

KIN CANADA



DISTRICT / ZONE / CLUB CRITICAL PATH

2017-2018

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Critical Path Document

This Critical Path document is a planning tool that is generic in nature and designed for use by clubs and District officers in all eight Districts. Each individual will determine the best method of maintaining this information and keeping it at their fingertips. Some may require the printed copy; others may transfer the information to their tablet, smartphone, etc.

Regardless of the method, it is recommended that the following critical information be kept at your fingertips at all times:

- List of the goals that you hope to achieve during the year.
- Critical dates throughout the Kin year
- Club, Zone, & District meeting dates – if available
- List of what needs to be done for each month
- Contact information for each Club President and one other contact per club
- Contact information for all District officers
- Contact information for Kin HQ and all staff

National Board of Directors Report – Strategic Planning Update

Kin Canada's 2014-2019 Strategic Plan affirms our focus on developing strong clubs, strong leaders, and a strong Association to support healthy, engaged, and enriched communities. ·

Over the last few months, Kin Canada Board and Staff have been working together on the next piece of the strategic plan: Implementing our Strategic Initiatives. The plan has 4 focus areas: Programs, Stakeholders, Organizational Capacity and Financial. Each focus area has a strategic priority, supporting goals, initiatives, and action items. The breakdown of the top 3 planning tiers can be found in the chart below.

The recent member survey was an action item of 'Member Feedback' Initiative.

	PROGRAMS	STAKEHOLDERS	ORGANIZATIONAL	FINANCIAL
Strategic Priority:	Enhance programs + services by assessing and meeting common needs of clubs	To be the first choice service organization in Canada	Ensure we have the skills + infrastructure to meet common needs of clubs	Increase operating budget to \$1.5 million by 2018 through diversified revenue
Supporting Goals	<ul style="list-style-type: none"> • Assess and analyze club needs regularly • Meet needs • Members see value in dues/time 	<ul style="list-style-type: none"> • <u>Members</u> find HQ capable, accessible, supportive • <u>Communities</u> recognize Kin • <u>Positive work place for Employees</u> • <u>Board</u> serve with Pride • Mutually beneficial relationships with <u>Charity Partners</u> • Explore <u>Corporate Partner</u> possibilities 	<ul style="list-style-type: none"> • Adequate staffing (numbers + skill sets) • Adequate physical space + equipment • Effective organizational structure 	<ul style="list-style-type: none"> • New funding sources • Appropriate dues level + structure
Initiatives	<ul style="list-style-type: none"> • Needs assessment • Partner engagement 	<ul style="list-style-type: none"> • Member Feedback • GAP Analysis 	<ul style="list-style-type: none"> • District structure review • Operations review • Develop standards and Compliance 	<ul style="list-style-type: none"> • Investigate alternative Funding • Review dues model

National Contact List

KIN CANADA PO Box 3460; 1920 Rogers Drive Cambridge ON N3H 5C6 B: (519) 653 1920 B: (800) 742 5546 F: (519) 650 1091 www.kincanada.ca		CYSTIC FIBROSIS CANADA 2221 Yonge Street Toronto ON M4S 2B4 1-800-378-2233 www.cysticfibrosis.ca	
Title	Name	Ext.	E-mail
Executive Director	Grant Ferron	216	gferron@kincanada.ca
Operations Manager	Carmen Preston	205	cpreston@kincanada.ca
Administration Assistant	Bas Zak	209	bzak@kincanada.ca
Membership Services	Melina Hayward	201	mhayward@kincanada.ca
Risk Management Coordinator	Melanie Nieson	208	mnieson@kincanada.ca
Marketing Coordinator	Nadyne Esson	204	nesson@kincanada.ca
Projects Coordinator	Lindsay Irvine	215	lirvine@kincanada.ca
Communications Coordinator	Jenn Martin	203	jmartin@kincanada.ca
Club Support Coordinator	Lindsay King	212	lking@kincanada.ca

District Council Contact Information

Position	Name	Contact Info
Governor		
Governor		
Vice-Governor		
Vice-Governor		
Secretary		
Treasurer		

RECOMMENDATION: Promote the use of generic emails for officers at the District, Zone and Club levels.

For example at the District level D9KinsmenGovernor@gmail.com or at the club level SmallvilleKinClubPresident@gmail.com and SmallvilleKinClubSecretary@gmail.com

People who become these officers can add these email accounts to their computer, tablet and phone email programs and they will receive and can send emails from this email address. The following year, when the people change, the new person adds these email accounts to their computer, table and phone email programs and simply changes the password. It is recommended that the club have a minimum of 2 email address – President and Secretary and always send email to both, allowing the club the opportunity to decide on the internal protocols of handling communication.

Benefits:

- These email accounts should be used **ONLY** for official business, and they then retain history for that position year after year.
- Because the email address of all Zone and District officers remains constant over the years, clubs do not need to learn a new email address each year
- Incoming Districts and Zone officers do not need to spend needless time tracking down contact information for clubs.

Goal Setting

"If you don't know where you are going, you might wind up someplace else."

Yogi Berra

There are a variety of ways to approach goal setting and maintaining simplicity in its development is necessary. Using SMART goal setting is an effective way for district executives, zone executives, and clubs to establish both long and short term planning.

1. Specific

The goal must be so specific that it can be completely understood. Kin or anyone will not actively work very long towards a goal they do not understand. There is no such thing as a goal that is too specific. "I am going to have a better year and involve more Kinsmen than ever before in my programs" is not very specific. "I am going to achieve 10% membership growth in my zone and be 100% efficient" are specific goals. Use the monthly memberships to track your progress and measure your success.

2. Measurable

When a goal is set, it must include the standard of measurement and the specific end result. That is the only way we will ever know if we are accomplishing anything. Continuing from the example; measure your success club by club, zone by zone, and month by month using the National monthly membership reports. "The most difficult thing about doing nothing is determining when you are finished." Your goal will be realized when you have finished a project or solved a problem.

3. Attainable

Goals should be logical and have an aspect of challenge that will involve more than a minimal effort to achieve. However, the goal must be defined well enough through expectations that can be explored in lists, responsibility tracking and consistent review that clubs feel that they are able to accomplish them. Attainability is set by both the specific nature of the goal and way the goal is measured. Attainability is being able to achieve the goal within the set time and expectations.

4. Relevant

(Not Realistic –which would be the same as Attainable.) All goals need to be relevant towards your vision / mission.

5. Timely

When you establish goals, they should be based on the idea of improving what now exists. Set both short and long-range goals. This helps to provide a feeling of accomplishment. Don't hesitate to set some goals that will take more than one year to complete, even though you will complete only one leg of the total program.

District Goals

Check if each goal meets the SMART qualifications. Once you have developed a plan to meet the goal place a check mark under Plan.

S	M	A	R	T	Goal	Plan

S	M	A	R	T	Goal	Plan

Important Dates – if you use an electronic calendar – please transfer this information.

May 15	Clubs elections must all be complete
Jun 15	Club Annual Report to National
Jun 30	End of Kin year
Sep 15	Club Executive Seminars must all be complete
Sep 30	1 st National dues billing based on Sep 30 th membership
Oct 15	Club Installations must all be complete
Nov 15	Insurance Reporting form to National
Nov 15	Proof of Incorporation filing for prior year due to HQ
Nov 15	1 st dues payment to National
Dec 31	T2 tax return deadline
Feb 01	Students submitting their Kin Canada bursary application form to the club
Feb 24	National Day of KINdness
Feb 20	Founder's Day
Feb 28	Changes for National Awards program
Mar 01	Clubs must submit endorsed Kin Canada Bursary applications to National HQ
Mar 01	Diane Rogers Kin Pride Award posted on website
Mar 31	2 nd National dues installment due
Apr 15	Submissions for Diane Rogers Kin pride Award
May 27	Great Strides Walk for Cystic Fibrosis
May 01	Due date for submissions for Lifetime Achievement Award
May TBD	National Resolutions that require circulation
Jun 15	Annual Club Reporting form due
Jun 15	Annual Service Reporting form due
Jun 30	Submit most National awards
Jun 30	Early Bird deadline for registration to National Convention
Jul 15	Deadline for National Outstanding Zone Award
Jul 15	Deadline for clubs to submit completed Accredited Delegate forms to National HQ

Other Important Dates

District Leadership Seminar	
National Convention	
Pre-Term	
Fall Leadership Conference	
Mid-Term	
Spring Zone Conference	
District Convention	
National Convention	

OTHER IMPORTANT DATES – Club President meetings, Zone & District meetings

June – checklist pre-term

District Executive	Vice Governor	Deputy Governors	Clubs
<ul style="list-style-type: none"> <input type="checkbox"/> Prepare District pre-term meeting <input type="checkbox"/> Share detailed membership printout (listing the members of each club – available from National) with the D.G.'s 	<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend District Leadership Seminar <input type="checkbox"/> Attend District Pre-term <input type="checkbox"/> Attend Zone, District and National Convention <input type="checkbox"/> Review Outstanding D.G. Award and start to plan your year <input type="checkbox"/> Contact the clubs via letter and thank them for their support/confidence in electing you as Governor / Vice Governor / Deputy Governor. <input type="checkbox"/> Contact clubs via phone (not email) and ask them: <ul style="list-style-type: none"> oFor a list of new executive officers and contact information oWhen you can do the Installation of Officers (Must be between July 1st and October 15th) oIf they need help to prepare their plans and goals oIf they need help to complete their Club Annual Reporting requirements oFor their meeting dates and other important dates <input type="checkbox"/> Review Accredited Delegate voting procedures, as you'll likely be running the credentials desk at district convention. <input type="checkbox"/> Prepare Zone budget <input type="checkbox"/> Start preparing a number of speeches and toasts for your year <input type="checkbox"/> Start planning for the delivery of a Club Executive Seminar <input type="checkbox"/> Prepare your first newsletter <input type="checkbox"/> Organize turnover meeting <input type="checkbox"/> Membership recruitment strategies 	

July/August - checklist

Past Governor	District Executive	Vice Governor	Deputy Governors	Clubs
<input type="checkbox"/> Submit your District Year-End Report to National by July 15 (also serves as your Decew-Phee Outstanding District Award submission) <input type="checkbox"/> Review national resolutions <input type="checkbox"/> Attend national convention <input type="checkbox"/> Your district needs you as a resource person. Be there when asked! <input type="checkbox"/> Be an advisor to the new District Executive <input type="checkbox"/> Be supportive of the new District Executive and its goals <input type="checkbox"/> Be a source of wisdom <input type="checkbox"/> Be a source of motivation <input type="checkbox"/> Be a source of encouragement <input type="checkbox"/> Praise others for a job well done <input type="checkbox"/> The new District Council will look to you for advice. Be supportive, but be careful not to take back the reins. Let the current leaders do the job with your help. <input type="checkbox"/> Enjoy your year as Past Governor. You deserve it!	<input type="checkbox"/> Membership assessed <input type="checkbox"/> Submit District Operational Plan to Kin Headquarters by July 15 <input type="checkbox"/> Appoint signing officers <input type="checkbox"/> All meetings and functions filled in on calendar pages <input type="checkbox"/> Promote inter-clubs <input type="checkbox"/> Review General Operating By-law, Policies & Procedures and District By-laws <input type="checkbox"/> Prepare files and get yourself organized <input type="checkbox"/> Prepare for your year – meeting dates, goals, visitations, etc. <input type="checkbox"/> Spend some quality time with your family. It's going to be a busy year. <input type="checkbox"/> Get lots of rest <input type="checkbox"/> Send out first call for FLC (60 days prior) <input type="checkbox"/> Finalize travel plan for national convention <input type="checkbox"/> Attend national convention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> VERY IMPORTANT SUMMER ACTIVITY: Be sure all Executive members attend the Club leadership Seminar. If not being offered as a Zone activity, arrange to have one held at your club. A senior member of the club can present. <input type="checkbox"/> Ensure every executive member has access to a copy of the Successful Club manual, National General Operating Bylaws, District, Zone, and Club house rules. <input type="checkbox"/> Review Master Club Award and use it to plan your year and to set your goals / objectives <ul style="list-style-type: none"> Set next years meeting dates and themes <input type="checkbox"/> Consult with membership to finalize your goals and objectives <input type="checkbox"/> Plan summer social events. Ask club members to invite prospective members. <input type="checkbox"/> Hold a Club Executive turnover meeting <input type="checkbox"/> Appoint auditor / Financial Reviewer and turn over previous year's financial books <input type="checkbox"/> Talk to each member – determine if they plan on returning after the summer. If not – find out why and determine if things can be done to change their minds. Find out their interests and jointly decide on which committees the person should serve / chair. <input type="checkbox"/> Start preparing a budget for the upcoming year. <input type="checkbox"/> Appoint new signing officers and arrange for transfer of signing officers <input type="checkbox"/> Hold at least one executive meeting in July and August <input type="checkbox"/> New executive should review audited financial statements <input type="checkbox"/> Ideal time to work on a Strategic plan – SWOT analysis and set goals and objectives for the year

July

JULY 2017						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Kin Motto Serving the Community's Greatest Need					1 Canada Day	2
3	4	5	6	7	8	9
10	11	12	13	14	15 National Awards Deadline** Accredited Delegate Registration for National	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	** - National Awards Deadline for Decew-Phee Outstanding District Award; Boake Efficiency Award; Outstanding Club Award; Outstanding Zone Award					

August

August 2017						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1	2	3	4	5	6
7	8 Civic Holiday AB, BC, SK, ON, NB, NU	9	10	11	12	13
14	15	16	17 National Convention	18 Halifax	19	20
21	22	23	24	25	26	27
28	29	30	31			
Founded by Hal Rogers on Feb. 20, 1920, Kin Canada is the nation's largest all-Canadian service club organization. Kinsmen, Kinette and Kin clubs across the country work to better their communities, enhance the well-being of Canadians and improve the environment. The Association boasts a proud history dedicated to fostering life-long friendships while ‘Serving the Community’s Greatest Need.’						

September – checklist

District Executive	Vice Governor	Deputy Governors	Clubs
<ul style="list-style-type: none"> <input type="checkbox"/> Review July plan <input type="checkbox"/> Ensure executive members have organized next year's portfolios and plans <input type="checkbox"/> Finalize your plans for the year <input type="checkbox"/> Review requirements for DeCew/Phee Outstanding District Award <input type="checkbox"/> Prepare first newsletter <input type="checkbox"/> Present membership workshop (recruitment or retention) in all clubs <input type="checkbox"/> Issue second call to FLC <input type="checkbox"/> Request reports from Deputy Governors and District officers for FLC 	<ul style="list-style-type: none"> <input type="checkbox"/> Pay close attention to what the current Governor is doing. This is the best way to learn your job – by observation. <input type="checkbox"/> Attend Vice Governors' Training / Information Meeting at Kin National Headquarters <input type="checkbox"/> Start planning for your year <input type="checkbox"/> Prepare rough draft of Toast to the Association and reply or Toast to the Ladies <input type="checkbox"/> List year's activities for your own club and zone. Fill in time slots and plan your travel <input type="checkbox"/> Promote Fall Leadership Conference <input type="checkbox"/> Prepare Fall Leadership Conference report 	<ul style="list-style-type: none"> <input type="checkbox"/> Organize and Chair President's Pre-Term meetings . <input type="checkbox"/> Club Executive Seminar completed? <input type="checkbox"/> Arrange to present a membership workshop (recruitment or retention) in all clubs. Note: Seminar should be strategic to address particular club's needs <input type="checkbox"/> Complete and send newsletter. <input type="checkbox"/> Advise Clubs of dates and location of Fall Leadership Conference. Arrange/notify Clubs that you will conduct a brief Zone meeting with them at Fall Leadership and ensure they attend <input type="checkbox"/> Prepare Fall Leadership Report and forward to District on time (if required). <input type="checkbox"/> Ensure clubs have submitted information and membership confirmation to National Headquarters (by Sept. 30 - National dues are based on this) <input type="checkbox"/> Prepare speech for club visitations 	<ul style="list-style-type: none"> <input type="checkbox"/> Plan a gala first meeting <input type="checkbox"/> Circulate audited financial statements, proposed goals / plans & budget <input type="checkbox"/> Present financial statements, club budget and plan complete with goals for membership approval <input type="checkbox"/> Finalize review of club membership – ensure Membership Status Reporting Form (MSRF) has been filed for all members leaving the club through transfer or resignation. National and District dues are based on your September 30th club roster as it exists at National.

September

September 2017						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<p>For many club members, the Kin year really starts in September.</p> <p>Please fill in all your meeting dates and if applicable the themes for those meetings.</p>				1	2	3
4 Labour Day	5	6	7	8	9	10
11	12	13	14	15 Club Leadership Seminar should be completed	16	17
18	19 Advance deadline – confirm club membership for dues billing	20	21	22	23	24
25	26	27	28	29	30 Membership stats for National Dues Assessment	

October - checklist

District Executive	Vice Governors	Deputy Governors	Clubs
<input type="checkbox"/> Appoint auditor for previous year's books <input type="checkbox"/> Submit audited statement for last fiscal year to National Headquarters <input type="checkbox"/> Check with treasurer on clubs' dues <input type="checkbox"/> Support Association policies <input type="checkbox"/> Comply with all requests from National Headquarters <input type="checkbox"/> Review outcomes and issues resulting from national convention (i.e. changes to district by-laws, informing clubs, etc.) <input type="checkbox"/> Mail letters to new members, award winners, clubs that have increased in members, etc. <input type="checkbox"/> Be ready for FLC (written reports, etc.) <input type="checkbox"/> Send newsletter <input type="checkbox"/> Check on Accredited Delegate Forms versus the registrations for FLC <input type="checkbox"/> Become acquainted with national programs <input type="checkbox"/> Write report for FLC (if required) <input type="checkbox"/> Contact club presidents and stress the importance of their attendance at FLC <input type="checkbox"/> Prepare second newsletter	<input type="checkbox"/> Attend Fall Leadership Conference (FLC) <input type="checkbox"/> Conduct a review of FLC with your vice district executive	<input type="checkbox"/> Is your first round of Official Visits to your Clubs completed (including Club Visitation Form) <input type="checkbox"/> Conduct Zone meeting at Fall Leadership Conference. Have Clubs set their service and membership goals during meeting if not already done – review your goals <input type="checkbox"/> Send Newsletter to your Clubs. <input type="checkbox"/> Discuss with your clubs possibilities for charters next year. Have Clubs appoint a Charter Chair to investigate a charter and call Membership Services at Kin Headquarters to get you started at 1-800-742-5546 <input type="checkbox"/> Set Zone levy in presenting Zone budget during Zone meeting (rules vary). <input type="checkbox"/> Ensure clubs have paid membership fees. <input type="checkbox"/> Insurance forms and dues billing mailed together to clubs (due at HQ by Nov. 15 th). <input type="checkbox"/> Kin Canada Bursary Application form on website <input type="checkbox"/> Kin Canada Bursary package mailed to clubs and posted on web <input type="checkbox"/> Kin Magazine (check website for edition type (print/online) and for ads and articles deadline)	<input type="checkbox"/> Invite new members to learn more about Kin by attending upcoming FLC (if possible). <input type="checkbox"/> Review your membership plans. <input type="checkbox"/> Work with your Committee chairs and Executive to complete the Insurance reporting Form <input type="checkbox"/> Club installations need to be finished by October 15 th <input type="checkbox"/> Review Outstanding Master Club award – how are you doing? <input type="checkbox"/> Has the education chair presented education at each meeting? Is the schedule set up for the remainder of the year?

October

October 2017						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<p>Our Vision Strong, Healthy and Engaged Canadian Communities</p> <p>Our Mission Statement Volunteers enriching Canadian Communities through Community Service, Leadership and Partnership</p>						1
2	3	4	5	6	7	8
9 Thanksgiving	10	11	12	13	14	15 Club installations completed
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Halloween	<p><u>Milk for Britain</u> - Responding to a radio appeal for milk for British children, founder Hal Rogers rallied Kin members across Canada to raise funds for the purchase of powdered milk. The goal for the first year was to raise enough money to purchase one million quarts; within nine months, Kinsmen and Kinettes supplied more than three million quarts!</p>				

November - checklist

District Executive	Vice Governor	Deputy Governors	Clubs
<input type="checkbox"/> Ensure Fall leadership conference plans are set <input type="checkbox"/> Order Christmas items from Kin Sales <input type="checkbox"/> Continue to follow up the proxies for FLC <input type="checkbox"/> Attend FLC <input type="checkbox"/> Mail minutes from FLC within 30 days to clubs, district council, and Executive Director <input type="checkbox"/> Mail letters <input type="checkbox"/> Seek information on spring zone dates and locations from Deputy Governors <input type="checkbox"/> Ensure clubs have submitted National dues <input type="checkbox"/> Prepare speech for club visitations <input type="checkbox"/> Promote club membership expansion through potential charters and recruitment	<input type="checkbox"/> Review your ideas with your vice district executive and set your policies <input type="checkbox"/> Discuss with current Deputy Governors, possible candidates for Deputy Governor in your Governor year.	<input type="checkbox"/> Host a President's meeting <input type="checkbox"/> Attend FLC <input type="checkbox"/> Work with clubs to prepare a Membership Recruitment seminar <input type="checkbox"/> Should a New Member's Seminar be presented centrally or by the individual clubs? Decide in consultation with clubs Send Christmas cards to Clubs and key individuals	<input type="checkbox"/> Attend FLC <input type="checkbox"/> Organize a New Member's Seminar <input type="checkbox"/> Host a Membership Recruitment seminar <input type="checkbox"/> Kin Magazine (check website for edition type (print/online) and for ads and articles deadline) <input type="checkbox"/> Submit Club Insurance forms (due November 15 th) <input type="checkbox"/> Submit Proof of Filing of Incorporation Papers to HQ (due November 15 th) <input type="checkbox"/> Submit National District and Zone dues (due November 15 th) <input type="checkbox"/> Review Zone District and National Award rules – start preparing to win

November

November 2017						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
The National Awards Program recognizes members and the various executive teams across Canada for their hard work, dedication and impact.		1	2	3	4	5
6	7	8	9	10	11 Remembrance Day	12
13	14	15 Insurance forms and Dues payment to National	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	Kin Canada has around 6,250 members belonging to approximately 446 clubs across Canada. Since Feb 20, 1920, we have donated more than \$1 billion to Canadian causes, communities and individuals in need, as well as disaster relief efforts beyond our borders.		
To combat the loneliness he experienced after returning from World War I, Hal Rogers decided to join a club of some sort. He elected to join Rotary, his father’s club, but Rotary said “sorry’ that is was not policy to have two members from the same business establishment. According to Hal Rogers, “So I stopped a chap on the street and introduced myself. I had noticed him in church occasionally and he impressed me as someone who might take an interest in my plan for a club.” This chap’s name was Harold Phillips, and they each agreed to try and interest another young chap in their venture. A week later, they had recruited Trevor Thompson and H.L. “Link” Brace. By the following week, the number had grown to 11, and they held their first meeting on February 20, 1920. Now that is a MEMBERSHIP RECRUITING PLAN, forming a Club of 11 in 2 short weeks.						

December - checklist

District Executive	Vice Governor	Deputy Governors	Clubs
<input type="checkbox"/> Order Christmas items from Kin Sales <input type="checkbox"/> Comply with all requests from National Headquarters <input type="checkbox"/> Consider sending a Christmas greeting to your club presidents, DG's, Council <input type="checkbox"/> Meet with District Convention committee, tour facilities, finalize convention contract <input type="checkbox"/> Send to National Headquarters: <input type="checkbox"/> List of outstanding District dues as of Nov.15 <input type="checkbox"/> List of financial statements not in on time <input type="checkbox"/> List of clubs not in attendance at FLC <input type="checkbox"/> Time for another newsletter (timely for Christmas greetings!) <input type="checkbox"/> Plan team representation and presentations for zone conferences and decide on representative(s) for each <input type="checkbox"/> Check on outstanding dues <input type="checkbox"/> Review Operational Plan and Decew/Phee Outstanding District Award requirements	<input type="checkbox"/>	<input type="checkbox"/> Start reviewing potential District officers within your clubs <input type="checkbox"/> Past due reminders, sent from National, to clubs for National Dues and Annual Insurance Reporting Form <input type="checkbox"/> Start planning your Zone Conference – host club plans and promotion schedule in place? <input type="checkbox"/> Send a newsletter <input type="checkbox"/> Host a president's meeting	<input type="checkbox"/> Are new members being involved with club activities and actively pursuing their Outstanding Maple Leaf Award? <input type="checkbox"/> Promote Kin Canada Bursaries in local highschools, media, radio, etc. <input type="checkbox"/> Kin Magazine (check website for edition type (print/online) and for ads and articles deadline) <input type="checkbox"/> T2 Tax return to be submitted by December 31 <input type="checkbox"/> Has everyone paid their dues? <input type="checkbox"/> Christmas social event planned?

December

December 2016						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Kin Canada has around 6,250 members belonging to approximately 446 clubs across Canada. Since Feb 20, 1920, we have donated more than \$1 billion to Canadian causes, communities and individuals in need, as well as disaster relief efforts beyond our borders.				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 Christmas	26 Boxing Day	27	28	29	30 T2 Tax Return filing deadline	31
Kin Canada has been a partner in the fight against cystic fibrosis since 1964. During this time, Kin members have raised over \$42 million in support of the work of Cystic Fibrosis Canada.						

January - checklist

District Executive	Vice Governor	Deputy Governors	Clubs
<input type="checkbox"/> Review your goals <input type="checkbox"/> Don't forget zone conferences are coming. How are your plans? <input type="checkbox"/> Comply with all requests from National Headquarters <input type="checkbox"/> Have a good District Mid-term Meeting <input type="checkbox"/> Mail District Mid-term Meeting minutes within 30 days <input type="checkbox"/> Finalize presentation for spring zone conferences <input type="checkbox"/> District convention is closer than you think! <input type="checkbox"/> Distribute third newsletter, promoting District and National Conventions <input type="checkbox"/> Encourage Founder's Night celebrations (Feb. 20) <input type="checkbox"/> Appoint credentials chair, sergeant-at-arms, recording secretary, and rules of order chair for district convention <input type="checkbox"/> Review voting procedures for your district <input type="checkbox"/> Call for resolutions	<input type="checkbox"/> Attend district mid-term Meeting as part of the current district council. Have draft budget completed and make revisions as necessary <input type="checkbox"/> Ensure District Leadership Seminar facility is booked <input type="checkbox"/> Ensure Pre-term Meeting facility is booked <input type="checkbox"/> Plan team representation at zone mid-terms (if applicable) <input type="checkbox"/> Plan team representation at spring zone conferences	<input type="checkbox"/> Attend District Mid-Term meeting (January – February) <input type="checkbox"/> Host a president's meeting – start to cultivate potential successors <input type="checkbox"/> Ask clubs to submit to you 30 days before Spring Zone, any agenda items they would like added to the Spring Zone agenda. Ask clubs if they have any Awards they would like you to present at Spring Zone (Maple Leaf, Founder's, etc.) <input type="checkbox"/> Start preparing your Spring Zone agenda – review last year's and ensure unfinished business is addressed <input type="checkbox"/> Start preparing for educational workshops/seminars, guest speakers at your Spring Zone <input type="checkbox"/> Appoint credentials chair, sergeant-at-arms, recording secretary, and rules of order chair <input type="checkbox"/> Review voting procedures for your zone <input type="checkbox"/> Appoint judges for zone awards (i.e.: bulletin, public speaking, etc.). <input type="checkbox"/> Organize and Chair President's Mid-Term meeting (January/February) <input type="checkbox"/> First Notice to clubs that have not submitted their national dues or Annual Insurance Reporting Form	<input type="checkbox"/> We are at the halfway point through the Kin year <input type="checkbox"/> Review and if necessary re-evaluate your goals <input type="checkbox"/> Review strategies to meet your goals. <input type="checkbox"/> Have all chairs submit a report to the executive – are they on track? <input type="checkbox"/> Mid-term financial audit and recommendations <input type="checkbox"/> Kin Canada Bursaries: students will submit bursary applications to clubs (they have until February 1 st to apply to clubs) <input type="checkbox"/> Prepare for Founders night (in February) <input type="checkbox"/> Review progress on various awards

January 2018						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MID POINT OF KIN YEAR Time to reflect on the past and if necessary revise plans for the future. Have treasurer all chairs submit a mid-term report. Compare where you are with where you had planned to be. Are you on track for meeting your goals? Time for the President to contact every club member for a “chat” to see if the club is meeting their needs.						
1 New Year's Day	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21 Circulate national Resolutions
22	23	24	25	26	27	28
29	30	31	MEMBERSHIP You are entering the peak of your Club's activity. This is the ideal time to recruit new members so they can see what good your Club does. New members are the life blood of a club.			

February - checklist

District Executive	Vice Governor	Deputy Governors	Clubs
<ul style="list-style-type: none"> <input type="checkbox"/> You're more than halfway through the year. Check on all activities, past and future. <input type="checkbox"/> Follow up on outstanding dues <input type="checkbox"/> Continue planning for district convention <input type="checkbox"/> Co-ordinate attendance of National Director at District Convention <input type="checkbox"/> Motivate members at spring zone conferences <input type="checkbox"/> Prepare fourth newsletter <input type="checkbox"/> At least 30 days prior to the zone conference (40 days for Kinettes), forward a copy of your proposed agenda and budget for the zone meeting to District from Deputy Governors <input type="checkbox"/> Kin Week proclamations <input type="checkbox"/> Encourage Founder's Night celebrations (Feb. 20) <input type="checkbox"/> Promote Bring-a-Buddy Month 	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm with current deputy governors who from your team will be attending their zone conference. Confirm also that you have time on the agenda for a presentation. <input type="checkbox"/> Start looking for encouraging candidates within zones which do not appear to have candidates for deputy governor <input type="checkbox"/> Prepare information package, including information/profile sheet and details of district leadership seminar to give deputy governors-elect upon their election at Spring Zone Conferences. <input type="checkbox"/> Attend zone conferences – meet the new Deputy Governors-Elect forming part of your District Council <input type="checkbox"/> Prepare to order district uniform (if applicable). Get sizes, etc. from newly elected deputy governors. 	<ul style="list-style-type: none"> <input type="checkbox"/> During President's meeting – encourage clubs to celebrate Founders day / week <input type="checkbox"/> 2nd round of club visitations planned <input type="checkbox"/> Second Notices to clubs that have not paid their National Dues or submitted their Annual Insurance Reporting Form <input type="checkbox"/> Send Spring Zone proposed agenda and budget for the zone meeting to district (see District house rules for timelines). <input type="checkbox"/> Prior to the zone conference, forward an official call to the zone conference together with a copy of the agenda to each club in the zone (20 days before Spring Zone). Include seminars and workshops being conducted. <input type="checkbox"/> Complete and send Newsletter to your Clubs <input type="checkbox"/> Chair Spring Zone Meeting (between mid-February – mid April). <input type="checkbox"/> Seek Club Accredited Delegate forms for District Convention <input type="checkbox"/> Encourage clubs to be involved with the Kin Canada Bursaries Program by reviewing bursary applications received from local students; select one for endorsement and send to National Headquarters by March 1st. (clubs that receive 20 or more applications may endorse two for submission to National) 	<ul style="list-style-type: none"> <input type="checkbox"/> Feb 1 – deadline for students to submit Kin Canada Bursary applications to clubs <input type="checkbox"/> Founders Week (February 14-20, 2017) Contact local media <input type="checkbox"/> Kin Magazine – Commemorative print issue (check website for ads and articles deadline) <input type="checkbox"/> Deadline for suggested changes to National Awards Program – February 28 <input type="checkbox"/> Appoint nominations committee and charge them with the task to find two people to run for each executive position <input type="checkbox"/> Review Bursary applications and forward to National <input type="checkbox"/> Appoint Accredited Delegate and up to 3 alternate accredited delegates to attend Zone Conference and submit the completed form to the Deputy Governor

February 2018						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Grow. Learn. Make Friends. Have Fun.			1 Kin Bursary application to clubs deadline	2	3	4
5	6	7	8	9	10	11
12 Family Day (BC)	13	14 Valentine’s Day	15	16	17 National Day of KINDness	18
19 Family Day (AB; SK; ON)	20 Founders Day	21	22	23	24	25
26	27	28 Deadline - changes to Awards program	National Day of KINDness is for our members and clubs to celebrate our founding (February 20, 1920) and commitment to serving the community's greatest need. Every community has a need for kindness and people performing selfless acts, and our clubs are able to spearhead this in their communities each year.			
On Feb 19, 1960 The Hon. Ellen Fairclough, Federal Minister of Citizenship & Immigration unveiled a bronze plaque honoring the 11 young Hamiltonians who meet at the Namking Café, near Gore Park 40 years ago to launch what became the first Kinsmen Club, with the names of the 11 pioneer Kinsmen: Harold A. Rogers; Barney Sisler; Percy L. Dawson; H.L. Bruce; Clifford Kendall; T.E. Arthurs; Trevor Thompson; Rev. William Cook; H.G. Phillips; Reginald Goodall; & Morton Vale ~Cross & Square page 21 & 22						

March - checklist

District Executive	Vice Governor	Deputy Governors	Clubs
<ul style="list-style-type: none"> <input type="checkbox"/> Discuss resolutions for district and national conventions <input type="checkbox"/> Order materials from Kin Sales for installation, turnover, awards <input type="checkbox"/> Spring zone conferences continue <input type="checkbox"/> Call to district convention/circulation resolutions and proxy forms (watch those deadlines) <input type="checkbox"/> Mail letters and minutes <input type="checkbox"/> Prepare for district convention <input type="checkbox"/> Distribute fourth newsletter <input type="checkbox"/> Encourage clubs to apply for district and national awards <input type="checkbox"/> Meet with incoming district officer to discuss current programs, problem areas, etc. <input type="checkbox"/> Promote Membership Month <input type="checkbox"/> Promote Outstanding Master Club Award <input type="checkbox"/> Encourage expansion <input type="checkbox"/> Review Operational Plan and Decew/Phee Outstanding District Award requirements 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend zone conferences with information per above <input type="checkbox"/> Meet with current district executive to plan for district convention and begin preparation of your presentations for introductions, membership programs, budget, etc. <input type="checkbox"/> Design pins, bannerettes, etc. for your year, and place order through Kin Sales <input type="checkbox"/> Discuss resolutions that are being brought forward to district convention and determine your executive stand <input type="checkbox"/> Meet with FLC hosts <input type="checkbox"/> Start planning speakers, meetings, etc. for FLC <input type="checkbox"/> Finalize your programs <input type="checkbox"/> Check with current district council to include your proposed budget with their call to district convention 	<ul style="list-style-type: none"> <input type="checkbox"/> Stimulate clubs to apply for district and national awards <input type="checkbox"/> Following zone conference, forward a copy of the minutes to district and to each club in the zone (<i>see District House rules for timing</i>) <input type="checkbox"/> Organize Club President's meeting <input type="checkbox"/> Send out Zone newsletter <input type="checkbox"/> Promote Outstanding Master Club Awards <input type="checkbox"/> Consider running for vice-governor <input type="checkbox"/> National will send final notices to clubs that have not paid their National Dues or submitted their Annual Insurance Form 	<ul style="list-style-type: none"> <input type="checkbox"/> Zone Award submissions finalized <input type="checkbox"/> Deadline (March 1st) for clubs to submit endorsed Bursary application form to HQ. Clubs that receive 20 or more applications, or donate more than \$2500 in a calendar year, may submit 2 endorsed applicants for consideration <input type="checkbox"/> Kin Magazine (check website for edition type (print/online) and for ads and articles deadline) <input type="checkbox"/> Diane Rogers Kin Pride Award posted on website - March 1st

March

March 2018						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Heading to the home stretch. Re-assess the goals you set for the club. Are you on track? Is there some adjustment needed? It is time to start preparing to pass the torch.			1 Kin Canada Bursary apps to National / Diane Rogers Kin Pride Award posted	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 St. Patrick's Day	18
19	20	21	22	23	24	25
26	27	28	29	30 Good Friday	31 2 nd installment of National Dues to HQ	
<p>What We Do</p> <p>Clubs perform a wide variety of local fundraising and service projects. Each club assesses their community's greatest need to determine what projects to undertake and how to distribute funds raised within the local community.</p>						

April - checklist

District Executive	Vice Governor	Deputy Governors	Clubs
<ul style="list-style-type: none"> <input type="checkbox"/> Check with expansion and check on new members' drive <input type="checkbox"/> Review items to be brought up at District Convention <input type="checkbox"/> Check Accredited Delegates for district convention <input type="checkbox"/> Finalize details for district convention (including brochures and executive reports) <input type="checkbox"/> Get those clubs in good standing before they get to district convention <input type="checkbox"/> Promote national convention <input type="checkbox"/> Check progress toward Decew/Phee Outstanding District award <input type="checkbox"/> Encourage clubs to order installation and turnover supplies <input type="checkbox"/> Encourage candidates for district office 	<ul style="list-style-type: none"> <input type="checkbox"/> Plan president-elect seminar <input type="checkbox"/> Hold district leadership seminar, making great friends and forming a team that'll be the best <input type="checkbox"/> Plan pre-term meeting <input type="checkbox"/> Finalize plans for district convention <input type="checkbox"/> Be sure clothing, pins, etc. are going to arrive in time for District Convention 	<ul style="list-style-type: none"> <input type="checkbox"/> Send Newsletter <input type="checkbox"/> National Media Release re: Membership Month (April) <input type="checkbox"/> National Club mailing with Kinnections Newsletter, Rosters, Annual Club Reporting Form (due June 15) <input type="checkbox"/> District Leadership Seminars for incoming District teams (various dates) <input type="checkbox"/> Check out progress towards Outstanding Zone award 	<ul style="list-style-type: none"> <input type="checkbox"/> April is Membership Month – Recruit!! <input type="checkbox"/> Kin Magazine (check website for edition type (print/online) and for ads and articles deadline) <input type="checkbox"/> Deadline (April 15) to submit Diane Rogers Kin Pride Award <input type="checkbox"/> Carry out club elections (May 15 deadline) <input type="checkbox"/> Submit Accredited Delegate forms for District <input type="checkbox"/> Check out progress to Outstanding Club award <input type="checkbox"/> Appoint Accredited Delegates and up to 3 alternates to attend District Convention (May/June) , Submit the completed form to District. Deadline is one week before the Convention

April

April 2018						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Founder: H.A. (Hal) Rogers O.B.C., O.C. (January 3, 1899 – September 15, 1994)						1
2 Easter Monday	3	4	5	6	7	8
9 National Volunteer week – Apr 10 - 16	10	11	12	13	14	15 Deadline for submissions to Diane Rogers Kin Pride Award
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Values Excellence, Integrity, Accountability, Compassion, Pride, Fellowship and Inclusiveness					

May - checklist

District Executive	Vice Governor	Deputy Governors	Clubs
<input type="checkbox"/> Plan Canada Day celebrations <input type="checkbox"/> Remind your executive to start organizing material and working on year-end report and recommendations for their incoming counterparts <input type="checkbox"/> Set date for change-over meeting with new executive for latter part of June and no later than the first week of July <input type="checkbox"/> Comply with all requests from National Headquarters <input type="checkbox"/> Mail minutes from district convention within 30 days <input type="checkbox"/> Send list of clubs not in attendance to national headquarters <input type="checkbox"/> Send district award winners list to national headquarters along with award submissions <input type="checkbox"/> Send congratulatory letters to award winners <input type="checkbox"/> Solicit bulletins for district competition <input type="checkbox"/> Write year-end report <input type="checkbox"/> Prepare final newsletter <input type="checkbox"/> Promote district convention <input type="checkbox"/> Attend district convention <input type="checkbox"/> Get installation materials lettered at district convention for awards, DGs and council <input type="checkbox"/> Ask clubs to notify incoming zone leader when installations are to be held	<input type="checkbox"/> Attend district convention and give a great presentation <input type="checkbox"/> Solidify your district council. Have an informal gathering and sit together at a few functions. <input type="checkbox"/> Notify all clubs of the details of president-elect seminar <input type="checkbox"/> Finalize plans for president-elect seminar <input type="checkbox"/> Send call to pre-term meeting to District Council <input type="checkbox"/> Review delegate voting procedures, as you'll likely be running the credentials desk at district convention <input type="checkbox"/> Ensure clubs have submitted national database information and membership confirmation to national headquarters <input type="checkbox"/> Finalize plans for pre-term meeting	<input type="checkbox"/> Club President meeting – invite incoming Presidents to attend <input type="checkbox"/> Newsletter <input type="checkbox"/> Promote District Convention <input type="checkbox"/> Ensure all clubs have filed their Accredited Delegate forms to the credentials chair of Convention before the deadline. Congratulate your clubs for a job well done in reaching your membership goals for this year! Also, thank the membership team that you put into place last summer for their help and encouragement throughout the year	<input type="checkbox"/> Clubs elections complete (May 15) <input type="checkbox"/> Make sure new members are invited to District Convention. Also, inform them about National Convention and make sure that they know that "First Timers" to convention are treated very special <input type="checkbox"/> Kin Magazine (check website for type of edition and for ads and articles deadline) <input type="checkbox"/> Kin Canada Bursary recipients chosen <input type="checkbox"/> Great Strides walk for Cystic Fibrosis – last Sunday in May <input type="checkbox"/> Prepare Bill Skelly award submission to National CF <input type="checkbox"/> Sponsoring clubs of national bursary recipients notified verbally <input type="checkbox"/> Advise District of proposed Club Executive installation date

May

May 2018						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1 Deadline for Lifetime Achievement Award	2	3	4	5	6 Kin CF Day
7	8	9	10	11	12	13 Mother's Day
14	15	16	17	18	19 Club Elections completed	20
21 Victoria Day	22	23	24	25	26	27 Great Strides Walk
28	29	30	31	National Charity Kin Canada has been a partner in the fight against cystic fibrosis since 1964. During this time, Kin members have raised over \$42 million in support of the work of Cystic Fibrosis Canada.		
Founded in 2005, the Kin Canada Foundation supports the efforts of Kin clubs across the Hal Rogers Fellow medal country in serving their local communities. As the official charitable organization of Kin Canada, the Foundation assists Kin members' work by providing funding for their local service projects. The Foundation is supported by voluntary contributions from Kinsmen, Kinettes and friends of the Foundation. Numerous Canadian charities also directly benefit from the Foundation's funds.						

June - checklist

District Executive	Vice Governor	Deputy Governors	Clubs
<ul style="list-style-type: none"> <input type="checkbox"/> Schedule meeting to discuss national convention resolutions <input type="checkbox"/> Wind up year with a “year in review”. Find two achievements for each member and profile everyone at district convention council meeting <input type="checkbox"/> Prepare and send year-end report to National Headquarters <input type="checkbox"/> Promote June 30 as National awards deadline <input type="checkbox"/> Encourage clubs to get National Convention Accredited Delegate Form to National Headquarters by July 15 <input type="checkbox"/> Plan turnover meeting. Get your paperwork completed quickly and neatly. Remember what you would have appreciated as Vice Governor <input type="checkbox"/> Get those clubs in good standing before national convention! They all deserve a voice. <input type="checkbox"/> Ensure zone materials are passed on to incoming zone leaders <input type="checkbox"/> Finalize financial statements <input type="checkbox"/> Begin working on your District Year-End Report, due at National by July 15, with your team while the information is fresh. 	<ul style="list-style-type: none"> <input type="checkbox"/> Hold president-elect seminar <input type="checkbox"/> Hold district pre-term meeting (sometimes in May with DLS) <input type="checkbox"/> Remember to include the vice governors-elect as part of your team <input type="checkbox"/> Conduct a review of District Convention with your council. <input type="checkbox"/> Encourage clubs to attend Presidents Pre-Term Seminars <input type="checkbox"/> Club Leadership Seminar should take place between May 15 and Sept. 15 <input type="checkbox"/> Start finalizing plans for FLC <input type="checkbox"/> Review requirements for Decew/Phee Outstanding District Award 	<ul style="list-style-type: none"> <input type="checkbox"/> Ask clubs to notify incoming zone leader when installations are to be held. <input type="checkbox"/> Plan for summer turnover meeting with your replacement and present them with all your files. <input type="checkbox"/> Deadline for submission of Outstanding Zone Award to Nat'l HQ – July 15 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the Annual Club Reporting Form (updating club information) and the Annual Service Reporting form (service hours and dollars) and submit to National (June 15). <input type="checkbox"/> Kin Magazine (check website for type of edition and for ads and articles deadline) <input type="checkbox"/> Kin Canada Bursary recipients and sponsoring clubs (successful/unsuccessful) notified in writing <input type="checkbox"/> Deadline for early registration of National Convention – June 30 <input type="checkbox"/> Start collating all the previous year's information (minutes, reports, correspondence, financial information etc.) for turnover <input type="checkbox"/> Appoint Accredited Delegates and up to 3 alternates to attend National Convention (May/June). Submit completed for to National. Deadline is July 15, 2015

June

June 2018						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Kin Canada established the Hal Rogers Endowment Fund in memory of Hal Rogers, Kin Canada's founder who passed away in 1994. The HREF Board of Trustees carry out the Fund's purpose to promote, encourage and sponsor educational programs and activities.				1	2	3
4 Cystic Fibrosis Canada Awards deadline	5	6	7	8	9	10
11	12	13	14	15 Annual Club Reporting Form/ Service Reporting Form deadline	16	17 Father's Day
18	19	20	21 Aboriginal Day (NWT)	22	23	24 St. Jean Baptiste Day
25	26	27	28	29 Early Bird Deadline for National Convention	30 Deadline for most awards	
National Awards Deadline – June 15 th – Lifetime Achievement Award June 30 th : Outstanding Kin Award; Quill Award; Hal & Elspeth Rogers National Service Award; Ken Pierce Membership Growth Award; Cystic Fibrosis Canada Awards (June 4 th) Bill Skelly Award; Ian F. McClure Award						

July

JULY 2018						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
The Hal Rogers Fellow is the highest award given by the Kin Canada Foundation. This award was established to recognize Canadians who, by their leadership, accomplishments, and community endeavours, have demonstrated the high ideals to which Kin Canada founder Hal Rogers, was committed. This award may also be given posthumously where circumstances warrant.						1 Canada Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15 National Awards Deadline** Accredited Delegate Registration for National deadline
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	** - National Awards Deadline for Decew-Phee Outstanding District Award; Boake Efficiency Award; Outstanding Club Award; Outstanding Zone Award				

August

August 2018						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
The Kin Organ Donor Awareness Campaign (Kin-ODAC) was adopted in 2001 as Kin’s first National Public Awareness Project.		1	2	3	4	5
6 Civic Holiday AB, BC, SK, ON, NB, NU	7	8	9	10	11	12
13	14	15	16 National Convention	17 Sarnia, ON	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Portraits of Honor - To honour those who have given all for flag and country. To honour the families of those who have fallen while protecting the rights and freedoms of our global community.	
Kin Canada is a National Partner for Life with Canadian Blood Services . This partnership helps to fulfill a huge national need; did you know that more than 80,000 first-time blood donors are needed this year to meet hospital demand? Imagine how Kin members can help decrease that number together!						

Appendix A: Zone or District Turnover Meeting

Sample topics include:

1. Possible Charter locations
2. Service levels and projects
3. Location of all Zone & District Awards/regalia
4. Previous budgets and concerns
5. Upcoming events
6. Zone by-laws
7. Key individuals in the Zone & District that could assist
8. Any files/documents (electronic as well)
9. Strengths of clubs and clubs in trouble
10. Overall club concerns
11. Clubs owing Zone/District/National dues;
12. Clubs outstanding on insurance and incorporation forms

Appendix B: Online Insurance Reporting Form

Clubs will no longer receive their insurance reporting forms by mail. The link to your 2015-16 insurance reporting forms can be found in the instructions below. Forms are to be completed by **November 15**.

Instructions:

- Read the 'How-To' Form Guide available [here](#).
- Click the link: [Online Insurance Reporting Form](#)
- You will be prompted to enter a username and password.
 - Your username is your first initial and your last name. If you have problems, try adding "1" to the end
 - Your password is your member ID number. This number can be found on the address label of your Kin magazine and on your club roster. You may need to add a "0" at the front of your number
- Complete the form and hit submit to send it to headquarters. Once you hit submit you will no longer have access to the form.
- Print out the confirmation of having completed the form for your records.

The form is based on what your club expects to be relevant for the year of the upcoming year. Insurance Update 2015 will include projections of club events for the year 2015-16. Keep in mind; 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.

If you have any questions, or would like a paper copy, please contact Mélanie Nieson at (800)742-5546 ext. 208 or email mnieson@kincanada.ca.

Appendix C: Resources

There are a number of resources you have at your disposal that can help you during your year as a District leader. Remember that you are not expected to rattle off the answer to every question a club member might ask, but you should know where to get the answers. The following are tools you can use to help you find the answers you need.

Successful Club / Zone / District / Association Manuals: Often questions asked by club, zone and district officers can be answered by referring to these excellent resources which are now available free on the Association's web site (www.kincanada.ca).

Kin Meeting Rules of Order: The rules of order all Kin must follow at all levels of Kin meetings. Available on the Association's web site (www.kincanada.ca).

Kin Education Manual: Contains 21 – 5 minute segments on a variety of Kin subjects. The information on each subject is limited to one page followed by 8 – 10 questions. Ideally suited for a Kin meeting, the one pager, printed double sided with the info on one side and the questions on the flip side can be handed out. The presenter can cover the contents (there is a PowerPoint presentation also available for each segment), then the members can do the self-test and the presenter can then announce the correct answers.

New Member's Registration Kit: Every new member will receive this from National Headquarters as soon as the Membership Status Report Form, with payment, has been received. It contains, among other things, a new member's handbook which serves as a good reference tool. You should review the kit and be familiar with its contents.

Kin Sales: Club regalia, clothing, Awards plaques, and custom items are available for purchase. Prepayment is required, credit card preferred, but if you wish to pay by club cheque your order will not be processed until payment is received. Currently you may call or email HQ with your orders. The online Kin Store will be active in the fall of 2014.

KIN Magazine: KIN Magazine, the official publication of Kin Canada, is a resource for members and potential Kin members. Its mission is twofold: To connect Kinsmen and Kinettes from coast to coast by highlighting club projects and member accomplishments, and to publish Association news. KIN Magazine is published in print form in February, June and October; with online issues April, August and December. Members are encouraged to contact the Communications and Marketing Manager, who is the Editor of KIN Magazine Editor at HQ with stories and breaking news. The national website at www.kincanada.ca contains a wealth of Kin information and news, including online issues of KIN Magazine.

National Headquarters: Get to know the individuals at National Headquarters that are available to help you and your clubs. A list of the current staff members and their areas of responsibilities, along with their contact numbers and general email address is included within your training materials at the meeting.

HREF Kin Canada Bursaries -: In memory of the Association's founder, who passed away in September 1994 at the age of 95, Kin Canada established Kin Canada Bursaries, a program of the Hal Rogers Endowment Fund. Its purpose is to promote, encourage and sponsor educational programs and activities. Application forms are sent to all clubs in the fall and are also available on the Kin Canada website (<http://www.kincanada.ca/apply>). Clubs are asked to forward them to their local school boards and high schools ***no later than December 1st***. Clubs play a vital role in the Kin Canada Bursaries program. It is our goal to obtain 100% participation of all clubs in our association in Founder Hal's vision to support those pursuing education dreams. Clubs can support the bursary program by donating to the Endowment Fund. The number of bursaries that are awarded each year depends on the amount of donations the previous year.

Other: Two other publications that may help you become more familiar with our Association's history are *The Cross and the Square* by Robert Tyre and *Only in Canada - Kinsmen and Kinettes* by Ken Coates and Fred McGuinness. They will also give you ideas that can be used in speeches and new members' seminars. Make sure club officers are also aware of these resources. This might be a topic you want to place on the agenda for your presidents' seminar.

You should also make a habit of visiting our Association's web site (www.kincanada.ca). Not only does it contain several essential resources for members' use; it also offers frequent information updates as well

Appendix D: Meeting Customs

The Object of the Association is: *To promote and direct service work through fellowship amongst its Clubs and their members, to the end that:*

1. Members of the Clubs may enjoy personal development through the Association;
2. They may be improved and educated in modern business and professional methods and ethics;
3. The involvement of each in the enrichment of their community may be stimulated;
4. A spirit of co-operation, tolerance, understanding and equality among all nations and peoples be fostered and that unity of thought and purpose throughout Canada be established toward this goal; and
5. They shall serve their community's greatest need.

SONGS

The singing of the Kin song is a tradition that has been with Kin since our earliest history. Traditionally the Kinsmen, Kinette or Kin song is sung at the beginning of a meeting.

Kinsmen	Kin	Kinette
Here we are, together once again One and all a happy bunch of men Leave your cares and worries for a while Let your face break forth in smile Look around, grab someone by the hand They're your friends, the finest in the land Now all set, let's shout to beat the band Kinsmen, Kinsmen, Kinsmen	Here we are together once again One and all a happy bunch of Kin Leave your cares and worries for a while Let your face break forth in smile Look around grab someone by the hand They're your friends the finest in the land Now all set, let's shout to beat the band Kinsmen, Kinettes and Kin	Here we are, together once again Happy in the family of Kin We've forgot our cares and worries too Kinettes we've work to do Each of us will help to bind the ties So the heart of Kin will never die One and all, let's raise our voices high What do you say? Kinettes, Kinettes, Kinettes

GRACE

Kinsmen, Kinette or Kin grace is said prior to any meal during a meeting, event, conference or convention. It is said as a way to remind all present for the meal how glad we are to come together in the spirit of giving and we are thankful for all we have been given as a result of being a member of the Kin family.

Kinsmen	Kin	Kinette
Happy to meet Sorry to Part Happy to meet again For what we are about to receive O Lord make us truly thankful Amen	Happy to meet Sorry to Part Happy to meet again May the Lord make us true Kin In our thoughts and deeds And make us truly grateful For the food we receive Amen	May the Lord make us true Kinettes In our thoughts and deeds And make us truly grateful for the food we receive Amen

Internal motto:

Grow. Learn. Make Friends.
Have Fun.

External Motto:

Serving the Community's
Greatest Need.

Birth of Kin:

February 20th, 1920
Hamilton Ontario

Founder:

H.A. (Hal) Rogers O.B.C., O.C.
January 3, 1899 – September
15, 1994