

Kin Canada



Club Best Practices

Appendix

Revised 2010

Club Best Practices Appendix

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SAMPLE HOUSE RULES

Kinette Club of Collingwood House Rules 2008-2009

IT HAS BEEN RESOLVED THAT:

1. IDENTIFICATION AND PROTOCOL

- a) This club shall be known as the Kinette Club of Collingwood. The official club number is 10901, Kin Canada (formerly Kinsmen and Kinette Clubs of Canada).
- b) The Kinette Club of Collingwood will not support project proposals requiring solicitation on our behalf by a third party. Such projects are prohibited by our National Constitution and Bylaws.
- c) The Kinette Club of Collingwood will not support requests of the club for individuals due to the inability to fairly contribute to all deserving individuals. The corresponding secretary will generate an automatic letter of regret to the individual.

2. MEMBERSHIP in the Kinette Club of Collingwood shall be as per the National Constitution and Bylaws.

2(a) – RESIGNATION OF MEMBERS

- i) A member's resignation shall not become effective until the executive of the club has accepted such resignation.
- ii) Upon the acceptance of such resignation, the resigned member's name shall be struck from the club's roster and all appropriate paperwork shall be completed and forwarded to National Headquarters for membership statistic purposes.

2(b) – TRANSFER AND WITHDRAWAL OF MEMBERS

- i) Whenever a member of a club moves into the territorial limits of another club and wishes to join the accepting club, the secretary shall complete the prescribed membership status report and transmit it to National Headquarters.
- ii) A member transferring in shall be deemed to have ceased her membership in her old club on the date of issue of the membership status report by the secretary.
- iii) A transferring member shall be deemed to have become a member of this club immediately after the receipt by the secretary of her paperwork which will include a withdrawal form from her previous club, shall be made between the transferring club and the transferring or withdrawing member.

2(c) – LEAVE OF ABSENCE

- i) The club executive may grant, upon grounds acceptable to it, leave of absence to any club member upon that member requesting the same in writing.
- ii) Leaves of absence may be granted for a period of **not less than 30 days, or in excess of six months**, excepting for the balance of the club year, which may be less than 30 days.
- iii) A club member whose leave of absence has expired or is about to expire may upon written application be granted an extension of such leave of absence to expire within the current fiscal year of the club and may be further granted an extension by the succeeding club executive for such period as that executive may determine.
- iv) A member on leave of absence, intending to terminate the same before its expiry date, shall give notice of such termination to the club executive at the next regular club meeting, and the leave of absence of such member shall terminate immediately upon the giving of such notice.
- v) A member who has requested and has been granted a leave of absence shall not qualify for a 100% attendance tab for the year, and for the meeting or period of her leave of absence the member's name shall be removed from the club's attendance roll.
- vi) **A member on leave of absence shall pay annual membership fees** and shall, during such leave of absence, be entitled to all the privileges of the club, except holding office, provided that nothing herein contained shall preclude such member from holding office if the aggregate of the leaves of absence granted to her during any fiscal year does not exceed two months.
- vii) A member on leave of absence, whose leave of absence has expired, shall immediately and automatically have her name added to the club's attendance roll.

2(d) – MEMBERSHIP ATTENDANCE AWARDS

- i) The Club shall purchase annual attendance pins for the club members, to be returned at year-end for re-distribution.
- ii) A new member joining the club prior to January 31st of the Kin fiscal year is eligible for an attendance tab, providing the member attains 100% attendance during the balance of the Kin fiscal year.
- iii) A member who misses a general meeting due to shift work or working compulsory overtime may make up her personal attendance by attending the full executive meeting immediately prior to or immediately following the missed general meeting.

- iv) A member's personal make-up attendance can count for the purposes of increased club attendance, as well as for her own attendance tab.
- v) If a member misses a general meeting because of hospitalization or death in the family, the member is considered in attendance for the attendance award.
- vi) An active or life member, on completion of one or more years' perfect attendance, shall be allowed to retain the pin of the greatest percentage attendance until such time as she has completed a greater number of years of perfect attendance, whereupon she shall return the lesser percentage pin to the club executive.
- vii) A member must be present for the full breakfast, dinner or luncheon portion or the full business portion of a regular meeting or be actively engaged in a club sanctioned activity demanding her absence from the meeting, subject to the approval of the club executive, in order to be credited with attendance at the regular meeting.
- viii) For all purposes of club attendance awards, if a member misses a regular meeting of her club, she shall be deemed to have attended if, within six weeks before or after the missed meeting (regardless of the club's fiscal year), she attends one of the following:
 - (a) a regular meeting of another club;
 - (b) a national convention;
 - (c) a district convention;
 - (d) a sanctioned district event;
 - (e) a fall leadership conference;
 - (f) a zone conference; or
 - (g) a zone inter-club meeting or sanctioned zone event;
 - (h) an Executive meeting immediately prior to or following the absence and presents written proof of such attendance to the attendance recorder of the club.

2 (e) – DISCIPLINE

- i) Any member charged with conduct unbecoming to a Kinette and against whom such charges are sustained after due notice to the member and proper hearing at which the member is entitled to attend before the club executive may be expelled from membership by a 75% vote of the executive present at the meeting and voting. All complaints shall be referred to a committee appointed by the executive for investigation, report and recommendations before the club executive takes any action on such charges.
- ii) Upon a charge of conduct unbecoming a life member being sustained in accordance with Part (1), the district executive committee shall investigate the complaint against the life member and, if they are satisfied that the complaint is valid then the national executive committee shall appoint a committee consisting of three members, none of whom shall be a member of the club initiating the complaint, to convene a hearing on the charges. The life member shall receive notice of the hearing and shall be entitled to attend and make representations at the hearing. The life membership of the member shall be revoked if after such hearing the committee votes to revoke the life membership and if the national executive committee ratifies this decision. All decisions shall be final and no appeals shall be entertained.
- iii) Any person whose membership has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the club and all right to use the name of Kinette, the emblem or other insignia.

3. CLUB MEETING DATE:

The Club shall meet the first and third Thursday of each month in the Kin year, September through June. The first Thursday of the month shall be the meeting of the executive members (Executive Meeting) and the third Thursday of the month shall be the meeting of the general membership of the club (General Meeting). If at any time unusual circumstances result in the desire to move from the designated meeting date, a vote of the general membership will be held at the general meeting prior to the proposed move. A majority of the members in attendance at the General Meeting must vote in favour of the move.

Any member, who is unable to be present at a General Membership Meeting, must call the Registrar by the appointed cancellation date set for that year, or be responsible for the cost of their meal.

4. FINANCIAL RESPONSIBILITIES:

- a) The Kinette Club of Collingwood dues shall be approved annually as stated in the General Account budget. Installment amounts, set by the Treasurer, shall be paid **Sept 15th, January 15th, and May 15th**, with the option for one total payment due September 15th. If an increase in annual dues is passed in the current year budget, the increase will be retroactive to the September dues payment.
- b) Kinettes whose dues are not paid shall receive a telephone reminder by the Treasurer two weeks after due date. If still not paid, a letter will be sent one month after due date.
- c) A new Kinette shall pay 10% per month for each month up to and including April.
- d) The initiation fee shall be \$20.00 payable at the time the member is initiated into membership, to the Treasurer.
- e) The Club will pay for all Initiates dinners on the night of initiation.

5. MEMBER IDENTIFICATION:

Club members shall wear their Kinette pins and name badges at all Club functions.

6. NOMINATING COMMITTEE:

A Nominating Committee composed of 3 Past Presidents, if possible, shall be appointed to prepare a slate of officers for the annual election. The head of the nominating committee shall be the immediate Past President. The nominating committee shall publish the slate in the bulletin prior to nomination night.

7. EXECUTIVE ELECTIONS:

The annual election of officers shall be held at the April meeting so that the new executive may take office on July 1st. An executive changeover meeting will take place prior to the third Thursday of July.

8. a) THE ELECTED EXECUTIVE OF THE CLUB CONSISTS OF:

President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Registrar, Bulletin Editor and Membership Director.

If at the time of nominations the total Club membership exceeds 30 members, the Nominating committee may, at their discretion, add a second Vice President.

If at the time of nominations the total Club membership exceeds 22 members, the Nominating committee may, at their discretion, add one Director.

8. b) DUTIES OF THE EXECUTIVE:

As outlined in the National Constitution and Bylaws and house rules, shall be printed in the Bulletin immediately preceding the nomination meeting and presented to each incoming executive member at installation by the Past President.

PAST PRESIDENT - to act as Kin Education officer, by-laws chair, nominating chair and rules of order chair. As Kin Education officer, responsibilities include: running a new members' school (as needed), inform nominees and executive elect as to their duties and provide monthly education articles for the Club Bulletin.

PRESIDENT - shall be chief executive officer of the Club and shall preside at all General and Executive meetings. The President shall act as liaison with the Kinsmen Club.

VICE-PRESIDENT - shall assist the president in over-seeing service and money raising projects. In the event of two Vice-Presidents, they shall divide the service and money raising projects. The Vice President shall also be the Awards Chair with duties as follows:

1. Shall review with each Active Kinette member, current award status and what to strive for,
2. Shall be responsible for the creation and submission of all Club, Zone, District and National Award entries, and
3. Shall encourage participation in all Zone, District and National Award Programmes.
4. Shall set up meeting activity teams and set themed and or education evenings for the year.

RECORDING SECRETARY - shall draw up and keep on record, minutes of the Club meetings and of the executive meetings, and shall be responsible for the submission of minutes to the Bulletin Editor by deadline stated.

CORRESPONDING SECRETARY – Shall be responsible for picking up the mail at the club post office box in a timely manner. She shall forward a list of all incoming correspondence to the President prior to the meeting at which it will be discussed. She shall conduct all correspondence for the Club and keep a copy of all outgoing correspondence in the Secretary's records. She shall also be the Kin Supply Officer and shall take over the duties of the Recording Secretary in her absence. The Kin Supply Officer shall keep an up-to-date record of Club Kin Supply materials in conjunction with the President.

TREASURER – shall be responsible for the preparation and submission of budgets to the Club and all Zone and District Officers, as requested. She shall receive and keep accurate record of all monies due to the Club and deposit it in appropriate General and Service accounts, in the local bank. The executive shall have the right to expend up to \$300 per motion, with the favourable majority vote of the executive, at an executive meeting. The Treasurer shall have the books up-to-date and available for review at any time. To ensure collection of dues, the Treasurer will make overdue reminder calls two weeks following due date. A written reminder will be sent after first month if necessary. The Treasurer will submit a written statement for the Bulletin. The Treasurer will supply information to the Director of Membership regarding the status of dues, as necessary.

REGISTRAR - shall keep accurate record of attendance for club attendance purposes and district records and remind members of missed meetings. She shall be responsible for the update, ordering and distribution of annual attendance tabs in recognition of club attendance awards. She shall be responsible for arranging meals and collecting payment for it from each member. The Registrar will supply information to the Director of Membership regarding the status of attendance, as necessary.

BULLETIN EDITOR - shall make all arrangements for the compiling of the Club Bulletin and shall arrange for a copy to be sent to each member, and District and Zone Officers, as required.

DIRECTOR - shall assist the executive, as the need requires, at the discretion of the President. The Director shall chair or co-chair one committee.

DIRECTOR OF MEMBERSHIP – shall:

1. Assist in the development and implementation of a Club Membership Programme;
2. Be responsible for the maintenance and submission of all Membership Reporting Forms (ie – change of address, new member registration, member transfer, membership proposal forms);
3. Ensure membership proposal forms are filled out and publicized in the bulletin and membership kits are ordered;
4. Support, promote and encourage all Zone, District and National Membership Programmes.

8. c) EXECUTIVE MEETINGS

- i) The club executive shall constitute the governing body of the club with power to appoint committees and generally to perform all such acts of administration as may be necessary or expedient for the proper functioning of the club, subject to the provisions of the National Constitution and Bylaws, District House Rules, and Club House Rules.
- ii) The club executive shall meet as often as may be necessary for the proper carrying out of the executive's functions, but in any event, at least once in each month on the date outlined in Article #3, CLUB MEETING DATE.
- iii) A majority of the members of the executive shall constitute a quorum for any meeting of the club executive.
- iv) All questions shall be decided by a majority vote of those members present and voting, unless otherwise provided in the national by-laws.
- v) The chair shall vote only in the event of a tie upon any question that can be determined in the affirmative or negative. If, in the event of a tie, the chair declines to vote, the question shall be determined in the negative.

9. COMMITTEE CHAIRS SHALL BE:

By-Laws Committee Chair	50/50 Chair	Fines Chair
Ways and Means Chair	Historian	Bar Chair
Thoughtful Faerie	Birthday/Anniversary Jar	Bulletin Delivery

and any other Chairpersons as are, from time to time, appointed for special projects, to work with Ways and Means Chair, or special social activities.

WAYS AND MEANS COMMITTEE - shall meet monthly to investigate additional ways and means of raising and disbursing money for the Club and shall submit a monthly report to the Bulletin Editor.

BY-LAWS COMMITTEE - made up of available, participating Past Presidents, shall keep the Club by-laws up-to-date. They shall see that the Club by-laws and the Constitution and By-Laws of the Association are adhered to. They shall arrange that the Club by-laws be properly revised when the Club passes pertinent resolutions. The by-laws will be reviewed annually and a report will be published in the October bulletin. Revised by-laws will be published in the November bulletin.

HISTORIAN - shall record all events of importance and interest occurring during the Club year, preferably using a scrapbook in which photos, newspaper clippings, write-ups, etc., may be mounted.

BAR CHAIR - shall be in charge of Club refreshments and shall submit statements to the bulletin in December and June.

10. CLUB MONIES:

- a) **GENERAL ACCOUNT** - includes any money raised according to National By-Laws, fines from meetings and monthly raffles:
- i) club dues and initiation fees
 - ii) fines from meetings
 - iii) 15% of all service project profits
 - iv) monthly raffle project
 - v) any monies raised at Club level unless otherwise specified

All expenses concerned with general Club maintenance will be paid from this account.

CONVENTION MONIES - includes money raised in the following manner:

- i) Birthday / Anniversary jar
- ii) 50/50 draw
- iii) any special projects as instituted by the Ways and Means Chair
- iv) bar profits

All convention monies shall be itemized separately within the General ledger, maintaining a running balance.

Signing authority for the General Account shall consist of two of the following three: President, Treasurer and Corresponding Secretary.

- b) **SERVICE ACCOUNT** - includes money raised according to National By-Laws. All requests for donations will go through the Ways and Means Committee to be dealt with prior to the next meeting. The standard donation of the Kinette Club of Collingwood is \$50.00 unless otherwise specified.

CF MONIES - shall be itemized separately within the Service ledger, maintaining a running balance.

Signing authority for the Service Account shall consist of two of the following three: President, Treasurer and Corresponding Secretary.

- c) **NEVADA ACCOUNT** - a separate account shall be maintained for Nevada revenues as per Provincial by-laws and shall be the responsibility of the Treasurer. An accounting of the expenditures from the Nevada revenues shall be presented in the September bulletin each year. The statement shall be from July 1 to June 30 of the Kin year previous. Signing authority shall consist of two of the following three: Treasurer, President and Corresponding Secretary.

d) **CLUB PURCHASES AND RESPONSIBILITIES:**

- i) The Past President shall receive from the Club, a Past President's pin and silver ring. A Past President who has already received a Past President's ring may have the option of a gift of her choice up to the value of the silver ring.
- ii) The Club shall purchase a Founder's Award for Achievement pin and name badge for every recipient, if required.
- iii) The Club shall purchase a Kinette of the Year Award plaque for every recipient.
- iv) The Club shall purchase a Life Member's pin and plaque for every recipient.
- v) The Club shall purchase a dinner badge for each Honourary Kinette and if necessary, she shall be supplied with a Kinette pin.
- vi) The Club shall purchase each incoming executive member an add-on tab for her dinner badge.
- vii) The Club shall purchase each President receiving the Outstanding President / Master Club Award, a plaque, if required.

11. **CONVENTION:**

- a) The General account pays single lodging and registration for the President and President Elect and if neither President nor President Elect can attend, then an executive elect substitute**, to attend Spring Convention. The General account pays single lodging and registration for the President or Executive Substitute** to attend Fall Leadership Conference.
*** Substitute to be Vice-President through to Bulletin Editor. No substitutions for President at Spring Convention. President or designate and President Elect MUST attend full business portions of said conventions.*
- b) In the event that registration and / or lodging costs are covered for those listed in 11(a) by any other source, that source will be used first.
- c) The Treasurer shall disburse the Convention Monies raised as per 10(a). One-third is allotted for division among members **attending the full business portion of Fall Leadership Conference** and two-thirds is allotted for division among members **attending the full business portion of Spring Convention**. Funds will be disbursed only to members not covered through other resources and paid after attendance is confirmed.

12. **AUTOMATIC FINES** - for the Kinette Club of Collingwood are:

- i) late for a meeting
- ii) no Kinette pin
- iii) no dinner badge
- iv) alcoholic beverages at your place at the table during the dinner and before the Toast to Queen
- v) wrong or no address to the Chair
- vi) talking during the meeting when you don't have the floor – \$0.25

Each automatic fine shall be \$0.25 unless otherwise noted. A maximum fine of \$3.00 per night shall be assessed. It is the responsibility of the Kinette to pay the fine for her guest. A visiting Kinsman or Kinette must be responsible for his or her own fines.

13. **PRESIDENT'S EXPENSES:**

- a) The Club will be responsible for paying the fees for the President to attend Zone Conference, President Elect Seminar or any function in an official capacity.
- b) Mileage will be paid for the President to attend Zone Conference, President Elect Seminar and Zone President meetings or any other function in an official capacity, at a rate of \$0.25 per km.

14. DRESS CODE:

The dress code of the Kinette Club of Collingwood shall be appropriate attire for a business meeting.

15. ZONE RESPONSIBILITIES:

The Club shall be responsible for paying the meals of a Zone Deputy Governor and two Zone Directors for one Official Club visit.

16. THOUGHTFUL FAERIE:

- a) In case of bereavement in a Kinette's family, a \$50.00 donation to the Hal Rogers Endowment Fund will be made and a card sent to the home of the Kinette.
- b) In the case of hospitalization for a period of two days or more, of any Kinette, the Club shall send a small plant basket and a card.
- c) In the case of a new Kinette mother, a card is to be sent and a balloon that signifies the birth will be purchased on the Hospital's Celebration of Life Wall. The funds will be taken from Service dollars.
- d) On the marriage of a Kinette, a card of congratulations and two Kinette wineglasses shall be presented to the Kinette.
- e) For special acknowledgment such as opening a business, receiving a degree/diploma, appointments, etc., the Club shall send a small plant basket and a card of congratulations.

Club Critical Path

Note: A complete version of the Club Critical Path is available in the Club President's Manual found on the Kin Canada website at http://www.kincanada.ca/en/index.php/members/member_development

July

- Proxy form for National Convention sent to Kin Headquarters

August

- **File annual return with province to maintain good corporate status. Note: the date for filing your club's annual return may be at another time in the year. Ensure a copy of your annual filing is sent to Kin Canada Headquarters and to your District Risk Manager.**
- Draft budget prepared. Must be adopted by club by at least the first meeting in October.
- Agenda for general and executive meetings started.

September

- **1st meeting: conduct review of member needs and incorporate into club goals and objectives. Refer to the Club and Project Assessment forms found in the Appendix to the Club President's Manual at http://www.kincanada.ca/en/index.php/members/member_development**
- **Send membership status report forms for all new members, withdrawals and transfers to National Headquarters by Sept. 15th. Remember that your club will be billed for members not removed from your roster as of September 30.**
- Present budgets for year (include amounts for convention delegates).
- **Ensure Club Incorporation status is up to date with provincial registries.**
- Send club information to Deputy Governor for Fall Leadership Conference.

October

- Attend Fall Leadership Conference.
- **Ensure Membership Recruitment and/or Retention Workshop is conducted by zone officer. When completed ensure that membership director reports on the membership plan at each meeting.**
- **Submit membership status report forms (MSRFs) regularly to Kin Canada Headquarters.**
- Approve club budget

November

- **Complete and submit membership fees billing form and insurance form by Nov. 15th. These are mandatory requirements for Master Club Award.**

- Comply with all requests from national and district.
- **Membership status report forms sent.**

December

- Zone conferences are in the spring. When is yours? Plan for it now. Does your club have a candidate for deputy governor or a member who should be encouraged to seek the office?
- **Submit membership status reports.**
- Send club information to Deputy Governor for District Mid-term report

January

- New members' seminar.
- Review club goals – Are members' needs being met? Remember, retain means gain!
- Continue to review membership recruitment and retention plans at every meeting.
- Comply with all requests from national and district.
- **Membership status report forms sent.**

February

- **Appoint your nomination committee for club elections.**
- **Submit membership status report forms.**
- Discuss nominations for district.
- Halfway mark - Check on all activities, past and future.
- Submit Spring Zone Conference to Deputy Governor

March

- **Appoint delegates to national and district conventions and budget their expenses.**
- **Attend Spring Zone Conference**
- Order material from Kin Sales for installation and turnover.

April

- **Prepare for club elections - must be held before May 15th.**
- **Submit membership status report forms.**
- **Submit District Convention Proxy form**

May

- **Hold club elections before May 15th.**
- **Submit membership status report forms.**
- **Arrange to attend district convention.**
- Encourage president-elect of value of attending district convention and presidents'-elect instructional seminar.
- Complete details requested by district re: convention.

June

- **Submit Annual Club Reporting Form by June 15th to NHQ.**
- Wind up year with "A Year in Review". Find two achievements for each member and profile everyone. Remember, we want them back next fall.
- Elect delegate(s) to national convention. Submit registration forms to Kin Headquarters.
- **Submit membership status report forms.**
- Prepare annual report to club.
- **Complete National Convention proxy form.**
- Have new president plan and announce summer functions.
- **Master Club Award form deadline for submission to National Headquarters - June 30.**

(Note: When submitting any form to National Headquarters, please ensure all information is both legible and accurate. For example, always check the spelling of names and the accuracy of addresses and phone numbers before submitting any membership forms.)

How to Fill out your Club's Insurance Reporting Form Update

The form is based on what your club expects to be relevant for the year of the update. Therefore the Insurance Update 2010 will include projections of club events for the year 2010-11. **Keep in mind that the events indicated on this form are not automatically covered by our insurance policy.** Please ensure that all necessary steps are taken to ensure your event is covered.

Club Address and Contact Information

The address listed should be your club's mailing address. It is preferable not to use a member's home address for consistency and privacy issues. Make changes where needed. The person that fills out the form should be the contact for your club, **either the President or the Club Risk Manager.** Therefore if any clarification is needed the proper person is contacted by National. **If you have indicated the name of the club's President as a contact person please complete the Club Risk Manager section.**

Club Business number

Your club will now be asked to provide the club's business number. The business number is the number used when filing the club's income tax.

Sections 1 through 7

The information listed in each of the sections was the data supplied for the year 2009. Each of the sections must be reviewed to determine if changes need to be made to reflect what your club expects to do for the club year 2010/11.

- Please ensure that the information indicated on this form is correct and accurate.
- If there are no changes for a particular section please check the "Changes: NO box".
- If there are changes please check the "Changes: YES box ". You can cross off events that will not take place, add or delete specific information or add new information in the area provided in each section.

Section 8

Corporate Status Update: Please make sure you provide the missing document or an explanation as to why the document is missing. Club's that have a no beside 2008 could risk losing insurance coverage and have their charter suspended. Please see the attached document for more information.

1: Liquor Functions

This section deals with the projected number of Liquor Functions your club will be responsible for during this calendar year. Liquor functions that need to be reported are functions in which the club is responsible for a liquor license and or the serving of the alcohol. Liquor served by a local restaurant during a function or club meeting is not the clubs responsibility therefore it does not need to be reported. Please report two numbers – one for Member Events and one for Public Events (see Sections 3 & 4 for details on the difference between the two). **Clubs are now required to provide their total liquor revenue from all their liquor events for the 2009-10 Kin year. Please indicate the gross amount.**

2: Club Contract Information

This section deals with any contracts your club may have with a Third Party (i.e. rentals, bingo licenses, leases). Please make sure that the information listed under Club Contracts still pertains to your club.

3: Member Events

This section deals with any events your club holds where only members and/or member's families attend. (i.e. club meetings, family Christmas parties) Please make sure the information listed under the Members Events is still current.

4: Public Events

This section deals with events your club holds where the Public is involved (i.e. dances, bartending). Make sure to state whether your club operates and/or sponsors the event.

- Operating an event means that your club organizes (or helps organize) and runs (or helps to run) an event or activity that involves the public.
- Sponsoring an event means that your club is contributing financially to make it happen (i.e. giving money to a Minor Hockey team for them to buy jerseys, or paying for a Public Skate hour).

Please make sure the events listed under the Public Events Section are still current

Note: A Public event can be both operated and/or sponsored.

5: Club Property Information

This Section deals with any Property your club owns, rents or leases (including: no charge rent, sponsored, operated, managed, or controlled). Also listed are any assets that your club has donated or sponsored in the past.

If there is any Property listed here that your club no longer owns, leases or rents please cross it OFF the list. If your club has changed possession of the property (i.e. no longer rent but now own the property) please make the proper changes.

If your club OWNS or LEASES any property your club must have Liability Insurance for that Property (\$2,000,000 coverage with *Kin Canada* named as Additional Insured) and must send a Certificate of Insurance, stating such to National Headquarters with the form.

Under the NEW Club Property Information, list any new acquisitions to your club. Make sure you check all applicable boxes.

- **Facility Managed by Club** – Your club manages the property on its own (maintain, etc).
- **Facility Co-Managed by Club** – Your club shares managing responsibilities with a third party.
- **Third Party** – If a third party is involved in any aspect of the property (ownership/management) please list them here.
- **Facility only Sponsored by Club** – Your club only gives money towards the equipment/property.
- **Rents or leases to Third Party**- Your club rents or leases the property to third parties.
- **Club Liability Insurance** – If your club owns or leases the property, you must have liability insurance on the property.
- **3rd Party Liability Insurance** – Your club is covered under someone else’s insurance for this property (i.e. the Town has insurance for the building you lease a room in, naming you and Kin Canada as additional named insureds).
- **Club Included** – If a third party has insurance on the property, your club must be named as an additional insured under their insurance. This is important if your name is on the property but you do not own it.
- **Certificate of Insurance Attached or Sent to HQ** – For every owned or leased property, attach a Certificate of Insurance (whether the insurance is carried by the club or by a 3rd party).
- **Annual Inspection** – Do you plan to or did you have the property inspected for the update year.
- **Copy of Inspection Sent to HQ** – Have you forwarded a copy of your inspection report to National?

6: Asset Information

This section deals with any Assets your club donated or sponsored to a third party. Please specify if your club donated or sponsored the Asset.

- **Donation** - A one-time gift to a third party (your club actually bought the asset and donated it). An Asset Transfer Waiver is required.
- **Sponsorship** – The giving of money towards the purchase of an asset by a third party (meaning your club did not buy the asset for them). A Sponsorship Waiver is required.

For a copy of any Waiver please review the Step-by-Step Risk Management Guide or contact the Risk Management Coordinator at headquarters. **We recommend that you send the original Waivers to National HQ and keep a copy for your club files. This will allow for the safe keeping of the document.**

7: Club Vehicle Information

This section deals with any vehicles your club RENTS (whether for a fee or at no cost) for club purposes. Under the New Club Vehicle information please put down the number of vehicles and the reason why your club plans on renting said vehicles for the current update year

8: Corporate Status Update

Please review the information indicated on the form to ensure that we have received your club’s proof of filing for each year. If no appears beside the year of filing please submit your proof of filing for the missing year(s) with your insurance reporting form by November 15th. Currently all club’s must have 2009 reported to National by November 15th.

Certification:

You must sign the form to certify that you have reviewed and completed it to the best of your ability. Once completed please forward by November 15th to National Headquarters.

Kin Canada, 1920 Hal Rogers Dr. , P.O Box KIN, Cambridge, ON, N3H 5C6 OR Fax to: 519-650-1091

DEPOSIT SLIP

Deposit From: _____

Date Submitted: _____

**** YOU MUST PLACE THE DEPOSIT SLIP & ALL MONIES IN A PLASTIC BAGGIE TO BE ACCEPTED****

Deposit For	Amount	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque

Account Deposited to: _____

Date Deposited: _____

EXPENSE FORM

Kinette Club of Brooks

Name	Date
------	------

Commonly used G/L Codes:

5635 - Bingo	5675 - Dues - National	5730 - Meeting Expense
5640 - Conventions	5679 - Hotel Rooms	5765 - Repairs & Maintenance
5650 - Courier & Postage	5680 - Installations	5790 - Windup
5670 - Dues - District	5700 - Office Supplies	5225 - Other Supplies Purchased (Rodeo)

Expense Details						
Ref #	Date	Destination/Purpose		GL Code	Project	\$ Expense
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Total Expenses						-

Expense Report Reconciliation

Total Expenses	-	
Less: Total Owing to Club	_____	Invoice #
Expense Reimbursement Amount	- =====	

Kinette: Approver:

Who do I contact?

Questions relating to:

Inquiries on life membership, including committees, approvals or kits

Address changes, club inquiries; Membership Status Reporting Form; inquiries on individual members and/or address changes.

National or personal award inquiries

New Members Registration Kits

Request for information on Kin Canada's website registration

KIN Magazine, including subscription inquiries

Requests for or information on chartering or disbandment

National conventions

Kin Canada Bursaries / Hal Rogers Endowment Fund

Installation certificates

National pride initiatives

Hal Rogers Fellow Award

Information on public relations

Membership fees / dues billing inquiries

Donations (HREF, National Disaster, Foundation, etc.)

Club incorporation information and forms; Liability or Directors' & Officers' insurance inquiries or requests for forms, Annual Insurance Form Update Information

Requests for email addresses, mass emailing, mailing labels

Education and Training Inquires or Requests for Materials

Inquiries or correspondence not covered above

Contact:

Membership Services Coordinator

Membership Services Coordinator

Membership Development Coordinator

Membership Services Coordinator

Communications Officer

Communications Coordinator

Membership Services Coordinator

Membership Development Coordinator

Administrative Assistant

Administrative Assistant

Membership Development Coordinator

Office Manager

Marketing Coordinator / Executive Director

Office Manager

Office Manager

Risk Management Coordinator

Membership Services Coordinator

Administrative Assistant

Executive Director



CLUB PROJECT REPORT SUMMARY

Project: _____ Chair(s): _____(____)

Participating Members & Hours Contributed:

Name:	Total Hrs.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Overview/Description of Project:

Budget: (attach a detailed budget to report)

Total Revenues: _____

Total Expenses: _____

Net: _____

Proceeds designated to: _____

Recommendations:



CLUB PROJECT REPORT

Project: _____ Chair: _____(____)

Co Chair: _____(____)

Participating Members & Hours Contributed:

Name:	Total Hrs.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Overview/Description of Project:

Meetings/Work Parties Held:

Budget: (attach a detailed budget to report)

Total Revenues: _____

Total Expenses: _____

Net: _____

Proceeds designated to: _____

Recommendations:

Other:
