



## **FAQs (Frequently Asked Questions)** **for Kiwanis Leaders**

### **Q. What is the cost of International dues?**

**A.** Kiwanis International dues are 42.00 annually. In addition, there is an annual magazine subscription fee of \$8.00, payable annually. Liability insurance is currently \$12.00, annually. Dues and subscription fees must come from the clubs administrative account. The \$12.00 liability insurance premium may be paid from the club's service account. No portion of the insurance premium has to come from the administrative fund, although clubs may elect to pay the premium from administrative funds if they desire to. All of the fees referred to above are per member.

International dues are waived for two years for former members of Kiwanis International Service Leadership Programs (Key Club, CKI, K-Kids and Builders Club.) Those members must pay the liability insurance and the magazine subscription fee.

### **Common dues billing date overview** (Effective October 2010)

During the 2009 International Convention, the House of Delegates approved a Common Billing Date for dues, which will be effective October 2010 for North American and Caribbean Clubs only.

**The important thing to know is the changes will be effective October 1, 2010, not 2009. All billing processes and fees will remain as they have for the past several years during the 2009-10 year.**

Prior to October 1, 2010, we will provide additional information for North American and Caribbean Clubs regarding the Common Billing Date schedules.

In the meantime, please contact Member Services at 317-875-8755 (worldwide) or 800-KIWANIS (800-549-2647, US and Canada), ext. 411, or email at [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) if you have questions.

### **Brief Overview Clubs organized between September 1 and December 31 (Billing Group 1):**

Year 2010-11

- Payment based on club roster as of September 30, 2010
- Due October 1, 2010
- Payable no later than November 30, 2010

### **Clubs organized between January 1 and April 30 (Billing Group 2):**

Year 2010-11

- Payment based on club roster as of September 30, 2010
- Due December 1, 2010
- Payable no later than January 31, 2011

Year 2011-12

- Payment based on club roster as of September 30, 2011
- Due October 1, 2011
- Payable no later than November 30, 2011

**Clubs organized between May 1 and August 31 (Billing Group 3):**

Year 2010-11

- Payment based on club roster as of September 30, 2010
- Due February 1, 2011
- Payable no later than March 31, 2011

Year 2011-12

- Payment based on club roster as of September 30, 2011
- Due December 1, 2011
- Payable no later than January 31, 2012

Year 2012-13

- Payment based on club roster as of September 30, 2012
- Due October 1, 2012
- Payable no later than November 30, 2012

**Q. What is the cost of District dues and the annual convention assessment?**

**A.** Florida District dues are \$30.00 annually to Kiwanis International.

The Florida District also has a club convention assessment. This \$60.00 club assessment is payable annually to Kiwanis International. Once paid, the club's designated delegates (up to 3) receive a \$20.00 per delegate credit on their convention registration fees.

District dues and the club convention assessment are paid to Kiwanis International.

District dues are waived, for up to two years, for members under the age of 27, who have previously been members of a Kiwanis International Service Leadership Program (Key Club, CKI, K-Kids and Builders Club.)

**Q. What is the cost of the New Member Add Fee?**

**The Kiwanis International Board has approved a new schedule of New Member Enrollment Fees beginning April 1, 2010. Fees (Total combined payment) are to be paid to Kiwanis International for both Kiwanis International and Florida District fees:**

Please see the graduated enrollment fee chart below, effective 4/1/2010

The Florida District waives the New Member Add Fee for former Service Leadership Program (Key Club, CKI, K-Kids and Builders Club.) members who join Kiwanis before age 27. Kiwanis International waives the graduated enrollment fee for new member add for former Service Leadership Program members.

New-member graduated enrollment fee schedule, effective 4/1/2010

This schedule anticipates a common roster date of October 1 (midnight on September 30<sup>th</sup>) for all clubs. No credit or refunds would be allowed for members deleted during the year.

Month New Member Enrolled	Kiwanis Int'l Dues	Florida District Dues	Total Combined Payment
October	\$62	\$25	\$ <b>87</b>
November	62	25	\$ <b>87</b>
December	60	25	\$ <b>85</b>
January	54	25	\$ <b>79</b>
February	48	25	\$ <b>73</b>
March	42	25	\$ <b>67</b>
April	36	25	\$ <b>61</b>
May	30	25	\$ <b>55</b>
June	24	25	\$ <b>49</b>
July	18	25	\$ <b>43</b>
August	12	25	\$ <b>37</b>
September	6	25	\$ <b>31</b>

**Q. What happens when a member transfers from one club to another?**

**A.** The club from which the member is transferring is charged with the loss of 1 member. The club to which the member transfers does not get credit for the member. Justification: Because the member is not new to Kiwanis, he/she is already in the system and he/she is merely transferring locations/clubs, therefore there is no net membership growth gain for Kiwanis and the club will not gain growth credit for a new member on their distinguished points. The clubs membership total will be increased to reflect the member, but no points will be awarded for that member.

**Q. What is the suggested level of giving for the Florida Kiwanis Foundation?**

**A.** \$5.00 per member is the minimum recommended level of giving in the Florida Kiwanis Foundation’s Annual Club Gift Campaign. Payment by Dec. 31<sup>st</sup> is encouraged. Funds can be taken from the club’s service account.

The Florida Kiwanis Foundation’s Sustaining Member Program recognizes individuals making annual contributions of \$25.00 or more, per year.

The Florida Kiwanis Foundation also offers the Ralph Davis Fellowship to individuals fulfilling a one-time gift of \$1,000.00 or more. The Robert W. Thal Life Member Fellowship recognizes \$500.00 donors.

The Florida Kiwanis Foundation’s Legacy Society is an ideal program for estate planning and/or major gifts. Contact your Foundation Trustee to discuss your interest in participating in any of the Florida Kiwanis Foundation Programs.

**Q. What is the suggested level of giving for the Kiwanis International Foundation?**

**A.** The Kiwanis International Foundation requests a minimum per member contribution of \$5.00 to the Annual Club Gift Campaign. Clubs with fewer than 20 members are asked to make a minimum club contribution of \$100.00 to help continue the good works of the Foundation.

The George F. Hixson Fellowship is available to individuals making a one-time gift of \$1,000.00 or more. This can be presented by a club or individual or can be directly purchased by the recipient. Diamond Level Hixson and the Hixson Ambassador program recognize higher level donors.

The Tablet of Honor is a recognition program available to clubs or individuals who wish to specially honor a recipient. The cost of a Tablet of Honor is \$2,000.00. An individual cannot purchase a Tablet of Honor for himself/herself.

The Kiwanis International Foundation's Heritage Society enables individuals to remember the International Foundation through estate planning or planned giving.

**Q. Must clubs file an IRS Form 990 and when is it due?**

**A. Since 2007, all Kiwanis Clubs must file a Form 990 regardless of their income level. This requirement affects all clubs. The tax return for all clubs must be filed by February 15. For forms and information go to [www.irs.gov](http://www.irs.gov). Consult your CPA for filing responsibilities and the proper filing documents. Depending on club income/assets, clubs and club foundations will either file a Form 990-N (e-postcard) less than \$25,000.00 in gross receipts; 990-EZ, gross receipts between \$25,000.00 and \$99,999.99; or 990, gross receipts in excess of \$100,000.00.**

**Clubs with a 501(c)3 Charitable Foundation must file a separate tax return for the Foundation in addition to the Club's 501(c)4 tax return.**

**Q. Must clubs be incorporated?**

**A.** Yes, it is a requirement of Kiwanis International. Incorporation helps insulate members from personal liability and complies with the IRS determination letter qualifying incorporated clubs as 501(C) (4) non-profit organizations. Incorporation is handled through the Florida Department of State, Division of Corporations. Annual filings are due by May 1. The annual filing fee for renewals is \$61.25. To verify the status of your club's incorporation please visit [www.sunbiz.org](http://www.sunbiz.org). Click on Division of Corporations and follow the instructions. If your club is not incorporated, consult with an attorney before discussing incorporation with the state. Fines and penalties are often assessed back to the date of the club's formation for never incorporating or back to the period when the filing became inactive.

**Q. What is Florida's Solicitation of Contributions Act and must our clubs register?**

**A.** Chapter 496 of the Florida Statutes, requires all organizations that solicit contributions from Florida residents, either directly or indirectly, to register annually with the Department of Agriculture and Consumer Services. Florida Kiwanis clubs fall under this Statute. If you need assistance in filing, contact the Solicitation of Contributions Section in the Department of

Agriculture at 1-800-HELP FLA (435-7352). Clubs are encouraged to seek professional advice from a qualified accountant or attorney, prior to contacting the Department of Agriculture. The website is: [www.doacs.state.fl.us](http://www.doacs.state.fl.us).

Once you register with the Department of Agriculture and Consumer Services it is very important to renew the registration annually. There are penalties for late registrations and substantial fines for non-compliance in registering. Clubs that use the IRS 990-N (e-postcard) must file the Department of Agriculture and Consumer Services financial statement when applying or renewing their registrations. The Department does not accept the IRS 990-N form. If a club files an IRS 990-EZ or a 990, it may simply be attached to the renewal or application.

**Q. What Kiwanis events are our Kiwanis clubs expected to attend? Should clubs subsidize the cost of attending these events?**

**A.** Article XV, Section 6 of the Standard Form for Club Bylaws states, “clubs shall provide for proper representation in all International and District meetings in which a club has the privilege of participation.” This section also directs “provisions for expenses for club representatives shall be made in the club’s administrative budget.” The amount of subsidy is left to the club’s Board of Directors to establish. However, it should reasonably address the related expenses, proportionate to the club’s ability within its budget. These costs should be considered when developing the club’s administrative budget and the club’s dues structure for its members should reflect coverage of these costs.

The following District and International Events are planned for the 2009-10 administrative year, and beyond. Known registration fees are listed. Registration fees do not include travel and/or housing expenses.

**The Kiwanis International Convention – The 2011 International Convention will be in Geneva, Switzerland, July 7-10, 2011.**

The 2011 Kiwanian registration fee is \$350.00, if registered by January 31, 2011.

The Florida District is offering special all inclusive tour packages through InConTra, Inc and Tumlare. These offerings can be found at [www.floridakiwanis.com](http://www.floridakiwanis.com) by clicking on Geneva, 2011 or at [geneva2011.com](http://geneva2011.com).

**Florida District Convention – August 25-28, 2011, Marco Island Marriott Resort, Marco Island, Florida**

Our all-inclusive reduced fare package is \$175.00 per person. Couple’s package is \$325.00. Less expensive convention packets will be offered, but they do not offer the tremendous value. The three certified delegates attending this convention receive a \$20.00 delegate credit, provided the club has paid the annual convention assessment. The basic Kiwanis registration package is \$95.00 plus the cost of any meals selected.

Our hotel rates are \$99.00 single/double/triple/quad occupancy, plus tax.

**Club Leadership Education** - Club Presidents-elect and Incoming Club Secretaries are expected to attend a full day training session in their area. The cost of the training is minimal and generally includes a luncheon, breaks and educational materials. 2011-12 training

will be offered June 4, 2011 for even numbered divisions and June 11, 2011 for odd numbered divisions. There are scheduling exceptions so check with your Lt. Governor for your division dates and locations.

**Division Council Meetings** - Club leaders are expected to attend regular meetings of the Division Council. Though frequency varies by division, these meetings are intended to unite the division in cooperative efforts to improve the quality of life in the community and to provide a means to establish close working relationships among clubs. CKI, Key Club and Foundation District Officers and Trustees are encouraged to participate in these meetings.

**Q. Should clubs carry Directors' and Officers' / Errors and Omissions Insurance?**

**A.** This answer is widely debated and clubs are advised to make their own determination. Florida has legislation that may provide some exclusion from personal liability, however Kiwanis International's attorneys state that if challenged in court, this exclusion may or may not protect club officers and directors from personal liability. If your club has an attorney, ask for an opinion. Although D&O insurance is available through Kiwanis International's insurance carrier, many clubs have found less expensive coverage through local agents. Clubs are advised to get two or three quotations, including one from Kiwanis' agent.

**Q. Clubs must file Official Monthly Reports electronically.**

**A.** All clubs are required to file their Official Monthly Reports electronically at [www.floridakiwanis.com](http://www.floridakiwanis.com). Club Secretaries without access to the web are asked to appoint an assistant to help in filing the reports. For assistance in filing, or to walk through your first online report with our webmaster, call Jose Josinvil at 407-324-9800 ext. 10. Jose is generally available Monday through Friday from 8:30 a.m. to 4:45 p.m. Classes on filing electronically are generally given at the District Convention and Educational Conferences. There is also an electronic instructional video available at the Kiwanis International Website.

**Q. Clubs must file Committee Reports electronically to compete for Awards.**

**A.** All clubs wishing to compete for Awards must file their Committee Reports electronically at [www.floridakiwanis.com](http://www.floridakiwanis.com). Only clubs filing electronic Committee Reports are eligible for District Award Competition. Clubs not wishing to compete for awards are not required by the Florida District to file monthly Committee Reports. Committee Reporting is strictly voluntary.

**Q. Where do we turn for help, general information or Bylaw interpretations when questions arise in our club or division?**

**A.** Your first call should be to your District Office. The Florida District of Kiwanis has a fully staffed professional office in Sanford at your disposal Monday through Friday from 8:30 a.m. – 4:45 p.m. Please contact us at 407-324-9800.

Our Executive Director, George Langguth, extension 12, has over 40 years of Kiwanis experience, including 30 years as a salaried staff member of Kiwanis: 8 years at the Kiwanis International Office and 22 years at the Florida District Office.

Ann Langguth, our Administrative Secretary, extension 11, has been a Florida Kiwanis employee for more than 20 years.

Jose Josinvil, our Technology Administrator, extension 10, maintains the district's web site, [www.floridakiwanis.com](http://www.floridakiwanis.com), and databases. He has been a valued employee for 6 years.

Drew Gibson, Production Assistant II, extension 19 is a valuable part-time employee working 3 days a week: Mondays, Wednesdays and Fridays, while he continues his studies.

The combined talents and expertise of our District Office Staff makes them uniquely qualified to address most of your questions and concerns. On rare occasions where they may not have an answer, they will point you in the proper direction for assistance or they will further research your questions and get back to you.

The Kiwanis International Office in Indianapolis, Indiana is open Monday through Friday from 8:30 a.m. – 4:45 p.m. To contact the International Office call the Member Services Department at 1-800-Kiwanis, extension 5.

**Q. How much are K-Kids Dues and the Annual Sponsorship Fee?**

**A.** The charter fee for sponsoring a new K-Kids club is \$150.00. There is no dues structure for K-Kids, although many local clubs charge \$1.00 or \$2.00 per member to help establish a club treasury. The annual sponsorship fee for the sponsoring Kiwanis club is \$150.00 per K-Kids club to a maximum sponsorship fee of \$450.00. There is no additional sponsorship fee for more than 3 K-Kids clubs.

**Q. How much are Builders Club Dues and the Charter Fee? – (effective 10-1-10)**

**A. Effective Oct. 1, 2010,** clubs have four options for chartering a new Builders Club: Option 1. The charter fee for sponsoring a new Builders Club that wishes to receive a gong, gavel, banner and all membership materials is \$460.00. Option 2. The club receives gong, gavel, and membership materials, but no banner - \$350.00. Option 3. The club receives a banner and an honors banner and membership materials, but no gong and gavel - \$350.00. Option 4. The club receives only membership materials and no gong, gavel or banners - \$200.00.

There is a \$150.00 annual sponsorship fee, per Builders Club. A Kiwanis club will be responsible for a maximum of \$750.00. Many Builders Clubs charge a small amount additional per member, \$1.00 - \$3.00, to establish a club treasury.

**Q. How much are Key Club Dues and the Charter Fee?**

**A.** The charter fee for sponsoring a new Key Club is \$600.00. There is no annual sponsorship fee. International dues are \$6.50 per member. District dues are \$4.50 per member. Many clubs charge a small additional amount per member to establish a club treasury.

**Q. How much are Circle K Dues and the Charter Fee? – Changes Effective 10-1-10**

**A.** The charter fee for sponsoring a new Circle K Club is \$600.00. There is no annual sponsorship fee. Annual International club fees for 4 year colleges with enrollment of 1,000 or more students is \$600.00. Annual International club fees for 4 year colleges

with enrollment of 500 or fewer students is \$450.00. Annual International club fees for 2 year institutions is \$450.00, regardless of school size. **Note: Charter fee options, similar to Builders Club, are planned for 2010-11, but not yet finalized.**

There is no International dues per member; however, District dues are \$10.00 per member. Many clubs charge a small additional amount per member to establish a club treasury.

**Q. How much are Aktion Club Dues and the Charter Fee. – Changes Effective 10-1-10**

**A.** The charter fee for sponsoring a new Aktion Club is \$460.00. **Note: Charter fee options, similar to Builders Club, are planned for 2010-11, but not yet finalized.**

There is no annual sponsorship fee. International dues are \$5.00 per member. There are no District dues, although a reasonable registration fee is charged to attend the Annual Aktion Club Conference. The conference normally coincides with the Kiwanis District Convention. Many clubs charge a small additional amount per member to establish a club treasury.

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