

KIWANIS COMMITTEES

Projects are an integral part of every Kiwanis Club; they are the reason we exist – to serve and by serving, “Change the World One Child and One Community at a Time.”

Before beginning a project:

- Determine the most relevant and important issues affecting youth in its community.
- Conduct a community needs analysis and discuss options with club and community leaders.
- Identify your club’s skill set and how you can make a measurable impact. Projects should strike a nice balance between resources, time, and energy. For example, while some club members can work weekly on a project, others can only devote an afternoon a month. Consider identifying projects that appeal to all your members.

Committee Chair:

The Committee Chairs are the leader of the committee. The Chairperson is responsible for setting the meetings, heading budget development and use of the committee, and, is a member of and reports to the Board of Directors at the monthly Board Meetings on committee activities and fund use and proposed use.

Committee on Young Children

Priority One (YCPO) is an ongoing service program of Kiwanis International and addresses the needs of young children. All clubs are encouraged to carry out at least two YCPO projects per calendar year, though many clubs are able to do more—helping children, families, and communities.

General:

- Young Children: Priority One Overview: Changing Children's Lives – on the Kiwanis Int'l web site
- Needs survey
- Banner patch request form
- Project idea list UPDATED on the Kiwanis Int'l Web site!
- Understanding risk management and general liability for Kiwanis service and fundraising

Maternal and infant health

- Immunizations
- Alcohol awareness
- Lead poisoning
- Smoke awareness
- For your baby before it's born
- Childhood diseases you can prevent

Child care and development

- Playgrounds
- Play days
- Intergenerational programs
- Child care
- Early childhood development

- Brain development
- Reading Is Fundamental
- Field trips

Parent education and support

- Parenting fair
- Awareness and prevention of child abuse
- Parenting education
- Parents Anonymous
- Shaken Baby Syndrome
- Home visitation

Safety and pediatric trauma

- Home security checklist
- Burns
- Smoke detector safety
- Open water safety
- Pediatric trauma
- Children's Miracle Network
- Kiwanis dolls (pattern available through Kiwanis Int'l)

Committee on Public Relations

This committee is responsible for helping to ensure that the public receives, through the media and other means, news about events, service projects, fundraisers, goals, programs and achievements of the club.

- Marketing and Public Relations Kit
- Criteria for media success
- Graphic standards Manual
- Kiwanis fact sheet
- Inciter newsletter
- Key messages
- Media Tips and tools
- Kiwanis One Day
- Media toolkit
- Recruitment brochure

Committee on Membership Growth and Education

This committee's main goal is to increase membership. The committee should consider all membership applications and submit its recommendations to the board of directors. The committee also should develop an effective orientation and induction ceremony for new members and promote regular attendance by all members at club meetings.

- Club Excellence Tool
- Member information form
- New member application
- Growth Tools
- Achieving Club Excellence
- Elevator speech
- Personalized club brochure
- Club invite template
- Tips for Growth
- Club growth step-by-step
- Are You the One?

Committee on Finance and Fundraising

This group is responsible for preparing a budget of estimated income and expenses for submission to the board of directors, as well as any recommendations it may have on financial matters of the club. It also is responsible for securing the funds necessary to meet budget requirements.

- Fundraising Idea

Committee on Community Services

This committee should implement projects on the arts, business affairs, citizenship, civic improvement, community beautification, conservation, health, international understanding, literacy, public affairs, safety or help for senior citizens and disabled persons. Popular projects include Special Olympics, Meals on Wheels, issues forums and others listed below.

- **Community Analysis**
- **Survey tips and tools**
- **Service Leadership Programs**
- **Read around the World**
- **Boys and Girls Club Partnership**
- **Kiwanis One Day**
- **Service project ideas**
- **Young Children: Priority One**

Committee on Club Administration

This committee is responsible for providing the most effective club meeting possible. Areas of focus should include the club meeting program, risk management, reception, fellowship and inter-club relations, as well as other areas the committee may deem pertinent.

- Club Excellence Tools – Available through Kiwanis Int'l
- Newsletter template
- Kiwanis Family Store

Committee on Sponsored Youth

This group shall devise ways and means to establish and support Kiwanis Kids programs in elementary schools, Builders Clubs in junior high or middle school, Key Clubs in high schools, Circle K International clubs in the universities and colleges and Aktion Clubs for adults with disabilities. It should encourage and promote the activities of all SLP clubs sponsored by the club. The committee should include the Kiwanis club advisors to sponsored SLP clubs.

- Sponsorship Resource Guides
- Service Leadership Programs

Committee on Club Social Events

This group devises ways for the club to get together and just have fun, share fellowship, and camaraderie.

- Works with the Administrative Committee to plan the annual Installation Banquet
- Private Events such as Christmas Party, 4th of July Picnic, etc.
- Public Events such as attending plays, ball games and similar events together as a club