

CAPITAL DISTRICT KIWANIS

Additional Leadership Education Topics



Thank you for being a part of the Capital District. We are excited that you have committed to a Leadership position for the 2020 – 2021 calendar year. The District has prepared additional materials to aid you in your transition. We hope this information is helpful and can be used to supplement the online training provided by Kiwanis International.



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CAPITAL DISTRICT KIWANIS

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CAPITAL DISTRICT KIWANIS

The Capital District of Kiwanis International (composed of all the Kiwanis Clubs in Delaware, Maryland, Virginia and the District of Columbia) was organized on August 29, 1918 with only two clubs. Now, over 100 years later, the Capital District remains active with 6 regions, 17 divisions and over 140 clubs.

For organizational purposes, groups of Kiwanis clubs are geographically clustered into each of seventeen “divisions” which are supervised by a Lt. Governor. Several divisions are then grouped together into one of six “regions” which are each represented on the District Board of Trustees by a Regional Trustee.

2020 – 2021 Leadership Team				
Regions	Divisions	Executive Officers	Regional Trustees	Lt. Governors by Divisions
National Capital	1, 2, 3	<u>Dennis Baugh</u> <i>District Governor</i> <u>Elana Gardner</u> Governor-Elect <u>Jeffrey Wolf</u> <i>District Secretary/Treasurer</i> <u>David Lurie</u> <i>Immediate Past Governor</i>	<u>Timothy Gillette</u>	1. <u>Landus Burroughs</u> 2. <u>Brian Bell</u> 3. <u>Richard Ruprecht</u>
Chesapeake Bay	4, 5		<u>Joshua Hiscock</u>	4. <u>Krista Latchaw</u> 5. <u>Christine Johnson</u>
Mason Dixon	6, 7, 8		<u>Renee Mackey</u>	6. <u>Don Dudey</u> 7. <u>William Butts</u> 8. <u>Mary Hester Anton</u>
Heart of Virginia	9, 10, 11		<u>William Watson</u>	9. <u>Eric Lamb</u> 10. <u>Jamie Moore</u> 11. <u>George Smith</u>
Southeast Virginia	12, 13, 14		<u>Ron McCallum</u>	12. <u>Mary Beth Murphy</u> 13. <u>Kenneth Surles-Law</u> 14. <u>Stephanie Welke</u>
Southwest Virginia	15, 16, 17		<u>John Montgomery</u>	15. <u>Donald Witt</u> 16. <u>Robert Lewit</u> 17. <u>Catherine Cummins</u>

Note: Please click on any of the underlined names above to send correspondence to that individual (via email).

For a list of clubs in each Division, please visit: [Link - Club Listings](#)

**Please remember to go to the [Capital District Kiwanis Website](#) for the most up-to-date information

CAPITAL DISTRICT KIWANIS

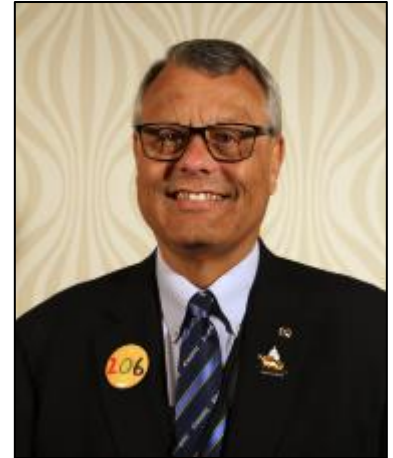
Additional Leadership Education Topics



2020-21 GOVERNOR GOALS

Each year, the incoming Governor communicates his or her goals for the year. Goals are important because they give all members of the Capital District a set of objectives to strive for.

For the 2020-21 Kiwanis year, Governor **Dennis Baugh's** theme is ***Spread the Word***. The following are specific goals for the year.



Membership & Engagement

Goal: Build, retain and support a growing Kiwanis membership network

- Build six new clubs in District
- Grow current club membership
- Develop and grow clubs with non-traditional meeting formats
- Develop and grow network partners utilizing the Achieving Club Excellence (ACE) tool
- Develop new service projects as reflected from information from the ACE survey
- Continue development and utilization of the Regional Membership Coordinator concept
- Enlist a Membership Chair in every Club/Division

Communication

Goal: Advance the image of Kiwanis by raising awareness of education, wellness and security needs of children

- Advance the theme for 2020 – 2021 (***Spread the Word***)
- Enlist a Public Relations Coordinator in every club
- Increase club and Division submission of articles to the *Capital Kiwanian* and local media
- Develop a *Signature Project* that promotes Kiwanis in the community, utilizing the Kiwanis Children's Fund and the Capital District Kiwanis Foundation for funding

Service Leadership Programs

Goal: Expand Kiwanis Service Leadership Programs (SLP) to positively impact more young people in our communities

- Create working relationship between the Kiwanis Club SLP Advisers and club sponsors
- Schedule and participate in joint fundraisers and service projects with SLPs
- Increase the number of Aktion Clubs in the Capital District by 10
- Look for ways to implement SLPs in our communities where there is a void

Leadership & Education

Goal: Develop educational and training opportunities to better prepare current and future leaders for success

- Create resources and pathways for future and emerging leaders throughout the organization
- Make necessary changes to governance structure and allocate adequate resources to implement all improvements
- Utilize the experience of the Club Leadership Education (CLE) instructors for expanded training opportunities

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2020 – 2021 LEADER INFORMATION

We appreciate all Kiwanians who volunteered for leadership positions during the 2020 – 2021 Kiwanis Year. Congratulations on your appointment! Below are some key points that the District would like to highlight for your position. Links to resources for Club Presidents, Secretaries, Treasurers, and Membership Committee leads are also listed below.

Individual Leadership Guide sections can be found on the Club EdHub (Club Education Hub) site on the Kiwanis International website - [EdHub Link](#).

PRESIDENT

As President, your main objectives are to ensure your club runs effectively and to lead your club members in projects that benefit the community. You will oversee all club operations and inspire members to be active participants in the club's mission.



Key Responsibilities and Duties of the President

- Set goals for improving club members' experience and increase the club's impact in the community
- Inspire, counsel, and guide club leaders and members
- Establish a strategic plan for the club with the help of all Board members
- Facilitate fun, educational and efficient club meetings
- Communicate regularly with club members to keep them informed about the clubs' business and activities
- Support committee activity to ensure a successful club experience
- Develop initiatives to increase club membership
- Reward and recognize member and committee achievements
- Promote interclub and Division activities

Key Reminders for Presidents

- Encourage club leaders to participate in the education course provided for their roles
- Appoint and train committee chairs
- Provide club members with Kiwanis' Youth Protection Policy & Procedures / education
- Assure the timely submission of all IRS and Corporation required annual filings
- Keep track of goals needed to be met to make the distinguished club level
- Encourage district midyear, district convention, and KI convention attendance
- Contribute to club foundation, District foundation and/or the Kiwanis Children's Fund in the first quarter term as President

Presidents should organize and hold a **Planning Conference** with key club leaders prior to starting their term. The main purpose of this conference is to introduce leaders and their responsibilities, finalize goals/timelines for the year, and to review the club's preliminary budget. This meeting should be held by September 30th.

Additional resources for incoming Presidents can be found at the following [link](#).

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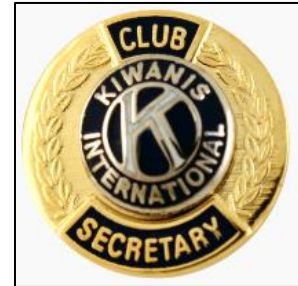


SECRETARY

Club Secretaries ensure club operations run efficiently. The Secretary is responsible for managing a variety of activities that hold the club together. The Secretary works closely with the President and Board of Directors to report club activities and keep all club records on hand.

Key Responsibilities and Duties of the Secretary

- Manages and maintains club and membership records
- Keeps minutes of club and board meetings
- Completes the club's monthly reports based upon Board/club meeting information and member service records
- Maintains the club's permanent files
- Acts as official contact for all club mail & correspondence
- Maintains insurance information, monthly reports, and other club records
- Performs other duties as assigned by the President or Board



Key Reminders for Secretaries

- Monthly club reports are due by the 10th of each month (the 1st report for the 2020 – 2021 Kiwanis year is due November 10th)
- Members should be updated timely through the Secretary Dashboard. The club will be invoiced for all members on the dashboard on October 10th.
- IRS 990, 990-N, or 990-EZ forms should be turned in by February 15th each year. Coordinate with the Treasurer to ensure these forms are submitted each year and the Corporation annual filings as required.
- Secretaries are required to keep club records and files for the last 7 years
- Club Bylaws should be updated by the Secretary at the direction of the Board. Bylaws must be submitted through the Kiwanis online dashboard.
- The Annual report of club elections should be submitted by June 1st of each year
- Secretaries can also use the online dashboard to submit your club's voting delegates for Kiwanis International convention

Online Reporting

Secretaries are required to use the Kiwanis One online tool found at <https://reporting.kiwanisone.org/> to report information to District leadership. The following information can be found and updated on this site:

- | | |
|----------------------------------|---------------------------------|
| • Member Admin/Management | • Secretary Dashboard |
| • Monthly Reports/Submission | • Club Information |
| • Monthly Report Summary | • Club Election Report |
| • Annual Reports | • ICON Convention Delegate Form |
| • Invoices | • SLP Information |
| • Background Check Status/Launch | • Club Bylaws |

Additional resources for incoming Secretaries can be found at the following [link](#).

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TREASURER

Club Treasurers are responsible for communicating the club's financial position to the Board and membership, including maintaining the club's financial accounts and records. The treasurer often serves as an advisor to the club on financial matters, such as setting the club budget.

Key Responsibilities and Duties of the Treasurer

- Collecting all funds due to the club and for keeping the records of membership fees and dues (unless delegated to the Secretary)
- Guides the board in preparing an annual budget before the start of the fiscal year
- Coordinates the collection and disbursement of money
- Responsible for keeping all bank accounts accurate and up to date
- Reconciles cash accounts on a monthly basis
- Prepares and disburses bills to members
- Analyzes return on investment from fundraising efforts

Key Dates for Treasurers

- **Monthly**
 - Reconciles cash accounts
 - Provides a financial report to the board
- **Annually**
 - Audit of club accounts
 - Collect member dues
 - Prepares a financial summary of income and expenditures for the annual club meeting
 - Fills out and turns in IRS 990, 990-N, or 990-EZ forms by February 15th or Form 8976 (Immediately if the club was organized after July 8th, 2016) and the Corporation annual filings as required



Club Accounts

Every club has a minimum of two accounts - the administrative account and the service account.

- **Administrative Account**
 - Source of Income: Dues, membership fees, meals, assessments
 - Covering expenses for: KI/District dues and conventions, magazine subscriptions, meals, club newsletters, club programming expense, background checks for SLP Club Advisers*, expenses related to liability insurance*
- **Service Account**
 - Source of Income: Fundraising projects designated for service
 - Covering expenses for: Club service activities, charitable/educational/religious club activities, SLP expenses, District/KI education events, background checks for SLP Club Advisers*, expenses related to liability insurance*

*Liability insurance expenses and the cost of Criminal Background Checks for SLP Club Advisors may be paid out of the Administrative or Service account

Additional resources for incoming Treasurers can be found at the following [link](#).

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MEMBERSHIP COMMITTEE CHAIR

The Membership Committee Chair's goal is to keep your club strong and healthy. This helps create a club membership experience that is rewarding for current members and inviting to others. Clubs need members to follow through with their mission, build effective leaders, and create an overall positive experience for their club.

Key Responsibilities and Duties of the Membership Committee Chair

- invite new members, engage existing members and increase the visibility of the club in your community
- Meet regularly with committee members and prospective members
- Set membership goals with the Board
- Plan membership drives and special member events
- Conduct a member satisfaction survey and community survey (annually)
- Work with other committees to determine how service projects and events can lead to new membership opportunities
- Plan and conduct (or assist with) new-member orientation

Member Sources

Members come from many different places. Educate members on ways to reach out to perspective members. Consider:

- Open houses
- Friends of members
- Leads from the 'Find a Club' resource
- Service event volunteers



Flex Memberships

- **Corporate Memberships**
 - For companies or small businesses who wish to join Kiwanis
 - The company is represented at meetings and events by a designated employee
- **SLP Alumni**
 - For former Key Club and CKI members who graduate and wish to join Kiwanis
 - KI new member fees and KI dues are waived (KI dues: 2 years waived)
- **Satellite Groups**
 - Retains an affiliation with a host/parent club, which authorizes service and fundraising activities
 - Members of a satellite remain focused on service rather than administrative concerns and attending meetings

Additional resources for incoming Membership Committee information can be found at the following [link](#).

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LIEUTENANT GOVERNOR SUPPORT

The Lieutenant governor is the leader of the division and a great resource for all clubs. This position is the connection between the clubs, the Capital District, and Kiwanis International. The Lieutenant Governor works closely with club leadership, specifically club Presidents, to ensure that they feel supported and have access to information to continuously improve their members' experience.

Key Responsibilities and Duties of the Lieutenant Governor

- Communicates the vision and messages of Kiwanis, the International President, and the Capital District Governor to club leadership and club members
- Consults and assists leaders to ensure all clubs are functioning properly, in compliance with Kiwanis International and Capital District policies and procedures
- Develops and leads a strong division leadership team
- Works with existing clubs and helps open new clubs to strengthen the division
- Communicates messages, resources, educational opportunities, and information to clubs in the division
- Organizes club leadership education for officers and committee chairs within the division
- Facilitates division council meetings

Your Lieutenant Governor In Action

In addition to the responsibilities above, The Lieutenant Governor is one of the most active individuals in the division – they must manage the health of the clubs in the division as well as helping to manage Capital District goals.

Below is a list of places where you will see your Lieutenant Governor throughout the year:

- Division Council meetings
- Installation, club anniversary, and other ceremonies
- Board and club meetings
- Club, division, and SLP service projects
- SLP leadership meetings



In addition, the Lieutenant Governor will be working with clubs on growth and development activities such as:

- **New Clubs**
 - Identifying communities as potential new-club locations
 - Leading the club-opening team in the division
 - Connecting a sponsoring club with a new-club site
 - Mentoring new clubs
- **Existing Clubs**
 - Serving as a continual resource for clubs in membership, service, branding, and financial viability
 - Evaluating, coaching, supporting, and providing positive reinforcement to Kiwanis clubs in the division
 - Providing tools and resources to each club as needed

Additional resources for incoming Lieutenant Governor information can be found at the following [Link](#).

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CAPITAL DISTRICT COMMITTEES & SUPPORT

There are many dedicated Kiwanians that serve on district committees as well as act as support staff to the District Board. These individuals are a resource to you and your club in the areas in which they specialize. Please feel free to contact the appropriate district chair if your club needs more information. Key committees and Chairs are listed below. A full list can be found here:

[Link - Committees](#)



Committee	Chairperson
Bylaws & Policies	Serena Bell (Washington)
Aktion Club	Jennifer Hiscock (Ellicott City)
Builders Club	Donna Riley (Westminster)
Circle K (CKI)	Matt Brent (NN-Kilmarnock)
Key Club	Joe Stankus (Tuckahoe)
Leadership Development / Education	Krista Latchaw (Severna Park)
Membership	Caren Schumacher (Williamsburg)
Public Relations	Schuyler Fury (Allegheny Highlands) Eric Lamb (Charlottesville)
Service	Vacant

There are also individuals who contribute via District Staff Positions in the District. Those individuals are listed below and are an excellent resource in their areas.

Title	Name
District Secretary-Treasurer	Jeffrey Wolff
District Editor & Publication Designer	Jennifer Wolff
The Eliminate Project	John Tyner
Historian	John Fox
Kiwanis Children's Fund Advocate	David Heppner
Partnership Coordinator	Ron McCallum
Risk Manager	April Gassler
Youth Protection Manager	Joshua Hiscock

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SERVICE LEADERSHIP PROGRAMS (SLPs)

Service is the backbone of the Capital District Kiwanis and its members. Clubs in the Capital District sponsor service clubs at all levels.

Service Club	Members & Mission	Link
Aktion Club 	11K Members: Adults (18+) with a disability. Mission: To provide adults with disabilities an opportunity to develop initiative, leadership skills and to serve their communities	Aktion Club Site
Circle K International (CKI) 	11K Members: Students enrolled in higher education Mission: To develop college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service	CKI Site
Key Club 	251K Members: High school students (14-18 yrs) Mission: An international, student-led organization providing members with opportunities to perform service, build character, and develop leadership	Key Club Site
Builders Club 	46K Members: Middle school students (11-14 yrs) Mission: An international, student-led organization providing members with opportunities to perform service, build character, and develop leadership	Builders Club Site
K-Kids 	36K Members: Elementary school students (6-12 yrs) Mission: An international, student-led organization providing members with opportunities to perform service, build character, and develop leadership	K-Kids Site

Two programs in particular have leadership at the District level – CKI and Key Club. The chart below details information regarding Capital District CKI and Key Club leadership.



Program	Leadership	Website
 Capital District CKI	Madeleine Eichorn – District Governor <i>The George Washington University</i> Austin Harrington – District Sec/Treasurer <i>George Mason University</i> Kiwanis Administrator: Matt Brent	http://www.cdcki.org/
 Capital District Key Club	Emma Llewellyn – District Governor <i>Brookville HS; Lynchburg, VA</i> Karen Raphael – District Sec/Treasurer <i>Western Albamarle (VA) High School</i> Kiwanis Administrator: Joe Stankus	https://www.capitalkeyclub.org/

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DISTRICT COMMUNICATIONS

District Communications come in different formats to make it easier for individuals to get the information they need at the time they need it. The following resources are available to all Capital District Kiwanians:



- **Capital District Website**
 - Site: capitaldistrictkiwanis.org
 - The website is a highly valuable resource for all clubs and individuals
 - Resources on the site include: Current news & events, District history/leadership, education resources, Capital District Foundation information, and much more!
- **Board Operations Communications**
 - Distribution via website: [Board Operations Link](#)
 - Board information is readily available and posted on the Board Operations page of the website
 - Resources on the site include: Kiwanis/Key Club/Circle K Financial Statements, IRS Forms, Board Meeting materials/minutes, etc.
- **The Capital Kiwanian**
 - Distribution via website or email: [Capital Kiwanian Link](#)
 - *The Capital Kiwanian* is a full-color online magazine published 6 times per year (every other month)
 - It contains messages from the Governor and Leadership team, event reminders, and great articles about the club service projects, celebrations, and announcements
- **Facebook Posts**
 - Site: <https://www.facebook.com/CapitalKiwanis/>
 - Facebook posts contain current information regarding news and events
 - This social media platform is updated regularly and also contains broader information from Kiwanis International

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CAPITAL DISTRICT FOUNDATION

The Capital District Kiwanis Foundation works in partnership with Capital District Kiwanis International to make a difference in the life of a child. The Foundation benefits:

- Pediatric Trauma Centers
- Club Grants
- Teenager of the Year
- Turner Scholarship



This is done by grants given to area Kiwanis clubs for community service projects, donations given to our eight Pediatric Trauma Centers, and the scholarships awarded annually. The Capital District Foundation page is located here: [CDK Foundation](#).

Clubs have the honor of raising funds for the Foundation through donations (suggested \$3 per member per year), District recognitions, and time-honored events such as the Caring Corner and Ducky Derby (at the annual District Convention).

For recognition of members, the following Capital District awards should be considered by the club President and Secretary. All gifts benefit the Capital District Foundation ([Capital District Recognition Page](#)). Donations types include:

- Life Member - \$150
- Memorial - \$150
- Youth Outreach Program - \$100
- Sustaining Member - \$25
- Yearly Suggested Contribution - \$3 per member per year

YOUTH PROTECTION POLICY & PROCEDURES

Kiwanis International holds itself and its members to the highest standards of conduct and awareness. Kiwanis members must know how to protect the youth with whom we interact. When we all share this commitment, we also protect ourselves and the organization we value.

Kiwanis International has taken extensive action to equip Kiwanis clubs, districts and Service Leadership Programs with the tools to provide safe and secure environments for youth.

Click [here](#) for more information on Kiwanis Youth Protection including:

- Policies & Procedures
- Background Checks
- Helpline Information
- Online Training
- Sample Forms
- Youth Protection Week



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Youth Protection education should be conducted on a yearly basis for all members and recorded in the Secretary Dashboard.

Background Checks

Kiwanis Club members that participate in SLP Activities (Kiwanis Advisors) are required to have a background check – conducted and verified by Kiwanis International (Safe Hire Solutions). Clubs are strongly encouraged to run confidential background checks for all adults who will work directly with youth inside/outside of schools.

To complete a background check:

- The club Secretary logs into the Member Tab in the Secretary Dashboard and clicks on the envelope icon to the far right of the member's name indicating a background check
- An email will appear for the Secretary to insert the member's email address and then click "send". This is a member specific letter and no other member can use the links on another's email.
- The member will be required to furnish their personal information and payment. The cost is \$25 and may be reimbursed by the Club through their Service or Admin Account.
- Within 4-6 weeks the Secretary can visit the Member Tab to see if the box is 'checked'
 - If the box is checked, this means the member has a clear background check
 - If the box is not checked, that means the criminal background check has not been submitted; still pending; or is not "clear".
- If the member has not been cleared, the Secretary (only) will receive a letter from Kiwanis International stating such. The Secretary must then contact the District Youth Protection Manager for guidance.

CLUB INSURANCE

The Club Insurance Resource Guide is published each year and sent to each Club Secretary each year in November



- Visit the Kiwanis Risk Management Page at www.KiwanisOne.org/liability to download the current Club Insurance Resource Guide, Directors and Officers Insurance information, and a Certificate of Insurance (US)
- If possible, each Club should appoint a Risk Manager (Insurance industry or Law experience preferred) who can:
 - Evaluate the Club's risk exposure for all events
 - Provide information in risk exposure to Club members on an annual basis
 - Identify elevated risks when working with our SLP youth
- It is highly recommended that your club reads the Club Insurance Resource Guide for information on specific scenarios (e.g., FAQs pg. 3 – 5, Alcohol guidelines pg. 7)
- The District's Risk Manager, [April Gassler](#), can also be contacted with any questions

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AWARDS & RECOGNITION

Take time to celebrate contributions and achievements for your club member. It's a great way to let members know that the club appreciates them – and it helps keep your club motivated throughout the year.

Clubs can recognize individuals through Kiwanis International. KI awards include, among others:

- Life Member status
- Legion of Honor
- Ruby K pin
- Kiwanis Children's Fund – George F. Hixson Fellowship
- Kiwanis Children's Fund – Walter Zeller Fellowship



Individual clubs can be recognized as **Distinguished Clubs** for the District if they meet certain criteria during the 2020 – 2021 Kiwanis year. Distinguished clubs receive lapel pins for the President and Secretary, along with a patch for the club's banner.

Clubs must complete 6 of 8 of the items below and be at or above Charter Strength of 15 members

1. Net increase in membership; OR sponsorship of a new Kiwanis club
2. Has a signature project
3. Sponsorship of at least 1 Service Leadership Program
4. Participation of President and Secretary in Club Leadership Education training
5. Club representation in attendance at the District, Mid-Year conventions, or Kiwanis International convention
6. \$10.00 per-member donation to the Kiwanis Children's Fund, or a 10% increase over previous year; and a \$5.00 per-member donation to the Capital District Kiwanis Foundation
7. Submission of all Monthly Reports and Election Results
8. Provide all club members with information on the Youth Protection Guidelines and reported on Secretary Dashboard

District Leadership is also determining criteria to be used for the **Distinguished Club Member** award. Information will be filled out via form and sent in to District leadership for evaluation and confirmation. Additional communications will be sent out before the new Kiwanis year. This is a great way to recognize your outstanding club members.

Details on additional KI awards and how to obtain these honors can be found on the KI Website - [KI Awards](#). A list of all awards can also be found on page 62 & 63 of the Leadership Guide.

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EVENTS

The following events are scheduled in the 2020 – 2021 Kiwanis Administrative Year:

- **2021 Capital District Midyear Conference / CKI District Convention**
 - Timing: March 5-7, 2021
 - Location: Great Wolf Lodge, Williamsburg VA
- **2021 Kiwanis International Convention**
 - Timing: June 24-27, 2021
 - Location: Salt Lake City, UT
- **2021 Capital District Kiwanis Convention**
 - Timing: August 20-22, 2021
 - Location: Hotel Roanoke, Roanoke, VA



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HELPFUL WEBSITE RESOURCES

The following are helpful online resources to all Capital District Kiwanians and leaders:

Capital District Resources

- [Capital District Website](#)
- [District Leadership](#)
- [Capital District Committees & Support Staff](#)
- [Capital District Kiwanis Foundation](#)
- [Capital Kiwanian](#)
- [Club Listings](#)

Kiwanis International Resources

- [Club Education Hub / Leadership Guide](#)
- [Club Leader/Education Page](#)
- [Kiwanis One / Kiwanis Connect](#) - Member Listing, Club Dashboard, Monthly Reports, Secretary Dashboard, etc.
- [Kiwanis International Bylaws](#)
- [Kiwanis Logos](#)
- [Kiwanis Family Store](#)

Membership Resources

- [Membership Homepage](#)
- [Membership Committee Resources](#)
- [Membership Application](#)
- [Club Strengthening Resources](#)
- [Achieving Club Excellence \(ACE\) Tools](#)
- [Tips on Inviting New Members](#)
- [New Member Waiver Fee](#)
- [3 R's to Strengthen Your Club](#)
- [12 Steps to Excite Your Members](#)
- [Sharing Kiwanis With Strangers](#)
- [Prospective Members in Your Community](#)

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Additional Resources

- [President Resources](#)
- [Secretary Resources](#)
- [Treasurer Resources](#)
- [Club Committees](#)
- memberservices@kiwanis.org / 1-800-KIWANIS ext. 411

****If you have any questions for the Capital District CLE Team, use the email link [HERE](#)****