

NAVIGATING AROUND THE KIWANIS INTERNATIONAL WEBSITE

<https://www.kiwanis.org/>

“MEMBER RESOURCES”

“tab” for Member Resources, located in the upper right-hand corner, has “links” to the following information:

1. **Member Login** – to your club specific PortalBuzz or Kiwanis Connect website that contains specific membership information and the Secretary’s Dashboard
2. **Membership & Education** – (described in more detail below)
3. **Training** – same as section 3 “Education” of “Membership & Education” (described in detail below)
4. **District Reports** – (Capital District is 03) including Club Listings for Kiwanis, CKI, Key Club, Builders Clubs, Aktion Clubs and K-Kids
5. **Events** – such as Kiwanis, CKI or Key Club Conventions, Kiwanis One Day and others
6. **Governance** – standard By-Laws
7. **Strategic Plan** – strategic plan resources for Clubs and Districts
8. **Awards and Recognition** – Kiwanis International programs

9. **Service Leadership Programs** – “what is?” for each Kiwanis endorsed program
10. **Service Projects** – Service and Fundraising program ideas and resources

11. **Kiwanis Partners** – details of Kiwanis partnerships that clubs can take advantage of
12. **Club Vision Statement** – tools to create a Club Vision Statement
13. **Member Outreach** – tools about how to engage potential new members and keep current members motivated and valued
14. **Media Relations** – how your club can best work with the media to tell your club’s story
15. **Club Website** – how to build or update your website, tools and tips and image recommendations
16. **Social Media** – learn how to use different social media platforms to engage your club members
17. **Kiwanis Brand Campaign** – learn about the “Kids Need Kiwanis” brand campaign
18. **Logos and Assets** – how to correctly use Kiwanis Club and program logos, and download various logo files for your club’s use (including a **FREE, custom CLUB LOGO**)
19. **Licensing and Registered Trademarks** – managing vendors to ensure they are licensed and are properly using the Kiwanis logo and wordmark

Membership and Education

Click on word **RESOURCES** in each section for more detailed information

1. CLUB OPENING

- education for a club opener (including: preparation, building, organizing)
- opening checklist
- sponsoring
- inviting new prospective members, application, intro to Kiwanis
- types of clubs, finance & liability and more

2. CLUB STRENGTHENING

- club “coaches” education offering guidance and links to many resources
- types of clubs
- finance and liability
- membership roster analysis
- signature project toolkit
- new member orientation
- Board of Directors sample agenda
- inviting new members
- planning a silent auction
- creating public awareness
- hosting a membership open house
- new member application
- 3-2-1- club
- engage current members
- **ACE TOOLS – Achieving Club Excellence**
 - creating a club “purpose”
 - developing community partners
 - measuring member satisfaction
 - analyzing your impact
 - celebrating success
 - hosting a membership open house
 - rediscovering your community
 - planning for club excellence
 - club scorecard

3. EDUCATION – online learning tools and guides

- **CLUB LEVEL**

- club member
 - login to tutorials and videos & online learning system
 - Kiwanis member dues
 - Kiwanis Marketplace – member benefits
- club leader
 - leadership guide link
 - club President education (includes link to self-paced, online education)
 - club Secretary education (includes link to self-paced, online education)
 - club Treasurer education
 - club Board member education (includes link to online education)
- club committees
 - membership
 - public relations
 - programs
 - community service and fundraising
 - Service Leadership Programs
 - Financial Review
 - Club Committee Chairman workbook
- risk management
 - youth protection
 - background checks
 - Insurances
 - hold harmless agreement
 - how to report a liability claim
 - sample forms

- **DIVISION AND DISTRICT LEVEL**

- division leader – lieutenant governor, club coach, club opener
- district leader – governor, governor-elect, secretary, treasurer, lieutenant governor, club opener, club coach
- district standing committees – description of required committees
- district key positions – description of District club-support positions (appointed by District Governor)
- risk management – similar links as listed under “risk management” in “Education” section