

**FLORIDA KIWANIS FOUNDATION**  
**POLICY and PROCEDURE MANUAL**

SECTION 6                      ADMINISTRATIVE STAFF                      1.1

**DUTIES AND RESPONSIBILITIES**

1.0      SCOPE

This procedure describes the responsibilities of the Administrative Staff, which may be employed under contract in lieu of an Executive Director

2.0      RESPONSIBILITY

It is the responsibility of the Foundation Officers to ensure adherence to these procedures

3.0      PROCEDURE

3.1      The following responsibilities will be determined by contract and adjusted as the need arises.

**FLORIDA DISTRICT OF KIWANIS (DISTRICT) RESPONSIBILITIES**

District wishes to provide centralized services through the Florida District Office Staff.

- The District address will become the Foundation address. The District will receive all Foundation mail at the District Address.
- The District will provide telephone services with the initial telephone greeting specifying the caller has reached the Florida District Of Kiwanis and the Florida Kiwanis Foundation. The District staff will be prepared to address the needs of the caller.
- The District will continue to provide the services of acquiring the location for Foundation Board of Trustee Meetings and Trustee Training Meetings.
- In addition to the services of the staff, the office equipment, maintenance, postage, in-house reproduction services, utilities, will be available for use on Foundation tasks as well as apportioned expenses for the production of the Florida Kiwanian and club mailings.
- After reviewing the mail, District will provide the following services to process the contents of the mail and/or send the mail to the responsible Foundation Officer for processing. Mailing services will include acknowledging gifts received by the Foundation, sending out Trustee announcements of Board of Trustee meetings, Sustaining Member renewals each month on the anniversary of the previous sustaining member gift, and similar activities for all giving programs.
- Financially, the District will process any payments/donations/gifts received by determining which bank account (operations, grants, or endowment) will receive

the deposits of the payments/donations/gifts. These deposits will comply with the Florida Kiwanis Foundation Policy and Procedure Manual – Financial Operations, Section 1, 1.1 Cash Receipts. The Foundation Treasurer will be available to aid in determining where these receipts will be deposited. Each deposit will include an Excel spread sheet documenting each type of deposit (Operating Fund or Grants Fund or Endowment Fund) on a monthly basis and year-to-date basis, a copy of the check, a copy of the bank deposit slip. These can be put in PDF format and faxed or emailed to the Treasurer.

- Acknowledging a gift will include a thank you letter (Annual Support w/banner patch) or thank you card (including pin/rocker) for each Sustaining Member will be sent to donor of each gift. Endowment gifts will be recognized through a letter and the appropriate recognition, which will be handled through the appropriate Foundation Officer who will send to the appropriate Trustee for presentation.
- District staff to be responsible for ordering and storage of all supplies including brochures, pins, plaques, etc., for distribution to the appropriate recipients.
- The District Office will also update the appropriate Excel list of Donors for each type of gift (i.e., annual club support gifts, sustaining members, etc.) and provide that list to the President-Elect after the end of each month.