



## Risk Management

Steve Bernheim

### Club Safety Coordinator

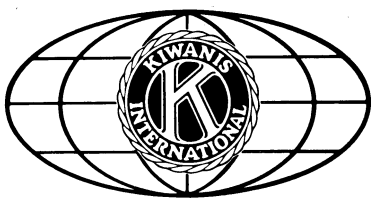
Does your club have a Safety Coordinator? Why, you ask, should we have a safety coordinator and what is it anyway? One reason is that Kiwanis International strongly recommends that each club use safety coordinators and a second reason is that the best way to avoid injury and insurance claims is to be pro-active on safety.

Most accidents are caused by human error. Just think about how many times have you done an unsafe act just because it was quicker than doing it the safe way? If you do unsafe acts, so does everyone else, and it is these very human acts that cause injury and damage to property.

A Safety Coordinator is a must for all clubs. The Coordinator will look at each club project for unsafe acts and conditions and for safer ways to operate. The Coordinator will remind fellow club members that safety is first priority.

A Safety Coordinator should be someone that is willing to stand on the side, not be totally involved with the project, and willing to point out hazards and insane conditions. The Coordinator is not acting as a professional, just a member of the club helping keep the club safe.

The Coordinator should be familiar with the Kiwanis International Liability Insurance Program and its limitations. The Coordinator needs to be familiar with and use the "Loss Control Worksheets" that are provided to each club in the General Liability Risk Management Packet. These tools can be adapted to most projects and events and are a great help in keeping projects and events safe. For more information contact Steve Bernheim - District Risk Manager.



## Palangi

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state of Florida, Samuel Walk presided over the training conference.

Past LG George Wells, member of the New York District Kiwanis Foundation Board commented on the Foundation Scholarship Program available to Key Clubbers and Circle K's. Tony Palangi, District and Foundation Sponsored Youth Chairman, thanked Key Club which has been an annual supporter of Kamp Kiwanis since 1991. They have truly made a difference and touched the lives of thousands of underprivileged and handicapped children. It's most gratifying to see Key Club enjoy the camp facilities in which they have played a major role developing.

# Over 5000 Ducks Race on Feeder Dam Canal at Kid's Day



The Kiwanis Club of **GLEN FALLS**, Mohawk Division – The 13th Annual Duck Race and Kid's Day sponsored by the Kiwanis Club of Glen Falls was held this past summer at Haviland's Cove Park in Glen Falls. Over 5000 ducks were floated in the Feeder Dam Canal to determine the winner of the lucky ticket. Proceeds from the fundraiser benefit several charitable organizations and the Sponsored Youth Program of the Club, which includes: Six Key Clubs, a Circle K Club a

Builders Club. Over \$30,000 was raised in this very successful project.

**Photo above: l-r: Chairman of the activity John Holland, Glens Falls Mayor Edward Regan, Mohawk Division North Key Club Governor David Johnson, PG Tony Palangi and Sponsored Youth Chairman. Glen Falls President John O'Connor also participated in the activity but unfortunately was not available for the photograph.**

## Mancuso

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ice activities will also be a great boost for morale and make everyone's work load just a bit lighter.

There are many different ways to conduct a Membership Campaign and a wide variety of materials are available from our district and Kiwanis International that offer a step by step approach and can be customized to your own use. At this time, however, I would like to share the details of one of the best of these: the Membership Roundup, which has been used successfully by my own club for many years.

The steps are simple:

1. Appoint a Membership Chairperson.
2. Have the Membership Chair appoint a committee of several members to assist him or her.
3. Announce the date of the Membership Roundup 4 to 6 weeks in advance. It will be conducted at one of your regular meetings.
4. Ask each member to submit the names of one or two prospects - Not people who have necessarily expressed an interest in membership, but people who it is felt would make good members if they were to develop an interest.
5. Send letters to each of the prospects telling them a little about Kiwanis and inviting them to the Membership Roundup as the guest of the club to learn more.
6. Have the Membership Chair and the committee contact each of the invitees two weeks before the meeting to personally ask them to attend.

If the member who submitted their name feels comfortable doing so, he or she should personally extend the invitation. The mem-

ber should be treated as the prospective member's sponsor, in any event.

You will also want to make sure that the Membership Roundup meeting itself is well planned and impressive to your prospects. The program should be devoted entirely to the subject of membership. Here is one possible format: the President introduces the Membership Chair, who welcomes the prospective members and introduces several speakers: The first speaker would make a brief presentation about the club and its role in the community. The second would speak about Kiwanis beyond your club, and the third would be a relatively new member of the club offering a personal testimonial. The Membership Chair then thanks the speakers and explains the dues and other financial obligations involved. The meeting is then turned back over to the President, who would in turn thank the Membership Chair and committee for their efforts.

The entire program should take no more than 20 minutes. If you then collect happy dollars, by the way, you may wish to stress to your guests that they are completely voluntary. At the conclusion of the meeting, the Membership Chair should hand out applications to all of the prospective members. Thereafter, the committee and/or sponsors will need to follow up to invite each of your guests to further meetings so that they may be considered for membership.

That is basically how a Membership Roundup works, and if done properly, it works very well. Please consider putting it to work for your club soon, so as to better serve the needs of your community.



## International Committee on Education

Dr. Rosemary A. DeJulio

### Expanding Kiwanis Education: Untangling the Web

Those of us in the pre-computer chip generation are learning daily the benefits of the Internet. It is to no one's surprise that many members in our sponsored youth programs, i.e., Builders, Key Club, Circle K, are far ahead of most Kiwanians in their skills and knowledge of computer technology. Indeed, even some of our K-Kids can navigate a computer keyboard better than most adults. We should not hesitate to draw on the knowledge and assistance of Key Clubbers and Circle Kers whenever possible to help us create club websites that educate our members and the general public about what we do.

The desire for a more educated and informed Kiwanis membership mandates that we shed our anxiety about utilizing the worldwide web and benefit from the educational resources that are just a click away. The Kiwanis International Committee is currently working to improve some of the printed materials members should be familiar with, i.e. Leadership Guide, Education Modules, and the New Member Welcome Kit (effective in 01/04), to name just a few.

The following is a handy "index" of the educational resources available on the new and improved Kiwanis-family websites:

- Kiwanis International:** [www.kiwanis.org](http://www.kiwanis.org)
- Circle K International:** [www.circlek.org](http://www.circlek.org)
- Key Club International:** [www.keyclub.org](http://www.keyclub.org)
- Builders Club:** [www.buildersclub.org](http://www.buildersclub.org)
- K-Kids:** [www.kkids.org](http://www.kkids.org)
- Aktion Club:** [www.aktionclub.org](http://www.aktionclub.org)
- Kiwanis International Foundation:** <http://kif.kiwanis.org/>

Links to Kiwanis-family clubs, divisions, and districts:

- [www.kiwanis.org/kfl](http://www.kiwanis.org/kfl)
- [www.kiwanis.org/kfl/club.asp](http://www.kiwanis.org/kfl/club.asp)
- [www.kiwanis.org/kfl/district.asp](http://www.kiwanis.org/kfl/district.asp)

Other key pages:

- Membership: [www.kiwanis.org/membership](http://www.kiwanis.org/membership)
- Marketing/Public Relations: [www.kiwanis.org/pr](http://www.kiwanis.org/pr)
- Kiwanis Magazine: [www.kiwanis.org/magazine](http://www.kiwanis.org/magazine)
- Member resources: [www.kiwanis.org/resources](http://www.kiwanis.org/resources)

Remember Kiwanis International's theme of SEE: Succeed with Service, Excel with Membership, and EDUCATE EVERYONE!

Check out the New York District Website at [www.kiwanis-ny.org](http://www.kiwanis-ny.org)