

President Package
Successful Kin Seminar
2015 – 2016
September 12th, 2015



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**ONLY THOSE WHO WILL
RISK GOING TOO FAR
CAN POSSIBLY FIND OUT
HOW FAR ONE CAN GO.**



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NATIONAL CONTACT INFORMATION

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CYSTIC FIBROSIS CANADA CONTACT INFORMATION

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IMPORTANT DATES

District Meetings

| | | |
|---|------------------------------|---|
| Successful Kin Seminar – open to all D1 Kin | Cambridge – Preston Kin Hall | September 12 th , 2015 |
| Fall Leadership Conference (Komic Kin) | St. Thomas | November 6 th – 8 th , 2015 |
| Spring Convention (80s TV Shows) | Fort Erie | May 6 th – 8 th , 2016 |

Cystic Fibrosis & Service

**Remember to invite your Cystic Fibrosis & Service Directors to events in your zone / club year round – they want to help you as much as possible!*

| | | |
|---|-------------------|---|
| Attend FLC & Bring CF Donation Cheques for Presentation | St. Thomas | November 6 th – 8 th , 2015 |
| Zone Conferences | Various Locations | February / March 2016 |
| National Day of KINdness | Various Locations | February 2016 |
| Attend Spring Convention & Cystic Fibrosis/Service Banquet – bring CF Donation Cheques for Presentation and Celebration | Fort Erie | April 29 th – May 1 st , 2016 |
| Great Strides Walk – Are you hosting a walk? Are you attending a walk? | Various Locations | May 29 th , 2016 |

Risk Management

| | |
|---|-----------------------------------|
| District Dues Deadline / Incorporation Papers Filed | June 30 th , 2015 |
| Update Rosters for Accurate Dues Billing | September 26 th , 2015 |
| Financial Statement & Passed Budget Due to District Treasurer | October 31 st , 2015 |
| First National Dues Installment Deadline | November 15 th , 2015 |
| Mini Financial Review Deadline | January 31 st , 2016 |
| Update Rosters for Accurate Dues Billings / Second Installment of National Dues | February 27 th , 2016 |
| Third Installment of National Dues | May 31 st , 2016 |
| District Dues Deadline / Incorporation Papers Filed | June 30 th , 2016 |

Accredited Delegate Forms

| | | |
|---------------------------------|----------------------------------|---------------------------------|
| Fall Leadership Conference 2015 | Due to District Secretary Debbie | October 31 st , 2015 |
| Spring Convention 2016 | Due to District Secretary Debbie | April 23 rd , 2016 |
| Zone Conference 2016 | Due to Deputy Governors | One week prior to ZC |

RULES OF ORDER

Rules of Order are the formalities used to help conduct business at meetings. While they can seem awkward and fussy at first, when used properly these strategies do make for very effective meetings. They help move meetings along faster, help control discussions and side conversations, and help set the tone of a proper business meeting (as opposed to a social event).

Notice of Motion:

Advance notice of certain motions is sometimes required. Generally this applies in cases of important measures, such as revisions to house rules, new projects, or expenditures of large sums of money. The amount of advanced time must be stated, and is set by the House Rules.

Motions:

Before any question may be discussed at a meeting, it must be submitted in the form of a motion, which is moved by one member and seconded by another. It should be submitted in writing to ensure its accuracy. The motion is then debatable and may be accepted, amended, withdrawn or rejected. When a motion has been adopted, it becomes a resolution.

Similar Motions:

No motion or amendment which is the same or substantially similar to a previous motion or amendment voted upon by the meeting may be put to the same meeting or any subsequent session during the same Kin year.

Motion to Reconsider:

A motion to reconsider a vote on any previous motion made in the Kin year, except for motions to table and adjourn will be accepted at any time as long as the original motion has not already been actioned.

Motion to Table:

A motion to table is not debatable, unless it includes a motion to table until a particular time, then it is debatable as to time only. If carried, it automatically comes back on floor at the appointed time.

Withdrawal of Motion:

Withdrawal of a motion requires the consent of the mover and seconder. Amendments must first be withdrawn in reverse order, with full consent of their sponsors. If any should refuse the motion must stand.

Committee of the Whole:

A meeting may resolve itself into a "COMMITTEE OF THE WHOLE", during which time all members present act as a committee to consider a matter of business, and the meeting, as such, is suspended during this time. The regular RULES OF ORDER are not strictly applied, and the motions are limited to those which report to the meeting upon its resumption, or which resolve to revert from the committee of the whole and resume the meeting.

Adjournment:

A motion to adjourn may be moved at any time. It is not debatable except if its intent is to adjourn to a time other than the next regular meeting time, when discussion is permitted on that point only. The motion requires a simple majority, and if passed, the meeting ends. The Chair, at their discretion, may refuse such a motion if, in their opinion, the motion is offered for the purpose of obstructing the meeting, or will make impossible completion of the orders of business.

Amendments:

Amendments to a motion may be proposed at any time during the discussion. No amendment may be entertained which has the effect of nullifying the main motion. Any amendment must be relevant to the subject matter of the motion and may amend it in only by: (1) leaving out certain words, (2) adding certain words, or (3) by deleting certain words and replacing them with others.

Number of Amendments:

In order that discussion may be confined within reasonable bounds, not more than two amendments may be before the meeting at one time. However, as soon as one amendment has been accepted or rejected, another may be proposed; provided, of course, that it is different in purport from one already defeated.

CHAIR:

- C Come to the Microphone (or stand) and wait to be recognized
- H Have your thoughts ready and organized
- A Address the chair
- I Introduce yourself
- R Render your wisdom

Recognition by the Chair:

Any member in good standing shall be permitted to speak only if and when they have been recognized by the Chair, and all remarks SHALL BE DIRECTED to the Chair. In order to gain recognition the member shall, when no other person recognized by the Chair, has the floor, stand and wait to be recognized. (Chair shall not withhold recognition).

Speaking to a Motion:

When speaking to a motion, a member SHALL, before entering upon the substance of their remarks, state whether they are for or against the motion.

Limitations on Speaking:

Any member who has spoken to a motion once shall not, without the express permission of the Chair to be given or withheld at the sole discretion of the Chair, speak again EXCEPT with leave of the chair in explanation of his/her previous remarks or on the case of a mover or seconder only at the request of the Chair to answer questions from the floor directed to the Chair.

In the case of the mover only who may reply closing debate upon any substantive motion after all others have had an opportunity of being heard, provided the mover specifically requests such privilege before previously yielding the floor.

Questions:

If a member wishes to ask a question or seeks clarification they shall, upon recognition by the chair, so state and shall not proceed further without leave of the Chair. The question shall be directed to the Chair. The speaker has the floor to ask a question only, and may not use the time to discuss the merits of the motion.

Interruption of Speaker:

No member shall interrupt any other member who has been recognized by the Chair and has the floor, except upon recognition by the Chair upon a point of order, or a question of privilege.

Point of Order:

If a member feels that improper language has been used, irrelevant argument introduced, or a rule of procedure broken, they are entitled to "RISE TO A POINT OF ORDER" interrupting the speaker. The point of order must be stated definitely and concisely.

Question of Privilege:

If a member feels that their own or the Club's or the Association's reputation or position is endangered, they are entitled to "RAISE A QUESTION OF PRIVILEGE".

Ruling Point of Order/Question of Privilege:

In either case, the Chair shall decide without debate, although they may ask opinions. They should not argue, and should state their opinion authoritatively. Their ruling may be appealed by the member. If so, the Chair states their decision and the point of appeal, then puts the question (which is not debatable): "SHALL THE DECISION OF THE CHAIR STAND AS THE JUDGEMENT OF THIS MEETING?" A simple majority

determines the issue. This merely settles a point of procedure, and is not a vote of confidence in the chairperson.

Closing Debate:

Upon a reasonable opportunity for discussion of a motion, in the opinion of the chair, and when no other person is holding the floor, a motion may be made that the "question now put" which motion is neither amendable or debatable; and if such motion is passed, the main motion or amendment, as the case may be, shall be forthwith voted upon without further amendment or debate.

TEN SKILLS TO BECOMING A GOOD LEADER

1. **Time Management** – Time is your most important resource. People get things done because they have learned to effectively manage their time.
2. **Speaking** – You do not need to be a great orator or poet laureate. Just know your subject and present it in an organized fashion.
3. **Listening** – Stop talking. Look at the speaker. Don't Interrupt. Don't change the subject. Keep your emotions in check and be responsive.
4. **Writing** – Written communication is important to follow-up on oral communication and to reinforce and document discussion.
5. **Goal Setting** – Planning and organizing is the key to success. A goal establishes what you want to achieve and defines the standard of measurement.
6. **Decision Making** – Always determine the problems. Get the facts and opinions. Develop alternative solutions. Select the best alternative and always give feedback.
7. **Delegating** – Delegating is the act of passing the responsibility of a task from one person to another under mutually defined terms. Delegating is asking not telling.
8. **Recognition** – Volunteers; indeed everyone wants to be needed, wants to be doing something important and wants to be recognized. Sincere Thank-you's and praise are very important.
9. **Evaluation / Feedback** – The purpose of evaluation / feedback is to help another person become a more effective leader or to improve their skills and performance.
10. **Coaching** – Coaching is the process of instructing, directing, guiding or prompting individuals toward a desired outcome.

VOTING TYPES

Straw Vote:

- Non-binding decisions only
- There is no motion involved
- Everyone in the room can vote
- Examples: Who is in favour of taking a break now? How many people need the heat turned up?

Show of Hands Vote:

- Used for binding decisions - if there's a motion on the floor, it's a binding decision
- Accredited Delegates ONLY
- A member can be an Accredited Delegate for multiple clubs, but will receive only one voting card (NOT one for each club)

Ballot Vote:

- Used for all elections, and any instance where a ballot vote is requested in accordance with the National Policies and Procedures
- Accredited Delegate receives ballots equal to their official club membership as per the General Operating By-laws guideline
- A member who is an Accredited Delegate for multiple clubs may cast ballots for all of them

VOTING AT ZONE / DISTRICT / NATIONAL

You are a member of a local club. The clubs themselves are the members of the national organization known as Kin Canada. As such, only clubs have the right to vote at zone conferences and district and national conventions. Each Member Club shall be entitled to only one vote, exercised only by the Accredited or Alternate Accredited Delegate who has been duly appointed by the Club and confirmed by the Credentials committee.

Meeting Procedures

No business shall be transacted during the convention unless a quorum is present. A quorum shall consist of a majority of the Accredited Delegates (or Alternate Accredited Delegates, as applicable) duly registered with the Credentials committee and present at the meeting.

Credentials Desk

The credentials desk is open at the start of business each day. Any Accredited Delegate (AD) or Alternate Accredited Delegate (AAD) who does not register at the Credentials desk shall be deemed to have abstained the Club vote they hold.

Voting

Only confirmed Accredited Delegates can vote on behalf of a club. In a show of hands, the AD has one vote.

In a poll or ballot vote the AD has votes equal to their club's official national roster, as stated in the General Operating Bylaw and confirmed by the credentials committee. An AD can cast poll or ballot votes for their own Club, as well as for other clubs that have designated them to be their AD or AAD. A poll or ballot vote may be called, regardless of whether a show of hands vote has been taken, if the Chair has not yet moved on to the next order of business, and a poll or ballot vote is requested by:

- (i) in the case of a National Convention, any 10 ADs or AADs; or
- (ii) in the case of a District convention or conference, at least 10 ADs or AADs; or
- (iii) in the case of a zone conference, at least five ADs or AADs;

A poll vote is a recorded vote of the registered ADs (or applicable AADs) present.

A ballot vote is a secret vote of the registered ADs and AADs present.

The Credentials committee will decide how to conduct a poll or a ballot vote.

BOAKE EFFICIENCY AWARD

Objective:

- To reward those clubs which effectively meet the zone, district and national requirements
- To recognize the efficient and effective administration of clubs
- To encourage zones and districts to ensure their clubs are aware of and completing the requirements of being a member of the Association and Incorporation

Judges:

- Kin Canada Staff

Management:

1. Clubs will maintain their portfolio
2. Affidavit must be signed by the President and Secretary
3. Clubs must email or fax their affidavit for this award to the Member Relations Coordinator by July 15th or postmarked no later than July 15th if being mailed
4. Completed affidavit can be submitted directly to national

Reward:

- The district with the highest ratio of clubs who have earned the Boake Efficiency Award will be recognized at National Convention
- Each club shall receive a certificate
- **Outstanding Boake Efficiency Award:** the club who's completed 7 out of 9 requirements & an additional three district requirements (*see requirements #10, #11 & #12).
- **Available from Kin Sales:** Banner add-ons

Note:

- Please ensure to submit your club forms & paperwork in on time. Any late submissions will not be eligible for the award.

Presented to clubs who complete 7 of the 9 requirements:

Club: _____ Date: _____

| NATIONAL REQUIREMENTS | | |
|-----------------------|---|--|
| | 1 | National Dues paid to the satisfaction of the Executive Director |
| | 2 | National Insurance form filed to the satisfaction of the Executive Director |
| | 3 | Annual Incorporation Return filed by due date |
| | 4 | Annual Club Reporting form filed with National Headquarters to the satisfaction of the Executive Director |
| DISTRICT REQUIREMENTS | | |
| | 5 | District dues paid to the satisfaction of the District Governor |
| | 6 | Letter from Club President attesting that a financial audit or review has been completed on the clubs' previous years' financial statements sent to the District Governor by December 31 |
| | 7 | Letter from Club President attesting that the Corporations T2 form has been duly filed with CCRA |

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| | | |
|--|---|---|
| | 8 | Invite a member of the District Council to attend a club meeting / function |
| | 9 | Club in attendance at Zone Conference |

OUTSTANDING BOAKE EFFICIENCY AWARD AFFIDAVIT

Presented to all clubs who have earned the Boake Efficiency Award and complete all 3 of the following:

| DISTRICT REQUIREMENTS | | |
|-----------------------|-----|--|
| | *10 | Invite a member of the District Council to attend a club meeting / function (in addition to item #8) |
| | *11 | Club in attendance at Fall Leadership Conference** |
| | *12 | Club in attendance at District Convention |

** If no Fall Leadership Conference is held that year, the club is deemed to have attended.

President

Secretary

Zone

District

OUTSTANDING CLUB AWARD

Note: Clubs must earn the Boake Efficiency Award in order to be eligible for the Outstanding Club Award. It is best to submit the Boake Efficiency & the Outstanding Club Awards together.

Objective:

- To promote a standard of excellence for club activities and administration in the Association and to recognize the achievement, leadership and participation of outstanding clubs

Judges:

- Member Relations Coordinator

Management:

1. Clubs will maintain their portfolio
2. Affidavit must be signed by the President and Secretary
3. Clubs must submit their affidavit for this award to the Member Relations Coordinator postmarked no later than July 15th
4. Completed affidavit can be submitted directly to national

Reward

- A certificate
- Available from Kin Sales: Banner crest

| | | | |
|-----------|--|--------------|--|
| Club Name | | Club Number | |
| Zone | | District | |
| President | | Club Address | |

MANDATORY

| | |
|---|-----------|
| Club must have earned the Boake Efficiency Award for the same Kin year. | Completed |
| | |

POINTS

A club must achieve the minimum points for each section as well as a minimum total of 215 points to be eligible for this award.

| Category | Min / Max | Actual |
|--|-----------|--------|
| 1 – Club Operations | 30 / 60 | |
| 2 – Membership Growth | 25 / *** | |
| 3 – Service | 35 / 75 | |
| 4 – Membership Development & Education | 25 / *** | |
| 5 – General Participation | 45 / 75 | |
| 6 -- Public Relations | 20 / 60 | |
| TOTAL | | |

***** No maximum in these categories**

President: _____ Date: _____

Awards Chair: _____ Date: _____

Please attach clippings, photocopies of clippings and/or other support material as needed.

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CATEGORY ONE - CLUB OPERATIONS

A Your club published at least 5 issues of the club bulletin and/or newsletter in print or electronic form during the current fiscal year and / or maintained a website which was updated on a minimum of 5 dates throughout the year (1 point per issue / update to a max of 5)

| Date | Description | Pts |
|------|-------------|-----|
| | | |
| | | |
| | | |
| | | |
| | | |

B Your club held organized fellowship or social functions (2 points each to a max of 10)

| Date | Description | Pts |
|------|-------------|-----|
| | | |
| | | |
| | | |

C Your club held informative meetings, which include Kin Education and/or a guest speaker (2 points each to a max of 10)

| Date | Description | Pts |
|------|-------------|-----|
| | | |
| | | |
| | | |

D Your club held organized family social events (2 points each to a max of 10)

| Date | Description | Pts |
|------|-------------|-----|
| | | |
| | | |
| | | |

E Club executive members attended a training session on their position conducted by a
Zone or District officer(s)

| Position | Name | Max point | Points |
|-----------------|------|-----------|--------|
| President | | 6 | |
| Vice President | | 3 | |
| Secretary | | 3 | |
| Treasurer | | 3 | |
| Bulletin Editor | | 3 | |
| Other | | 2 | |

F The President attended at least one zone president's meeting conducted by the zone officer (5 points each to a max of 5 meetings)

| Date | Location | Max point | Points |
|------|----------|-----------|--------|
| | | 5 | |

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| TOTAL POINTS | CATEGORY ONE | Minimum | Points |
|--------------|--------------|---------|--------|
| | | 30 | |

CATEGORY TWO - MEMBERSHIP GROWTH

A Your club investigated a community for a new charter - attach copy of written submission (5 points each - no maximum)

| Date | Location | Max point | Points |
|------|----------|-----------|--------|
| | | 5 | |

B Your club assisted with the charter of a new Kinsmen, Kinette or Kin Club (provide certification from charter chairman)

| Date | Description | Max point | Points |
|------|-------------|-----------|--------|
| | | 5 | |

C Your club held a membership promotion night (1 point per prospective member to a maximum of 10)

| Date | Prospective member | Pts |
|------|--------------------|-----|
| | | |
| | | |
| | | |
| | | |

If you've obtained additional prospect members – please attach a list

D Your club hosted a Membership Recruitment and/or Retention Workshop (5 points each - no maximum)

| Date | Description | Pts |
|------|-------------|-----|
| | | |
| | | |
| | | |

E Your club advertised the date, time, & location of your next meeting and/or contact name and phone number in any form of public media including newspaper, radio, billboard TV etc. (1 point each to a max of 5)

| Date | Media | Pts |
|------|-------|-----|
| | | |
| | | |
| | | |

F Your club displayed and / or distributed membership recruitment material at a service project or fundraising event (2 points per different event to a max of 10)

| Date | Service Project / Fundraising Event | Pts |
|------|-------------------------------------|-----|
| | | |
| | | |
| | | |

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G Your club registered a transfer-in or reinstated a member who has been out of kin
For at least 5 years (2 points each - no maximum)

| Date | New Member | Pts |
|------|------------|-----|
| | | |
| | | |
| | | |

If additional members were recruited – please attach a list

H Your club recruited new member(s) (5 points each - no maximum)

| Date | New Member | Pts |
|------|------------|-----|
| | | |
| | | |
| | | |

If additional members were recruited – please attach a list

I Your club has a GEM Winner (5 points each - no maximum)

| Date | Gem Winner | Pts |
|------|------------|-----|
| | | |
| | | |
| | | |

If additional GEM winners – please attach a list

| TOTAL POINTS | CATEGORY TWO | Minimum | Points |
|--------------|--------------|---------|--------|
| | | 25 | |

CATEGORY THREE - SERVICE

A Your club conducted service projects (5 points each to a max of 15)

| Date | Project | Pts |
|------|---------|-----|
| | | |
| | | |
| | | |

B Your club entered a zone or district service competition (5 points each to a max of 10)

| Date | Competition | Pts |
|------|-------------|-----|
| | | |
| | | |
| | | |

C Your club participated in a district and/ or the national service project (5 points each to a max of 10)

| Project | Date | Description | Pts |
|---------|------|-------------|-----|
| | | | |
| | | | |
| | | | |

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D Your club promoted and/or submitted a Hal Rogers Bursary Application (5 points each to a max of 10)

| Date | Description | Pts |
|------|-------------|-----|
| | | |
| | | |
| | | |

E Donations: Divide your service donations by your official national September 30th membership to calculate your dollar donation per member

| Service | \$ | Membership | \$ per member | Divide by | Max Points | Points |
|---|--------------------|------------|-----------------|-----------|------------|-------------------------|
| Total service dollars donated (including CF & HREF) | | | | 100 | 10 | |
| Total dollars donated to CF | | | | 50 | 10 | |
| Total dollars donated to HREF | | | | 50 | 10 | |
| <i>Example: ABC Charity</i> | <i>\$14 55</i> | <i>11</i> | <i>\$132.27</i> | <i>50</i> | <i>10</i> | <i>3 (2.6 round up)</i> |

| TOTAL POINTS | CATEGORY THREE | Minimum | Points |
|--------------|----------------|-----------|--------|
| | | 35 | |

CATEGORY FOUR - MEMBERSHIP DEVELOPMENT & EDUCATION

A Club conducted new members seminars, inviting all new members in the club at that time (5 points each to a max of 10)

| Date | New members in attendance | Pts |
|------|---------------------------|-----|
| | | |
| | | |
| | | |

B Club conducted regular Kin education programs (5 points each to a max of 20)

| Date | Topic | Pts |
|------|-------|-----|
| | | |
| | | |
| | | |

President Package – Successful Kin Seminar 2015

C Club held a club speak-off competition (5 points to a max of 5)

| Date | Speakers | Pts |
|------|----------|-----|
| | | |
| | | |

D Club had members achieve their Maple Leaf Award of Distinction (2 point each - no maximum)

| Date | Member | Pts |
|------|--------|-----|
| | | |
| | | |
| | | |

If additional members won the award – please attach a list.

E Club had members achieve their Founder's Award for Achievement (5 points each – no maximum)

| Date | Member | Pts |
|------|--------|-----|
| | | |
| | | |
| | | |

If additional members won the award – please attach a list

F Club had members achieve their Member Award of Excellence (8 points each – no maximum)

| Date | Member | Pts |
|------|--------|-----|
| | | |
| | | |
| | | |

If additional members won the award – please attach a list

G Each meeting where you had greater than 75% attendance (2 points each to max 10)

| Date | Percentage | Pts |
|------|------------|-----|
| | | |
| | | |
| | | |

H Submission for **other** zone and district awards (2 points each to maximum 10)

| Date | Award | Pts |
|------|-------|-----|
| | | |
| | | |
| | | |

Points cannot have been earned in any other category / section

| TOTAL POINTS | CATEGORY FOUR | Minimum | Points |
|--------------|---------------|-----------|--------|
| | | 25 | |

President Package – Successful Kin Seminar 2015

CATEGORY FIVE - GENERAL PARTICIPATION IN KIN

A If your club sent a submission to zone or District publication (5 points each to a max of 10)

| Date | Submitted by and to where | Pts |
|------|---------------------------|-----|
| | | |
| | | |

B If your club sent a submission to KIN Magazine or other publications (5 points to a max of 5)

| Date | Topic | Pts |
|------|-------|-----|
| | | |
| | | |

C Your club hosted / participated in a zone or district interclub, service project or meeting, excluding zone conference or FLC (1 point each to a max of 5)

| Date | Event | Pts |
|------|-------|-----|
| | | |
| | | |
| | | |

D At least one member of your club visited the general meeting of another club (5 points for each different club to a max of 10)

| Date | Club Visited | Pts |
|------|--------------|-----|
| | | |
| | | |
| | | |

E If your club had a candidate for zone, district or national office or a National Committee (5 points each to a max of 10)

| Member | Position / committee | Pts |
|--------|----------------------|-----|
| | | |
| | | |
| | | |

F For each \$100 spent at Kin sales (1 point for each \$100. Round off to nearest \$100 to a max of 10)

| Date | \$ Amount | Pts |
|------|-----------|-----|
| | | |

G If your club attended FLC and / or District Convention (10 points each to a max of 20)

| Attended | Convention | Pts |
|----------|----------------------------|-----|
| | Fall Leadership Conference | |
| | District Convention | |

H Your club placed a Kin Sales ad in your bulletin or directed members to Kin Sales website on your web page (5 points to a max of 5)

| Date | Topic | Pts |
|------|-------|-----|
| | | |

President Package – Successful Kin Seminar 2015

| TOTAL POINTS | CATEGORY FIVE | Minimum | Points |
|--------------|---------------|-----------|--------|
| | | 45 | |

CATEGORY SIX - PUBLIC RELATIONS

A Your club obtained write-ups in a local paper other than ads (5 points per clipping to a max of 10). NOTE: Clippings to be attached and photocopies are acceptable.

| Date | Article | Pts |
|------|---------|-----|
| | | |
| | | |
| | | |

B Your club had a radio, TV, newspaper or some other public campaign promotion. Joint participation with another club(s) is permissible (5 points per promotion to a max of 10).

| Date | Name of Station & type of promotion | Pts |
|------|-------------------------------------|-----|
| | | |
| | | |
| | | |

C Your club was involved in a community sponsored celebration or event involving other community organizations (5 points per event to a max of 10)

| Date | Description | Pts |
|------|-------------|-----|
| | | |
| | | |

D Your club members wore Kin apparel, Kin crest or Club specific logo during public service or fundraising project(s) (5 points per event to a max of 10)

| Date | Event | Pts |
|------|-------|-----|
| | | |
| | | |
| | | |

E Your club's name was prominently displayed by banners, signs or other visuals in a public area, service or fundraising project(s) (5 points each to a max of 10)

| Date | Event | Pts |
|------|-------|-----|
| | | |
| | | |
| | | |

F Your club had the Founders Day proclamation signed by the local authorities (10 points each to a max of 10)

| Date | Description | Pts |
|------|-------------|-----|
| | | |

| TOTAL POINTS | CATEGORY SIX | Minimum | Points |
|--------------|--------------|-----------|--------|
| | | 20 | |

**Congratulations! You've completed the Outstanding Club Award Affidavit!
Now, please transfer the points from all 6 categories to the first page.**