

LIFE MEMBERSHIPS

Life Memberships are not intended to be a reward for years of service or a retirement gift. Care must be taken to ensure that only the most deserving are recommended for Life Membership. The nominators should consider what the nominee has accomplished to be set apart from others and which service is considered to be above and beyond that which might be expected of any devoted member.

The bestowing of a Life Membership is the highest honour Kin Canada can bestow on any member. The event should be a recognition of their commitment to the Kin Association. To that end, whether it is a sit-down dinner or afternoon tea, special attention should be paid to the invited guest list, the order of speakers and the presentation of the Life Membership pin, badge and plaque.

The [Policies and Procedures](#) are very explicit as to the granting of Life memberships. The procedure is as follows:

1. If your club has three members with at least seven years of membership in the Association, you do not require permission from the ED to form a Life Membership committee.
 - a. If your club does not have these three members, you can seek out members from other local clubs to sit on your committee.

For more information, please contact the Membership Services Coordinator at mhayward@kincanada.ca or call 1-888-742-5546 ext. 201.

1.1 GRANTING A LIFE MEMBERSHIP

1. Once your committee has been formed, the processing of a Life membership is based on your proposed Life member having been a member of the Association for 10 years.
2. Both the nominating club and the nominee's club must be in good standing.
3. The maximum number of Life members any club may elect is one (1) in any two year period. (Refer to the [Policies and Procedures](#))
4. The Life Membership Form must include the nominee's name, address and phone number, the proposed date of the presentation and the chair's name with address and phone number.
5. Once the application has been approved the cost of a New Life Member Kit must be sent to National Headquarters. **Allow six to eight weeks for processing and delivery. Please do not plan the event until the approval has been granted.**
6. If the nominating committee wishes to purchase a plaque from Kin Sales contact Kin Headquarters for more details.

7. If in doubt, contact National Headquarters at 1-888-742-5546 ext. 201

1.2 ORGANIZING THE EVENING

Given the importance of the evening, be specific when the invitation is extended whether you are extending an invitation to be a guest of the club or simply extending an invitation to attend the event. If you are inviting a person to be a guest of the club, then the club is normally responsible for travel, accommodation, and dinner costs.

The location where the event will be held should reflect the honour being bestowed.

The tone of the event is usually formal. If you expect some invited guests like the Mayor or member of local council and or Member of Parliament, as well as any dignitaries from other organizations the recipient is involved with to speak, then you should explain the tone of the evening that you expect and how long they have to speak and what you would like them to speak about.

Once all the formal speeches have taken place and if time allows, the master of ceremonies could be instructed to extend an invitation to any other guest who wishes to speak to come to the podium.

Take special care when presenting the Life Membership regalia. Protocol indicates the highest ranking Kin officer make a presentation but you may wish to include a family member or a very close friend to participate in the presentation as well.

Remember this is a once-in-a-lifetime event and should be given all the dignity and respect it deserves. The member receiving their Life Membership will remember the presentation and the manner in which it was done.

Best Practices

- Individuals should be asked prior to the event to perform special functions such as speaking, making presentations or toasts.
- All time on the agenda for a member of every group of invitees to speak (i.e. a member of the recipient's family, a co-worker, or a member of Kin, Mayor or members of local council, and the Member of Parliament should always be allowed time to speak and make presentations)
- You should have the highest-ranking Kin officer make the presentation and you should have a family member make a presentation as well. Be sure this honour is given with dignity and distinction and that the presenters recognize the significance of the event.

Life Membership Checklist

Life Membership nights are the highlight of any Kin year. It is very important for the chair to realize that this will be the most special night in the recipient's Kin career. Every attention to detail must be made. Be prepared that the planning of such an event will take six to eight weeks to organize the details of the presentation. Things to remember once the life membership has been approved by the club life membership committee are:

- Formation of the committee (approval received if required)
- Confirm the current requirements to qualify according to the Associations General operating bylaws.
- Set the date
- Once the life membership has been approved, contact the recipient's family so they can be present.
- By written invitation, contact former and current Kin members who have known the recipient, particularly those well known by the recipient. Follow-up two weeks later by a phone call. Offer them the opportunity to send a message if they are unable to attend in person.
- If the recipient has served on a Zone, District, or National level, make sure that all members that they served with that year are informed in writing of this special evening. Offer them the opportunity to send a message if they are unable to attend in person. If they served on a national board, check with National Headquarters as to whom they will notify.
- It is a good idea to design a small handout detailing the past accomplishments of the individual. This can be included in your invitations. Sometimes people forget what others have done.
- Regardless of whether or not an invitee will be attending – ask for letters of congratulations for the recipient.
- Arrange for a photographer to take pictures.
- Invite any Kin dignitaries as soon as possible so that they may be sure to attend. i.e. Deputy Governors, Governors, National President.
- Decide on whether or not to have a head table.
- Arrange for a podium, microphone and speakers
- An experienced master of ceremonies is very important to the success of the evening.

- Organize the agenda carefully so that there is a good mixture of Kin recollections, humour and formality.
- Follow-up regularly on letters of congratulations.
- Be sure to have a special role for the member's sponsor if available.
- Most importantly, remember, this honour will not come again for your member. A little preparation now will ensure fond memories for years to come.

1.3 SAMPLE INVITATION GUEST LIST

Sample Invitation List	Invited	RSV P	Club*	Total
Invited Guests of the Club (Complimentary meals)				
Immediate family of recipient (including recipient)				
National President and guest				
District Governor & Guest				
Deputy Governor & Guest				
Mayor, Councilors, Member of Parliament				
Other Invited Guests				
Past & present Members of the club				
Other Family & Friends				
Members of any Zone teams, District Council or National Board or Committees the recipient has been a part of				
All members of the Zone and District				
Dignitaries from other organizations the recipient may be involved with				
Recipient's co-workers				
TOTAL				

1.4 SAMPLE BUDGET FOR A LIFE MEMBER NIGHT

INCOME

60 couples at \$50	\$3,000.00
6 singles at \$30	<u>180.00</u>

TOTAL INCOME \$3,180.00

EXPENSES

Meals 140 at \$15	\$2,100.00	Includes club guests
Life Member Kit	\$350.00	From Headquarters
Hall Rental	\$200.00	Legion
Entertainment	\$300.00	D.J.
Invitation costs	\$100.00	Send out invites
Invited Club Guests costs	<u>\$300.00</u>	Travel costs for club guests

TOTAL EXPENSE \$3,350.00

REVENUE (LOSS) (\$170.00)

1.5 SAMPLE AGENDA

O Canada	Club Member
Kin Song	Club member
Kin expression of gratitude	Club Member
Toast to the Association	2 nd highest officer present
Response to the toast	Highest officer present
Introduction of Head table	Master of Ceremonies
Dinner	
	Guest Speaker #1 Guest Speaker #2 Guest Speaker #3
Letters of Congratulation	Various
Special Guests Congratulatory	Mayor / MLA etc.
Attendee congratulations	Anyone in the room who would like to speak
Life Member Plaque Presentation	Highest officer present
Life Member Badge presentation	2 nd highest officer
Life Member pin Presentation	Sponsor member / significant other / club president
Life Member Response	New Life member
Adjournment	Master of Ceremonies

1.6 SAMPLE INVITATION LETTERS

You should customize your invitation letters to the recipient. A different letter is needed for past and present club members, family, friends, co-workers, club-invited Kin guests, and club-invited dignitaries.

While the opening paragraphs may be consistent throughout, it is important to tailor the letter to the recipient. A few samples are included below.

To past and present club members:

Salutation,

The members of the Kinsmen/Kinette/Kin Club of _____ are pleased to announce that, on Day, Date, we will be presenting our Association's highest honour, a Life Membership, to Kin_____.

Kin career has truly been exemplary, having served our Association at many levels during his/her ___ years as a member – as club director; club CF chair; hall chair; secretary; president; past president; deputy governor; and governor. Whenever there is a job to be done, Kin_____, in his/her quiet way, is always the first to volunteer.

We anticipate seeing many past and present members at this event. What a great opportunity to congratulate a Kin member well deserving of the honour and at the same time renew old friendships.

Tickets are only \$\$\$00 per couple for an outstanding dinner, dance and fellowship and may be ordered by contacting our chairperson: _____

If you are unable to attend, may we suggest sending a congratulatory letter to our chairperson_____. (*give contact information*).

Yours in Kin

Club President

For Kin Dignitaries

The members of the Kinsmen/Kinette/Kin Club of _____ are pleased to announce that, on Day, Date, we will be presenting our Association's highest honour, a Life Membership, to Kin_____.

Kin career has truly been exemplary, having served our Association at many levels during his/her____years as a member – as club director; club CF chair; hall chair; secretary; president; past president; deputy governor; and governor. Whenever there is a job to be done, Kin_____, in his/her quiet way, is always the first to volunteer.

We look forward to hosting you for this memorable evening. Upon your confirmation of attendance, we will arrange your accommodation, if you desire. We will also gladly reimburse you any travel costs you may personally incur..

We would be most honoured if you would *(detail the duties you expect of the person to perform during the evening)*.

If you are unable to attend, please feel free to send a congratulatory letter to our chairperson_____*(give contact information)*.

If you require further information, please contact our chairperson _____*(give contact information)*.

Yours in Kin

Club President



Other Dignitaries such as Mayor, Member of Parliament, etc.

The members of the Kinsmen/Kinette/Kin Club of _____ are pleased to announce that, on Day, Date, we will be presenting our Association's highest honour, a Life Membership, to Kin_____.

Kin career has truly been exemplary, having served our Association at many levels during his/her____years as a member. In our own club's____- year history, we have only recognized_____other members in this manner. Surely this speaks of the high esteem that we hold for_____.

We look forward to hosting you for this memorable evening. Upon your confirmation of attendance, we will arrange your accommodation, if you desire. We will also gladly reimburse you for any travel costs you may personally incur.

It is our hope that you would arrange to have a congratulatory letter/plaque of recognition from the city/town/Premier/Prime Minister and yourself for this special evening.

We hope that you will be able to attend this special evening to present this memento to_____.

Please confirm your attendance by Day, Date so that we may reserve time on the agenda for your presentation.

On behalf of the Kinsmen / Kinette / Kin Club of_____, I thank you in advance for your assistance, and I look forward to seeing you on_____.

Please feel free to contact me if you have any questions.

Yours truly

Club President

Kinsmen/Kinette/Kin Club of_____