



Kiwanis[®]

www.kiwanis.org

Quick-start guide

Opening a new Kiwanis club



Tools you will need

Process guides and manuals

- Quick-start guide
- Membership bulletins:
 - Opening a new Kiwanis club
 - Mentoring a Kiwanis club

Materials supplied by Kiwanis International

- Site survey kit
- New-club-building kit
- Club counselor's kit
- Charter kit

Step 1:

Form a new club team

- Secure a sponsoring club.
- Outline a budget for expected expenses.
- Order a new-club-building kit.
- Form a new club team.

The new-club-building team:

Lieutenant governor: _____

New-club builder: _____

Club counselor: _____

Sponsoring Kiwanis club committee:

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

In addition to the members you recruit, your team will also include the District TAG team and your area director.

Step 2:

Evaluate opportunities

Assess potential

- Complete the site survey included in the site survey kit.
 1. Contact prominent members of the community for input.
 2. Secure three to five core members.
 3. Identify community needs that a new club can address.
- Gather information to determine the type of club, the prospect base for the new club and the location, day and time of meetings.
- Order the new-club-building kit.



Step 3:

Connect to the community

Adapt Kiwanis to the opportunity

- Determine the type of club based on potential membership demographics.
- Develop a prospect list.
- Schedule key events.
- Promote your effort using local media.

Step 4:

Invite members

Sample recruiting team schedule

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

Day _____ Date _____

Morning

TEAM 1

1. _____

2. _____

TEAM 2

1. _____

2. _____

TEAM 3

1. _____

2. _____

Afternoon

TEAM 1

1. _____

2. _____

TEAM 2

1. _____

2. _____

TEAM 3

1. _____

2. _____





Step 5:

Guide the club to organization

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

To speak with a new-club-processing representative, call 1-800-KIWANIS, ext. 203 (U.S. and Canada) or +1-317-875-8755, ext. 203 (worldwide).

Step 6:

Educate members and train officers

- Offer Kiwanis orientation to all members of the new club.
- Train club officers, the board of directors and committee chairmen for their roles.

Note: The club counselor's kit contains valuable material for members, officers, directors and committees.

Step 7:

Support and mentor

The qualified club counselor will advise, guide, support and mentor the new club for the first year after organization, assuring that these important goals are fulfilled:

- Recruit on an ongoing basis.
- Plan and hold a charter event.
- Complete the first service project.
- Complete the first fundraising activity.
- Host meetings that are fun, informative and meaningful.
- Send club members to other Kiwanis events.
- Form committees and keep them active.





Kiwanis[®]

3636 Woodview Trace, Indianapolis, IN 46268 USA
U.S. & Canada: 1-800-KIWANIS, ext. 411 Worldwide: +1-317-875-8755
Email: newclubs@kiwanis.org

www.kiwanis.org



GIGR-711-10