

Kiwanis

International

Quick-Start Guide:

Opening a new Kiwanis club



Tools you will need:

Process guides and manuals:

- Quick Start Guide
- Membership Development Manual

Materials supplied throughout process:

- Site Survey Kit • New-club Building Kit
- Charter Kit • Secretary's Kit

Step 1: Form New Club Team

Getting Started

- Form a New Club Team
 - Lt. Governor - Division New Club Builder - 5-8 Committee Members
- Involve your District TAG Team
- Secure a sponsoring club
- Outline a budget for expected expenses

The New-club Building Team:

Lieutenant Governor: _____

New-club Builder: _____

Sponsoring Kiwanis Club Committee:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Additional Contacts: District TAG (Together Achieving Growth) Team
Club Development Manager

Step 2: Evaluate Opportunities

Assess Potential

Select a site with the assistance of the District TAG Team.

- 1) Contact prominent members of the community for input
- 2) Secure 3-5 core members
- 3) Identify needs within the community that a new club can address

Gather information to determine the type of club, the prospect base for the new club, location for meetings, and day and time of meetings.



Step 3: Connect to the Community

Adapt Kiwanis to the Opportunity:

- Determine the type of club
- Develop a prospect list
- Schedule key events
- Meet with sponsoring club
- Train committee members

Different Styles of Clubs to Consider:

Traditional, Golden K, Corporate, Young professional, Family, Ethnic/cultural based, Internet

Step 4: Invite Members

Sample Recruiting Team Schedule

Schedule at least one week on the calendar to focus on recruiting. Identify those who will assist and conduct training session for them prior to the recruiting days.

Day _____ Date _____

Morning

Afternoon

Team #1

1. _____

2. _____

Team #2

1. _____

2. _____

Team #2

1. _____

2. _____

Team #1

1. _____

2. _____

Team #2

1. _____

2. _____

Team #2

1. _____

2. _____





Step 5: Guide the Club to Organization

Checklist:

- Recruit a minimum of 25 paid members before conducting meetings
- Conduct pre-organization gatherings
- Build enthusiasm
- Inform club about club structure
- Create Nominations & Bylaws Committee
- Conduct Official Organization Meeting
- Report the new club to International
- Submit required paperwork and fees
- Continue to invite people to join

To speak with a New Club Processing Representative, contact 1-800-KIWANIS, extension 203

Step 6: Educate Members and Train Officers

Orientation to Kiwanis should be offered to all members of the new club.

Train club officers, the board of directors and committee chairpersons in their roles.

Note: The Charter Kit and Secretary's Kit contain valuable material for members, officers, directors and committees.

Step 7: Support and Mentor

Select a qualified mentor for the new club. The mentor will advise and guide the new club for one year after organization. It is important that the mentor ensure that these items be completed:

- Ongoing recruiting is conducted
- Charter Event is planned and held
- First service project is completed successfully
- Fundraising activity is completed
- Meetings are fun, informative, and meaningful
- Members attend other Kiwanis events
- Committees are active





For assistance contact:

Kiwanis International, Club Development Department

3636 Woodview Trace • Indianapolis, IN 46268

1-317-875-8755, Ext. 203 • 1-800-KIWANIS, Ext. 203

E-mail: newclubs@kiwanis.org • Web site: www.kiwanis.org