



# Kiwaniis®

## Prospective Member Application Packet

Dear Prospective Member:

Thank you for considering membership with the Kiwanis Club of Lakeland. We appreciate your willingness to join our Club and your participation in our mission to serve the children of our community and those around the world. Attached please find and review the *Prospective Member Application Packet*. We are excited for the opportunity to expand our membership with strong community-minded leaders of citizenship, character and professional excellence.

We look forward to introducing you to the Club, and to answering any questions you have.

**See you at Kiwanis!**

Paul Colee, *President*

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Revised by the Kiwanis Club of Lakeland Membership Committee 2022-2023:

Mandy Fulton (Chair)  
Shirley Balogh  
Bruce Abels  
Dennis Harrison  
Angela Bowne

Bianca McKinney  
Brian Dockery  
Michael Ehlenbeck  
Trinity Laurino  
Chris Alvarez

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### OFFICERS

**Paul Colee**, President

**Adam Hartley**,  
Immediate Past President

**Mandy Fulton**, President-  
Elect

**Ricky Reynolds**, Vice  
President

**Karen Houtz**, Treasurer

**Lisa Oliver**, Secretary

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### DIRECTORS

Don Bosko  
Paula Dockery  
Lana Swartzwelder

Susan Hurlburt  
Stephanie Hoskins  
Danica Joan Dockery

Colleen Walsh  
Beth Verplanck  
Tim Rice, Emeritus Director



**Primary employment** (check one, most recent employment if unemployed or retired)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Agriculture/Forestry/Fishing    | <input type="checkbox"/> Banking/Finance/Insurance | <input type="checkbox"/> Communications/Media/Marketing   |
| <input type="checkbox"/> Construction/Extraction         | <input type="checkbox"/> Education/Training        | <input type="checkbox"/> Government/Public Administration |
| <input type="checkbox"/> Manufacturing                   | <input type="checkbox"/> Legal                     | <input type="checkbox"/> Hospitality/Food services        |
| <input type="checkbox"/> Healthcare                      | <input type="checkbox"/> Non-Profit                | <input type="checkbox"/> Maintenance                      |
| <input type="checkbox"/> Real Estate/Property Management | <input type="checkbox"/> Religion                  | <input type="checkbox"/> Science                          |
| <input type="checkbox"/> Transportation/Warehousing      | <input type="checkbox"/> Wholesale/Retail          | <input type="checkbox"/> Other _____                      |
| <input type="checkbox"/> IT/Tech                         | <input type="checkbox"/> Funeral/Death services    | _____   |

Name of current employer (most recent employer if unemployed or retired) \_\_\_\_\_  
\_\_\_\_\_

**Skills/Training** (check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Professional graphic design | <input type="checkbox"/> Videography/Film | <input type="checkbox"/> Public Relations             |
| <input type="checkbox"/> Photography                 | <input type="checkbox"/> Social media     | <input type="checkbox"/> Professional writing/editing |
| <input type="checkbox"/> Strategic planning          | <input type="checkbox"/> CPA/Accounting   | <input type="checkbox"/> Fundraising                  |
| <input type="checkbox"/> Event planning              | <input type="checkbox"/> Youth mentoring  | <input type="checkbox"/> Political experience         |
| <input type="checkbox"/> Grant writing               | <input type="checkbox"/> Legal degree     | <input type="checkbox"/> Recruitment                  |

**Why Kiwanis?**

Briefly, please tell us how you see yourself getting involved with our organization and what you can do to help us serve the children in our community and around the world.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By completing this application for membership, I agree to conform to the bylaws of this club and comply with the obligations of membership as explained to me by my sponsor. Total dues annually for members are currently \$235.00.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

*Thanks and welcome!*





# Kiwanis

## Sponsor Instructions

Dear Kiwanis Member:

Thank you for your participation in “building-up” our Kiwanis Club of Lakeland by seeking out prospective new members! The Membership Committee appreciates your assistance and would like to share the following outline of membership instruction to assist you in your efforts:

1. Please make **no** premature commitment to any prospective member about joining our club.
2. Review the attached Kiwanis “Membership and Classification” Bylaws.
3. Invite the prospective member to two (2) of our Friday lunch meetings as your guest to orient them about Kiwanis. Please know that tradition is that the Kiwanis sponsor pay for these two (2) meals as well.
4. If the prospect is interested in joining Kiwanis, please review the Prospective Member Application Packet with the prospect.
5. Have the prospect complete the top portion of the prospective Membership Application, and you complete the bottom portion as sponsor. Present the completed application to a member of the Membership Committee.
6. The Membership Committee will review the application and approve or disapprove the prospect for membership. If approved, the committee will submit the application to the Board of Directors for further approval at the monthly board meeting.
7. If the Board approves the Prospective Member Application, it is given to the Membership Chair who will then send an “invitation to join” letter to the applicant, along with all the forms and information they will need to make their decision about joining our club. Additionally, the applicant will be required to meet with the Orientation Committee, to review Club expectations. The prospect has ten days to respond.
8. If the applicant agrees to join, it will then be your responsibility as sponsor to stay in touch with them, and once their forms and dues have been received, you will be asked to introduce them formally to the club in a meaningful new member induction ceremony during a Friday meeting.
9. Please let the new member know that they will be contacted by one of our Kiwanian’s to set a date to enroll in our Membership Orientation. The orientation will explain our club and committees in more detail and allow the new member to ask questions.
10. Please ask your new member to go over the sheet that outlines our different committees prior to Orientation. This will allow them to have an idea of which committees they may be interested in.

Thank you in advance for your cooperation and participation!  
Kiwanis of Lakeland Membership Committee Chair



## New Member Orientation

### Our Club Meeting:

**1. Time and Place:** First United Methodist Church; arrive at noon — meeting is called to order at 12:05 PM. Meeting concludes at 1:00 PM.

**2. Pre-meeting fellowship:** Arrive a few minutes early and mingle at the check-in area. Greet new members as they get their photos signed. Grab your lunch and consider sitting at a table where there are members you may not usually sit with. Go out of your way to get to know your fellow members.

**3. At your induction,** you will receive a temporary member badge that is different than the regular badge. Its purpose is to identify you as a new member and to help you get acclimated to our club. Once you have completed orientation, you will exchange your temporary badge for your permanent badge.

**4. Meal Payment:** The current price of the lunch is \$15.00. Members and guests not purchasing a meal will be charged \$5.00. This charge includes drinks, and a dessert when provided. You may pay by cash or check but no IOUs. If you bring a guest, it is recommended that you pay for your guest's meal for their first two visits. After that, your guest should offer to start paying their own. The club does not pay for guest's meals except for the speaker or on a special sponsored day such as "Bring a Guest First Friday".

**5. Basic meeting agenda:** The meetings are typically a blend of social time, a pledge to our flag, singing the National Anthem, an invocation, introduction of guests, a few general announcements, some recognition (or ridicule) and then the guest speaker program. Please do not forget to sign in on the attendance sheets at each meeting.

**6. Typical Programs:** The Vice President is the Program Chairman and is responsible for arranging all of the programs. He/she will make every effort to find a variety of outstanding speakers covering a wide range of topics that are timely and pertinent to our club members. Speakers promoting a particular business, product or service are generally not invited to speak. During the political seasons, non-partisan forums among candidates are often held.

**7. Voluntary contributions:** Our club currently offers a voluntary weekly cash raffle at the sign-in desk as you pay for your lunch. The drawing is \$1.00 and the winning ticket holder gets an opportunity to win 50% of the pot. The other 50% goes into the club's Administrative Account.

**8. Being on time/early departure:** Most members will, from time to time, have a conflict that either prevents their attendance or causes them to come late. They may also have a legitimate reason to leave early on occasion. If you see you are running late, come on in. The House Committee will be present at the check in table for the entire meeting. If you arrive while the speaker is giving his presentation, please quietly get your meal and be seated. If you must leave early while the speaker is talking, again quietly exit at the rear of the room.

**9. Expected attendance:** Members' participation is the life-blood of our club. Some members will be able to maintain a perfect attendance record. Others, because of business or personal reasons may have to miss a meeting from time to time. The club has expectations of regular attendance to maintain member status. There are several ways to receive attendance credit in addition to attending the regular meeting. If you attend the first Friday's meeting of the month you will receive double credit for your attendance. If you attend an inter-club meeting with another Kiwanis Club or Kiwanis family club (K Kids, Key Club etc.) and return with their attendance credit slip, you will get credit. If you attend a board meeting, a service project, or jury duty, you get credit. In addition, if you will be away for an extended period of time, you may apply to the board for a leave of absence. If your attendance does decline, you may receive a friendly reminder notice or phone call to check on your circumstances. If you maintain excellent attendance, you will be recognized.

## **Our Club History:**

- 1. The Kiwanis Club of Lakeland** (Downtown) was chartered in 1922 and was sponsored by the Plant City Club.
- 2. Our Achievements:** Our club has initiated many outstanding projects since its beginning. Fundraisers include the annual Kiwanis Cares for Kids Auction and the Central Florida Rum and Food Experience. Stuff the Bus provides significant school supplies for needy children in our area. The Kiwanis One Day is a citywide day of service. Each year our club donates to many worthy causes with an emphasis on young children, mentally or physically challenged people, and the elderly. Our club is proactive in organizing new programs such as the AKtion club for disabled adults at Noah's Ark, the "A" Terrific Kid program, and K-Kids at South McKeel Academy, Crystal Lake Elem., & Lakeland Montessori, and Builder's Club at Blake Academy. Also, our club supports the Lakeland High School and McKeel Academy of Technology Key Clubs and the Southeastern University CKI club. Each year our club awards scholarships to high school seniors who have excelled academically and through community service. There are a variety of opportunities for service throughout the year.
- 3. Our club has grown** since 1922 and has included in its ranks many prominent community people from a variety of fields: business, education, legal, medical, clergy, and city, county and state level politics. Many of our members are retired professionals of all sorts who still want to contribute to their community. Our club is one of the largest Kiwanis Clubs in the world.

## **Member Privileges:**

- 1. Be proud to wear your Kiwanis pin.** If you do not have it on at least at the club meetings, you may be fined if your name is called. Beware!
- 2. You are always welcomed** and encouraged to attend meetings of other Kiwanis clubs throughout the city, county, state, country or even the world. You will then receive an attendance make-up. If four or more members from our club attend another Kiwanis club or two attend a Kiwanis family club together, our club will receive credit for an "Inter-Club". Members are strongly encouraged to attend at least one inter-club annually.
- 3. Personal Involvement in Club activities:** The quickest way to become bored or disenchanted with our club is to not get involved early on. You are encouraged to be pro-active on your own behalf to find a way to get involved. Do not wait for someone to ask you. You may get lost in the crowd. There are many varied club committees that you can join. You are expected to join a minimum of two committees. You are encouraged and expected to participate in the clubs special or annual projects. The One-Day service project, in particular, is a fast and fun way to get to know your fellow Kiwanians. Volunteer to introduce our guests at a Friday meeting or give the invocation, as it will increase your exposure.
- 4. Committee Chairpersons:** With each new administrative year, beginning October 1, the new President selects chair people for each of the many committees. Volunteering to chair a committee is a good way to get involved and remain interested in the club.
- 5. Voting on club officers:** Once a year the club's Nominating Committee will develop a slate of officers and new board members for the following year. This slate will be presented to the club for an annual election. Your level of activity over several years may end up with your being on that slate, on the board and on to president. You would be joining a long and distinguished list of proud Kiwanians.
- 6. District and International Conventions:** Each year there is a District (Florida) Convention that you may attend. There is an International Convention you may also attend. Our club traditionally expects our President and President Elect to represent us at these conventions.
- 7. New members:** We rely on our existing members to bring guests to the meetings to see what we are all about. You may bring your spouse or children or parents. You are encouraged to keep your eyes open for business or personal acquaintances who you believe may make a good new member. Invite them simply as a guest (not as a potential member). If they express interest, talk to the Membership Chairman about how to go about bringing them into the club as a member. Bringing in new members is critical to the health and continuity of our club.

## **Governance:**

**1. Our club is governed** by a set of Bylaws that is periodically reviewed and revised as needed. A copy is available for your review as you would like to read it. See the Club Secretary.

**2. The Officers and Directors** of the club are as follows:

- a. President — serves a one-year term beginning October 1 of each year
- b. President Elect — serves a one-year term and chairs the Membership Committee
- c. Vice-President — serves a one-year term and is Program Chair
- d. Immediate Past President — serves a one-year term at the pleasure of the President
- e. Treasurer — serves at the pleasure of the President
- f. Secretary — serves at the pleasure of the Board of Directors
- g. Nine Directors serve staggered three-year terms with three elected each year.

**3. Committee Structure:** Our club has many committees, each led by a chairperson or in some cases co-chairs. Some committees are just two or three people and others have many members depending on the nature of the task.

**4. Annual meeting:** While the majority of our weekly meetings are light on club business, once a year we have a “Business Meeting” during which the President discusses the business details and reports on the health of our club. This is usually the same meeting during which the annual election of Officers and Directors is held.

## **Our Financing:**

**1. Initiating Fee and Annual Dues from Members:** A new member’s dues are pro-rated the year of initiation. The annual membership dues are \$235.00 for all members and are invoiced annually unless otherwise communicated by the Club.

**2. Other annual financial expectations:** Each member is asked to contribute \$200 in tickets to the annual fundraiser or make a \$200 donation to the One-Day service project. Members are encouraged to participate in the Kiwanis Cares for Kids auction and service projects like Stuff the Bus. These are optional but encouraged if possible.

**3. Our club’s finances** are maintained by the club’s Treasurer using strict accounting practices. The Treasurer is typically a CPA or, otherwise, graduate accountant. Two primary club accounts are used: 1) the Operating Account which is funded primarily from the member dues and is used strictly for administrative expenses such as Kiwanis International dues, communications expenses, etc. and 2) the Foundation Account which is funded strictly by fund-raising proceeds. The monies from this account are used strictly when paying out for our charitable activities such as buying a computer for (e.g.) the Achievement Academy.

## **Our Community Service:**

**1. A Service Club:** Our club is a service club as opposed to a club organized for the personal gain of its members (such as an Investment Club). Our club’s motto is “Serving the Children of the World”. We build our community and help its citizens, especially those young and old, disabled and those that otherwise need help.

**2. How Foundation Funds are used:** The primary committee that receives requests from the community for financial help is the Community Service Committee. This committee meets and reviews all of the many requests that they receive. In many cases, they make personal trips to meet with the requesting organization to see the need first-hand. Our club has generally not been in a position to fund money to an individual (e.g. to go to camp) but only to an organization. The Community Service guidelines and request form can be found at [www.kiwanisoflakeland.com](http://www.kiwanisoflakeland.com)

# Objects of Kiwanis

The primary purpose of this club is to improve the quality of life for children and families worldwide by adhering to the Objects of Kiwanis International, which are:

- To give primacy to the human and spiritual, rather than to the material values of life.
- To encourage the daily living of the Golden Rule in all human relationships.
- To promote the adoption and application of higher social, business, and professional standards.
- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
- To provide, through this club, a practical means to form enduring friendships, to render altruistic service, and to build a better community.
- To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

## Kiwanis Club of Lakeland Outline for Induction of New Members at Friday Program

### I. Kiwanis Sponsor Responsibility

1. Dress appropriately for this meaningful ceremony
2. Share a brief background about New Member — 30 seconds maximum
3. Present New Member

### II. Kiwanis New Member Responsibility

1. Dress appropriately for this meaningful ceremony
2. Address the Club after Kiwanis Sponsor presents them — 1 minute maximum
3. Shake hands with Past President

### III. Past President Responsibility

1. Please dress appropriately for this meaningful ceremony
2. Review the new member application to be familiar with these new members
3. Shake the hand of the New Member after they address Kiwanis Membership and facilitate the following:
  - A. Thank the Kiwanis Sponsor for their participation and support of Kiwanis Membership
  - B. Welcome the New Member to Kiwanis
  - C. Share one of the Objects of Kiwanis listed on the New Members Involvement List (See attached copy Objects of Kiwanis)
  - D. **Present the New Member with New Member Packet and review contents:**
    - Picture Frame — Obtain 50 signatures and receive free lunch**
    - Membership Pin — Wear proudly on every Friday**
    - Temporary Yellow Name Badge — Complete six of the opportunities on the New Member Involvement List and receive official name badge**





## Kiwanis Committees 2022-2023

### Meets Quarterly

- **"A" Terrific Kid- Matthew Cantrall & Dennis Harrison, Co-Chairs**: Coordinate award luncheons for all Blake Academy students with straight "A" grades. Three luncheons will be held per school year.
- **Bring Up Grades- Beth Verplank, Chair**: Coordinate celebrations for Blake Academy elementary students who raise their grades or maintain good grades from one grading period to the next.
- **Circle K, Southeastern- Dan Gilbert & Paul Colee, Co-Chairs**: Sponsors the service club for college students at Southeastern University.
- **Finance- Ben Fairchild, Chair**: Reviews the club's financial position and advises the board.

### Meets Monthly

- **Awards – Paul Colee, Chair**: Submits applications for awards from our club to Kiwanis International
- **Club Involvement/Attendance- Paul Colee, Mandy Fulton, & Ricky Reynold, Co-Chairs**: Engage new members by connecting them to service opportunities as well as reach out to members with low attendance and promote involvement
- **Interclub – Mark Codd, Chairs**: Schedule and coordinate InterClub meetings with every other club in our division.
- **Key Club- Adam Hartley**: Sponsors the Key Clubs at Lakeland High School and Teneroc High School. Work with the High School administration to provide its members with opportunities to perform service, build character, and develop leadership.
- **Membership- Mandy Fulton, Chair**: Membership, Education and Retention (ME-R). Invite new members and ensure their proper orientation and early involvement. Analyze how to engage all members in club activities.
- **Orientation- Shirley Balogh & Bianca McKinney, Chairs**: Educate potential members as to the physical and financial responsibilities and opportunities of being a Kiwanian.
- **Recognition and Ridicule – Dan Gilbert & Billy Townsend, Co-Chair**: Recognizes the worthwhile activities and events in the lives of our members.
- **Social Committee – Kim Jacobs**, Chair: Look for ways to involve the entire membership in social activities other than weekly meetings, such as: special dinner meetings, and sporting events.



## Kiwanis Committees - Continued 2022-2023

### Meets Weekly

- **House- Steve Wagner & Brandon Silk, Chair**: Arrive early to set up for each meeting, responsible for sign-in sheets, collect money for lunches, settle with food service and make bank deposits. Handle attendance and 50/50 drawings. Serves as co-host for Zoom meetings, admit participants, records attendance of members and guest, alerts the President of questions in the "chat" and let's the president know if someone has their hands raised. Two members of the House committee are needed for each Zoom meeting.
- **Guest Introductions- Ricky Reynolds, Chair**: Arrange for greeters of all attendees and introducers of guests at each meeting.
- **Programs- Ricky Reynolds, Chair**: Provide interesting and informative programs/speakers for each of our weekly meetings.
- **Technology – Stephanie Hoskins, Chair**: Manages the technology issues for club meetings and events. Works closely with the House Committee.

### Event Driven / Annual

- **Christmas Shopping/Rudolph Round-Up- Tri Thornhill, Chair**: Kiwanians shop to provide Christmas presents for families in need.
- **Day Without Disabilities- Julie DeGeorge & Karen Houtz, Co-Chairs**: Plans an event for adults with disabilities. The participants will enjoy a day of food, fun, and riding horses.
- **Honor's Luncheon/Scholarship – Billy Townsend & Jackey Maxey, Co-Chairs**: Recognize the top senior academic achievers in local high schools. Present awards and scholarships.
- **Kiwanis Caribbean Casino Night- Adam Hartley, Chair**: Proceeds from this fundraising event will be used to support our signature projects.
- **K- Kids- Lana Swartzwelder and Stephen Webb, Co- Chairs**: Sponsors a service club for elementary children at Lakeland Montessori, South McKeel Academy & Blake Academy. The K- Kids pledge is "As a K-Kid, I promise to serve my neighborhood and my school; I will show respect toward my environment; and I will try to make the world a better place in which to live."
- **One Day – Jared Weggeland, Chair**: Kiwanians and members of the Kiwanis family will participate in a variety of service projects across the city partnering with the United Way.
- **Salvation Army Kettles- Karen Kovach, Chair**: Coordinate with the Salvation Army as to dates and places for our members to staff their kettles. A major service project during the holiday season. The project involves the Circle K and Key Club members.



## Kiwanis Committees - Continued 2022-2023

### Event Driven / Annual

- **Stuff the Bus**- Colleen Walsh & Stephanie Hoskins, Co-Chairs: Organize the annual campaign of collecting school supplies for needy children throughout Lakeland.
- **Veterans Project** – \_\_\_\_\_, Chair: Each year we choose an outreach to the Veterans in our community or abroad.
- **VISTE Thanksgiving Meals**- Karen Kovach, Co-Chairs: Kiwanians deliver meals to the elderly the day before Thanksgiving.

### Individual Positions

- **Bylaws**- Joe Mawhinney, Chair: Ensure that the Club's Charter and Bylaws align with Kiwanis International requirements. Counsel the Board of Directors in other legal and organizational matters.
- **Club Photographer**- Ray Kriegbaum: Photographs events and projects capturing Kiwanians' service.
- **Historian**- Jean Bunch, Chair: Collect, maintain, and archive documents on the yearly affairs of the Lakeland Kiwanis Club.
- **Nominating**- Sunny Zimmermann, Chair: Manages the process for nominating club and foundation officers and directors.
- **Public Relations** – \_\_\_\_\_, Chair: Reaches out to local media outlets to generate coverage of Kiwanis events. Also submits success stories via email to be considered for possible future use in the Kiwanis International publications. ([shareyourstory@kiwanis.org](mailto:shareyourstory@kiwanis.org)- include a summary and a few photos)
- **Social Media**- Adam Hartley, Chair: Communicate events, service opportunities, and the way Kiwanians are changing lives to the public and membership using social media.
- **Spiritual Aims**- Ray Allen, Chair: Arrange for a member to give the invocation at each meeting; plan Thanksgiving, Christmas, Easter, and the 4th of July programs; make appropriate visits in case of death or illness and keep the club informed as needed.
- **Technology & Website**- Stephanie Hoskins, Chair: Maintains the club's website & technology resources.