

# Quick Guide to: National Service



**Kin Canada**  
Kinsmen • Kinettes • Kin



**Canadian  
Blood  
Services**

BLOOD  
PLASMA  
STEM CELLS  
ORGANS  
& TISSUES

Kin Canada has been a national Partner For Life with **Canadian Blood Services** since 2014. They are the

Canadian organization that provides a safe, secure, cost-effective, affordable and accessible supply of quality blood, blood products and their alternatives. To find out more please visit: [www.blood.ca](http://www.blood.ca)

There are many ways members and clubs can be involved with Canadian Blood Services. These include (but are not limited to):

- Donating blood or plasma as an individual
- Registering to be an organ/tissue donor
- Joining the stem cell registry
- Volunteering at a donation center
- Adopting a day at a donation center (promoting and recruiting donors, volunteering)
- Hosting sign-up events (for stem cells/ organ and tissue)
- Going as a group/club to donate
- Follow and share Canadian Blood Services on Social Media

Every year, District representatives set a blood donation goal for their District. The current pledges and the progress towards meeting those goals can be found on the Canadian Blood Services page on iKin. To help contribute towards your district goal, you must register with your District so that each donation you make will be counted towards your District's goal.

### **Join your District's Pledge:**

Step 1: Log into or create your [blood.ca](http://www.blood.ca) account

Step 2: Select "Partners" from the menu

Step 3: Type in "Kin Canada District #" select your District, then select "Join the team"

If you are interested in setting up your Club as an organization (Clubs are still counted towards District pledges) please fill out this form:

[www.blood.ca/en/ways-donate/donate-partner/becoming-partner/partner-registration](http://www.blood.ca/en/ways-donate/donate-partner/becoming-partner/partner-registration).



Kin Canada is a proud national partner of **Cystic Fibrosis Canada**. Cystic fibrosis (CF) is the most common fatal genetic disease affecting Canadian

children and young adults. CF causes various effects on the body, but mainly affects the digestive system and lungs. At present, there is no cure. To find out more about cystic fibrosis go to: [www.cysticfibrosis.ca](http://www.cysticfibrosis.ca)

Each year Kinsmen and Kinettes host a variety of fundraising and awareness-building activities in support of the battle against cystic fibrosis. Since 1964, Kin members have raised more than \$49.5 million for cystic fibrosis research and patient care.

### **Donations**

Individual Kin clubs or Districts may send their donations directly to the Cystic Fibrosis Canada or to their local chapter or their District at their discretion. If there are donors that require tax receipts, cheques should be sent straight to Cystic Fibrosis Canada's head office so the donors are tax receipted and thanked in a timely manner.

Your cheque should be made payable to Cystic Fibrosis Canada and the Kinsmen/Kinette/Kin club name and District should be noted somewhere on the cheque and/or backup papers. The cheque should be sent to:

**Cystic Fibrosis Canada**  
**2323 Yonge Street, Suite 800 Toronto,**  
**ON, M4P 2C9**

### **Walk to Make CF History**

Every year on the last Sunday of May thousands of participants across Canada walk at local community sites to raise funds and awareness about CF.

Many clubs participate in the walk, or for clubs/individuals who do not have a walk site near them may opt to join a "virtual walk". As partners for life with Cystic Fibrosis Canada, Kin Canada has its own registration site for the walk. It is: [www.cysticfibrosis.ca/kincanada](http://www.cysticfibrosis.ca/kincanada)



The **Hal Rogers Endowment Fund** (HREF) was established in memory of Kin Canada's founder, Hal Rogers. Kin Canada Bursaries is a program of

HREF which awards \$1000 bursaries to students who demonstrate financial need, knowledge of Kin and community involvement. Since its inception in 1994, over \$1 million has been awarded to students across Canada.

### **Kin Canada Bursaries Program**

Applications for Kin Canada Bursaries are available to students October 1 of every year at: **[www.kincanada.ca/apply](http://www.kincanada.ca/apply)**

Clubs play an integral part of the Kin Canada Bursaries program. Clubs are requested to promote the bursary to students in their area (through schools, libraries etc.) as they are the first point of contact for applicants. Applicants also must send their applications to their local club by February 1. Clubs then score all the submissions they receive and select one\* to endorse and send via email to: **[bursary@kincanada.ca](mailto:bursary@kincanada.ca)** by March 1 for the next round of scoring.

The Board of Trustees then use a standard rubric to score and select the final bursary recipients. All clubs are notified by email about the status of their endorsed applicant(s) by May. Bursary recipients will also receive a formal letter from the HREF Board of Trustees by June 30 notifying them of their selection and the next steps in claiming their bursary.

This is just a quick overview of the bursary process. To find out more information about the process, please go to iKin. You will find the following resources:

- Bursary Program Guide
- Bursary Poster
- Letter template for promoting at schools
- Media Release Template
- Bursary Application Evaluation Form
- Tips for Bursary Candidate Selection
- Template Letter to Endorsed Candidate
- Template Letter to Unsuccessful Candidates
- Club Checklist

\* Or two if the club has received 20+ applications. An additional application is also allowed for every donation of \$2500 made to HREF in the previous Kin year

## Donations

The fund currently depends on the generous donations from Kinsmen, Kinette and Kin Clubs and individuals. To make a donation, you can give by cheque payable to Hal Rogers Endowment Fund and sent to Kin National Headquarters:

# Kin Canada

**Box 3460**

**Cambridge, ON, N3H 5C6**

You can also make donations online\* at:

[www.canadahelps.org/en/charities/hal-rogers-endowment-fund-kin-canada-bursaries/](http://www.canadahelps.org/en/charities/hal-rogers-endowment-fund-kin-canada-bursaries/)

Personal Donations to the Fund are eligible for a charitable tax receipt.


\*Please note a small fee is taken by Canada Helps for online donations

# Projects Database

Kin Canada has a live database for project ideas. This can be found on the national website at: [www.kincanada.ca/projects](http://www.kincanada.ca/projects)

You can browse the whole database or it is searchable by club size, community size, type of project, number of hours and if the project is intended as a fundraiser. This is a great place to look when trying to figure out ideas for projects.

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# Kin Canada

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## Successful Project Examples

Looking for inspiration or advice for your next club service project? Search through our database of successful project examples where you can filter by club size, community size, project type and approximate number of service hours required. To sort by a specific detail, simply click on the heading and it will order from smallest to largest.

\*Please note that clubs must still contact National to verify insurance needs for projects found on the database.\*

[Have a successful project to submit? Submit it here.](#)

Number of Members  
  
Type  
  
Fundraising Project?

Community Size  
  
Service Hours

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Project Name	Membership Size	Community Size	Type of Project	Service Hours	Budget	Submission Date	Actions
<a href="#">Cubs for Christmas</a>	41-60	Large community or metropolises (100,000+)	Other	100+	\$15,000+	Dec 13, 2016	<a href="#">View Project Details</a>
<a href="#">Annual Christmas Dinner</a>	11-20	Small community (less than 100,000)	Toy or Coat Drive, Hamper Program, Adoption	1-10	\$5,000 or less	Dec 13, 2016	<a href="#">View Project Details</a>

Additionally, there is a link at the top of the database that leads you to a form where you can submit your club's successful projects. The more project ideas on the database, the better, so please take the few minutes to post your ideas.



National Day of KINdness is officially observed on the Saturday closest to day of Founding (February 20). Clubs celebrate founding through doing acts of kindness in their communities. Projects are determined by each club and can be big or small. Some examples include: visiting seniors in senior's residences, paying for coffees or handing out treats to strangers or first responders, bagging groceries, collecting food for the food bank, paying for hospital parking, going as a group to give blood, sticking positive messages on mall change room mirrors, or volunteering with a local organization.

### **How to Participate**

- a. Plan a project
- b. Register – an online registration link is sent to all clubs and posted on iKin every year in the early fall.
- c. Do your project
- d. Share– publically and with your fellow Kin

### **Available Resources (on iKin or through registration)**

- o Idea bank
- o Kindness cards (printed and self-print)
- o Kindness sticker
- o Social media graphics
- o Media release templates
- o Sponsorship letter template



# Service Reporting

Service reporting is required by every club at the end of the Kin year. Clubs are asked to submit their total service hours and dollars to HQ to be included in the national totals which are shared publicly in our annual report. Clubs can submit online or through their District Service Director.

Recording your service hours and funds as a club is very beneficial as you'll have a running total to share with potential sponsors and grantors, and your own community. This information is recorded at National headquarters for Clubs' future reference. You'll also be contributing your impact to a nation-wide total, which is very powerful and something your Club can take pride in.

If you are looking for ways to track your club's service totals, there are a number of options available on iKin. You can also reach out to your District Service Director or the National Projects Coordinator for assistance.

## What is a Service Dollar?

We ask that Clubs report their TOTAL amount of money raised (net\*) for the fiscal year, including all National and District projects totals\*\*. HQ will take care of searching out totals for Hal Rogers Endowment Fund, National Disaster Fund, Cystic Fibrosis Canada, and District projects through the Service Directors.

\*Net- subtract expenses and funds deposited into your club's general account

\*\* With the exception of Telemiracle. Please report Telemiracle funds separately.



## What is a Service Hour?

Service Hours include any hours, per member, your Club spends serving the community OR fundraising. Report service hours per person- Ex. 3 people working a volunteer booth for 2 hours would be 6 hours, not 2 hours.

Whether fundraising or doing "community service," anything related to a Club's outreach into the community would be considered "service hours." This would include any time spent in the planning and preparation of your projects and service, such as committee planning meetings. However, service hours do not include your general club meetings.

## Awards

The following are service awards that you can apply for:

- Hal & Elsie Service Award
- Ian F McClure Award (CFC)
- Bill Skelly Award (CFC)
- HREF Ambassador of Learning Award

To find out more information about the awards go to the awards section on iKin.



## Questions

If you have any questions you can contact your District Service Director.

You can also contact the National Projects Coordinator at: 800-742-5546 ext. 215 or [service@kinCanada.ca](mailto:service@kinCanada.ca)