

## 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 18<sup>th</sup>.

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 3<sup>rd</sup> 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 15<sup>th</sup>.

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,

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

Kevin E. Thomas

District Executive Director



## April 2016 Board Report

The formula event is in a week and a half, April 24-27. A lot of work has gone into this event by the Blitz Team and Kiwanis International. It has been a great learning experience for David, Matt and I. The amount of logistics on the back end of what Kiwanis has to do has truly been eye opening. We appreciate everyone who has been a part of this process.

The blitz will consist of 6 clubs in Pennsylvania and one in NJ. This is due to the amount of people attending from around the Kiwanis World. We will work on the other four clubs after the six identified below are organized.

### **The 10 new club sites we have identified are:**

- 1) South Philadelphia
- 2) Northeast Philadelphia
- 3) Ridley Park
- 4) Conshohocken
- 5) Central Bucks
- 6) Chesterbrook

We are seeing a lot of movement throughout the district by clubs working on membership. I am not going to list them all, however; rest assured we have a lot of great things going on in existing clubs.

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.

Here are the clubs that I was told would be open this year:

- **Region One:**
  - **Cochranton** is an ongoing effort with Roger and Judy Janes, they are working with the Key Club and community leaders.
  - **Summit Township**, Kiwanis Club of Erie have been out canvassing and have gotten interest in the area.
- **Region Two:**
  - **Fox Chapel** Division six, John M, Keith and I will discuss what we need to do to make this happen.
- **Region Three:**
  - At this point due to several issues we do not have a club in the area to open. Bedford is still on the back burner.
- **Region Four:**
  - From what I have seen and heard there is no club in the works in this region at this point. I will need to talk with Bill and Matt about what the plan is.
- **Region Five:**
  - **Southern York** division 13 S or N. Have not heard anything about this club

- **Colonial Park** Division 13 N John Grab committed to opening this club.
- **Quarryville**, This is in southern Lancaster County and Judy is on the preliminary stage of contacts and getting logistics taken care of.
- **Waynesboro** Bob is in the preliminary stages of this club.
- **Hamburg** Division 16,
- **Region Six:**
  - **Old Forge** Division 15, Mike Coolbaugh has started on this club and will work harder on it after the blitz is complete.
- **Region Seven:**
  - **Philly Blitz**

**Ten New Clubs.** That is Governor Jen and The Formula's Goal for this year. She has conveyed this message to her team several times.

The other goal is to bring in **800 new members in the 2015-2016 year**. The lieutenant governors at training agreed this can be and will be done. Each region needs to open at least one new club this year. Please remember that club satellites do not count as a new Kiwanis Club. We have a lot of work to do to get to these numbers. As all of you have seen throughout the years, we show growth right now, however; we need to focus on the big picture.

With new members in our existing clubs, there will be more service making a difference in our community's.

With more clubs we will be in communities that don't currently have Kiwanis; and doing things that other organizations simply could not do.

I have communicated with some LTG's and for that matter formula members to offer my help. A few people have taken me up on the help, please let your regions know that we have a team that wants to help in whatever way that we can. Growth in Kiwanis is one of my top priorities.

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.

Again, if I can be of any help, please let me know.

Cathy Szymanski

[cathy@szy.com](mailto:cathy@szy.com)



**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](http://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@pakiwans.org](mailto:jen@pakiwans.org) or 215-350-0454, the District Office: [kevin@pakiwans.org](mailto:kevin@pakiwans.org) or 717-540-9300, your Trustee or LTG!

## **DISTRICT BOARD OF TRUSTEES MEETING**

**February 6, 2016**

The second meeting of the 2015-16 District Board of Trustees was held on February 6, 2016 at the Kiwanis District Office, Harrisburg, PA. Governor Jennifer Vare presided. The meeting was called to order at 9:30AM.

All board members were present with Trustee Kate Feryo calling in by phone.

The inspirational thought/invocation was provided by Trustee Keith Smith.

Guests included Circle K District Administrator Kelly Shaup, Laws and Regulations Chair Matt Wise, Past Lt. Governor Judy Raub, Past Lt. Governor Tracy Smith, Past Governor/Formula Chair Cathy Szymanski and Administration Chair Paul Kasoff.

### **Membership & New Club Building** (Pages p1-p11B)

Formula Chair Cathy Szymanski led a discussion on new club building.

The Philadelphia new club building blitz on April 24-27, 2016 was discussed. Cathy appealed for support of this effort and explained the effort. As part of that effort, Governor Vare indicate that Kiwanis International asked that the District consider waving the interim dues collected from new clubs. After discussion, the board did not take any action on this request.

Governor Vare asked Formula Chair to add all board members as new club openers if she would like them to be working on new club opening.

Information was provided from Lt. Governor Evaluation Reports #1 about existing clubs. Information was specifically discussed on the East Shore Club and the Zelenople Harmony.

A membership incentive contest was discussed. See the page marked p11A. The board approved this proposed plan.

A corporate member database was discussed. See the page marked p11B. The basic idea is to gather information on who are our corporate members and why they belong to Kiwanis. This information will then be shared with all clubs to give them ideas for potential members.

The Kiwanis and JCI partnership was discussed. Executive Director Kevin Thomas was to write a letter to Kiwanis clubs and JCI Clubs. As he prepared to write the letters, he did research. After research and email exchanges, it his recommendation that before any letters are sent that a meeting be set up between the Kiwanis District Leadership and JCI State Leadership to establish some plans and joint efforts between the organizations.

Changes to the membership portion of the board meeting agenda were discussed. No changes were considered at this time

### **Consent Agenda** (Pages p12-p54)

All items in the consent agenda were approved by proper motion, second and vote.

### **Discussion and Action items**

Reports were reviewed on the 2014-15, 2015 District Convention and 2015-16 Budgets. Those reports can be seen as page p55-p57.

A final report was provided on the District holiday party. It is page p61.

A report was provided on the District shirts. See page p62-p63.

The travel program by the Kiwanis International travel partner AHI was discussed. Information was provided to the board. Executive Director Kevin Thomas recommended the District actively promote these programs to gain the financial benefit to the District offered by AHI travel. By consensus, the board agreed.

Vacancies were discussed in 2016-17 Trustees and Lt. Governor positions as were plans to fill vacancies. The resignation of 2015-16 Division 13N Lt. Governor Lisa Smith was discussed. A Division 13N Council meeting will be called to fill the vacancy as well as get a Lt. Governor in place for the 2016-17 year.

Potential redivisioning was discussed. By approved motion, Trustees were instructed to come to the April district board meeting with any recommendations they might have for redivisioning in their region.

2016-17 Club officer education was discussed. Governor-elect John Gräb will be following up with Education Chair Dennis Bouchard to begin finalizing plans and dates for the 2016-17 year. Lt. Governor training will be June 10-11, 2016 at Bucknell University. Training for 2016-17 Trustees will be scheduled by Governor-elect John Gräb.

A report from the committee looking at District awards was considered. The report is page p99-p100. Trustee Kate Feryo presented the report. After review and discussion, the committee was directed, if possible, to have details for its recommendations in place for the April district board meeting with idea of changes going into effect for the 2016-17 year.

The Midwinter conference program and forums were reviewed. See pages P70, P71, P71A and P71B. Midwinter Conference registration totals, sponsorships received and shout outs were reviewed.

Key Leader was discussed. Emphasis was placed on having Trustee support and promotion of Key Leader events since we are running two events.

Trustee Mike Coolbaugh provided an update on the 2016 District Convention.

The Kiwanis International convention in Toronto was discussed. See pages p79 – 80. By proper motion, second and vote, the board approved the governor having a hospitality room for the convention.

Clubs not paying dues for the 2015-16 year were discussed and reviewed.

A new contract for the District Executive Director was discussed. The committee has met but has not yet finalized a proposal. A proposal will be developed on or before the Midwinter conference with goal of having a new agreement by the Midwinter Conference.

A meeting of District Service Leadership Plan Administrators was discussed. This will be finalized after the new District I-Plan (Strategic) is further refined so that their input into the plan can be gathered; this will be sometime in the spring.

Circle K Administrator Kelly Shaup provided an update on the development of a Circle K Board background check policy. A policy has been developed that the Circle K District board will consider. If the Circle K board approves the policy, it will then be submitted to the Kiwanis District board for approval.

Trustee Mike Coolbaugh will be scheduling a meeting of the committee developing a crisis communication plan.

Dates for the 2016-17 Board meetings were reviewed. See page p87.

Discussion took place on the April 2016 Board meeting date and location. Governor Jen Vare will be doing a survey to determine if there is a need to change the time and location.

Information was provided on the Kiwanis Day at The Phillies. See page p88.

Criminal history and child abuse clearances of board members, Lt. Governors and District Chairs were reviewed. Follow up will be done as needed for those not yet submitted.



District Bylaws Amendments were considered in a discussion led by laws and regulations chair Matt Wise. The recommendations of the Laws and Regulations Committee can be seen as pages p91-p92. The District Board approved all the recommendations of the District Laws and Regulations committee. A discussion was then held on a provision of the bylaws that was inadvertently left out of the new District Bylaws that was in the old bylaws and should have been included in the new bylaws; see page p92A for the provision. After discussion, the board adopted a motion to offer an amendment at the District Convention that will put that provision into the new District Bylaws.

District strategic planning was discussed. This plan is called the I-Plan. On December 11-12, 2015, a committee of Kiwanians appointed by Governor Jen Vare met in Newark, NJ with six other North American Districts. This meeting was facilitated by Kiwanis International. The purpose of the meeting was to begin the development of a District I-Plan under the rubric of the Kiwanis International I-Plan. See pages p93-p98 for the initial work of the committee. This plan will be refined and developed further by the committee and then submitted to the District Board for approval. After District Board approval, the plan will be submitted to Kiwanis International.

The District Foundation Nominating Committee was discussed. Governor-elect John Gräb will chair this committee.

Governor Jen Vare talked about missing board meeting reports from board members and district chairs. She will be doing follow ups to try to get all who should be submitting reports to do so.

As part of the I-Plan development, a new position, District Public Relations coordinator, is being created. The District is presently looking for qualified candidates and board members were asked to share the names of anyone they think might be a good fit for the position.

With no further business, the meeting was adjourned.

Respectfully submitted,

Kevin E. Thomas  
District Executive Director



Dear Pennsylvania Kiwanis Board,

For those of you who do not know me my name is Morgan Coolbaugh, I am a 17- year- old Junior at Wyoming Area, where I have been active in Builder's Club and Key Club. I have served as Lieutenant Governor in Division 15 North and then in Division 15 South. I first officially joined the K-Family in seventh grade when I was in Builder's Club. Afterwards I decided to further my involvement in the K-Family and joined Key Club. As a two term Lieutenant Governor I have learned the backbone of Key Club and I really saw that this organization is student led. Serving my second term in a different division has shown me very valuable skills that will help me lead this majestic district. Like many teenagers I am also involved in extracurricular activity such as field hockey, FBLA, Track & Field, and my church sodality.

Since my term officially started April first, I have been in constant contact with all of the Lieutenant Governors, which we have filled nineteen of the twenty Lieutenant Governor positions. Once again our Youth Serving Youth project is Early Childhood Education! So we will be working closely with you and your Young Priority One Project. Our District will also be participating in Governor Jen's Project, Miles of Dimes. My goals as Governor are to improve the communication between all levels of the K-Family, to increase club involvement in the District Operations, and fulfill all duties as Governor.

I apologize for not being able to attend the meeting. I will be at God's Mountain for the Key Club District Board Trainer! At that time all of the Lieutenant Governor's will be trained to fulfill their duties this year. I am excited to meet all of you and I can't wait to work with your through my term.

Yours in Friendship and Service,

Morgan Coolbaugh

Pennsylvania District Governor

Key Club International

[governor@pakeyclub.org](mailto:governor@pakeyclub.org)

Phone: (570) 954-4060



Dear Pennsylvania Kiwanis Board:

Firstly, I'd like to introduce myself, especially to those I hadn't met yet as Lieutenant Governor of the Liberty Division last year. My name is Fawn Jakielaszek and I'm a student at Drexel University and the newly elected Governor for Pennsylvania Circle K. I'm excited to be working alongside you for the year and am happy to report all of the progress that we had made as a board last year and also the goals that we will be shooting for this year.

Most recently, we have hosted a District Convention at the beginning of March and I have attended GATC in the beginning of April. At District Convention, we had tremendous Kiwanis support, which I would personally like to thank you all for. Ben Osterhout represented the Kiwanis Foundation at District Convention; we'd like to thank him for his insight, but also his fantastic photography skills. Jen Vare spoke and assisted with various tasks throughout Convention. We had great support from local Kiwanians, as well as Kiwanis advisors, in the judging room for awards. Susan Grab provided various service projects for our service room during Convention that benefitted Caitlin Smiles. District Convention would not have gone so smoothly or been as successful without the help of many Kiwanians and I'd like to thank you all again for your support. Lastly, I'd also like to thank Kiwanis, and more specifically the Foundation, for the scholarship opportunities that they offered all of us, graduate and undergraduate students.

Also recently, we have made much progress with our inactive, suspended, and chartering clubs. Alvernia University has officially chartered and will be holding their chartering ceremony at the end of this month. Over the next couple weeks, we expect Luzerne County Community College to be chartered and Juniata College be back to active status. Dickinson College is in the process of being rebuilt and we expect big things this coming fall. Carnegie Mellon University is in the process of becoming active again. Representatives from Dickinson and Carnegie Mellon were able to attend District Convention to learn more about Circle K. However, we are in need of assistance to reestablish contact with the students at Allegheny College and Thiel College. Both haven't submitted dues payments this year and we have not been able to establish contact. We hope to re-establish contact before they break for summer. I have just completed GATC and am looking forward to setting the official district goals later this month at our District Officer Trainor.

Thank you,  
Fawn Jakielaszek  
District Governor 2016-2017  
Pennsylvania District Circle K International  
[www.pacirclek.org](http://www.pacirclek.org)  
[governor@pacirclek.org](mailto:governor@pacirclek.org)  
957 Mayberry Road  
Conshohocken, PA 19428  
610-823-5717



Foundation Report to the District Board  
April 9, 2016

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

A special thank you to Governor Jen Vare for the Mile of Dimes campaign which has added valuable resources to our Early Learning Guides efforts. Guides continue to be available from the District Office at no cost to clubs.

I am proud to report that both the Key Club and Circle K Districts have approved working with Early Learning as their signature projects for the 2016-17 years.

This year, we are doubling our support for Key Leader, providing \$75 scholarships to up to 160 participants (an increase of 80 participants this year).

We hosted a silent auction at the Midwinter Conference raising over \$1,500.

We are planning a direct mail piece that will be mailed to Kiwanis members in the coming weeks.

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 most recently in 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](http://www.pkfonline.org).

If I can be of any assistance, please do not hesitate to contact me at [benosterhout@pakiwanis.org](mailto:benosterhout@pakiwanis.org).

Ben Osterhout  
President

**To: The PA District Directors, Trustees and Officers**  
**From: Phil Weber**  
**Re: Youth Protection Committee Report**

1. I presented a forum on Youth Protection at the 2016 Mid-Winter Conference. The primary topic was training at the Club Level. Kiwanis International Youth Protection Guidelines require that every club dedicate one of its meetings to Youth Protection training annually. I developed a 20 – 25 minute overview that can be given by a Club officer or Division officer, including a PowerPoint presentation and script. I am in the process of finalizing with the intent to post as a download on the District website.
2. There is still some push-back in the District regarding the change in Kiwanis International policy requiring the use of Safe Hiring Solutions for Club SLP Advisor background checks. I am attaching the FAQ's issued by Kiwanis International for the Board's review and information.
3. In line with District Policy, I will send notices to any Kiwanian running for a District elected office, or intending to serve as a District Chair, for whom the District does not have a copy of their Pennsylvania Background checks, when that list (either partial or full) is given to me.

In Service,

Phil Weber

## KIWANIS ADVISOR BACKGROUND CHECK REQUIREMENTS FREQUENTLY ASKED QUESTIONS & ANSWERS

**Q: Who is required to have clear criminal history background checks?**

**A: Whomever is reported as the official Kiwanis advisor to any sponsored Service Leadership Program club. The Service Leadership Programs are K-Kids, Builders Club, Key Club, Circle K, and Aktion Club.**

**Q: What about faculty advisors?**

**A: Faculty advisors need to meet the background check expectations for their school or agency, but do not fall under these Kiwanis policies.**

**Q: What are the reporting requirements for background checks?**

**A: Club secretaries can indicate on the club dashboard that advisors have completed and cleared a background check.**

**Q: What are the consequences for a club that either neglects to or refuses to have a background check performed on the appropriate member?**

**A: Currently, there are no direct consequences for a club. However, Kiwanis International provides club liability insurance—so an incident following failure to comply with this policy could ultimately affect the cost of such coverage.**

**Q: Is the club's Kiwanis International liability coverage affected if there is not a clear background check on the SLP advisor? A: No, the club's coverage is not directly affected. However, long-term costs of such coverage for the organization could be impacted if there are claims that result because a club failed to conduct a background check.**

**Q: Which offenses could exclude a member from working with youth?**

**A: The following categories may serve as a model for your club's policy for members and for any paid employees:**

- Decision-makers will likely want to exclude those who have been convicted of crimes such as sexual violence, violent crimes, felony theft, child abuse, child exploitation, child molestation, child seduction, dealing in drugs, possession of child pornography or Internet child crimes.
- Don't necessarily exclude: Offenses such as minor moving violations don't necessarily have an impact on volunteering.
- Kiwanis International criteria outlined in Kiwanis International procedure 197 should be used to determine if a check is 'clear' ([www.kiwanisone.org/backgroundchecks](http://www.kiwanisone.org/backgroundchecks)).

**Q: What would make a criminal history background check not clear?**

**A: A criminal history background check is considered "not clear" if it indicates: a felony or misdemeanor involving moral turpitude; a felony or conviction or registration of a violent and/or sexual nature, involving any type of abuse of a child,**

involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft.

**Q: What is the length of time a background check is considered valid?**

**A: Advisor background checks are valid for two years.**

**From:** mcbether <mcbether@ptd.net>

**To:** jvare8 <jvare8@yahoo.com>; John Grab <grabjh@aol.com>; Bob Raub <rraub@aol.com>; Kate Feryo <theferyos@verizon.net>; Ann Graves <arngraves@comcast.net>; jjanes1 <jjanes1@zoominternet.net>; amoffitt <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:** Thu, Apr 7, 2016 12:46 pm

**Attachments:** Pennsylvania Monthly Giving Report - March, 2016.xlsx (386K)

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To the Board,

Attached is the latest giving report. Regardless what you hear, we still need about \$8,000,000 to complete the campaign. While the Canadian Government has pledged to match up to \$4,000,000 from Kiwanians in Canada, and the Kiwanis International Foundation said they would commit to give the rest we still want to make sure that we reach the \$110,000,000. We had a good month with a \$15,000 increase, putting us within about \$7,000 of reaching \$1,200,000. There is no longer an Eliminate Project office as of January 1st. From now on all funds are being received and recorded by the International Foundation.

Here is where we stand at the end of the official campaign. There are 54 Districts, and within those Districts there are 7 regions for the campaign. We had 25 Model Clubs and ranked 18th (tied with Eastern Canada and Caribbean District). Of the 25 Model Clubs (\$750 per member) 1 became a \$100,000 club, 1 became a Diamond (\$2,500 per member), 3 platinum (\$1,500 per member), and 1 Gold (\$1,000 per member). We ranked 24th per member in funds raised.

On the Region level, we are part of Region 1 which was made up of 8 Districts--New England, New York, New Jersey, West Virginia, Ohio, Michigan, Wisconsin/Upper Michigan, and Pennsylvania. We ranked 2nd in Model Clubs, next to Ohio. We ranked 3rd in per member in funds raised. We were also 1 of 2 Districts in our Region to have 100% participation from clubs in the project.

The campaign office had stopped sending out reports on Zeller Fellowship participants this past summer and never sent out a report on Centennial Awards. To the best I can calculate, we had over 200 (closer to 250) Zeller Fellowship participants and about 60 Centennial Award participants. We were number 1 in our Region. A club can make a donation but can no longer make a pledge. A Kiwanian can no longer get a Centennial Award, nor can they get a Hixson or a Tablet of Honor and have the monies go toward the Eliminate Project. A Kiwanian can still get a Zeller (with \$1,250 for a donation to the Eliminate project) if the club made a pledge before the end of the year.

When I took this position it was to be for 5 years. Last year we found out that we are to be involved until 2020 to let Kiwanians and clubs be aware that they can still donate to the Eliminate Project, and to make sure that clubs fulfill their pledges (bill collector :). While I will still send out the giving report with comments, I feel there is no longer a need to send future reports to the Board.

Ethan R. McBeth  
Past District Governor  
Kiwanis International  
District Coordinator  
The Eliminate Project





Homer City	K03461	Division 10	\$5.00	\$5.00	\$0.28	\$0.28	\$13,500.00	\$13,495.00
Johnstown	K00057	Division 10	\$925.00	\$825.00	\$71.15	\$71.15	\$79,250.00	\$78,425.00
Johnstown East Hills	K05545	Division 10	\$250.00	\$250.00	\$15.63	\$15.63	\$12,000.00	\$11,750.00
Punkatowney	K17732	Division 10	\$1,000.00	\$1,000.00	\$125.00	\$125.00	\$8,000.00	\$8,000.00
Somersett	K03869	Division 10	\$5.00	\$5.00	\$0.31	\$0.31	\$12,000.00	\$11,995.00
Westwood, Johnstown	K07473	Division 10	\$5.00	\$5.00	\$0.20	\$0.20	\$18,750.00	\$18,745.00
<b>Division 10 Total</b>			<b>\$12,090.00</b>	<b>\$12,090.00</b>				
Belleville	K01182	Division 11E	\$4,387.21	\$4,387.21	\$75.64	\$75.64	\$43,500.00	\$39,112.79
Junata County	K14968	Division 11E	\$4,026.91	\$4,026.91	\$154.88	\$154.88	\$19,500.00	\$15,473.09
Lewistown	K00772	Division 11E	\$8,550.00	\$8,550.00	\$350.00	\$350.00	\$34,500.00	\$18,400.00
Penns Valley Area	K17258	Division 11E	\$100.00	\$100.00	\$7.69	\$7.69	\$9,750.00	\$9,650.00
Mittity	K1834	Division 11E	\$1,200.00	\$1,200.00	\$100.00	\$100.00	\$9,000.00	\$7,800.00
State College	K01367	Division 11E	\$60,600.00	\$60,600.00	\$1,386.05	\$1,386.05	\$1,500.00	\$-32,250.00
Huntington	K01269	Division 11E	\$300.00	\$300.00	\$15.79	\$15.79	\$14,750.00	\$13,950.00
Mount Union Area	K10590	Division 11E	\$810.03	\$810.03	\$67.50	\$67.50	\$9,000.00	\$8,189.99
<b>Division 11E Total</b>			<b>\$91,424.13</b>	<b>\$78,974.13</b>				
Altoona	K00005	Division 11W	\$180.00	\$180.00	\$3.33	\$3.33	\$40,500.00	\$40,320.00
Clearfield	K01561	Division 11W	\$15.00	\$15.00	\$0.56	\$0.56	\$10,250.00	\$10,235.00
Du Bois	K00521	Division 11W	\$5.00	\$5.00	\$0.38	\$0.38	\$9,750.00	\$9,745.00
Eldorado, Altoona	K03883	Division 11W	\$25,000.00	\$21,875.00	\$1,136.36	\$994.32	\$16,500.00	\$-8,500.00
Phillipsburg	K01118	Division 11W	\$1,050.12	\$1,050.12	\$21.00	\$21.00	\$37,500.00	\$36,449.88
Tyrone	K11511	Division 11W	\$5.00	\$5.00	\$0.22	\$0.22	\$17,250.00	\$17,245.00
<b>Division 11W Total</b>			<b>\$26,255.12</b>	<b>\$23,130.12</b>				
Lock Haven	K01483	Division 12N	\$1,000.00	\$215.00	\$18.52	\$3.98	\$40,500.00	\$39,500.00
Mansfield	K05677	Division 12N	\$403.00	\$403.00	\$31.00	\$31.00	\$9,750.00	\$9,347.00
Muncy Area	K12986	Division 12N	\$60.87	\$60.87	\$4.68	\$4.68	\$9,750.00	\$9,689.13
Mill Hill	K00952	Division 12N	\$150.00	\$150.00	\$7.14	\$7.14	\$15,750.00	\$15,600.00
<b>Division 12N Total</b>			<b>\$1,613.87</b>	<b>\$1,221.87</b>				
Montoursville	K18328	Division 12N	\$540.00	\$540.00	\$16.36	\$16.36	\$24,750.00	\$24,210.00
Liberty	K18378	Division 12N	\$150.00	\$150.00	\$6.00	\$6.00	\$18,750.00	\$18,600.00
Bald Eagle and Mitty Valley	K18236	Division 12N	\$17,483.15	\$17,108.15	\$475.23	\$475.23	\$37,000.00	\$0.00
Jersey Shore Area	K11987	Division 12N	\$5.00	\$5.00	\$0.33	\$0.33	\$11,250.00	\$11,245.00
Sullivan County	K11634	Division 12N	\$2,500.00	\$2,500.00	\$166.67	\$166.67	\$8,750.00	\$8,750.00
Howard-Wycox Area	K12268	Division 12N	\$215.00	\$215.00	\$26.88	\$26.88	\$8,000.00	\$5,785.00
Valley (Tie), Athens	K11942	Division 12N	\$5.00	\$5.00	\$0.24	\$0.24	\$15,750.00	\$15,745.00
Williamsport	K00130	Division 12N	\$39,528.22	\$39,528.22	\$500.36	\$500.36	\$59,250.00	\$0.00
Pennsylvania Etowas 2.0	K18831	Division 12N	\$5.00	\$5.00	\$0.33	\$0.33	\$11,250.00	\$11,245.00
<b>Division 12N Total</b>			<b>\$92,731.87</b>	<b>\$62,395.24</b>				
Buffalo Valley A.M.	K15117	Division 12S	\$4,585.28	\$4,585.28	\$327.52	\$113.23	\$10,500.00	\$5,914.71
Mifflinburg	K02109	Division 12S	\$9,586.25	\$9,586.25	\$266.28	\$266.28	\$27,000.00	\$17,413.75
Sunbury	K04550	Division 12S	\$3,146.25	\$3,146.25	\$92.84	\$92.84	\$25,500.00	\$22,353.75
Dalmatia	K04176	Division 12S	\$1,541.25	\$1,541.25	\$53.15	\$53.15	\$21,750.00	\$20,208.75
Damville	K02094	Division 12S	\$1,426.25	\$1,426.25	\$237.71	\$237.71	\$4,500.00	\$3,073.75
Lewisburg	K02614	Division 12S	\$4,471.25	\$4,471.25	\$496.81	\$496.81	\$6,750.00	\$2,278.75
Middleburg Area	K10901	Division 12S	\$121.25	\$121.25	\$7.13	\$7.13	\$12,750.00	\$12,688.75
Milton	K02877	Division 12S	\$1,712.83	\$1,712.83	\$95.16	\$95.16	\$13,500.00	\$11,767.17
Northumberland-Point Township	K07332	Division 12S	\$196.25	\$196.25	\$11.54	\$11.54	\$12,750.00	\$12,533.75
Springrove Area	K17242	Division 12S	\$171.25	\$171.25	\$15.57	\$15.57	\$8,250.00	\$8,078.75
<b>Division 12S Total</b>			<b>\$26,954.11</b>	<b>\$23,984.11</b>				
Cumberland County	K10953	Division 13N	\$10,500.00	\$10,526.20	\$750.00	\$751.87	\$10,500.00	\$-294.54
Dillsburg Area	K14286	Division 13N	\$29,903.86	\$29,903.86	\$854.40	\$854.40	\$26,250.00	\$-3,653.86
East Shore, Harrisburg	K10616	Division 13N	\$2,095.20	\$2,095.20	\$178.30	\$178.30	\$10,500.00	\$8,003.80
Harrisburg	K00048	Division 13N	\$7,487.08	\$7,487.08	\$152.80	\$152.80	\$36,750.00	\$29,262.92
Hershey-Hummelstown	K07038	Division 13N	\$6,069.82	\$6,069.82	\$209.30	\$209.30	\$21,750.00	\$15,680.18
Middleton	K02096	Division 13N	\$526.20	\$526.20	\$43.85	\$43.85	\$8,000.00	\$8,473.80
Red Land-Fairview Township	K17073	Division 13N	\$1,226.20	\$1,436.20	\$730.00	\$237.70	\$4,500.00	\$0.00
Upper Allen-Cumberland Valley	K04380	Division 13N	\$1,753.90	\$1,753.90	\$103.17	\$103.17	\$12,750.00	\$10,996.10
West Shore, Cumberland County	K03384	Division 13N	\$26.20	\$26.20	\$1.54	\$1.54	\$12,750.00	\$12,723.80
York	K00136	Division 13N	\$1,676.20	\$1,676.20	\$209.53	\$209.53	\$6,000.00	\$4,323.80
<b>Division 13N Total</b>			<b>\$65,174.00</b>	<b>\$61,891.86</b>				
Carlisle	K00311	Division 13S	\$28,134.25	\$28,134.25	\$330.99	\$330.99	\$63,750.00	\$35,615.75
Hanover	K00613	Division 13S	\$14,250.00	\$19,555.56	\$1,029.24	\$1,029.24	\$14,250.00	\$-5,305.56
Shipensburg	K12124	Division 13S	\$1,275.00	\$1,275.00	\$55.43	\$55.43	\$17,250.00	\$15,975.00
Big Spring	K17950	Division 13S	\$200.00	\$200.00	\$15.38	\$15.38	\$9,750.00	\$9,550.00
Greencastle-Antrim	K18245	Division 13S	\$5.00	\$5.00	\$0.56	\$0.56	\$6,750.00	\$6,745.00
Chambersburg	K02550	Division 13S	\$10,469.00	\$10,469.00	\$227.59	\$227.59	\$34,500.00	\$24,031.00

Chambersburg-Downtown	K08272	Division 135	\$1,000.00	\$1,000.00	\$58.82	\$17,750.00	\$11,750.00	\$11,750.00
Gettysburg-Adams	K04355	Division 135	\$9,897.58	\$9,897.58	\$587.35	\$12,000.00	\$12,000.00	\$4,000.00
		Division 135 Total	\$76,684.81	\$76,684.81				
Berwick	K01341	Division 14	\$1,250.00	\$1,250.00	\$113.64	\$8,250.00	\$8,250.00	\$7,000.00
The Valley, Conyngham	K09523	Division 14	\$9,690.00	\$9,690.00	\$346.07	\$310.36	\$21,000.00	\$11,310.00
Bloomsburg	K01082	Division 14	\$1,613.59	\$1,613.59	\$32.93	\$93.93	\$36,750.00	\$35,136.41
Hazleton	K00552	Division 14	\$300.00	\$300.00	\$10.00	\$10.00	\$22,500.00	\$22,200.00
Portsville	K00098	Division 14	\$2,000.00	\$2,000.00	\$48.78	\$48.78	\$80,750.00	\$80,750.00
Shamokin	K01329	Division 14	\$5.00	\$5.00	\$0.36	\$0.36	\$10,500.00	\$10,495.00
		Division 14 Total	\$14,858.59	\$14,858.59				
Stowerville	K08759	Division 15	\$750.00	\$750.00	\$34.09	\$34.09	\$16,500.00	\$15,750.00
Carbondale	K01133	Division 15	\$5.00	\$5.00	\$0.63	\$0.63	\$6,000.00	\$5,995.00
Dallas	K01672	Division 15	\$5.00	\$5.00	\$0.25	\$0.25	\$15,000.00	\$14,995.00
Kingston	K17801	Division 15	\$5.00	\$5.00	\$0.26	\$0.26	\$14,250.00	\$14,245.00
Montrose Area	K07651	Division 15	\$3,500.00	\$3,500.00	\$152.17	\$152.17	\$17,250.00	\$17,150.00
Mountaintop	K05653	Division 15	\$5.00	\$5.00	\$0.15	\$0.15	\$25,500.00	\$25,495.00
Pittston	K00950	Division 15	\$5.00	\$5.00	\$0.29	\$0.29	\$12,500.00	\$12,445.00
Plymouth	K00975	Division 15	\$300.00	\$300.00	\$30.00	\$30.00	\$7,500.00	\$7,200.00
Scranton	K00111	Division 15	\$9,137.45	\$9,137.45	\$44.19	\$44.19	\$59,250.00	\$59,112.55
Tunkhannock	K02905	Division 15	\$150.00	\$150.00	\$2.88	\$2.88	\$39,000.00	\$38,850.00
Wilkes-Barre	K00129	Division 15	\$5.00	\$5.00	\$0.12	\$0.12	\$31,500.00	\$31,495.00
Wyoming Area	K14447	Division 15	\$2,070.00	\$2,070.00	\$42.24	\$42.24	\$36,750.00	\$36,680.00
		Division 15 Total	\$9,976.34	\$9,976.34				
Anville-Cleona	K04149	Division 16	\$12,750.00	\$12,750.00	\$763.74	\$763.74	\$17,250.00	\$16,500.00
Elizabethtown	K02813	Division 16	\$37,500.00	\$37,500.00	\$1,504.22	\$1,504.22	\$11,250.00	\$9,750.00
Luzb Area	K14571	Division 16	\$20,846.00	\$20,846.00	\$1,158.11	\$1,158.11	\$13,500.00	\$13,500.00
New Holland	K00389	Division 16	\$2,965.00	\$2,965.00	\$67.39	\$67.39	\$39,000.00	\$39,095.00
Norlanco-Rheams	K12868	Division 16	\$23,923.06	\$23,923.06	\$1,087.41	\$1,087.41	\$16,500.00	\$16,500.00
Centennial Internet Club	K18534	Division 16	\$14,252.00	\$14,252.00	\$407.20	\$407.20	\$46,250.00	\$45,998.00
Greater Reading-Berks County	K00101	Division 16	\$2,504.00	\$2,504.00	\$113.82	\$113.82	\$16,500.00	\$16,396.00
Lebanon	K00398	Division 16	\$1,000.00	\$1,000.00	\$25.64	\$25.64	\$29,250.00	\$29,250.00
Palmyra Area	K16979	Division 16	\$500.00	\$500.00	\$50.00	\$50.00	\$7,500.00	\$7,500.00
Sanctar	K18537	Division 16	\$1,098,876.74	\$1,098,876.74	\$5,666.67	\$5,666.67	\$11,250.00	\$10,626.74
		Division 16 Total	\$294,172.74	\$294,172.74				
Aston	K00034	Division 17	\$13,784.00	\$13,784.00	\$730.00	\$730.00	\$24,000.00	\$24,000.00
Stroudsburg	K05799	Division 17	\$44,707.20	\$44,707.20	\$931.40	\$931.40	\$36,000.00	\$36,707.20
Easton-Suburban	K05762	Division 17	\$34.00	\$34.00	\$3.78	\$3.78	\$6,750.00	\$6,716.00
Nazareth Area	K06915	Division 17	\$534.00	\$534.00	\$38.14	\$38.14	\$10,500.00	\$9,966.00
Palmer Township, Palmer	K00736	Division 17	\$2,034.00	\$2,034.00	\$36.32	\$36.32	\$42,000.00	\$42,000.00
Poconos - Daybreak, Monroe County (The)	K08268	Division 17	\$2,284.00	\$2,284.00	\$69.21	\$69.21	\$24,750.00	\$24,466.00
West End-Monroe County	K16731	Division 17	\$304.00	\$304.00	\$30.40	\$30.40	\$7,500.00	\$7,196.00
Lafin	K18993	Division 17	\$5.00	\$5.00	\$0.33	\$0.33	\$11,250.00	\$11,245.00
		Division 17 Total	\$73,941.09	\$73,941.09				
Allentown	K00004	Division 18	\$15,000.00	\$15,000.00	\$288.13	\$288.13	\$17,250.00	\$17,250.00
Allentown Northeast	K05341	Division 18	\$20,250.00	\$20,250.00	\$435.74	\$435.74	\$20,250.00	\$0.00
Lehigh Valley Industrial Park Allentown-Bethlehem	K12547	Division 18	\$7,423.00	\$7,423.00	\$239.45	\$239.45	\$29,250.00	\$15,827.00
Southem, Lehigh, Center Valley	K14579	Division 18	\$2,300.00	\$2,300.00	\$191.67	\$191.67	\$9,000.00	\$6,700.00
Emmaus	K03769	Division 18	\$8,228.91	\$8,228.91	\$242.03	\$242.03	\$25,500.00	\$17,271.09
Upper Perkiomen Valley	K10976	Division 18	\$150.00	\$150.00	\$7.14	\$7.14	\$15,750.00	\$15,600.00
		Division 18 Total	\$56,637.73	\$56,637.73				
Lansdale	K01490	Division 19	\$1,735.78	\$1,735.78	\$44.51	\$44.51	\$29,250.00	\$27,514.22
Pottstown	K01083	Division 19	\$7,310.00	\$7,310.00	\$487.39	\$487.39	\$11,250.00	\$0.00
Upper Bucks	K17426	Division 19	\$5,650.00	\$5,650.00	\$434.62	\$434.62	\$9,750.00	\$4,100.00
King of Prussia	K18396	Division 19	\$1,650.00	\$1,650.00	\$110.00	\$110.00	\$11,250.00	\$9,600.00
Ambler	K01532	Division 19	\$600.00	\$600.00	\$27.27	\$27.27	\$16,500.00	\$16,500.00
Boyertown Area	K11637	Division 19	\$382.81	\$382.81	\$22.52	\$22.52	\$12,500.00	\$12,367.19
		Division 19 Total	\$21,447.59	\$21,447.59				
Levittown-Bristol	K04181	Division 21	\$2,000.00	\$2,000.00	\$107.08	\$107.08	\$7,750.00	\$23,788.13
Old York Road	K01468	Division 21	\$3,960.00	\$3,960.00	\$10.59	\$10.59	\$25,500.00	\$25,340.00
Southampton	K05710	Division 21	\$3,185.00	\$3,185.00	\$115.38	\$115.38	\$19,500.00	\$18,315.00
Bensalem	K15465	Division 21	\$10.00	\$10.00	\$0.71	\$0.71	\$10,500.00	\$10,490.00
Council Rock	K00729	Division 21	\$360.00	\$360.00	\$45.00	\$45.00	\$6,000.00	\$5,640.00
Glenolds	K01619	Division 21	\$110.00	\$110.00	\$4.40	\$4.40	\$18,750.00	\$18,640.00
Hatboro-Horsham	K17446	Division 21	\$110.00	\$110.00	\$9.17	\$9.17	\$3,000.00	\$6,890.00
Jenkintown	K03773	Division 21	\$1,510.00	\$1,510.00	\$68.64	\$68.64	\$16,500.00	\$14,980.00
Phil-Mont, Philadelphia	K04649	Division 21	\$1,500.00	\$1,500.00	\$1.00	\$1.00	\$7,500.00	\$6,000.00

Washington Crossing Yardley	Division 21	\$3,000.00	\$1,010.00	\$120.00	\$40.40	\$18,750.00	\$15,750.00
Morrison Circle	Division 21	\$2,000.00	\$0.00	\$181.82	\$0.00	\$8,250.00	\$8,250.00
	<b>Division 21 Total</b>		<b>\$10,626.87</b>				
Chester	Division 22		\$100.00	\$14.29	\$14.29	\$5,250.00	\$5,150.00
Phoenixville	Division 22		\$7,602.25	\$143.44	\$142.46	\$39,750.00	\$32,147.75
Baltimore Pike, Delaware County	Division 22		\$5.00	\$0.31	\$0.31	\$12,000.00	\$11,995.00
Main Line (The)	Division 22		\$5.00	\$0.42	\$0.42	\$9,000.00	\$8,995.00
University City, Philadelphia	Division 22	\$1,500.00	\$450.00	\$125.00	\$37.50	\$9,000.00	\$8,500.00
Upper Main Line (The), Wayne	Division 22		\$2,944.00	\$196.27	\$196.27	\$11,250.00	\$8,306.00
West Chester	Division 22		\$715.00	\$15.36	\$15.36	\$10,500.00	\$10,285.00
Kennett Square	Division 22		\$5.00	\$0.71	\$0.71	\$5,250.00	\$5,245.00
	<b>Division 22 Total</b>		<b>\$12,376.25</b>				
	<b>Grand Total</b>		<b>\$5,057.54</b>			<b>\$964,193.50</b>	

Division Gifts	Planned	Paid
Division 2	\$	104.00
Division 5	\$	200.00
Division 15	\$	38.89
Division 16	\$	2,000.00
Division 17	\$	38.89
Division 19	\$	179.00

District Gifts	Planned	Paid
Pennsylvania	\$	380.31
Pennsylvania Youth Foundation	\$	25,000.00

Club Gifts Summary	Planned	Paid
Under 6 Clubs		\$9,011.09
Archie K Clubs		\$11,293.77
Aktion Clubs		\$3,418.09
Key Clubs		\$112,347.53
K-Kids Clubs		\$10,399.71
<b>Total Cash Received</b>		<b>\$146,481.19</b>

S/P Gifts	Club #	Planned	Paid
Pennsylvania Banders District	623	\$40.00	
Lower Macungie Middle School	800130	\$881.20	
Abington Junior High School	800935	\$528.25	
Pottstown Middle School	801455	\$215.10	
Riverview Junior High School	801745	\$81.94	
Valley Forge Middle School	803243	\$33.00	
Robert K Shafer Middle School	803350	\$200.00	
Perkiomen Valley Middle School East	803543	\$2,492.08	
Spring-Ford Middle School	803555	\$295.00	
Nazareth Area Middle School	803595	\$335.55	
Central Mountain West Middle School	803999	\$161.75	
Stroudsburg Junior High School	803911	\$1474.00	
East Pennsboro Middle School	804039	\$949.69	
Mount Mifflin Middle School	804649	\$176.05	
Easton Area Middle School 5-6	804727	\$957.00	
Jersey Shore PA Middle School	804815	\$85.98	
Saint Rosalia Academy	804885	\$445.00	
Graystone Academy	804896	\$43.00	
Harbor Creek	805054	\$357.50	
Linton Middle School	805097	\$472.00	
Pennsylvania Circle K District	C23	\$1,000.00	
University of Pittsburgh, Johnstown	C70139	\$318.01	
Pennsylvania State University-University Park	C70456	\$849.32	
Indiana University of Pennsylvania	C71148	\$548.03	

Lycoming College	C71678		\$174.52
Allegheny College	C71755		\$545.00
Elizabethtown College	C71763		\$31.04
Millersville University	C72092		\$588.45
Kutztown University	C72353		\$280.00
University of Pittsburgh	C72428		\$189.26
Thiel College	C72440		\$477.09
Carnegie Mellon University	C72471		\$195.95
West Chester University	C72490		\$3,300.00
Clarion University	C72516		\$404.57
Edinboro University	C72522		\$85.00
Duquesne University	C72547		\$1,002.93
Susquehanna University	C72564		\$496.35
Lebanon Valley College	C72841		\$13.35
Temple University	C72980		\$140.00
Penn State	C73060		\$7.00
Central Penn College	C73092		\$348.50
South Hills School of Business and Technology	C73183		\$310.00
Hazleton	D00024		\$50.00
Indiana	D00028		\$460.00
State College	D00030		\$622.70
Crawford County	D00056		\$300.00
Ablington	D00082		\$1,125.00
The Pocono's	D00083		\$100.00
Erle	D00182		\$137.83
Community Connections	D00317		\$7.56
Royal	D00439		\$585.00
Moon Area School District	H		\$910.32
Pennsylvania Key Club District	H23		\$1,640.00
Pennsylvania Key Club Division 15N	H2316		\$40.00
Pennsylvania Key Club Division 15S	H2317		\$40.00
Shikellamy High School	H80017		\$1,000.00
Maanhein Township High School	H80161		\$9,154.00
Eastmont Hilltop High School	H80176		\$689.25
Leominville Senior High School	H80238		\$994.30
Reading Senior High School	H80313		\$1,250.00
Bradford Senior High School	H80325		\$548.46
Cornell High School	H80326		\$1,348.30
Moon High School	H80382		\$448.00
Upper Moreland High School	H80482		\$331.28
Williamsport Area High School	H80508		\$1,950.00
Clearfield Area High School	H80745		\$143.52
Mid-West High School	H80894		\$2,276.96
Indiana Senior High School	H80992		\$295.00
Quaker Valley High School	H81253		\$448.07
Parkland High School	H81365		\$851.00
Ablington High School	H81495		\$473.00
Mifflinburg High School	H81781		\$704.50
Middletown Area High School	H82027		\$1,854.96
Wyoming Area High School	H82488		\$760.31
Emmas High School	H82837		\$2,400.00
State College High School	H82841		\$446.85
Huntingdon Area High School	H82923		\$644.66
Carlisle Senior High School	H82939		\$690.00
Danville High School	H82968		\$407.00
Loyalsock Township Senior High School	H82990		\$1,242.35
Cedar Cliff High School	H83003		\$912.24
South Western High School	H83090		\$1,845.00
Lake Lehman High School	H83370		\$1,973.40
South Williamsport Area High School	H83617		\$2,701.00
North Penn High School	H83683		\$1,425.38
Montoursville High School	H84114		\$552.00
Beaver Area Senior High School	H84158		\$1,504.40
Pittston Area High School	H84541		\$76.38
Mansfield High School	H85062		\$256.19
North Penn High School			

Nazareth Area High School	H85150	\$1,370.85
Wilmington Area High School	H85532	\$500.00
William Tennent Senior High School	H85752	\$175.00
Conrad Weiser High School	H85884	\$500.00
East Stroudsburg South High School	H85904	\$1,70.39
Cedar Crest High School	H85982	\$1,055.23
Governor Mifflin Senior High School	H86164	\$199.56
Henover Area Jr - Sr High School	H86185	\$2,835.00
Eisenhower High School	H86557	\$955.50
Cumberland Valley High School	H86595	\$1,271.79
Kiski Area Sr High School	H86947	\$730.00
Sawickley Academy Senior School	H86955	\$200.00
Susquehanna Township High School	H87059	\$2,023.20
Central Dauphin High School	H87251	\$411.40
Boyerstown Area Senior High School	H87394	\$1,345.41
Gateway Senior High School	H87440	\$460.00
Daniel Boone High School	H87738	\$504.00
Jersey Shore Area Senior High School	H87810	\$975.00
Elizabethtown Area High School	H87838	\$513.00
Reed Land High School	H87889	\$1,775.01
Bellefonte Area High School	H87944	\$874.33
Central Dauphin-East High School	H87969	\$356.50
Liberty Jr/Sr High School	H88061	\$679.39
Muncy High School	H88264	\$861.00
Souderston High School	H88279	\$1,762.59
Amville-Cleona High School	H88322	\$472.02
Whitehall High School	H88324	\$2,059.07
Hershey High School	H88356	\$2,421.34
Mars Area High School	H88460	\$46.58
Warren Area High School	H88537	\$1,200.00
Central Bucks East High school	H88554	\$2,651.00
Donnegal High School	H88603	\$97.61
Appensburg Area Senior High School	H88742	\$1,408.99
Oilkaysburg Area High School	H88814	\$2,058.00
Corry Area High School	H88934	\$2,287.62
Harry S Truman High School	H88937	\$175.00
Kittanning Senior High School	H88938	\$202.81
Wilson Senior High School	H89107	\$539.49
Northern York High School	H89115	\$2,187.71
Hanover High School	H89237	\$2,803.05
Big Beaver Falls Area Senior High School	H89297	\$90.00
Titusville High School	H89443	\$100.00
McDowell High School	H89459	\$1,765.40
Reynolds Jr.-Sr. High School	H89584	\$304.25
Brandywine Heights High School	H89587	\$558.50
Pottsville Area High School	H89625	\$550.66
Allegheny-Clinton Valley High School	H89665	\$122.00
Conestoga High School	H89688	\$1,168.88
Hatboro-Horsham Senior High	H89747	\$111.00
Parklomen Valley High School	H89933	\$135.00
Great Valley High School	H90042	\$170.00
East Juniata High School	H90058	\$161.05
North Allegheny Intermediate High School	H90702	\$3,097.56
West Allegheny High School	H90896	\$1,430.00
North Allegheny Senior High School	H90918	\$1,879.85
Freeport Area Senior High School	H91003	\$985.30
Harbor Creek High School	H91074	\$1,542.50
Pennridge High School	H91122	\$1,214.76
Liberty High School	H91135	\$118.85
General McLane High School	H91293	\$1,006.50
Dallas High School	H91360	\$1,029.62
Renaissance Academy	H91422	\$620.87
Stroudsburg High School	H91616	\$1,557.00
Penns Valley Area High School	H91666	\$402.36
Palmyra High School	H91832	\$2,245.30
Warrior Run High School	H91987	\$346.50

## Leadership Education Report

April 6, 2016

Just a brief report of what is going on now. I ordered samples of the CLE training materials for 2016. I am in the process of becoming more familiar with them. In addition to the Club President and Club Secretary materials, there are also instruction guides for Committee Chairman and Certified Instructors. This opens up new training possibilities for District Convention and regional meetings.

Links to PowerPoint presentations for certified instructors to use in their face-to-face sessions have been distributed by email.

I have also acquired through my employer about a dozen flip chart tablets that are available for training or convention use. Please let me know if you need one.

Respectfully submitted,

Dennis Bouchard

Leadership Development Coordinator (new KI title)



## Pennsylvania District

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

April 9, 2016

### Overview:

The second issue of *The Keystone Kiwanian (KK)* was published in late February. Work is currently being done on the third issue and I am shooting for it to be ready in May. I have also been transitioning my work from Microsoft Word to InDesign (a more graphic design inclined software for creating publications and other art).

I have been disappointed with the response in articles that clubs and board members have submitted. I know clubs are participating in projects and socials and board members are holding divisional and region meetings. To combat this issue, Jen and I have talked about creating and Keystone Kiwanian avatar on Facebook for people to tag when they want an event to be published in *The Keystone Kiwanian*. However, this would also require people to tag the avatar in the post and I think it would be best for the member to write about the event. We are open to suggestions. This is your chance to show and tell the district what your club, division, or region has accomplished! Please encourage all officers and members to contribute. This is your publication, not mine.

### Goals:

1. Publish *The KK* four times during the 2015-2016 year.  
50% of this goal has been completed. Below is a schedule for the remainder of the year:
  - May: Kiwanis Midwinter, Key Club DCON, Circle K DCON
  - 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 eKiwanis  
Pennsylvania District  
Kiwanis International  
570/441-9383  
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# Kiwanis

Pennsylvania District

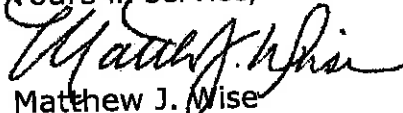
Laws and Regulations Committee

Matthew J. Wise, chair

## Report to District Board of Trustees April 16, 2016

1. Update to District Bylaws:
  - a. As per the last district board meeting (February 2016), the District Bylaws were amended in conjunction with the recommendations made in the report of this committee for consideration by the District Board.
  - b. In addition, Governor Jen asked that this committee include language to detail the requirements in order to hold the position of Lieutenant Governor. This item was inadvertently omitted in the last bylaw update.
  - c. A Draft copy of the amended bylaws is included with this report (in the agenda packet) for consideration by the District Board. The amendments are in ***bold italic type-face***.
2. The PA District Policy Code was adopted in April 2015. Since then, several amendments to the Youth Protection policy have been made as well as a few new policies adopted:
  - a. Per the July 18, 2015 meeting of the District Board, the District Policy on criminal and child abuse background checks was amended to change the requirement that background checks be done every three (3) years to a requirement they be done every five (5) years. This can be found on page 11 of the Policy Code document.
  - b. Per the July 18, 2015 meeting of the District Board, the District adopted a policy on Personal Confidential Information at the direction of Kiwanis International. This policy was added to the code in its entirety as Policy XXV and can be found on page 17 of the Policy Code document.
  - c. Per the July 18<sup>th</sup>, 2015 meeting of the District Board, the District adopted a new logo to be in compliance with the Kiwanis International Graphics Standards. A copy of this logo was added to Policy 1, Section C (District Emblem). This can be found on page 1 of the Policy Code document.
  - d. Per the October 3, 2015 meeting of the District Board, the policy on background checks was amended to have the checks be submitted to the District Executive Director and if a check is not clear, they will be submitted to the District Youth Protection chair for further review and possible action. Formerly, the checks were submitted directly to the District Youth Protection chair. This can be found on page 12 of the Policy Code document.

Yours in service,



Matthew J. Wise

## Report on Administration

To: PA District Board of Directors

From: Paul L. Kasoff, Chair

Date: April 7, 2016

I am pleased to present the attached spreadsheet which delineates the submission of monthly reports by date from the District's Clubs.

The report amends the filing status of January from my earlier report, reflecting submissions completed after that date. I have not indicated any resubmission dates, as I felt this data is insignificant to our purposes.

There has been minimal progress on reporting results. I was contacted once by a Lt. Gov. I immediately responded, but got no follow-up questions from any Club Secretaries. I do not have any input of questions that may have been posed and resolved by other parties – Trustees, Lt. Govs., other Chairs.

International has made the downloading process more reliable, but individual month status info must be copied and pasted into a summary sheet. The cumulative report is visual only with hyperlinks to individual reports, but as best as I am able to ascertain, cannot be downloaded. Since international reports are not structured to reflect our Regions, this data needs to be massaged to allow the Trustees to focus on the reported results.

I remain available for any comments or queries.

One	Division	Club	October	November	January	February	March
23 Clubs	Division 1	Bradford	11/10/15	12/03/15	01/08/2016	02/09/2016	03/08/2016
	Division 1	Cambridge Springs					
	Division 1	Conneaut Lake					
	Division 1	Corry					
	Division 1	East Erie County			03/08/2016	03/08/2016	03/30/2016
	Division 1	Edinboro	11/09/15	12/09/15	01/10/2016	02/07/2016	03/06/2016
	Division 1	Erie	11/06/15	12/07/15	01/06/2016	02/02/2016	03/03/2016
	Division 1	Fort LeBoeuf			01/20/2016	01/20/2016	02/18/2016
	Division 1	Meadville	11/11/15	12/11/15	01/11/2016	02/11/2016	03/11/2016
	Division 1	Meadville Golden K	11/05/15	12/04/15			
	Division 1	Millcreek-Erie Area	11/05/15	12/13/15	01/08/2016	03/07/2016	03/07/2016
	Division 1	Warren	11/16/15	12/10/15	01/09/2016	02/08/2016	03/10/2016
	Division 1	West Erie County			03/08/2016		
	Division 2	Clarion				02/08/2016	03/13/2016
	Division 2	Franklin					
	Division 2	Greenville	11/19/15	12/21/15			03/03/2016
	Division 2	Hermitage	11/17/15				
	Division 2	New Castle					
	Division 2	New Wilmington			12/26/15		
	Division 2	Sharon	12/26/15	12/26/15			
	Division 2	Titusville					
	Division 2	Transfer	11/11/15	12/11/15	01/11/2016	02/10/2016	04/01/2016
	Division 2	West Middlesex	11/10/15	12/15/15	01/08/2016	02/09/2016	03/07/2016
Two	Division 4	Allegheny North	11/12/15	12/08/15	01/10/2016	02/05/2016	03/09/2016
22 Clubs	Division 4	Glenshaw		01/11/16	01/25/2016	02/08/2016	02/29/2016
	Division 4	Mars					
	Division 4	Sewickley					
	Division 5	Baldwin					
	Division 5	Pittsburgh		12/12/15	01/13/2016	02/22/2016	03/11/2016
	Division 5	Pittsburgh Airport Area, The	11/05/15	11/19/15	02/09/2016	02/09/2016	03/02/2016
	Division 5	Sheraden, Pittsburgh	11/06/15	12/08/15	01/06/2016	02/04/2016	03/08/2016
	Division 5	Squirrel Hill, Pittsburgh					
	Division 5	Washington					
	Division 6	Freeport	11/04/15	11/30/15	12/29/2015	01/27/2016	02/29/2016
	Division 6	Kittanning	11/07/15	12/04/15	01/05/2016	03/18/2016	03/18/2016
	Division 6	McKeesport-White Oak	11/05/15	12/29/15	12/29/2015	01/25/2016	02/23/2016
	Division 6	Penn Hills					
	Division 6	Vandergrift			02/14/2016	02/14/2016	
	Division 6	Verona-Rosedale					
	Division 6	Wilkinsburg					
	Division 8	Greensburg	11/09/15				
	Division 8	Jeannette					
	Division 8	Ligonier Valley					
	Division 8	Scottdale					
	Division 8	Uniontown					

PA Kiwanis Club Monthly Report Status

Three	Division 10	Homer City	11/10/15	12/02/15	12/29/2015	02/08/2016	02/23/2016
20 Clubs	Division 10	Indiana					
	Division 10	Johnstown					
	Division 10	Johnstown East Hills	11/04/15	01/12/16	01/12/2016		
	Division 10	Punxsutawney	11/09/15	12/10/15	01/11/2016	02/04/2016	03/28/2016
	Division 10	Somerset	11/11/15		02/10/2016		
	Division 10	Westwood, Johnstown			01/18/2016	03/28/2016	03/28/2016
	Division 11E	Bellefonte	12/09/15				
	Division 11E	Huntingdon			01/07/2016	01/29/2016	03/02/2016
	Division 11E	Juniata County	11/05/15	12/06/15	01/01/2016	02/02/2016	03/12/2016
	Division 11E	Lewistown	12/11/15	12/11/15	02/22/2016	02/23/2016	03/19/2016
	Division 11E	Mount Union Area	11/07/15				
	Division 11E	Nittany			03/21/2016	03/21/2016	
	Division 11E	Penns Valley Area	11/12/15	12/10/15	01/10/2016	02/11/2016	03/11/2016
	Division 11E	State College	11/13/15	12/12/15	01/16/2016	02/07/2016	03/12/2016
	Division 11W	Altoona					
	Division 11W	Clearfield	11/11/15	12/06/15	03/22/2016	03/22/2016	
	Division 11W	Du Bois	11/10/15	12/14/15	01/11/2016	02/17/2016	03/09/2016
	Division 11W	Eldorado, Altoona	11/10/15	12/09/15	01/11/2016	02/09/2016	03/09/2016
	Division 11W	Phillipsburg	12/20/15	12/20/15	01/26/2016		
	Division 11W	Tyrone					
Four	Division 12N	Bald Eagle and Nittany Valleys	11/11/15	12/03/15	01/08/2016	02/05/2016	03/04/2016
30 Clubs	Division 12N	Jersey Shore Area	12/09/15	12/09/15	12/09/2015	01/15/2016	
	Division 12N	Liberty					
	Division 12N	Lock Haven	11/10/15	12/10/15	01/09/2016	02/17/2016	03/11/2016
	Division 12N	Mansfield	01/05/16		02/05/2016	02/05/2016	03/23/2016
	Division 12N	Mill Hall	11/15/15	11/23/15	01/19/2016	01/19/2016	02/14/2016
	Division 12N	Montoursville					
	Division 12N	Muncy Area	11/06/15		01/06/2016	03/03/2016	03/03/2016
	Division 12N	Pennsylvania Ekiwanis 2.0	11/16/15				
	Division 12N	Sullivan County					
	Division 12N	Towanda-Wysox Area					
	Division 12N	Valley (The), Athens	11/09/15	12/08/15	01/06/2016	02/02/2016	03/07/2016
	Division 12N	Williamsport					
	Division 12S	Buffalo Valley A.M.	11/09/15	12/08/15	01/07/2016	02/10/2016	03/03/2016
	Division 12S	Dalmatia	11/07/15	12/02/15	12/31/2015	02/04/2016	03/04/2016
	Division 12S	Danville	11/11/15	12/09/15	01/10/2016	02/04/2016	
	Division 12S	Lewisburg	11/07/15	01/03/16	01/03/2016	03/31/2016	03/31/2016
	Division 12S	Middleburg Area	01/03/16	01/03/16	03/03/2016	02/22/2016	03/29/2016
	Division 12S	Mifflinburg					

PA Kiwanis Club Monthly Report Status

Division 12S	Milton/Warrior Run	11/03/15	12/08/15	01/04/2016	03/01/2016	03/01/2016
Division 12S	Northumberland-Point Township	11/10/15	01/04/16	12/11/2015	02/10/2016	03/11/2016
Division 12S	Selinsgrove Area	12/15/15		02/28/2016	02/28/2016	02/28/2016
Division 12S	Sunbury	11/29/15	01/07/16	01/07/2016	01/27/2016	03/04/2016
Division 14	Berwick					
Division 14	Bloomsburg					
Division 14	Hazleton	11/05/15	12/04/15	01/06/2016	02/01/2016	
Division 14	Pottsville					
Division 14	Shamokin					
Division 14	Valley (The), Conyngham	11/08/15	12/05/15	01/27/2016	02/19/2016	03/09/2016
Division 13N	Cumberland County	11/19/15				
Division 13N	Dillsburg Area	11/24/15	12/21/15	01/28/2016	02/08/2016	
Division 13N	East Shore, Harrisburg					
Division 13N	Harrisburg	11/06/15	12/07/15	01/21/2016	02/11/2016	03/10/2016
Division 13N	Hershey-Hummelstown	11/16/15	12/10/15	01/10/2016	02/10/2016	03/10/2016
Division 13N	Middletown					
Division 13N	Red Land-Fairview Township	11/06/15	12/02/15	01/10/2016	02/16/2016	03/07/2016
Division 13N	Upper Allen-Cumberland Valley					
Division 13N	West Shore, Cumberland County	11/06/15	12/10/15	01/10/2016	02/10/2016	
Division 13N	York	11/05/15	11/05/15	12/01/2015	01/12/2016	02/18/2016
Division 13S	Big Spring	12/09/15			01/31/2016	
Division 13S	Carlisle	11/11/15	12/17/15	01/18/2016	02/16/2016	03/11/2016
Division 13S	Chambersburg		01/03/16			
Division 13S	Chambersburg-Downtown					
Division 13S	Gettysburg Adams	11/04/15	12/07/15	01/08/2016	02/07/2016	03/07/2016
Division 13S	Greencastle-Antrim					
Division 13S	Hanover	12/10/15	12/10/15	01/08/2016	02/03/2016	03/25/2016
Division 13S	Shippensburg	11/11/15	12/08/15	01/11/2016	02/06/2016	03/07/2016
Division 16	Annville-Cleona	11/09/15	12/10/15		02/12/2016	
Division 16	Centennial Internet Club	11/15/15	12/10/15	01/08/2016	02/08/2016	03/09/2016
Division 16	Elizabethtown	11/13/15	12/12/15	01/11/2016	02/15/2016	03/12/2016
Division 16	Greater Reading-Berks County	11/09/15				
Division 16	Lancaster	12/06/15	01/06/16	01/06/2016	02/14/2016	03/21/2016
Division 16	Lebanon	11/06/15	12/04/15	01/08/2016	02/04/2016	03/06/2016
Division 16	Litz Area	11/11/15	12/02/15	01/11/2016	02/10/2016	03/09/2016
Division 16	New Holland	11/17/15	12/22/15	01/14/2016	02/22/2016	03/13/2016
Division 16	Norlanco-Rheems					
Division 16	Palmyra Area	11/27/15				
Division 15	Carbondale	11/10/15	12/10/15	01/11/2016	02/22/2016	03/04/2016
Division 15	Dallas					
Division 15	Kingston					
Division 15	Latin	11/19/15	12/14/15	01/13/2016	02/18/2016	
Division 15	Montrose Area	11/04/15	11/30/15	12/15/2015	01/29/2016	02/26/2016
Six 26 Clubs						

PA Kiwanis Club Monthly Report Status

Division 15	Mountaintop	11/09/15	02/01/2016	02/08/2016	02/29/2016
Division 15	Pittston	11/05/15	11/30/15	01/28/2016	02/27/2016
Division 15	Plymouth		02/11/2016	02/11/2016	03/13/2016
Division 15	Scranton	11/11/15	01/03/2016	02/11/2016	
Division 15	Swyersville	11/17/15	12/16/2015	01/29/2016	03/07/2016
Division 15	Tunkhannock	11/07/15	12/10/15	02/11/2016	03/10/2016
Division 15	Wilkes-Barre	11/11/15	12/10/15	01/11/2016	03/11/2016
Division 15	Wyoming Area	11/07/15	12/04/15	12/29/2015	03/01/2016
Division 17	Easton				
Division 17	Easton-Suburban				
Division 17	Nazareth Area	11/05/15	12/03/15	01/05/2016	03/02/2016
Division 17	Palmer Township, Palmer				
Division 17	Poconos - Daybreak, Monroe County (The)				
Division 17	Stroudsburg				
Division 17	West End-Monroe County				
Division 18	Allentown	11/13/15	12/14/15	01/20/2016	03/07/2016
Division 18	Allentown Northeast	11/16/15	12/09/15	01/07/2016	03/08/2016
Division 18	Ermaus	12/02/15	12/08/15	01/30/2016	04/02/2016
Division 18	Lehigh Valley Industrial Park Allentown-Bethlehem	11/12/15	12/11/15	01/11/2016	03/11/2016
Division 18	Southern Lehigh, Center Valley				
Division 18	Upper Perkiomen Valley				
Seven	Ambler	11/11/15	12/18/15	01/15/2016	03/13/2016
24 Clubs	Boyetown Area	11/15/15	12/07/15	01/10/2016	04/01/2016
Division 19	Lansdale			02/28/2016	03/14/2016
Division 19	Norriton Circle	11/05/15	12/05/15	01/08/2016	03/07/2016
Division 19	Pottstown	11/22/15	01/06/16	01/25/2016	03/21/2016
Division 19	Upper Bucks			02/16/2016	02/16/2016
Division 21	Bensalem	01/06/16	01/06/16	01/06/2016	02/28/2016
Division 21	Council Rock	11/10/15	12/14/15	01/15/2016	03/01/2016
Division 21	Glenside	12/09/15	12/10/15	02/11/2016	03/01/2016
Division 21	Hatboro-Horsham	12/10/15	01/07/16	02/04/2016	03/03/2016
Division 21	Jenkintown	11/08/15	12/08/15	01/10/2016	03/07/2016
Division 21	Levittown-Bristol	11/15/15	12/11/15	01/11/2016	03/11/2016
Division 21	Old York Road	11/20/15	12/03/15	01/12/2016	03/08/2016
Division 21	Phil-Mont, Philadelphia	11/06/15	11/24/15	12/28/2015	02/23/2016
Division 21	Southampton	01/17/15	01/17/16	01/17/2016	
Division 21	Washington Crossing-Yardley	12/01/15			
Division 22	Baltimore Pike, Delaware County				
Division 22	Chester				
Division 22	Kennett Square	01/05/16	01/05/16		
Division 22	Main Line (The)	01/13/16	01/13/16		
Division 22	Phoenixville	11/04/15	12/08/15	01/04/2016	03/07/2016
Division 22	University City, Philadelphia				
Division 22	Upper Main Line (The), Wayne	01/11/16	01/11/16		03/14/2016
Division 22	West Chester				
173 Clubs					

Trustee Home Club													
Lt Gov Home Club													

## Young Children Priority One – April Report

1. I presented at Midwinter convention. Topic was “Books Books and More Books”. Presenting the idea that not all books are worthy of Kiwanis purchasing, how to select books, how to do a read aloud
2. I presented at several spring regional events.
  - a. Region 4
  - b. Region 5
3. A “Kindergarten Here I Come” calendar and letter of explanation has been sent to all superintendents of schools in Greene, Cameron, Potter, Bedford, Fulton, Wayne, and Pike counties. I have commitments from a district in each county already interested in having these calendars for their Kindergarten registration for next school year.
4. I will be attending the Early Learning Investment Commission Summit later this April representing Kiwanis.
5. I attending the United Way Early Learning Symposium Luncheon and have been appointed to the Education Birth-12 grade Initiates Committee.
6. I have been speaking with “Reach Out and Read” in order to gain information to easily spread to the other clubs in PA.

I am excited about PA Kiwanis forging ahead with continued strength in the area of Young Children Priority One. I am excited by the enthusiasm of the many clubs I have been able to be in contact and look forward to making contacts with the many other clubs.

Young Children Priority One Chair  
Emily Reed





# PA Kiwanis Convention 2016

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## District Convention Committee Report to the District Board April 8, 2016

Our Pennsylvania Kiwanis 2016 District Convention Committee has been hard at work planning the 2016 District Convention which will be held in the Electric City, Scranton from August 11-14, 2016. The site will be the Hilton Scranton & Conference Center 100 Adams Avenue, Scranton, Pa. 18503.

The Committee was recently notified that the promoters for the Scranton Jazz Festival have decided to hold the festival a week earlier due to a scheduling conflict with another venue nearby. The committee will be meeting soon to come up with some alternate plans for Friday evening during the convention. Stay tuned for updates.

The convention packet will be coming out soon with all of the information about how to support the convention through sponsorships and program booklet ads.

Our next meeting is scheduled for April 19<sup>th</sup> at 6 PM at the Scranton Public Library, 500 Vine Street, Scranton, Pa. 18509. Please feel free to join us if you are in the area.

### **Fundraising:**

- Trumpet; \$5,000+
- Clarinet: \$2500 - \$4,999
- Saxophone: \$1000 - \$2499
- Blue Guitar: \$500 - \$999.00
- Piano: \$100 - \$499
- Electric City Blinkies - \$25.00

### **Schedule of Events:**

Thursday August 11<sup>th</sup> - Large scale service projects at The NEPA Children's Advocacy Center and The Ronald McDonalds House.

Evening welcome picnic at PNC Field Home of the New York Yankees  
Triple A Baseball where we will see the Scranton Wilkes-Barre RailRiders  
take on the Lehigh Valley Iron Pigs.

Friday August 12<sup>th</sup> – Early Childhood Development Summit  
Heroes In-Service & SLP Luncheon  
Night on the town with discount Jazz Festival Tickets

Saturday August 13<sup>th</sup> – Early Learning Walk  
Blood Drive  
Afternoon Shopping Spree (the shops will donate a portion of the sales)  
Governors Banquet and Installation

Sunday August 14<sup>th</sup> – Farewell Breakfast

**Keynote Speakers:**

John Schertzer, Chief Programming Officer Kiwanis International

The committee has been meeting regularly and will continue to meet monthly from now until  
convention. Our goal is to provide an entertaining and educational experience to all attendees.

Yours in service,

Michael Coolbaugh – Wyoming Area  
Mary Anne Maloney-Evans – Scranton  
Convention Co-Chairs



# Kiwanis<sup>®</sup>

## International Foundation

International Foundation Report to the District Board  
April 16, 2016

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

I am very happy to report that the Kiwanis Club of Dillsburg Area received a \$10,000 grant from the Kiwanis International Foundation for their upcoming community playground build. 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 \$10,033 to the Children's Fund. Our goal by September 30 is \$26,397.

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 3/31) include: Erie, McKeesport-White Oak, Dalmatia, Shamokin, Tunkhannock, New Holland, Norlanco-Rheems, Lititz Area

Silver clubs for 2015-16 (as of 3/31) include: Danville, Lewisburg

Gold clubs for 2015-16 (as of 3/31) include: Montrose Area

For more information on Foundation programs, visit [www.kiwanis.org/foundation](http://www.kiwanis.org/foundation).

If I can be of any assistance, please do not hesitate to contact me at [benosterhout@pakiwanis.org](mailto:benosterhout@pakiwanis.org).

Ben Osterhout  
Trustee, Kiwanis International Foundation  
Pennsylvania District Chair

April 16, 2016

## Key Leader Committee Report to District Board

The dates and locations for our 2016 Key Leader events are as follows:

**Camp Conrad Weiser (Wernersville, PA) April 22-24, 2016**  
**Camp Allegheny (Stoysville, PA) May 13-15, 2016**

**Cost: \$175 per student or \$150 for Key Club/Builders Club members**

Registration is completed online at [www.key-leader.org](http://www.key-leader.org) and will close when each camp reaches 80 participants.

### Registration Update (As of 4/8/16)

Since the last board meeting, our focus has been on promoting the Key Leader program. Our goal is to have 160 student participants this year.

**Camp Conrad Weiser (Wernersville, PA) 80 students, waitlist 12 students**  
**Camp Allegheny (Stoysville, PA) 23 students**

As you can see by the registration numbers above, we are still looking to register students for Camp Allegheny. As Board Members, I would ask that you please continue to promote the program to Kiwanis and Key Clubs across the District.

### Committee Activity

Here's a brief overview of the ways that Key Leader has been promoted during the past several months:

#### Kiwanis

- Kiwanis District Mailing
- Presentation at all Fall Regional Meetings
- Presentation at Midwinter
- Exhibit Table at Midwinter
- Email or conversation with all clubs that have provided scholarships in the past confirming that they are willing to provide scholarships and actively recruiting students.
- Emails and conversations with 35 strong SLP supporting clubs in Western PA asking for them to offer scholarships to Camp Allegheny.
- Email Save the Date (KL Supports, District Board, Club Presidents/Secretaries)
- Email Registration Open (KL Supports, District Board, Club Presidents/Secretaries)
- Email to all clubs within 100 mile radius of Camp Allegheny asking for support (sent by KI)
- Email Promoting Camp Allegheny
- Promoted on FB/Instagram

## Key Club

- Key Club District Mailing
- Presentation at Key Club District Convention
- Workshop at Key Club District Convention
- Service Fair Table at District Convention
- If a student expresses interest but is unable to pay registration fee, email or call is made to sponsoring Kiwanis club (or other Kiwanis club in the area) asking for financial support.
- Email Save the Date (Advisors)
- Email Registration Open (Advisors)
- Email to Prior Year attendees encouraging them to apply to be student facilitators (sent by KI)
- Email to WV Key Club District Administrator asking for them to share the opportunity with their clubs.
- Promoted on FB/Instagram

Respectfully submitted,

*Key Leader Team*

PA District Kiwanis International Report for:

Sponsored Organization or Program: Aktion Club

Administrator: Luida Shearer

Report Date: April 4, 2016

Report Period Covered: from 1-14-16 to 4-4-16

Administrator's goals, objectives and outcomes in the administrative or program year:  
# Active Clubs 20 # Inactive Clubs 5 # suspended 2 Membership 448 as of 3-16-16

Administrator's activities since last report:

- Entertainment has been secured for the afternoon program as well as the evening activities. The 20<sup>th</sup> Pa. District Aktion Club convention is going to be a big celebration of what our clubs have accomplished since our convention began in 1997. The funding support from the District Foundation will play a large part in making our celebration successful.

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:

As mentioned in the previous report we only had 199 members and many clubs' dues had not been paid. That is not unusual in January and we indicated dues would be trickling in. That is the case. We now stand at 20 dues-paid clubs, 5 inactive and 2 suspended with a total membership of 448. The 5 inactive clubs are those who ceased operations in the last year all of which have been reported to Kiwanis International but those clubs continue to be listed on the reports. They will be shown as suspended when the dues are not paid this fall. The 2 clubs shown as suspended on the report became suspended in the same manner.

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

For your information District Administrator records and files will be exchanged at the 2016 Aktion Club convention. This will make the transfer work smoothly and will ensure there is no disruption in service to our members. Until then we will all work hard to make the Pennsylvania District Aktion Clubs the best in Kiwanis International.

The decision to step down as District Aktion Administrator was not easy to make but as time went on it became more and more clear the time was right. With Darlene as Co-Administrator we will have a seamless transfer of responsibility and our members will continue to be a cohesive group of Aktion Clubbers. It has been an honor to serve as Aktion Club District Administrator in Pennsylvania since 2000 and I appreciate the opportunity to do so. My heart will always be with our members and those with disabilities.

Our district convention is an important event for our members and it is my hope that it will continue in some form. Location is a big factor in attendance knowing that clubs in the west are unable to travel to the east and vice versa; thus it has been held in Altoona since it is in the center of the state. Costs have been kept to a minimum due in large part to the generosity of Barry Halbritter allowing us to use Laurel Lodge without charge for our weekend convention.

Important Events/Dates with description:

- Each year the Crawford County Aktion Club holds a Prayer Breakfast. This year it is being held on April 27 and we plan to attend as usual. Kiwanis clubs from the area are invited as well and it becomes a division interclub.

Assessment of District Officers:



## PA District of Kiwanis International Report

Service Leadership Program: Builders Club  
Administrator: Tiffany Callaio  
Report Date: **4/08/16**  
Report Period Covered: **January to April**

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

# Active Clubs = 60  
# Suspended Clubs = 0  
# Inactive Clubs = 15  
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 1407 members reported.

Administrator's activities since last report: Have sent out emails to the faculty advisor's and Kiwanis advisors to make sure my database is up to date. Sent out emails about key leader. Sent out a winter newsletter. Emailed the Kiwanis advisors about making sure the secretaries of their clubs have marked down that they have the pa background check. Also drafted a letter, with help from Phil Weber, about the new change in the background check with Kiwanis advisors that will be changing Oct 2016. Emailed advisors about the contests.

I also put out an email to all presidents and secretaries in asking them to grow Builders Clubs in the districts that they serve. I would like to have 5 more clubs open this year.

Committee Members: Amy Casagrande and Keith Smith

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

Concerns/issues: I have been promoting the contests that Kiwanis International does for Builders Club all year. They were due on April 1<sup>st</sup> and only 2 clubs participated. I would love to get more clubs to do this. Any suggestions on how we can go about this?

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: We have opened 1 more club. Williamsport Area School District. There are also other clubs hopefully that will open in the next few months.

## PA District of Kiwanis International Report

Service Leadership Program: Circle K  
Administrator: Kelly Shaup  
Report Date: **April 11, 2016**  
Report Period Covered: **January 2016 – March 2016**

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

**End of the 2015-2016 Administration year Goal status:**

Completed:  
Revisited the calendar and established a more student friendly version and redid the leadership schedule.  
District Officer Training (DOT) and District Officer Training Plus (DOT+) redone  
Officer transition was evaluated  
Created new versions of service level agreements  
Standardized District Mailings  
Increased non-dues income for the district

Still in progress:

Work to have all elected positions filled by end of District Convention.  
Increasing Kiwanis presence at CKI events  
Increasing CKI presence at Kiwanis and other K-family events.

**Goals for the 2016-2017 Administration year.**

Collection of Membership Develop and Education materials from clubs  
DOT and DOT+ updated with last year's feedback  
Start a Historical compilation of the district  
Establish new club building standards  
Creating a new online Monthly Report Form  
Revise Faculty and Kiwanis Advisors resources  
Evaluate and create a danger/warning signs for clubs based on dues status

# Active Clubs = 26 Active  
# Suspended Clubs = 3  
# Inactive Clubs = 5  
Membership # 700 as of 4/6/16

Administrator's activities since last report:

Major Highlights;  
February 26<sup>th</sup>-28<sup>th</sup> – Kiwanis Midwinter Convention  
March 4<sup>th</sup>-6<sup>th</sup>– PAK District Convention  
March 11<sup>th</sup> – 13<sup>th</sup>: Key Club Convention

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)

Comments regarding committee:

The Kiwanis Committee is looking for assistance. I am confident in the abilities and skill set of the team. 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.

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

There are no items that require District Board action. News was released that Leadership Academy is being placed on hold for the next two years. The quickest description of Leadership Academy is Key Leader for CKI that lasts a week.

2016 District Convention was a mixed bag when it comes to results. The weekend caught many of the campuses on spring break. Many of the school's with high convention attendance did not send their normal delegations. However, the newest district project launch was a big success, We also had guest students from two campus that are in the process of chartering. While picking a date that is good for all schools is nearly impossible, we do not anticipate so many schools at the same time.

Important Events/Dates with description:

District Officer Training April 29-May 1

Rest of Calendar will be completed at the District Officer Training

Assessment of District Officers:

The newly elected district board contains 2 returning officers. All executive board officers have been filled. Only one of six LTGs were filled at convention with one application received for appointment. The board has been preparing for their year and a full evaluation should be ready after District Officer Training.

Current Openings:

LTGs for Black Diamond, Colonial, Keystone, Liberty, and Snowbelt  
All Chairs

All Chairs are typically vacant as the application process is currently going on for the new administration year.

**Respectfully Submitted:**  
**Kelly Shaup**

## PA District of Kiwanis International Report

Service Leadership Program: **KEY CLUB**

Administrator: **BOB ORLANDO**

Report Date: **April 8, 2016**

Report Period Covered: **JANUARY 23 ~ April 8, 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 = **148**

# Suspended Clubs = **17**

# Inactive Clubs = **22**

Membership # **10,645** as of April 6, 2016

Administrator's activities since last report:  
**District Convention, March 10 – 13, 2016**

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):

**Liberty Key Club – Kiwanis Sponsor: Lehigh Valley Industrial Park Club:**  
Communications challenges exist between school and Kiwanis club as well as district board. Looking into solutions.

**Wilson High School Key Club – Kiwanis Sponsor: Greater Reading Berks County:**  
School administration attempting to convert Key Club to a Leo Club. Kiwanis members are reaching out to local Lion's club president to discuss situation. Meeting at school also scheduled for April 13 with administration. I have contacted Lion's International and informed them of this situation. They will be looking into this as well with the local Lion's club.

Important Events/Dates with description:

**International Convention, Atlanta GA**  
July 5 ~ July 12  
Details attached

**2016 - 2017 Meeting Schedule**

**Board trainer / Spring Meeting**  
Dates: Friday April 15 - Sunday April 17  
Arrival Time: Later afternoon, no later than 5 pm.  
Departure Time: Approx. 12 noon  
Location: God's Mountain Retreat Waymart, PA

**Summer Meeting**  
Dates: Saturday July 23 - Sunday July 24  
Arrival Time: Between 10 am - 10:30 am  
Departure Time: Approx. 12 noon  
Location: Red Lion Hotel, 4751 Lindle Road, Harrisburg

**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:

The new board is meeting for the first time this weekend for their trainer. However, the three executive officers have all been on the board last year and our new governor, Morgan Coolbaugh has been on for two years already. We also have several returning LTG's. I anticipate this to be a strong advantage not only for those individuals but for the new members coming in this year.

Additional information/comments:

I would be remiss if I didn't take the opportunity to express a bit of disappointment with the change of schedule for this weekend. We have been using this training weekend as an opportunity to hold a joint meeting location between the Key Club board and the Kiwanis board. Our Key Club program has been working hard these last few years to strengthen the bonds between our two organizations. They have converted their Youth Serves Youth (YSY) to Early Childhood Education and are looking to make it a permanent program. They have worked hard to reassign sponsoring Kiwanis clubs to Key Clubs who have become orphaned due to Kiwanis clubs surrendering their charter. They have even been reaching out to Kiwanis clubs to offer assistance with membership recruitment. There are two situations right now where Key Club has been a driving force to build a new Kiwanis Club here in PA. The decision to change the Kiwanis board meeting back to Harrisburg out of travel convenience was disappointing. And while it was not shared with the students, several have asked why Kiwanis was not going to be around this weekend.

I don't want this to be a bone of contention. I put it out there only to show that there has been considerable effort to support Kiwanis on behalf of Key Club. I would hope future meeting opportunities take these factors into consideration.

## PA District of Kiwanis International Report

Service Leadership Program: **K-Kids**

Administrator: **Kady Blass**

Report Date: **April 2016**

Report Period Covered: **January 12, 2016-April 5, 2016**

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

### **January's Immediate Goals with outcomes:**

- 1) Communicate concerns from PA advisors to Kiwanis International and report back results to those advisors. *I have had some really good conversations with KI about concerns various advisors from PA brought to my attention. We've been discussing having options for club members instead of pins (which can't be handed out in some schools) and also utilizing the BUG program in schools where letter grades are no longer used.*
- 2) Assist and encourage clubs with the awards process. *So far we've only had one club submit an award entry and I'm working with KI to see that it gets processed properly.*
- 3) Conduct the first Advisor Roundtable and evaluate the whole experience (chat room used, questions asked, format, time/date, pros/cons) *This was not a success- I did not have any advisors check in at the roundtable so at this point I'm assuming it isn't something advisors are finding necessary. It appears they prefer to just read my monthly updates and email with questions when they have them.*

### **April's Immediate Goals:**

- 1) Follow through with club building progress at Pottsville and Newport School District
- 2) Attend SLP Administrator Meeting in May and develop ideas for growth and/or improvement
- 3) Reevaluate goals for the year and reset for next report

### **Goals for the year and current progress:**

- 1) Develop and recruit a functioning and active committee in conjunction with Builder's Club to assist with outreach in each region. *This has not been a priority for me at this point- I barely have any issues/questions for myself to handle yet alone enough to utilize a committee. At this point I think K-Kids is pretty well set but this is something I will continue to think about and work on.*
- 2) Maintain regular communication with advisors to achieve best results: *I have continued my monthly email communications with advisors and also followed through with any emails sent to me from advisors in a very timely fashion.*
- 3) Be present and available with information for Kiwanis clubs and schools interested in starting a K-Kids: *I have been in communication with Pottsville and also had a new contact for a potential K-Kids in Newport School District.*



# Active Clubs = 57  
# Suspended Clubs = 0  
# Inactive Clubs = 14  
Membership # 1149 as of April 5, 2016

Administrator's activities since last report:

- Distributed monthly communications to all K-Kids Advisors
- Attempted an online advisor roundtable discussion
- Communicated with KI in regards to some concerns from PA Advisors
- Contacted contacts for potential new K-Kids

Committee Members:

- Tiffany and I have gathered 3 different names showing interest in being on our joint K-Kids/Builders committee.

Keith Smith (Region 2)

Emily Reed (Region 5)

Amy Casagrande (Region 6)

Nothing formal has been done in regards to the committee at this point.

Comments regarding committee:

- None at this point. This will be a work in progress for a while.

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:

Additional information/comments:



# April Board of Trustee Report



Trustee Name Judy Janes Region I  
 Lieutenant Governors Kathy Durner Division 1  
Bruce Peterson Division 2

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

Strengths of Regional Meeting:  
 Both Divisions are well represented

What would you do differently next time?  
 No change

Have you started planning for Club Leadership Education? No, just reminded LTG's to remind clubs that the Annual Meetings and officer elections are to be held before May 15 according to the bylaws.

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) Cochranon

Which clubs are being counseled in your Region, by whom? Meadville by Roger and Judy Janes

Describe other contact and communications with the Formula Team  
 Communication with Cathy Szymanski regarding Cochranon.

Describe communications w/the LTGs in your Region, strengths, weaknesses and concerns in each Division  
 Extensive searches for new LTG's unsuccessful. Both Kathy Durner and Bruce Peterson will serve 3<sup>rd</sup> term.

Are there any Early Learning events being scheduled in your area? Are there strong clubs that should be contacted to set up an event?  
 Meadville Satellite Club focuses on ECL. Celebration of Healthy Child event scheduled for May 13. Over 300 guides distributed to school districts for Kindergarten registration.

How are clubs/SLPs participating in Mile of Dimes?  
 Clubs are collecting; however, Key Clubs have at least two other fund raising projects, which are approved by the Key Club Board.

Do you think the current distribution of clubs in each Division in your Region is accurate? Do you see any needs for redivisioning? No changes needed at this time.



April Board of Trustee Report



Trustee Name Keith Smith Region 2

Lieutenant Governors Debbie Whitfield Division 5

John Mazurowski Division 6

Divisions 4 & 8 No One Division         

Did you or are you having a Spring Regional? If so when? Our Spring Regional is scheduled for May 7, 2016

Strengths of Regional Meeting: N/A

What would you do differently next time? N / A

Have you started planning for Club Leadership Education? No, but will get with John Mazurowski incoming Trustee and we will schedule. Since we have had low turnouts in the past, we have tried to incorporate our CLE training with our Fall Regional meeting.

Date picked if applicable:

Which New Clubs are actively being worked on in your Region? None

Which clubs are being counseled in your Region, by whom? Kittaning – John Mazurowski, Penn Hills, McKesport/White Oak, Baldwin, Greensburg. Allegheny North – Keith Smith, Washington – Debbie Whitfield

Describe other contact and communications with the Formula Team; Just teleconferences

Describe communications w/the LTGs in your Region, strengths, weaknesses and concerns in each Division John, Debbie and I talk about once a month. We have no help from Division 4 & 8, Debbie is working well with the Washington Club and they are trying to grow, Allegheny North is having issues with getting new members, Squirrell Hill is Squirrell Hill, Greensburg/Sheraden are still the powerhouses in the Region; Pittsburgh Club says the want to grow but nothing ever seems to happen; harmony & Mars?; Sewickley is out there but have very little discussion with them even though I offer;

Are there any Early Learning events being scheduled in your area? Are there strong clubs that should be contacted to set up an event? No & ????

How are clubs/SLPs participating in Mile of Dimes? It doesn't appear that many clubs are but we will see at the Spring Regional. SLP's???

Do you think the current distribution of clubs in each Division in your Region is accurate? Do you see any needs for redivisioning? I will talk with John Mazurowski on this as he will be the one tasked with this.



# April 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, April 23, at Laurel Lodge, Altoona

Strengths of Regional Meeting:

What would you do differently next time?

Have you started planning for Club Leadership Education? Yes, we will be doing this at our Spring Meeting.

I know this is early, but it was the best choice for us. New officers for next year may not yet be chosen, but many will be continuing. The Lt. Govs felt strongly about doing this.

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 at this point, though Bedford is still on the plate. We haven't yet found a counselor for a new club there.

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

I have worked with Clearfield and Nittany Clubs and I know Cathy Szymansky was doing a program in Div. 10. Nittany Club in State College has taken in 4 new members since January!

Describe other contact and communications with the Formula Team - I'm it! Recruiting for the Formula Team in this region has resulted in no interest at all, so far.

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

I have been in best communication with Lt. Govs this year since I took on this position. Division 10 continues to have leadership issues, but I am pleased with the efforts of Kevin Fondelier to work on this, and he will continue as Lt. Gov. next year. Roger Cartright has done a good job visiting his clubs and trying to move them along. He will also continue as Lt. Gov. This is a difficult division to motivate as well. Phyllis Palm is doing very well in 11E. 11E has always been strong as a division, though some individual clubs are floundering a bit. She has offered help and they have not really responded.

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

State College Nittany Club has really focused on Early Learning. There is a lot happening in State College area. Our local early learning folks are becoming members of the club, and inviting them to participate in local events being planned. I think there should be some interest especially in Johnstown area, but clubs there seem to be struggling with their own concerns right now.

How are clubs/SLPs participating in Mile of Dimes?

Do you think the current distribution of clubs in each Division in your Region is accurate? Do you see any needs for redivisioning?

Basically, yes.





# April Board of Trustee Report



Trustee Name Ann Moffitt Region V

Lieutenant Governors George Marguglio Division 13S

Stephanie Stamatopoulos Division 16

open Division \_\_\_\_\_

Strengths of Regional Meeting: Pretty good attendance, good sharing, nice updates, some activities, Governor attended as did Governor-elect and Governor candidate giving all a chance to get to know them better.

What would you do differently next time? Would like more time to be together. We had to find this time because everyone was so busy. Will try again for Saturday morning. Will schedule in Division 13South

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)

Not active enough for my part. Would like to get started on one in East Shore of Harrisburg area. There has been discussion about south of York and also Perry County. These are 13N.

Columbia Club in 16 has been postponed. Working on another, however allot of effort is being done in Phila area right now which will teach our leaders And perhaps those skills can be transferred to Region V.

No new clubs scheduled for 13S

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

13S Greencastle-Antrim was counseled by Governor Raub, and visited by Lt. Gov and me and to no avail. Unless it gets resurrected by a new leadership group it is closing.

13N East Shore Harrisburg Club has closed. A few of the members are willing to join a new venture. We need to get moving on this.

Clubs of west shore are being pulled together to discuss affiliation options and joint meeting to increase speaker opportunities, do joint projects and get more members. William Brandamore is leading this charge. All three clubs need to get more members and be more involved in Kiwanis beyond their club. There is willingness to work together.

Bill and I disagree that it should be one club. We have far too many youth leadership clubs to put in one club. This in either case will only work if all are willing to get working on membership and service.

I hear a rumor that Region V is going to do a member blitz but I have not been contacted about it. I am presently President of Red Land Fairview Township Club and Trustee?

16 is doing very well. Lancaster needs some support to get more members and more service. They have been very successful in supporting the eliminate project but need assistance. I am going to visit with the President and see how we might assist. Stephanie is doing a fine job of information sharing and encouragement in the division.

### Education Activities:

I am encouraging clubs to get their officers elected and reported to District asap.

I shared the date for Lt. Gov. training at Region V meeting and encouraged online training

### Region support of Youth:

We have many key clubs in the Region and their affiliate clubs are fairly active in support of them and do in most Cases participate in their projects. 13N East Shore Club Key Clubs are not being served at this time and need some nurturing, we should start with the superintendent again and education the school of the benefits.

Hershey/Hummelstown is very strong in support of all their youth leadership clubs. Kuddos!

Most other clubs are doing a good job in this area. Gettysburg just had a great community talent show with their Key Club.

### What should the Board be aware of?

In 16 things are going well for the most part. There is strong leadership in many clubs with folks being very experienced in Kiwanis leadership. There are a few clubs that still will not participate beyond their community however they do good service and youth work.

In 13 North there are several clubs that are very small and several who won't step out of their community. All of them do in fact support their youth and do great community service.

We need members and excitement throughout and need to build a new east shore club.

In 13 South I recommend we get co Lt Governors. The distance is very far for one to cover and they need more broader Kiwanis energy. Membership is holding except for Greencastle.

P50A

Lt. Governors for 2016-17

George would like to continue in 13S

We are looking of 13 N, we do have a potential candidate for co Lt. Governor

And I think they have a candidate they are discussing it with for 16. It is not definite yet.

Describe other contact and communications with the Formula Team

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

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?

Do you think the current distribution of clubs in each Division in your Region is accurate? Do you see any needs for redivisioning?

It is fine! However as stated above I think Co-Lt. Gov would be good for 13N because of the distances.

P50B



## April 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? Unable to schedule with available dates of LTG's

Strengths of Regional Meeting: N/A

What would you do differently next time?

Have you started planning for Club Leadership Education? Will be reaching out to the LTG's in the upcoming weeks to schedule Club Leadership Education in the region. Planning on holding two sessions to give more officers a chance to be trained.

Date picked if applicable:

Which New Clubs are actively being worked on in your Region? I have made initial contact with residents of the Old Forge/ Taylor area in Lackawanna County. I will be forming a team to hold an informational meeting after the Philly Blitz

Which clubs are being counseled in your Region, by whom? In Division 17 Walt Howell is in constant contact with the clubs assisting them any way that he can. In Division 15 Bob Orlando has reached out to some of the clubs to offer his assistance but no one has contacted him with any questions or concerns.

Describe other contact and communications with the Formula Team. As a Formula Team member I am in constant contact with members of the team. I will be assisting with the Philly Blitz at the end of April.

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

Are there any Early Learning events being scheduled in your area? No events 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? Most of the clubs in the Region are participating in the program. Some are taking up collections at meetings from members present or through collections in their communities.

Do you think the current distribution of clubs in each Division in your Region is accurate? I don't have an opinion on this but, I do feel that we should take a look at merging some of the clubs together in the future.

Do you see any needs for redivisioning? No.





# April Board of Trustee Report



Trustee Name Kate Feryo Region 7

Lieutenant Governors Karen Sears & Bonnie Houpt Division 19

Joe Wilson Division 21

Sarah Zulueta Division 22

Did you or are you having a Spring Regional? If so when? It's scheduled for May 13<sup>th</sup> 6-9pm at Dave & Busters in Plymouth Meeting (see attached)

Strengths of Regional Meeting: sharing of information, trying something new this year with a social/fun/ evening focus. Hoping to celebrate some successes of the Philly "Blitz" NCO. Spread the word that Kiwanis can be fun - ha! We're trying a mix of info, sharing, and casual.

Tentative Schedule:

6:00-6:30 Division Council (guests/ spouses can just have cocktails)

6:35 formal welcome, opening, guests, etc

6:40-7:40 dinner

7:30-7:45 announcements, new club recognition etc.

7:45- 8:00 Kay's speech

8:05-8:15 Ben - Stop Hunger now

8:20-8:30 Mile of Dimes Update/ sharing / Gov Remarks

8:30-9:00 free time/ social

What would you do differently next time? We're going to try something very different this time!!

Have you started planning for Club Leadership Education? Talked briefly with Joe about a July date, but nothing finalized. Bee bit preoccupied with NCO stuff for April.

Date picked if applicable:

Which New Clubs are actively being worked on in your Region? Hmmmm... Chesterbrook, Central Bucks, Ridley Park, North Philly, South Philly, Conshocken/Plymouth (please note date of next meeting and potential organizational meeting date with each club) – TBD, lots happening and we have about 3-4 possible following ups after May. (Olney, Marcus Hook, Collegeville, etc.)

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

Describe other contact and communications with the Formula Team.... Concerns regarding WC and combining efforts with strengthening that plus opening a new club in Downingtown with support.

Describe communications w/the LTGs in your Region, strengths, weaknesses and concerns in each Division: Conference calls, emails, everyone team players and supportive. Div. 21 & 22 seem to have more activity. Struggling to find leaders to step up in Div. 19.

Are there any Early Learning events being scheduled in your area? Are there strong clubs that should be contacted to set up an event? Nothing specific I can think of. Phoenixville did a great project with the hospital and new mothers which falls under YCP1. "Project Comfort" raised over \$3,000 for neonatal comfort bags to mothers in NICU.

How are clubs/SLPs participating in Mile of Dimes? Doing well, good activity.

Do you think the current distribution of clubs in each Division in your Region is accurate? Do you see any needs for redivisioning? Wow! Tough question. Lots happening in Region VII that may need some analysis. There are 5 counties included in Region 7. Currently Division 19 only has 6 clubs, Div 21 has 10 all with more members, Div. 22 has technically 8 with low numbers and Chester is a mystery.

CURRENT:

Division 19

Ambler, Lansdale, Upper Bucks, Boyertown, Norriton Circle, Pottstown

Division 21

Bensalem, Hatboro-Horsham, Old York Road, Washington Crossing, Council Rock, Jenkintown, Phil-Mont, Glenside, Levittown-Briston, Southhampton

Division 22

Baltimore Pike, Main Line, Upper Main Line, Chester, Phoenixville, West Chester, Kennett, University City

Perhaps something to consider grouping:

- 1) Chester & Delaware County with parts of South Phila
- 2) Montgomery County with parts of Central Phila
- 3) Bucks County w/ parts of North Phila

# Region VII – PA District Kiwanis International Spring Conference



## Celebrate, Share, and Engage

Where: Dave & Busters- Plymouth Meeting

500 W. Germantown Pike Ste. 2195 Plymouth Meeting, PA 19462

When: Friday May 13<sup>th</sup> 6-9pm

Divisions

19, 21,  
and 22

Get some updated news about what's happening in our Region. Hear the lovely & inspiring Kay Hollinger, from the Norriton Circle club describe the "vowels of Kiwanis". Hear about "Stop Hunger Now". Share your passion for supporting Early Learning Efforts in PA.

Let's gather together to celebrate the successful Philadelphia New Club Opening Event. Guests/Families welcome.



Bring your most recent collections to turn over to Gov. Jen. We're a little over a 1/2 mile. Do you think we'll hit the 1 mile mark before August's District Convention? Positive Thinking... keep it coming!

**Cost: \$33 dollars per person (includes tax & tip)**

**Includes:** Mixed Greens Salad with Balsamic Vinaigrette, Souvlaki Grilled Chicken, Steak Skewers, Grilled Vegetables, Roasted Red Pepper Hummus, Greek Yogurt, Feta Cheese, Assorted Sandwich Condiments, Dinner Rolls and Pita Bread, Unlimited Soda, Coffee, & Tea.

Cash Bar with Server for our event

Private Room with wifi ("City View" room)

510 POWER Play card – use it any time in any location (or donate to your club)

RSVP: no later than May 1<sup>st</sup>

Checks made payable to "Kiwanis"

Send to: Kate Ferry, 1156 Lake Drive, West Chester PA 19382

Feel free to contact me with any questions:  
610-324-8762 or [daisybug15@gmail.com](mailto:daisybug15@gmail.com)

### News/ Reminders:



Announcements about club events & projects welcome!



Thank you, Thank you, Thank you... for your efforts & achievements in making Region 7 even more amazing!



How are you doing with supporting your SLP programs? Did you know that Key Club adopted "Mile of Dimes" as their YSY (Youth Service Youth) Project?

### Upcoming Events:

**International Convention –  
Toronto, Canada June 23-26**

**District Convention –  
Scranton, PA August 11-14**

**Club Officer CLE - July 2016**

**Executive Director's Report – April 16, 2016**

1. In case you did not know, Circle K has taken on Early Childhood Development and Learning as its District project. That means Kiwanis, Circle K and Key Club are all focused on the same area of service and emphasis.
2. From the point of view of cash, the Key Club District and the Circle K District are in a stronger position than any time in recent years. This is due primarily to structural changes made in the operating budget of each organization and support of the Pennsylvania Kiwanis Foundation.
3. I am concerned about the future viability of a standalone Circle K District convention in its present format. There are various factors but they all come down to financial viability and hotel contracts. Unless a significant increase occurs in attendance in the next year or two, it may be necessary to hold the Circle K Convention at the same time and location as the Key Club Convention or the Kiwanis Midwinter and/or change the format of the convention to shorten its length. Probably the best fit, if this is necessary, would be the Kiwanis Midwinter Conference.
4. We need all board members to promote and support the District Super Raffle, District Convention Sponsorships and District Convention Program Ads. It is vitally important you do so. I am buying an ad and I am asking both clubs I belong to buy an ad and a Super Raffle ticket. I am asking all board members to join me in that regard and as well as asking your home clubs to do the same.
5. I am concerned that there is some disconnect between decisions being made by the Kiwanis International Board and Staff and what is actually taking place out here in districts, divisions and clubs. Kiwanis International keeps asking us to appoint people to positions they are creating or telling us we need to create when we don't have enough effective people to fill all the important positions we presently have and when some of the positions they want us to create are not necessary. I'm sure that they'll tell you that this is all under the guise of the I-Plan. However perhaps some reality needs to be interjected into that effort and modification made where necessary. Perhaps it is time for some pushback and discussion on this issue.

I am, also, including my travel/calendar and schedule for January, February and March. I have heard some expression that in the past board members could not read everything as things got "cut off". Hopefully, this new format addresses that concern. However if at any time anyone has any concern or question about an event or a day, feel free to ask.

As always, feel free to write or call any time your need assistance, have questions or concerns.

Thank you for all each of you do for Kiwanis.

Respectfully submitted,

Kevin E. Thomas  
Executive Director

# AOL Calendar.

## January 2016

	Sun 28	Mon 29	Tue 30	Wed 31	Thu 1	Fri 2	Sat
27	off	vacation	vacation	Vacation	Holiday	off	
3	4	5	6	7	8	9	
off	Comp day	Comp day		6pm Club meeting y...		Key Club District Boa...	Key Club
10	11	12	13	14	15	16	
Key Club District Boa...	6:05pm Easy Norrito...	7am Satellite meeting		District Secretary Me...	District Secretary Me...	District Secretary Me...	
17	18	19	20	21	22	23	
District Secretary Me...	8pm Formula Call	7pm East Shore	6pm 2016 Conventio...	12pm Harrisburg Kiw..			
24	25	26	27	28	29	30	
				10:30am Call			
				12pm Dentist			

# Aol Calendar.

## February 2016

31	Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat
				11:45am Easton Kiw...			Board Meeting

7	8	9	10	11	12	13	
	8:15pm Region 6 Me...	4pm Region 1 Call	8pm Region 2 Call	8:30pm Region 5 Call	1pm Region 4 Meeting		
		8pm Conference Cal...	8pm Conference Cal...		3pm Region 3 Call		

14	15	16	17	18	19	20	
	9pm Formula Call	6pm Upper Allen	11am Toftrees Call				
		9pm Formula Call					

21	22	23	24	25	26	27	
					Kiwanis Midwinter	Kiwanis Midwinter	

28	29	1	2	3	4	5	
Kiwanis Midwinter				Circle K Convention	Circle K Convention	Circle K Convention	Circle K Convention

# AOL Calendar.

## March 2016

	Sun 29	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat
	Kiwanis Midwinter			Circle K Convention	Circle K Convention	Circle K Convention	Circle K Convention
6	7	8	9	10	11	12	
	Circle K Convention			Key Club Convention	Key Club Convention	Key Club Convention	
13	14	15	16	17	18	19	
	Key Club Convention off	10am Mary Hall 6pm Convention Mee..		12pm Kiwanis lunch...			
20	21	22	23	24	25	26	
	1:30pm Brad Leeman 9pm Formula call	8:30pm   plan confer...	6:30pm 2017 Conve...		Holiday		
27	28	29	30	31	1	2	
	Personal day				12pm Conference ca...	9am Kiwanis One D...	

# Kiwanis

Pennsylvania District / PAKiwanis.org



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

April 16, 2016

## Immediate Past Governor's Report to the District Board

As Immediate Past District Governor, I had more time to spend working on projects that need attention. Of course, I continue to enjoy representing the District wherever and whenever I can.

Since my last report, I continue to work with the Formula team as a Club Counselor in Division 13S. I worked side by side with Lieutenant Governor George Marguglio in attempting to help the Greencastle Antrim Club reach a suitable conclusion to their membership situation. While we both attempted to offer assistance to the club, there appears to be a general lack of interest in doing what is needed to strengthen their club and during the mid-winter conference, they were to meet to discuss turning in their charter. That meeting was cancelled and they have not met since, however, I was pleased to learn that the club has paid their current year dues and we are reaching back to see if their intention has changed. I have been in touch with other division clubs and requested the names of membership chairs be added to their club profiles on Kiwanisone.org. Several clubs offered up names with some to go. I am looking forward to participating in the Philly blitz later this month.

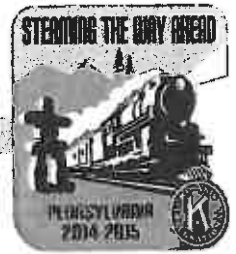
I have been able to work with my home clubs, lucky enough to sponsor three new members, complete a successful fund raising project with one club serving the project chair, and to try becoming more comfortable and more proficient in my appointed role as Club Secretary for another club. I was also honored to attend the charter presentation to the Donegal Middle School Builders Club sponsored by my home club, the Kiwanis Club of Norlanco Rheems.

As part of the Elizabethtown Club's fund raiser, I attended a meeting of the Carlisle Club. This Kiwanis Club along with Lititz, Selinsgrove and others graciously help Elizabethtown Kiwanis collect almost 5,800 pair of new and used shoes. This project was a project considered by the board as a district project earlier this year. The Michigan District is doing this as a district project and its one that we may wish to consider in the future. Considerable thought should be given to the logistics and the labor needed to prepare the shoes for shipment. The value to the District can be significant based on the number of shoes collected. The E-town club raised with lots of assistance from others over \$2,300 despite falling slightly below their goal.



# Kiwanis

Pennsylvania District / PAKiwanis.org



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

I was pleased to attend our District Mid-Winter meeting at the Nemacolin Woodlands resort. Congratulations to those in the District who put together an informative and fun Kiwanis weekend.

I continue to serve on the committee to review and propose a new employment agreement for our District Executive. We have met and there has been considerable continued discussion and dialogue about the agreement and the process for reaching an acceptable agreement to take affect October 1, 2016. Work on this committee continues.

I attended the PA Kiwanis Foundation board meeting and currently, as a member of the Scholarship Committee, working through the evaluation process of the various applications received for this year's scholarship awards.

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



*Kiwanis is a global organization of volunteers dedicated to*



*improving the world one child and one community at a time.*

# Kiwanis

Pennsylvania District



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

## **April 16, 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.

### Formula and District Growth

- Participated in the District and Pennsylvania Leadership with International support Formula conference calls
- Planning and discussions with Formula Chair Cathy Szymanski, Matt Wise, Trustee Kate, LTGs Sarah, Karen, Joe, and Bonnie for the Philly New Club Opening Blitz in Region 7
- Attended two Philly Blitz Meetings Informational meetings with all potential drivers, new club openers and club counselors
- Promised a \$100 incentive to the 1<sup>st</sup> 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
- Active New Club Opening
  - I have been communicating and supporting everyone opening a club for the Blitz
  - 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
- Active Club Counseling
  - I visited clubs to speak about the Blitz and offer Club Counseling support from the Formula Team:
    - Philmont
    - Boyertown
    - Washington Crossing Yardley
    - Jenkintown
    - Council Rock-Follow up information has been sent listing steps they would need to take to strengthen their club, the club seems to not want to take action
  - Offered Pottstown leadership to come speak to them as rumors have been that they are discussing turning in their charter
- 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 at every Club visit.

- Mile of Dimes: we are at 3/4 quarter of a mile. We will not stop at 1 mile! This really is taking off throughout the District, the support is tremendous!
- Met with Lt Gov Elect Tony Iannarelli to plan an Early Learning Event in May for the Philadelphia and Montgomery County preschools, Head Starts and Day Cares

### District Finances

- Tickets for Super Raffle 2016 were ready for Midwinter. Sales are much slower this year. We need to move forward and all support sales

### Midwinter

- Hosting Midwinter at a brand new place and recreating a 3 day format took time and dedication
- I worked closely with Kevin to make sure that every piece of the format would be smooth and beneficial
- Members commented that they like the Friday night format of a quick moving inspirational opening session and then the breakdown of teams that moved from room to room together, they wished they had had more time in each room, but took ideas from each
- Secured many new forums this year which also received positive comments, some people suggested that they had a hard time picking which one to attend
- Created the idea for the Shout Outs which was an extra financial plus for the overall budget. I believe it could be even more successful in the years to come as more people realize what it is and how it looks.
- Inspirational Speaker Kay Hollinger, charter President of Norriton Circle was the most talked about speech of the weekend. She will be speaking again at Region 7 on the same topic. Every member needed to hear what she had to say. I am sure that she would be willing to present on other topics in the future at other convention and conferences
- Thanks to Trustee's Keith Smith and Mike Coolbaugh (and their club members) for allowing the District to use their townhouse as part of the Hospitality suites as well as the many members that donated items to make this low cost
- Follow up email has gone out to all members who have attended, using Matt Wise's action plan as the basis for the communication, but also included the Inspirational video link, and the link to the review form

### Service Leadership Programs

- Attended Key Club District Convention, gave a welcome address and retired their District Officers at the end of the weekend
- Attended and participated in sessions at Circle K District Convention, as well as retired their District Officers
- One observation would be that we need to support both Key Club and Circle K equally. Key Club needs to have chaperones therefore there are many Kiwanians present throughout the weekend, the presence of our connection is very strong. At the Circle K convention there is very little Kiwanis support. Moving forward I think it is very important that we find ways to make the Kiwanis Connection at the Circle K convention, after all the next step is Kiwanis. If we are not there how do we expect them to want to come and join us!
- Some committee chairs took out an ad in one program and not the other, some took out ads in both
- In the future maybe we could have an all inclusive package for Kiwanis clubs that want to support all 3 items: Midwinter, Circle K and Key Club. A total value price to place an ad or be a sponsor. As well as an all inclusive price to attend each. This would take preplanning and communication to make it work.

- Since the Executive Director, Governor and Governor Elect of Kiwanis need to be at both conventions maybe they could plan a few things for Kiwanians to do while the SLP members are in their forums.
- SLP Administrator conference is scheduled for May 21, 2016

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 in July
- Participated in many conference calls to review the Executive Director Contract
- Supported the District Office by volunteering in the office for a day and a half in the absence of the administrative assistant
- Sent a letter of absence to the Region 4 spring meeting showing support and asking for assistance in accomplishing goals and thanking them for being members
- Attended the Region 5 meeting and spoke to the members
- Attended Pittsburghs 100<sup>th</sup> Anniversary
- Visited with the following clubs since the last board meeting: Williamsport and Bald Eagle Nittany Valley
- Attended Division 19 and 22 Division Council Meetings

Respectfully Submitted,

Jen Vare  
Governor 2015-2016



# Key Club Bylaws

- Section 2.** The Pennsylvania Kiwanis Executive Director shall mail to each club president, faculty advisor, sponsoring Kiwanis advisor, Pennsylvania Kiwanis Key Club Committee, and to the Administrator of Key Club International an official call to the annual District Convention at least forty-five (45) days prior to the date of the convention. The Board of Trustees shall have full supervision and management of all conventions under the supervision of the District Key Club Administrator, Pennsylvania Kiwanis Key Club Committee, and the Pennsylvania District of Kiwanis International.
- Section 3.** Each club in good standing shall be entitled to two (2) delegates and two (2) alternates in any District Convention.
- Section 4.** The members of the Board of Trustees shall be delegates-at-large at any District Convention. **A Lieutenant Governor may represent any club in their division not otherwise represented at the convention. By doing so, that Lieutenant Governor cannot be a Delegate At Large.**
- Section 5.** Each accredited delegate shall be entitled to vote on each question submitted at any District Convention. There shall be no voting by proxy.
- Section 6.** In the absence of the Governor from any convention/conference of the District, the Board of Trustees shall designate a Lieutenant Governor to act as a chairperson.
- Section 7.** A quorum at any convention/conference of the District shall comprise of the official delegates present, and representing not less than one third (1/3) of the total number of clubs in the District.
- Section 8.** Within fourteen (14) days after any District Convention, the Secretary/Treasurer shall make a report of the proceedings of the convention/conference, including a complete synopsis of all action taken, and shall submit a copy thereof to the Administrator of Key Club International and the members of the District Board of Trustees.
- Section 9.** Each District Convention program shall include the following:  
(a) Address by the Governor of the Pennsylvania District of Kiwanis International, and the Governor of the Pennsylvania District of Circle K International.  
(b) The judging and awarding of the following awards under the rules prescribed by the Board of Trustees and Key Club International and the Pennsylvania District. The judging and awarding of all contests, awards, recognitions, and scholarships by Key Club international and the Pennsylvania District will be awarded under the rules prescribed through the Key Club International Guidebook and the Pennsylvania District Policy Code.  
(c) The nomination and election of officers for the ensuing year.  
(d) Such other activities as may be specified in the Pennsylvania District Policy Code.
- Section 10.** Proposed amendments to the Pennsylvania District Key Club Bylaws may be submitted by any Pennsylvania District Key Club in good standing, and must be received in writing by the Pennsylvania District Key Club Administrator at least forty-five (45) days prior to the call to order of the Annual House of Delegates. The Pennsylvania District Key Club Administrator shall have a copy of the proposed amendments on the district website no later than thirty days prior to the call to order of the Annual House of Delegates.

## Article X

### **Vacancies in Office Between Conventions**

- Section 1.** In the event, between District Conventions/Leadership Conferences, of a vacancy in the office of the Governor, a member of the District Board of Trustees shall fill the vacancy. The District Key Club Administrator, pending approval of the District Board of Trustees, shall designate the replacement. The term shall consist of the remaining months until the next District Convention, when, at that time, elections to choose a Governor will be held.
- Section 2.** In the event, between District Conventions/Leadership Conferences, of a vacancy in the office of Lieutenant Governor, the Governor, District Key Club Administrator, and the respective Zone Administrator shall designate a qualified

Position	Oct, 2015	Jan, 2016	April, 2016	July, 2016
Ex Director	X	X	X	
Governor	X	X	X	
Governor Elect				
Region 1	X	X	X	
Region 2	X	X	X	
Region 3	X	X	X	
Region 4	X	X	X	
Region 5	X			
Region 6	X	X	X	
Region 7	X	X	X	
Aktion Club	X	X		
K Kids	X	X	X	
Builders Club	X	X	X	
Key Club		X	X	
Circle K	X	X	X	
Key Leader	X	X	X	
Key Club Governor			X	
Circle K Governor	X		X	
Administration	X	X	X	
Alumni	X			
Audit/Finance				
Bylaws & Policies	X	X	X	
YCPO	X		X	
Eliminate	X	X	X	
District Convention	X	X	X	
Formula	X	X	X	
Foundation	X	X	X	
International Conv	X	X		
Education	X		X	
Keystone Kiwanian	X	X	X	
Risk Management	X	X		
Webmaster	X	X		
Youth Protection	X	X	X	
Past Gov Assoc				
Past LTG Assoc	X			

PENNSYLVANIA DISTRICT KIWANIS INTERNATIONAL				
2015-16 Budget Report				
31-Mar-16				
	ACCT DESCRIPTION	2015-16 Proposed Budget	2015-16 Actual Recps/Exps	
300	District Dues (3,971@\$35.00)	\$ 139,000.00	\$ 124,568.00	90%
301	Prorated New member dues	\$ 7,200.00	\$ 5,048.00	70%
390	Interest	\$ 20.00	\$ 66.12	331%
393	Key Club Contribution for Services	\$ 9,500.00	\$ 9,500.00	100%
392	Foundation Contribution for services	\$ 6,000.00		0%
394	Miscellaneous	\$ 1,500.00	\$ 150.00	10%
	Power Up Fundraising program	\$ 100.00	\$ 164.50	165%
396	Circle-K Contribution for services	\$ 900.00		0%
397	Past Lt. Governors Contribution	\$ -		
	International Convention Sales	\$ -		
	Midwinter Conference	\$ 17,425.00	\$ 16,084.37	92%
	District Convention	\$ 50,000.00	\$ 12,430.00	25%
	Holiday Party	\$ 1,350.00	\$ 1,288.51	95%
	District Raffle	\$ 17,000.00	\$ 2,300.00	14%
351	Shirts	\$ 500.00	\$ 50.00	10%
304	Web Page Advertising	\$ 3,800.00	\$ 950.00	25%
	Key Club District Convention	\$ 145,800.00	\$ 150,546.00	103%
	Circle K District Convention	\$ 15,500.00	\$ 10,391.00	67%
	<b>Total Revenue</b>	<b>\$ 415,595.00</b>	<b>\$ 333,536.50</b>	<b>80%</b>
400	Salaries	\$ 77,700.00	\$ 42,840.72	55%
408	Payroll Taxes	\$ 6,600.00	\$ 3,141.34	48%
690	Member & New Club Development	\$ 1,000.00		0%
437	Building Lease	\$ 18,000.00	\$ 9,000.00	50%
409	Employee Benefits	\$ 7,000.00	\$ 5,872.10	84%
425	Postage	\$ 2,300.00	\$ 714.71	31%
430	Telephone and Internet	\$ 2,700.00	\$ 1,396.41	52%
424	Insurance	\$ 1,600.00	\$ 1,725.00	108%
402	Retirement Contribution	\$ 5,500.00	\$ 5,500.00	100%
442	Supplies & Printing	\$ 2,000.00	\$ 1,924.38	96%
438	Equipment Maintain.	\$ 1,200.00	\$ 787.96	66%
439	Equipment	\$ 3,200.00	\$ 941.68	29%
655	Dist. Conv. - 2014-15 Lt. Govs	\$ 3,600.00	\$ 2,658.27	74%
644	Governor's Expenses	\$ 7,000.00	\$ 485.88	7%
645	Int. Conv. - Governor	\$ 700.00		0%
648	Exec Dir/Sec/Treas Expenses	\$ 7,500.00	\$ 4,782.98	64%
649	Sec/Treas - Int. Conv.	\$ 700.00		0%
653	Lt. Governor Expense	\$ 5,500.00	\$ 4,290.23	78%
641	Trustees Board Meeting Expense	\$ 3,200.00	\$ 300.00	9%
640	Int. Conv -Trustee/Lt. Governor****	\$ 5,500.00		0%
657	Gov.-elect Expenses	\$ 3,250.00	\$ -	0%
691	Awards	\$ 1,100.00		0%
675	Keystone Kiwanian Editor	\$ 1,000.00	\$ 500.00	50%
680	Circle K Administrator	\$ 1,800.00	\$ 120.00	7%
683	Builders Club Admin.	\$ 525.00	\$ 540.00	103%
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		0%
440	Interest Expense	\$ 1,900.00	\$ 1,511.42	80%
677	Web Page Fees/Maintenance	\$ 1,400.00	\$ 460.00	33%
	Midwinter	\$ 17,425.00	\$ 17,397.92	100%
	District Convention	\$ 48,000.00	\$ 803.66	2%
	Key Club District Convention	\$ 145,800.00	\$ 125,296.13	86%
	Circle K District Convention	\$ 15,000.00	\$ 12,200.00	81%
	Raffle	\$ 8,625.00	\$ 210.38	2%
422	Contingent	\$ 1,095.00	\$ -	0%
	<b>TOTAL EXPENSES</b>	<b>\$ 415,095.00</b>	<b>\$ 246,049.76</b>	<b>59%</b>
	<b>Excess/Deficit</b>	<b>\$ 500.00</b>	<b>\$ 87,486.74</b>	
	*Includes Salary for Executive Director and Administrative Secretary			
	****\$475.00 stipend per person			



ENV# CEBBSBFWBBSMR\_BBBBB  
 AMERITAS INVESTMENT CORP.  
 PO BOX 5507  
 LINCOLN, NE 68505

008909 FIEN9E01 000000 AT 01

PENNSYLVANIA DISTRICT KIWANIS  
 ATTN: KEVIN THOMAS  
 2793 OLD POST RD STE 12  
 HARRISBURG PA 17110



**Ameritas Investment Corp.**  
 Member FINRA/SIPC

STATEMENT FOR THE PERIOD JANUARY 1, 2016 TO MARCH 31, 2016

PENNSYLVANIA DISTRICT KIWANIS - Corporation  
 Account Number: AK7-145858

**YOUR ACCOUNT EXECUTIVE IS**

DONALD J SANKER  
 RR#: AW0

For questions about your accounts

Local: 412.241.7312  
 In-State: 800.335.9858  
 National: 800.335.9858

**TOTAL VALUE OF YOUR PORTFOLIO**

**\$559.18**

**FOR YOUR INFORMATION**

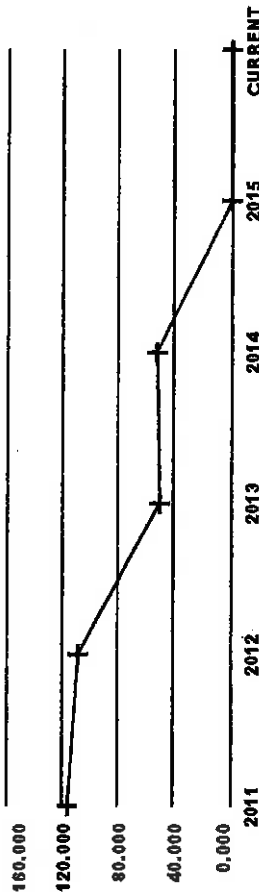
Your Ameritas Investment Corp. - AIC Registered Representative connects you with a broad spectrum of products, services, and reporting options to help you meet your unique financial needs and goals. For quality investment solutions, knowledgeable service, and solid advice, connect with your AIC Representative today.

Ameritas Investment Corp.

MN\_CEBBSBFWBBSMR\_BBBBB 20160331

**CHANGE IN VALUE OF YOUR PORTFOLIO**

\$ thousands



Change In Value Of Your Portfolio information can be found in Miscellaneous Footnotes at the end of this statement.

Account carried with National Financial Services LLC, Member NYSE, SIPC



ACCOUNT	PA KWANIS FAMILY ACCOUNT BALANCES - 8/31/15																	
	AMOUNT 3/31/2012	AMOUNT 6/30/2012	AMOUNT 8/31/2012	AMOUNT 12/31/2012	AMOUNT 3/31/2013	AMOUNT 6/30/2013	AMOUNT 8/31/2013	AMOUNT 12/31/2013	AMOUNT 3/31/2014	AMOUNT 6/30/2014	AMOUNT 8/31/2014	AMOUNT 12/31/2014	AMOUNT 3/31/2015	AMOUNT 6/30/2015	AMOUNT 8/31/2015	AMOUNT 12/31/2015	AMOUNT 3/31/2016	FOUR YEAR AVERAGE
Kwanis Checking	\$ 68,080.67	\$ 29,481.03	\$ 30,808.16	\$ 56,781.70	\$ 26,683.95	\$ 13,439.60	\$ 13,075.31	\$ 50,298.96	\$ 52,619.00	\$ 38,405.00	\$ 28,663.54	\$ 67,376.52	\$ 97,891.00	\$ 19,136.43	\$ 11,863.62	\$ 64,838.13	\$ 80,484.38	\$ 43,468.13
Kwanis Reserve	\$ 134,718.92	\$ 131,281.58	\$ 165,478.06	\$ 109,031.00	\$ 115,543.25	\$ 115,709.40	\$ 84,897.21	\$ 50,173.06	\$ 52,244.00	\$ 53,695.00	\$ 54,962.57	\$ 52,207.22	\$ 52,831.00	\$ 51,365.12	\$ 25,084.93	\$ 559.18	\$ 559.18	\$ 70,041.46
Key Club Checking	\$ 148,033.63	\$ 11,301.67	\$ 7,914.31	\$ 20,946.18	\$ 172,504.69	\$ 15,500.29	\$ 1,214.15	\$ 34,487.30	\$ 132,147.00	\$ 15,608.00	\$ 4,685.32	\$ 26,297.48	\$ 132,445.00	\$ 15,984.23	\$ 451.73	\$ 29,910.36	\$ 158,170.13	\$ 54,569.50
Key Club Reserve	\$ 18,000.00	\$ 35,000.00	\$ 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	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 22,608.53
Circle-K Checking	\$ 9,719.77	\$ 517.69	\$ 459.69	\$ 9,417.55	\$ 15,561.83	\$ 1,019.85	\$ 5,466.77	\$ 7,010.05	\$ 12,786.00	\$ 1,823.00	\$ 1,450.99	\$ 6,355.14	\$ 5,823.00	\$ 1,772.76	\$ 607.59	\$ 5,721.13	\$ 5,540.43	\$ 5,528.66
Circle-K Reserve	\$ 5,389.12	\$ 4,347.00	\$ 4,485.65	\$ 4,523.25	\$ 4,781.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,440.37
Alton Club Checking	\$ 3,417.86	\$ 3,417.86	\$ 3,656.28	\$ 3,508.28	\$ 3,508.28	\$ 3,998.28	\$ 3,329.54	\$ 3,287.14	\$ 3,287.14	\$ 3,287.00	\$ 3,003.53	\$ 3,305.53	\$ 3,305.53	\$ 3,305.23	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,371.75
Foundation Checking	\$ 40,282.98	\$ 18,373.20	\$ 19,593.00	\$ 26,259.35	\$ 18,154.86	\$ 44,911.52	\$ 21,024.00	\$ 44,216.38	\$ 46,633.00	\$ 45,145.00	\$ 14,980.00	\$ 36,000.00	\$ 48,485.00	\$ 18,584.50	\$ 16,924.85	\$ 21,856.92	\$ 36,399.77	\$ 30,279.08
Foundation Investments	\$ 563,075.12	\$ 577,904.00	\$ 815,743.48	\$ 647,763.07	\$ 689,360.90	\$ 694,141.41	\$ 733,894.00	\$ 772,426.21	\$ 789,618.08	\$ 818,337.00	\$ 826,461.00	\$ 822,841.49	\$ 838,781.00	\$ 835,033.57	\$ 782,071.82	\$ 761,994.18	\$ 769,512.79	\$ 737,991.12
	\$ 1,021,878.07	\$ 811,574.03	\$ 820,020.63	\$ 912,190.38	\$ 1,060,088.88	\$ 898,720.35	\$ 873,000.98	\$ 971,899.03	\$ 1,069,334.20	\$ 984,300.00	\$ 944,198.95	\$ 1,014,177.38	\$ 1,210,530.53	\$ 977,050.84	\$ 851,498.16	\$ 919,391.32	\$ 1,088,109.04	\$ 863,286.58

## Report for the Board

### Super Raffle

April 16, 2016, submitted by Jen Vare

- 26 of 300 tickets are sold for a total of \$2600 in cash, checks and credit cards.
- We are behind where we were at this time last year, only 26 tickets are sold to date compared to 48 last year and 64 year one.
- There is an active link on the website to order tickets using a credit card,
- An email blast with a flyer to each club officers went out recently.
- We need to follow up with ideas on who should buy, how to buy and even Club Administrative accounts buying.
- If you use Facebook and see the ticket for sale post please share it with a word or two of your own. Last year we sold many tickets because of Facebook! The trick to selling out will be finding non-Kiwanis members or non PA Kiwanis members who like to take a chance
- Thank you to those that helped out at midwinter with the table for ticket sales, I already know that at convention I will need to have someone else in charge of the ticket table!
- When orders come to the District Office they are opened, scanned and sent to me. I fill in tickets, send an email with a picture of the ticket and offer to mail them the stub if interested. Most people are fine with the picture which saves us money by not mailing every stub
- We need as many people selling tickets as possible. Currently Cathy, Bill, Mike, Kathy D and Ann G have tickets on hand to sell. We need people talking about and pushing ticket sales at Regional and Division events. If you want tickets please let me know.
- Please note if you take tickets you are responsible for the tickets that you take, if you do not sell them you will need to return them to me or take financial responsibility for those tickets.

2015-16 Budget Report

2015-16 Key Club District Budget Report				
4/6/2016				
ACCT DESCRIPTION	2015-16 Approved Budget		2015-16 Actual	
<b>REVENUE</b>				
District Dues	\$	71,000.00	\$	72,202.50 102%
Interest	\$	85.00	\$	89.70 106%
Foundation Contribution	\$	2,500.00	\$	2,500.00 100%
<b>TOTAL REVENUE</b>	\$	<b>73,585.00</b>	\$	<b>74,792.20 102%</b>
<b>EXPENSES</b>				
Board Travel	\$	4,750.00	\$	2,274.00 48%
Board/Executive Board Meetings	\$	20,500.00	\$	19,712.53 96%
Governor's Expense	\$	800.00	\$	193.14 24%
Secretary/Treasurer	\$	250.00		0%
Editor & Webmaster	\$	250.00		0%
Lt. Governors	\$	800.00	\$	100.00 13%
Kiwanis Committee	\$	200.00		0%
Web Page Service	\$	650.00	\$	471.00 72%
Printing and Supplies	\$	1,200.00	\$	1,040.20 87%
Mailings-Postage	\$	400.00	\$	271.50 68%
Training	\$	1,600.00		0%
Governor-International	\$	1,250.00	\$	1,250.00 100%
Lt. Governors & District officers International ***	\$	14,450.00	\$	14,450.00 100%
KCI-Lodging	\$	1,100.00	\$	1,100.00 100%
Adults - International	\$	3,250.00	\$	3,250.00 100%
Immediate Past Governor-Int.	\$	750.00	\$	750.00 100%
Contest Awards/Banner Patches	\$	1,100.00	\$	956.61 87%
Administrators Expenses	\$	1,400.00	\$	286.20 20%
GATC/Key Club Spring Conference	\$	600.00		0%
District Office Operation	\$	9,500.00	\$	9,500.00 100%
District/International Conv. Loss Anticipation	\$	3,000.00		0%
District Convention Operation Subsidy	\$	5,000.00	\$	5,000.00 100%
Audit/Legal	\$	350.00		0%
Miscellaneous	\$	435.00	\$	294.00 68%
<b>TOTAL EXPENSES</b>	\$	<b>73,585.00</b>	\$	<b>60,899.18 83%</b>
*** 17 @ \$850.00				
<b>General Budget Surplus/(Deficit)</b>	\$	<b>-</b>	\$	<b>13,893.02</b>
<b>PAKC CASH</b>			\$	<b>1,287.66</b>
<b>International Convention</b>	Revenue		\$	11,100.00
	Expense		\$	7,652.40
	Surplus/(Deficit)		\$	3,447.60
<b>District Convention</b>	Revenue		\$	125,426.00
	Expenses		\$	124,356.58
	Surplus/(Deficit)			\$1,069.42
<b>Total Surplus/(Deficit)</b>			\$	<b>18,410.04</b>

**2016 Circle K Convention Budget Report**

4/12/2016

	<u>Approved Budget</u>	<u>Actual Recps/Exps</u>	
<b>REVENUE</b>			
Registration Fees	\$ 12,000.00	\$ 7,925.00	66%
Program Ads	\$ 2,000.00	\$ 1,535.00	77%
Grants and other Fundraising	\$ 500.00	\$ 500.00	100%
District Foundation Contribution	\$ 1,000.00	\$ 1,000.00	100%
General Budget Contribution	\$ -	\$ -	
Merchandise	\$ -	\$ 31.00	
<b>Total</b>	\$ 15,500.00	\$ 10,991.00	71%
<b>EXPENSES</b>			
Awards Certificates & Plaques	\$ 500.00	\$ 350.00	70%
Contest Judges Coffee/Teas	\$ 100.00	\$ 109.82	110%
Audio Visual/Rental/Setup Fees	\$ 1,700.00	\$ 1,480.50	87%
Program	\$ 450.00	\$ 376.30	84%
Pins (Retiring Board)	\$ 75.00		0%
Meeting Room Rental/General Rental	\$ 500.00		0%
Name Badges	\$ 125.00	\$ 75.00	60%
Postage/Duplication/Supplies	\$ 100.00		0%
Entertainment/Speakers	\$ 1,000.00	\$ 275.00	28%
Presidents Banquet (110@ \$34.68)	\$ 3,814.80	\$ 3,434.07	90%
Saturday Breakfast (110@ \$17.95)	\$ 1,974.50	\$ 1,820.19	92%
Sunday Breakfast (110@ \$21.17)	\$ 2,328.70	\$ 1,820.19	78%
Complimentary Rooms	\$ 400.00		0%
Complimentary Meals	\$ 300.00		0%
T-shirts (110@\$6.00)	\$ 660.00	\$ 450.00	68%
Paypal/Credit Card Fees	\$ 300.00	\$ 131.67	44%
Miscellaneous	\$ 1,172.00	\$ 352.83	30%
<b>Total</b>	\$ 15,500.00	\$ 10,675.57	69%
Surplus (Deficit)	\$ -	\$ 315.43	
<b>Registration Fees</b>			
Full Convention Registration: \$100.00			
Saturday Only: \$80.00			
Sunday Only: \$35.00			
Friday Only: \$25.00			

**Key Club Convention Budget**

<b>PENNSYLVANIA KEY CLUB</b>				
<b>2016 Convention Budget Report</b>				
	<u>2016 Budget</u>		<u>2016 Actual Recps/Exps</u>	
<b>REVENUE</b>				
Registration Fees (450@\$80.00)	\$	36,000.00	\$	33,250.00 92%
Program Ad Sales	\$	2,300.00	\$	2,060.00 90%
KCI Supplies Commission	\$	-	\$	-
District Foundation Contribution	\$	2,500.00	\$	2,500.00 100%
General Budget Subsidy	\$	5,000.00	\$	5,000.00 100%
Attendees Meal & Lodging	\$	100,000.00	\$	82,616.00 83%
<b>Total Revenue</b>	<b>\$</b>	<b>145,800.00</b>	<b>\$</b>	<b>125,426.00 86%</b>
<b>EXPENSES</b>				
ASCAP	\$	130.00	\$	123.00 95%
Audio Visual Equipment	\$	7,000.00	\$	5,275.27 75%
Ballots/Printing	\$	400.00		0%
Board Appreciation Awards	\$	125.00	\$	63.60 51%
Contest Judges (Refreshments)	\$	850.00		0%
Copying	\$	225.00		0%
Credit Card Processing Fees	\$	-	\$	848.15
Interpretation Services	\$	3,750.00	\$	3,991.80 106%
D.J.	\$	500.00	\$	325.00 65%
Registration T-Shirts/Gift	\$	1,500.00	\$	1,556.50 104%
Guests (Meals & Lodging)	\$	1,400.00	\$	551.20 39%
Keynote Speaker	\$	3,000.00	\$	2,950.00 98%
Friday Afternoon Reception	\$	-		
Friday Meet & Greet	\$	1,100.00	\$	1,504.26 137%
Registration Material	\$	700.00	\$	375.00 54%
Parents Reception	\$	675.00	\$	450.00 67%
Past Officers Pin	\$	150.00	\$	228.39 152%
Postage	\$	150.00	\$	200.00 133%
Program	\$	1,900.00	\$	1,756.52 92%
Radios	\$	100.00	\$	- 0%
Ribbons	\$	100.00		0%
Security	\$	1,500.00	\$	705.28 47%
Rental Fees	\$	2,000.00	\$	2,508.88 125%
Speakers Gifts	\$	400.00		0%
Supplies (Tape, Paper, Frames, etc)	\$	125.00	\$	80.93 65%
Saturday Morning Break or Sundae Bar	\$	3,000.00	\$	4,482.50 149%
Decorations	\$	200.00		0%
Miscellaneous	\$	14,820.00	\$	1,886.50 13%
Hotel Attendees Meals & Lodging	\$	100,000.00	\$	94,493.80 94%
<b>Total Expenses</b>	<b>\$</b>	<b>145,800.00</b>	<b>\$</b>	<b>124,356.58 85%</b>
<b>Excess (Deficit) Revs vs Exps.</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,069.42</b>
<b>Pricing</b>				
<b>THREE MEAL PLAN:</b>				
Quad: \$260.00 per person				
Triple: \$282.00 per person				
Double: \$328.00 per person				
Single: \$459.00				
<b>FIVE MEAL PLAN</b>				
Quad: \$298.00 per person				
Triple: \$320.00 per person				
Double: \$366.00 per person				
Single: \$497.00				

<b>PA DISTRICT CIRCLE-K INTERNATIONAL</b>				
<b>2015-16 Budget Report</b>				
<b>4/12/2016</b>				
<b>REVENUE</b>	<b>2015-16 Approved Budget</b>	<b>2015-16 Actual Rec/Exps</b>		
BEGINNING BALANCE	\$ -	\$ 2,000.00		
DUES	\$ 6,600.00	\$ 6,190.00		94%
Cards, Ribbons and other general budget fundraising	\$ 500.00	\$ 722.92		145%
Pennsylvania Kiwanis Foundation Contribution	\$ 1,000.00	\$ 1,000.00		100%
INTEREST/DIVIDENDS	\$ 10.00	\$ 10.59		106%
<b>TOTAL REVENUE</b>	<b>\$ 8,110.00</b>	<b>\$ 9,923.51</b>		<b>122%</b>
<b>EXPENDITURES</b>				
<b>Line Item</b>				
GOVERNOR	\$ 925.00	\$ 339.84		37%
SECRETARY	\$ 325.00	\$ 301.98		93%
TREASURER	\$ 325.00	\$ 326.26		100%
EDITOR	\$ 325.00			0%
LT GOVERNOR - BLACK DIAMOND	\$ 325.00	\$ 258.14		79%
LT GOVERNOR - COLONIAL	\$ 325.00	\$ 325.00		100%
LT GOVERNOR - KEYSTONE	\$ 325.00	\$ 295.83		91%
LT GOVERNOR - LIBERTY	\$ 325.00	\$ 325.00		100%
LT GOVERNOR - SNOWBELT	\$ 325.00	\$ 49.30		15%
LT GOVERNOR - THREE RIVERS	\$ 325.00	\$ 484.71		149%
CHAIR - K-FAMILY	\$ 125.00			0%
CHAIR - SERVICE	\$ 125.00	\$ 72.52		58%
CHAIR - Conferences and Convention	\$ 150.00	\$ 41.77		28%
WEB PAGE	\$ 200.00			0%
PRINTING/SUPPLIES	\$ 150.00	\$ 162.10		108%
SPOT PROGRAM	\$ 400.00	\$ 484.68		121%
DISTRICT OFFICER TRAINING	\$ 1,000.00	\$ 1,000.54		100%
DISTRICT BOARD DCON/ICON/KIWANIS DCON/INTERPACK	\$ 1,000.00	\$ 360.00		36%
DISTRICT OFFICE OPERATION	\$ 850.00	\$ 850.00		100%
CONTINGENT	\$ 260.00	\$ 45.00		17%
<b>TOTAL EXPENSES</b>	<b>\$ 8,110.00</b>	<b>\$ 5,722.67</b>		<b>71%</b>
<b>BUDGET SURPLUS/(DEFICIT):</b>	<b>\$ -</b>	<b>\$ 3,176.18</b>		
<b>PACK Cash</b>		\$ 2,132.93		
<b>InterPACK</b>	<b>Revenue:</b>	\$ 3,295.00		
	<b>Expense:</b>	\$ 2,876.98		
	<b>Surplus/(Deficit)</b>	\$ 418.02		
<b>District Convention</b>	<b>Revenue:</b>	\$ 10,991.00		
	<b>Expense:</b>	\$ 10,675.57		
		\$ 315.43		

<b>Ribbons</b>	<b>Revenue:</b>	\$	149.00
	<b>Expense:</b>	\$	-
	<b>Surplus/(Deficit)</b>	\$	149.00
<b>Eliminate</b>			
<b>Cards for Causes</b>	<b>Revenue:</b>	\$	7,335.00
	<b>Expense</b>	\$	6,761.08
	<b>Surplus/(Deficit)</b>	\$	573.92
<b>Total Surplus/Deficit from all operations</b>		\$	<b>3,909.63</b>

## 2016-17 LT. GOVERNORS

### DIVISION 1

Kathy Durner  
(Bradford)

### DIVISION 2

Bruce Peterson  
(Titusville)

### DIVISION 4

### DIVISION 5

### DIVISION 6

### DIVISION 8

### DIVISION 10

Kevin Fondelier  
(Johnstown)

### DIVISION 11E

Janie Welshans  
(Lewistown)

### DIVISION 11W

Roger Cartright  
(Philipsburg)

### DIVISION 12N

### DIVISION 12S

Jean Dow  
1370 Beagle Road  
Lewisburg, PA 17837  
570-568-0373  
[cami44@aol.com](mailto:cami44@aol.com)  
(Buffalo Valley, AM)

### DIVISION 13N

### DIVISION 13S

### DIVISION 14

### DIVISION 15

### DIVISION 16

### DIVISION 17

### DIVISION 18

### DIVISION 19

### DIVISION 21

Anthony "Tony" Iannarelli  
322 Beecher Avenue  
Chenttenham PA 19012  
215-379-2158  
[aji@verizon.net](mailto:aji@verizon.net)

### DIVISION 22

Lillian Mateja  
504 Stead Street  
West Conshohocken, PA 19428  
610-834-9229  
[lillianrafter@hotmail.com](mailto:lillianrafter@hotmail.com)



**2016 Midwinter Conference Report**

**Final**

<b><u>Division</u></b>	<b><u>Attendance Goal</u></b>	<b><u>Actual Attendance</u></b>	
Guests	0	10	
1	13	10	76.92%
2	8	7	87.50%
4	7	3	42.86%
5	9	18	200.00%
6	9	5	55.56%
8	7	2	28.57%
10	8	6	75.00%
11E	9	5	55.56%
11W	8	3	37.50%
12N	13	3	23.08%
12S	8	5	62.50%
13N	8	14	175.00%
13S	8	2	25.00%
14	6		0.00%
15	13	6	46.15%
16	10	11	110.00%
17	8	3	37.50%
18	5	10	200.00%
19	5	5	100.00%
21	8	7	87.50%
22	<u>5</u>	<u>11</u>	220.00%
	175	146	83.43%

## 2016 Kiwanis Midwinter Conference Evaluations

	Total Respondents	Average Score
Housing Accommodations	39	4.717948718
Saturday Breakfast Buffet	36	3.916666667
Saturday Conference Banquet	27	4.111111111
Sunday Closing Session Breakfast Buffet	23	4.260869565
Midwinter Kickoff Session (7:00 PM - 8:00 PM)	34	4.205882353
Kiwanis Leadership and Service (8:15 PM – 9:30 PM)	34	4.441176471
Kiwanis Hospitality in the Townhouses (9:45 PM – 11:00 PM)	23	4.173913043
The Importance of the I's in Kiwanians	3	4.333333333
Too Much Service? Say What?	13	4.307692308
Strengthening Clubs in a Diverse World	15	4.533333333
I-Plan	9	4.111111111
The Art of Tailgating	5	3.6
Books, Books, and more Books	10	4.8
Is your Club Boring or Soaring?	16	3.9375
Youth Protection Club Training	5	4.2
Club Clinic	8	4.625
Making a Difference for Young Children	15	4.333333333
We have Great Ideas from Convention. . .!	7	3.714285714
Boring but Important-Kiwanis Insurance Program	3	3.333333333
Idea Exchange (1:00 PM – 2:30 PM)	15	4.066666667
2015-16 Lt. Governor and Trustee Meeting	12	4.083333333
Conference Banquet (7:00 PM - 9:30 PM)	34	4.352941176
Kiwanis Hospitality in the Townhouses (9:45 – 11:30)	18	4.277777778
Closing Session and Buffet Breakfast	30	4.633333333
<b>Total Evaluations</b>	<b>0</b>	

Site was too far to drive, not easily accessible. Fire alarm went off several times Friday night.

Very pricy for young Kiwanians. Shuttle slow.

More sessions on Friday afternoon and Saturday. Venue was beautiful.

Please have the idea exchange at the district convention. We got several ideas from the small crowd that was there. It should be held when the Lt. Gov and Trustees can attend. The venue was beautiful but was not an ideal place. The area was very remote, swimming was an additional \$10 and the restaurant choices were limited and pricy. I liked going to all the sessions on Friday.

Great new topics. Do more hands on activities. Venue remote, not many food choices.

Food for Lunch was expensive.

One of the better Midwinters. Session topics were great. Key Club Speaker Outstanding!!

Great destination and excellent programs

Had a few water issues, and fire alarms going off on Friday. Too much walking from rooms to sessions.

The cost kept people away.

Kay Hollinger was fantastic! Great Educational weekend.

There should have been more sessions on Saturday afternoon.

Good food, beautiful venue.

Excellent Kiwanis Hospitality. Met many new people.

2016 Report

<b>2016 Midwinter Conference Budget Report</b>		
<b>4/11/2016</b>		
<b>ACCOUNT DESCRIPTION</b>	<b>2016 Approved Budget</b>	<b>2016 Actual Recps/Exps</b>
<b>REVENUE</b>		
Registrations:		
Registrations(175@\$30.00)	\$ 5,250.00	\$ 3,887.42
SLP Registrations (10@ \$15.00)	\$ 150.00	\$ 105.00
Exhibits	\$ -	
Saturday Breakfast (100@\$20.00)	\$ 2,000.00	\$ 2,084.00
Saturday Banquet (125@\$40.00)	\$ 5,000.00	\$ 4,761.00
Sunday Breakfast (100@\$20.00)	\$ 2,000.00	\$ 1,782.00
Clothing and Merchandise Sales	\$ 600.00	\$ 99.95
Nemacolin Room Rebate	\$ 325.00	\$ 715.00
Shout Out Listings	\$ 200.00	\$ 450.00
Sponsorships (19@\$100.00)*	\$ 1,900.00	\$ 2,200.00
<b>TOTAL REVENUE</b>	<b>\$ 17,425.00</b>	<b>\$ 16,084.37</b>
<b>EXPENSES</b>		
Audio Visual Equipment	\$ 800.00	\$ 1,356.50
Credit Card Fees	\$ 850.00	\$ 339.20
Entertainment & Speakers	\$ 1,000.00	\$ -
Rental Fees	\$ 750.00	\$ 718.95
Mailing & Postage	\$ -	\$ -
Program Printing & Production	\$ -	\$ -
Registration Material	\$ 200.00	\$ 112.50
Guest Meals & lodging	\$ 1,200.00	\$ 1,392.30
Trustee & Lt. Governor Stipend (@\$150.00)	\$ 1,500.00	\$ 1,350.00
Saturday Breakfast (100@\$25.00)	\$ 2,500.00	\$ 3,124.80
Saturday Banquet (125@\$45.00)	\$ 5,625.00	\$ 5,849.30
Sunday Breakfast (100@\$25.00)	\$ 2,500.00	\$ 2,874.62
Miscellaneous	\$ 500.00	\$ 279.80
Penn Stater Fees (Lunch, Breaks, etc.)	\$ -	
<b>TOTAL EXPENSES</b>	<b>\$ 17,425.00</b>	<b>\$ 17,397.97</b>
Surplus/(Deficit)	\$ -	\$ (1,313.60)
In addition to the a la carte options, it is suggested the we offer an all inclusive, best value package option that iincludes registration and all meals for \$100.00		

101st CONVENTION  
June 23-26, 2016

Register

Attend  
the convention

Experience  
the convention



Kiwanis Convention 2016 Experience the convention Elections

## Elections

Be a delegate at the 101st Kiwanis International Convention. Help shape the future of Kiwanis. Vote for officers who will lead the organization. Kiwanis clubs in good standing are allowed two representatives in the House of Delegates, along with two alternates. Download the [certificate of election of club delegates and alternates](#) to the Kiwanis International convention.

Candidates will be announced as they are declared. Candidates' pages will be posted as information is received from the declared candidates.

### ANNOUNCED CANDIDATES FOR KIWANIS INTERNATIONAL BOARD

To be elected during 2015-16, for terms beginning 2016-17  
(as of March 14, 2016)

**PRESIDENT:** Jane M. Erickson, Bellevue, Nebraska, USA  
(one to be elected)

**PRESIDENT-ELECT:** James M. Rochford, Peoria, Illinois, USA  
(one to be elected)

**VICE PRESIDENT:** [Patricia Barsotti](#), Concord, California, USA  
(one to be elected) [Florencio C. "Poly" Lat](#), Metro Manila, Philippines  
[Elizabeth M. Tezza](#), Sullivan's Island, South Carolina, USA

**TRUSTEES:** Five (5) trustee offices will be filled as follows:

• **UNITED STATES AND PACIFIC CANADA** — Three (3) three-year terms to be elected at the 2016 Kiwanis International convention in Toronto, Ontario, Canada (June 23-26, 2016) by delegates from the United States and Pacific Canada Region. Announced candidates are:

[M.A. "Fred" Dietze](#), Hudson, Wisconsin, USA  
[James W. "Jim" Lee](#), Portales, New Mexico, USA  
[Peter J. Mancuso](#), North Bellmore, New York, USA  
[Bert West](#), Divide, Colorado, USA

• **CANADA AND CARIBBEAN REGION** — One (1) three-year term to be elected at the 2016 Eastern Canada and the Caribbean District convention in Hamilton, Ontario, Canada (May 14, 2016) by delegates from the district.

• **EUROPE REGION** — One (1) three-year term to be elected at the 2016 Kiwanis International-European Federation convention in Villach, Austria (May 27-29, 2016) by delegates from Europe.

• **ASIA-PACIFIC REGION** — One (1) three-year term was filled by [Chian, Chu-Ching](#), Taichung City, Taiwan at the 2016 Kiwanis Asia-Pacific conference in Taichung City, Taiwan (March 10-13,



2016) by delegates from Asia-Pacific.

At-large seat does not have a guaranteed trustee seat open for the 2016–17 administrative year.

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CONTACT: Denise Parker: email [dparker@kiwanis.org](mailto:dparker@kiwanis.org) \* Fax +1-317-879-0204 \* Phone 1-800-549-2647 or +1-317-875-8755, extension 245.



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101st CONVENTION  
June 25 - 26, 2016

Register

Attend  
the convention

Experience  
the convention



Kiwanis Convention 2016 Experience the convention Amendment and resolution proposals

## Amendment and resolution proposals

Don't just have an opinion. Put it into action. Important amendments and resolutions are submitted for votes at the convention every year. As a convention delegate, you'll be a part of the discussion.

If you plan to represent your club as a delegate in 2016, it's easy to prepare. Download the [certificate of election of club delegates and alternates](#).

If your club wishes to propose an amendment to the Kiwanis International Bylaws or a resolution to be considered by the House of Delegates, [consult the guidelines](#) for making a proposal. Any new proposals submitted after October 31, 2015, cannot be considered until the 2017 convention in Paris.

### [Download the amendments booklet.](#)

**Here are the current proposed amendments to be discussed and voted on during the 2016 Kiwanis International convention:**

**1 – Auxiliary bodies** Purpose: To eliminate obsolete and potentially confusing wording regarding auxiliary bodies of Kiwanis International.

**2 – Use of Kiwanis name and marks**

Purpose: To clarify Kiwanis International authority regarding use of the Kiwanis name and marks as it relates to foundations and other affiliated entities, including intellectual property.

**3 – Kiwanis International affiliates and subsidiaries**

Purpose: To codify Kiwanis International "affiliates," which are regions or other groups composed of clubs and districts, and "subsidiaries," which are wholly-owned organizations and business entities.

**4 – District treasurer**

Purpose: To revise the term and selection process for district treasurers in order to align districts with Kiwanis International's strategic plan and provide better oversight over district funds, assets, and financial operations.

**5 – Annual adjustment option for Kiwanis International dues**

Purpose: To provide that Kiwanis International dues may be adjusted by no more than US\$2 annually, with a cap of US\$5 over a five-year period, to keep up with inflation.

**6 – Secure web-based voting for Kiwanis International business**

Purpose: To provide that the business of Kiwanis International decided by delegates will be conducted by secure electronic voting, thereby giving an equal voice to all Kiwanis clubs.

**7 – Tiered dues**

Purpose: To base tiered dues on a percentage of the gross national income of the U.S.

**8 – Members who belong to more than one club**



Purpose: To provide that members who belong to more than one Kiwanis club shall only pay Kiwanis International and district dues to their primary club.

**9 – Life membership status fee**

Purpose: To provide a variable life membership status fee based on the member’s age.

**10 – Foundations, charitable funds, and other affiliated entities**

Purpose: To clarify Kiwanis International’s authority regarding foundations and affiliated entities.

**11 – Delegate verification process for electronic balloting**

Purpose: To add specific processes to the bylaws regarding electronic balloting at Kiwanis International conventions.

*NOTE: All proposals are considered tentative until official notice is sent to clubs 90 days before the convention begins.*



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**DISTRICT BACKGROUND CHECKS**

2/11/2016

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>POSITION</u>	<u>CHILD ABUSE CLEARANCE</u>	<u>STATE POLICE</u>	<u>COMMENTS</u>
Anderson	Darlene	Chair	Yes	Yes	
Arnold	Richard	Foundation	Yes	Yes	
Badali	Kristina	Foundation/Chair	Yes	Yes	
Blass	Kady	Chair	Yes	Yes	
Bouchard	Dennis	Chair	Yes	Yes	
Brackin	Dale	Foundation	Yes	Yes	
Calliao	Tiffany	Chair	Yes	Yes	
Cartright	Roger	Lt. Governor	Yes	Yes	
Cater	William	Foundation	Yes	Yes	
Christensen	Heather	Chair	Yes	Yes	
Coolbaugh	Michael	District Board/Chair	Yes	Yes	
Cutright	Brett	Chair	Yes	Yes	
Czerwonka	Michael	Chair	Yes	Yes	
Durner	Kathy	Lt. Governor	Yes	Yes	
Eby	Richard	Foundation	Yes	Yes	
Feryo	Kate	District Board	Yes	Yes	
Fondlier	Kevin	Lt. Governor	Yes	Yes	
Gallo	Maureen	Foundation	Yes	Yes	
Gilson	Robert	Lt. Governor	Yes	Yes	
Grab	John	District Board	Yes	Yes	
Grab	Susan	Foundation	Yes	Yes	
Graves	Ann	District Board	Yes	Yes	
Haven	Michael	Lt. Governor	Yes	Yes	
Henning	William	District Board	Yes	Yes	
Houpt	Bonnie	Lt. Governor/Chair	Yes	Yes	
Janes	Judy	District Board	Yes	Yes	
Kasoff	Paul	Foundation/Chair	Yes	Yes	
Macjjewski	Chet	Foundation	Yes	Yes	
Mackes	Kathryn	Foundation	Yes	Yes	
Maloney-Evans	Mary Anne	Chair	Yes	Yes	
Margulio	George	Lt. Governor	Yes	Yes	

Mazurowski	John	Lt. Governor	Yes	Yes
McBeth	Ethan	Chair	Yes	Yes
McCabe	William	Lt. Governor	Yes	Yes
McFee	RoseMary	Foundation	Yes	Yes
McPherrin	Shirley	Lt. Governor	Yes	Yes
Mishinski	Mark	Foundation/Chair	Yes	Yes
Moffitt	Ann	District Board	Yes	Yes
Orlando	Robert	Chair	Yes	Yes
Osterhout	Benjamin	Foundation/Chair	Yes	Yes
Palm	Phylliss	Lt. Governor	Yes	Yes
Peterson	Bruce	Lt. Governor	Yes	Yes
Pirone	Chuck	Lt. Governor	Yes	Yes
Pritts	Jillian	Foundation	Yes	Yes
Raub	Robert	District Board	Yes	Yes
Reed	Emily	Chair	Yes	Yes
Rose	Jeff	Lt. Governor	Yes	Yes
Sears	Karen	Lt. Governor	Yes	Yes
Schaefer	Martin	Foundation	Yes	Yes
Shaup	Kelly	Chair	Yes	Yes
Shearer	Luida	Chair	Yes	Yes
Smith	Keith	District Board	Yes	Yes
Smith	Lisa	Lt. Governor	Yes	Yes
Smith	Michael	Chair	Yes	Yes
Stamatopoulos	Stefanie	Lt. Governor/Chair	Yes	Yes
Szymanski	Cathy	Chair	Yes	Yes
Thomas	Kevin	District Board	Yes	Yes
Vare	Jennifer	District Board	Yes	Yes
Weber	Philip	Chair	Yes	Yes
Whitfield	Debbie	Lt. Governor	Yes	Yes
Wilson	Joseph	Lt. Governor	Yes	Yes
Wise	Matthew	Chair	Yes	Yes
Yunker	Dale	Lt. Governor	No	No
Yunker	Judy	Lt. Governor	No	No
Zulueta	Sarah	Lt. Governor	Yes	Yes

the district.

b. No offices other than those of Secretary and Treasurer may be combined in one person. The Secretary-Treasurer has the title of Executive Director.

c. After their election and before their assumption of office, all officers shall be known and designated by the titles of the offices to which they have respectively been elected followed by the term "designate."

## Section 2.

a. Each officer shall be an active member in good standing in a club of the district.

b. ~~Each Lieutenant Governor shall be a member of a club in the division from which elected.~~ ***Each Lieutenant Governor and Lieutenant Governor-elect shall: be a member of a club in the division from which he or she is elected; shall be, or have been, a club president; or shall have served as club secretary for at least two (2) years; and shall be active in the affairs of his or her club and his or her division. Lieutenant Governors and Lieutenant Governors-elect shall not be members of the District Board of Trustees. The Lieutenant Governors shall assist the Governor and the Board of Trustees in the work of the District and shall represent the Governor and shall have full responsibility under the direction of the Governor and the Board of Trustees in supervision of the District administrative work in their respective divisions. The Lieutenant Governors shall also perform such other duties as may be assigned to them by the Governor or the Board of Trustees.***

c. Each Trustee shall: be a member of a club in the region from which he or she is elected; have been a member of one or more Kiwanis Clubs for at least (5) years; have been a Lt. Governor; and be active in the affairs of his or her club, division and region.

d. The Governor and Governor-elect shall: have served as a Lieutenant Governor of a division in the Pennsylvania District; have been an active member of one or more Kiwanis Clubs in the Pennsylvania District for at least six (6) years; and shall have and maintain a clear criminal history background check conducted and verified by Kiwanis International.

**Section 3.** Officer terms shall be as follows or until said officer's successor shall be duly elected and qualified. The terms of all district officers shall begin on October 1.

a. A trustee shall serve a term of three (3) years. A trustee may serve multiple terms, but shall not serve for two or more full consecutive terms.

b. All other officers shall serve a term of one (1) year.

c. The time served by any person appointed by the District Board to fill a vacancy shall not count for the purpose of this provision.

**Section 4.** Each district officer has the duty and responsibility to:

a. Promote the Objects and objectives of Kiwanis International.

b. Promote the interests of the clubs within the district.

c. Plan and preside at regional meetings, under the direction of the District Board.

#### ARTICLE IV. DISTRICT BOARD

**Section 1.** The District Board shall consist of the Governor, Governor-elect, Immediate Past Governor, Executive Director, and a trustee for each region. The Circle K District Governor, Key Club District Governor and a representative of the Pennsylvania Kiwanis Foundation Board shall be non-voting, ex officio members of the District Board. Lieutenant Governors shall not be members of the District Board, but may participate in discussion without voting privileges.

**Section 2.** The management and control of the affairs of the district not otherwise provided for in these bylaws shall be vested in the District Board, subject to the supervision and control of the Kiwanis International Board of Trustees. The District Board may adopt policies and/or procedures, provided they are not in violation of any applicable laws or any higher governing documents.

**Section 3.** The District Board shall hold at least four (4) regular meetings during each administrative year, one of which shall be held prior to October 31, at such times and places as designated by the Governor. If the first meeting is held prior to October 1, any action taken shall become effective on October 1, unless specified otherwise *a later date is specified*.

**Section 4.** A special meeting of the District Board may be called by the Governor or two-thirds (2/3) of the entire Board.

**Section 5.** Subject to the laws of local jurisdiction, the District Board may meet and conduct business by any method that allows all participants to simultaneously communicate with one another or as otherwise allowed by law. Participation by such methods constitutes attendance. Normal board meeting rules and processes apply unless otherwise determined by the Board.

**Section 6.** The Executive Director shall notify each member of the District Board and the Executive Director of Kiwanis International of the time, place, and date of any regular meeting at least three (3) weeks in advance and of any special meeting at least three (3) days in advance.

**Section 7.** In the absence of the Governor from a meeting, the District Board shall elect one of its members to act as presiding officer.

**Section 8.** A majority of the total members of the District Board constitutes a quorum, and a majority vote of those present and voting is required for all business unless otherwise provided in these bylaws.

**Section 9.** Within thirty (30) days after any District Board meeting, the Executive Director shall provide a draft of the meeting minutes or a summary of the actions taken to Kiwanis International, and a copy shall be made available to clubs in the district. The district shall provide a copy of the official minutes of each board meeting to Kiwanis International within thirty (30) days after approval by the District Board.

#### ARTICLE V. COMMITTEES

**Section 1.** The titles, structure, and duties of district standing committees shall be those defined by

**Section 6.** The Governor shall be an ex-officio member of all standing and special committees of the district.

**Section 7.** All committee members appointed by the Governor shall be subject to removal by the Governor.

## ARTICLE VI. CONVENTIONS

**Section 1.** The annual convention of the district shall be held at such place and date, between March 15 and September ~~15~~ 25, as shall be mutually agreed upon by the District Board and the Kiwanis International Board of Trustees, except that no district convention shall be held within the period of thirty (30) days prior to, during, or thirty (30) days following the Convention of Kiwanis International unless approved by the Kiwanis International Board. In the event the annual convention of Kiwanis International is held within the geographic boundaries of a district, the district may hold its convention in conjunction with the Kiwanis International convention; in such cases, district functions may not be held during general sessions of the International Convention.

**Section 2.** Special conventions of the district shall be called by the Governor upon the request of a majority of the clubs or upon the request of three-fourths (3/4) of the members of the District Board.

**Section 3.** The Executive Director shall notify each club and the Executive Director of Kiwanis International at least sixty (60) days prior to the date of the annual convention and at least thirty (30) days prior to the date of any special convention or rescheduled annual convention.

**Section 4.** The District Board shall have full supervision and management of all conventions.

**Section 5.** For each convention, the Governor shall appoint a Committee on Credentials and a Committee on Elections, each to consist of at least three (3) members. All members of the Committee on Elections shall be delegates.

**Section 6.** At any district convention, each club shall be entitled to seat up to three (3) delegates, two (2) of whom should be the club president and president-designate, as well as nominate three alternates who may serve if any delegate is absent. Club delegates and alternates shall be active members of the clubs they represent. However, the Lieutenant Governor or a past Lieutenant Governor may represent any club in their division not otherwise represented by three delegates. Delegates shall be elected by each club prior to the convention and certified to the district by the club president and secretary. A current or past Lieutenant Governor representing a club may be certified by the Credentials Committee or its designee.

**Section 7.** Official delegates of a newly organized club shall be granted full privileges at district conventions after the charter has been approved by the Kiwanis International Board of Trustees, even if it has not been formally presented to such club.

**Section 8.** All officers and past Governors of the district who are active members of a club in the district shall be delegates-at-large to all district conventions.

**Section 9.** To be accredited, a delegate must have paid a convention registration fee, if such is required.

**Section 2.** The registration fee for the annual district convention shall be \$25.00 per person. Each district club shall pay to the district a convention fee of three (3) times the registration fee, which shall entitle the club to credit for three (3) delegates to attend the district convention. The convention fee shall be billed with district dues and must be paid by all clubs, whether or not they send three (3) delegates to the convention. Any additional club member, who is not a delegate, shall pay to the district the convention fee. Upon application by a club to the District Board for good cause, including but not limited to financial hardship or other special circumstances, the Board may, at its discretion, waive payment of all or a portion of the convention fee for a club. Income from convention fees shall be used solely to defray the expenses of the annual district convention.

**Section 3.** Any Kiwanian holding active membership in a club in good standing in the District may be granted District Life Member Status with a one-time payment of a fee of fifteen (15) times the annual District Dues. Upon granting District Life Member Status, the member's club is thereby relieved of any further dues obligation to the District for that member. District Life Member Status shall be in force only during the time the member is a member of an affiliated Kiwanis Club in the Pennsylvania District.

**Section 4.** A Kiwanis club shall be relieved of any obligation to pay District dues for any club member for a period of two (2) years from the date of joining that club, provided such member was a former member of a Kiwanis International Service Leadership Program.

**Section 5.** Each new club shall pay a charter fee for each member equal to the amount of prorated district dues based on when the club is organized. See Sec-4 6 for the schedule of prorated district dues.

**Section 6.** A fee for each new member shall be paid to the district equal to the amount of prorated district dues based on when the member joins the club, as shown below. Clubs are exempt from paying the district new member fee for persons who are former members of a Service Leadership Program (SLP).

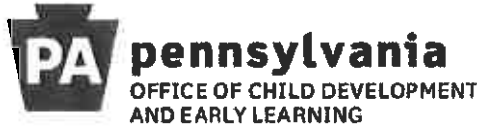
October and November:	\$35.00
December and January:	\$30.00
February and March:	\$25.00
April and May:	\$20.00
June and July:	\$15.00
August and September:	\$10.00

**Section 7.** The District Board may establish registration fees for district conferences or other meetings.

**Section 8.** No financial obligation shall be placed upon clubs of the district other than those provided in these bylaws or adopted by a two-thirds (2/3) vote of the House of Delegates. No voluntary contribution for any district activity shall be requested of all clubs by the District except the Pennsylvania Kiwanis Foundation and the Pennsylvania District Kiwanis Outreach Program. All other solicitation shall require a two-thirds (2/3) vote upon a referendum submitted to all clubs of the district.

## ARTICLE XI. FINANCE

**Section 1.** Not later than October 31, the District Board shall approve a budget of estimated revenues and expenses for the year, including capital expenditures.



April 7, 2016

Kevin Thomas, Executive Director  
Pennsylvania Kiwanis  
2793 Old Post Road, Ste. 12  
Harrisburg PA 17110-3683

Dear Kevin,

Attached please find the request to the Pennsylvania Kiwanis for sponsorship support in reaching the most at-risk children in Pennsylvania—those children in foster care—to supply them with their own copy of the 2017 PA One Book, Every Young Child selection.

Currently in its 11<sup>th</sup> year, the PA One Book, Every Young Child campaign has strived to reach preschool-aged children through early learning programs, such as Head Start and PA Pre-K Counts, and local libraries. However, there remains a selection of preschool-aged children who are more difficult to reach—those children within, or in danger of becoming involved in, the foster care system. These children and their families may often be isolated from typical community supports or early learning programs, and may not be able to access those supports or services which can help their children be successful in school. Something which many of us may take for granted, the act of sharing a book between an adult and child, may not be an option for these children.

In 2016, we reached out to the PA Office of Children, Youth and Families (OCYF), who oversees the foster care system, with a simple idea: PA One Books for preschool-aged children in the foster care program. While OCYF was receptive, the funding was not available to support this effort. They were, however, able to identify opportunities for partnership opportunities between those agencies who provide supports within the foster care system, at-risk children and their families, and community partners.

The Pennsylvania Kiwanis Foundation and individual Clubs have a well-established history of investing in children and their school success. We are asking PA Kiwanis to take the next step in sponsorship to underwrite the costs of 7,500 PA One Books for those children and families who are most vulnerable within our communities.

The Office of Children, Youth and Families, PA One Book, Every Young Child committee, the PA Office of Child Development and Early Learning, and the PA Key are grateful for this opportunity to partner with Pennsylvania Kiwanis members in providing this outreach and support to the most vulnerable Pennsylvania children.

Sincerely,

Mary P. Hall  
Communication & Outreach Specialist, PA Key

## **Supporting Young Children in Foster Care through the *PA One Book, Every Young Child* Program**

This proposal requests a sponsorship of support between the Pennsylvania Kiwanis and/or individual PA Kiwanis Clubs and the PA One Book Campaign to underwrite the costs of 7,500 2017 *PA One Book, Every Young Child* selection for children and families currently involved, or at-risk of becoming involved, within the Pennsylvania foster care system, via two sponsorship opportunities: the State-Wide Annual Family Center Conference, and the Local Resource Family Associations and National Foster Care Month.

In 2017, the *PA One Book, Every Young Child* program will celebrate its 12<sup>th</sup> consecutive year, leading the way and highlighting the importance of early literacy development in preschoolers ages 3 to 6. The *PA One Book, Every Young Child* campaign was developed by a dedicated committee of librarians, museum educators and early learning professionals from across Pennsylvania to promote the value and benefits of reading early and often to preschoolers and to encourage bonding through books and reading. Research has demonstrated that reading aloud to children helps them acquire early language skills, develop positive associations with books and reading, and build a stronger foundation for school success. (Reach Out and Read)

The *PA One Book, Every Young Child* program has demonstrated an extensive outreach throughout Pennsylvania, reaching thousands of children and families in libraries, early learning programs, schools, and community programs. However, those within the foster care system may not be reached.

There are currently over 13,000 Pennsylvania children within the foster care system, overseen by the Department of Human Services, Office of Children, Youth and Families. These children are some of the most at-risk children within Pennsylvania, having experienced or in danger of experiencing abuse and/or neglect, and unable to remain safely within their familial home. Research tells us these children may suffer from cognitive, behavioral, and emotional problems.

Entering the foster care system does not end the risk for the child--their education is also impacted. Children in foster care have worse education prospects than children in the general student population. Children within foster care typically have challenges with school attendance; are far more likely to transfer to a new school for noneducational reasons; and may score lower on 3rd through 8th grade reading and math exams. (VERA Institute of Justice, 2001)

The PA Office of Children, Youth and Families provides several different training and outreach events for professionals, families, and children to provide support for children while in foster care, or reach those at danger of entering the foster care system. There are two primary events which reach families, children and foster care staff for which assistance is being requested.



## **The State-Wide Annual Family Center Conference**

Family Centers play a significant role in service delivery in communities, in preventing children and families from entering into the formal child welfare system. Each year, nearly 14,000 Pennsylvania families use their local, neighborhood Family Centers to obtain the information, services, and supports to achieve positive outcomes for their families and for their children. Services include child development and parenting education activities and home visits, adult education services, employment information and assistance, health care information and assistance, pregnancy support services, life skills training, access to community resources, recreational and social activities, after-school programs, and emergency services. Pennsylvania has 32 state-funded Family Centers. Twelve are based in schools, and 20 are community-based centers. Family Centers are located in 28 of Pennsylvania's 67 counties and include 62 sites.

Each year, an annual conference is held in which staff from the individual Family Centers receive professional development training and resources. This training and resources are instrumental in providing support to the at-risk families and children they serve.

***A request is being made for sponsorship to underwrite the cost of 2,500 PA One Books to be distributed at the statewide Annual Family Center Conference.*** Sponsors will have the opportunity to meet with Family Center staff, provide PA One Books to the staff for the families served by the Family Center. The books will then be distributed to children by Family Center representatives at their individual centers.

## **Local Resource Family Associations and National Foster Care Month**

The Pennsylvania State Resource Family Association advocates for all those who care about children and their families, working supportively with foster, adoptive, and kinship families, and with local foster parent associations and agencies. The PA State Resource Family Association (PSRFA) is the statewide agency that advocates and supports foster parents and local Associations throughout Pennsylvania.

During May's National Foster Care Month the Local Resource Family Associations supports activities and events held by local Associations. During these events and activities, resources are distributed to the foster and adoptive families and their children.

***A request is being made for sponsorship to underwrite the cost of 5,000 PA One Books to be distributed during April-May 2017.*** This is not a single event, rather, individual events hosted by organizations located throughout Pennsylvania that help support the foster and adoptive families in their counties. (Specific event information and locations will be available from PSRFA.) Sponsors will have the opportunity to distribute PA One Books to the children and families who attend these local events and provide readings of the PA One Book to the children.

## **Sponsorship to Underwrite the Costs of 2017 PA One Books**

Each year, the *PA One Book, Every Young Child* selection is identified via a PA One Book committee, comprised of librarians, museum staff, and early learning partners. During fall 2016, the 2017 selection will be announced, as well as the opportunity to order books. Due to a partnership with the publishers, the PA One Books are typically available at a greatly reduced cost of \$2.50 per soft cover book. (This price includes shipping and is based on the past three year's costs.)

Costs to underwrite the sponsorship of the 2017 PA One Books to children in foster care:

- State-Wide Annual Family Center Conference: 2,500 books @ \$2.50/ea. (est) = \$6,250
- Local Resource Family Association events: 5,000 books @ \$2.50/ea. (est) = \$12,500
- **Total estimated cost to sponsor 7,500 books @ \$2.50/ ea. = \$18,750**

As part of the sponsorship, the PA Kiwanis Foundation and Kiwanis Clubs will be provided with the 2017 PA One Book order form to be submitted for book purchases, as well as delivery information (as applicable).

## **Supporting Young Children in Foster Care through the *PA One Book, Every Young Child* Program**

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# 2016-17 PA District Club Communications Contest



To enter your club in the communications contest, please complete the information below and return this form along with one example of efforts to share club information to members from at least 3 of the last 12 months.

All entries must be received on or before July 23, 2017. There will be 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place recognition based upon membership categories. Winners will be published in the Keystone Kiwanian and listed on the District Website.

CLUB NAME: \_\_\_\_\_  
DIVISION: \_\_\_\_\_  
Editor/Secretary: \_\_\_\_\_  
Email/ Phone: \_\_\_\_\_  
\_\_\_\_\_

### Club Membership Categories: (check one)

Silver Division (46+ members)  
\_\_\_\_\_

Blue Division (25-45 members)  
\_\_\_\_\_

White Division (24 or fewer  
members) \_\_\_\_\_

Link: \_\_\_\_\_

Facebook Name: \_\_\_\_\_

Twitter Account: \_\_\_\_\_

(Attach any hardcopies you wish to be reviewed)

How often do communications with membership get disseminated?

What is your primary means of communicating with club members?



Award/Recognition: List winners by category and place in a particular issue of the Keystone Kiwanian, and somewhere on the District website. In addition, the club can be given a certificate with a lapel pin (For the editor or secretary). We will ask Bill Cater to create something based upon on suggestions that cost \$1.50 or less per pin for (100) pins. If it is not feasible to create such a pin in a cost effective way, the award will simply be the recognition online, Keystone Kiwanian, and certificate.



Example of some type of custom lapel pin related to the award



## George F. Laning Interclub Award:

What is an Interclub? When members of one club attend a meeting or event with another Kiwanis or K Family Club.

Club Membership Numbers	Number of members needed for Interclub
Under 20	2
21-29	3
30 +	4

Information related to Interclub Activity will be taken directly from the club monthly reports (cumulatively). Recognition will occur 3 times yearly (Fall Regional Meeting, Mid-Winter Conference and Spring Division Council or Regional Meeting). The LTG will award the club in his/her division with the highest score based upon the below rubric will receive a custom "trophy" which will be passed along to the winning club for bragging rights. The trophy will be passed along to the club with the highest score at the time of the 3 events designated above



This example about \$5 each (would need 21 trophies), we could also create something that was less "formal" and a little more silly/fun similar to the "spirit stick" idea Circle K uses.

Membership Category: \_\_\_\_\_

Club Name: \_\_\_\_\_

**Interclub Scoring Rubric**

	1	2	3	4	TOTAL SCORE
<b>Frequency of Interclubs</b>	4 or more	7 or more	15 or more	30 or more	
<b>Interclubs that included SLPs</b>	3 or more	5 or more	10 or more	20 or more	
<b>Distance</b>	At least 4 Interclubs within home Division	At least 3 Interclubs within home Region	At least 3 Interclubs within home District	At least 1 interclub outside of home District	
<b>Focus</b>	Social Event	Meeting	Fundraiser	Service Project	

Overall Score: \_\_\_\_\_ out of 16.

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# 2016-17 PA District Community Communications Contest



To enter your club in the community communications contest, please complete the information below and return this form along with at least 3 examples of how your club has effectively uses external communication to share Kiwanis news with the community. (Screen shots of social media, online publications, business cards, newspaper articles, club brochures are accepted)

All entries must be received on or before July 23, 2017. There will be 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place recognition based upon membership categories.

CLUB NAME: \_\_\_\_\_

DIVISION: \_\_\_\_\_

PR /Committee Chair: \_\_\_\_\_

Email/ Phone: \_\_\_\_\_

\_\_\_\_\_

### Club Membership Categories: (check one)

Silver Division (46+ members)  
\_\_\_\_\_

Blue Division (25-45 members)  
\_\_\_\_\_

White Division (24 or fewer  
members) \_\_\_\_\_

Link: \_\_\_\_\_

Facebook Name: \_\_\_\_\_

Twitter Account: \_\_\_\_\_

Are any non-Kiwanians following or subscribing to your social media or website? \_\_\_\_\_

How often does your club share information with the community?

What have you found as the most effective way to spread the word of your good work with the community?

Please Submit all entries to: Pa Kiwanis District Office 2793 Old Post Road, Suite 12 Harrisburg, PA 17100-3683 or [communitycomawards@pakiwanis.org](mailto:communitycomawards@pakiwanis.org)

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**Award/Recognition:**

Winners will be listed by category and featured in a particular issue of the Keystone Kiwanian, and somewhere on the District website. In addition, the club can be given a certificate with a lapel pin (For the committee chairperson). We will ask Bill Cater to create something based upon on suggestions that cost less than \$1.00 per pin for (100) pins. If it is not feasible to create such a pin in a cost effective way, the award will simply be the recognition online, Keystone Kiwanian, and certificate.



Example of pin, but with Kiwanis info and words

## **PENNSYLVANIA DISTRICT KIWANIS INTERNATIONAL EXECUTIVE DIRECTOR – SECRETARY/TREASURER JOB DESCRIPTION**

### **INTRODUCTION**

The District Executive Director occupies a key position which demands that an authoritative knowledge of all Kiwanis operations affecting the District. In general, the District Executive Director does everything possible to assist the Governor in the administrative work of the District. The Executive Director will perform the official duties and responsibilities of the District Secretary and District Treasurer as outlined in the Manual for District Secretaries and as further specified in the District Bylaws.

### **DUTIES:**

- 1) Maintain financial and accounting records of the District and prepare reports as required.
- 2) Keep a record of all receipts and disbursements made in the manner authorized by the Board of Trustees.
- 3) Sign all checks for approved expenditures.
- 4) Keep all records of the District, the minutes of the convention and the minutes of all meetings of the Board of Trustees.
- 5) Collect all funds due the District and shall deposit same in the District depository, and shall furnish a statements of all receipts and expenditures to the Governor and Governor-elect.
- 6) Submit to the proper officials and committees all communications received from Kiwanis International.
- 7) Cooperate with the Governor in forwarding and collecting all official reports required by Kiwanis International.
- 8) Make a report to the annual convention, all official board meetings and at such time as the Governor and Board of Trustees shall require.
- 9) Travel by the Executive Director will include official District functions, including the International Convention, the International Council, the District Convention, the Organizational and Mid-Winter Conferences and the official visit of the International President or his designated representative. From time to time the Executive Director may also travel to special Divisional and Club events and provide programs at Divisional and Club events.
- 10) Manage the District Office, including but not limited to:
  - a. Employment of staff;
  - b. Discipline of staff as necessary;
  - c. Maintenance of facilities and equipment;
  - d. Responsible for proper insurance coverage, bond protection, etc;
  - e. Insure the policies of the Kiwanis District are followed, whether written or implied;
  - f. Keeper and protector of the Official Seal of the District.
- 11) Serve as Financial Counselor to the Key Club District and Circle K District under the direction of the District Administrators. This shall include making all disbursements, depositing receipts, establishing budgets and establishing financial policy. This shall include negotiating and reviewing all contracts for both organizations.
- 12) The Executive Director shall be responsible for making recommendations for District Convention sites to the Board of Trustees and shall also be responsible for the general management of the convention as well as contract negotiation.
- 13) The Executive Director shall be responsible for the overall management, site selection and contract negotiation for the Mid-Winter Conference, subject to District Board review and approval.

- 14) The Executive Director shall be responsible for the overall management and contract negotiation of all other Kiwanis District official functions and training conferences.
- 15) The Executive Director shall be responsible in association with the respective Administrators for the general management, site selection and contract negotiations of the Key Club and Circle K District Conventions.
- 16) The Executive Director shall over see the compilation and distribution of mailings and electronic communication for the Kiwanis, Key Club and Circle K Districts.
- 17) The Executive Director shall strive to keep the District Board informed on all matters affecting them as well as the clubs in the Pennsylvania District.
- 18) Other than financial guidance and convention services, the Executive Director shall provide services to either Key Club or Circle K only by arrangements made with the respective District Administrators.
- 19) The Executive Director shall not be the Editor of the Keystone Kiwanian. The selection of a publisher should be made by the Board of Trustees upon the recommendation of the editor. The Executive Director will be involved in the distribution of the Keystone Kiwanian.
- 20) The Pennsylvania Kiwanis Foundation should not be the responsibility of the Executive Director except that he/she shall over see the deposit of Foundation receipts and the acknowledgment of the contributions. The Executive Director will, also, be involved in preparing materials for the Foundation convention activities and provide general guidance for those events.
- 21) The Executive director will provide support and direction for District New Club Building activities as planned and implemented by the District Governor and Board of Trustees.
- 22) Under the direction of the District Board of Trustees, the Executive Director shall seek to develop service initiatives focused on young children that will raise the visibility of Kiwanis in Pennsylvania in a significant and meaningful manner.
- 23) As determined and approved by the District Board of Trustees, other duties maybe assigned to the Executive Director.

**Pennsylvania District of Kiwanis International**  
**District Executive/District Secretary/District Treasurer**

Title: District Executive

Reports to: District Governor and,  
District Board

Category: Exempt

Status: Full-time

- It is estimated that full-time performance of the duties listed herein should average 40 to 55 hours per week.

**Position Summary:**

The District Executive is appointed by and reports to the District Board of Directors.

As provided for in the Pennsylvania District By-Laws, the person in this position serves a key position in the blended role of District Executive, District Secretary, and District Treasurer.

The District Executive will have overall strategic and operational responsibility for the Pennsylvania District of Kiwanis International non-profit staff, programs, strengthening and growth, and overall execution of its mission. The District Executive will have developed a deep knowledge of Kiwanis International and the Pennsylvania District core programs, operations, and business plans.

It is a requirement that the District Executive be an active member of a Pennsylvania District Kiwanis Club.

This position description does not create an employment contract, implied or otherwise, or create anything other than an "at will" relationship. However, inasmuch as the District Board membership is changed annually, the District Board is prevented from removal of the incumbent district director for reasons other than negligent performance of duties or criminal activities during the first 90 days of each Kiwanis administrative year (October 1 through December 31).



## **General Responsibilities:**

### **Leadership & Management:**

- Ensure ongoing District program excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals of the Pennsylvania District of Kiwanis International.
- Actively engage and energize Pennsylvania Kiwanis members, volunteers, board members, district committee chairs, alumni, partnering organizations, and donors.
- Develop, maintain, and support the Board of Directors, serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for Kiwanis International overarching direction.
- Lead, coach, develop, and promote the Pennsylvania Kiwanis District leadership team. Working hand-in-hand with the elected District Governor and others, ensure effective systems are in place to track program progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the Board, and other constituents.
- Attend all District formal meetings such as the annual District Convention, Regular District Mid-Winter Conference, all Trustee meetings, District Key Club Convention, District Circle-K convention, and other meetings that may require the District Executive's expertise and direct involvement.
- Attend the Kiwanis International Convention, International Council Meeting, and any District Executives' meetings called by Kiwanis International.
- From time to time, attend those additional Division, Region, and Club meetings and events as agreed to by the District Board and/or Governor.
- Coordinate all activities in advance with the District Governor, and Governor Elect by regularly sharing electronic calendars such as Outlook or through other acceptable means such as written "planned weekly activity reports".
- All functions of the District Executive position will be performed in a timely manner with acceptable quality.
- Preserve, and protect all District assets.

### **Official District Relationship:**

- The District employs the District Executive to represent the District and the overall Kiwanis membership in a wide variety of situations throughout each Kiwanis year.

- Unless the District Executive's activities are directly related to District support or otherwise authorized activity, it shall be assumed that the District Executive is acting as a Kiwanis member volunteer representing his or her home Kiwanis Club.

### **Fundraising & Communications:**

- Expand District:revenue generating and fundraising activities to support existing District program operations.
- Assist the District Public Relations Chair to deepen and refine all aspects of communications — from web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities.

### **Planning & New Initiatives:**

- Support the District's implementation of Kiwanis International's I-Plan strategic initiative.
- Actively develop and build partnerships in new markets, establishing relationships with partner, political, and community leaders.
- Be an external District-wide presence that promotes and communicates Kiwanis program results with an emphasis on the successes of the local District/Club programs as a model for District and Kiwanis International replication.

### **As District Executive:**

- Manage the District Office, including but not limited to:
  - Manage, negotiate and execute all contracts for the Pennsylvania District of Kiwanis International and District Key Club and Circle-K.
  - Employment and supervision of authorized staff
  - Maintenance of facilities and equipment
  - Maintain proper insurances, bond protection, etc. as authorized by the District Board of Trustees.
  - Keep and protect the official seal of the District.
- Obtain proposals and provide recommendations to the Board of Trustees for the annual District Convention sites.
- Serve as ex officio member of the Convention Committee assisting in contract negotiations, convention budget development, program recommendations, and activity suggestions, etc. Represent the District Board and serve as the authorized official signing all approved contracts for convention commitments for the convention.

- Similarly, perform the same duties as they may pertain to the District Mid-Winter Conference as provided for in the above paragraphs.
- In a similar manner, work closely with the District Key Club Board, Circle K Board and respective District Administrators to propose and manage their respective District Conventions and training meetings.
- The District Executive shall keep the District Board, and District Officers informed of all matters affecting the district.
- Prepare a "District Executive Report" for presentation to the District membership at the annual District Convention, District Mid-Winter Conference to the District membership; and to the participants at Trustee meetings, and other meetings that the Board of Trustees from time to time may require.
- In addition to other services provided to the Key Club and Circle K Districts, the District Executive may provide other services to these organizations by arrangement with the respective District Administrators and as authorized by the District Board of Trustees.
- In addition to other services provided to the Pennsylvania Kiwanis Foundation, the District Executive may provide other services to this organization by arrangement with the foundation President and as authorized by the District Board of Trustees.
- The District Executive will provide support to the District Committee Chairs as planned and implemented by the District Governor and the Board of Trustees
- The District Executive will seek to develop service initiatives focused on young children as authorized by the Board of Trustees. The purpose of these efforts would be to raise the visibility of the Pennsylvania District of Kiwanis International in a significant and meaningful manner.
- As determined and approved by the District Board of Trustees, other duties may be assigned to the District Executive.

#### **As District Treasurer:**

- Maintain financial and accounting records of the Pennsylvania District of Kiwanis International and its service leadership organizations as may be required from time to time.
- Prepare and submit monthly reports for the various funds under the District Executive's control and responsibility to keep board members fully informed of revenues, expenses, and performance to budget. Additionally, these reports should include detail about any and all unpaid invoices.
- Prepare and submit monthly reports of all receipts and deposits into the accounts of the Pennsylvania Kiwanis District Foundation.
- Maintain all records of revenues and disbursements in accordance with commonly acceptable accounting practices.

- Sign all checks and issue payment via check or district credit/debit card for authorized and approved expenditures.
- Collect all funds due to the District and deposit them into the appropriate District accounts.
- Serve as the financial counselor to the Key Club District and Circle K District boards with the advice and consent of the respective District Administrators. This shall include but not limited to, making all deposits, making authorized disbursements, developing budgets and recommending financial policy.
- Prepare and submit monthly reports for all expenses of the District Executive including those expenses either direct billed to the District or those submitted for reimbursement.

**As District Secretary:**

- Maintain and retain all records of the District to include minutes of District Board meetings, District convention, and other District meetings.
- Receive all official correspondence for the District. As appropriate, distribute to District Officers, Trustees, region, division, and club leaders including club secretaries and, when appropriate, all District Kiwanis Club members.
- Compile and distribute mailings and electronic communications for the Pennsylvania Kiwanis, Key Club, and Circle K Districts.
- Collect data for submission and submit all official reports required by Kiwanis International.
- Prepare a "District Secretary's Report" for presentation to the District membership at the annual District Convention, District Mid-Winter Conference, Trustee meetings, and, from time to time, other meetings that the District Board may require.

**Minimum qualifications (Education, Experience, and Skills):**

- 4-year college degree in Business administration or equivalent.
- At least 5 years of Kiwanis membership and experience.
- Ability to work closely with internal and external constituents.
- Ability to work on multiple tasks simultaneously.
- Have proven leadership, coaching, and relationship management experience.
- Have excellent organizational management skills with the ability to coach, and manage; and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Have strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills.

- Ability to work effectively in collaboration with volunteers.

**Physical Demands and Work Environment:**

- The description of the physical demands and the work environment characteristics here represent those that must be met by an employee to successfully perform and those that may be encountered while performing the essential functions of the position of District Executive.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit, and use hands. The employee frequently is required to talk, and hear to facilitate communication. The employee is occasionally required to stand, walk, reach, stoop, kneel, crouch or crawl in order set up for conferences and meetings. The District Executive is required to occasionally lift and/or move items up to 70 pounds.

This job description in no way states or implies that these are the only duties to be performed by the District Executive. The District Executive is required to follow any other job-related instructions and to perform any other job-related duties requested by the District Board or other person authorized to give instructions or assignments.

Reviewed with the employee by:

\_\_\_\_\_

Date: \_\_\_\_\_

Representative of the District Board signature

\_\_\_\_\_

Printed name

Received and accepted by:

\_\_\_\_\_

District Executive's signature

\_\_\_\_\_

Printed name