

## **Kiwanis Club of Glendale**

### **Policies and Procedures Manual**

### **Sponsored Organizations and Programs**

#### **Sponsored Organizations and Programs Defined**

Kiwanis Sponsored Organizations and Programs (SOAP) are Aktion Clubs, Builders Clubs, Circle K Clubs, K-Kids Clubs, Key Clubs, and KIWINS Key Clubs. This Policy Statement specifically relates to those SOAP clubs which are officially sponsored by the Kiwanis Club of Glendale

#### **Lunches at Kiwanis Meetings**

The Kiwanis Club of Glendale will host members of its SOAP clubs at regularly scheduled Friday noon luncheon meetings at the Glendale Elks Lodge as guests of the Kiwanis Club, with no advance notice or reservation necessary unless there will be more than four such members attending the same meeting. There will be a budget specified each fiscal year for such luncheon expense, so it is anticipated that the number of visits will be reasonable and consistent with the requested and adopted budget amount.

A representative of each SOAP club is encouraged, during announcements, to briefly report on the activities of the club no more than once per month.

When mutually agreed upon, each Circle K Club or Key Club may schedule a take-over meeting at the Glendale Kiwanis Club during each fiscal year. At this meeting, the SOAP club officers and members will conduct all agenda items and the program, with the possible exception of new member inductions, award presentations, or other special items of Kiwanis business for which the President of the Kiwanis Club will be asked to preside.

All contributions from Kiwanians and guests on the occasion of a Kiwanis meeting takeover by a SOAP club shall be donated directly to such sponsored club, which shall be announced to the attendees at such takeover meeting and at the club meeting the week immediately preceding such takeover meeting, and published in the KiwaniNews in advance of the takeover meeting.

#### **Sponsored Program Club Activities**

Kiwanians are encouraged to attend regular club meetings, fundraising events, service projects, and other activities of the SOAP clubs. In particular, every effort will be made to have a Kiwanian present at every club meeting and officers meeting of the SOAP clubs, and for this reason advance notice of such meetings is imperative.

#### **Monthly Reports**

As required by the International and District organizations of several of the SOAP clubs, a copy of the Official Monthly Report will be submitted each month to the Secretary of the Kiwanis Club of Glendale, not later than the 5<sup>th</sup> day of the month following the period which is reported, and that report may be e-mailed, faxed, mailed, or delivered at a Friday luncheon meeting.

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#### **Joint Projects**

Joint service projects, fundraising events, and social events are encouraged, and these may be initiated by either the Glendale Kiwanis Club or the SOAP clubs. Joint participation of each of the clubs involved should commence from the planning and preparation phases through the post-event analysis meeting, if any.

#### **Conventions**

The largest budget expense of the Kiwanis Club of Glendale regarding its SOAP clubs is to assist delegates from the various SOAP clubs to attend the annual District Convention, and the Kiwanis Club of Glendale has established a guideline for its contribution of one-third of the total convention expense, up to a specified budgeted amount. Any amount requested in excess of the limit budgeted at the beginning of the Kiwanis fiscal year must be requested prior to submitting the registration materials to the California-Nevada-Hawaii District Office.

For purposes of the Convention expenses for which the Kiwanis Club of Glendale will participate, the valid items are Convention Registration, Housing, and Transportation. The Convention Registration amount considered is the regular expense required for on-time registration - the Kiwanis Club of Glendale will pay NO portion of late registration. Housing will be for the two nights of convention attendance only, and must be at the required and designated convention hotel. Transportation will be by chartered bus, and the amount will be pro-rated based upon the portion of passengers representing the SOAP club sponsored by the Kiwanis Club of Glendale.

The total cost of the three expense items for the prescribed number of Advisors must be included in the total convention expense computed, and it is expected that the balance of the total convention expense borne by the SOAP club and by the students attending will include the same Advisor expenses as a necessary cost of the students attending. The usual requirement is one Advisor for every ten students.

The completed registration materials for the SOAP club and all attending students must be submitted to the Kiwanis Advisor not later than 7 days prior to the registration deadline date in order for the Kiwanis Club of Glendale to approve and pay its portion of the expense.

If the Kiwanis Club of Glendale is requested to advance the payments for the Convention Registration, Housing, or Transportation for a SOAP Convention, reimbursement of the share due from the SOAP club and the participating students MUST be made to the Kiwanis Club of Glendale within 30 days of the date the payment is made from the Kiwanis Club of Glendale. Failure to do so WILL seriously impact the likelihood of such advance being made in subsequent years.

Following is a guideline for the computation of respective District Convention expenses, assuming a one-third distribution to the SOAP club, the participating students, and the Kiwanis Club of Glendale:

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- A. Convention Registration (on time only) per participant \$\_\_\_\_.00
- B. Number of students participating \_\_\_\_\_
- C. Number of advisors required by Cal-Nev-Ha District for # of students \_\_\_\_\_
  
- D. Cost of Hotel Room per night at assigned hotel \$\_\_\_\_.\_\_\_\_
- E. Number of nights of Convention stay (usually 2) \_\_\_\_\_
- F. Number of rooms for students (computed at 4 students per room,  
but none of mixed gender) \_\_\_\_\_
- G. Number of rooms for advisors (either 1 or 2 per room, as requested) \_\_\_\_\_
- H. One room for the bus driver (if bus transportation is used) \_\_\_\_\_
  
- I. Total cost of Bus charter for the weekend \$\_\_\_\_.\_\_\_\_
- J. Number of students and advisors from Sponsored Club \_\_\_\_\_
- K. Total number of passengers riding the bus \_\_\_\_\_

Total Convention Cost =  $A * (B + C) + D * E * (F + G) + (D * E * H + I) * J / K$

Kiwanis Contribution =  $1/3 * \text{Total Convention Cost (up to approved budgeted limit)}$

**Adoption and Amendment**

This Policy Statement must be approved by the SOAP Committee of the Kiwanis Club of Glendale, after which it will be submitted to the Board of Directors of Glendale Kiwanis Youth, Inc. for review and consideration. Upon its approval, the Policy Statement must be submitted to the membership of Kiwanis Club of Glendale for its approval to become standing resolution and policy of the club.

This Policy Statement may be amended or revised at any time by following the same procedure.

**Approved and Adopted**

Sponsored Programs Committee      Chair: \_\_\_\_\_ Date \_\_/\_\_/\_\_

Glendale Kiwanis Youth, Inc.      President: \_\_\_\_\_ Date \_\_/\_\_/\_\_

Kiwanis Club of Glendale      President: \_\_\_\_\_ Date \_\_/\_\_/\_\_