonable time following receipt of an officer's letter of resignation, the District Governor, in consultation with the Circle K District Administrator(s), may take such action as deemed necessary to insure the execution of the duties of the vacant office.
- 17.6 Reimbursements shall be paid to any resigned member for receipts mailed to the District Administrator within fourteen (14) days following the official acceptance of said officer's resignation by the District Board. Further, reimbursements shall not be paid for receipts, which are dated subsequent to the date of the letter of resignation.
- 17.7 The resigned officer shall relinquish and present to the District Board all accumulated files and any items that are property of the Pennsylvania District within fourteen (14) days of the acceptance of the resignation by the Executive Board or the final reimbursement will be withheld.

18.0 Alcohol Policy

- 18.1 The possession, sale, and/or consumption of alcoholic beverages during any event or situation sponsored by the Pennsylvania District of Circle K are strictly prohibited. Members of the Pennsylvania District Circle K are said to be in attendance at an event from the moment of arrival at the event site or at 12:00 am on the scheduled start date of the event, whichever is later. Members of the Pennsylvania District of Circle K International are to abide by this policy at all Kiwanis Family events on the Club, District, and International levels. Members are said to be departed from the event upon departure from the event site or at midnight on the day following the scheduled ending date of the event, whichever comes first. In any instance where an additional activity is planned and sponsored by the Pennsylvania District of Circle K International, Circle K International, or any club of Circle K International (i.e., a planned meal or district tour), such activities are bound by the policy.
- 18.2 All violations of the policy are to be reported to the Pennsylvania District Board immediately after the violation occurs. After a thorough investigation by the District Board, appropriate action will be taken in accordance with the Section 17 Article 5 of the Pennsylvania District of Circle K International Policy Code.
- 18.3 In the event that the violation is made by any or all members of the Pennsylvania District Board the violation is to be reported to the Circle K International Board and/or staff, District Administrator(s), and International Administrator(s) immediately following the violation and dealt with accordingly.
- 18.4 Guests of the Pennsylvania District of Circle K International are asked to respect this policy. However, if of legal age, guests are not bound to it.
- 18.5 Alcohol, illegal drug, and misuse of prescription and over the counter drugs policy violations by any member and/or group of the Pennsylvania District of Circle K International for events, conventions, and/or special programs sponsored by any level of the Kiwanis Family.
 - a. Assessment herein shall be defined as follows: Investigation of alleged violation will be



conducted by the individuals designated to oversee the various types of violations. Evidence of alleged violations (both physical and testimonial) shall be reviewed by designated assessors in the manner and time-frame prescribed. The designated assessors will make a determination of action to be taken as prescribed within this policy code. Discipline beyond the scope of that which is prescribed herein is prohibited except in circumstances, which merit special consideration, and in which approval of the action has been obtained by the Pennsylvania District of Circle K International Board and the Pennsylvania District of Kiwanis International Board of Trustees.

- b. Enforcement of disciplinary action will be carried out by the parties specified herein.
- c. **Individual Level Violation:** The individual must have engaged in at least one of the following activities to be considered in violation of the policy. He/she must have either had in his/her possession, consumed, distributed, and/or participated in the sale of an alcoholic beverage, illegal drugs, or misuse of prescription or over the counter drug while in attendance (as defined above) at any event, convention, and/or special program sponsored by any level of the Kiwanis Family.
 - 1 **Designated Assessors:** Designated assessors for an individual violation shall be the District Administrator, and the Pennsylvania Kiwanis district governor in consultation with the Pennsylvania District of Kiwanis International Executive Director.
 - 2 Notification of alleged violations must be reported in writing to the Kiwanis district governor to be considered for review.
 - 3 Once the assessors have received notification of a violation, he/she will contact the Pennsylvania District of Circle K International Governor as well as the club president and instruct them as to their responsibilities.
 - 4 The assessors will report their findings to the Pennsylvania District of Circle K International Governor who will enforce appropriate sanctions with the assistance of the Pennsylvania District Board of Officers and the District Administrator.
 - 5 **Assessment Procedures:** Assessment must begin within two weeks of notification of the alleged violation. Evidence will be collected and reviewed by the assessors and findings will be reported no later than four weeks from the notification of the alleged violation.
 - 6 **Sanctions:**
 - i. **First Violation:** Any of the privileges associated with the club membership (i.e. voting, the receipt of materials from the club, attendance at club meetings, participation in CKI or Kiwanis Family projects, events and socials at the club, district and International levels) may be suspended. The minimum suspension shall be thirty (30) days, with a maximum suspension of ninety (90) days. A letter must be sent to the individuals involved in the violation explaining the reason(s) for the suspension. If college or university rules have been violated, a copy of this letter should be sent to the appropriate school official concerned with student activities, and copied to the Pennsylvania Kiwanis District Governor and the Pennsylvania District of Circle K International Administrator.
 - ii. **Further Violations:** Should future violations occur within one year of the previous violation, the violator's membership shall be terminated for a period of at least twelve (12) months. A letter must be sent to the individuals involved in the violation explaining the reason(s) for the suspension or expulsion. If college or university rules have been violated, a copy of this letter should be sent to the appropriate school officials concerned

PENNSYLVANIA DISTRICT KIWANIS INTERNATIONAL

2015-16 Budget Report

30-Jun-16

ACCT DESCRIPTION		2015-16 Proposed Budget		2015-16 Actual Recps/Exps	
300	District Dues (3,971@ \$35.00)	\$	139,000.00	\$	126,818.00 91%
301	Prorated New member dues	\$	7,200.00	\$	6,373.00 89%
390	Interest	\$	20.00	\$	95.32 477%
393	Key Club Contribution for Services	\$	9,500.00	\$	9,500.00 100%
392	Foundation Contribution for services	\$	6,000.00	\$	6,000.00 100%
394	Miscellaneous	\$	1,500.00	\$	500.00 33%
	Power Up Fundraising program	\$	100.00	\$	212.50 213%
396	Circle-K Contribution for services	\$	900.00	\$	900.00 100%
397	Past Lt. Governors Contribution	\$	-		
	International Convention Sales	\$	-		
	Midwinter Conference	\$	17,425.00	\$	16,084.37 92%
	District Convention	\$	50,000.00	\$	15,914.00 32%
	Holiday Party	\$	1,350.00	\$	1,268.51 95%
	District Raffle	\$	17,000.00	\$	4,000.00 24%
351	Shirts	\$	500.00	\$	179.00 36%
304	Web Page Advertising	\$	3,800.00	\$	950.00 25%
	Key Club District Convention	\$	145,800.00	\$	125,426.00 86%
	Circle K District Convention	\$	15,500.00	\$	10,991.00 71%
	Total Revenue	\$	415,595.00	\$	325,231.70 78%
400	Salaries	\$	77,700.00	\$	56,945.00 73%
408	Payroll Taxes	\$	6,600.00	\$	5,059.00 77%
690	Member & New Club Development	\$	1,000.00	\$	280.51 28%
437	Building Lease	\$	18,000.00	\$	13,500.00 75%
409	Employee Benefits	\$	7,000.00	\$	5,872.10 84%
425	Postage	\$	2,300.00	\$	1,066.99 46%
430	Telephone and Internet	\$	2,700.00	\$	2,144.00 79%
424	Insurance	\$	1,800.00	\$	1,725.00 108%
402	Retirement Contribution	\$	5,500.00	\$	5,500.00 100%
442	Supplies & Printing	\$	2,000.00	\$	1,891.02 95%
438	Equipment Maintain.	\$	1,200.00	\$	839.62 70%
439	Equipment	\$	3,200.00	\$	2,118.78 66%
655	Dist. Conv. - 2014-15 Lt. Govs	\$	3,600.00	\$	2,658.27 74%
644	Governor's Expenses	\$	7,000.00	\$	1,949.45 28%
645	Int. Conv. - Governor	\$	700.00		0%
648	Exec Dir/Sec/Treas Expenses	\$	7,500.00	\$	7,374.66 98%
649	Sec/Treas - Int. Conv.	\$	700.00	\$	762.00 109%
653	Lt. Governor Expense	\$	5,500.00	\$	4,799.93 87%
641	Trustees Board Meeting Expense	\$	3,200.00	\$	400.00 13%
640	Int. Conv -Trustee/Lt. Governor****	\$	5,500.00	\$	326.99 6%
657	Gov.-elect Expenses	\$	3,250.00	\$	- 0%
691	Awards	\$	1,100.00		0%
675	Keystone Kiwanian Editor	\$	1,000.00	\$	750.00 75%
680	Circle K Administrator	\$	1,800.00	\$	1,306.25 73%
683	Builders Club Admin.	\$	525.00	\$	525.00 100%
684	K-Kids Admin.	\$	525.00	\$	473.31 90%
685	Aktion Club Admin.	\$	625.00	\$	90.28 14%
686	Key Leader	\$	525.00	\$	85.00 16%
678	Lt. Gov. Education Conference	\$	4,000.00	-\$	220.80 -6%
440	Interest Expense	\$	1,900.00	\$	1,921.00 101%
677	Web Page Fees/Maintenance	\$	1,400.00	\$	805.00 58%
	Midwinter	\$	17,425.00	\$	17,397.92 100%
	District Convention	\$	48,000.00	\$	1,217.11 3%
	Key Club District Convention	\$	145,800.00	\$	124,356.00 85%
	Circle K District Convention	\$	15,000.00	\$	10,675.00 71%
	Raffle	\$	8,825.00	\$	210.38 2%
422	Contingent	\$	1,095.00	\$	- 0%
	TOTAL EXPENSES	\$	415,095.00	\$	274,804.77 66%
	Excess/Deficit	\$	500.00	\$	50,426.93
	*Includes Salary for Executive Director and Administrative Secretary				
	****\$475.00 stipend per person				

ACCOUNT	PA KWANAM FAMILY ACCOUNT BALANCES - 8/31/16												FOUR YEAR AVERAGE					
	AMOUNT 8/30/2012	AMOUNT 8/31/2012	AMOUNT 12/31/2012	AMOUNT 3/31/2013	AMOUNT 6/30/2013	AMOUNT 9/30/2013	AMOUNT 12/31/2013	AMOUNT 3/31/2014	AMOUNT 6/30/2014	AMOUNT 9/30/2014	AMOUNT 12/31/2014	AMOUNT 3/31/2015		AMOUNT 6/30/2015	AMOUNT 9/30/2015	AMOUNT 12/31/2015	AMOUNT 3/31/2016	AMOUNT 6/30/2016
Monika Checking	\$ 20,461.00	\$ 30,000.10	\$ 65,761.70	\$ 13,030.00	\$ 13,030.00	\$ 19,075.31	\$ 50,295.88	\$ 52,810.00	\$ 38,085.00	\$ 28,685.54	\$ 97,376.52	\$ 97,376.52	\$ 16,156.43	\$ 11,983.82	\$ 84,836.13	\$ 80,464.38	\$ 49,477.23	\$ 41,840.20
Monika Reserve	\$ 131,991.58	\$ 109,478.00	\$ 109,031.00	\$ 115,243.26	\$ 115,243.40	\$ 84,697.21	\$ 85,085.00	\$ 82,241.00	\$ 83,685.00	\$ 64,952.57	\$ 62,201.22	\$ 62,201.22	\$ 61,285.12	\$ 28,004.93	\$ 69,181.00	\$ 69,181.00	\$ 59,518.00	\$ 62,483.70
Key Club Checking	\$ 11,301.87	\$ 7,014.21	\$ 20,848.18	\$ 172,004.00	\$ 18,000.00	\$ 1,214.15	\$ 39,487.30	\$ 132,147.00	\$ 15,000.00	\$ 4,889.52	\$ 20,297.48	\$ 182,448.00	\$ 16,984.23	\$ 453.73	\$ 20,916.36	\$ 159,170.13	\$ 32,236.00	\$ 47,760.84
Key Club Reserve	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 31,290.00	\$ 31,290.00	\$ 31,290.00	\$ 31,290.00	\$ 31,290.00	\$ 31,290.00	\$ 23,980.00
Circle-K Checking	\$ 617.80	\$ 459.59	\$ 9,417.95	\$ 16,081.25	\$ 1,018.85	\$ 5,488.77	\$ 7,071.85	\$ 12,785.00	\$ 1,833.00	\$ 1,450.89	\$ 6,385.14	\$ 6,629.00	\$ 1,772.76	\$ 807.89	\$ 5,721.15	\$ 8,549.43	\$ 3,683.33	\$ 5,171.59
Circle-K Reserve	\$ 4,247.00	\$ 4,405.65	\$ 4,822.28	\$ 4,761.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,204.00	\$ 4,204.00
Adrian Club Checking	\$ 3,417.85	\$ 3,682.28	\$ 3,682.28	\$ 3,682.28	\$ 3,287.14	\$ 3,287.14	\$ 3,287.14	\$ 3,287.14	\$ 3,287.00	\$ 3,003.53	\$ 3,209.53	\$ 3,209.53	\$ 3,209.23	\$ 3,233.62	\$ 3,253.42	\$ 3,253.42	\$ 3,233.42	\$ 3,080.91
Foundation Checking	\$ 18,273.20	\$ 19,800.00	\$ 20,200.35	\$ 15,164.86	\$ 44,811.82	\$ 21,024.00	\$ 44,218.88	\$ 48,853.00	\$ 48,148.00	\$ 14,260.00	\$ 38,000.00	\$ 48,485.00	\$ 18,894.50	\$ 18,894.85	\$ 21,656.62	\$ 30,258.77	\$ 10,862.46	\$ 29,853.08
Foundation Investments	\$ 577,804.00	\$ 616,743.43	\$ 647,763.07	\$ 689,260.90	\$ 699,141.41	\$ 733,094.00	\$ 772,459.21	\$ 799,618.08	\$ 816,397.00	\$ 808,491.80	\$ 822,841.49	\$ 829,761.00	\$ 835,033.67	\$ 792,071.52	\$ 791,091.18	\$ 799,612.73	\$ 778,081.23	\$ 748,807.88
	\$ 811,874.88	\$ 820,020.63	\$ 912,100.39	\$ 1,000,000.00	\$ 898,720.35	\$ 873,000.56	\$ 971,895.09	\$ 1,099,334.20	\$ 984,303.00	\$ 944,129.85	\$ 1,014,177.38	\$ 1,210,690.63	\$ 977,050.84	\$ 851,499.18	\$ 819,311.32	\$ 1,088,109.04	\$ 885,130.84	\$ 802,430.86

PENNSYLVANIA DISTRICT KIWANIS INTERNATIONAL
2016-2017 LT. GOVERNORS, TRUSTEES AND DISTRICT OFFICERS

<p align="center"><u>GOVERNOR</u></p> <p>John Grab 21 Tice Avenue Hershey, PA 17033 717-533-3307 <u>grabjh@aol.com</u> (Hershey-Hummelstown)</p>	<p align="center"><u>IMMEDIATE PAST GOVERNOR</u></p> <p>Jennifer Vare 115 W. 11th Avenue, Apt 1 Conshohocken, PA 19428 215-350-0454 <u>jen@pakiwanis.org</u> (Levittown-Bristol) (Norriton Circle)</p>	<p align="center"><u>GOVERNOR ELECT</u></p>	<p align="center"><u>EXECUTIVE DIRECTOR</u></p> <p>Kevin E. Thomas 2793 Old Post Rd, Ste 12 Harrisburg, PA 17110 (717) 540-9300 (B) (717) 732-3262 (H) (717) 540-1018 (F) <u>kevin@pakiwanis.org</u> (Cumberland County) (Harrisburg)</p>
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REGION I

<p align="center"><u>TRUSTEE</u></p> <p>Judith Janes 15393 West Grandview Avenue Meadville, PA 16335 814-337-5111 <u>jjanes1@zoominternet.net</u> (Meadville)</p>	<p align="center"><u>DIVISION 1</u></p> <p>Kathy Durner 9 Vista Avenue Ext. Bradford, PA 16701 814-362-7733 <u>rkdurner@atlanticbb.net</u> (Bradford)</p>	<p align="center"><u>DIVISION 2</u></p> <p>Bruce Peterson 370 E State Street Pleasantville, PA 16341 814-589-5123 <u>dumswede@verizon.net</u> (Titusville)</p>
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REGION II

<p align="center"><u>TRUSTEE</u></p> <p>John Mazurowski 308 4th Street Freeport, PA 16229 607-368-7045 <u>johnmazurowski@yahoo.com</u> (Freeport)</p>	<p align="center"><u>DIVISION 4</u></p>	<p align="center"><u>DIVISION 5</u></p> <p>Barbara Byers 3045 Zephyr Avenue Pittsburgh PA 15204 412-875-0525 Barbara.marie.byers@g mail.com (Sheraden)</p>	<p align="center"><u>DIVISION 6</u></p>	<p align="center"><u>DIVISION 8</u></p>
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REGION III

<p><u>TRUSTEE</u></p> <p>Phyllis Palm 373 Summit Drive Lewistown, PA 17044 717-248-2280 ppalm60@verizon.net (Lewistown)</p>	<p><u>DIVISION 10</u></p> <p>Kevin Fondelier 5123 Front Street Jenners, PA 15546 814-629-5152 kettyf@comcast.net (Johnstown)</p>	<p><u>DIVISION 11E</u></p> <p>Janie Welshans 29 Logan Street Lewistown PA 17044 717-248-0520 jaLa62@verizon.net (Lewistown)</p>	<p><u>DIVISION 11W</u></p> <p>Roger Cartright PO Box 105 3502 Tyrone Pike Sandy Ridge, PA 16677 814-362-6312 rcartright3502@comcast.net (Philipsburg)</p>
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REGION IV

<p><u>TRUSTEE</u></p> <p>Bill Henning 8 Second Street Mill Hall, PA 17751 570-726-3566 bill.henning@comcast.net et (Bald Eagle Nittany Valley)</p>	<p><u>DIVISION 12N</u></p> <p>Robert Gilson 604 Kane Street S Williamsport, PA 17702 570-323-4090 rfellson@comcast.net (Williamsport)</p> <p>Penny M. Meyers PO Box 53 104 Hill Street Mill Hall PA 17751 570-726-7945 pmmeyers@outlook.com (Bald Eagle and Nittany Valleys)</p>	<p><u>DIVISION 12S</u></p> <p>Jean Dow 1370 Beagle Road Lewisburg PA 17837 570-568-0373 Cami44@aol.com (Buffalo Valley AM)</p>	<p><u>DIVISION 14</u></p>
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REGION V

<p><u>TRUSTEE</u></p> <p>Ann Moffitt 100 Carol Street New Cumberland, PA 17070 717-774-2699 (H) 717-856-4428 (C) 717-232-7509x133(B) amoffitt@keystonehuman services.org (Red Land Fairview Township)</p>	<p><u>DIVISION 13N</u></p> <p>Susan Gabriel 2725 S Rosegarden Blvd Mechanicsburg PA 17055 717-768-9329 sgvetteady@comcast.net (Upper Allen)</p> <p>Sally Garber 430 Beaver Road Harrisburg PA 17112 717-852-3072 (H) sallygarber38@gmail.com (Hershey-Hummelstown)</p>	<p><u>DIVISION 13S</u></p> <p>George Marguglio PO Box 3129 Gettysburg, PA 17325 717-873-1351 gmarguglio@acnb.com (Gettysburg)</p>	<p><u>DIVISION 16</u></p> <p>Dennis Bouchard 808 Rockwood Drive Elizabethtown PA 17022 717-367-9106 (C) d.bouchard49@yahoo.com</p>
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REGION VI

<u>TRUSTEE</u>	<u>DIVISION 15</u>	<u>DIVISION 17</u>	<u>DIVISION 18</u>
Bill McCabe 2219 Whitetail Court Stroudsburg, PA 18360 570-350-7843 (C) irishimages@hotmail.com (Poconos-Daybreak)	Mike Coolbaugh 1030 Exeter Avenue Exeter, PA 18643 570-237-1080 sgt283@gmail.com (Wyoming Area)		

REGION VII

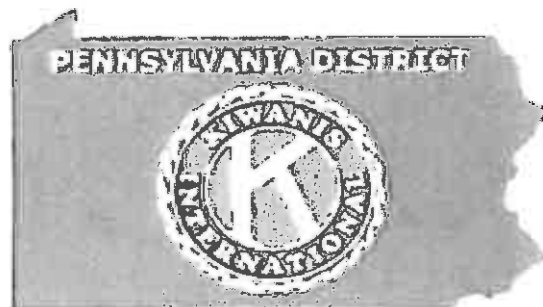
<u>TRUSTEE</u>	<u>DIVISION 19</u>	<u>DIVISION 21</u>	<u>DIVISION 22</u>
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KEY CLUB®

Incident/Crisis Communication Plan

Updated:

Pennsylvania District of Key Club
International



Kiwanis

Service Leadership Programs

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INTRODUCTION

How Key Club reacts and communicates during an incident/ crisis can have a long-lasting impact on its reputation among Kiwanians, faculty advisors, current and prospective members, parents and the public. When it comes to an organization concerning students/youth, as Key Club does, it's important to communicate accurately, quickly and effectively, particularly in crisis situations. This plan is not intended to change the way emergencies are reported initially. All emergencies should be reported to 911 immediately.

Purpose

This plan identifies Key Club's audiences and establishes policies and procedures for gathering, approving and disseminating information to each audience during an incident/crisis. It also outlines who should be contacted in the event of an incident/crisis and who should speak on behalf of the organization.

Objectives

Key Club's incident/crisis communication plan will assist in:

- Assessing each situation to determine what communication response is needed.
- Assembling a communication team that will recommend appropriate responses.
- Identifying audiences that should be informed about the situation.
- Communicating the facts of the incident/crisis to those audiences to ensure Key Club's position is presented in a clear, consistent and timely manner.
- Demonstrating Key Club's concern for its members and the community.
- Minimizing rumors and incorrect information.
- Restoring order and confidence in Key Club, while maintaining its credibility.
- Protecting Key Club's reputation by increasing the likelihood of balanced media coverage.

Proactive vs. Reactive Incident/Crisis Communication

Taking a proactive approach to incident/crisis communication is critical to successful incident/crisis management. Releasing information as soon as it is verified is a highly effective strategy because it allows Key Club to control the flow of information and can quickly eliminate the "breaking news" urgency of a story. Providing facts in a timely manner often defuses a public relations crisis, even when the news is unpleasant or embarrassing. If the relevant information is provided for a story first, the need for a follow-up, which always keeps a story alive, is eliminated. Furthermore, as a youth organization, providing accurate information to affected schools and families is expected. The policies and procedures in this plan are based on quick disclosure as a preferred strategy for managing crises.

General Assumptions about Key Club

Key Club is the world's oldest and largest service program for high school students. It is a student-led organization that teaches leadership through serving others. Key Club is made up entirely of high school-aged students. For the Pennsylvania District, these members come from high schools or organizations with members of a high school age within the state of

Pennsylvania. Given the organization's mission and cause, the media will often be sympathetic to its responses. That being said, it is still critical that Key Club responds in a swift, proactive way in the face of crises. While media relations are important for our organization's reputation, the most important element when dealing with an incident/crisis is ensuring the safety of members and relaying information to affected members' schools and families.

KEY CLUB'S INCIDENT/CRISIS COMMUNICATION POLICY

General Policy

Key Club is committed to taking a proactive approach to communication during crises, using timely disclosure as the preferred strategy, wherever possible.

Only approved spokespersons are authorized to release information to the media, schools, Kiwanis and parents/guardians. The official spokesperson of the Pennsylvania District is Michael Coolbaugh, Zone Administrator. In the event Michael Coolbaugh is unavailable, District Administrator Bob Orlando may act as the district's spokesperson.

Michael Coolbaugh, in association with the rest of the adult committee as well as in corporation with Key Club and Kiwanis International will develop incident/crisis communication strategies, as needed.

The Pennsylvania District of Key Club will maintain contact with the Pennsylvania District Kiwanis Governor, Pennsylvania Kiwanis Executive Director, the Key Club International Director and the Kiwanis International Executive Director to help identify and monitor possible crises and their development. The Pennsylvania District's adult committee will gather and verify information about each incident/crisis and develop strategies for how information is to be released, who should speak for the organization and what audiences should be notified.

Incident/Crisis Communication Procedures

Assessment – At the time of an incident/crisis, the adult committee should immediately work to gather accurate information from the appropriate sources and report the information to Michael Coolbaugh and Bob Orlando.

Michael Coolbaugh and Bob Orlando will determine if a communication response is needed. If it is, the team will begin working immediately to develop a response and share information with appropriate authorities.

Incident/Crisis Communication Team – The incident/crisis communication team will include at a minimum (core team):

- District Administrator Bob Orlando
- Zone Administrator Michael Coolbaugh
- Zone Administrator Cathy Szymanski
- Zone Administrator Stefanie Stamatopoulos
- Pennsylvania District Kiwanis Executive Director Kevin Thomas

Response

After assessing the nature and scope of the potential incident/crisis, Michael Coolbaugh and Bob Orlando, with assistance from the core team, will develop a plan of action including some, or all, of the following:

Establish an incident/crisis communication command center

Determine if a command center where the team will be based is needed and if a media briefing area is necessary for large media gatherings or press conferences. The first choice for a communication command center is the Pennsylvania District Kiwanis Office. At a minimum, the command center must have a dedicated telephone line and access to a computer. A large white board is preferred. In the event that an incident/crisis occurs at a district event, Michael Coolbaugh and the adult team will work to identify a proper location for the command center.

Designate a spokesperson

In most cases, the spokesperson should be the regular organization spokesperson, Zone Administrator Michael Coolbaugh, who should work with a person possessing direct knowledge of the situation.

In cases where Michael Coolbaugh is unavailable, Bob Orlando may take the lead to convey Key Club's response to the incident/crisis, show the organization has control of the situation, calm public concern and lend credibility to the response.

Draft a fact sheet, initial/holding statement and news release

If needed, Michael Coolbaugh, with assistance from other adult committee members, will draft a fact sheet containing a summary statement of the situation, including all known details to be released to the media. If the incident/crisis involves a specific individual, the name of the individual should not be released. Refer to the individual as "the student," "the Key Club member," "the advisor," "the Kiwanian," or some other appropriate, identifying pronoun (avoid gender- and age-specific pronouns). The fact sheet should never be released to the media, but should be the basis for a statement or news release.

Notify key audiences and emergency personnel

Determine key audiences that should be informed of the incident/crisis. Effective communication with each audience will help quell rumors, maintain morale, develop a sense of loyalty and guard the organization against rumor and incorrect information. Key Club's key audiences, in the order they should be informed, include:

- Emergency personnel. In the event that a student, advisor, or other individual needs medical assistance, is missing or if a crime has been committed, the adult committee member who first discovers the incident/crisis should immediately contact appropriate emergency personnel by dialing 911.
- Pennsylvania District Adult Committee — Notify by calling each member of the adult committee, beginning with Bob Orlando.
- Affected party's immediate chaperone — Notify by phone or in person
- Pennsylvania District Kiwanis Governor and Executive Director — Notify by phone

- Kiwanis International Executive Director — Notify by phone
 - Pennsylvania District Key Club Board of Trustees — Notify in person or by phone
 - Affected party's school and/or family - Notify by phone, if/when appropriate (Note: it may be most appropriate for the immediate chaperone and/or emergency personnel to initially contact these audiences)
- Faculty advisors in the district—Notify through email from Michael Coolbaugh
- Media - Notify media through phone calls, emails, news releases and press conferences.

Assign members of the incident/crisis communication team to each audience

A team member should be assigned to each audience to serve as a liaison between that audience and the spokesperson. The team member can answer general questions using information from the fact sheet or news release. However, further, more specific questions should be forwarded to the spokesperson, Michael Coolbaugh. The assignment of team members should be as follows:

- Emergency personnel — initially, the first adult who comes across the incident/crisis; beyond that, Bob Orlando should act as the point of contact
- Pennsylvania District Adult Committee — Michael Coolbaugh, Bob Orlando
- Affected party's immediate chaperone — Bob Orlando
- Pennsylvania District Kiwanis Governor and Executive Director — Michael Coolbaugh
- Kiwanis International Executive Director — Michael Coolbaugh
- Pennsylvania District Key Club Board of Trustees — Michael Coolbaugh, Bob Orlando, Cathy Szymanski, Stefanie Stamatopoulos.
- Affected party's school and/or family — Bob Orlando
- Media and the public — Michael Coolbaugh
- Pennsylvania District faculty advisors — Michael Coolbaugh
- General members and faculty advisors — Michael Coolbaugh, Bob Orlando, Cathy Szymanski, and Stefanie Stamatopoulos.

Reacting to the incident/crisis

- If a Key Club member or adult has experienced an injury, do not under any circumstances attempt to treat the affected individual.
- Only individuals with appropriate licensing/training/certification should attempt to operate an AED or perform CPR.
- No medication should be given to a student or adult without consenting his/her medical release form.

Respond to media

Determine if a news conference is appropriate or if interviews combined with a news release or statement will suffice. Key Club will determine the logistics of a news conference, including when, where and how the media will be contacted; what media will be contacted; who will supervise the conference; who will speak and answer questions; and where and when the news conference will take place. (See Appendix C for news conference guidelines and Appendix D for tips on working with reporters.)

News Conference Sites

The optimum site for news conferences is the area just outside the Pennsylvania District Kiwanis office. This site provides a recognizable visual in the Kiwanis logo and ensures that all media pass through the main lobby. Emergency personnel should be on hand for news conferences. If the incident/crisis occurs at a district event, the adult committee will identify an appropriate meeting space and work with event coordinators/vendors to secure the space.

Photography and video

Key Club will not release any photography or video of an incident/crisis, especially no photos or videos related to affected parties.

After the Incident/Crisis

Following any situation, the incident/crisis communication team should meet within a week of the event to review all actions taken and determine their effectiveness and efficiency. The team should make any needed adjustments to the plan. The team also should see that letters are written thanking anyone who played a role in bringing the incident/crisis to a close.

APPENDIX A

Incident/Crisis Communication Checklist

Date: _____

Brief description of incident: _____

Incident/Crisis assessment

- Key Club Adult Committee is notified of incident/crisis _____
- Key Club Adult Committee confers with PA Kiwanis & International _____
- Incident/Crisis team convenes; reviews communication, legal, other issues _____

Strategy development

- Key Club Adult Committee gathers information _____
- All media contacts directed to Michael Coolbaugh, official spokesperson _____
- Incident/Crisis team recommends communication strategy, if needed _____
- Michael Coolbaugh and Bob Orlando approve communication strategy, if needed _____

Communication

- Pennsylvania District Adult Committee prepares fact sheet, statement and news release _____
- Assigned team member(s) notifies emergency personnel _____
- Assigned team member(s) notifies adult committee _____
- Assigned team member(s) notifies affected party's chaperone _____
- Assigned team member(s) notifies Kiwanis Governor and Exec. Dir. _____
- Assigned team member(s) notifies Kiwanis Int'l Exec. Dir. _____
- Assigned team member(s) notifies Key Club board of trustees _____
- Assigned team member(s) notifies affected party's school/family _____
- Assigned team member(s) notifies media and the public _____
- Assigned team member(s) notifies faculty advisors and members _____

Monitoring

- Key Club Adult Committee monitors news coverage _____

Evaluation and follow-up

- Key Club Adult Committee presents overview of news coverage _____
- Key Club Adult Committee presents overview of employee coverage _____
- Key Club Adult Committee follows up with Kiwanis Int'l and PA Kiwanis _____
- Key Club Adult Committee sends follow up to PA District faculty advisors _____
- Incident/Crisis team evaluates overall communication management effort _____

APPENDIX B

Gathering Information

When an incident/crisis occurs, media will be looking for quick answers to such questions as:

- What happened?
- Where?
- When?
- Why did it happen?
- What areas are affected and how?
- What operations were affected and when will those stopped resume?
- Any injuries or deaths?
- Identities of those injured or killed (Release only after next of kin has been notified).
- Name of hospital where injured were taken.
- Extent of current danger, if any.
- Extent of damage to organization facilities.
- What is being done to control situation and minimize harmful effects?
- If a chemical spill, name and type of chemical and its hazards?
- Are attendees being sent home?
- Details on organization's safety record.

Preparing an Initial News Statement

As soon as possible, an initial statement about the incident should be prepared with input from the core team. A news statement is used for response to media inquiries and should not be distributed generally. The statement should include only:

- What happened
- When it happened, including date and time
- Where it happened
- The presence or absence of continuing threat to life or property in the surrounding community
- Brief non-technical explanation of the function of the facility involved (what it does)
- Number of injured, dead or missing (NOTE: Notification of relatives must be made first)

The statement must not include:

- Any discussion or speculation about the cause of the incident
- Any discussion or estimation of the amount of damage
- Any speculation of the impact of the incident on members or other individuals; the community; the organization or the environment
- The specific identify of affected individuals

An appropriate response to these questions is, "At this time, we are unable to determine the cause, amount of damage or impact of the incident." Never speculate or answer hypothetical questions. These issues will be discussed later when more thorough research has been completed.

APPENDIX C

News Conference Guidelines

- **When notifying media of news conferences/availabilities, be sure to define what kind of event will occur. News conferences are held to announce something for the first time. Press availabilities are held simply to make individuals available to answer questions.**
- **Don't call unnecessary news conferences/availabilities. If it's not worth their time, the media will be angered.**
- **If holding a news conference, try to tell media in advance some details of what you will be announcing.**
- **Gauge the size of your crowd carefully when preparing a room. It's better to have too much than too little space. Make sure microphones, chairs, lighting and water are in place at least 30 minutes prior to the event.**
- **Decide format in advance, including who will introduce speakers, who decides when question/answer period ends and other details.**
- **Decide who will maintain control at the news conference, who will decide where cameras are set up and who will sit where.**
- **Try to plan the length of the news conference, but be flexible.**
- **Consider the time of the news conference. To make the noon, 6 p.m. or 11 p.m. TV and radio news, allow time for crews to travel and edit tape.**

APPENDIX D

Working with Reporters

- **Quickly return a reporter's call, but do not answer questions or discuss organization actions or positions.**
- **Ask your own questions. Determine what the reporter is trying to find out, what his story idea is and where Key Club fits. Ask if he's talked with others, either in the organization or outside.**
- **Gather any information the reporter requests and put it in a logical form. Then, anticipate any questions that may be asked and prepare answers.**
- **Get Key Club's message across. Don't stick to the reporter's requests. Weave in details of what Key Club has done to remedy an incident/crisis.**
- **Keep answers short and to the point. Always speak energetically. Remember, sound bites rarely last more than 10 seconds.**
- **For newspapers, offer lively, thought-provoking quotes.**
- **Never rely on "No comment" as an answer. Refusing to comment outright gives the impression the organization has something to hide. If you legitimately cannot answer a question, explain why and steer the question back to key messages. If you simply don't know, tell the reporter you'll find the answer, then get back to him promptly.**
- **Always be truthful. If a mistake was made, admit it with remorse, then share details about what is being done to correct the problem. The best attack is to admit the mistake, state how it's going to be fixed and assure that it will not happen again. Always convey such information with a tone of concern and empathy. Never appear defensive.**
- **Always begin and end an interview on a positive note. Try to become involved in the reporter's thought process for the moment, but don't probe too hard.**
- **Expect anything you say to appear in print. Never provide information "off the record." Always answer in a professional manner – never use too casual of a tone.**
- **Never expect a story to be totally in Key Club's favor. Reporters are expected to provide a balanced account of events.**
- **If erroneous information appears, correct it promptly. Phone the reporter, tell him of the error and ask for a correction. No error is too small. Even if you simply point out the error, the reporter knows you're involved in the issue and are monitoring coverage.**

APPENDIX E

Incident/Crisis Communication Channels

Because crises are intense experiences, communication teams may concentrate too keenly on a single audience or a single method of conveying important messages. Key Club's communication strategy should include the following tools:

- **News conferences**
- **Daily news briefings (for prolonged crises)**
- **PA KeyClub.org**
- **Email**
- **Letters to members**
- **Letters to faculty advisors**
- **Letters to Kiwanians**
- **Speeches to civic, social or professional groups**
- **Personal visits to injured parties and their families**

APPENDIX G

Dos and Don'ts

DO:

- Prepare a short list of key messages and present them when speaking with the media.
- Demonstrate the organization's constant concern for the well-being of members and the community
- Accentuate the positive aspects.
- Learn and respect media deadlines.
- Keep yourself updated with the latest information.
- Provide regular updates as information becomes available.
- Keep a record of all media contacts, including names, phone numbers and basic questions.
- Be completely accurate and only release information you are sure about.
- Answer a negative question in a positive way.
- Keep community members informed to prevent rumors.
- Monitor media coverage and politely point out and correct any mistakes.
- Appear confident and calm at all times. Give the impression that things are being handled quickly and properly and that anxiety is unwarranted.

DON'T:

- Speculate on the cause, blame, negligence or impact of an incident/crisis.
- Give damage or loss estimates.
- Release the names of injured or casualties until relatives have been notified.
- Speculate on physical conditions of injured parties. Direct inquiries to the hospital involved.
- Cover up facts. Never lie.
- Ignore a media inquiry. That only creates problems.
- Make "off-the-record" comments. There's no such thing.
- Answer an unfair question. Decline gracefully.
- Be forced into a "yes or no" answer.
- Sound cold or official. Let your concern show.
- Display excessive emotion.
- Play favorites with the media. Release information to all media simultaneously.
- Leave reporters or photographers alone on-site.
- Allow media near a situation if there is even the slightest chance of danger.
- Become visibly irritated if reporters keep pushing for information. That's their job. Simply explain why you cannot provide the information and say when additional details can be expected.
- Get caught unprepared or uninformed. Never appear nervous or panicked.

APPENDIX G Who to Call

In the event of a medical or other emergency, immediately dial 911.

Michael Coolbaugh - Zone Administrator and Official Spokesperson	570-237-1080
Bob Orlando - District Administrator	570-881-8444
Cathy Szymanski - Zone Administrator	814-450-7070
Stefanie Stamatopoulos - Zone Administrator	570-956-3388
Kevin Thomas - Pennsylvania District Kiwanis Executive Director	717-805-1286
Stan Soderstrom - Kiwanis International Executive Director	800-549-2647

From: rraub <rraub@aol.com>

To: 'Jen Vare' <jen@pakkiwanis.org>; GRABJH <GRABJH@aol.com>

Cc: 'Kevin Thomas' <ketkiwanis@aol.com>

Subject: District Logo

Date: Tue, Jun 28, 2016 3:01 pm

All

Here's a "official" draft of the new look logo that was talked about at ICON. It certainly reflects where KI is headed with the all of the branding done there and maintains the goal of remaining simple yet informative.



It's quite apparent that KI wants all of Kiwanis to head in this direction and I would suggest that we consider adopting this as our official district logo and begin the process of transition to this in all we do. No, I don't suggest we retire stocks of printed material early or stop selling any shirts we have in our stock. Transition is always uncomfortable whenever a business implements something new. With a new look logo, we can set the example for our clubs by taking the lead.

For your consideration,

Bob

Memorandum of Understanding for Community Partnerships

New Renewal Revision (replaces all previous versions)

This memorandum of understanding (MOU) serves as an agreement between the Montgomery County Intermediate Unit #23 (MCIU) Head Start Program and the following agency:

Name of Organization: Kiwanis International of Montgomery County	Organization Address: 115 W 11 th Ave. Conshohocken, PA 19428
Name of Contact Representative: Jen Vare, Governor	Phone Numbers: 215-530-0454
E-Mail Address: jen@pakiwanis.org	Fax Number:

PURPOSE

This MOU is to facilitate the cooperation, support and coordination between MCIU Head Start and Kiwanis International of Montgomery County (Kiwanis) in their respective efforts to maximize resources available to serve Montgomery County resident children aged three (3) to five (5) years of age and their families.

This MOU is effective beginning July 1, 2016, and will terminate upon close of business on June 30, 2017, unless renewal MOU is established.

EXPECTED OUTCOMES

It is agreed that the potential benefits from cooperative efforts between the above organizations include the following:

- Improved access to the community systems for families and their children who will be recipients of services, and the identification of children who are eligible for services.
- Increased availability and ease in accessing the full range of appropriate services and supports for children and families from multiple systems.
- Maximum utilization of funds and resources.
- Increased collaboration with respect to shared expertise and planning based on priorities, resources, and concerns identified by the families of eligible children.



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- Increased satisfaction of families with respect to opportunities, materials, experiences, and supports provided and offered.
- Identification of shared responsibilities so that both organizations can develop joint operational strategies for the promotion of inclusive experiences for families and their children from age three (3) to five (5) in the surrounding community.

FAMILY/PARENT/GUARDIAN INVOLVEMENT

In recognition that the parent is the child's first and most significant teacher, MCIU Head Start and Kiwanis will affirm and value the parent's role as an equal partner on their child's team. Both organizations will promote the development and dissemination of information to parents/guardians that will support equal opportunities and experiences for the children and their families in their respective communities.

MCIU Head Start and Kiwanis agree to encourage open communication with parents, sharing information on available early childhood educational/recreational services and resources in local areas.

CONFIDENTIALITY

In recognition of the right of families to restrict access to personal information, written parental consent will be required by both agencies prior to any exchange of personally identifiable information regarding individual children. MCIU Head Start and Kiwanis will follow established administrative practices and procedures to ensure confidentiality of personally identifiable data, information, and/or records pertaining to a child.

TERMS OF AGREEMENT

MCIU Head Start program agrees to the following terms:

- Provide a list of site locations, teaching staff assigned to each site, Family Engagement Worker (FEW) assigned to each site, contact information, and site address.
- Encourage and promote collaboration efforts between the MCIU Head Start teaching staff, FEW, and Kiwanis leadership representative to ensure efficient distribution of goods and services provided.
- Identify programs and opportunities that will promote family involvement and early child education. Administration will report these findings to the respective Kiwanis leaders to ensure the most appropriate and effective services/materials are offered.



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- Assist the respective Kiwanis Club representatives in coordinating experiences, services, and delivery of goods for assigned Head Start location.
- Collaboratively work with Kiwanis Club representatives to develop volunteer opportunities for Kiwanis members to participate in on a regular basis at assigned Head Start locations.
- Inform parents/guardians, community representatives, and MCIU employees of Kiwanis membership requirements; promote Kiwanis Club membership through dissemination of approved flyers and informational events.
- Upon receipt of time, provide letters of volunteer time to Kiwanis members providing such time to assigned Head Start classrooms.
- Provide families with the materials and goods donated by Kiwanis Clubs to assigned Head Start locations in a timely fashion and in accordance with Kiwanis representative requests.
- Provide developmentally appropriate early childhood education for children aged three (3) to five (5) for shared families.
- Report survey data collected at the beginning and end of the school year for data collection regarding families' experiences with the local Kiwanis partnership, if applicable.
- Provide a copy of the release of information as a prerequisite to sharing participant information.
- Provide referrals to the Kiwanis Clubs to those participants who may qualify for membership.
- Meet with Kiwanis International of Montgomery County officials and representatives a minimum of twice per school year to monitor progress of partnership.
- Provide notation of goods/services/sponsorships donated on the MCIU Head Start website and monthly newsletter with respect to which Head Start location was affected and details of what was provided.

Kiwanis International of Montgomery County agrees to the following terms:

- Provide a list of Kiwanis club leadership members, including name of leader, contact information, site location, and geographical area of responsibility.

- Encourage and promote collaboration efforts between Kiwanis leadership representative and the MCIU Head Start teaching staff and FEW to ensure efficient distribution of goods and services provided.
- Provide donated goods, sponsorship, and volunteer hours to assigned Head Start locations; no monetary transactions will be permitted.
- Provide hard copy proof of value for all goods donated or estimated cost of services provided prior to the receipt of said goods or services (i.e. give receipts for donations, invoices for services rendered, etc.).
- Collaboratively work with MCIU Head Start Administrative staff to ensure appropriate experiences and events are sponsored for Head Start families and children.
- Provide at least a two weeks-notice for delivery of goods/services to MCIU Head Start Family and Community Partnerships Supervisor (FCP) and information on which assigned Head Start locations the goods/services will be affecting.
- Provide at least one month notice to MCIU Head Start FCP for any planned community event that Kiwanis Club plans to provide to assigned Head Start location families.
- Collaboratively work with MCIU Head Start Administration prior to sponsorship of outside programs to ensure programs are relevant and in the best interest of enrolled Head Start children and families.
- Provide data collection resources and tools to the MCIU Head Start Administration prior to the beginning of the school year, if applicable.
- Meet with MCIU Head Start Administration a minimum of two times per school year to monitor progress of partnership.
- Maintain professional liability to cover the activities of the Kiwanis Club hosted events.
- Maintain professional accountability to cover the activities of the Kiwanis International of Montgomery County clubs.
- Provide referrals and recruitment for families who meet the MCIU Head Start eligibility standards.



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- Provide a copy of the MCIU Head Start Administration required background and clearance checks prior to the start of volunteering opportunities in the assigned Head Start classrooms.

AGREEMENT REVIEW

All collaborative policies and activities are dependent upon Federal and State legislation and will be reviewed periodically in accordance with regulations. This memorandum may be amended at any time based on a mutual agreement of the signing parties or may be terminated upon thirty (30) days written notice. All agencies will review and update local agreements on an annual basis, or as deemed necessary. Your signature indicates approval of this MOU and any supporting documents.

MCIU Head Start Representative Name & Title

MCIU Head Start Representative Signature

Date

Partnering Organization Representative Name & Title

Partnering Organization Representative Signature

Date