

Kin Canada

Appendix

To

Club President's Manual

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Do this first

Community Needs Assessment

In this exercise you will assess the needs of your community by giving a weight or score to each of the criteria for each proposed project. When you finish this exercise you will have determined which project would fulfill the community's greatest need.

Make **one copy of this score sheet for each project** your club has been asked to consider for this year. Score each proposed project from one to five for all of the following criteria.

Proposed Project _____	SCORE
<u>Credibility of source.</u> Are we confident of the integrity of the person or group requesting our help.	Not confident 1 2 3 4 Very Confident 5
<u>Number of people who would benefit.</u> What percent of the population might benefit if this project is undertaken and completed? Keep in mind any indirect benefits that may not be evident at first glance?	Small # Large # 1 2 3 4 5
<u>Duration of benefit.</u> Once the project is completed how long will the impact be felt?	Short term Long term 1 2 3 4 5
<u>Critical time frame requirement.</u> If we don't take this project on now will we have another opportunity to consider it?	Can wait Urgent 1 2 3 4 5
<u>Other sources of funding (or manpower).</u> If we don't fund (or take on) this project what other sources for funding (or manpower) might the applicant have?	Many possible No others 1 2 3 4 5
<u>Bang for your buck.</u> Will our money be matched by outside provincial or federal funding, therefore make our contribution worth two or three times the actual dollar value donated?	No matching Matching funding 1 2 3 4 5

Total Score

The proposed project with the highest score is the community greatest need. The next step is to determine whether meeting this need is within our mission statement and whether your club has the resources to fill this need

Do this second

Club Project Assessment

In this exercise you will assess the current service projects operated by your club and those derived from the Community Needs Assessment your club has already completed. This assessment will be achieved by giving a weight or score to each of the criteria for each project. When you finish this exercise you will have determined how appropriate each service project is for the needs, resources and desires of your club.

Make **one copy of this score sheet for each current service project and one for each of the top five projects as determined by the Community Needs Assessment.** Score each proposed project from one to five for all of the following.

Proposed Project _____

SCORE

Relevance to mission statement. Is this project furthering our mission "to better our communities by promoting service, fellowship, family values and national pride?"

Not relevant	Relevant
1 2 3 4 5	

Consistent with club direction. Is this project contributing to the mutually agreed upon future direction of the club?

Not contributing	Significant contribution
1 2 3 4 5	

Club volunteer resources. Does the club have the appropriate volunteer resources to successfully execute the project?

Not enough	Enough
1 2 3 4 5	

Club financial resources. Does the club have the financial resources to successfully execute the project?

Not enough	Enough
1 2 3 4 5	

Membership recruitment opportunities. Rate the potential for direct membership recruitment at event site or incorporated into project operation.

Low potential	High potential
1 2 3 4 5	

Public Relations Opportunities. Rate the potential for name/crest visibility at event site or through pre and post project promotion.

Low potential	High potential
1 2 3 4 5	

Total Score

The proposed projects with the highest scores should be given top consideration as your club's service projects. Keep in mind that some of the projects identified from the Community Needs Assessment might score higher than your current projects. The next step is to select the best projects for your club and incorporate them into your overall club plan, keeping in mind fellowship activities, conventions and personal development plan.

EXECUTIVE MEETING AGENDA

10 minutes

THE KINSMEN/KINETTE/KIN CLUB OF _____
EXECUTIVE MEETING NO. _____ **DATE** _____
LOCATION _____
PRESENT _____

ABSENT _____
MINUTES OF MEETING NO. _____
BUSINESS ARISING FROM THE MINUTES _____

10 minutes

CORRESPONDENCE 1. _____ 2. _____ 3. _____	BUSINESS ARISING 1. _____ 2. _____ 3. _____
---	---

35 minutes

REPORTS:	
EXECUTIVE MEMBER/CHAIR 1. _____ 2. _____ 3. _____	REPORTING ON 1. _____ 2. _____ 3. _____

5 minutes

MEMBERSHIP REPORT	
NEW MEMBERS & TRANSFERS IN 1. _____ 2. _____ 3. _____	WITHDRAWALS & TRANSFERS OUT 1. _____ 2. _____ 3. _____

30 minutes

ALL MEMBERSHIP STATUS FORMS SENT IN _____ **BY WHOM** _____
DATE _____
OLD BUSINESS _____

NEW BUSINESS _____

NEXT MEETING DATE _____ **LOCATION** _____
ADJOURNMENT BY _____

**TOTAL
1.5 HOURS**

GENERAL MEETING AGENDA

THE KINSMEN/KINETTE/KIN CLUB OF _____

GENERAL MEETING NO. _____ **DATE** _____

10 minutes	1. O' CANADA (optional) _____	2. KIN SONG (optional) _____ KINETTE SONG (optional) _____	OBJECT AND AIMS (optional) _____	3. KIN GRACE _____ KINETTE GRACE _____	4. TOAST TO QUEEN/CANADA _____	5. INTRODUCTION OF GUESTS:	HEAD TABLE _____	SPECIAL GUESTS _____	GUESTS OF MEMBERS _____	6. ADDRESS TO THE CHAIR _____
15 minutes	7. SERGEANT-AT-ARMS _____	8. INTRODUCTION OF GUEST SPEAKER _____	9. GUEST SPEAKER _____	10. THANKS TO THE GUEST SPEAKER _____	11. SECRETARY'S REPORT	A) minutes of executive meeting no. __ and general meeting no. __ (published in bulletin)				
10 minutes	B) business arising from minutes					action				
	1. _____	1. _____	2. _____	2. _____	3. _____	3. _____	4. _____	4. _____		
	C) correspondence					action				
	1. _____	1. _____	2. _____	2. _____	3. _____	3. _____	4. _____	4. _____		
10 minutes	5. _____	5. _____	6. _____	6. _____						
10 minutes	12. TREASURER'S REPORT _____									
10 minutes	13. OTHER EXECUTIVE/COMMITTEE REPORTS									
	Executive members/committee chairs					reporting on				
	1. _____	1. _____	2. _____	2. _____						

5 minutes

- | | |
|----------|----------|
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |
| 5. _____ | 5. _____ |

14. REGISTRAR'S REPORT _____

15. MEMBERSHIP REPORT:

New members & transfers in

sponsored by

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

16. OLD BUSINESS:

1. _____
2. _____
3. _____
4. _____

17. NEW BUSINESS:

1. _____
2. _____
3. _____
4. _____

18. SERGEANT-AT-ARMS/FINES REPORT _____

19. ANNOUNCEMENTS:

1. next executive meeting _____
2. next general meeting _____
3. interclub _____
4. _____
5. _____

20. GOOD OF KIN

21. MOTION TO ADJOURN

22. PLANNED FELLOWSHIP ACTIVITY

30 minutes

TOTAL 1.5 HOURS

NOTE: SUGGESTED TIMES ARE DESIGNED AS A GUIDELINE TO ASSIST YOU IN RUNNING EFFECTIVE MEETINGS

MOTION BLANK

Moved by _____ Seconded by _____

Carried ☐ Defeated ☐

AMENDMENT

Moved by _____ Seconded by _____

Carried ☐ Defeated ☐

MOTION BLANK

Moved by _____ Seconded by _____

Carried ☐ Defeated ☐

AMENDMENT

Moved by _____ Seconded by _____

Carried ☐ Defeated ☐

CLUB PROJECT REPORT

TO BE USED FOR ONGOING REPORTS TO THE CLUB EXECUTIVE AND FINAL REPORT TO GENERAL MEMBERSHIP

EVENT: _____ CHAIR: _____

COMMITTEE MEMEBERS

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

MEETINGS HELD/PROJECT COMPLETED: _____

RESULTS: _____

RECOMMENDATIONS: _____

MOTIONS/NOTICE OF MOTIONS: _____

1. TOTAL NET AMOUNT RAISED OR SERVICE FROM THIS PROJECT \$ _____

2. TOTAL NUMBER OF MANHOURS BY MEMBERS ON THIS PROJECT _____

3. VALUE OF NON LABOUR ITEMS CONTRIBUTED BY CLUB ON THIS PROJECT:

(I.E. MATERIALS ETC.)

OUTSTANDING MASTER CLUB AWARD

Purpose:

The purpose of the Outstanding Master Club Award is 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.

The mandatory requirements are as follows:

1. Return National Dues to National Headquarters postmarked by midnight of the date specified on the National Dues Billing.
2. Club representative at spring zone conference.
3. Ensure the Club President's Manual is passed along to the succeeding president.
4. The Club President's Manual is reviewed with a zone/district officer.
5. Insurance Reporting Form completed and forwarded to national headquarters by required date.

The award qualification form also states "A club must achieve a minimum total of 215 points from Section 2 to be eligible for the award. A minimum number of points as specified must be achieved in each of the six categories".

Annually, the portfolio is mailed to all clubs in October of the current Kin year. It can also be accessed from the website at www.kincanada.ca or you may contact National Headquarters.

The recognition for achieving this award is a shield shaped banner crest to be presented at the District Fall Leadership Conference.

Kin Acronyms

When talking with one another, the use of acronyms by members of Kin has become the norm. These shortened versions of Kin terminology may be recognizable to those who have been in the Association for a number of years but to a new member or to the general public, the acronyms may sound odd.

Listed below are the most common Kin acronyms. While these may still be in use, it is recommended that members of Kin use the full terms whether at club, zone, district and national events or when speaking with the general public.

AD:	Association Director
CF:	Cystic Fibrosis
CCFF:	Canadian Cystic Fibrosis Foundation
CRM:	Club Risk Manager
D#:	District # (e.g.: District 1, District 2, etc.)
DG:	Deputy Governor
DLS:	District Leadership Seminar
DMD:	District Membership Director
DRM:	District Risk Manager
ED:	Executive Director
FLC:	Fall Leadership Conference
GOB:	General Operating By-law
HREF:	Hal Rogers Endowment Fund
KCB:	Kin Canada Bursary
NGS:	Not in Good Standing
NP:	National President
NVP:	National Vice President
ODG:	Outstanding Deputy Governor Award
PNP:	Past National President
RM:	Risk Management or Risk Manager

Treasurer's Guide to Service and General Account Revenues

Revised: March 2007

Many of you are asking yourselves, "What expenses can I take out of the service account?" In fact, many members have difficulty understanding what income has to go into the service account and what constitutes a legitimate service expense. Although it has now been replaced by the General Operating By-law and the Policies and Procedures Manual, the 1997-98 National By-laws, Part II – Club Administration, had the following to say about this issue:

General and Service Accounts

The club shall set up two bank accounts which shall be funded and used for the purposes as follows:

Revenue raised from the collection of initiation fees, annual dues, 15% levy and other sources as provided in Sections (9) and (10) shall be deposited to the general account and shall be used for administration purposes and such other purposes as the club may determine. Revenue raised for community purposes and service work as provided in Section (11) (less 15% as provided in Section (9) thereof) shall be deposited to the service account and shall be used for community purposes and service work only.

Section 9 -Levy from Service Account

Except and unless expressly prohibited by any federal or provincial laws (statute or otherwise), a club shall be permitted to levy an administration charge upon the net profit realized from service revenue, provided that such levy shall not exceed 15% of such net profit. Any monies so levied shall be transferred to the club general account and may be used for such purposes as the club executive may determine. Losses sustained from service account fund-raising projects shall be payable out of a club's service (trust) fund account.

Section 10 - General Account Funds

General account funds shall be:

1. monies raised directly from members of the Association in dues or donations from members of the Association;
2. monies raised from members and their guests at club or Association meetings; or
3. the administration charge allowed under Section (9) of this Article.

Section 11 - Service Account Funds

Service account funds shall be monies raised in any way other than general funds as set out in Section (10) of this Article.

Section 12 - Other Accounts

The club may set up such other accounts as its executive deems necessary for the proper and efficient administration of the club's finances.

Section 13 - Interest

1. All interest earned on funds held in the name of a member club is deemed to be part of the account in which the funds were originally deposited.
2. Interest earned on club funds held on deposit in a club's service account shall not be subject to the administration charge allowed under Section (9) of this Article.

So what do these words mean? First of all, we need to understand that all monies collected from our membership and their guests, along with all monies donated specifically for general account purposes, can go into the general account. This includes initiation fees, annual dues, club fines, in-house raffles, donations to the club for services rendered such as bartending, etc. Once we have a good understanding of monies that are allocated to the general account, everything else is to be deposited in the service account.

In most provinces, monies gained from regulated gaming or lottery projects (bingos, casinos, raffles etc.) must remain in a separate bank account where expenditures are subject to provincial regulations and in some case scrutiny. This gaming income is still considered service income even though it is managed through a separate bank account. A club can have as many bank accounts as they see fit to manage their financial affairs. No matter how many accounts, they are all basically a subset of either the club's general account or service account

Each club is entitled to assess a club administration levy up to 15% of all net service income. In provinces that allow an administration levy on gaming projects, the process of assessment remains the same. In provinces where the assessment is not allowed on gaming projects, clubs now have a method to access the levy to general by assessing non-gaming service accounts for the combined net service proceeds of gaming controlled and non-gaming projects. For example, if a club generates net service proceeds of \$5,000 from a gaming controlled project and \$5,000 from a non-controlled project, the 15% levy on the total net proceeds (\$10,000) can be assessed against and come from the non-gaming controlled project.

Now that we know where the club's income must be deposited, all we need to do is understand what we can spend this money on. The general account is designed to assist the club in managing monies that are allocated for administration of the club. This money can be spent on anything the club executive wishes such as Zone, District and National dues, club travel, convention registrations, meeting room rental and other club administration expenses. The service account is designed to assist the club in managing monies that are allocated for the community and charitable service work. In addition, monies from this account can also be used to promote the club, educate its members in service work, and provide insurance for work projects and association directors and officers. Most conventions and conferences include an educational component. The costs associated with the attendance at this educational component can be taken out of the service account. In other words, if the educational component is estimated to be 10% of the content of the convention, 10% of the registration travel and accommodation costs can be taken out of the service account. Zone, District or National executives will not determine this estimate.

It is up to each and every club to assess the educational benefit of their member's attendance at these conventions. The National Dues Billing includes a breakout into amounts which can be paid from the service and general accounts. All costs associated with Public Relations, Education and Liability & D. & O. insurance assessments are allowed to be paid from the service account. The accounting program at National Headquarters automatically assigns the GST and HST to the general account. (Note that GST/HST is not charged on insurance premiums.) Clubs that have a GST registration can apply for a refund for their general account. Clubs that don't have this option may calculate the taxes associated with the above assessments and take this amount out of their service account instead of the general account.

The following table on the next page will give you some additional help to decide which account your club's money should go into and come out of:

<u>GENERAL ACCOUNT</u>	<u>SERVICE ACCOUNT</u>
Dues & Assessments:	Dues & Assessments:
National Dues,	Insurance Assessment
District Dues	P.R. Assessment
Zone Dues	Educational Assessment
Kin Magazines for members	Kin Magazines donated to the public
Revenue:	Revenue:
Internal Projects	Community Projects
Club game tournaments	Donations from the public specified for Service Account
Catering Kinsmen/Kinette meals	Interest (Bank, GIC, etc.)
Interclubs	
Profit from hosting FLC or Conventions	
Bar profits from club functions	
Fines	
15% of Net Service dollars	
Donations from the public not specified for the Service Account	
Interest (Bank, GIC, etc.)	
Club Rooms:	Club Rooms:
Revenue from club room rental to outside interests	Costs associated with club room when donated to other groups, e.g. Scouts, Service Clubs
Costs of renting meeting room for club use	
Expenses:	Expenses:
<i>Member Related:</i>	<i>Service Project Related:</i>
Socials	5% Levy to General Account
Life Memberships	Donations to Non-Kin
Awards	Service Awards to Non-Kin
Gifts/Cards	<i>Club Related:</i>
Clothing (T-shirts, Jackets)	Membership Drives
<i>Association Related:</i>	Meals for prospective members
Regalia for new clubs	Public Relations costs
Losses associated with hosting FLC or Conventions	New member's kits
	Convention/Conference educational portion costs
Door prizes for Convention	Stationary (for service project activities)
Non specific donation to other Kin clubs	
Regalia for Association officers	
<i>Club Related:</i>	
Bulletin	
Stationary (for club related activities)	
Mail Box	
Regalia	
Postage/Phone (not associated with a service project)	

Important Note: Some of the above expenses may be eligible for disbursement from gaming or lottery income as identified in the section titled "Allowable Uses for Gaming Proceeds"

General Account Fundraising Ideas

In addition to the above, most clubs have been able to find some creative and legitimate ways of raising funds for their general account. The following list will give you some ideas in this area. It is by no means complete. There are a lot of good suggestions to be gained from other clubs.

- Hire yourself out as bartenders or dinner organizers
- Hire yourself out as ticket sellers
- Hold club socials (i.e. a bowl-a-thon)
- Monthly club raffle or booster draw
- 50/50 draw at every meeting
- Host a Zone or District interclub
- Catering meals to other clubs
- Zone Craft night
- Club trade fair
- Provide snow shovelling to seniors and physically challenged
- Deliver phone books to your community
- Theme auction (not recommended for Bring A Buddy nights)
All people bidding on an item are expected to pay their bid. Only the one bidder close to the actual value of the item keeps the item. Actual prices are prepared in a sealed envelope prior to commencement of the auction.
- Hold a night golf tournament
- In house beer/beef/fridge raffle
- Host a Zone Conference, Fall Leadership Conference or District Convention
- Sell cheese to your members
- Hold a Avon/Tupperware/Regal party and put the hostess discount into General account
- Sell club or Zone T-shirts

Allowable Uses for Gaming Proceeds: Refer to your Provincial Gaming Regulations for specific details regarding used of gaming proceeds.

This section is designed to give clubs in all eight Districts a basic understanding of the legitimate uses for "gaming" income. All Provinces regulate the "gaming" industry. Rules and regulations are in place to ensure that monies collected from gaming events such as bingos, lotteries, casinos, Nevadas, and games of chance are used for legitimate expenses and the net income is returned back to the community.

This section does not claim to cover all instances where a club can spend "gaming" proceeds. It does, however, identify areas which can be applied. For more detailed information and applications, clubs are advised to contact their Provincial "gaming" income regulatory agency. The names and addresses of these agencies have been provided for your use.

In some Provinces, additional rules and regulations are applied at a community level. It would be too large a task to identify these communities and their particular rules and regulations. Where community rules and regulations do apply, each club affected will have to ensure it is familiar with all the governing rules and regulations pertaining to "gaming" events. It should be noted that this knowledge does not relieve the clubs from also becoming familiar with any applicable Provincial rules and regulations.

As more and more clubs are finding it easier to earn "gaming" income rather than service income, it is becoming increasingly difficult to transfer money into our General bank accounts. With this decreasing transfer of funds, the club members are finding that they are called upon to personally fund the administration of the club. With National, District and, in some cases, Zone dues increasing over time, the membership is starting to feel the financial strain. This section will

identify areas that will allow clubs to pay for some of their expenses from "gaming" proceeds and therefore allow them to reduce the financial burden on the membership.

Some provinces stipulate that "gaming" monies must be deposited into a dedicated bank account which must be closed after all the specified recipients have been paid. Some provinces allow (or mandate) a club to open a consolidated "gaming" account where the net proceeds of all "gaming" events are deposited. Expenditures from "gaming" accounts of this nature are pre-approved in the provincial application to open this bank account. The application for this consolidated "gaming" account does not need to be specific to a few restricted charitable causes. If the application is general in nature, it will provide the club the flexibility to donate monies to a wide variety of worthwhile causes within the community. "Youth and Community Development" is an example of a general statement of account expenditures. As always, if your club is unsure if expenditure fits within the mandate of their consolidated "gaming" account application, you need only to contact your applicable "gaming" regulatory agency for an interpretation.

When applying for a "gaming" license it is important that you identify all the costs involved in organizing and managing the "gaming" event. The regulatory agencies are reluctant to allow expenditures that are not identified in the application. It is easier to get approval for expenditure before the "gaming" event starts than it is to justify afterwards. Gaining approvals after the fact can be complicated and time-consuming. It can involve presentations at review or appeal boards during which a club still runs the risk of having to fund some or all of the expenditure from the club's Service or General account.

Canadian Gaming Authorities

Alberta Gaming and Liquor Commission

50 Corrivue Avenue
St. Albert AB T8N 3T5
Contact: Carl Royan
Tel. / Téléphone: (403) 447-8818
Fax / Télécopieur: (403) 447-8903
Web Site: www.gov.ab.ca/foip/pubs/abdir/aglc.htm

Alcohol and Gaming Commission of Ontario

20 Dundas Street West, 7th floor
Toronto ON M5G 2N6
Contact: Barry Tocher, Director, Licensing and Registration
Tel. / Téléphone: (416) 326-0381
Fax / Télécopieur: (416) 326-0387
Email / Adresse électronique: agco@mccr.onramp.ca

Alcohol and Gaming Commission of Ontario

20 Dundas Street West, 7th floor
Toronto ON M5G 2N6
Contact: Janet Feasby, Manager, Gaming Policy
Tel. / Téléphone: (416) 326-8593
Fax / Télécopieur: (416) 326-0387
Email / Adresse électronique: agco@mccr.onramp.ca

British Columbia Gaming Commission

P.O. Box 9310, Stn Prov Govt., 844 Courtney Street
Victoria BC V8W 9N1
Contact: Harry Elliot, Executive Director
Tel. / Téléphone: (250) 387-5311
Fax / Télécopieur: (250) 356-8149
Email / Adresse électronique: bccgaming.commission@gems7.gov.bc.ca
Web / Site Web: <http://www.bccg.gov.bc.ca>

Casino Regina, Saskatchewan Gaming Corporation

1880 Saskatchewan Drive, 3rd Floor
Regina SK S4P 0B2
Contact: Kathie Maher-Wolbaum, Vice-President
Corporate Affairs
Tel. / Téléphone: (306) 787-1592
Web / Site Web: <http://www.casinoregina.com>

Gaming Policy Secretariat Province of British Columbia

P.O. Box 9311; 506 Government Street
Victoria BC V8W 9N1
Contact: Derek Sturko, Executive Director
Tel. / Téléphone: (250) 953-4482
Email / Adresse électronique: Derek.Sturko@gems5.gov.bc.ca

Manitoba Gaming Control Commission

215 Gary Street, Suite 800
Winnipeg MB R3C 3P3

Contact: Elizabeth Stephenson, Director of Research
Tel. / Téléphone: (204) 954-9400
Fax / Télécopieur: (204) 954-9450
Email / Adresse électronique: stephenson@mgcc.mb.ca

Northwest Territories Municipal & Community Affairs

Box 1320
Yellowknife, NT X1A 2L9
Tel. / Téléphone: (867) 873-7125
Fax / Télécopieur: (867) 873-0111
Email / Adresse électronique: mgagnon@maca.gov.nt.ca

Nova Scotia Alcohol and Gaming Authority

Professional Centre, Suite 401
277 Pleasant Street
Dartmouth NS B2Y 4B7
Contact: Dennis Kerr, Executive Director
Tel. / Téléphone: (902) 424-3660
Fax / Télécopieur: (902) 465-6557

Régie des alcools, des courses et des jeux Ministère de la sécurité publique

1 rue Notre-Dame Est
Montréal PQ H2Y 1B6
Contact: René Lafontaine, Directeur adjoint
Tel. / Téléphone: (514) 864-2088;
Fax / Télécopieur: (514) 873-4402

Saskatchewan Liquor and Gaming Authority

North Canadian Oils Building P.O. Box 5054
2500 Victoria Avenue
Regina SK S4P 3M3
Contact: Dave Innes, President and CEO
Tel. / Téléphone: (306) 787-1762
Fax / Télécopieur: (306) 787-8439

Saskatchewan Liquor and Gaming Authority

North Canadian Oils Building
P.O. Box 5054; 2500 Victoria Avenue
Regina SK S4P 3M3
Contact: Lisa Thomson, Manager, Public Education and
Communications
Tel. / Téléphone: (306) 787-1721
Fax / Télécopieur: (306) 787-8468

Saskatchewan Liquor and Gaming Authority, License Administration Branch

North Canadian Oils Building P.O. Box 5054
2500 Victoria Avenue, 8th Floor
Regina SK S4P 3M3, Administrator
Tel. / Téléphone: (306) 787-1740
Fax / Télécopieur: (306) 787-8981

Kinsmen/Kinette/Kin Club of _____**General Account Budget****For the Year Ending June 30, 20__****REVENUE:**

Dues	0.00
Initiation Fees	0.00
Fines and Penalties	0.00
Raffles, etc.	0.00
Meals	0.00
Miscellaneous	0.00

Total Receipts	0.00
----------------	------

DISBURSEMENTS:

Bulletin	0.00
Dues - National	0.00
- District	0.00
- Zone	0.00
Guests and Entertainment	0.00
Meal Costs	0.00
Miscellaneous	0.00
Presentations and Flowers	0.00
Stationary and Supplies	0.00
Telephone and Postage	0.00
Travel - National Convention	0.00
- District Convention	0.00
- Other	0.00

Total Disbursements	0.00
---------------------	------

Excess of Receipts over Disbursements	0.00
---------------------------------------	------

In order to balance the above budget and provide a small surplus, it has been necessary to include an item under Revenue, to be raised by the Club, in other words a Merit Project.

Kinsmen/Kinette/Kin Club of _____

Bank Reconciliation

As at _____

Receipts – per cash book		0.00
Cheques – per cash book		0.00
		<hr/>
True bank balance		0.00
Add: Outstanding Cheques		
#3	0.00	
#4	0.00	
	<hr/>	
		0.00
Less Outstanding Deposit		0.00
		<hr/>
Reconciled Balance		0.00
Balance per Bank Statement		0.00
		<hr/>
Discrepancy		0.00

Kinsmen/Kinette/Kin Club of _____

General Account

Cheque Requisition and Payment Authorization

Date: _____ Amount: \$ _____

Payable to: _____

For: _____

Charge to : _____ Amount: \$ _____

_____ Amount: \$ _____

_____ Amount: \$ _____

_____ Amount: \$ _____

Requested: _____ Approved: _____

Kinsmen/Kinette/Kin Club of _____

Statement of Receipts and Disbursement

For the Year Ending June 30, 20____

REVENUE:

Dues	0.00
Fines and Penalties	0.00
Raffles, etc.	0.00
Meals	0.00
Miscellaneous	0.00
Total Receipts	<u>0.00</u>

DISBURSEMENTS:

Bulletin	0.00
Dues - National	0.00
- District	0.00
- Zone	0.00
Guests and Entertainment	0.00
Meal Costs	0.00
Presentations and Flowers	0.00
Stationary and Supplies	0.00
Telephone and Postage	0.00
Travel - National Convention	0.00
- District Convention	0.00
- Other	0.00
Total Disbursements	<u>0.00</u>
Excess of Receipts over Disbursements	<u>0.00</u>
Cash in Bank July 01, 20____	0.00
Cash in Bank June 30, 20____	<u>0.00</u>

Treasurer

CHEQUE REQUISITION

PAY TO: _____ DATE: _____
 _____ CHEQUE # _____
 _____ REQUIRED BY: _____
 _____ FUND: _____

EXPLANATION/INVOICE NO.	ACCOUNT NO.	AMOUNT

PREPARED BY: _____

APPROVED BY: _____

PLEASE ATTACH RECEIPTS

Organizing a successful Founder's Night celebration

Each year on Feb. 20, to recognize the founding of our Association, your club is strongly encouraged to hold a special meeting and social function, specifically, a dinner with speakers followed by a dance, with the dress code being business or formal attire.

Invite spouses/partners, former members (especially former presidents, those holding offices at zone, district national levels), political contacts, potential new member recruits, suppliers for your events (e.g. caterers, printers for bulletin) and groups to which you provide service or money. You may want to consider turning your Founder's Night celebration into an interclub event to bring out even more people. If those you invite are able to bring a guest along with them, which means more fun for everyone.

The intent of Founder's Night is to have a wonderful celebration in honor of Founder Hal Rogers and in recognition of what your club has done for the community. The people you should invite are those you feel should know about our Association, your club, and the accomplishments of each.

Decorate the venue with Kin regalia, such as flags and banners. Lay out bulletins and press clippings. Prominently display the Kin colors. By displaying items from years gone by, you will help to increase people's interest in Kin and your club. You will also be helping people who are just meeting each other by giving them something to talk about. In short, do whatever it takes to create a warm and friendly environment, as Founder's Night may be the first Kin function attended by some of your guests, and you want to make a positive first impression by putting your best foot forward.

6:30 — Reception

Your chair for the evening need not be your president. In fact, you may want to ensure that he/she and your other officers are around and available to mix and mingle with your special guests without any encumbrances or distractions.

7:00 — Dinner

Start with a motion to table all business for the evening, then go into more standard formal dinner items such as O' Canada, Toast, etc. Some clubs do not include the Kinsmen/Kinette/Kin Song if their members are not evident in great numbers. If you do choose to sing it, it's helpful to have club members spread around the room, so the song is seen as a fun thing for all as opposed to a mysterious members-only ritual. Having programs and trinkets on the dinner table for guests to take home all help make the feeling of sociability a really good one.

8:00 — Guest Speakers

Before the guest speakers, the event chair can read any letters of well wishes to the club. Usually such letters are obtained when someone who is invited (mayor, councillor, MP, MLA, MPP) cannot attend. When someone calls with regrets, they can be asked to forward a short letter of greetings for the occasion. Having a guestbook for everyone to sign on the evening and then putting the program and the letters in the book creates an instant one-night regalia for a special occasion.

If you're not sure how to best utilize your speakers, here are two suggestions. You may ask one or two speakers to talk about what Founder Hal and the Association have done for them and what it has done for the community, or you can ask five or six speakers to give shorter presentations on the same topic. In both cases your guest speakers will need to be given their topic and specific time limits well in advance.

Possible speakers include past presidents; past deputy governors; representatives of a group with which the club has had a long-standing relationship; a spouse/partner of a member, or someone who met or know Founder Hal. Inviting some of the media to the guest speakers' portion (especially if you have a well-known keynote person) is a good move, too.

Founder's Night also provides a good opportunity for your club to promote the Kin Canada Bursary of the Hal Rogers Endowment Fund (HREF). A member can talk about the Fund, why it was established and what education meant to Founder Hal. If a member or guest undertook an activity to provide funding for the HREF, they should be acknowledged and awarded with a plaque. As Feb. 20 will come after your club has received its student applications for the bursary, it might be nice to invite the applicants and a guest of their choice to the event.

A dance or other type of activity, such as a fun casino or karaoke, should start after the guest speakers have wrapped up. A dance is best if guests have been invited to bring partners with them. A DJ usually fits the bill nicely, as there may be a broad range of people attending, but a band can also do the trick. You might want to consider booking a reputable college band, as it's a good way to attract younger, prospective members.

There's really not much to hosting a great Founder's Night celebration. The bottom line is to help people to get a sense for Kin so they go home with good memories and perhaps wanting to be part of its future.

Life Membership Night Planning Guide

Life Membership Checklist

Life Membership nights are the highlight of any Kin year. It is very important for the chair to realize that this will be the most special night in the recipient's Kin career. Every attention to detail must be made. It will take at least six weeks to organize every detail of the presentation. Things to remember once the life membership has been approved by the club life membership committee are:

- ❑ Once the life membership has been approved, contact the recipient's family (not necessarily the spouse/partner) so that the family can be present.
- ❑ By written invitation, contact former and current Kin members who have known the recipient, particularly those well known by the recipient. Follow-up two weeks later by a phone call. Offer them opportunity to send a message if they are unable to attend in person.
- ❑ If the recipient has served on a zone, district, or national level, make sure that all members (Kinsmen and Kinette) that they served with that year are informed in writing of this special evening. Offer them the opportunity to send a message if they are unable to attend in person. If they served on a national board, check with national headquarters as to whom they will notify.
- ❑ Invite any Kin dignitaries as soon as possible so that they may be sure to attend. i.e. deputy governors, governors, national presidents.
- ❑ Organize the agenda carefully so that there is a good mixture of Kin recollections, humour and formality. For example, you could have the recipients sponsor do the first speech telling how the member became involved, this in turn, could be followed by more Kin friends reminiscing about memories the recipient evokes. Or perhaps the recipient is the type that can be roasted. Either way, try to make it as humorous and entertaining as possible.
- ❑ Most importantly, remember, this honour will not come again for your member. A little preparation now will ensure fond memories for years to come.

Life Member Night Planning Guide

Sample Organizational Chart for Life Night

Guest

Life Member and Spouse/Partner
 Governors and Spouses/Partners
 Deputy Governors and Spouses/Partners
 Mayor and Spouse/Partner and Guest
 MP and Spouse/Partner
 MPP/MLA and Spouse/Partner

Presenters

Special Presenter
 Kinsmen/Kinette
 Family Member
 Work Designate

Head Table

Life Members (2)
 Emcee (2)
 Governors (2)
 Deputy Governors (2)

Presentations

Plaque – Highest elected officer
 Badge – Club President
 Pin – Spouse/Partner
 Zone – Deputy Governor
 Kinsmen – President
 Kinette – President
 Other - _____
 Other - _____

Reserved Seating

Family
 Club
 Friends/Work

Letters of Congratulations

Prime Minister and MP
 Premier and MPP/MLA
 Region
 Mayor and Town or City
 Work
 Union or Professional Affiliation

Master of Ceremonies

Club President or Sponsoring Member

Event Notification

All Clubs in District (Kinsmen and Kinette)
 Past Club Members
 Family Members
 Fellow Workers
 Zone Officers
 District Officers
 National Board

Invitations

Governors and Spouses/Partners
 Deputy Governors and Spouses/Partners
 Mayor and Spouse/Partner
 MP and Spouse/Partner
 MPP/MLA and Spouse/Partner
 Boss and Spouse/Partner

Program

O Canada
 Kinsmen/Kinette/Kin Song and Grace
 Association Toast
 Response
 "Dinner"
 Life Member Award
 Speeches
 Closing Remarks by Life Member
 "Social Activity"

Attendance

Group	Guesstimate	Actual
Guests		
Club		
Zone		
Past Deputy Governors		
Past District Executive		
District		
Family		
Friends/Work		
Total		

<p align="center">Life Member Night Planning Guide Sample Life Night Budget</p>
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Income

45 couples @ \$45	\$2,025.00	
2 singles @ \$25	50.00	
Total Income		\$2,075.00

Expenses

Meals (96 @ \$12)	\$ 1,152.00	
Life Member Kit	325.00 + tax (See current Kin Sales catalogue)	
Hall Rental	200.00	
Entertainment	150.00	
Mail/PR/Printing	100.00	
Hotel rooms. Mileage – Special Guests	100.00	
Total Expenses		\$2,027.00

Profit/Loss		\$48.00
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Life Member Night Planning Guide Sample Detailed Agenda

O Canada	Club Member
Kinsmen/Kinette/Kin Song	Club Member
Kinsmen/Kinette/Kin Grace	Club President
Toast to the Association	2 nd Highest Association Officer Present
Response to the Association Toast	Highest Association Officer Present
Intro of Head Table and Special Guests	Master of Ceremonies

Dinner
Speaker #1
Speaker #2
Speaker #3

Letters of Congratulations	Various Club Presentations
Life Member Plaque Presentation	Highest Association Officer Present
Life Member Badge Presentation	Club President
Life Member Pin Presentation	Spouse/Partner/Sponsoring Members
Special Presentation	Town/City Mayor
	Province/MPP/MLA
	PM/MP
	Zone
	District
	Club
	Family
Life Member Response	New Life Member
Adjournment	Master of Ceremonies

Fellowship

Life Member Night Planning Guide

Sample Invitation to Fellow Kin and Other VIPs

Salutation,

The members of the Kinsmen/Kinette/Kin Club of _____ are pleased to announce that, on Day, Date, they will be presenting our Association's highest honour – Life Membership – to Kin _____. _____'s Kin career has truly been exemplary, having served our Association at many levels during his/her ____ years as a member – as club director; club CF chair; hall chair; secretary; president; past president; deputy governor; and governor. Whenever there is a job to be done, Kin _____, in his/her quiet way, is always the first to volunteer. Without a doubt, Kin

<p>For Fellow Kin</p> <p>Tickets are only \$\$.00 per couple for an outstanding dinner, dance and fellowship and may be ordered by contacting our chairperson:</p> <p>_____</p> <p>Street City, Province, Postal Code Phone Fax E-mail</p> <p>If you need hotel arrangements, please inform our chairperson as soon as possible.</p> <p>If you are unable to attend, please feel free to send a congratulatory letter to Kin _____ in care of our chairperson.</p> <p>Yours in Kin,</p> <p>President Kinsmen/Kinette/Kin Club of _____</p>	<p>for DGs, Governors, etc.</p> <p>We look forward to hosting you for this memorable evening. Upon your confirmation of attendance we will arrange your accommodation, if you desire. If you wish to send us your bill for transportation, we will gladly reimburse you.</p> <p>We would be most honoured if you would give the Toast to the Association / response to the Toast to the Association and present Kin _____ with his/her Life Member badge/plaque.</p> <p>If you require further information, please contact our chairperson:</p> <p>_____</p> <p>Street City, Province, Postal Code Phone Fax E-mail</p> <p>If you are unable to attend, please feel free to send a congratulatory letter to Kin _____ in care of our chairperson.</p> <p>Yours truly, President Kinsmen/Kinette/Kin Club of _____</p>	<p>or MAYORS, MPPs, MPs, etc.:</p> <p>In our own club's ____-year history, we have only recognized _____ other members in this manner. Surely this speaks of the high esteem that we hold for _____.</p> <p>It is our hope that you would arrange to have a congratulatory letter/plaque of recognition from the city/town/Premier/Prime Minister and yourself for this special evening. We hope that you will be able to attend this special evening to present this memento to _____. Please confirm your attendance by Day, Date so that we may reserve time on the agenda for your presentation.</p> <p>Please feel free to contact me if you have any questions.</p> <p>_____</p> <p>Street City, Province, Postal Code Phone Fax E-mail</p> <p>On behalf of the Kinsmen / Kinette / Kin Club of _____, I thank you in advance for your assistance, and I look forward to seeing you on Day, Date.</p>
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PROTOCOL GUIDE

A Resource for Kin Members

INTRODUCTION

By definition, **protocol** is a set of guidelines for use in various circumstances; a rule which guides how an activity should be performed.

This manual is intended to be a resource for members and clubs regarding everything from events to making toasts or how to properly wear your pins and badges. It will be a valuable source of information for new members as well as those who are looking for a refresher.

The information has been gathered from a variety of sources and it covers the basics only. It is **not** intended to replace "official" documents. Members are encouraged to refer to **National General Operating By-law No.1, National Policies and Procedures** and other Governing Documents of the Association if more definitive information is needed on a given subject.

***Best Practices:** If you are looking for a quick idea on how to deal with a certain circumstance, these points will give you some sound advice on protocol you should follow to be sure you have covered any circumstance correctly.

RESPECT

Treating people with respect makes our world a better place to live in, whether at home, out in your community or at a meeting. It is easy - all you have to do is treat people the way you like to have them treat you.

We live in a diverse nation made up of many different cultures, languages, races, and backgrounds. This kind of diversity can make all our lives more interesting, but only if we get along with each other. To do this we have to respect each other.

***Best Practices**

- ***Do not insult people or make fun of them, do not mock or tease***
- ***Listen to others when they speak.***
- ***Value other people's opinions.***
- ***Be considerate of people's likes and dislikes.***
- ***Do not talk about people behind their backs or spread unconfirmed rumours or gossip***
- ***Be sensitive to other people's feelings.***
- ***Try to learn something from the other person.***
- ***Never stereotype people.***
- ***Show interest and appreciation for other people's cultures and backgrounds.***
- ***Do not give credence to prejudices and racist attitudes.***

"Collective strength through individual similarities and differences"

THE KIN CREST

The Kin Crest is composed of a Cross & Square intertwined, surrounded by 13 Maple Leaves and 1 scroll with the Kin Canada name written on it.

The cross is the St. Andrew's cross, which has been the symbol of service by personal sacrifice for centuries, and is the underlying principle of the Kin Association.

The square has been the symbol of virtue and justice for even longer. This part of the emblem stands for integrity of character.

The 13 maple leaves are emblematic of the 10 Canadian provinces and 3 territories. The maple leaf on top represents your province, denoting the National scope of the organization.

The design the cross & the square are so intertwined as to be insuperable. This is the finest illustration of the idea of Kinship: Kin is a word for relationship. It suggests the inter-crossing and interlacing of the lives and tasks of Kin Members. Kin recognize the necessity to be a part of the community they live in. The design stands as a protest against isolation & apathy.

Protocol for use of the Kin Crest

Before using the Kin Crest for any purpose any club or member must contact the communications department at Headquarters and request permission to do so.

Clubs making the request will be required to fully outline how and where the crest will be used and will be required to fill out and sign a disclaimer form before final approval is given.

****Best Practice***

This is a requirement for any use of the Kin crest and is necessary each time the use of the crest is desired for any purpose.

****Best Practice***

The Kin crest is a registered trademark and must be treated as such. If you are not sure about using the crest in a certain circumstance, please contact the communications department at Kin Headquarters.



BADGES

Your Kin Badge should be viewed as one of the most important pieces of Kin regalia you will ever wear. It is a symbol you have been duly installed as a member of a club within the Kin Canada Association. With this in mind you should remember the following when you put on your badge:

- When you put on your name badge you are indicating to those you come in contact with you have accepted the ideals and the object and aims of Kin Canada.
- It is an honour to be able to wear any name badge bearing your name and the Kin Crest.
- You should be prepared to act in a manner befitting of a Kin member when you are wearing your badge. This means you are expected to behave in a professional, ethical, morally and legally correct way.

Your name badge is to be worn on your left chest at a height that will enable it to be easily viewed and read.

****Best Practice***

It has become commonplace to see members with their name badge pinned at the end of a ribbon or the like enabling the wearer to avoid damage to their clothing.

If you do not wish to pierce your clothing with a pin, you may wish to consider ordering a new badge with a magnet instead. The magnet will hold your badge on securely onto most materials without causing any damage to clothing.

Only one name badge should be worn at any given time.

****Best Practice***

The badge should never be marred or pierced in any way; this would include the piercing to carry any pin.

If your badge is damaged in any way it should not be worn and should be replaced immediately. Should you wish to order a replacement badge, Kin Sales is the only accredited provider of Association badges.

Badge add-ons were intended to be worn one at a time, (two at the most if for example you hold two executive positions in one year). They are an indication of your elected position or special standing, i.e. an acknowledgement of a district or national program participation. Simply adding more onto the bottom year after year is not an acceptable practice.

****Best Practice***

Each add-on should be removed at the end of the year in which it was given.

****Best Practice***

In the case of a Zone, District, or National officer badge, no add-ons should be adhered to the badge at any time.

PINS

Your Association pin should also be viewed with the same respect accorded your name badge. To that end; the Association pin is worn on your left chest.

****Best Practice***

Nothing should be placed higher than your pin, at any time.

It should be worn two finger widths and centered above your badge. If you are wearing a suit jacket the pin should reside on the upper portion near the center of the lapel.

There are several Association pins that are viewed as acceptable for any meeting or event. They would include:

- An Association pin
- A past District or National office pin
- A Life Member pin
- The Maple Leaf Award of Distinction pin

****Best Practice***

No more than one Association pin should be worn at any time. If you have several to choose from, select one that you deem appropriate for the occasion.

The only acceptable add-on to any Association pin is the perfect attendance add-on, which will hang from the pin stem between the pin and your clothing.

Damaged or marred Association pins should not be worn at any time. Should you wish to order a replacement pin, Kin Sales is the only accredited provider of Association pins.

KIN SONG

The Kinsmen song was created in 1922 and written by Mickey Heath, a member of the Kinsmen Club of Hamilton (ON). The tune is that of the French marching song *Madelon*.

The singing of the Kin song is a tradition that has been with Kin since our earliest history. Traditionally the Kinsmen, Kinette or Kin song is sung at the beginning of a meeting.

****Best Practice***

Sing the song if possible however if you are not able to sing the Kin song you may wish to have a member read the Object and Aims of the Association instead.

If your club is not in the habit of singing the Kin song at the start of your club meetings you may rest assured the song in some form will be sung at all Zone, District and National meetings, so it is preferable that members be familiar with the words so they are not left out in this simple fellowship rite at any meeting.

It has become more commonplace to sing the Kin song as opposed to the Kinsmen and Kinette songs when the delegation at a meeting is mixed; however it is up to the chair of the meeting to decide which song(s) will be sung at the outset of any meeting.

KINSMEN SONG

Here we are, together once again
One and all a happy bunch of men
Leave your cares and worries for a while
Let your face break forth in smile
Look around, grab someone by the hand
They're your friends, the finest in the land
Now all set, let's shout to beat the band
Kinsmen, Kinsmen, Kinsmen

KINETTE SONG

Here we are, together once again
Happy in the family of Kin
We've forgot our cares and worries too
Kinettes we've work to do
Each of us will help to bind the ties
So the heart of Kin will never die
One and all, let's raise our voices high
What do you say?
Kinettes, Kinettes, Kinettes

****Best Practice***

Use the Kin Song when both Kinsmen and Kinettes are present.

KIN SONG

Here we are together once again
One and all a happy bunch of Kin
Leave your cares and worries for a while
Let your face break forth in smile
Look around grab someone by the hand
They're your friends the finest in the land
Now all set, let's shout to beat the band
Kinsmen, Kinettes and Kin

KIN GRACE

Kinsmen, Kinette or Kin grace is said prior to any meal during a meeting, event, conference or convention. It is said as a way to remind all present for the meal how glad we are to come together in the spirit of giving and we are thankful for all we have been given as a result of being a member of the Kin family.

****Best Practice***

Prior to sitting down to your meal, ask a member to say grace and provide them with the words if necessary.

KINSMEN GRACE

***Happy to meet
Sorry to Part
Happy to meet again
For what we are about to receive
O Lord make us truly thankful
Amen***

KINETTE GRACE

***May the Lord make us true Kinettes
In our thoughts and deeds
And make us truly grateful for the food we receive
Amen***

****Best Practice***

Use the Kin Grace when both Kinsmen and Kinettes are present.

KIN GRACE

***Happy to meet
Sorry to Part
Happy to meet again
May the Lord make us true Kin
In our thoughts and deeds
And make us truly grateful
For the food we receive
Amen***

KIN RULES OF ORDER

MOTIONS AND AMENDMENTS

The purpose of a motion is to bring before the body a specific proposal or concern for discussion and decision. Typical motions involve appropriations, resolutions, appointments, creation of committees, etc. Motions are generally debated and then accepted with a majority 'yes' vote.

Steps to present a motion

1. Member rises and addresses the meeting chair using the address to the chair.
2. The member is recognized by the chair.
3. The member proposes the motion.
"I move..."
Proposing member sits down.
4. Another member seconds the motion. A motion must be seconded before debate can take place.
5. The chair of the meeting states the motion to the assembly.
"The motion is..."
Followed by: "Is there any discussion?"

Debate can then ensue.

The mover of the motion may reserve the right to speak last on a motion at this point, before yielding the floor to the first speaker.

If the chair has reason to believe the motion is a contentious one, he/she may set parameters for the discussion by indicating debate will be limited to three speakers for and three against before the question is called. If this parameter is set and during the debate there are two consecutive speakers for or two against the motion, the question may be called.

Amending a motion

To modify a motion that is being considered by the assembly so that it will express more satisfactorily the will of the members.

A motion can be amended by: (1) addition, (2) deletion, (3) striking out and inserting, and (4) by substituting a new amendment; however amendments which change the intent of the original motion are not permitted

Only two amendments may be made to any motion during discussion

Amendments are voted in the reverse order of their proposal. An amendment requires only a majority vote regardless of the priority of the motion being amended

Tabling a Motion

To postpone debate on a motion and move it, with amendments and adhering motions, from the consideration of the assembly during the current meeting or convention.

For instance a motion may be tabled to allow for more information on a topic to be gathered. This motion is not debatable other than its reference to timeline and cannot be amended.

Motion to Close Debate

"Call the Question"

To stop discussion on the pending question or questions, to prevent the proposal of other subsidiary motions except to postpone temporarily, and to bring the pending motion to an immediate vote.

This motion may be posed at any time after the motion to which it applies has been stated to the body. This motion is not debatable. It cannot be combined with the motion to which it applies. For example, one could not say "I move that we recess for five minutes and that we close debate on this motion." A 2/3 vote is required for this motion to pass.

Common practice is to call out "Question!" from the floor of the body. It is out of order to do so while another member is speaking, however, during a lull in the discussion, it can be treated as an information motion to close debate. The chair may proceed by general consent or may ask for a vote. This may not take place as a means to stop debate before others have had a chance to speak on a motion. Such behaviour would be ruled out of order.

Motion to Reconsider

To enable a body to set aside a vote on any motion taken at the same meeting and to consider the motion as if no vote had been previously taken.

This motion is limited to reconsideration of any motion, passed or defeated. This motion may be made by any member. Debate on this motion is restricted to the motion to reconsider, not the merits of the main motion or the previous vote/action. This motion may not be made regarding a motion to table or a motion to adjourn.

Motion to Adjourn

To terminate a meeting or convention

This motion can end the meeting immediately or can end the meeting at a specified time (e.g., 5:00 pm).

No seconder is required and a formal vote of adjournment is not required. Once the motion has been made the chair simply asks for any further business, and hearing none, may state, "Hearing no objection, this meeting is adjourned."

Point of Order

To call to the attention to an error, mistake, or violation of protocol

It is the right of any member to call attention to the violation by rising on a point of order. In general, points of order must be raised immediately following the violation. This motion cannot be brought up at a subsequent time. Exceptions to this rule would include questions regarding the accuracy of minutes from previous meetings. The president must rule immediately on the point of order. If the president is unsure, they may then refer the question to the entire meeting.

Question of Privilege:

If a member feels his/her own or the Club's or the Association's reputation or position is endangered, s/he is entitled to "RAISE A QUESTION OF PRIVILEGE".

The procedure to deal with this circumstance is the same as for a point of order

Questions

If a member wishes to ask a question or seeks clarification s/he 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.

Limitation 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
- in 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.

Voting on Motions and Amendments:

Voting on motions and 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.

Abstaining does not indicate a "yes" or a "no", but simply "no vote" and does not affect the quorum.

A quorum is required to consider the question; but all questions will be decided by a majority of those members present and voting unless otherwise provided.

***Best Practice**

The following would apply regarding how many votes are necessary to render a decision.

MOTIONS: Majority of those present and voting.

TABLE: Majority of those present and voting.

***RECONSIDER: If at same meeting: majority of those present & 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. S/he generally explains his/her reasons for voting the way s/he does, and customarily votes 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 s/he will not, in the case of a tie, have a second or casting vote, and the question will be determined in the negative.

ADDRESS TO THE CHAIR

Addressing the chair is done as a sign of respect for the chair of the meeting, and signals meeting delegates you are ready to speak on a topic.

Protocol for addressing the chair is as follows;

At any given meeting the chair will indicate an appropriate address.

****Best Practice***

It is inappropriate to use an address that is defamatory or derogatory in any way. Chose appropriate language and keep the address simple and direct to enable proper usage and to allow the meeting to proceed in a timely fashion

****Best Practice***

In the address to the CHAIR; it is not necessary to include dignitaries, Kin or otherwise, once they have haven introduced. If you have non-Kin in attendance you will include the word' "guests" in your address. Remember the President or their delegate is the chair of the meeting regardless of any ranking Kin officer who may be in attendance.

Once you have been recognized by the chair you will stand and state the proper address to the chair prior to expressing your opinion on any topic currently being discussed. This is the case at all Kin meetings club, Zone, District and National.

****Best Practice***

ALWAYS stand to speak.

For recording purposes, members may be asked to state their name and club when speaking at a Zone, District or National convention.

VISITATIONS BY DIGNITARIES

A highlight for any club at a meeting or event is a visitation by a Dignitary, Kin or otherwise. The list of dignitaries includes the National President, a National officer, a Governor or your Deputy Governor, a Mayor, a Regional Councillor, an MPP or MP, a Guest speaker, a visitor from another Service organization.

Once the dignitary has been invited by the Club President to attend your meeting and your club begins making preparations to receive such a guest there are specific things every club member needs to be aware of: certain behaviours which should be observed and protocol to observe

:

Properly greeting the dignitary upon arrival at your meeting – If the Dignitary is a member of your Zone or District they may be acquainted with one or more members of your club, however if the visitor is the National President he/she may not know any members in attendance. Be sure to introduce your visitor properly to as many members of your club as you can during the social time prior to the meeting. If you are the President or a member of the executive, you may have other duties to attend to in preparation for your meeting and may not be able to spend time with the visitor. Be sure you choose a member of your club to take your place as club diplomat until you are able to renew your attentions.

****Best practice***

Under no circumstances should the visitor be left standing or sitting alone.

Choose a member prior to the meeting and ask them if they are comfortable taking on this responsibility for you. Choose an individual who is affable and knowledgeable about your club, zone and District. This will enable them to carry on conversation with the visiting dignitary helping them to get to know your club better during their visit.

Introducing your guest – Remember this individual is attending your meeting at your request and is there in an 'official' capacity. When making an introduction you would use their full name and title, unless they advise otherwise. I.e. Kin John this is National President, Member of Parliament, Mayor, etc John/Jane Doe. If the introduction is being made to a group or the entire club at once you may want to try 'Fellow Kin, we are pleased to have with us this evening National President, Governor, Deputy Governor, Mayor, Members of Parliament etc. John/Jane Doe. It may be helpful if you can give one or two other details about the dignitary as well during your introduction such as the home club of the dignitary, the district if not your own, or add information about their past Kin career.

****Best Practice***

It is never wrong to remind your club members to accord your visitor every respect while they are at your meeting.

Show me the money – When you have a visiting dignitary your club should be prepared to cover all costs associated with the visit. If the visitor is coming for your dinner meeting only, your club is expected to cover the cost of the evening's meal. In most cases it is also expected your visitor will have beverages provided during their stay, (it would be pertinent to enquire and find out what your guest would like to drink during the evening prior to their visit. If this is not possible make the enquiry at the start of the evening and ensure you ask if they are in need of a refill frequently). Travel and accommodation expenses are items that should be discussed prior to the visit and a decision reached as to who will be paying these bills. The last thing you want is for a visitor to be faced with an unexpected travel or accommodations bill.

****Best practice***

Asking the Dignitary to purchase club draw or raffle tickets is not appropriate under any circumstances.

If they offer then accept with dignity but make it a club practice not to ask any visitor to purchase any items your club may have for sale. Figure in that in the course of a year any dignitary, particularly a Governor, or National President may visit a large number of clubs and events through the course of their term. It may only be a two dollar ticket but repeated 100 times means your fellow Kin is pulling \$200 out of their own pocket.

If you are unsure about who covers which costs, refer to your house rules. If there is nothing stated there, start making phone calls until you find a source who can provide you with valid information. The best case scenario and expected reality is that your visitor will not have to pay any amount out of their pocket during their invited visit to your club.

Seating your Dignitary – See SEATING ARRANGEMENTS

Asking a visiting dignitary to perform any official duties during your meeting –

****Best Practice***

Whatever you do, do not wait until your visitor arrives to ask them to perform any official functions, such as making toasts, installing members, making presentations or speaking to your group.

Any guest is as close as a phone call away. Make the call as a courtesy and an indication of your respect for your visitor prior to your meeting/event. Let the visitor know you would like them to take on a particular task during your meeting. Be specific when you are speaking to them and once you have asked do not change the task without letting them know first. It could prove embarrassing and uncomfortable for both of you if you do not take the time to identify any expectations you may have of them prior to your meeting. You will find most dignitaries are very willing and able to perform any tasks you may ask them to perform if they are given prior notice.

If you are able to observe these best practices for any visiting dignitary you will ensure your guest has an enjoyable time and you will be able to feel proud about having hosted honoured Kin or non-Kin at your meeting or event.

DIGNITARIES WOULD INCLUDE:

**National Kin President
Member of the National Board of Directors
Executive Director
Kinsmen or Kinette Governor
Kinsmen or Kinette Deputy Governor
Members of Parliament
Members of Provincial Parliament
Mayor
Member of City or Regional Council
Invited Guest Speakers**

WHEN THE NATIONAL PRESIDENT VISITS

The National President is the highest ranking Kin Canada office and should be treated with the respect due the position at all times.

There are certain protocols which must be observed where the National President is concerned.

TRAVEL AND ACCOMODATIONS

If the National President is coming at the invitation of a club, Zone or District, whoever is extending the invitation is responsible for the travel and accommodation costs associated with the visit.

If the National President is coming to attend an event or meeting at his/her request a club, Zone or District should ensure the following as a sign of respect;

He/She should be met at the airport, if traveling by plane, by a designate of the event committee and transported either directly to the event or to the arranged accommodations.

Arrangements for the return trip should be arranged on their behalf, and communicated clearly prior to the travel date.

He/She should be assigned single accommodations, not shared, for the duration of their stay.

If hotel accommodations are not a budgeted item, with the approval of the National President, alternate arrangements, i.e. billeting, should be made on his/her behalf. This kind of arrangement needs to be discussed with the National President or his/her designate when the invitation is extended. The host should confirm with the National President or their designate if smoking accommodations are required.

OTHER COSTS ASSOCIATED WITH THE VISIT

The cost of all meals associated with an event or meeting will be covered by the host.

The National President should also be offered a beverage of their choosing and it behoves the host to ensure he/she has refills as required.

The National President should never be asked to buy any manner of ticket. If your club, Zone or District has a raffle or draw of any kind during the meeting or event the National President should be given a ticket at no cost; asking if he/she wishes to participate is not acceptable, the ticket should be offered without expectation.

TIME ON THE AGENDA

The National President is to be offered time on any agenda. It is always a privilege to have him/her speak to the delegates or attendees at a meeting or event. The chair of the meeting will indicate when this time will arise on the agenda and how much time will be allowed prior to the meeting or event.

REPLY TO THE TOAST

The National President is always the highest ranking Kin officer in the room and would therefore give the reply to the toast to the Association. There are no exceptions to this rule of protocol. If, for instance, the host wishes to have the National President say grace this would be in addition to the reply to the toast and not instead of.

ASSIGNING A COMPANION

The National President should never be left standing or sitting alone at any meeting or event. Nor should they be traveling alone to or from any meeting or event, unless specified. It is important the host assign a Kin member as a companion for the National President during the course of his/her visit. A member who is knowledgeable about your club, zone, district, can answer questions and can introduce him/her in an appropriate manner is suggested.

OTHER ITEMS

A good host will ensure the National Presidents needs are met within reason.

When an invitation is extended be sure to establish if the National President has any special meal requirements or food allergies.

Proper seating protocol should be observed during a meeting or event.

SEATING ARRANGEMENTS

Club meetings

It is customary to seat the President at the head table near the podium, whether it is on the table or a free standing podium.

The Secretary should be seated beside the President, in order for the President to convey or receive information regarding the minutes

The Club Treasurer should also be seated close to the president. The rest of the executive may be seated at the head table if room permits, however this is not mandatory.

Zone meetings

The Deputy Governor as the chair of the meeting takes the place of the President as discussed in the previous section. Their Zone Directors would be seated accordingly; Secretary beside the Deputy Governor, then Treasurer and any others as space permits.

If a ranking District or National Officer is present for the meeting they should be seated at the head table where room permits. If no room is available at the head table the ranking officer should be seated at a reserved table close by.

The same applies to any other invited dignitaries or guests. If room does not permit them to be seated at the head table, they should be seated close to the head table to allow them easy access to the podium for speaking.

****Best Practice***

If room does not allow for a ranking Kin officer or an invited dignitary or guest to be seated at the head table, try to offer them reserved seating as close to the head table as possible

District/National Meetings

It is often the practice to have an upper and lower head table at a District meeting to allow for all members of the District Council to be seated in front of the delegates.

More recently it has been common practice to forgo seating for all members of the council and to seat only the District Executive at a single head table, allowing the remaining members of the council to be seated at reserved seating close by.

****Best Practice***

For a formal head table observe these rules:

- ***Seat individuals in alternating male, female format where possible***
- ***A female should never be seated at the end of a head table***
- ***Ranking officers would flow out from the center of the table, beginning with the chair(s) of the meeting, i.e. Governor(s).***
- ***Ensure there is enough room at the head table for each individual to eat comfortably during a meal; if there is not enough room move invited guests to a reserved table close by***

If there is no head table ensure enough tables are reserved for each dignitary and their guest. In this case they would be seated close to a free standing podium to allow them access for speaking. If there are non-Kin guests, or family members other than a significant other, who have been invited to a formal dinner or occasion by the

ranking officer, if they cannot be seated with the officer they would be seated at tables as close by as possible. For instance at a Governor's Ball, where there is no head table, any guests of the Governor, such as children, parents or siblings, they would be seated as close as possible to the Governor's table.

****Best Practice***

Where there is no head table:

- ***It is normal practice to arrange the tables moving around and away from the podium and seating officers according to rank***
- ***Seat invited guests of the ranking office at reserved seating as close as possible to the officers table***
- ***Seat any other invited dignitaries at reserved seating as close as possible to the podium***

REMEMBER: Whether you have a formal head table or not, there is often a march-in procession; it should be easy for all to arrive at their seats without complicated process.

LIFE MEMBERSHIPS

Note: Additional information on planning a Life Membership Night can be found in the Appendix to the Club President's Manual

It is understood the bestowing of a Life Membership is one of the most significant events for the member receiving the Life Membership.

This is **THE** highest honour Kin Canada can bestow on any member. The event should be recognition of their commitment to the Kin Association. To that end, whether it is a sit down dinner or an afternoon tea, special attention should be paid to the invited guest list, the order of speakers and the presentation of the Life Membership pin, badge and plaque.

***Best Practice: For the invitation list:**

Members of the club, past and present

Members of the recipient's family

The National President

The current Governor(s)

The current Deputy Governor(s)

Mayor, Councillors, Member of Provincial Parliament, Member of Parliament

Recipient's co-workers

Members of any Zone teams, District Council or National Board or Committees the recipient has been a part of

Special Friends or associates of the recipient

Dignitaries from other service organizations the recipient may be involved with

All members of the Zone and District

REMEMBER: *In some of the above cases the club may be responsible for travel, accommodation and dinner costs for some of those noted above.*

Be specific when the invitation is extended whether you are extending an invitation to be a guest of the club or simply extending an invitation to attend the event.

You may decide whether or not to have a head table. If you decide not to have one follow the protocol noted in the **SEATING ARRANGEMENTS** section

A podium equipped with a microphone should be provided, to allow for speakers during the event.

***Best Practice**

Individuals should be asked prior to the event to perform any special functions such as speaking, making presentations or toasts

The tone of the event is usually formal; however, it is common practice to include some levity in the form of a 'roast' of the recipient. Be clear when asking individuals to speak regarding the tone of the event, how long they have to speak and what you would like them to speak about.

This would include invited guests like the Mayor or member of local council, the MPP and or MP, as well as any dignitaries from other organizations the recipient is involved with.

****Best Practice***

Allow time on the agenda for a member of every group of invitees to speak. For instance a member of the recipient's family, a co-worker, or a member of a Kin council or board; each of the Mayor or members of local council, the MPP and the MP should always be allowed time to speak and make presentations.

Once all the formal speeches have taken place and if time allows, the master of ceremonies could be instructed to extend an invitation to any other guest who wishes to speak to come to the podium.

Take special care when presenting the Life Membership regalia. There is no specific protocol regarding who should present any of the items to the recipient; however take care when choosing those who will make the presentations. You may wish to have the highest ranking Kin officer make a presentation and you may wish to have a family member make a presentation as well. (Suggestions for presenters may be found in the Life Membership Planning Guide found in the Appendix to the Club President's Manual). Remember this is a once in a life time event and should be given all the dignity and respect it deserves. The member receiving his or her Life Membership will remember the presentation and the manner in which it was done.

****Best Practice***

You may wish to have the highest ranking Kin officer make a presentation and you may wish to have a family member make a presentation as well. Be sure this honour is given with dignity and distinction and the presenters recognize the significance of the event.

**The information noted here would also apply to ceremonies to award
Member Achievement Awards or Club Anniversaries.**

TOASTS

Any number of toasts will be given at a formal Kin function; however there are clubs who make toasts a regular part of their dinner meetings. At a club meeting the toast may be limited to a toast to the Association or Canada and the Association.

****Best Practice***

All toasts should be made with water.

****Best Practice***

Chose a member prior to the meeting and ask them to prepare a toast to the Association.

There is protocol which should be observed when asking individuals to make a toast at your event:

- 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 Canada to be given by a Kinsman or Kinette.

A toast need not be complicated or long winded; it may be as simple as asking those present to raise their glasses in a toast to the desired object of the toast.

****Best Practice***

If you are asked to make a Toast, be sure to take your filled glass with you when you go to the podium.

If you are asked to give a reply to the Toast, ask who is making the toast and ask them what they will be saying. In this way you will be able to give an appropriate reply.

A reply to the toast would always start by thanking the maker of the toast for their words.

No matter if you are making a toast to the Association or a reply to a toast be sure you use appropriate language as befits the honour of the appointed duty.

INDUCTION CEREMONIES

New Member Induction

This induction ceremony may be used as an alternative to the Kinsmen or Kinette installation ceremony as outlined in the Presidents Manual

This induction ceremony is in four parts; history, object and aims, what Kin is and the presentation of badge, pin and new members kit

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

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 600 clubs serving communities all across Canada.

OBJECT & AIMS

The objects of the Association are to promote & direct service work through fellowship amongst its members, to the end that:

1. They may enjoy personal development through Kin;
2. They may be improved and educated in modern business and professional methods and ethics;
3. The involvement of each in the enrichment of their community may be stimulated;
4. 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;
5. 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 like minded individuals who share in the pursuit of the accepted Kin ideals

PRESIDENT'S CHARGE

Having heard the object and aims and understanding what Kin is 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.

The alternate charge is based on one developed by the Kinsmen Club of Peterborough and has been modified for use by all clubs

****Best Practice***

The President may wish to have the members sponsor present the newly inducted member with their pin and badge or their new members kit.

The Club, as a group, should then be invited to come forward and formally welcome the newest member(s).

****Best Practice***

A club may decide not to use the ceremony as described above 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.

Once each individual has been introduced and recognition has been made of his or her contribution to the club, proceed with the charge.

HONORARY MEMBER INDUCTION

Once a year clubs may take the opportunity to recognize individuals who are not members of the club for the service they have provided to the club.

An Honorary membership is held for a one year term by the inductee and is voted on by the members of the club each year. An Honorary Member may be recognized in successive years or it may be a one time recognition based on continued support over a period of time.

****Best Practice***

This is an opportunity to hold a special induction ceremony at the club level and should be recognized as such and treated with the respect and dignity it deserves.

****Best Practice***

Take the time to introduce each honorary member individually and speak to the service each individual has offered the club over the course of the year.

THE CHARGE

The Club President or Appointed officer reads the following:

Congratulations on being selected as an honorary member of the ***name of club***

Your selection as an honorary member to this club was based on your committed support to our club and is therefore recognition of your service and leadership in our community.

Our Association was formed in Hamilton, ON, in February 1920 by Harold A. Rogers. From this group of a dozen earnest young men, determine to perpetuate in peacetime the ideal of service to Canada, has grown Kin Canada: 600 clubs serving communities all across Canada

Today, Kinsmen and Kinettes across the country have a well earned reputation for their energetic activities and concern for their communities.

Through service to this club you have set a standard of leadership in this community which meets the ideals which form the foundation of Kin Canada's object and aims. We recognize your support of and offer you our gratitude with this presentation tonight

Presentation of Certificate, Badge (if being presented) would be made at this point

Club President or presiding officer would invite all present to recognize and welcome the honorary member(s)

This Charge for Honorary members has developed by the Kinsmen Club of Peterborough and has been modified for use by all clubs

DRESSING FOR SUCCESS

By dressing appropriately, you pay a compliment to your host and homage to the position you hold within the kin organization.

What qualifies as business casual?

Specifics for men's business casual

Ties: Ties are generally not necessary for business casual, but if you are in doubt, wear a tie

Shirts: Long-sleeved shirts are considered dressier than short-sleeved and are appropriate even in summer. Choosing conservatively is your safest bet. Plain golf shirts with a collar and tucked into a belted pant are also acceptable

Pants: For the most business-like appearance, pants should be creased and tailored. Solid colours are always acceptable, however small patterns or pinstripes are also acceptable. Khakis are acceptable, cargo pants are not, basically anything with more than four pockets, two front and two back, is not acceptable. Jeans of any colour are never acceptable.

Socks: Wear socks which match your pant colour as closely as possible, mid-calf length so no skin is visible when you sit down.

Shoes: Loafers or shoes which tie up. No sandals, athletic shoes or hiking boots.

Specifics for women's business casual

Pants / skirts: Women can wear casual pants or skirts. Colors should generally be solid; however small checks or pinstripes are acceptable; navy, black, grey, brown and khaki are always safe bets. For the most business-like appearance, pants should be creased and tailored; without an extremely tight or flowing pant leg. Jeans of any colour are never acceptable, neither are jean skirts.

Shirt / sweaters: In addition to tailored shirts or blouses, tailored knit sweaters and sweater sets are appropriate business casual choices for women. Cotton, silk, and blends are appropriate. Velvets and sparkly fabrics suitable for parties are not appropriate.

Shoes: Should be leather or fabric / micro fibre. Appropriate colors would coordinate with your other attire and accessories; white and pastels are not appropriate. For the most conservative look, toes should be covered. Sandals which are neither extremely dressy nor extremely casual might be appropriate. Thin straps and high heels are not appropriate. Chunky heels and platforms are not appropriate.

When is business casual acceptable

Most club, zone district and national meetings are where you would be appropriately dressed in what has been described as business casual. Some clubs may accept Kin wear at meetings. This would include items such as a golf shirt with your club name. Any clothing you would wear to exercise in is not acceptable at a business meeting. This would include t-shirts, track pants and sweat shirts.

You may reconsider what is appropriate if your club meeting is a 'theme' meeting.

In the case of Zone, District or National officers you may have specific shirt you are expected to wear for these meetings.

***Best Practice**

It never hurts to be slightly overdressed.

***Best Practice**

You can never be wrong dressed in clean, freshly pressed, well- fitted clothing at any meeting. If you think it may be inappropriate, it probably is and you should rethink.

***Best Practice**

Fit should not be tight. Cleavage or an exposed midriff is not appropriate for any business occasion.

What qualifies as formal wear?

Specifics for men's formal dress

Suit and tie would be considered necessary when the occasion calls for formal dress. Conservative colours are best as are plain fabrics. If you feel the need to show your style wear a tie which makes your case but is still within the acceptable levels of good taste.

Long sleeved shirts are the accepted norm for a formal occasion

Dark shoes and socks would also be considered the accepted norm for men's formal wear. Again socks should be knee-length so no skin shows when you sit down.

In very formal situations normally referred to as "Black Tie", you would wear a tuxedo and bow tie.

Specifics for women's formal dress

Dresses or skirts should be long or cocktail length.

Hosiery would always be worn on a formal occasion

Fabrics may include the more shimmery or sparkly variety if you so choose. Velvet, satin and silk is also appropriate.

Shoes may have slim straps and be high heeled.

A small evening bag is best in a formal situation; a clutch or small shoulder evening bag, larger

***Best Practice**

The fit of any garment is important for both men and women.

***Best Practice**

Ladies, be sure you can walk in your shoes. Men and Ladies, shoes should not pinch or hurt your feet. Remember you may be sitting through dinner, or a business meeting for that matter, for several hours, sore feet can ruin a lovely evening for any person.

****Best Practice***

Your comfort is always a consideration; however, your comfort should not be confused with inappropriate dress.

When dressing for any function you should use a common sense approach to making your decision regarding what to wear. The guidelines noted above are just that, guidelines. If you are unsure whether something is appropriate for the occasion, think back to the last event of the same kind you attended and remind yourself what others were wearing. Or ASK a trusted friend or colleague.

****Best Practice***

Always be conscious of the image you are projecting at any event or social by your style of dress.

FLAG ETIQUETTE – when facing the flags:

For three flags, the Canadian flag is in the center.

If there are two or more than three flags, the Canadian flag is on the left.

The Canadian and Provincial flags should be flown at all functions.

Protocol Guide Checklists

This material is provided to you as a reminder of the protocol that clubs have been urged to follow when District or National officers or other dignitaries visit.

For whom and why?

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. All levels of the Association's officers incur out of pocket expenses which are not covered in any of the Zone, District or National Budgets. As such, it is not appropriate to ask visiting officers to purchase raffle tickets or other such items. They should also not be subjected to fines by the Sergeant-at-Arms. This is an additional cost to them as well as the fact that they may not be familiar with specific club customs and regulations.

Checklist:

- Send out invitation as soon as event date is set to allow for the invitee to arrange their schedule accordingly.
- Notify the visiting officer that you are aware of his/her impending visit to your club; at the same time re-state the specific dates.
- Notify all local members so as to have 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 guest he/she will be met at the airport or hotel, whichever applies.
- Notify the hotel who will be responsible for the bill; this will save any embarrassment.
- If feasible, arranging for a fruit basket, bar set-up or snacks in the room is a nice touch. 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.

What to do when you have special members in your own club:

Checklist A:

- 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 summary details of the projects being discussed on the agenda.

Checklist B-Life memberships:

- 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.

What to do when you have a 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.

What to do when you invite dignitaries from your community to special club events:

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 for 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.

What to do when the national president tours your district:

Checklist:

- The governor(s) will make the arrangements in conjunction with the national president or his/her designate, with the assistance of the protocol officer, if need be.
- 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 pre-arranged 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 perishable items do not travel well.

- You will know the tour dates well in advance of the tour; try to save special presentations or events until the president's visit so he/she will be able to participate.

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. It is a nice touch to line them up outside the banquet room and lead them to the table. 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 Canada to be given by a Kinsman or Kinette.

National Headquarters

Kin Canada
P.O. Box Kin; 1920 Hal Rogers Drive
Cambridge, ON N3H 5C6
B: (519) 653-1920 1-800-742-5546 F: (519) 650-1091

Staff Directory

Executive Director
Ric McDonald ext. 216
E-mail: rmcdonald@kincanada.ca

Office Manager
Carmen Preston ext. 206
E-mail: cpreston@kincanada.ca

Administrative Assistant
Bas Zak ext. 215
E-mail: bzak@kincanada.ca

Stakeholder Relations Officer
Jennifer Caldwell ext. 204
E-mail: jcaldwell@kincanada.ca

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

KIN Magazine Editor/Communications Co-ordinator
Michelle Rickard ext. 205
E-mail: mrickard@kincanada.ca

Membership Development Co-ordinator
Debbie Moxam ext. 207
E-mail: dmoxam@kincanada.ca

Risk Management Coordinator
Melanie Nieson ext. 208
E-mail: mnieson@kincanada.ca

Staff Job Descriptions Overview (03/07)

Executive Director – Ric McDonald

- As chief executive officer for the Association, the Executive Director reports to the current National Board of Directors collectively.
- Responsible for all operational aspects of the Association, including national headquarters.

Membership Services Coordinator - Melina Hayward

- receptionist for Association
- manage all individual member and club data including related databases
- process club charters and disbandments
- screen and process life memberships
- general administration

Stakeholder Relations Officer - Jennifer Caldwell

- responsible for coordinating broad stakeholder consultation process
- coordination and direction of National Stakeholder Relations committee
- responsible for external communications with various stakeholders, including media
- oversee and/or prepare other Association communication pieces and promotional material, as required

Communications Coordinator / KIN Magazine Editor – Michelle Rickard

- responsible for all aspects of KIN Magazine preparation and production (3 print and 3 online editions per year)
- coordinate "Message of Support" advertising campaign for KIN Magazine
- prepare printed reports (Annual Report, Constitution, Proclamation Form, etc.)
- oversee and/or prepare other Association communication pieces and promotional materials as required
- creative and content direction of national web site

Office Manager - Carmen Preston

- manage all aspects of finances and related processes (dues, financial statements, audit, accounts payable, accounts receivable, payroll and government reporting)
- shared responsibility for development of annual operating budget
- coordinate HR functions and staff relations; administration of employee benefits program
- oversee facility, office equipment and computer maintenance

Membership Development Coordinator – Debbie Moxam

- development and success of national membership development programs
- manage National Convention process, including site/host development and selection, Convention Committee liaison and coordination, and event planning
- coordinate national programs (National and Club Awards, National Pride Initiatives, National Partners, CF)
- direct and liaise with National Membership Committee and National Awards Committee liaison

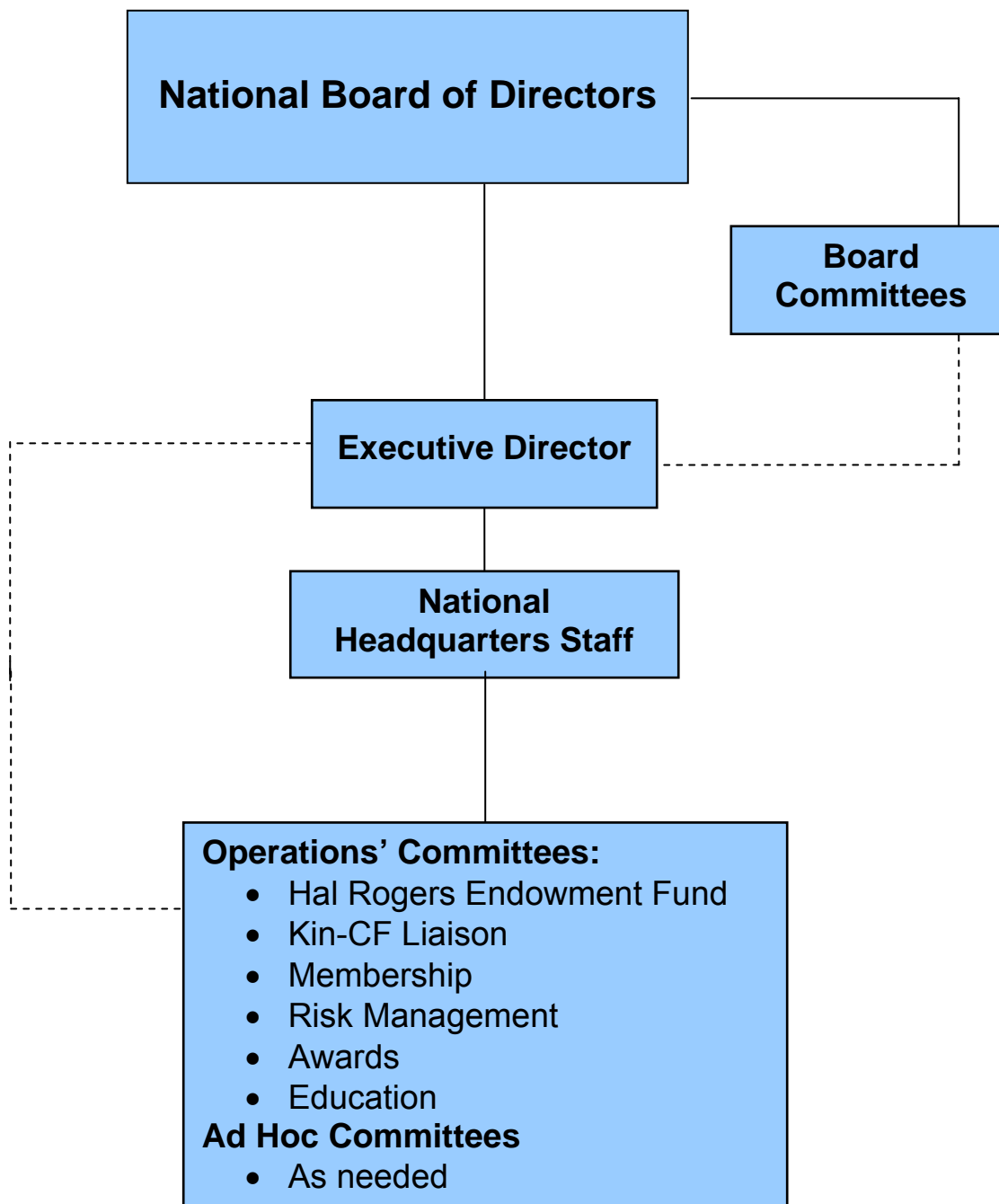
Risk Management Coordinator – Melanie Nieson

- manage and administer Association's national insurance coverage, including broker relations
- manage all related records and processes, including club insurance forms and related database
- manage ongoing diligence on and addressing of potential risk exposures for Association
- coordinate tracking and follow-up of corporate status of all clubs
- coordination and direction of National Risk Management Committee
- provides bilingual services to members and the public

Administrative Assistant - Bas Zak

- coordinate travel, registration and accommodation logistics for National Board, District Governors, Vice Governors, Committees, district public speakers and Staff to National Convention
- all other meetings arrangements for national board and committees
- coordinate communication processes to/from Association National Leadership, District Leadership and Clubs
- administer the Kin Canada Bursary Program on behalf of HREF
- HREF Board of Trustees liaison
- Coordinate process of District Leadership Seminars and VG Training
- Update and distribute materials for District Leadership Seminars and VG Training

Kin Canada – Organization Structure Chart (09/06)



GENERAL RISK MANAGEMENT INFORMATION

What is Risk Management?

Definitions:

"Risk management" is defined as reducing the chances of injury, damage or loss by taking steps to identify measure and control risks".

The process of analyzing exposure to risk

A system for making choices with respect to those we serve and the procedures we adopt, and the way we conduct our programs and organizations

Risk Management is the thorough identification and evaluation of risks, and the careful selection and implementation of risk control strategies. Risk management is a planning process, and like any planning process, to be effective it must have the participation of everyone, it must be specific to the organization's needs and circumstances, and it must be ongoing.

WHY IS RISK MANAGEMENT SO IMPORTANT?

Many of you have likely asked yourselves the questions "What is the big deal with Risk Management?" "Why should I, general Kin member, be worried about Risk Management?" Why does our club need to be concerned? It's National's problem since they have the insurance." Well, these are all good questions, with some misconceptions. Risk Management is an issue each and every one of us needs to be aware of and concerned about. The future of our association depends on "Good Risk Management Practice", and good risk management is done best when everyone is involved.

WHY IS RISK MANAGEMENT IMPORTANT TO US?

- It helps the organization practice good business management
 - ✓ It improves customer service and public image /shows that we are exercising due diligence
 - ✓ It helps make insurance available and affordable/**will not affect the price of dues**
 - ✓ It helps the organization and individuals defend themselves in a lawsuit
 - ✓ It reduces injuries to participants (excellent marketing as injured participants don't usually return nor do family and friends)
 - ✓ It protects club members and their families
- It reduces the occurrence of harmful disputes
- It enables the organization to govern more effectively
- Insurers and funding agencies/organizations/partners may require it

Being involved in community activity, whether the ultimate objective is service, fellowship or personal development is a risky business; there is no escaping it. Any time your club or the members of your club are involved in activities that involve contact or interaction with the rest of the world, there is a chance someone could get hurt, something could get damaged, or some other kind of loss could be sustained. Unfortunately, there is an equally good chance that if a mishap does occur, the good name of your club could be front and centre when the fingers are pointed. You and/or your club could be exposed to some major costs and inconvenience in the process of "making things right" and clearing your name.

Today's society tends to sue first, and ask questions later. It is no longer enough to be in the right. You have to be perceived to be doing everything in your power to prevent anyone from suffering any kind of personal, property or financial loss when they are doing something that you are connected to in some way. Whether it is attending a dance or party run by your club, playing on playground equipment, participating in a sports event – whatever – you need to be aware of the *risk management* policies and procedures that should be used to help prevent loss and/or liability.

WHO DOES RISK MANAGEMENT?

Risk management done well is risk management done by everyone. A goal of risk management should always be to create attributes and awareness among members, volunteers and the participants that promote safety, security and fairness. Leadership and responsibility for key tasks should be assigned appropriately.

Effective risk management requires a basic understanding of some legal principles; careful attention to a risk management process; an ongoing commitment of members and volunteers to such a process; and a good dose of common sense.

*Currently, members have a few options re: where they can locate information on Risk Management. They are:

- National office/ Risk Management Coordinator
- National Risk Management Committee/ Team
- District Risk Managers
- Zone Risk Managers (not all zone have risk managers)
- Club Risk Managers or Club Risk Management Committee

SIX STEP EVALUATION PROCESS

DETERMINING OBJECTIVES

What is your club involved in, and what are the potential risks involved? What are your goals as a club and how do you go about obtaining such goals? These are the type of things you need to look at when trying to figure out the potential risks that face your club and your club activities. Do you want to own a park, maintain it and make it a safe place for town residents? Are you prepared to take on the responsibility physically, financially and mentally? Consider all your options in what you do and how you do it.

IDENTIFYING RISKS

This means carefully and critically reviewing a facility, event or program. Doing a lot of brainstorming with staff, volunteers and participants identifies risks. Your basic knowledge of case law and a full understanding of the concept of negligence, including duty and standard of care, will help you to focus on potential risk areas. It is helpful to break up activities, and potential risks, into four functional areas:

- a. **People:** those involved in organizing and running the function; those who are participating, those who own the property and those who are watching
- b. **Property:** equipment, facilities, motorized vehicles, and any other property
- c. **Income:** both revenue and expenses
- d. **Goodwill:** your public image and minimizing any negative impact on it

These four categories cover every aspect of a club's operation and recognizing them helps ensure that areas of risk are not overlooked.

Another tool that can be used to help you identify risks is the simple acronym, **WAECUP** , which stand for:

- Waste* – time, garbage, improper storage
- Accidents* – physical, procedures, back up, liability
- Error* – human, technical, financial, common mistakes
- Crime* – internal, external, illegal acts
- Unprofessional* – morals, unethical acts, blackmail

You can also use audits, checklists, and brainstorming techniques. This is not a one-time duty. This should be done for each function your club participates in each and every year, as risks are constantly changing.

EVALUATING RISKS

In a perfect world detailed records and complete data on recreation and event related injuries would make it possible to measure risks accurately. However, in the absence of detailed information clubs must use their own experiences and judgment to measure risks.

The magnitude of a risk is a function of two elements:

- The **severity** of the risk
or the seriousness of the resulting injury, damage or loss
- The **frequency** of the risk
or the likelihood of the injury, damage or loss occurring

PRIORITIZING RISK

A group of people can come up with many risks associated with any one event; the key is to prioritize the chances of these risks happening. Looking at the severity and the frequency of the potential risk ever happening does this.

You can use a frequency grading scale from 1-10 with 1 being low and 10 being high.

For example, if one of your risks was theft of money from the cash box at an event by a volunteer and you figure the chances of this happening is less than once a year you might give it a grade of 2 for low frequency.

You can do the same thing for severity, rating on a scale of 1-10, in regards to the severity of the risk and how bad it would affect your club.

For the above given example the severity would depend on the money in the cash box. If it was your largest fundraising event of the year where you typically bring in around \$5,000 the severity might be around 7, however if the event was small and you only brought in around \$200 the severity might only be 3. By adding these two numbers together and multiplying the total by 5 ($7+3=10 \times 5=50$) you will have the percentage which when determined for all risks you will be able to prioritize which risks you will want to deal with...sooner vs. later.

Once you have figured out the Frequency and Severity you need to decide what your best options are in protecting your club from that risk. A helpful chart for doing this is the High/Low chart.

	High Frequency	Low Frequency
High Severity	Avoidance Reduction	Insurance
Low Severity	Retention Reduction	Retention

Using the above example, in terms of your largest fundraiser, your frequency is 2 (low) and your severity 7 (high), according to the chart your best option would be insurance (theft), in protecting your club if you became faced with this situation. It is important to realize that you have options as well. You might lower the severity if every hour you take enough money out of the cash box and leave only \$200 dollars in it at a time. Thus the amount of money stolen would be lower, and you might be able to retain such a risk. Note that the transfer of money would have to be done in a safe secure manner, as this too becomes a risk.

High (S)-High (F)

Avoidance because it is too costly in chance and severity.

Reduction if you can lower either the severity or the frequency you open yourself up to more options to protect against the risk.

High (S)-Low (F)

Insurance low cost to transfer because it won't happen too often, but if it did you would not have the money available to get back to normal operations.

Low (S)-High (F)

Retention because transfer would be costly, your premium would continually increase because you always need to pay out. You should have funds set aside to deal with such a risk as it is low severity and probably isn't too costly to retain.

Reduction you can reduce the amount of losses by taking away one of the catalyst, as the severity isn't too high it isn't essential to do anything to it, you should however try and decrease the chances of it happening.

Low (S)-Low (F)

Retention you do this here because the chance of this actually happening is slim to none, and if it did happen it wouldn't be significant enough to cause a change in your business.

CONSIDERING THE ALTERNATIVES AND SELECTING A METHOD

There are four ways to control risks:

Risk Financing:

- **Retain** the risk
Smaller risks may be retained by simply absorbing them into your operation and budget: vandalism in parks and facilities are good example of risks that are retained.
- **Transfer** the risk
Risks may be transferred to another party by means of contract such as insurance or waivers.

Or:

- **Reduce** the risk
Reduce risks to acceptable levels through efforts to change the environment or change human behaviour.
- **Avoid** the risk
You take steps to restrict, limit, postpone or cancel certain activities. Risks that are too great can be eliminated; at the extreme, programs in bungee jumping, trampolining and skateboarding may be cancelled. Less extreme elimination strategies might involve replacing worn equipment or moving a program from an unsupervised to a supervised beach.

These are broad risk control strategies. The strategy that is chosen to control a particular risk depends, in part, on the magnitude of the risk. Smaller risks can be retained quite easily by an organization. Larger risks can also be accommodated; provided steps are taken to reduce these risks to acceptable levels (where what is "acceptable" depends on the standard of care which you are trying to achieve). Risks that are not acceptable should be transferred, and those risks that are so great that perhaps even insurance is not an option, should be avoided altogether.

A good risk management plan is an appropriate, reasonable and affordable "mix" of strategies, suited to an organization's needs, circumstances and resources. As needs and circumstances change so to might an organization's risk management plan. It is important, however, not to change one strategy without considering the impact of this change on the total risk management program. *For example, decisions about purchasing new insurance, or extending existing insurance coverage, should not be made in isolation from the other strategies that are being used.*

A final point to mention about managing risks is that certain strategies, such as retaining and transferring risks, do nothing to actually reduce the risk and thus reduce the potential for injuries. They address the financial consequences of negligent behaviour, but do not address the behaviour itself. Sometimes a preoccupation with insurance or waivers as a risk management strategy, or a focus on financial goals, means that other methods of reducing risk (and thus reducing the potential for injuries) are overlooked.

IMPLEMENTING THE DECISION

Once you have decided on a method to control your risks, make sure you follow through with it. The decision must be implemented with the proper policies and procedures so everyone involved understands what it is that they need to do in order to reduce the potential risk.

Make sure you follow the policies and procedures your club has set out to maintain any risks. You cannot say that you want things to be a certain way and expect them to be. You have to act and act in the manner you want things done.

EVALUATING AND REVIEWING

As seasons change so do risks. Thus, you need to keep reviewing your decisions.

Your final decision is not the end all and be all of your decision making process, you need to keep tabs on how your solution is working. Is the risk still as frequent or as severe as you thought previously? Perhaps, your club has implemented some new policies and procedures that decrease the chance of that risk ever happening and you do not need to take the same steps as you did before to protect your club from it.

Is everyone involved in controlling the risk doing their part, and doing it properly? Is everyone aware of what they are to be doing? Is the risk still as big a threat as it was before, or is it bigger? It is questions like this that you need to ask to ensure that your decision is still the best one at that time.



INCIDENT REPORT FORM

Report any incident that might lead to a claim against Kin Canada policies by:

1. Immediately following the incident, call National Headquarters at 1-800-742-5546, ext. 208, to report the incident.
2. Follow up immediately completing and submitting an Incident Report Form to National Headquarters, preferably by fax to 1-519-650-1091.

PLEASE NOTE: This Incident Report Form must be received at National Headquarters no later than 24 hours after the incident. Failure to notify may result in loss of Insurance coverage. Information collected within this report will be retained according to the Association's Privacy Policy.

PLEASE PRINT

TYPE OF INCIDENT: Accident or Injury <input type="checkbox"/> Property Damage <input type="checkbox"/> Public Disturbance <input type="checkbox"/> Service Refused <input type="checkbox"/> Ejection of Patron <input type="checkbox"/> Minor on Premise <input type="checkbox"/> Theft <input type="checkbox"/> Other <input type="checkbox"/>			
CLUB/ZONE:		DISTRICT:	
DATE:		TIME:	
		WEATHER:	
LOCATION OF INCIDENT: (Address)		LOCATION OF INCIDENT: (Hall, Parking Lot, Washroom etc.)	
PERSON COMPLETING THIS REPORT: Name:		WHAT KIN WERE INVOLVED IN THE INCIDENT?	
Address:			
City:			
Postal Code:			
Phone No.:			
Cell No.:			
PATRON INFORMATION: Name:		PATRON DESCRIPTION: Male <input type="checkbox"/> Female <input type="checkbox"/> Weight: Height:	
Address:		Eye Colour: Hair Colour: Beard or Moustache? Glasses:	
City:		Age: Under 19 19-30 31-40 41-50 51-65 66+	
Postal Code:		Ethnic Background:	
Phone No.:		Distinguishing Marks:	
Cell No.:		Other:	
DESCRIPTION OF INCIDENT: Use additional paper if needed			

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INCIDENT REPORT FORM – Con't – Page 2

ACCIDENT OR INJURY Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, PLEASE COMPLETE		
What part of the body?		Did patron contribute to injury?
Medical Attention Given? Yes <input type="checkbox"/> No <input type="checkbox"/> By Whom?		Hospitalization Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Name of Hospital?
Describe:		
WAS ALCOHOL INVOLVED? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, PLEASE COMPLETE		
Was Patron Alone? Yes <input type="checkbox"/> No <input type="checkbox"/> Number in Party _____ Who With _____		
Was Service Refused? Yes <input type="checkbox"/> No <input type="checkbox"/>		Server Knows Patron? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason: Signs of Intoxication <input type="checkbox"/> Signs of Impairment <input type="checkbox"/> Troublesome <input type="checkbox"/> Minor <input type="checkbox"/> Other <input type="checkbox"/>		
Was Patron Caught Drinking Alcohol Under Age? Yes <input type="checkbox"/> No <input type="checkbox"/> Please complete:		
If Yes, Who Gave the Minor the Drink?		
Was ID Checked? Yes <input type="checkbox"/> No <input type="checkbox"/>		Age if Majority Yes <input type="checkbox"/> No <input type="checkbox"/> Driver's License <input type="checkbox"/>
Was ID Falsified? Yes <input type="checkbox"/> No <input type="checkbox"/> Explain:		
Was Patron Ejected from Premises? Yes <input type="checkbox"/> No <input type="checkbox"/> Please complete:		
Time of Arrival? AM/PM		Time of Departure? AM/PM
Was Force Used to Remove the Patron? Yes <input type="checkbox"/> No <input type="checkbox"/> What Type?		
Did Patron Suffer Any Injuries While being Ejected? Yes <input type="checkbox"/> No <input type="checkbox"/> Type:		
Reason: Signs of Intoxication <input type="checkbox"/> False ID <input type="checkbox"/> Verbal Abuse <input type="checkbox"/> Destruction of Property <input type="checkbox"/>		
Fighting <input type="checkbox"/> Domestic Dispute <input type="checkbox"/> Drugs <input type="checkbox"/> Minor <input type="checkbox"/> Trespassing <input type="checkbox"/> Other:		
TRANSPORTATION		
Which Method Did Patron Use To Leave The Premises?		
Did Patron Leave Alone <input type="checkbox"/> With Someone <input type="checkbox"/>		
Walking <input type="checkbox"/> Taxi <input type="checkbox"/> Car <input type="checkbox"/> Was Patron Driving? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Friend from Home <input type="checkbox"/> Friend on Premises <input type="checkbox"/> Bicycle <input type="checkbox"/> Motorcycle <input type="checkbox"/> Other:		
Police <input type="checkbox"/> Ambulance <input type="checkbox"/>		
Were Alternative Methods Offered? Yes <input type="checkbox"/> No <input type="checkbox"/> Specify:		
If Patron Driving, Describe Vehicle: Make _____ Colour _____		
Licence No. _____ Province/State _____ Other _____		
Direction Heading:		
Was a Police Witness Statement Filed Out? Yes <input type="checkbox"/> No <input type="checkbox"/> Police Report No. _____		
WITNESSES		
Last Name:		First Name:
Street Address:		City:
Postal Code:		Phone: ()
Last Name:		First Name:
Street Address:		City:
Postal Code:		Phone: ()
Other Comments or Remarks:		
Signature		
Print Name	Signature of Person Completing Form	Position/Title

IF ADDITIONAL SPACE REQUIRED USE BLANK SHEETS AND ATTACH TO REPORT.

Refusal of Medical Care Form

If the injured person refused medical care and or treatment please have them complete the following.

I _____, understand that I maintain the right to refuse medical care or treatment. I further acknowledge that I have been advised by members of the _____ (name of club), that they have recommended I receive medical care and/ or treatment. I further understand that I may refuse medical care and/ or treatment, but do so at my own risk. I do not have any known physical or mental condition that would prohibit me from making an informed decision to refuse medical care and/ or treatment that has been offered and/ or recommended to me.

I hereby release _____ (name of club), it's members, employees, volunteers, agents, officers and directors from any and all claims regarding injury arising out of or in connection with my refusal of medical care and/ or treatment.

Injured or Guardian _____ Date _____

Print name & relationship to the injured in question _____

Name of Witness _____ Signature of witness _____

Name of club representative _____

Signature of representative _____

**RELEASE AND WAIVER OF LIABILITY,
ASSUMPTION OF RISK AND INDEMNITY AGREEMENT**

DESCRIPTION AND LOCATION OF SCHEDULED EVENT(S)

DATE RELEASE SIGNED

IN CONSIDERATION of being permitted to compete, officiate, observe, work for, or participate in any way in the EVENT(S) or being permitted to enter for any purpose any RESTRICTED AREA (defined as any area requiring special authorization, credentials, or permission to enter or any area to which admission by the general public is restricted or prohibited), EACH OF THE UNDERSIGNED, for himself, his personal representatives, heirs, and next of kin:

1. Acknowledges, agrees, and represents that he have or will immediately upon entering any of such RESTRICTED AREAS, and will continuously thereafter, inspect the RESTRICTED AREAS which he enters, and he further agrees and warrants that, if at any time, he is in or about RESTRICTED AREAS and he feels anything to be unsafe, he will immediately advise the officials of such and if necessary will leave the RESTRICTED AREAS and/or refuse to participate further in the EVENT(S).
2. HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the promoters, participants, racing associations, sanctioning organizations or any subdivision thereof, track operators, track owners, officials, car owners, drivers, pit crews, rescue personnel, any persons in any RESTRICTED AREA, promoters, sponsors, advertisers, owners and lessees of premises used to conduct the EVENT(S), premises and event inspectors, surveyors, underwriters, consultants and others who give recommendations, directions, or instructions or engage in risk evaluation or loss control activities regarding the premises or EVENT(S) and each of them, their directors, officers, agents and employees, all for the purposes herein referred to as "Releasees" FROM ALL LIABILITY TO THE UNDERSIGNED, his personal representatives, assigns, heirs, and next of kin FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIM OR DEMANDS THEREFOR ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN DEATH OF THE UNDERSIGNED ARISING OUT OF OR RELATED TO THE EVENT(S), WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
3. HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the Releasees and each of them FROM ANY LOSS, LIABILITY DAMAGE, OR COST they may incur arising out of or related to the EVENTS(S) WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
4. HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE arising out of or related to the EVENT(S) whether caused by the NEGLIGENCE OF RELEASEES or otherwise.
5. HEREBY acknowledges that THE ACTIVITIES OF THE EVENT(S) ARE VERY DANGEROUS and involve the risk of serious injury and/or death and/or property damage. Each of THE UNDERSIGNED, also expressly acknowledges that INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF RELEASEES.
6. HEREBY agrees that this Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement extends to all acts of negligence by the Releasees, INCLUDING NEGLIGENT RESCUE OPERATIONS and is intended to be as broad and inclusive as is permitted by the laws of the Province or State in which the Event(s) is/are conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

ALL SECTIONS MUST BE COMPLETED.

PRINT NAME HERE	SIGN NAME HERE	DUTIES
		I HAVE READ THIS RELEASE
		I HAVE READ THIS RELEASE
		I HAVE READ THIS RELEASE
		I HAVE READ THIS RELEASE
		I HAVE READ THIS RELEASE
		I HAVE READ THIS RELEASE
		I HAVE READ THIS RELEASE
		I HAVE READ THIS RELEASE
		I HAVE READ THIS RELEASE
		I HAVE READ THIS RELEASE

SIGNATURE AND TITLE OF WITNESS	ADDRESS OF WITNESS
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WAIVER OF LIABILITY

I/We, the Undersigned, do hereby in consideration of the sum of One (\$1.00) Dollar now paid to me/us (the receipt and sufficiency of which is hereby acknowledged) and for other good and valuable on consideration received by me/us, do hereby agree to save harmless and keep indemnified any or all of the clubs belonging to Kin Canada (hereinafter referred to as "the Association") and without restricting the generality of the foregoing, the Kinsmen/Kinette/Kin/Kinsmen & Kinette Club of _____, their organizers, directors, agents, officers, officials, servants, representatives, assigns and successors from and against all claims, actions, causes of actions, costs, expenses and demands in respect to injury, death, loss or damage to my/our person or property, or the person or property of anyone who, at my/our invitation or request, attends howsoever caused arising out of or in connection with my/our membership and/or participation in competitions, tournaments, demonstrations and other activities hosted, arranged, sponsored or held by the Association or in respect to my/our occupation of, or the occupation of anyone who, at my/our request, occupies premises owned, controlled, leased, occupied and/or used by the Association and which I/we occupy by right, licence, lease or other agreement through the Association, notwithstanding that the same may have been contributed to or occasioned by the negligence of the Association, its organizers, directors, agents, officers, officials, servants, representatives, assigns and/or successors. It is understood that this agreement is binding on myself/ourselves, my/our heirs, executors and assigns.

IN WITNESS WHEREOF I/we have hereunto set my/our hand and seal this _____ day of _____, 20____.

_____ (Name of Organization)

Per: _____

(Please print name of officer or other person
authorized to bind the Organization.)

Name of Witness
(Please print: _____)

Name of Individual
(Please print: _____)

Name of Individual*
(Please print: _____)

(If Guardian, please print name: _____)

*If individual is not of the age of majority, guardian must sign as well.

(Status of Guardian i.e. _____
Parent/court appointed/etc.)

CLUB MEMBERSHIP DIRECTOR

Congratulations on your recent election as Club Membership Director. This year promises to be a *fun and challenging* one for both you and your entire club. The National Membership Committee has put together a few guidelines and timelines for you to follow to help make your year the absolute best that it can be.

You have a lot of help out there. Your District Membership Director is available to help you put together your membership plan, and in some districts, your Zone Membership Director is another resource. As always, your National Membership Committee, is a willing team player for your club. Don't forget about your National Headquarters' Membership Services Department. You can use the toll free line to call for ideas and resources at 1-800-742-5546 ext. 207. As well, you can find great information on the Kin website at www.kincanada.ca, on the membership CD available from your District Membership Director and on your membership video sent to your clubs in 2003.

In this manual, you'll find the following information:

- *"Okay, now that I'm elected, what do I do?"* An overview of your tasks for the upcoming year
- *"Club Membership Director's CHECKLIST – A Month by Month Critical Path Plan"* – A checklist for each month of the upcoming year
- *"Check Sheet for Each Meeting"* – This will help you get through the meetings during the next year with little tips and tricks
- *Sample Invitation Letter for a Potential Member*
- *Sample Letter to Employer of a New Member*
- *Sample Follow-up Letter for a Potential Member*
- *Prospective Member Information Sheet*
- *Membership Status Report Form (MSRF) sample*
- *Club New Member Campaigns*
- *Guest Directory*

Good luck, we all look forward to hearing about your success in the upcoming year.

Your National Membership Committee

Okay, now that I'm elected, what do I do?

- ❑ It's not your job to bring out every single new member. However, it's your responsibility, in collaboration with club members, to *devise an annual membership plan* and communicate the plan to club members in September. Summer months are the best time for thinking and pulling together the membership team for your club - it's less hectic and you'll have more concentrated "thinking" time.
- ❑ Part of your plan should include timelines and goals. A sample critical path plan is included. You should, prior to your year, sit down with the Club Executive and put together your membership goals and targets for the entire year. Writing down these attainable goals will help set the direction for your club.
- ❑ You should also write down what your membership events will be during the year. These could be annual events, but you should also include club theme nights.
- ❑ There are many seminars available to your club that might help them start thinking about membership. It's probably a good idea to ask your District Membership Director to appoint a facilitator to come in to deliver a membership seminar. There are many seminars available and you should work with your District Membership Director to decide which one is best for your club.
- ❑ Keep in touch with your Zone Membership Director on a regular basis. The Zone Membership Director can fill you in on ideas that are working for other clubs in your zone.

- ☐ It's important that you let your "sponsoring" members know how important their role becomes once their member joins. Reinforce the concept that sponsors play a key role in keeping members in clubs. It's not unheard of for a sponsor to shadow a new member for a whole year. New members should be made to feel welcome and invited to participate on committees and in projects and events.
- ☐ The job of the Club Membership Director is to motivate the membership to bring out new members. Creativity and "trickery" works! Making it fun will help club members want to share the gift of Kin.
- ☐ Speaking of fun, encourage your club executive to take the time at your meetings for Kin education. Not your average, read from the manual kind, but with a fun twist. Try a jeopardy-style game with trivia or something as equally entertaining. Also, present your new information and membership action plans in a fun way. Don't forget to acknowledge any guests in attendance.
- ☐ Think about the best ways to acknowledge outstanding contribution to membership recruitment by your fellow club members.
- ☐ It's important that you make everyone feel a part of your membership team. And even more importantly, keep an eye open for someone to replace you in this important role next year!

Club Membership Director's Checklist- *A Month-by-Month Critical Path*

September

- ☐ Ask your club President for your club's official roster from Headquarters. It should have come in a resolution mailing to your club in July (30 days prior to National Convention). Now is the time to add any new members to ensure that your roster is complete before the September 30th billing. Remind your club that members not listed on the official roster cost everyone more money in dues!
- ☐ Arrange with your club executive to speak at the first club meeting of the year. Take the time to explain the work that your membership team did over the summer and present the plan for the year. Ask members of your team to help make the presentation. Don't be afraid to modify your plan if the members in your club have some good ideas!
- ☐ At the first meeting, ask everyone to fill out at least one name on the Prospective Member Information Sheet. (Don't let them take it home, ensure everyone fills out at least one name and gives it to you.) Set a date early October for your bring a buddy night.
- ☐ Gather details on prospective members and write them letter of invitation to the "Bring a Buddy Night". Have the sponsor call them for follow up.
- ☐ Divide your club into teams for "Football Drafts" This recruitment idea will help motivate your club.

October

- ☐ Get ready for the "Bring a Buddy Night". Have your meeting room ready for the meeting with banners, posters, etc. It's a good idea to get a guest speaker for this meeting that has some knowledge of the work that Kin does in your community. Keep the meeting short and it is followed by some scheduled social time. Ask each guest to fill out Proposal for Membership form. Invite new members to learn more about Kin by attending your upcoming FLC (if possible).
- ☐ Write prospective members and thank them for coming. (Use the letters that you drafted this past summer). Make sure that these prospects are invited back to the next meeting. Have the sponsors make personal phone calls.

November & December

- ☐ Continue to encourage club members to invite guests out to meetings. Make sure that all new members take advantage of our awards program starting with the Maple Leaf Award of Distinction. This award can only be won in the first two years of joining the association. A copy of the outline for the award is in the New Member's Kit. Get new members involved on committees. Ask them to bring their friends out to a meeting.
- ☐ Finalize plans for a Membership seminar. They are available on the Membership video sent out early in 2003 and on the Membership CD.

January

- ☐ This is a great month to put on an information night for new members. There's updated material available for this event. New Members should bring along the New Member's Handbook that came in their New Member's Kit.
- ☐ It's especially important at this halfway point through the year that you review your membership strategy and concentrate on what's working for your club. Re-evaluate your goals.
- ☐ Start preparing for another bring a buddy night. Get the club excited about it. Use Prospective Member Information Sheet.

February

- ☐ Prepare new & old members alike for Founder's Night.
- ☐ As in October, follow directions for your bring a buddy night. Make this one different by changing the theme or trying a "Bring a member or eat Beans night".
- ☐ Start cultivating your successor for next year.

March & April

- ☐ Invite new members to Spring Zone.
- ☐ Remember April is Membership Month – Recruit !!
- ☐ Encourage New Members to participate in the Diane Rogers Kin Pride Award (March 1 – April 15)

May

- ☐ Invite new members to New Members Seminar
- ☐ Make sure new members are invited to District Convention. Also, inform them about National Convention and make sure that they know that "First Timers" to convention are treated very special.
- ☐ Club to hold a New Members Seminar
- ☐ Ask your Club President for your club's official roster from Headquarters. This should have arrived at your club in April as part of the spring mailing from Headquarters. Make sure to invite your incoming Club Membership Director to review this with you. Make an effort to start a conversation before the end of this Kin year. Remember how you felt when you took on this position!
- ☐ Congratulate your club for a job well done in reaching your membership goals for this year! Also, thank the membership team that you put into place last summer for their help and encouragement throughout the year. (Once your club has maintained or increased their membership, remind the club that this is a mandatory for the Outstanding Master Club Award – you might just qualify!)

April, May & June

- ☐ Ask your Club President for your club's official roster from Headquarters. This should have arrived at your club in April as part of the spring mailing from Headquarters.
- ☐ Review the official roster from Headquarters with your club's roster. Work with your current Club Membership Director to send any changes to Headquarters with a Membership Status Report Form before September 30th.
- ☐ Check club supplies for blank "Prospective Member" name badges. These can be ordered by calling Kin Sales at 1-800-265-7083.
- ☐ Discuss with your club possibilities for charters next year. Appoint a Charter Chair to investigate a charter and call Membership Services at Kin Headquarters to get you started at 1-800-742-5546.
- ☐ Ask club members to think about prospective members during summer months. Consider asking some of your club members to join your "membership" thinking session and planning group.
- ☐ Contact your Zone Membership Director or District Membership Director about Membership seminars. Set dates for these or other seminars to help motivate your club.
- ☐ Set growth goals with the membership, and use bristle board to draw growth chart for display in club/meeting room.
- ☐ Prepare list of guest speakers with President for next year.

July and August

- ☐ Prepare letters of invitation and thank-you's for attending meetings. (Samples are attached in this package and on our Membership CD.) Use the brochures and posters available from Kin Headquarters. Consider writing letters to new member's employers about how excited you are to have their family as part of the Kin family. (Again a sample is attached). Always ask permission from the new member before you contact their employer.
- ☐ Call together your membership team to review membership ideas and put into place those that will work in your club.

Check Sheet For Each Meeting

- ☐ Check the Kin home page at www.kinCanada.ca to find up-to-date material from the Kin Education Manual. Read or publish in club bulletin.
- ☐ Have Awards Chair review Maple Leaf Award of Distinction Program with new Kin. Enrol new member immediately.
- ☐ Guest is informed what will take place at meeting. (O Canada, song, prayer, etc.)
- ☐ Sponsor to call guest 3 days before meeting to confirm their attendance.
- ☐ Speak to prospective member 10–14 days before next meeting to invite them to your meeting.
- ☐ President/CMD to write guest to introduce them to the club, give dress for meeting, club history, address, and time of meeting.
- ☐ Guest made welcome by every member of your club. Have them introduced to all.
- ☐ Invite guest back to next meeting or function.
- ☐ Allow guest to speak at end of meeting during Good of Kin.
- ☐ Guest is contacted by sponsor day after meeting and thanked as well as invited back.
- ☐ Guest is given "Prospective Member" name badge with their name written on same.
- ☐ Club should pay Guest meal and drinks from Service Account.
- ☐ Update Growth Chart
- ☐ Place new member on a Committee right away.
- ☐ Have Fun!! Now, you're off and rolling to a successful meeting!

Sample Invitation Letter for a Potential Member

September 30, 2007

Martha Maxwell
124 Memory Tree Lane
Typically Canadian Town, BC
KIN CAN

Dear Martha,

What a pleasure it was the other day to talk to you about Kin. I would like to invite you to join us for our next club meeting on Thursday, October 15th at our club room which is located at 24 Downtown Street.

Our meetings begin at 7:30 pm. Because we have so many special guests joining us, we are making this a dinner meeting. Of course, dinner's on us and we hope that you can join us at 5:30 pm for cocktails. Dinner will be served at 6:00 pm. Our club generally meets once a month. This is our third meeting of the year.

As you know, Kin Canada is the largest all-Canadian service club which means that we have 8,000 members country wide in 560 clubs. Our motto is "Serving the Community's Greatest Need". Last year, our members across the country raised over \$25,000,000. All of that money stayed in the towns and cities where it was raised. Our club's major project last year, the Annual Lobster Dinner raised \$25,000. We used the money to help purchase an x-ray machine for the hospital.

I hope that you will give a meeting or two a try, and that you will find a room full of fun, friendship, and a group that likes to work hard and play hard, and one that I'm sure you'll enjoy. As you'll discover, along with the service work, we enjoy a large degree of personal development, friendships and FUN! As an organization, we have a lot of socials and get-togethers, some for just the club, and some include our partners and families.

I'll be calling you in the next few days to see if I can pick you up for the meeting. In the meantime, if you have any questions, you can reach me at home at 555-1212 or at work at 555-1313. I'm looking forward to seeing you next Thursday.

Your friend in Kin,

Margaret Smith
Club Membership Director

Sample Letter to Employer of New Member
(please ask the permission of the member
BEFORE you send this letter!)

October 1, 2007

Ms Jane Drummond
The International Bottling Company
15 Brewline Road
Bottletown, N.S.
CAP TOP

Dear Ms Drummond,

I wanted to drop you a note to let you know how excited we are that Frank Jones, your Manager of Communications, has joined the Kinsmen Club of Bottletown. Frank has shown that he has a commitment to making Bottletown the best community possible.

Kin Canada is a great choice to do that! Our service club is the largest all-Canadian service group made up of 8,000 active community volunteers in over 500 Canadian communities. Members work together to serve their community's greatest need and each club and community controls the funds they raise. Last year over \$25,000,000 was raised nation-wide. In Bottletown, we donated over \$50,000 to the new arena building fund. Every one of those dollars was raised by the enthusiasm and devotion of members like Frank.

It's been a pleasure for us to welcome Frank to the Kinsmen Club of Bottletown. I know that the activities in which he'll become involved will certainly assist in his personal development, public speaking, conducting of a proper business meeting, performing committee work, and working with diversified personnel. Because of this, many corporations and businesses across Canada assist their staff by allowing flexibility to work service projects and assisting them with payment of their dues. After all, the publicity and development that will come from Frank's involvement in Kin is well worth this small investment.

If you have any questions about our club, or know of others in your corporation that might be interested in joining, please contact Frank or myself at 555-1212. Again, please pass along our congratulations to Frank for choosing to join the Kinsmen Club of Bottletown.

Sincerely,

Mark Smith
President

Sample Followup Letter for a Potential Member

October 14, 2007

Martha Maxwell
124 Memory Tree Lane
Typically Canadian Town, BC
KIN CAN

Dear Martha,

Thank you for attending our meeting last night. Our entire club would like to thank you for coming out, and we certainly hope that you will join us again at our next meeting, on Thursday, November 1st, at 7:00 pm at the Club House. We enjoyed your company very much, and we trust that your visit with us was just as enjoyable.

If you have any questions about last night's meeting, or anything about Kin in general, please give me a call at home at 555-1212 or work at 555-1313.

We look forward to seeing you again soon. We know that you're considering joining our club, and we look forward to making you our newest member!

Your friend in Kin,

Margaret Smith
Club Membership Director

Club New Member campaigns
to be filled out by Club Membership Director

Date	Type of campaign	# of potential member contacts made	# of guest attend club meeting #1	# of guest attend club meeting #2	# of guest attend club meeting #3	# of guest join club & enrolled in Maple Leaf Award
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					

Step by step guide to a new member

- Guest is informed of what will take place at meeting.
- Guest is made welcome by a greeting from each member present.
- After meeting, senior member (preferably club President), informs guest about Kin.
- Guest is invited back to next meeting or event.
- Guest is contacted the day after meeting, thanked for attending and invited back.
- If guest joins, Member Status Report Form is filled out and sent to National Headquarters.
- New member is inducted into club
- New member is enrolled in Maple Leaf Award of Distinction program.
- New member is personally invited to New Members School.
- New member is given a light responsibility task and is guided by senior members.
- New member is acknowledged for a job well done.
- New member becomes a senior member.

Guest Directory
to be filled out by Club Membership Director

Guest name	Phone number	Sponsoring members name	campaign # (if guest is a result of campaign listed in table one)	contacted to invite to next meeting	Guest joins club	Contact at later date to invite back, (note date)

CRISIS MANAGEMENT MANUAL

KIN CANADA

Guidelines for the Establishment of Policy and Practices Related to
Public Relations or Club Crisis Management for all
Kinsmen, Kinette and Kin Clubs in Canada.

*Prepared by the Personal Leadership and Development Committee – 1999
Revised - 2007*

**Sincere respect and appreciation is given to the Boys and Girls Clubs of Canada
for its support in the development of this information package.**

CRISIS PLAN CHECKLIST

A quick do-it-yourself checklist to help you determine your club's state of preparedness if faced with a public relations crisis. (Remember, it's not the crisis we're talking about managing ~ we're suggesting that you already have policies, procedures, and training in place to deal with that. This checklist is about getting a reading on your club's ability to handle the reaction, the media attention, and the fallout.)

How do you rate?

1. Your club has in place a formal system of assessing, monitoring, and minimizing the degree of risk to which your membership are exposed.

YES _____ NO _____

2. Your club has a crisis management team and plan that will be immediately activated. It will minimally be capable of fulfilling the "Four R's" of crisis management.

YES _____ NO _____

3. If the worst that could happen does, you're ready to deal with it.

YES _____ NO _____

4. Your club maintains ongoing/positive media relations, and in time of crisis you're confident they'll be on-side with you.

YES _____ NO _____

You may find reading ***Start Before the Crisis Happens*** helpful. It makes apparent the importance of an effective ongoing media relations program.

5. Your crisis plan includes a formal system to alert the crisis committee, the naming of a single spokesperson, and formal strategies to advise your membership and community supporters.

YES _____ NO _____

6. Only one person will be authorized to speak for your Kinsmen, Kinette or Kin Club.

YES _____ NO _____

7. Your spokesperson has prepared themselves for the "onslaught of the media" in the event of a crisis.

YES _____ NO _____

8. You have a plan in place that ensures your members and the National Executive Director will be among the first to be accurately and honestly apprised of the nature of the crisis.

YES _____ NO _____

9. Once the crisis is behind you, you have a plan in place to evaluate your handling of the event and learn from the experience

YES _____ NO _____

10. You've rehearsed your response to "high risk" crisis possibilities and prepared draft press releases for such occasions.

YES _____ NO _____

Recommended Action if you answered "No"

Develop a Risk Management Committee made up of members and professionals qualified to assess and reduce risk throughout your club. Ask other organizations in your area for models that work.

Read ***Crisis Management and the Four R's*** and initiate steps to ensure you can meet or exceed these principles and approaches.

Read the introduction to ***Crisis Management*** and some of the samples of what the worst could look like.

In ***Develop a Crisis Plan ~ Now*** you'll learn about one way to do it.

Read ***Select a Single Spokesperson*** and learn why only the most credible individual should be chosen.

They can start by reading ***Some "Do's and Don'ts" for the Spokesperson***.

In ***Communicating with Other Audiences*** you'll find out about ways to reach those who need and deserve more than a media response.

Read ***The Aftermath***

By reading ***Sample Press Releases*** you'll learn what some clubs have prepared in advance.

CRISIS MANAGEMENT AND THE FOUR R's¹

When a crisis strikes, it is time to rely on the "Four R's": **React, Respond, Retain** and **Return**. Never lose sight of these principles during and after the crisis. Endeavour to tackle them one at a time

React

When the crisis hits, assign troops to the battle stations. Deploy your crisis plan. The faster you can react, the less damage will be done.

Respond

Now it's your turn. Go on the offensive. Neutralize charges against you by honestly stating the strengths and history of safety and care that you have offered to your community. State your position.

Retain

Do all that is necessary to retain the good name and reputation of your club. Make sure that any reporter you speak with understands what the club is about and what it has accomplished. Do all you can to ensure that your club is portrayed in an accurate and positive light.

Return

Get back to normalcy as soon as possible. The sooner you can return to "business as usual," the sooner the crisis atmosphere will dissipate. Where necessary, bring in professional crisis response professionals to help your membership. They all need to know that everything is OK again. Do all you can to reassure people.

As you read the following material, some key points will become apparent, and it's essential they be understood and recognized.

- First of all, no club is immune to crisis.
- No one crisis is likely to ruin an organization, but a poorly managed response can.
- A history of credible service and good media relations will help.
- Develop a crisis response plan. Be like Nike ~ Just do it!
- Select a single spokesperson.
- Don't put yourself at odds with the media.
- Never give "off the record" comments. There is no such thing!
- Resist the temptation to offer a "No comment" response.
- Show compassion for any who may suffer because of the situation.
- Assert your rights ~ you're not on trial, you're simply serving as a communicator and providing information.

If the foregoing seems a likely fit for your Kinsmen, Kinette or Kin Club, it's time to move on and learn what to do when the worst that could happen ~ does!

¹ Adapted from "*When a Crisis Hits ... Hit Back!*" published by Boys and Girls Clubs of America in the Spring 1988 issue of Connections. Used with permission.

CRISIS MANAGEMENT: WHEN THE WORST THAT COULD HAPPEN ~ DOES!

Your worst nightmare as a service club has come true. You wake up one morning to learn that a person has died in a club sponsored event, a long-time member has embezzled local funds, or a member of your club has been arrested for child sexual abuse. Perhaps they've discovered a drug ring operating without your knowledge in your club house, or an overnight fire or flood has caused extensive damage to the building that houses all your history, regalia and a community service area to the community.

You find that the media has been calling all morning ... and they want answers ~ NOW. Before you can even begin to collect your wits, the phones start ringing again. What do you do? Who do you call? How do you respond?

If you're like many of us, it's only now that you wish you hadn't made that decision "not to worry about problems until they happen." In today's world of instant communications, it's an attitude that can be dangerous. That's why it's important for Kin Canada to recognize the critical need to prepare for a crisis, even if one never occurs.

You can start by accepting the premise that a crisis can hit any organization at any time. You can run the safest, most secure club in the country, but a lightning bolt or an automobile accident can land you face-to-face with a camera or a microphone. And while it's unlikely that any one crisis can ruin an organization, a poorly-managed response to a crisis can. The credibility and reputation of your club, which may have taken years to build, can be knocked down overnight. This reality is not a reason to panic, but it is reason to plan ahead and prepare for the crisis that, hopefully, will never occur.

Start Before the Crisis Happens

If a crisis does happen, it is helpful if local media already know about your club, its work, and its accomplishments. If they do, they will probably be supportive, and they may even help to contain the crisis by reporting it as "an unfortunate incident in a long history of service to the community." If, however, they have never heard of the club before, you can be sure that they will want to start from the beginning: What is the club all about? What services does it provide to the community? How is it governed? How is it funded? Is there really a need for your services?

You can see it's important to have an ongoing media relations program in place. If you don't have one, Kin Canada Headquarters will provide you with information which offers a great beginning.

Having a media relations program is not a substitute for having a crisis plan, however, and the time to plan ahead and develop one is now ~ before the crisis.

Develop a Crisis Plan ~ Now

The first step is to form a crisis committee, composed of key members (especially the club's president, and public relations committee or other experienced volunteers). Once the committee is formed, it should begin to develop a detailed written plan ~ a series of steps to be taken and carefully and quickly followed in the event of a crisis.

The best way to go about developing a crisis plan is to create an imaginary crisis and walk through the process step by step. Start at the beginning: What happened? Who should be notified? How should they be notified and how soon after the event? Should Kin Canada or your district governors be notified? Should the club meet immediately? How should phone calls be screened?

As you do this, you will be forced to create contingency steps as you encounter obstacles. Eventually, you will be able to work out a plan that accounts for every foreseeable contingency. To make sure that the plan works in every instance, imagine a different crisis and follow the same plan. Does it work? Are there problems? If so, continue to fine-tune the plan so that, in the end, the result is viable and fail-safe.

When developing your crisis plan, make sure the follow items are included:

1. the crisis committee is alerted;
2. a spokesperson is briefed and a response is developed;
3. the national executive director and staff are briefed about the situation;
4. the national executive and district executive members are made aware of the situation;
5. members are reassured
6. major contributors, legal counsel, and insurers are informed.

Although the specifics of each club's plan may vary, these basic elements should be part of the total package. Once your plan is developed, place yourself in the position of all of the parties ~ members, club executive, the spokesperson, neighbours of the club, and the media. Are you satisfied with the actions and responses? If not, rework the plan.

Select a Single Spokesperson

It is imperative during a crisis that one person, and only one person, speaks for the club. This creates a feeling of honesty and consistency. The committee should select a spokesperson to serve in this capacity. The individual should be knowledgeable about the club and its activities, a good speaker, and able to remain calm and credible under pressure. In short, you should select your most credible representative. The club president or the national executive director may be among the most logical choices.

All questions and requests for statements and interviews should possibly be directed to the spokesperson who should be in communication with the national executive director so that they can quickly be conveyed to the spokesperson for response. Clubs should make sure that this rule is understood by all volunteers who answer phones or may be approached for comment. No one other than the spokesperson should offer his or her personal thoughts or opinions. The club simply cannot control its message or manage the flow of information if various individuals are allowed to comment at will, especially in the early stages of a controversy, when the facts are being gathered and a measured response is being planned.

Your spokesperson should be more than a mere voice that relays the opinions or statements of the club or the crisis committee. He or she should be actively involved in the decision-making process that leads to the formulation of the club's proactive position. It is vital that this position be determined quickly ~ within hours, if at all possible ~ because the earliest stages of a crisis are when media and public interest will be greatest.

Once your club's position is approved, it needs to be shared with everyone involved in the operation of the club. Everyone who will have a role to play in the event of a real crisis will need to know in advance what that role is.

Some "Do's and Don'ts" for the Spokesperson

Picture, if you will ... it's the morning after the crisis ~ your phone is ringing and the media are waiting for a response. Assume for the moment that you are the spokesperson. You already have gathered as much information as you can and met with the crisis committee. You are now ready to face the media. Before you do, here are a few points to keep in mind.

The media are not out to "get you." Reporters have a job to do ~ to tell the story and report the news. If the story is important, they will get the facts, one way or another. Don't put yourself at odds with

the media; work with them and do everything possible to present the club's position and explain the steps the club is taking. Try to co-operate and provide the media with the information they need.

You probably will not have all of the necessary information when a crisis first hits. However, tell what you do know, acknowledge what you don't know, and offer to provide additional information. This will create an image that the club is being responsive and responsible.

Start communicating with the media as soon as possible. Return phone calls, answer questions, and even advise the media of a crisis if they have not discovered it for themselves, because, in most cases, they soon will. The more open you are, the less they will push for information.

Resist the temptation to offer a "No comment" response ~ it suggests you are trying to hide something or are afraid of the question. Saying "No comment" to reporters is like waving a red flag in front of a bull, and it sounds terrible when you are quoted in the news. "I don't know" or "We don't wish to speculate until more facts are available" are much better answers.

If you can't provide answers, someone else will. Unfortunately, they may not be the answers you wish to be given. Therefore, it is important that you find the answers and fill in the blanks whenever you can. After all, the story is about your club. Isn't it better if you tell it?

Another phrase that should never be used is "off the record." If you say something, you can ~ and probably will ~ be quoted. A reporter is not a buddy with whom you can share private thoughts. If the information is not worth mentioning, don't mention it. If the information is important, state it as part of the story.

Positioning is important, and first impressions are the most lasting. The way you are first portrayed to the public will be the way you will be remembered. Will the club be viewed as cold and aloof or warm and involved? That depends largely on the image you create.

Convey the message that "We, too, are victims." Plant the thought that the club, its good name, and its excellent record of service are important to you. This helps to position the club as a victim of the incident.

Keep the problem in perspective. The club probably has been a vital part of the community for many years, and has made a positive difference in the lives of thousands of communities. Don't lose sight of this and don't let others lose sight of this either. Keeping things in perspective won't make the problem go away, but it will help overcome the situation as quickly as possible.

Show compassion for any who may suffer because of the situation. Express concern and describe your efforts to make amends. Your club was founded on the principle of concern for others. Don't lose sight of this now.

Be cautious about discussing legal issues. That's what lawyers are trained to do. If the situation has legal implications, know what they are, but avoid giving detailed legal answers. Also, don't try to play police officer, prosecutor, or judge. Don't talk about stiff jail sentences, heavy fines, or other penalties. The best you can do is to promise full co-operation with the proper agencies or authorities involved in a case.

Don't attempt to answer questions about other subjects that require technical training, such as science, chemistry, or engineering. Again, simply say, "I don't know. That's a question for an expert to answer."

Assert your rights. Keep in mind that you are not on trial. You are simply serving as a communicator and providing information. Your prime responsibility as a leader of the club is to operate in a safe and responsible fashion and to provide for the welfare of club members. Accommodate the media, but do not compromise the club's integrity or operation. For example, if a television reporter wants to

interview you in the library during a current event, feel free to say that this would be distracting. Offer an alternate location.

Working with the Media

It is important to understand and anticipate the media's needs. Prepare a news release (see accompanying samples) containing your statement and a fact sheet with additional information when you encounter a group of reporters or have an announcement to make. These are valuable resources for reporters and will keep you from having to repeat the same information over and over. Also, respect the competition for stories among reporters. Send your materials to all news organizations, or invite them all to your news conference, but don't play favourites.

Dealing with Hostile Reporters

In the process of dealing with the media, you may encounter hostile reporters. Unfortunately, you cannot ignore these people; if you do, you do so at your club's peril. Following are some tips on how to make the experience more positive.

The "machine gunner" will fire a series of questions at you. The best way to handle a situation like this is to choose to answer only one question, preferably the one that helps you to make your point. Don't feel obligated to answer more than one question at a time. If the question is important, the reporter will repeat it.

The "paraphraser" will (incorrectly) restate your views, placing them in a context that shows your position in an unfavourable light. Deal with this by patiently correcting the person and restating your case. Never let your views go stated incorrectly. Once they appear in print or on the air, it's too late.

The "interrupter" will never let you complete a thought and will try to stop you in the middle of a productive statement. Don't let it happen. There are two ways to deal with this problem. You can stop and patiently listen to the new question and say you will address that after you have made your initial point. A better way is to pause, completely ignore the question, complete your thought, and then say, "You brought up another point. What was it?"

The "hypothetical questioner" is one who is constantly creating hypothetical situations that are designed to leave you with no way out. You are under no obligation to play this game. Simply say, "That's a hypothetical question, and I am unable to answer it."

These types of reporters are the exception to the rule. Most are trained professionals, without a personal interest in the story, who are there to do a job. Work enthusiastically with the good ones, and make the best of it when you encounter the others.

Communicating with Other Audiences

If you have done your job well, the media will report your story in a fair and balanced manner. But you have other audiences that need to be reached and handled in a special way: your members of the club and other levels of Kin government. All of them need to be alerted when the story breaks and reassured throughout and after the crisis.

Club Executive

Some key executive members, as part of the crisis committee, will learn about a crisis immediately. However, the entire club should be alerted, provided with information as soon as possible, and periodically kept informed until the situation is resolved. Bear in mind that these are people who have volunteered to be responsible for the leadership of your club. They need to be well-informed, especially when their club is suddenly in the spotlight.

This can be done in many ways, such as emergency meetings, meetings of the executive committee, phone calls, or letters.

The method you choose will depend on the size of your club and the nature of the crisis.

National Staff

Obviously, our national staff need to know about a crisis situation. They have a vital role to play because they communicate with members, sponsors and people in global community. Staff will have many questions regarding safety, responsibility, and the future status of the club within the Association.

Fill the vacuum before rumours do by calling a meeting and giving the national executive director as much information as possible. Take time to keep him or her informed, and be sensitive to his or her fears and uncertainties. Make everyone feel like a member of the crisis team ~ informed, involved, and responsible. If necessary, request outside assistance from professionals or organizations that specialize in debriefing critical incidents.

Members

The nature of the crisis will determine the form and severity of the detrimental effect it will have on your members and their families. Leave no stone unturned to assure them of your interest, support, and availability. If there have been circumstances where children or families have been traumatized, help them find appropriate professional assistance and counselling. Consider the value of bringing in independent, qualified critical incident debriefing professionals to your club. Your first and foremost reason for being is to assist those who need help and encouragement in the face of adversity. Don't fail them.

Community Members

Communities today are bombarded with statistics on the risks facing services within our communities. You'll find they will have two basic concerns: (1) Are citizens in any danger? and (2) Will the club continue to operate? It is very important that you reassure them quickly on these two issues. It is better that they learn about the situation from you, and not from a neighbour or from the newspaper or television.

You should be as open, responsive, and responsible to the community partners as you are to the media. They may be upset or fearful, so be sensitive. They will have questions, so be patient. They will want assurances, so give them. If you have been doing a good job all along and running a good club, the community will trust you, believe your answers, and eventually reward you with their support.

The Aftermath

After a crisis is over, sit back and evaluate how effectively the club responded to the situation. One way to do this is to ask the following questions:

- How was the crisis handled?
- Were steps taken to keep the problem from happening again?
- Do you continue to enjoy the support of the club members, the loyalty of the Kin government, and the faith of the Association?
- Was the club's position reported fairly in the media?

Just as tragedy cannot be avoided in our personal lives, neither can problems or emergencies be avoided over time by any organization. But, through advance planning and sensitive handling, a crisis can help a club to grow even stronger in the long run, with little or no lasting harm to the Association.

SAMPLE PRESS RELEASES

When a crisis occurs, you may be called upon to develop press releases designed to represent your club's position accurately and consistently to the media and to serve as a basis for your spokesperson's public pronouncements.

Though some of us function best "under fire," many Kinsmen, Kinette or Kin clubs have found it useful to anticipate issues with potential to become high profile and prepare outlines of media releases that could be revised by their crisis management committee and approved for use as required.

For example, allegations of sexual misconduct against volunteers have become increasingly prevalent in a wide range of services whose purpose is to serve children and teens. On the following pages you'll find examples of real documents used in the past by other service clubs. They have been assessed by them to be suitable for completion and use in times of crisis. You'll note that each is designed for a specific purpose and each intended for final clearance by the crisis management team prior to distribution to the media.

Purpose: *To be used to notify members of arising police investigations that is likely to result in media attention.*

MEMORANDUM

TO: Members, Kinsmen or Kinette or Kin Club of _____

FROM: _____, Club President

I have been advised today by the _____ police service that they are conducting investigations into allegations of embezzlement which allegedly occurred in the course of _____ Club activities between 20____ and 20____.

Investigating officers have indicated that the allegations centre around the conduct of (a) former member(s) and they anticipate charges will be laid. They are currently asking former members to come forward if they have information that may be pertinent to the investigation.

We are in the process of formalizing a plan to deal with anticipated public reaction. In general, it's been agreed that inquiries from members or the public at large will be handled:

1. by a named spokesperson through whom all information will be channelled;
2. by acknowledging the _____ Club's awareness of the investigation and determination to co-operate with investigating officials as required;
3. by providing assurances that our Club has policies, procedures, and police screening in place designed to protect as much as possible the members of the community, including children who place their trust in us.

I will keep you informed of any further development. Please feel free to refer any media or public inquiries to me directly.

Purpose: To be completed and released to media in response to their requests for information following laying of charges.

PRESS RELEASE

_____, President of the _____ Club of _____, confirmed today that it is his/her understanding a former volunteer of the Association has been recently charged following police investigation of sexual abuse allegations.

_____ stated that his / her club has co-operated fully with the police throughout the investigation process, indicating that inasmuch as the matter is now before the courts, no further comment about the case can be made.

_____ emphasized that his/her club completes police screens of all potential volunteers who work with young people. As well, the club has in place policies and procedures designed to protect children and youth from all forms of abuse.

Purpose: To be released when charges against a full-time employee of our national office or district foundations have been made public and the media requests information pertaining to the individual's relationship with our Association.

PRESS RELEASE

_____ was employed by Kin Canada / District ____ Foundation from _____ to _____.

_____ came to our Association from a similar position in _____.

_____ (a) is temporarily suspended with no formal involvement with the Association or its members.

(b) resigned his position with the Association in _____ of 20____.

(c) was released from Association service in _____ of 20____.

Positions which _____ held during the course of employment with Kin Canada / District ____ Foundation were as follows:

_____ Director, 20____ to 20____
_____ Manager, 20____ to 20____
_____ Supervisor, 20____ to 20____

Kin Canada Bursary Program

Club Guidelines for Evaluating Applications (09/06)

This program is classified as a bursary and not a scholarship fund. A bursary is awarded to a student who demonstrates financial need while a scholarship is awarded for academic excellence. We are looking to award bursaries to good all round students who demonstrate high ideals and good citizenship and who demonstrate financial need.

NOTES TO THE JUDGES:

1. **Financial Need:**

A bursary is largely based on financial need. As a result you should look at the financial information provided on the application very carefully. Please make sure all financial data has been provided on the application. Most students with family incomes in excess of \$65,000 per year may receive little or no student loans. When family income is less than \$65,000 per year, a student is more likely to receive financial assistance.

Other factors should also be considered. A family with two or more students in post-secondary education might be considered in need of financial aid (keep in mind that it costs between \$10,000 - \$13,000 per year to send a student away for post-secondary education). Does the student come from a large family with several children? This can also be a financial hardship. Is the student from a single parent family? Is a parent unemployed or on a disability pension? These are all factors which must be taken into account when evaluating financial need.

2. **Kin Knowledge/Experience:**

Be generous in rewarding points for specific examples of Kin experience and knowledge. Has the applicant taken the time to learn about the family of Kin? They may be related to someone from Kin, but do they really know what Kin is all about? Reward detailed examples.

3. **Student Achievements:**

Applicants who demonstrate they have been active in their schools and/or communities should be rewarded accordingly. We are looking for good all round students who demonstrate commitment and compassion to others and to their communities. Review transcript of marks.

4. **Judges' Evaluation:**

We think it is important to take into consideration the effort demonstrated by the applicant in filling out the application. Have they taken the time to do a complete, neat job? Have they filled in all requested areas of the application?

Bursary Evaluation Form (09/06)

Candidate's Name: _____ Club's Name: _____

APPLICATION SCORING

1) Financial Need: (from page 2 and 3 of the application)

Please rank the applicant out of the numbers below in terms of their financial need and based on the following information (1 is low).

- a) Cost of education for the student _____/10
- b) Family/personal income and number of dependent children _____/15
- c) Additional financial considerations or non financial obstacles _____/20

2) Student Information (from page 3 and 4 of the application)

Please rank the applicant in terms of their involvement in the following areas (1 is low).

- a) Involvement in extra-curricular activities _____ / 5
- b) Involvement in community service and volunteer activities _____ /10
- c) Work experience in part-time or full-time position _____ / 5

3) Kin Knowledge and Experience (from question 2; page 4 of the application)

Please rank the individual in terms of their knowledge of Kin Canada and their previous experience with Kin or relationship to a Kin member.

- a) Knowledge of Kin _____/10
- b) Experience with Kin _____/10
- c) Relationship to a Kin member _____ / 5

4) Additional Information (from entire application)

- a) Bursary relation to future plans and overall preparation of application _____ /10

TOTAL SCORE: _____/100

Bursary – Club Checklist (09/2006)

Club Chair:

Please use this checklist to ensure that all necessary requirements for the applicant and the club have been met. Please note the application deadline to National Headquarters is March 1, 2007. Applications received after this date will not be eligible.

You must send the original and six other photocopies to Headquarters.

- Accept applications to club until February 1st, 2006
- Club committee formed to review applications
- Most recent full year school transcript attached
- Proof of citizenship confirmed and attached
- Application is complete - i.e. financial resources
- One selected application has been endorsed at a regular club meeting

Club President has signed the endorsed application (If applicant is related to the club president then another member of the club executive should sign)

8. Club President's phone, fax and email numbers are filled in and legible (we'll contact the president if the club's endorsed applicant is chosen to receive a bursary)

9 Total number of applications received by club is filled in

10. Club has met the deadline by sending the selected applicant's original application form and six photocopies (of the entire application form) to Kin Headquarters by March 1st.

11. Notify applicant that his/her application has been chosen for endorsement by the club, and has been forwarded to the Board of Trustees for consideration. Notify other applicants that their application was not selected to be endorsed.

Bursary - Sample club acknowledgment letter to applicant

Date

Dear (applicant's name),

This letter is to acknowledge receipt of your application to Kin Canada Bursaries, a program of the Hal Rogers Endowment Fund.

A committee within our club will review your application and should it receive the club's endorsement, the application will be forwarded to the Board of Trustees of Kin Canada Bursaries program for further consideration.

Successful applicants only will be notified in writing as to the decision of the Board of Trustees by June 30th 2007. For further information please contact our club representative

_____ at _____

We wish you the best of luck in your future endeavours.

Yours in Kin,

President
(club name)

Bursary - 30-Second Radio Public Service Announcement

Kin Canada Bursaries A program of the Hal Rogers Endowment Fund

In order to help your Kinsmen, Kinette or Kin club publicize **Kin Canada Bursaries**, a program of the Hal Rogers Endowment Fund, here is a 30-second radio PSA that you can take to your local radio station. It is designed to allow your club to insert the name of a contact person, the name of your club and a telephone number so that students can call to find out more information about the fund or request an application form.

Here is a SAMPLE of how the 30-second PSA should read:

The quest for higher learning has become increasingly expensive... that's why Kin Canada wants to help you. If you're pursuing post-secondary education at a recognized institution, you may qualify for a \$1,000 bursary from **Kin Canada Bursaries**, a program of the Hal Rogers Endowment Fund. Let Kin Canada help you learn. For information or to receive an application form, call *(Contact Name)* of the *(Kinsmen/Kinette/Kin Club of XXXX)* at *(contact phone number)* or visit the Kin Canada Bursary Website at www.bursary.ca

Here is a copy of the 30-second PSA for you to insert your local information in before taking it to your radio station:

✂-----Cut along this line. If you have more than one radio station, photocopy additional copies. -----✂

30-Second Radio PSA
Kin Canada Bursaries, a program of the Hal Rogers Endowment Fund
Run Until January 15th

The quest for higher learning has become increasingly expensive... that's why Kin Canada wants to help you. If you're pursuing post-secondary education at a recognized institution, you may qualify for a \$1,000 bursary from Kin Canada Bursaries, a program of the Hal Rogers Endowment Fund. Let Kin Canada help you learn. For information or to receive an application form, call _____ of the _____ Club of _____ at _____ or visit the Kin Canada Bursary Website at bursary dot c-a.

To 2007 – 2008 Club Presidents

To be submitted to National Headquarters at the end of your presidential year.

This is the latest edition of the Club President's Manual and we are interested in hearing your comments so we can make the next edition of this manual even better. Please take some time to consider the following questions, fill in the appropriate information and send it to National Headquarters. You may want to record your feelings about this manual at different times throughout your year as president. Please do so as you go along. Then, just before you pass this manual along to the 2008 – 2009 club president, add any additional comments to this form and send it in.

1. When and how did you receive this manual?

- ☐ Kin Canada Web-site
- ☐ Paper copy from previous president
- ☐ Date: _____

2. Does this manual cover everything you needed to know this year? What is missing?

3. What information is inaccurate?

4. What information is confusing? Be specific.

5. Is the contents page easy to use? Can you suggest a better referencing method?

6. Which appendix items did your club use this year?

- | | |
|---|--|
| <input type="checkbox"/> general meeting agenda | <input type="checkbox"/> HQ Contact list |
| <input type="checkbox"/> executive meeting agenda | <input type="checkbox"/> Sample budget |
| <input type="checkbox"/> motion/amendment blanks | <input type="checkbox"/> Cheque requisition form |
| <input type="checkbox"/> Life Membership Planning Guide | <input type="checkbox"/> Club Treasurer's Guide |
| <input type="checkbox"/> Founder's Night Planning Guide | <input type="checkbox"/> bank reconciliation |
| <input type="checkbox"/> Protocol Guide | <input type="checkbox"/> other _____ |

General Comments: readability, tone, ease of use:

Thank-you for your help in making the Club President's Manual
a useful and comprehensive tool.
Education Development Committee

☐ Kinsmen
☐ Kinette
☐ Kin
Club Name
(Optional)

Send to:

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Drive
P.O. Box KIN
Cambridge, Ontario
N3H 5C6

FAX: 519-650-1091