

**Treasurer/  
Assistant  
Secretary  
Justin  
Underwood**



Welcome to the New Year! Everyone finished up the 2013 calendar year in great style ... Lots of projects and more than 300 New Members! Congratulations to you all!

#### **Background Checks**

Yes, background checks are important. And this issue is not going away. In fact, you will be required to have background checks for each of your Kiwanis Advisors for each of your Sponsored Leadership Programs. (Advisors employed by the school involved do not need to have a background check through Kiwanis as they have (or should have) a background check done by that school.) Additionally, any Kiwanian that participates in an event that requires an overnight stay with students that are under 18 must have a Kiwanis background check through our insurance company. It is easy to do and is only \$20 or \$25. These functions absolutely include the NY District Key Club Leadership Conference, Key Club's International Convention, any of our Key Leader programs, etc.

The goal for each Kiwanis Club should be to have each club member go to [www.kiwanis.org/youthprotection](http://www.kiwanis.org/youthprotection) website and take the online course. There are also many documents that could be helpful for your club, such as a Question and Answer piece that really covers a multitude of situations. If you complete the on-line course, then you can print out a certificate of completion.

We are informed that Kiwanis Inter-

national, along with "Safe Hiring Solutions" is working to bring us a website that is easy to use for individual background checks.

#### **On Line Reporting**

There have been numerous questions about the new website for club secretaries to do their online reporting and club membership administration. If you have not done so, when you go to login you will find yourself at a new "Portal-buzz" Login page (mostly blue and no yellow tones) and a statement about creating a new password.

Everyone is going to need to get a new password. All you need to do is to click on the "Register/Reset Password" link towards the bottom of the page and under the blue Login button. Once you reset your password, you should find that the new website is easier to use and the membership management function is extremely easy to use.

Please be sure that you submit new members rather than using the old paper forms. It is faster and more accurately gets to us. The information gets into the International AND District databases very quickly!

Any problems? Please call Justin Underwood at (800) 419-8898.

#### **Time for clubs to file IRS Form 990**

The IRS Form 990 is an informational tax form that most tax-exempt organizations must file annually with the Internal Revenue Service. The form gives the IRS an overview of Kiwanis club's activities, governance and financial information. For those clubs with a foundation, they need to be reminded to file, as well. Please help.

Club and foundation treasurers are required to file one of three Form 990 reports based on gross receipts on the 15th of the month, 5 months after the end of the fiscal year. For example, if the fiscal year ends Sept. 30, file your report by Feb. 15, 2014. You'll find suggested steps to follow and details about determining which form fits which

club's circumstances on the Kiwanis website ([www.kiwanis.org](http://www.kiwanis.org)).

The IRS website also includes related tools and resources. Kiwanis International does not have records of club's IRS history, but clubs can contact the Kiwanis International Office's Finance Department by email at [finance@kiwanis.org](mailto:finance@kiwanis.org) or call (800) 549-2647, ext. 153 or 146, for guidance.

#### **Are you ready for Tokyo Chiba?**

Be sure to check out the Kiwanis International Convention Website ([www.kiwanis.org/convention/2014](http://www.kiwanis.org/convention/2014)). There you will find tours being offered and information about Japan and Tokyo. You can sign up to get e-mail updates. There is a trip planner that you can use, as well as a look back to the 2013 ICON and more information. Convention Registration opens Jan. 20.

#### **Things around the corner and other "stuff"**

- Kiwanis One Day is Saturday, April 5 this year.

- The Grant Applications to KI Foundation Deadline is April 15. All Kiwanis family clubs, districts and district foundations are eligible to submit grant applications.

- Kiwanis Magazine via your iPad is coming soon.

- Check out the cool retro sweatshirts for CKI now available in limited supply at <http://store.kiwanis.org/product/2814>.

- This summer, Circle K will launch the inaugural "CKIx" - the ultimate six-day experience that combines the best aspects of the Circle K International Convention and Large Scale Service Project. CKIx happens June 17-22, 2014 in Nashville, Tennessee.

If you have any questions at all, please do not hesitate to contact the District Office at ANY TIME!

Ann Sewert, NY District Secretary or Justin Underwood, Assistant Secretary  
1-800-419-8898 or [districtoffice@kiwanis-ny.org](mailto:districtoffice@kiwanis-ny.org)

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### **2013-14 Events**

**Feb. 21-23, 2014:**

Mid-Year Conference, Holiday Inn, Wolf Road, Albany

**March 14-16, 2014:**

Circle K District Convention, Albany Hotel, Albany

**March 28-30, 2014:**

Key Club Leadership Training Conference, Desmond Hotel, Albany

**May 1-3, 2014:**

Kamp Kiwanis Work Week and Open House

**June 30-July 6, 2014:**

Key Club International Convention, Anaheim, California

**July 17-20, 2014:**

International Convention, Toyko-Chiba, Japan

**July 19-22, 2014:**

Circle K International Convention, Nashville, Tenn.

**Aug. 13-17, 2013:**

District Convention, Desmond Hotel, Albany