



Kin Canada

Kinsmen • Kinettes • Kin

District 1

Club Presidents

&

Deputy Governor

Planner

2014-2015

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Welcome from the GO Team Council!

We hope that the information in this planner will help you build a successful Kin year for your Zone and your Club. There are many more resources available to you, so if there is more information that you need, just ask!

Joanne, Marty, Tiffany, Dan, Shane, Cheryl, Sharon, Melissa, Katie, Curtis, Terri, Russ

Ten Skills to Becoming a Good Leader

Time Management – Time is your most important resource. People get things done because they have learned to effectively manage their time.

Speaking – You do not need to be a great orator or poet laureate. Just know your subject and present it in an organized fashion.

Listening – Stop talking. Look at the speaker. Don't Interrupt. Don't change the subject. Keep your emotions in check and be responsive.

Writing – Written communication is important to follow-up on oral communication and to reinforce and document discussion.

Goal Setting – Planning and organizing is the key to success. A goal establishes what you want to achieve and defines the standard of measurement.

Decision Making – Always determine the problems. Get the facts and opinions. Develop alternative solutions. Select the best alternative and always give feedback.

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.

Recognition – Volunteers; indeed everyone wants to be needed, wants to be doing something important and wants to be recognized. A sincere thank-you and praise are very important.

Evaluation / Feedback – the purpose of evaluation / feedback is to help another person become a more effective leader or to improve their skills and performance.

Coaching – Coaching is the process of instructing, directing, guiding or prompting individuals toward a desired outcome.

For more information on these skills, check the Skills Handbook that is part of your Successful Club Manual.

KEY ATTRIBUTES OF LEADERS

- 1) Raise Awareness
- 2) Show Direction
- 3) Create Results
- 4) Demonstrate to others how to reach a goal
- 5) Achieve progress that benefits others, not just themselves

District Executive

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Staff

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Need to make arrangements for national dues payments?

Carmen Preston, Office Manager
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Susanne Marchment, Administrative Assistant
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Roster changes, new members kits, replacement name badges...

Melina Hayward, Membership Services Coordinator
ext. 201 mhayward@kincanada.ca

Getting a club-specific logo created

Nadyne Esson, Marketing Manager
ext. 204 nesson@kincanada.ca

Kin Magazine submissions (stories, celebrations, photos, etc.)

Lindsay Irvine, Projects Coordinator
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Any insurance/risk management questions - reporting forms, new project coverage, PAL insurance certificates for special events...

Melanie Nieson, Risk Management Coordinator
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Corie Ruzicka-Olson, Member Liaison Officer
Not at HQ corie@kincanada.ca

A volunteer position dedicated to helping struggling clubs, membership issues Works directly with district teams and clubs

National Board Contacts

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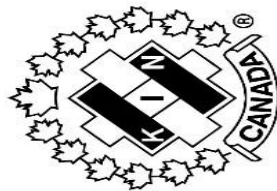
www.cysticfibrosis.ca



National Kin/Cystic Fibrosis Liaison

Davina Thuroo

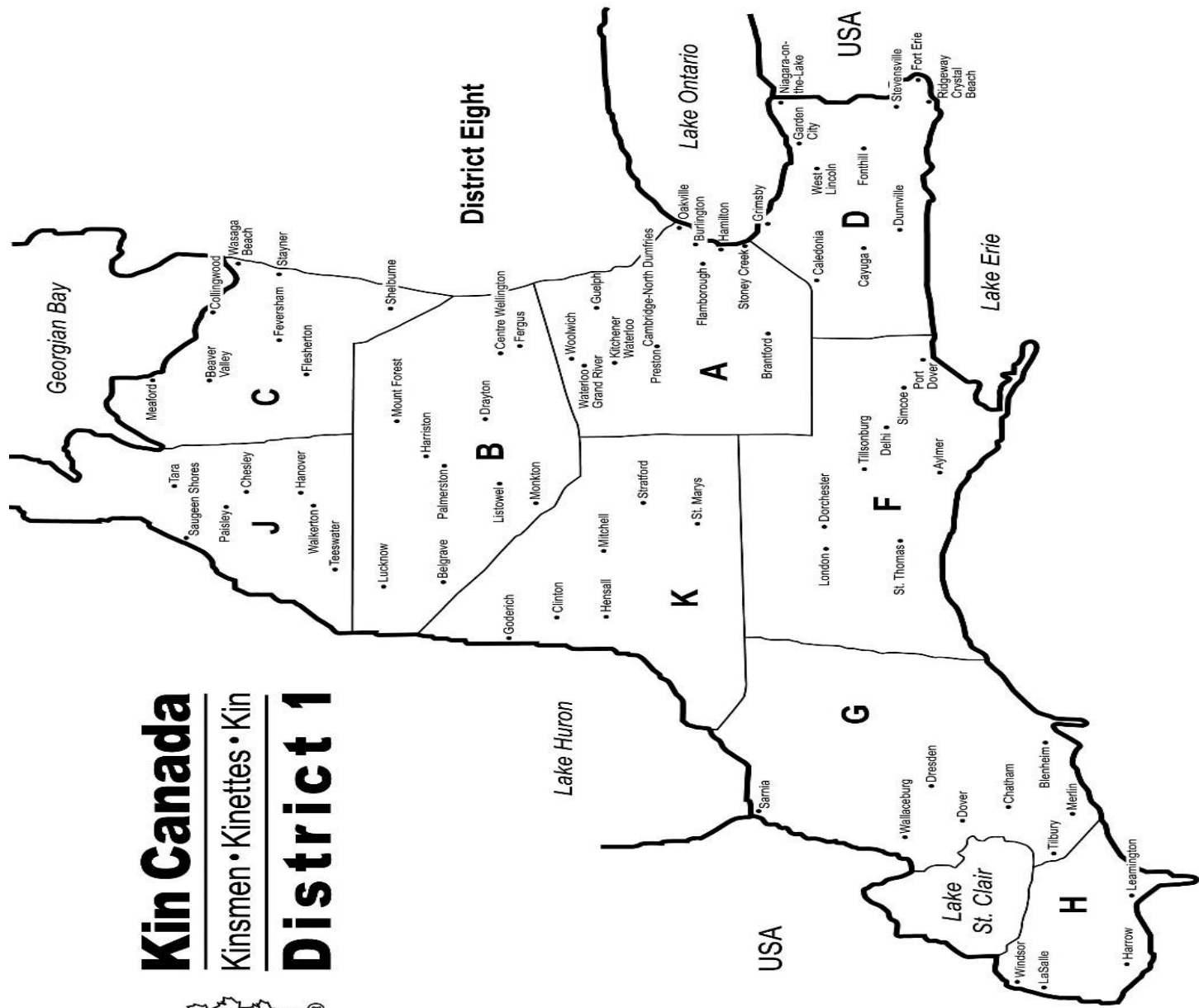
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Kin Canada

Kinsmen•Kinettes•Kin

District 1



Clubs in District One

Zone A	Zone B	Zone C
Brantford (1) Burlington (1) Cambridge-North Dumfries (1) Flamborough & District (3) Guelph (2) Hamilton (1) Hamilton – Stoney Creek (2) Kitchener-Waterloo (1&2) Oakville (1&2) Preston (1&2) Stoney Creek (1) Waterloo Grand River (1) Woolwich (3)	Belgrave (1) Centre Wellington (2) Drayton (1&2) Fergus & District (1) Harriston (1) Listowel (1&2) Lucknow & District (1&2) Monkton & District (1) Mount Forest (3) Palmerston & District (2)	Beaver Valley (1&2) Collingwood (2) Feversham & District (1) Flesherton (1&2) Meaford (1&2) Shelburne (1&2) Stayner & District (1) Wasaga Beach (2)
Zone D	Zone F	Zone G
Caledonia (1) Cayuga (1) Dunnville (1) Fonthill & District (1) Fort Erie (1&2) Grimsby (1&2) Niagara on the Lake (1) Ridgeway Crystal Beach (3) Stevensville (1&2) Garden City (3) West Lincoln (3)	Aylmer (1) Delhi (1&2) Dorchester (1) Greater London (1) London (2) Port Dover (1) Simcoe (1&2) St. Thomas (1&2) Tillsonburg (1&2)	Blenheim (1) Chatham (1&2) Dover (1&2) Dresden (1) Merlin & Area (1) Sarnia (1) Tilbury & District (1) Wallaceburg (1)
Zone H	Zone J	Zone K
Harrow (1) LaSalle (3) Leamington (1) Windsor (3)	Chesley (1&2) Hanover (1) Paisley & District (1) Tara & District (2) Teeswater & District (1) Walkerton (1&2) Saugeen Shores (3)	Clinton & District (1&2) Goderich (1&2) Hensall (1&2) Mitchell & District (1&2) St. Mary's (1&2) Stratford (1)

Legend:

(1) = Kinsmen Clubs – total 59
 (2) = Kinette Clubs – total 34
 (3) = Kin Clubs – total 9

Total District One Clubs -- 102

KIN HISTORY (to help with topics for discussion, bulletins and general knowledge)

The Kin Story

The 1920s and 30s

- The first Kinsmen Club was started on February 20, 1920 in Hamilton, Ontario by Hal A. Rogers, our Association's founder.
- Based on a foundation of fellowship, Kin expanded its mandate to include service, personal development, family values and national pride.
- By the end of 1926, nine cities had Kinsmen Clubs. At the National Convention in Winnipeg, the organization adopted a constitution and by-laws and fixed the maximum age for active membership at 40.
- By 1928 there were 24 clubs from coast-to-coast and in 1929 the clubs were formed into five districts with governors and district officers.
- The first K-40 clubs were formed around 1935, giving older Kinsmen a chance to stay involved in Kin with their peers. K-ette clubs soon followed for women and they followed the same mandate as the K-40s.
- Kinsmen quickly mobilized at the onset of World War II in 1939. First, as soldiers fighting for Canada and second, at home becoming a war service club, assisting in the total war effort, including one of the largest Kin projects of all time, milk for Britain.

Responding to a radio appeal for milk for British children, Hal Rogers rallied Kin across Canada to raise funds for the purchase of powdered milk. The goal for the first year was to raise enough money to purchase one million quarts. Within nine months, Kinsmen and Kinettes had supplied more than three million quarts. By the end of the Milk for Britain campaign, the Kin family had raised close to \$3 million and sent 50 million quarts of milk to Britain.

- The war time effort led to the emergence of 41 new Kinsmen clubs and the formation of Kinettes, a female part of the organization, as Kinsmen wives began to create their own clubs on an informal basis.

The 1940s and 50s

- The Kinette movement continued to grow and Kinettes were given official recognition in the national by-laws and duly certified as an auxiliary organization at the Association's 1942 National Convention.
- The Association's motto, "Serving the Community's Greatest Need," took on a more global perspective as the Association helped found the World Council of Young Men's Service Club (WoCo) in 1945.
- By 1945 Kinsmen had grown to 150 clubs across Canada.
- In the 50s, club expansion and retention was foremost in everyone's minds. To assist in keeping Kin interesting, many national awards were developed, giving members goals to strive for and excellence to attain.

- By 1956 Kinsmen had grown to 300 clubs.

The 1960s and 70s

- In 1963 the Kinsmen Club of North York began fundraising for a cure or control of cystic fibrosis (CF), a relatively unknown disease that killed most children by the age of four. From this one service project, support for Cystic Fibrosis Canada spread across the entire Association and became a Kin Canada National Project.

May is Cystic Fibrosis Month and many clubs make a particular effort to raise awareness and funds for the cure and/or control of cystic fibrosis. Many Kin participate in Cystic Fibrosis Canada's annual Great Strides™ walks across Canada.

As of 2012, Kin have raised over \$40 million to fund research and help find a cure or control for CF.

- In 1970 the Association celebrated its 50th anniversary in grand style. The entire country supported a National Project of raising \$400,000 to assist in the construction of the Kinsmen National Institute of mental Retardation, built at Toronto's York University and opened on February 20, 1970.
- In 1975 the Association had grown to 500 clubs and had 16,000 members.
- The late 70s gave the Kinsmen a heightened profile through their involvement in the ParticipACTION Movement, particularly with the construction of ParticiParks. Kinsmen led the way in building these fitness-oriented parks and opened more than 100 of them by the early 1980s.

The 1980s and 90s

- Sixty years of Kin culminated with the opening of the Hal Rogers Kinsmen National Headquarter, a three-storey, 14,000 square foot building in Cambridge, Ontario.
- The 1980s brought many changes within the Kin family, most notably, the raising of the maximum age limit to 45 and the equalization of Kinettes as full partners in the Association in 1983.
- In 1985 over \$1 million was raised for cystic fibrosis research and in 1987 CF was adopted as a National Service Project.
- In 1991 the Association's name became the Kinsmen and Kinette Clubs of Canada and had an upper age limit of 45.

Rick Hansen made history in 1985 to 1987 when he wheeled around the world on his Man in Motion World Tour. He traveled across four continents and 34 countries in 26 months. Hansen wanted to raise awareness and change the way people viewed those with disabilities. The tour also raised \$26 million for spinal cord injury (SCI) research.

Kinsmen and Kinettes welcomed the chance to support Hansen's tour. Clubs held events across the country and, by the end of the tour, had contributed over \$500,000 to Hansen's cause.

- In 1992 the “Proud to Be Canadian Tour” showed our national pride. Over three million Canadian children signed specially designed Canadian flags.
- Since 1993 the annual “Raise the Flag!” day has shown Kin’s national pride while encouraging Canadians to show their love for Canada by raising and flying flags.
- In 1994, “Kinsmen,” “Kinette” or “Kin” clubs were deemed an option for new or existing clubs.
- 1999 saw our clubs raise more than \$25 million through service projects.
- In addition, the upper age limit of 45 years was eliminated as a qualification for active membership.

The New Millennium

- Kinsmen raised over \$73,000 in 2002 for the Hay West Project which brought hay from eastern Canada to the drought-stricken fields of Saskatchewan and Alberta.
- 2003 saw devastating fires rip through British Columbia leaving many homeless or living in shelters. Kin Canada pledged more than \$50,000 and 30,000 pounds of beef to help the area.
- On Labour Day 2003, Kinsmen and Kinette Clubs across the country initiated and hosted BBQ Canada to show the world that Canadian beef is safe. This one-day event made the Guinness Book of World Records by serving more than 280,000 individuals a beef product.
- In 2004 Kin and Cystic Fibrosis Canada celebrated their 40-year partnership. By this time, Kin had raised more than \$33 million for CF research.
- In 2005 Kin made a \$48,000 donation to the Canadian Red Cross for tsunami relief in Southeast Asia.
- In 2006 Kin presented a \$1 billion cheque to the People of Canada and the World. This amount represented the cumulative dollars raised by Kin during the Association’s 86 years of service.
- In 2008 Kin launched the “We are all Kin” campaign to increase member pride, reduce member/club isolation and highlight the value of friendships formed. Kin mascots Pride and Passion were created to bolster Kinship.
- In 2010 Kin Canada celebrated the Association’s 90th anniversary and Kin raised over \$50,000 to support Haiti earthquake relief efforts.
- The Portraits of Honour Tour was a Kin Canada National Project. The 2012 tour featured a 10’ x 50’ hand painted mural depicting the 157 Canadian soldiers, sailors and aircrew who lost their lives serving in Afghanistan. The mural was created by Kinsman, Life Member and artist Dave Sopha, HRF.
- 2014 marks the 50th anniversary of Kin’s partnership with Cystic Fibrosis Canada

Founder Hal Rogers (1899-1994)

Harold (Hal) Allin Rogers, O.C., O.B.E., founded the Association of Kinsmen Clubs on February 20, 1920 in Hamilton, Ontario. His contributions to Kin have been an example to all members ever since.

Founder Hal was born in London, Ontario on January 3, 1899. In 1916, at the age of 17, he left his father's business to enlist with the Argyle and Sutherland Battalion. Hal was soon sent overseas to fight in WW1, where he had a distinguished military career. Hal was gassed at Passchendaele and later wounded by shrapnel in action at Amiens.

When Hal returned to Canada in 1919, he rejoined his father's business and applied for membership in the local Rotary Club. Since his father was already a Rotarian, and a plumbing salesman, the vocational category was filled so Hal's application was not accepted.

Rotary's loss was Kin's gain as Hal decided to found his own service club! His aim was to foster the development of a club that combined opportunities for service and fellowship for young men. His own experiences with the camaraderie developed in wartime provided an effective model.

Hal met with 11 other young men at the Nanking Café in Hamilton and he served as the first Kinsmen president from 1920 to 1923. Hal remained active in the Association forever after.

Hal married Elspeth on September 12, 1925. They had a son, Harold, and a daughter, Diane. During the 1930s, Founder Hal worked with Age Publication in Toronto and later established his own publishing company. He then moved on to government service as Chairman of the Ontario Telephone Authority and the Ontario Telephone Development Corporation.

With the onset of World War II, Hal went to the Department of National War Services in Ottawa. At the same time he served as Chairman of the Kin War Services Committee and as Chairman of the Kin Milk for Britain Fund. After the war, Hal was made an Officer of the Order of the British Empire in recognition of his leadership and the war efforts of the Kinsmen and Kinettes.

The Ontario Secondary School Teachers' Federation named Founder Hal the first recipient of the coveted Lamp of Learning Award in 1950. The Lamp is awarded annually to a non-teacher who has contributed to the furtherance of education in the Province of Ontario.

Other awards Hal received include the Order of Canada in 1978, the Centennial Medal in 1967 and a Paul Harris Fellowship, Rotary's highest award. Founder Hal was made a Life Member of the Association in 1959.

After the Second World War, Hal established Telephone Rentals of Canada with his son to operate alongside his publishing firm. He retired in 1969 at age 70.

Founder Hal Rogers passed away on September 15, 1994. Over 600 Kinsmen and Kinettes attended a "Celebration and Remembrance" for Hal, held on September 21, 1994.

Protocol Guide

OFFICIAL VISITS - KIN DIGNITARIES

During their term in office our Association's officers will make many official visits with the members, i.e. club installations, club visits, zone meetings and district conventions as part of their contribution to our Association. It should never be forgotten that they are volunteers as well. Here are a few suggestions to follow when you are arranging the program for the visiting dignitary; the same criteria can be used for non-Kin dignitaries as well.

CHECKLIST:

- * Notify the visiting officer that you are aware of their impending visit to your club; at the same time restate the specific dates.
- * Notify all local members to ensure maximum attendance at any meetings the visitor will attend.
- * Check to see if the visitor's spouse or a traveling companion will be coming as well.
- * Make hotel reservations/arrange billets and notify guest of exact address and telephone number of his/her accommodation. Notify the hotel who will be responsible for the bill
- * Notify guest he/she will be met at the airport or hotel, whichever applies.
- * If feasible, arrange for a fruit basket, bar set-up or snacks in the room. Advise the hotel that your guest is a VIP and they may upgrade the room for you.
- * Arrange for all transportation while your guest is in town.
- * As far ahead as possible, provide your guest with details on the club, zone or district so that he/she can familiarize him/herself with the facts, therefore contributing to his/her feeling of familiarity with his/her hosts.
- * Arrange for a modest gift (researched if possible) for your guest and a token gift for his/her spouse, remembering that flowers do not transport well.
- * Issue a dress code ahead of time so that your guest can be prepared.
- * Offer your guest all the assistance necessary for his/her arrival, stay and departure from your town.

SPECIAL MEMBERS IN YOUR OWN CLUB:

Checklist:

- * New members, K-40s and K-ettes should be made to feel very welcome in your club.
- * A good introduction of the member should be prepared by the member making the introduction. This special member should be treated as you would treat a guest in your own home.
- * The president of the club is particularly responsible for assuring the special guest of a welcome, by chatting to the member prior to and at the conclusion of the meeting. This extra attention to detail will ultimately pay dividends.
- * Always make sure your guests have terms, titles and club traditions explained to them as well as details of the projects being discussed on the agenda.

LIFE MEMBERSHIPS:

Checklist:

Life membership nights are the highlight of any Kin year. It is very important for the chairperson to realize that this will be the most special night in the recipient's Kin life. Every attention to detail must be made. It should take at least six weeks to organize every detail of the presentation.

* Remember:

- * To contact the recipient's family members (not necessarily the spouse) so that the family can be present.
- * To contact former and present Kin members who have known the recipient, particularly those well known by the recipient.
- * If the recipient has served on a district council, make sure members of that council are informed.
- * It is nice to have the recipient's Kin sponsor do the first speech telling how the member Became involved; this could be followed by more Kin friends reminiscing about the memories the member evokes. Try to make this humorous and entertaining if you can. Remember, this honour won't come again for your member. A little preparation now will ensure good memories for years to come.

SPECIAL GUEST AT YOUR CLUB, ZONE OR DISTRICT MEETING:

Checklist:

- * Be sure your guest has time on the agenda, i.e. 10 minutes, to speak and equal time to answer questions. Don't arrange for other speakers or time-consuming entertainment that will make for a long meeting.
- * Have a host Kinsman or Kinette responsible for making your guest feel welcome, explaining some of the club's activities and making general introductions.
- * Supply your guest, when feasible, with an adequate supply of drink tickets and make sure his/her meal payment is made prior to the meeting.
- * Request a personal biography from your guest in order to make a detailed and personal Introduction at the appropriate time.
- * Never leave your guest sitting alone and perhaps feeling very uncomfortable.

DIGNITARIES FROM YOUR COMMUNITY TO SPECIAL EVENTS IN YOUR CLUB:

Checklist:

- * Have a host couple for each guest couple or single guest.
- * Arrange for one of the host couples to open their home for cocktails prior to the event.
- * Make sure that the host couple is fully reimbursed or their expenses.
- * When the guest couples and their hosts arrive at the function, make sure that they are seated (one guest couple and one host couple) at as many tables as possible; this will eliminate all of the guests sitting at one table.
- * Introduce the guests properly and make sure they are thanked for coming.

WHEN THE NATIONAL PRESIDENTS MAKE THEIR TOUR OF YOUR DISTRICT:

Checklist:

- * The Governors will make the arrangements in conjunction with the National Director responsible for the tour.
- * Payment for travel to the district is paid from the national budget, however; all other expenses will be met by the district (zone or club) entertaining the presidents.
- * All hotel bills must be paid in advance or the bill sent to a prearranged address.
- * Remember that they will be exhausted, so try to arrange a free afternoon so they will have the opportunity to rest.
- * When making presentations, remember that perish-able items do not travel well.
- * You will know the tour dates well in advance of the tour; try to save special presentations until their visit so the presidents will be able to participate.
- * Keep in mind that National Presidents are asked throughout their term to pay fines, purchase tickets and other out-of-pocket items. Keep fines to a bare minimum and instead ask him/her to promote your fundraiser rather than purchase an item.
- * Above all, remember that a good host is a caring and thoughtful host who will ensure the guest has an enjoyable visit that will long be remembered.

HEAD TABLE SEATING:

- * The place of honour is that to the immediate right of the banquet chairperson and that place should be accorded to the dignitary primarily honoured on that occasion. Depending on the function, that person may be the national president, the governor or the deputy governor, or perhaps a very special guest speaker.
- * The banquet chairperson should be to the right of the podium so that the guest does not find him/herself with a wide space between him/herself and the chairperson.
- * Couples may be seated side by side, but head table guests often prefer to be seated apart from their spouses to provide more opportunity for conversation with other guests.
- * Place cards will facilitate the seating plan and avoid the confusion of who will sit where.
- * Head table guests should be escorted to the table rather than be allowed to find their own way. At the very least, the banquet chairperson should escort the primary dignitary and his spouse to the table and assist them to find their proper places.
- * Space at the head table is often limited; whenever possible, special reserved tables should be set up in front of the head table to accommodate special guests who should be recognized.

TOASTS:

- * The *Toast to the Association* should be given by the *second highest*-ranking Association officer present.
- * The *Reply to the Toast* to the Association should be given by the *highest*-ranking officer present.
- * The Toast to the Ladies should be given by an experienced Kinsman.
- * The Reply to the Toast to the Ladies should be given by the highest-ranking Kinette officer present.
- * The Toast to the Queen, Flag and Country to be given by any Kinsman or Kinette.

HELPFUL HINTS FOR TOASTS:

Toast to the Association

- * Ensure that the person doing the Toast and the person doing the Reply are identified to one another and are given the opportunity to prepare
- * It is always considered poor protocol to give the request to do a Toast or Reply with only a few moments' notice
- * It is always a good idea to make the Toast and Reply request well in advance of the event
- * Ensure the person making the Toast has a beverage in an appropriate glass so that they can complete their Toast

Notes:

Club Presidents Critical Path	Deputy Governor Critical Path
<p>May/June</p> <ul style="list-style-type: none"> ☞ Encourage clubs to attend Leadership Skills Seminar ☞ Attend District Convention ☞ Prepare a contact list of new club president and executive and forward to Deputy Governor and District ☞ Remit district dues by June 30th ☞ Ensure you have submitted information and membership confirmation to National Headquarters, through your club reporting form ☞ Make sure that your club's proxy for National Kinvention is on file with National Headquarters by July 1st. 	<p>April/May</p> <ul style="list-style-type: none"> ☞ Attend District Leadership Seminar ☞ Meet with current zone leader to determine existing programs, problem areas, etc. ☞ Prepare profile of yourself for distribution ☞ Prepare pre-term report for district <p>May/June</p> <ul style="list-style-type: none"> ☞ Attend District pre-term meeting ☞ Evaluate clubs and plan fall programs ☞ List year's activities for your own club and zone. Fill in time slots and plan your travel ☞ Organize club executive seminar to take place between May 15th and September 15 ☞ Review delegate voting procedures, as you may be asked to assist at the credentials desk at district convention if you are attending ☞ Ensure clubs have submitted information and membership confirmation to National Headquarters ☞ Conduct club executive installations as needed ☞ Prepare Zone Budget to remit to District Treasurer

June 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	5	7
8	9	10	11	12	13	14
15 Father's Day DUE: Club Information Reporting Form	16	17	18	19	20	21 Council Pre-term
22 Leadership Skills Seminar	23	24	25	26	27	28
20	30 District Dues due today! Awards due (several) End of Kin year	Canada Day Due: Proxy Forms	Notes: - submit membership status reports			

Club Presidents Critical Path	Deputy Governor Critical Path
<p>July</p> <ul style="list-style-type: none"> ☞ Attend Club Executive Seminar along with at least your secretary, treasurer and bulletin editor ☞ Committees' and directors' portfolios planned ☞ Membership assessed, who is leaving, or transferring ☞ Think about treating membership growth as a service project. Your zone officer or district membership director will help develop a recruitment plan for your club ☞ Select your chair persons for the upcoming year ☞ Executive turnover meeting held ☞ Major project chairs selected ☞ Give terms of reference to all committees ☞ Appoint signing officers ☞ Review by-laws re: revenue and finance ☞ Choose dates for all meetings and functions ☞ Review and understand membership dues billing 	<p>July/August</p> <ul style="list-style-type: none"> ☞ Send letter to newly-elected Club Presidents, introducing yourself and congratulating them on their election ☞ Promote National Convention ☞ Promote interclubs. Setup a travel incentive ☞ Review Constitution & By-Laws ☞ Prepare files and get yourself organized ☞ Complete club executive installations by start of new Kin year

July 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Canada Day National Proxy forms due to HQ	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Some awards due	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Notes: choose dates for all meetings and functions -promote National	

Club Presidents Critical Path	Deputy Governor Critical Path
<p>August</p> <ul style="list-style-type: none"> ☞ Arrange date for Membership Workshop with your zone officer ☞ Plan a “super” first meeting to motivate and enthuse your club for the year ☞ Ensure Executive has organized its portfolios and plans for next year ☞ Order club supplies now from Kin Sales ☞ File annual return with province to maintain good corporate status – inform National HQ ☞ Draft budget prepared. Must be adopted by club by at least the first meeting in October ☞ Agenda for general and executive meetings started ☞ Complied with district and national requests ☞ Is your year planned? 	<p>August/September</p> <ul style="list-style-type: none"> ☞ Try to attend National Convention ☞ Review requirement for Outstanding Deputy Governor Award ☞ Prepare first newsletter ☞ Schedule membership workshops (recruitment or retention) in all clubs ☞ Promote Outstanding Master Club award each month

August 2014							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Notes: complete club executive installations by start of new Kin year	- CES prior to Sept. 15 th - FLC promotion				1	2	
3	4	5	6	7	8	9	
10	11	12	13	14 National Convention	15 National Convention	16 National Convention	
17	18	19	20	21	22	20	
24/31	25	26	27	28	29	30	

Club Presidents Critical Path	Deputy Governor Critical Path
<p>September</p> <ul style="list-style-type: none"> ☛ 1st meeting: conduct review of member needs and incorporate into club goals and objectives ☛ Send membership status report forms for all new members, withdrawals and transfers to National Headquarters by Sept. 15th ☛ Set annual meeting date ☛ Club must appoint auditor ☛ Contact your local Cystic Fibrosis chapter about booking speakers for your meetings this year ☛ Audited statement for last fiscal year to zone and district officers by October 31st ☛ Present budgets for year 	<p>September/October</p> <ul style="list-style-type: none"> ☛ Attend District Council Meeting ☛ Become acquainted with National programs ☛ Conduct remaining installations ☛ Write report for Fall Leadership Conference (FLC) brochure ☛ Contact Club Presidents and stress the importance of their attendance at Fall Leadership Conference (FLC) ☛ Present membership workshop in all clubs

September 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
See important notes at bottom	1	2	3	4	5	6 Council Meeting
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Updated club rosters to National	26	27
28	29	Notes: - CES prior to Sept. 15 th - make sure you have FLC proxy forms	- DG budget due at Sept. Council Meeting			

Club Presidents Critical Path	Deputy Governor Critical Path
<p>October</p> <ul style="list-style-type: none"> ☞ Ensure Membership Recruitment and/or Retention Workshop is conducted by zone or District officer. When completed ensure that membership director reports on the membership plan at each meeting ☞ Plan inter-club visits ☞ Have dues been paid? ☞ Has your insurance form been filled out and sent to Headquarters? ☞ Remit audited statement for last fiscal year to zone and district officers by October 31st ☞ Take your project and event list and compare them with the criteria for the awards available ☞ Hand out Maple Leaf Award and Founder's Award criteria, and promote participation in both 	<p>October/November</p> <ul style="list-style-type: none"> ☞ Attend Fall Leadership Conference ☞ Ensure clubs have paid membership dues ☞ Prepare speech for club visitations ☞ Start first round of visitations ☞ Promote club membership expansion through potential charters and recruitment ☞ Follow-up with Club Presidents regarding Insurance Questionnaire ☞ Work on second newsletter to clubs

October 2014							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13 Thanksgiving	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31 Halloween	Note: review awards criteria with awards chair		

Club Presidents Critical Path	Deputy Governor Critical Path
<p>November</p> <ul style="list-style-type: none"> ☛ Host new members' seminar ☛ Comply with all requests from national and district ☛ Check with registrar re: members' attendance ☛ Membership status report forms sent ☛ Complete and submit by November 15th Insurance Questionnaire ☛ First Installment of National Dues is due by November 15th ☛ Promote both personal and club awards 	<p>November/December</p> <ul style="list-style-type: none"> ☛ Consider sending a Christmas greeting to your Club Presidents ☛ Complete first round of visitations (before the bad weather and busy Christmas season hits) ☛ Promote Zone and District awards. Ensure clubs have all needed information.

November 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 FLC	8 FLC
9 FLC	10	11	12	13	14	15 National dues billing - Insurance reporting - Proof of Incorporation
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

Club Presidents Critical Path	Deputy Governor Critical Path
<p>December</p> <ul style="list-style-type: none"> ☞ Ensure new members are becoming involved in awards program ☞ When is Zone Conference? Plan for it now. ☞ Does your club have a candidate for Zone, District or National office? Anyone interested should be encouraged to seek information on these positions ☞ Resolutions start at Zone level. Consider any resolutions you have for the good of Kin and present them. ☞ Organize public speaking night for your club ☞ Check with treasurer re: membership dues payment status ☞ Inter-club visits ☞ Review membership recruitment plan at every meeting 	<p>December/January</p> <ul style="list-style-type: none"> ☞ Write mid-term report ☞ Get together with host club for spring zone to plan your meeting needs ☞ Prepare third newsletter ☞ Prepare and hold mid-term president's meeting ☞ How are you doing on the Outstanding Deputy Governor award??

December 2014							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25 Christmas	26 Boxing Day	27	
28	29	30	31 T2 Tax filing latest date - End of Cystic Fibrosis year				

Club Presidents Critical Path	Deputy Governor Critical Path
<p>January</p> <ul style="list-style-type: none"> ☞ New members' seminar? ☞ Review club goals – Are members needs being met? ☞ Continue to review membership recruitment and retention plans at every meeting ☞ Don't forget Zone Mid-Term meetings. It is important to attend. ☞ All committees functioning ☞ Membership status report forms sent ☞ Mini audit of club books due to DG and District Treasurer by January 30th ☞ Ensure schools have HREF bursary applications 	<p>January/February</p> <ul style="list-style-type: none"> ☞ Cultivate your successor ☞ Plan spring zone conference ☞ Appoint credentials chair, sergeant-at-arms, recording secretary, and rules of order chair ☞ Review voting procedures for your zone ☞ Call for resolutions (at either Zone and/or District level) ☞ Attend District Mid-Term meeting ☞ Order supplies for Zone Conference; i.e. awards, banner crests, plaques ☞ Ensure clubs have HREF information to forward to the schools

January 2015							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Notes: promote Zone awards				1 Happy New Year	2	3	
5	6	7	7	8	9	10	
12	13	14	14	15	16	17	
19	20	21	21	22	23	24	
26	27	28	28	29	30	31	

Club Presidents Critical Path	Deputy Governor Critical Path
<p>February</p> <ul style="list-style-type: none"> ☞ Now is the time to appoint your nomination committee for club elections ☞ Submit membership status report forms ☞ Discuss nominations for district ☞ Halfway mark - Check on all activities, past and future. Are you on track? ☞ Bring-a-Buddy month ☞ Due before February 28th, 2nd installment of National Dues AND update your club roster with National Headquarters ☞ Review HREF bursary applications to forward to National ☞ Submit Zone Proxy for Zone conference 	<p>February/March</p> <ul style="list-style-type: none"> ☞ Prepare fourth newsletter ☞ Prior to zone conference, forward a copy of your proposed agenda and budget for the zone meeting to district (see District House Rules for timelines) ☞ Prior to the zone conference, forward official call to the zone conference together with a copy of the agenda to each club in the zone per circulation rules ☞ Hold spring zone conference ☞ Prepare speech for visitations ☞ Conduct second round of visitations ☞ Follow-up on Kin Week proclamations ☞ Encourage Founder's Night celebrations ☞ Collect Zone Proxies for Zone Conference

February 2015							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1 HREF applications due to clubs	2	3	4	5	6	7	
8	9	10	11	12	13	14 Valentine's Day	
15	16 Family Day	17	18	19	20 Founder's Day	21	
22	23	24	25	26	27 Update rosters for accurate dues billing	28	

Club Presidents Critical Path	Deputy Governor Critical Path
<p>March</p> <ul style="list-style-type: none"> ☞ Plan Kin/CF day activities ☞ Appoint delegates to national and district conventions and budget their expenses, if applicable ☞ Discuss resolutions for district and national conventions ☞ Potential district officers? – Nominate them ☞ Order material from Kin Sales for installation and turnover 	<p>March/April</p> <ul style="list-style-type: none"> ☞ Stimulate clubs to apply for District and National Awards ☞ Meet with incoming zone officer to discuss current programs, problem areas, etc. ☞ Following zone conference, forward a copy of the minutes to district and to each club in the zone (see District House rules for timing) ☞ Promote Outstanding Master Club Awards ☞ Encourage expansion ☞ Consider running for Vice-Governor ☞ Encourage clubs to order installation and turnover supplies ☞ Forward all Zone Award winners to District for competition. Ensure Club Presidents are aware of what needs to be sent forward

March 2015							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1 HREF Club submissions due to HQ - Diane Rogers Kin Pride questions posted	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	29	
29	30	31	Notes: - Zone Conference between Feb. 15 and March 31				

Club Presidents Critical Path	Deputy Governor Critical Path
<p>April</p> <ul style="list-style-type: none"> ☞ Prepare for club elections - must be held before May 15th ☞ Is your club having spring installation? If so, order Kin supplies and material NOW ☞ Check on expansion and new members' drive ☞ Are you in the running for any awards? ☞ Items to be brought up at the district convention ☞ Submit proxy forms for District Convention. Even if you have delegates (clubs members) attending, you can retrieve the proxy at credentials. ☞ Submit membership status report forms 	<p>April/May</p> <ul style="list-style-type: none"> ☞ Check progress toward Outstanding Deputy Governor award ☞ Encourage candidates for District office ☞ Promote and encourage participation in Kin / CF Day

April 2015							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3 Good Friday	4 Easter	
5 Easter National Volunteer Week begins	6 Easter	7	8	9	10	11 National Volunteer Week ends	
12	13	14	15 2 nd Installment of National dues	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

Club Presidents Critical Path	Deputy Governor Critical Path
<p>May</p> <ul style="list-style-type: none"> ☞ Hold club elections before May 15th ☞ Plan Canada Day celebrations ☞ Evaluate success of membership efforts ☞ Remind your executive to start organizing material and working on year-end report and recommendations for their incoming counterpart ☞ Set date for change-over meeting with new executive for latter part of June and no later than the first week of July ☞ Check with registrar re: members' attendance ☞ Submit membership status report forms ☞ Arrange to attend district convention ☞ Encourage president-elect of value of attending district convention and Leadership Skills Seminar ☞ Complete details requested by district re: convention ☞ 3rd National Dues installment due by May 30th 	<p>May/June</p> <ul style="list-style-type: none"> ☞ Solicit bulletins for district competition ☞ Write year-end report ☞ Prepare final newsletter ☞ Promote District Convention ☞ Attend District Convention ☞ Ask clubs to notify incoming zone leader when installations are to be held

May 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Cystic Fibrosis Awareness Month					1 Diane Rogers Kin Pride Award answers posted	2
3	4	5	6	7	8	9
10 Mother's Day	11	12	13	14	15	16
17	18 Victoria Day	19	20	21	22	23
24 Great Strides 31	25	26	27	28	29 3 rd (final) installment of National dues	30

Club Presidents Critical Path	Deputy Governor Critical Path
<p>June</p> <ul style="list-style-type: none"> ☛ Check preparations for Canada Day ☛ Prepare installation materials ☛ Wind up year with “A Year in Review”. Find two achievements for each member and profile everyone. Remember, we want them back next fall ☛ Assist president-elect re: appointment of new committees ☛ Submit membership status report forms. ☛ Prepare annual report to club ☛ Complete delegate certification and/or proxy forms for National Convention ☛ Have new president plan and announce summer functions ☛ Forward contact information for new executive to the incoming Deputy Governor 	<p>June/July</p> <ul style="list-style-type: none"> ☛ Pass on zone materials to incoming zone leader and meet to discuss final details <p>July/August</p> <ul style="list-style-type: none"> ☛ Review National resolutions ☛ Attend National Convention if at all possible

June 2015							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21 Father's Day	22	23	24	25	26	27	
28	29	30 Awards due (several) End of Kin Year		Notes: - Proxy forms due to HQ July 1st			

District Meeting Dates

District Leadership Seminar	April 11-13, 2014
District Convention	May 2-4, 2014
District Pre-Term*	June 21, 2014
Leadership Skills Seminar (LSS)	June 22, 2014
National Convention	August 14-17, 2014
September District Council Meeting*	September 6, 2014
Fall Leadership Conference (FLC)*	November 7-9, 2014
District Mid-Term Meeting*	Jan. 23-25
District Convention*	May 2015

* Deputy Governors must send written reports to District Secretary Sharon ahead of time. See the next page for what you can include in these.

Cystic Fibrosis (CF)/Service Dates

Friday the 13 th , Port Dover – help with fundraising	Friday, June 13, 2014
Attend FLC and bring CF cheques	November 7-9, 2014
Remind Presidents to bring cheques to Zone Conference	February 2015
Attend Spring Convention and Service Banquet and bring CF donations cheques	May 2015
Friday the 13 th , Port Dover – help with fundraising	Friday, February 13/15 Friday, March 13/15

Dues Billing, Financial Statements and Incorporation Deadlines

District Dues deadline	June 30 th , 2014
Insurance reporting and Incorporation papers filed	Nov. 15 th , 2014
Update rosters for accurate dues billings	September 25 th , 2014
Financial Statement and Passed Budget due to District Treasurer	October 31 st , 2014
First National Dues installment deadline *subject to change	November 15 th , 2014
Mini-audit deadline	January 31 st , 2015
Update rosters for accurate dues billings	February 27 th , 2015
Second installment of National Dues *subject to change	April 15 th , 2015
District Dues deadline	June 30 th , 2015
Insurance reporting and Incorporation papers filed	Nov. 15 th , 2015

Reporting for District Council Meetings

Written reports will be expected from each Deputy Governor for each council meeting. This information will help the District Executive be aware of the activities within your Zone. Without your input, many of the activities, questions and concerns could go unknown and as a result, unanswered.

Written reports may include the following information:

- 🔴 How many of your presidents are on track for the Outstanding President/Master Club Award
- 🔴 Membership information – clubs with concerns, new member growth, etc.
- 🔴 Any achievements by individuals within your Zone.
- 🔴 Dates and locations of upcoming Zone meetings including Zone Conference progress (It is extremely important to share this information as soon as you know can!)
- 🔴 Reports from these meetings including installations, club incorporation, etc.
- 🔴 Potential charter activity (Have you made the DMD aware? Is your Membership Director working on this?)
- 🔴 Reports on Club Visitations (The Good, The Bad and The Ugly)
- 🔴 CF Activities – money raised, projects planned (Your Service Director will be responsible to the District Service Directors for this information as well.)
- 🔴 Highlights of what is happening in your Zone (put on your Reporter Cap!)
- 🔴 Special events such as Life Memberships, Anniversaries, etc.
- 🔴 Potential bids for FLC and/or Spring Convention hosts
- 🔴 Potential candidates for Zone, District and National officers

During the meetings, verbal reports can be given. This is a terrific time to highlight a great project or event happening in your Zone. Sharing ideas is the best way to spread information to other clubs who may be having difficulty coming up with a new project plan. Use this forum to help your fellow Kin...or take home some new ideas yourself! This will also be your opportunity to discuss any concerns you may be having with the operation of the clubs within your Zone. Feel free to ask for direction from your fellow DGs and the District Executive.

At each council meeting, every DG will also have time for a private discussion with the Governors if they have issues or concerns they wish to deal with beyond the scope of a group council meeting.

AWARD (See District House rules for criteria)	DUE DATE TO DISTRICT	PRESENTED AT
Kinette Junior and Senior Bulletin Awards Kinsmen John Brooker Jr & Sr Bulletin Awards	10 days after winner declared at Zone Conference	Spring Convention
Kinette Fern Carter Memorial Speak-Off Award Kinsmen Gord Harbinson Public Speaking Award	Must be winner at Zone Conference	Spring Convention
Kinette Myrtle Wilson Memorial Service Award Kinsmen George & Mildred Sinclair Service Shield	April 15th	Spring Convention
Kinette Quill Award Kinsmen Bill Esson Memorial Kin Quill	April 15th	Spring Convention
Kinette District Public Relations Award Kinsmen Max Westlake Public Relations Award	April 15th	Spring Convention
Kinsmen & Kinette Rookie of the Year Awards	June 30th	Fall Leadership Conference
Kinsmen & Kinette of the Year Awards	June 30th	Fall Leadership Conference
Kinsmen Perc Dawson Golf Tournament Trophy		Fall Leadership Conference
Kinsmen Jay Dunn Memorial Shield	June 30th	Fall Leadership Conference
Kinsmen Jay Dunn Improvement Award	June 30th	Fall Leadership Conference
Kinsmen John Hughes Pickette Memorial Trophy	June 30th	Fall Leadership Conference
Jim Sterling Memorial Costume Award		Spring Convention
Dave Russell Memorial Individual Service Award	March 31st	Spring Convention
District Website Award	April 15th	Spring Convention
Kevin Denbok Memorial Cystic Fibrosis Award	April 15th	Spring Convention
Phil and Vicki Scalisi Membership Award	April 15th	Spring Convention
Michael McBeath Memorial Cystic Fibrosis Award for Individual Achievement	April 15th	Spring Convention
District Photography Award	June 30th	Fall Leadership Conference
Challenge for a Cure Award	June 30th	Fall Leadership Conference
Sixty Five Roses Award	Chosen by CF/Service Directors	Fall Leadership Conference

Awards to help you Plan

The Boake Efficiency and Outstanding Club awards are National Awards that recognize successful clubs. Using the criteria for these awards as guidance will help you and your club have a truly outstanding Kin year. The official affidavits can be found on www.district1kin.ca under Awards.

Boake Efficiency Award Criteria

This is a national award presented to clubs who complete 7 of the 9 requirements.

National Requirements

National Dues paid to the satisfaction of the Executive Director

National Insurance form filed to the satisfaction of the Executive Director

Annual Incorporation Return filed by due date

Annual Club Reporting form filed with National Headquarters to the satisfaction of the Executive Director

District Requirements

District dues paid to the satisfaction of the District Governor

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

Letter from Club President attesting that the Corporations T2 form has been duly filed with CCRA

Invite a member of the District Council to attend a club meeting or function

Club in attendance at Zone Conference

Outstanding Boake Efficiency Award

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

District Requirements

Invite a member of the District Council to attend a club meeting or function. (In addition to item #8)

Club in attendance at Fall Leadership Conference

Club in attendance at District Convention

Outstanding Club Award Criteria

To be eligible for this award, your club must have earned the Boake Efficiency Award.

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

Category	Min / Max
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

*** No maximum in these categories

Category 1:

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)

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

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

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

Club executive members attended a training session on their position conducted by a zone or District officer(s) – President (6 pts), Vice President, Secretary, Treasurer, Bulletin Editor (3 pts each), Others (2 pts each)

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

Category 2:

Your club investigated a community for a new charter (Attach copy of written submission)

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

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

Your club hosted a Membership Recruitment and/or Retention Workshop (5 points)

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

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

Your club registered a transfer-in or reinstated a member who has been out of Kin for at least 5 years away (2 points each - No maximum)

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

Your club has a GEM Winner. (5 point each - no maximum)

Category 3:

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

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

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

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

Donations: Hal Rogers Endowment Fund, Cystic Fibrosis, and general service donations are calculated on a per-member basis for points

Category 4:

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

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

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

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

Club had members achieve their Founder's Award for Achievement (5 points each - No maximum)

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

Submission for other Zone and District awards (2 points each to maximum 10)

Category 5:

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

If your club sent a submission to KIN Magazine or Membership Matrix other than newspaper clippings (5 points to a max of 5)

Your club hosted / participated in a Zone or District interclub, service project or meeting [(Excluding zone conference or FLC) & (1 points each to a max of 5)]

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)

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

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

Club attends fall leadership conference and / or district convention (10 points each to a max of 20)

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

Category 6:

Your club has obtained write-ups in a local paper [(other than ads) & (5 points per clipping to a max10) NOTE: Clippings to be attached and photocopies are acceptable)]

Your club has 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 10)]

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

Your club members wore clothing bearing Kin crest or club name during public service or fundraising project(s). (5 points per event to a max of 10)

Your club's name was prominently displayed by banners, signs, etc. (5 points each to a max of 10)

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

Outstanding Zone Award Criteria (for Deputy Governors)

Mandatory Requirements

Items 1 – 4 may include responsibilities assigned by District executive

Arrange a club officer seminar to be held prior to September 15th

Ensure all clubs are properly installed prior to October 15th

Deputy Governor or designate to make one official visit to each club in zone other than installation or zone social function

Deputy Governor's should ensure that membership recruitment and retention is addressed with the clubs and that all clubs are encouraged to have a membership growth and retention program in place

Must attend during term in office:

District pre-term meeting

Fall leadership conference (where applicable)

District mid-term meeting

Spring zone conference

District convention

District leadership seminar (provided DG was elected/appointed prior to DLS)

Optional Points Must attain a minimum of 110 points

PART (A) – SELF ASSESSMENT

5 points for each 1% growth in zone membership (excluding charters and statistics from Kin Club members resulting from mergers of existing Kinsmen and Kinette Clubs)

Charter a Kinsmen Club, Kinette Club or Kin Club (10 points)

Arrange for a zone president's pre-term meeting (5 points)

Arrange for a zone president's mid-term meeting (5 points)

Arrange a new members seminar (5 points)

Attend national convention (5 points)

Visit club meetings in your zone (other than home club) other than Mandatory (2 points per visit, max 10)

Place a Kin Sales ad in your zone bulletin (2 points each, max 10)

PART (B) – DISTRICT EXECUTIVE ASSESSMENT

Submit FLC Reports on time (5 points)

Submit District Convention Report on time (5 points)

Prompt circulation of Zone Minutes (15 days after Zone was held) (5 points)

Submit Zone Award winners on time (5 points)

Receipt of club insurance Reporting Form (1 point (rounded up) for each 10% of total clubs in Zone being completed by required deadline (max 10 points)

Receipt of club incorporation papers (1 point (rounded up) for each 10% of total clubs in Zone being completed by required deadline (max 10 points)

Meeting the requests from the District Executive on time. (2 points each, max 8)

PART C – Scored by District representative to Spring Zone

Prepared Conference brochure (5 points)

Prepared and printed agenda (5 points)

Parliamentary procedure followed (5 points)

Interest in business (2 points)

Promotion of District and / or National Service projects. (2 points)

Control of meeting (2 points)

Deputy Governor and executive were well organized (2 points)

Promotion of Kin Sales (2 points)

Promotion of Kin Magazine (2 points)

Promotion of HREF (2 points)

PART D – District Executive discretionary points.

Points to be awarded at the discretion of the District Executive as to the performance of the Deputy Governor throughout the year. (max 10 points)

Agenda Template for General Meeting

President _____ welcomed everyone to the _____ General Meeting held at the _____ on _____.

O'Canada - _____

Kin Song - _____

Kin Grace - _____

Address to the Chair: _____

Sergeant-at-arms: _____

Introduction of Guests: _____

The was called to order at _____

Presentations:

Recording Secretary's Report : _____

It was MOVED by _____, Second by _____ that the minutes of the _____ Executive Meeting and the _____ General Meeting be approved as printed in the bulletin. CARRIED

Corresponding Secretary's Report: _____

Business arising from the correspondence:

Treasurer's Report: _____

General Account -- _____

Service Account -- _____

Nevada Account -- _____

It was moved by _____, second by _____ that the Treasurer's report be accepted as stated. CARRIED / DEFEATED

Bills for Payment:

Committee Reports:

Old Business:

New Business:

Sergeant-at-Arms Report: _____

Raffle Report: _____

50/50: \$ _____ to club \$ _____ to _____

Registrar's Report: _____

Total membership (Active plus Active Life) _____

Total members present (Active plus Active Life) _____

Members on Leave _____

Percentage in attendance _____

Life Members in attendance _____

Guests in attendance _____

Announcements for the Good of Kin:

It was Moved by _____, second by _____ that the meeting adjourn at _____ pm.

Agenda Template for Executive Meeting

The _____ Executive Meeting of the Kin Club of Somewhere was held at the _____
and was called to order at _____ p.m. by President _____

Corresponding Secretary — _____

Business Arising from Correspondence:

Treasurers Report — _____

General Account — _____

Service Account — _____

Nevada Account — _____

Motion _____, Second _____, that the Treasurers Report be accepted as read.

CARRIED

Bills for Payment:

Motion _____, Second _____, that the bills be paid. CARRIED

Committee Reports:

Old Business:

New Business:

Registrars Report — _____, those in attendance were

Announcements for the Good of Kin:

On motion by _____, second by the _____, the meeting was adjourned at
_____ p.m.

Club Project Report Template

To be used for ongoing reports to the club executive, and for a final report to the general membership.

EVENT _____ CHAIR _____

COMMITTEE MEMBERS:

_____	_____
_____	_____
_____	_____
_____	_____

Meeting held/Project completed:

RESULTS:

RECOMMENDATIONS:

MOTIONS/NOTICE OF MOTION:

1) Total net (after expenses) amount raised for service from this project:

\$ _____

2) Total number of man-hours (service hours) by members on this project:

_____ service hours

3) Value of non-labour items contributed by club/members on this project (labour, equipment, etc.) \$ _____

The President needs this information to fill out year-end reports.

Make sure it is completed and submitted in a timely manner.

Use the online Service Reporting form – it can be found on the National and District websites.

Dated submitted online _____. BY: _____

New Member Initiation (copied from the Successful Club Manual – 2013)

A new member will be greatly impressed by a dignified, well-planned initiation ceremony. Many variations can be worked out so that your club builds up a traditional and unique ceremony that inspires new members and rededicates the old.

New members receive a lasting impression of the spirit in which they are welcomed and it is most desirable that their reception be expressive of the seriousness of Kin as well as the fellowship of our Association.

Keep in mind our new members are respectable young members in our communities and the informal part of the ceremony should not be one to degrade or humiliate them.

The formal part of the ceremony should be in an impressive setting – lights out, candles on head table, and all members should be asked to refrain from talking or drinking during the ceremony.

The new members and their sponsors should be escorted into the room by the sergeant-at-arms and lined up in front of the head table facing the membership with each sponsor behind his new members.

The induction ceremony is in five parts; history, objects, what Kin is, the President's charge and the presentation of badge, pin and new members kit

The Club President may want to have three senior and respect members each to read a section of the induction, or he/she may wish to have the member sponsor read part of the induction.

***Best Practice**

A club may decide not to use the ceremony as described here, however, every attempt should be made to convey the importance of the role and responsibilities as well as the expectations which new members have accepted. A formal presentation ceremony should be held during a club meeting if possible, to leave this lasting impression.

History

Kin was born in Hamilton, Ontario on February 20th, 1920.

Harold (Hal) A. Rogers had been encouraged by his father, a Rotarian, to join the Rotarian organization. Due to a rule stating a club could not have more than one member engaged in the same profession, Hal was denied membership. Undaunted he gathered together several young men for dinner at the Namking Restaurant. The result was the Kinsmen Club of Hamilton, and Kin Canada was born.

From this group of a dozen earnest young men, determine to perpetuate in peacetime the ideal of service to Canada, has grown Kin Canada: nearly 500 clubs serving communities all across Canada.

Object of the Association

The object of the Association shall be to promote & direct service work through fellowship amongst its members, to the end that:

They may enjoy personal development through Kin;

They may be improved and educated in modern business and professional methods and ethics;
The involvement of each in the enrichment of their community may be stimulated;
A spirit of co-operation, tolerance, understanding and equality among all nations and peoples
be fostered and that unity of thought and purpose throughout Canada be established toward
this goal; and
They shall serve their community's greatest need.

What Kin is

An opportunity to associate with outstanding members of your community in an atmosphere of mutual respect, service and kinship

An opportunity to express Canadian pride and share in Kin success from coast to coast

An opportunity for personal development through active participation in club projects and socials and through the fulfillment of your accepted responsibilities to the best of your ability

An opportunity to build lasting friendships with likeminded individuals who share in the pursuit of the accepted Kin ideals

President's Charge

Having heard the history, the objects and the purpose of Kin and having expressed a desire to join this club, it is my pleasure to administer this induction ceremony

Are you willing to accept the Kin ideals as presented to you?

Initiate will answer

"I will"

In the presence of these duly inducted members of Kin Canada, Do you solemnly swear you acknowledge and will honour the privileges bestowed on your now?

I will

Will you accept the General Operating Bylaws of Kin Canada as they now stand and may hereafter be amended as your guide to maintaining the democratic society of Kin Canada?

I will

Will you provide service to your community, your club and the Association to the best of your ability?

I will

We look to you as to all Kin to uphold the honour and maintain the dignity of our Association at all costs, and recognize your acceptance of all you have heard this evening to be recognition of the importance of this oath and your desire to make a difference in your community and your own life by being a member of Kin Canada.

Alternate President's Charge

Be a person of good character, upholding high moral and ethical standards.

Let integrity and mutual respect for others guide your decisions and actions.

Endeavour to value and respect diversity.

Believe that our strength lies in our inclusiveness and in our ability to collaborate and learn from one another.

Set the standard for excellence by exploring new possibilities. It is through innovation and perseverance that we can build a better future together.

Make a commitment to support the activities of this club, our leadership, and our National Association

You are offered the opportunity to enhance your organizational and communication skills; as well as build on your leadership skills.

Kin are leaders in their communities, and the greatest leaders are the greatest servants.

We look to you as to all Kin to uphold the honour and maintain the dignity of our Association at all costs, and recognize your acceptance of all you have heard this evening to be recognition of the importance of this oath and your desire to make a difference in your community and your own life by being a member of Kin Canada.

Presentation of badge, pin and New members Kit

The highest Kin officer in the room should present the Associations pin to each new member. The new members sponsor should present the new member with their name badge and new members kit.

The President should then invite all the members to come forward to come forward and formally welcome the newest member(s).

Notes:

CLUB EXECUTIVE INSTALLATIONS

1. Group (Short) Executive Installation

Meeting agendas may call for you to offer the “short” version of Executive Installation, where you will state the following to the entire incoming Executive, then hand each Club Executive Officer their certificate and “installation card” before administering the charge and oath of office. This means that your preparation ahead of time will be to fill in the certificates, and print off each of the positions from the Individual (Long) Installation to attach to them.

Today’s ceremony marks the beginning of another Kin year. It is my/our duty to install your elected officers and I/we trust the responsibility that they have accepted will not be taken lightly, for in it lies the strength of your Club. It is part of District policy to encourage Club members to participate fully in Club affairs and also to compete for Club, District and National awards and offices. Be aware of the opportunities for involvement that are available to you. The Executive of a Club in Kin carries with it great responsibility and importance. Each of you standing before us has been elected or appointed to a specific portfolio. That portfolio is your area of responsibility and will become, throughout your year, an area of expertise, of reporting and of personal duty. As I call each position, please step forward and claim your certificate and position card. This card is only a glimpse of your role. I encourage each of you to consult the President’s Manual for the full description of your duties.

(Call each position forward by name so they can be recognized)

CHARGE AND OATH OF OFFICE

The office to which you have been elected is one of dignity and importance. In accepting this office, you undertake a responsibility that is not to be assumed lightly nor carelessly discharged. With the General Operating By-law as your guide, you must be always ready to exercise the functions of the office with which you have been entrusted. Further, you are charged with governing the organization according to the laws of democracy, under which laws every member who so wishes, will be heard; toward that end that every matter considered, the best opinion shall prevail through the expressed will of the majority, and the best course of action followed.

Do you accept this charge? REPLY: “I do”.

Please repeat after me:

“I do solemnly swear...

that I will faithfully execute my office...

in the Kinsmen/Kinette/Kin/Kinsmen & Kinette Club of _____...

to the best of my ability”...

Fellow Kinsmen, Kinettes and guests, please recognize with me the newly installed Executive(s) of the Kinsmen/Kinette/Kin Club of _____.

Kin 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.

8. 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.

9a. 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.

9b. 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. Wait to be recognized

H Have your thoughts ready and organized

A Address the chair

I Introduce yourself

R Render your wisdom

Speaking to a Motion

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

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.

Voting on Motions and Amendments:

A quorum is only required to consider the question; but all questions will be decided by a majority of those members present and voting unless otherwise provided by in the house rules. Abstaining does not indicate a "yes" or a "no", but simply "no vote" and does not affect the quorum. Voting on amendments is made in the reverse order in which they are made. Carrying the amendment does not carry the motion, and the motion as amended must be voted on.

MOTIONS: Majority of those present and voting
TABLE: Majority of those present and voting
RECONSIDER: If at same meeting: majority of those present and voting
If at a subsequent meeting: 2/3 majority of members present
ADJOURN: Majority of those present and voting

Deciding Vote:

The Chair has the right to vote on every motion, however, NORMALLY the Chair does not vote, except in the case of a tie. They generally explain their reasons for voting the way they do, and customarily vote against a motion on the premise that, if half the members are opposed, the matter should not be forced on them. Where voting is done by secret ballot and the Chair has already voted they will not, in the case of a tie, have a second or casting vote, and the question will be determined in the negative. (An exception to this rule is in the election of Club officers. In this case, the Chair will cast two ballots, the second of which will be held in reserve by the scrutineer(s), and only used in the case of a tie vote.)

Quorum:

General Meeting: A majority of active members including Active Life Members
Executive Meeting: A majority of the members of the executive
Zone/District Meeting: A majority of delegates & Delegates at Large

Kinship One / District1Kin.ca Advertising Rates

Business Card ad - \$25 (flat rate per year, up to 4 online issues)

1/3 page ad - \$50 (flat rate per year, up to 4 online issues)

1/2 page ad - \$75 (flat rate per year, up to 4 online issues)

Full page ad - \$125 (flat rate per year, up to 4 online issues)

Ads include insertion of online version of Kinship One four times per year, with one copy mailed to each club twice per year.

Ad will also be included in rotation on District 1 Kin website, district1kin.ca

**Business card ads will be “run of press”, larger ads will be placed appropriately depending on the intended audience (i.e. Specific Zone, event, etc).

Kinship One Deadlines & Estimated Publication Dates

ISSUE	DEADLINE FOR SUBMISSIONS	ESTIMATED PUBLICATION DATE
Fall PRINT Issue	September 15th, 2014	1st Week of October 2014
Winter ONLINE Issue	December 1st, 2014	3rd Week of December 2014
Spring PRINT Issue	March 1st, 2015	4th Week of March 2015
Wrap-up ONLINE Issue	June 1st, 2015	3rd Week of June 2015