

**Rosemead Kiwanis**

**Club and Foundation**

**Committee Structure**

**2013-2014**

*(as of 12/15/2013)*

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## General RKC Committee Statement

Kiwanis International's standard bylaws long provided for certain standard committee roles expected of all Clubs. These could be combined, divided or supplemented according to local needs. As with the Kiwanis Application form they were divided between Administration and Service oriented functions, both of which are vital to successful Club operations.

As of the 2012-2013 Kiwanis fiscal year standing committees were permitted to be defined by optional standing rules adopted by individual clubs as part of their bylaws. The RKC elected to maintain the traditional structure in the interest of continuity. Changes to these definitions requires board approval and a 2/3 vote of the RKC membership.

In addition to standing committees the current RKC President may define and appoint members to and dissolve special committees as he/she finds needful. Committee chairpersons are appointed by and serve at the pleasure of the President. The President and President-elect (vice-president) are ex-officio members of all committees and should be kept informed of their operations regardless of actual participation. .

In the RKC each committee has defined Areas of Responsibility which are further broken down into tasks and responsible persons.. The purpose of this brochure is to make available to RKC members an outline of the current areas of responsibility and related tasks of the Committees as of the 2013-2014 fiscal year. Example outlines for each committee are illustrated in this brochure – they are subject to change at any time.

The Areas of Responsibility outline for each Committee, as well as a related prospective Action Plan, are ideally defined in advance of each fiscal year by the incoming RKC Committees themselves. They are based on guidance from Kiwanis International through its standard bylaws and other sources, including input from the current Committee chairperson and the incoming President and additional input specific to our community. The Areas of Responsibility and Action Plans are subject to ratification and adjustment by the RKC Board. Although the outlines given in this booklet are current as of the date of publication they may be adjusted at any time as circumstances warrant.

The defining of tasks, scheduling of meetings and designation of stakeholders for each area of responsibility is at the discretion of Committee chairpersons, subject to guidance from the President and Board of Directors. It will be noted that some tasks on the accompanying outlines are in *italics*. These are areas which are currently non-operative tasks within the purview of the Committee-

Committee meetings, both as to frequency and modality (physical or virtual), are the responsibility of the Committee chairpersons. The Committee chairpersons are also responsible to supply to the President and Board status reports, usually assembled by the Administration Committee as part of the agenda packet for Board meetings. .

Individual RKC members are encouraged to participate in Areas of Responsibility related to at least 1-2 RKC committees on an ongoing basis. In addition all members are encouraged to be involved in other opportunities as they can.

## **Administration Committee**

The responsibilities of the Administration Committee presently include the following five areas:

- 1. Meetings**
- 2. Strategic Planning**
- 3. Bylaws and Standing Rules**
- 4. Organization Relationships**
- 5. Board support**

### **1. Meetings**

The Administration Committee determines individuals who will be responsible, either personally or by advance designation of others, for various aspects of our meetings. These aspects include scheduling the program, setup and dis-assembly, general greeters, secret greeter, invocator, pledge leader, and song leader. Not all of these elements will pertain to every meeting.

### **2. Strategic Planning**

The Administration Committee makes and periodically updates (no less than annually and more often as needed according to its discretion) an assessment of the goals and functionality of the RKC and its affiliates, including suggestions as to areas of improvement. This includes facilitating annual creation and periodic updating of similar assessments and related action plans by all other committees.

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## **Administration Committee**

<b>AREA OF RESPONSIBILITY</b>	<b>TASKS</b>
<b>MEETINGS</b>	Arrange Greeters Arrange Invocator Arrange Song Leader House Set-up Secret Greeter
<b>STRATEGIC PLANNING</b>	Club Assessment Administrative Assessment Analyze Results Recommend Improvements
<b>BYLAWS/STANDING RULES</b>	Updates
<b>ORGANIZATION RELATIONSHIPS</b>	Inter-club Division Cal-Nev-Ha International
<b>BOARD SUPPORT</b>	Committee synopsis

### **3. Bylaws and Standing Rules**

The bylaws of Kiwanis are uniform and binding upon all clubs. Changes, however, must be explained and adopted by each Club. In addition standing rules to interpret the bylaws are required according to local need. Finally training in interpretation of the bylaws and rules to new and established members is an ongoing need. The Administration Committee and Membership and Education Committee exercise joint responsibility in this area as required.

### **4. Organization Relationships**

The Administration Committee is primarily responsible for overseeing interaction with other Kiwanis components, including inter-club meetings, Division meetings and visitations, Cal-Nev-Ha Region meetings, and International conventions.

### **5. Board support**

Beginning in 2013 the Administration Committee as part of its Action Plan follow-up, has prepared a synopsis of Committee activities for regular Board meetings, thus reducing the time spent on oral committee reports.

## **Community Services Committee**

The responsibilities of the Community Services Committee presently include the following ten areas:

- 1. Arts**
- 2. Business**
- 3. Citizenship**
- 4. Civic Improvement**
- 5. Conservation**
- 6. Health**
- 7. Personal Development**
- 8. Public Affairs**
- 9. Safety**
- 10. Seniors and Disabled**

### **1. Arts**

Currently focused on presentations by local school groups at the California Mission Inn, with transportation being underwritten by the RKF (Rosemead Kiwanis Foundation). With additional resources this area could be expanded to other opportunities.

### **2. Business**

The RKC is a member of the Rosemead Chamber of Commerce and periodically co-sponsors various events.

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## Community Service Committee

<b>AREA OF RESPONSIBILITY</b>	<b>TASKS</b>
<b>ARTS</b>	CMI Choral Groups
<b>BUSINESS</b>	Chamber Mixers
<b>CITIZENSHIP</b>	City Council meetings GSD Meetings RSD Meetings
<b>CIVIC IMPROVEMENT</b>	Rose Float Support Savannah Cemetery Rosemead Beautification Commission
<b>CONSERVATION</b>	<i>Recycling</i> <i>San Gabriel Conservancy</i>
<b>HEALTH</b>	<i>Red Cross Blood Drive</i> <i>Thrive Flu Shots</i>
<b>PERSONAL DEVELOPMENT</b>	<i>Job skill enhancement</i> Perch Robotics RSD.GSD Science Olympiad
<b>PUBLIC CELEBRATIONS/EFFORTS</b>	Health Fairs 4th of July Community Events
<b>SAFETY</b>	<i>Safety Center Meetings</i> <i>Safety Classes</i> <i>Neighborhood Watch</i>
<b>SENIORS AND DISABLED</b>	MERCI



### **3. Citizenship**

The RKC attempts to monitor meetings of the City of Rosemead governments and various school boards, plus supplying nominees for various advisory committees. Historically we have presented non-partisan analysis of local issues and races.

### **4. Civic Improvement**

The present major area of focus here is support for the Kiwanis Division Rose Float effort and Rosemead's historic Savannah Cemetery. It is anticipated that we will at some point link up with Rosemead's recent Beautification Committee project.

### **5. Conservation**

At the present time the major area of focus here has been support for recycling programs and water conservation efforts by other K-family members and an observational involvement with the San Gabriel Conservancy project,.

### **6. Health**

The RKC is a participating member in the annual Relay for Life program plus (in conjunction with other Kiwanis groups) the Kiwanis One Health Fair. Historically we have been part of blood donation and flu shot efforts.

### **7. Personal Development**

Job skill and college access efforts in conjunction with other community oriented groups. Examples are the PERCH robotics program for intermediate students and the RSD/GSD Science Olympiad programs.

### **8. Public Celebrations/Efforts**

Rosemead's 4th of July, health fairs, and similar community events

### **9. Safety**

Safety center meetings, safety classes and modules, plus active support of Neighborhood Watch are the RKC's present focus in this area.

### **10. Seniors and Disabled**

Listed as a target area in KI guidelines, RKC involvement in this area has primarily centered on financial efforts in support of groups such as the MERCI building project. .

## **Finance and Fundraising Committee**

The responsibilities of the Finance and Fundraising Committee presently involves the following nine areas:

- 1. Budget**
- 2. Financial Reporting**
- 3. Foundation Interface**
- 4. Fund Raising**
- 5. Investments**
- 6. Record Keeping**
- 7. Signatories**
- 8. Sweep Account**
- 9. Risk Management**

### **1. Budget**

Each year (ideally beginning in June), the Committee projects revenue and outflow for the ensuing year and prepares a budget based on same. The goal is to , make recommendations, hopefully by the end of September, to the slate of officers who were elected in May. This of course presumes that Committee heads are appointed in June, Committee members in July and action plans for the next year developed in August. The budget when adopted is then monitored and adjusted as needed through the year.

### **2. Financial Reporting**

The Finance and Fundraising Committee designates to the Treasurer the nature and frequency of financial reports

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# Finance and Fundraising Committee

## AREA OF RESPONSIBILITY TASKS

### BUDGET

- Formulation
- Finalization
- Monitoring
- Revisions

### FINANCIAL REPORTING

- Monthly Statements
- Tax Returns

### FOUNDATION INTERFACE

### FUND RAISING

### INVESTMENTS

### RECORD KEEPING

- Attendance
- Ledgers
- Roster
- Bill Payments
- Bank Deposits

### SIGNATORIES

- Checking Account
- PO Box

### SWEEP ACCOUNT

- Sweep oversight

### RISK MANAGEMENT

- Insurance and Liability
- Corporate Compliance

### **3. Foundation Interface**

As noted, the Finance and Fundraising Committee serves in the same role for both the RKC and RKF. There are also other Kiwanis and Rosemead foundations with which interaction is periodically required. This type of liaison falls within the purview of the FFC.

### **4. Fundraising**

Depending on the revenue needs determined in the budget process and the availability of opportunity and manpower the FFC may recommend various fund raising efforts for adoption by the Board.

### **5. Investments**

The RKC and RKF have a substantial investment portfolio; reporting on and review of this portfolio is under the purview of the FFC.

### **6. Record Keeping**

The responsible financial record keeper for the RKC and RKF is our elected Treasurer, over whom the FFC has an oversight responsibility.

### **7. Signatories**

The RKC and RKF by resolution have designated certain members as authorized signers of the respective accounts of the two groups. Two authorized signatures are required for every check. Disbursements pursuant to budgeted amounts are made on request of the responsible individual, all others require Board approval. Similar controls are required for the Post Office Box used for the two groups.

### **8. Sweep Account**

There exists an investment "sweep" account used to receive income from RKC investments. The Finance Committee Chairperson and the RKF Secretary are signatories to this account. Together as required they authorize and cause monies to be transferred from this account to the Foundation account or used for reinvestment. All such actions are noticed to the RKF Board at its next meeting. As a matter of policy the balance of this account is kept at less than \$12,000 with either distribution or reinvestment being done if it grows larger.

### **9. Risk Management**

Liability issues including member and officer insurance and corporate compliance matters, are part of the purview of the Finance Committee. A select sub-committee exists to deal with this area.

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## **Human and Spiritual Values Committee**

The responsibilities of the Human and Spiritual Values Committee presently include the following six areas

- 1. Interfaith Activities**
- 2. Community Development and Service**
- 3. Counseling and Guidance**
- 4. Companionship and Visitation**
- 5. Recognition**
- 6. Personal Achievement**

### **1. Interfaith Activities**

Kiwanis by definition transcends boundaries' of individual faiths and in fact has Christian, Jewish, Muslim, Buddhists and others within its ranks – including those who subscribe to no particular creed. It is, however, quite common for Kiwanis groups to participate in and even sponsor prayer breakfasts and working Interfaith Councils in their communities. RKC members were involved with one such group historically and a renewal of this activity has now been initiated in the form of a annual Mayor's Prayer Breakfast on Veteran's Day. Another area of possible action is pre-scheduled visits to local congregations by groups of Kiwanians to acquaint Church members with service opportunities. .

### **2. Community Development and Service**

Kiwanis backed interfaith groups can and have sponsored Priority One projects, holiday meals for the poor, and similar projects. Support for the People for People food bank program, the Family Promise program for displaced families, the putative San Gabriel Valley Co-op neo-natal cap drives and help for the area Pregnancy Help Center and Guadalupe Pregnancy Center plus annual involvement in the Adopt A Family and Food Bank drives are other areas of assistance.

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# Human and Spiritual Values Committee

## AREA OF RESPONSIBILITY    TASKS

### INTERFAITH ACTIVITIES

Mayor's Prayer Breakfast  
Group Visitations

### COMMUNITY DEVELOPMENT AND SERVICE

*Cooperative displays*  
Neo-natal Cap Project  
WSGV Family Services Co-op  
Family Promise  
Food Bank/drive  
Pregnancy Help/Guadalupe Centers  
Adopt a Family

### COUNSELING AND GUIDANCE

*12 Step Programs*  
*Citizen Resource Directory*  
*Grief Counseling*  
*Values Education*

### COMPANIONSHIP AND VISITATION

*Meals on Wheels*  
*Adopt a grandparent*

### RECOGNITION

*Layman of year award*  
*Celebration of Service*

### PERSONAL ACHIEVEMENT

*Skills development*  
*Anti-drug program*

### **3. Counseling and Guidance**

Kiwanis clubs have helped assemble and disseminate resource guides for the benefit of spiritual counselors of all faiths in their area. Determining the need for and potential utility of such a guide, including a listing of available 12 step programs, is one possible project for consideration by the RKC's HSVC. Values education modules for after school programs as well as development of grief counseling resources are other possibilities.

### **4. Companionship and Visitation**

Historically the RKC has supported the area Meals on Wheels program and an "adopt a grandparent program" by our sponsored youth. While both are currently inactive, these are examples of possibilities to be considered.

### **5. Recognition**

Kiwanis groups have in the past given "layman of the year" awards to area churches and recognized worthwhile community groups via a "Celebration of Service" event.

### **6. Personal Achievement**

Suggested areas of involvement in this category might include skills development and support for anti-drug programs.

## **Membership and Education Committee**

The responsibilities of the Membership and Education Committee presently include the following three areas:

### **1. Membership Recruitment and Processing**

### **2. Fellowship and Social**

### **3. Safety Compliance**

#### **1. Membership Recruitment and Processing**

Ongoing recruiting of new members is essential to offset inevitable attrition, but quality, involvement and retention are as important as mere quantity. RKC membership recruitment targets demographic groups relevant to our existing and desired projects. This involves training and involvement of new members to serve the Rosemead community. The Membership and Education Committee is charged with attending to this process as well as ongoing education and retention of veteran members. .In the past, since education of new members is common at Club installations, the Membership and Education Committee has also assisted with the annual RKC installation.

#### **2. Fellowship and Social**

Membership and Education Committee members are responsible to identify and assure introduction of visitors to the rest of the Club at meetings and may stage social events as desired during the year. They also contact members who have not attended recently, monitor birthdates and anniversaries and call to the Club's attention any personal news

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## **Membership and Education Committee**

### **MEMBERSHIP RECRUITMENT AND PROCESSING**

Recommend Prospects  
Devise recruitment plan  
Implementation Oversight  
Orientation of prospective members  
Induct and mentor new members  
Awards/Recognition  
Annual Installation Dinner

### **FELLOWSHIP AND SOCIAL**

*Sunshine person*  
*Contact missing members*

### **SECURITY COMPLIANCE**

Safety Compliance Officer

### **3. Security Compliance**

By resolution the RKC has determined that prudent management and satisfying of legitimate parental concerns requires that all Club members be finger printed and background checked inasmuch as all Club members are likely to come into contact with minors. This is not due to any actual incidents in our 65+ year history (there have been none) but because such safeguards have become increasing expected and customary – we cannot operate on school campuses otherwise. Administration of this safeguard falls to a designated security compliance officer who is part of the Membership and Education Committee

## **Public Relations and Communication Committee**

The responsibilities of the Public Relations and Communication Committee presently includes the following seven areas

- 1. Brochures**
- 2. Historian**
- 3.-RKN**
- 4. Newsletters**
- 5. Photography**
- 6. Public Relations**
- 7. Website**

### **1. Brochures**

Publicity and functional operation of the RKC and its affiliates requires documentation for various purposes. Examples are not only this brochure, but companions such as our Operations Review of prior year activities (used to promote awareness), Grant Assistance Brochure (for those seeking assistance), our Member Directory (for intra-club contacts) and Rules and Procedures Brochure (for regulating internal Club operations). Most of these are available for viewing and download on the [rosemeadkiwanis.org](http://rosemeadkiwanis.org) website. It has been suggested that hard copy versions of these documents should be included in a binder which we furnish as a Member Handbook to Club members.

### **2. Historian**

The RKC has a history extending back to the end of World War 2. Records exist in varying degrees for this time. It is a goal of the Public Relations and Communications Committee to make this history available on the RKC Website as well as chronicle current events.

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## Public Relations and Communication Committee

### AREA OF RESPONSIBILITY

### TASKS

#### BROCHURES

RKC Committee Handbook  
Annual Report  
Member Directory  
Grant Assistance Brochure  
Rules and Procedures Handbook

#### HISTORIAN

Archival research

#### RKN

Rosemead Kiwanis Network

#### NEWSLETTERS

RKC Reporter  
Kiwanicle  
*RKC Reporter - Business Edition*  
*RKC Reporter – Consumer Edition*  
*RKC Reporter – Education Edition*  
*RKC Reporter – Spiritual Edition*  
Bulletins  
News Releases  
Emergency Notification Network

#### PHOTOGRAPHY

Scrapbooks and on-line gallery

#### PUBLIC RELATIONS

WSGV Journal Liaison  
Rosemead Reporter Liaison  
Mid-Valley News/KMVR Liaison

#### WEBSITE

Rosemead Kiwanis.org  
*Member Hideaway*  
*Member Gallery*

### **3. RKN**

Much of the success of the RKC is its interaction with over thirty other entities (local Kiwanis affiliates, governmental, corporate and non profit) with whom we partner in various areas. Our local affiliates we refer to as our Kiwanis Family, and along with the remaining partners, these comprise the Rosemead Kiwanis Network. The degree of involvement and the current list of entities fluctuates as need warrants. A snapshot overview of this structure is updated periodically and incorporated as a chart in the latest edition of our Operations Review brochure. The Public Relations and Communications Committee has an ongoing liaison and publicity role with all RKN members.

### **4. Newsletters and Publications**

The RKC presently has two Newsletters, a community oriented publication, the *RKC Reporter*, and an internal members-only publication, the *RKC Kiwancle*. Both are distributed by email. In addition our mailing list is part of the Rosemead Emergency Notification Network (operated by the City's Safety Department) and is structured with the capacity to be used for special bulletins to sub-groups as required. It has been suggested, but we have never as yet implemented the idea, that we might have special periodic newsletters for targeted groups such as businesses, educators', residents and spiritual organizations.

### **5. Photography**

Photographs are taken of major activities and a scrapbook maintained both in hard copy (and more recently electronically) of selected pictures.

### **6. Public Relations**

The Public Relations and Communications Committee has working relationships with Rosemead related print media publications; As a result *RKC Reporter* articles appear with regularity in such publications.

### **7. Website**

The RKC has an extensive public website, Its functional operation is the responsibility of the Public Relations and Communications Committee .

## **Sponsored Leadership Program Committee**

The responsibilities of the Sponsored Leadership Program (SLP)\_Committee presently include the following three areas:

- 1. After School Programs**
- 2. Sponsored Groups**
- 3. Specialty Programs**

### **1. After School Programs**

Because of Proposition 49 funding all Elementary and Intermediate schools in Rosemead have active afterschool programs with which RKC has opportunity to interact on a regular basis. Most of this involves providing modules in targeted areas such as crocheting, safety, and basic economics. As faculty advisors can be found and other logistical and financial details can be worked out it is our goal to establish K-Kids programs within the after school framework. .

### **2. Sponsored Groups**

The RKC presently partners with several Kiwanis family groups including the RHS and Don Bosco Key Clubs and Muscatel Builders Club. It is a goal for us to reestablish Builder's Clubs at Garvey and Temple, as well as possibly sponsor units of the aforementioned K-Kids program-

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## Sponsored Leadership Program Committee

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**AREA OF RESPONSIBILITY      TASKS**

**AFTER SCHOOL PROGRAMS**

GSD  
RSD

**SPONSORED GROUPS**

Rosemead KEY  
Don Bosco KEY  
Muscatel Builders  
Garvey Builders (in formation stage)  
Temple Builders (in formation stage)  
*Div 10 AKTION*-(Charter inactive)  
*K-Kids*

**SPECIALIZED PROGRAMS**

Lincoln Training Center  
Maryvale  
RSD After School BUG  
*Rosemead local Cool Stuff*

### **3. Specialized programs**

The RKC sponsors leadership programs involving RKC and K-Family members. These presently include a monthly birthday celebration for clients of the Lincoln Training Center, special parties at Maryvale, a BUG (Bringing Up Grades) program for the RSD after school program, and support for the Kiwanis K-Leader program.

The RKC has advocated the Cool Stuff Financial Literacy program for intermediate and high school students (see [kiwaniscoolstuff.com](http://kiwaniscoolstuff.com) website for details) and RKC operations in this area may in the future be conducted as an SLP Committee Specialized Program outreach since the venues and prospective participants strongly overlap. Similar possibilities exist relative to revival of the Aktion Club and cooperative operations with other youth oriented groups such as the Scout, Boys and Girls Club, AYO etc.



## **Young Children Priority One Committee**

The responsibilities of the Young Children Priority One Committee presently include the following four areas:

- 1. School Liaisons (Including RIF/PTO as applicable)**
- 2. Young Children Priority One**
- 3. Literacy Programs**
- 4, Special Opportunities**

### **1. School Liaisons (Inc. RIF/PTO as applicable) )**

It is an objective of the RKC to have a designated Kiwanis liaison for every elementary school in the Garvey and Rosemead school districts dedicated to faculty, RIF and PTO relationships. .

All elementary schools in the Rosemead and Garvey Districts participate in RIF (Reading is Fundamental) literacy and book distribution programs, thanks to the aggressive efforts of our Club. The program for the <Logsdon school is actually operated by Maryvale, into whose campus Logsdon is embedded.

All RIF school grants require an annual application renewal, attendance at a fall orientation seminar and three reading oriented activities each year. The latter also involves pick-up of books and a possible need for readers and volunteers for up to three literacy events per school year.

Although the schools each have staff assigned to RIF there is a need to monitor these responsibilities and supply manpower as needed. This is the primary responsibility of the Kiwanian assigned to each school.

Additionally the assigned Kiwanian for the school is responsible to be sure that the school Principal is aware of our grant program. If possible, it should also include a presentation to faculty members.

Finally, the school liaison should insure that the school's PTO (Parent Teacher Organization) is aware of the RKC. If possible, and with the cooperation of the site Principal, the PTO group's members should be afforded opportunity to be included on our *RKC Reporter* distribution list. Ideally, we should have a Kiwanis presence at selected school activities and PTO meetings.

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# Young Children Priority One Committee

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<b>AREA OF RESPONSIBILITY</b>	<b>TASKS</b>
<b>SCHOOL LIASION (Including</b>	<b>RIF/PTO as applicable)</b> <i>RHS</i> <i>Garvey</i> <i>Temple</i> <i>Muscatel</i> <i>Bitely</i> <i>Dewey</i> <i>Emerson</i> <i>Hillcrest (RIFinelgible due to higher income)</i> <i>Marshall (closed due to low enrollment)</i> <i>Monterey Vista</i> <i>Rice</i> <i>Sanchez</i> <i>Willard</i> <i>Encinita</i> <i>Janson</i> <i>Savannah</i> <i>Shuey</i> <i>Maryvale/Logsdon</i> <i>University of West</i>

## **CHILDREN PRIORITY ONE**

*Children's Health*  
*Child Care*  
*Nutrition*  
*Parenting*  
*Child Advocacy*  
*Pediatric Trauma*

## **LITERACY PROGRAMS**

GSD Dictionary Program  
*Head Start Programs*  
Resource Centers

## **SPECIAL OPPORTUNITIES**

## **2. Young Children Priority One**

Although presently not active in the RKC, the various aspects of this initiative is a major Kiwanis International concern dating from the 1990's. Sample resource kits are posted on the [rosemeadkiwanis.org](http://rosemeadkiwanis.org) website. As resources permit, the RKC YCP1 Committee may consider sponsoring projects in this area.

## **3. Literacy Programs**

The RKC annually distributes student dictionaries with RKC labels to third graders in the GSD, funded by the RKF . RKC volunteers are needed to prepare the books as well as assist in the distributions. YCP1 site coordinators should be involved in this process along with other RKC members.

At the present time we do not have an active relationship with the local Head Start program due to local staffing issues. However, if and when these issues are resolved this is a area for possible YCP1 Committee attention.

Historically the RKC was involved in obtaining funding for construction of a learning resource center at Maryvale. Periodic emulation of this effort at local elementary schools might be possible where schools can insure staffing.

## **4. Special Opportunities**

Through use of the assistance application programs and good relations with local school staff, beginning with the principal, site coordinators periodically encounter unique opportunities. Examples have included support for the Leader in Me program at Janson, the Rhythmax Choir and Mock Trial team at Garvey and/or the Ecology Club at Encinita. YCP1 Site Coordinators need to be alert to viable niche opportunities since it is on occasion possible to partner with others in securing grants for projects that are too large for the RKC/RKF alone.

## SPECIAL COMMITTEES

In addition to the standing committees provided for in the RKC bylaws the RKC President may designate, appoint members to and dissolve special committees to address unique situations.

As of January, 2014, the RKC has two such committees as follows:

**Relay for Life Committee** – this special committee manages affairs relative to the annual K-family Relay for Life team as well as involvement by Rosemead Family of Kiwanis group members in the broader aspects of the event itself.

**Satellite Committee** – Beginning in 2007 Kiwanis International authorized Clubs local clubs to experiment with non-traditional meeting formats to address a variety of needs. These can include meeting times, special interests, remote locations, or unique venues (including online),

Such groups share the same officers and board as the sponsoring club and function as a special committee thereof. Depending on the pleasure of the Club board they may or may not sponsor their own projects, have unique officers, be accorded special board representation, have outside speakers, or sponsor projects outside the parent club committee structure. .

Currently the RKC satellite meets monthly in a workshop format for the primary purpose of facilitating the time availability of its attendees. These are presently targeted representation of RKC Committees, K-family groups and other interested parties. It is authorized to have outside speakers and propose projects directly to the RKC Board. However, the RKC satellite has thus far elected to minimize the utilization of outside speakers. It has also chosen to refer project ideas to the appropriate committees for evaluation and implementation. These parameters, especially in terms of frequency and demographics, may change in the future as resources permits and interest warrants. .

## **Other Special Committees:**

In addition to the aforementioned special committees, the RKC has a presently inactive Facilities Committee and a periodic Nominating Committee to oversee RKC elections.

## **ROSEMEAD KIWANIS FOUNDATION**

The Rosemead Kiwanis Club is a 501(c)(4) organization. Its Board Members, however, are ex-officio Board members of the Rosemead Kiwanis Foundation, a separately constituted 501(c)(3) organization. Kiwanis International has no connection with or oversight responsibility for 501(c)(3) foundation entities linked to local Kiwanis Clubs, as each such entity has its own bylaws and standing rules.

### **History and Operations**

The RKF was initially founded as the result of a bequest from a member and his spouse who died without heirs, leaving a substantial estate to be divided between groups they designated. This sum has subsequently been augmented by bequests from others, internal growth in value and occasional fundraising efforts. It is fully qualified to receive and does receive tax deductible charitable contributions. The assets of the Foundation presently generate an annual cash flow which is used to benefit designated causes each year, typically including but not limited to:

**Builders' and Key Clubs**  
**CMI Residents Cultural Enrichment program**  
**Cool Stuff Economic Literacy Program**  
**K-Kids Clubs**  
**Muscatel Science Olympiad**  
**Reading is Fundamental**  
**Relay for Life**  
**RSD and GSD After School Programs**  
**Teacher Grant Program**

The Foundation has no paid staff and minimal operating expenses. It does interact and cooperate with other Kiwanian and Rosemead foundations, as well as RKC Committees, as need requires. In addition it has three committees of its own:

**Budget and Funding Committee**

**Finance and Fundraising Committee**

**Grant Assistance Committee**

### **Budget and Funding Committee (BFC)**

Each year the Foundation estimates anticipated revenues and prospective allocations, using the former to fund the latter, including setting aside an amount for unanticipated need. Allocation of requests for these funds, as well as requests for manpower and consulting services, are channeled to the BFC, which may request cooperative action with other RKN groups. This Committee in membership is made up ex-officio of the members of the RKC Finance and Fundraising Committee. All BFC recommendations are subject to review by the RKF Board.

## **Finance and Fundraising Committee (FFC)**

This Committee in membership is made up ex-officio of the members of the RKC Finance and Fundraising Committee. The Foundation and RKC have entered into arrangements whereby, in exchange for certain consideration, monies are paid on an ongoing basis to the RKF for use in its charitable activities.

In 2007 such an arrangement was made with producers of the *Cool Stuff* economic literacy program. The RKF underwrote startup costs of a website for free distribution of selected *Cool Stuff* materials to KEY Club members and interested youth. In exchange the RKF receives a portion of monies received through sales on the site.

In 2009 the Foundation and RKC agreed to operate certain refreshment equipment at Rosemead activities under the RKC/RKF banner and oversight in exchange for a percentage of proceeds. Both such operations and any similar activities fall under purview of the Fund Raising Committee

## **Grant Assistance Committee (GAC)**

RKC members actively attempt to secure, as occasion affords, outside grants for projects which exceed Club and Foundation resources. Examples have included the Ian Pappas Foundation support of the World in Flight program at Temple Intermediate School, grants for musical equipment from the Mr Holland's Opus Foundation for Muscatel and Garvey Intermediate Schools, and the cooperative effort to build a Learning Resource Center for the Maryvale Girl's home. The GAC oversees such efforts and trains interested RKC members and others in the grant application process.

## **2013-2014 RKC/RKF Officers and Committee Chairpersons**

### **Officers/Board Members**

**Steven Ly** - President

**Jeff Allred** – Vice President

**Dave Barron** – Immediate past President

**Bob Bruesch** – Board Member

**Mario Manzano** - Secretary

**Elizabeth Landing** – Treasurer

**Tam Dinh** – Board Member

**Carol Mahoney** – Board Member

**Elizabeth Martinez** – Board Member

**Frank Quintanilla** – Board Member

**Lou Reade** – Board Member

**Ted Saulino** – Board Member

### **Chairpersons**

**Administrative Committee** (RKC) – Scott Wick

**Community Service** (RKC) – Bob Bruesch

**Finance and Fundraising Committee** (RKC) – Frank DiNoto

**Human and Spiritual Values Committee** (RKC) – Elizabeth Landing

**Membership and Education Committee** (RKC) – Frank Quintanilla

**Public Relations and Communications Committee** (RKC) – Art Landing

**Sponsored Leadership Programs Committee** (RKC) – Carol Mahoney

**Young Children Priority One** (RKC) – Sue Yamamoto

**Relay for Life Committee** (RKC) -- Suzanne Coscarelli

**Satellite Operations Committee** (RKC) – Art Landing

**Funding Requests Committee** (RKF) – Frank DiNoto

**Grant Assistance Committee** (RKF) – Frank DiNoto

**Fundraising Committee** (RKF) – Frank DiNoto