

# ANNUAL CLUB ASSESSMENT

## Instructions:

For each item listed below, first rate your club's performance on each item with 1 meaning very poor and 5 meaning excellent. Then rate how important that item is to you as a club member with 1 meaning not at all important and 5 meaning very important. All information is confidential, so please be honest with your assessment.

### Club Performance

Very Poor      Excellent

### Importance

Not at all      Very

#### Club Operations and Administration

1	2	3	4	5	A timed agenda is followed for each meeting.	1	2	3	4	5
1	2	3	4	5	Members have the opportunity to participate in the club meetings.	1	2	3	4	5
1	2	3	4	5	Club meeting programs are worthwhile.	1	2	3	4	5
1	2	3	4	5	Club committees are effective.	1	2	3	4	5
1	2	3	4	5	The communication between club leaders and members is productive.	1	2	3	4	5

#### Member Satisfaction and Retention

1	2	3	4	5	Individual member input is solicited from club leaders.	1	2	3	4	5
1	2	3	4	5	The club is open to new ideas to improve membership.	1	2	3	4	5
1	2	3	4	5	Club activities exceed my expectations.	1	2	3	4	5
1	2	3	4	5	My membership is valuable to me.	1	2	3	4	5
1	2	3	4	5	Club leaders are in touch with the current needs of the membership.	1	2	3	4	5

#### Membership Development

1	2	3	4	5	Increasing membership is an ongoing club priority.	1	2	3	4	5
1	2	3	4	5	The club's membership committee is effective.	1	2	3	4	5
1	2	3	4	5	Dues are reasonable.	1	2	3	4	5
1	2	3	4	5	The club attracts diverse people to join as members.	1	2	3	4	5
1	2	3	4	5	New members have realistic expectations about their commitment.	1	2	3	4	5

#### Service and Fundraising

1	2	3	4	5	Club service projects are relevant to the community needs.	1	2	3	4	5
1	2	3	4	5	Club service projects match member interests.	1	2	3	4	5
1	2	3	4	5	The club has good fundraising activities in which the public participates.	1	2	3	4	5

#### Kiwanis Service Leadership Programs

(Sponsored Programs, Sponsored Organizations, and Youth Service Programs)

1	2	3	4	5	The club values its involvement with its sponsored programs.	1	2	3	4	5
1	2	3	4	5	The club understands its responsibilities to be an effective sponsoring club.	1	2	3	4	5
1	2	3	4	5	The club fulfills its responsibilities to its sponsored clubs.	1	2	3	4	5

#### Marketing and Public Relations

1	2	3	4	5	The club benefits from high visibility and name recognition in the community.	1	2	3	4	5
1	2	3	4	5	The public in general is aware of what our club does.	1	2	3	4	5
1	2	3	4	5	Members can verbalize what Kiwanis is and what it does.	1	2	3	4	5
1	2	3	4	5	Our projects are often mentioned in print or broadcast media.	1	2	3	4	5
1	2	3	4	5	Members are knowledgeable about club service and fundraising projects.	1	2	3	4	5

#### General

1	2	3	4	5	The meeting place is convenient for the majority of members.	1	2	3	4	5
1	2	3	4	5	The meeting time is convenient for the majority of members.	1	2	3	4	5
1	2	3	4	5	The food quality is worth the cost.	1	2	3	4	5

# ANNUAL CLUB ASSESSMENT RESULTS FORM

Club Performance Mean Score	Importance Mean Score
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## Club Operations and Administration

A timed agenda is followed for each meeting.  
 Members have the opportunity to participate in the club meetings.  
 Club meeting programs are worthwhile.  
 Club committees are effective.  
 The communication between club leaders and members is productive.


## Member Satisfaction and Retention

Individual member input is solicited from club leaders.  
 The club is open to new ideas to improve membership.  
 Club activities exceed my expectations.  
 My membership is valuable to me.  
 Club leaders are in touch with the current needs of the membership.


## Membership Development

Increasing membership is an ongoing club priority.  
 The club's membership committee is effective.  
 Dues are reasonable.  
 The club attracts diverse people to join as members.  
 New members have realistic expectations about their commitment.


## Service and Fundraising

Club service projects are relevant to the community needs.  
 Club service projects match member interests.  
 The club has good fundraising activities in which the public participates.


## Kiwanis Service Leadership Programs

**(Sponsored Programs, Sponsored Organizations, and Youth Service Programs)**

The club values its involvement with its sponsored programs.  
 The club understands its responsibilities to be an effective sponsoring club.  
 The club fulfills its responsibilities to its sponsored clubs.


## Marketing and Public Relations

The club benefits from high visibility and name recognition in the community.  
 The public in general is aware of what our club does.  
 Members can verbalize what Kiwanis is and what it does.  
 Our projects are often mentioned in print or broadcast media.  
 Members are knowledgeable about club service and fundraising projects.


## General

The meeting place is convenient for the majority of members.  
 The meeting time is convenient for the majority of members.  
 The food quality is worth the cost.


# CLUB IMPROVEMENT PLAN

Idea to Improve Our Kiwanis Club	Target Date We Plan to Make Change	Kiwanian Responsible
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## Club Operations and Administration


## Membership Retention and Development


## Marketing and Public Relations


## Service and Fundraising


## Kiwanis Service Leadership Programs (Sponsored Programs, Sponsored Organizations, and Youth Service Programs)


# EXIT INTERVIEW

Please check as many reasons as needed to describe your experience with the club and your departure. We value your input to help us improve the club.

## Personal

- Business transfer or change
- Business workload prevented participation
- Time with family was more important
- Health problems
- Other: \_\_\_\_\_

## Club Meetings

- Meeting time was inconvenient
- Meeting place was inconvenient
- Meetings were not a valuable use of my time
- Not enough fun and fellowship
- Attendance was low at meetings
- Other: \_\_\_\_\_

## Club Organization

- Not enough service projects
- Weak leadership
- Projects did not include all members
- I did not feel a part of the club
- I did not receive a full understanding of Kiwanis
- I did not feel proud of my membership
- Other: \_\_\_\_\_

## Committee Functioning

- Committees functioned poorly
- Little interest in specific committee assignments
- Committee meetings were not effecient
- Other: \_\_\_\_\_

## Finances

- Expensive:
- Dues
  - Meals
  - Fines
  - Check-writing community service
  - Not enough money for the club to properly function
  - Fundraising proceeds were not used appropriately
  - Other: \_\_\_\_\_

# PROSPECT PROFILE

Full Name \_\_\_\_\_

Nickname \_\_\_\_\_ Age \_\_\_\_\_ Sex  M  F

Company/Organization \_\_\_\_\_

Position/Title \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Fax \_\_\_\_\_ Home E-mail \_\_\_\_\_

Spouse's/Partner's Name \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Current Community Involvement \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Hobbies and Interests \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other Useful Information \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## For Recruitment Team:

Recommended by: \_\_\_\_\_

Recruited by: \_\_\_\_\_

Application Completed:  Yes  No

Fee Paid:  Yes  No

Follow-ups/Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# ROSTER ANALYSIS WORKSHEET

1. List the names and classifications of your current members on the Roster Analysis Worksheet.
2. Compare your members' classifications to the job classifications listed below.
3. Identify occupations not represented in the club. Use resources such as chamber of commerce and city directories.
4. Compile Prospect Profiles to use as your invitation list and keep track of your prospects.

## A

Accountant  
Adjuster  
Advertising Executive  
Agricultural Agent  
Airport Authority  
Apartment Manager  
Assessor  
Architect  
Artist  
Attorney  
Auctioneer  
Auditor  
Automobile Dealer

## B

Bakery Owner/Manager  
Banker  
Barber  
Beverage Distributor  
Biologist  
Boat Equipment Dealer  
Broadcaster  
Broker  
Building Contractor

## C

Carpenter  
Caterer  
Certified Public Accountant  
Chemist  
Chamber of Commerce  
Chiropractor  
City/Town Council Member  
Clergy  
Consultant  
Contractor  
Counselor  
Court Reporter

## D

Dairy Owner/Manager  
Dentist  
Dermatologist  
Designer  
Developer  
Dietitian  
Distributor  
Doctor  
Dry Cleaner

## E

Editor  
Educator  
Electrician  
Employee Relations  
Consultant  
Engineer

Engraver  
Equipment Rental Owner  
Estate Planner  
Executives  
Exterminator

## F

Farm Equipment Store Owner  
Farmer  
Finance Company Owner  
Financial Planner  
Fire fighter  
Florist  
Foundation Director  
Fund-raiser  
Funeral Director  
Furniture Dealer

## G

Gardener  
Geologist  
Graphic Artist  
Grocer  
Guidance Counselor  
Gunsmith  
Gynecologist

## H

Hardware Store Owner  
Historian  
Horticulturist  
Healthcare Administrator  
Hospital Administration  
Hotel/Motel Manager

## I

Illustrator  
Importer  
Inspector  
Insurance Agent  
Interior Decorator  
Investigator  
Investment Analyst

## J

Janitorial Service Owner  
Jewelry Dealers/Repair  
Journalist  
Judge

## K

Kennel Operator  
Kindergarten/  
Pre-school Director

## L

Landscaper  
Laundry Operator  
Lecturer

Librarian  
Livestock Broker  
Locksmith  
Lumber Dealer

## M

Magazine Editor  
Manufacturers' Representative  
Marketing Director  
Marriage Counselor  
Massage Therapist  
Media (Radio, Print or TV)  
Meteorologist  
Military Officer  
Musician

## N

Naturalist  
Newspaper Publisher  
Novelty Company Owner  
Nurse  
Nutritionist

## O

Occupational Therapist  
Office Equipment Store Owner  
Optician  
Optometrist  
Orthodontist

## P

Painter  
Paper Company  
Representative  
Pediatrician  
Pharmacist  
Photographer  
Physical Therapist  
Physician  
Pilot  
Plant Manager  
Playwright  
Plumber  
Podiatrist  
Police Officer  
Postmaster  
Printer  
Psychologist  
Professor  
Programmer  
Public Relations Executive  
Public Speaker  
Publisher  
Purchasing Agent

## Q

Quality Control Consultant

## R

Radio Station Manager  
Real Estate Agent  
Recreational Director  
Restaurant Owner

## S

Safety Consultant  
Salesperson  
Salvation Army Officer  
School Superintendent  
Scientist  
Secretary  
Social Worker  
Sporting Goods Store Owner  
Stock Broker  
Surgeon  
Surveyor

## T

Tailor  
Taxidermist  
Technician  
Telecommunications Manager  
Telephone Company Manager  
Television/Video Dealer  
Tourism Director  
Training Consultant  
Travel Agent

## U

Underwriter  
Upholsterer  
Utility Manager

## V

Veterinarian  
Videographer  
Video Repair Store Owner

## W

Welder  
Window Company Owner  
Writer

## X

X-ray Technician

## Y

YMCA/YWCA Administrator  
Youth Center Administrator

## Z

Zoning Consultant  
Zoologist  
Zoo President/Executive



# ORIENTATION OUTLINE

Check the box after each topic is discussed. You will want to expand on some topics, while briefly covering others. Pause after each main area and ask if there are any questions. If more than one Kiwanian is conducting the orientation session, each can take a separate area.

## OUR CLUB MEETING

- Time and place
- Meal payment (also how your club handles guests)
- Basic meeting agenda
- Typical programs
- Voluntary contributions (drawings, etc.)
- Active participation

## OUR CLUB

- Charter date
- Our outstanding achievements
- Present membership
- Future goals

## MEMBER PRIVILEGES

- Pride of membership
- Personal involvement in club activities
- Inter-club visits
- Voting for officers
- Leadership positions on board, committees
- Opportunities to attend district and International conventions
- Sponsoring new members

## GOVERNANCE

- Club bylaws
- The board (officers and directors)
- Committee structure
- Annual meeting (election)

## OUR FINANCING

- Dues from members
- Fund-raising projects
- Operations and activities accounts

## OUR COMMUNITY SERVICE

- Service impact
- How service committees function
- Expected member involvement in service
- How activities funds are used

## SPECIAL EVENTS

- Social and recreational events for members and their families
- Annual projects involving all members

## OUR DISTRICT AND DIVISION

- Basic district organization
- Purpose of the district
- Purpose of the division
- Visits from the lieutenant governor
- The district newsletter
- District dues
- The district office
- The district convention; other district events
- District Web site

## KIWANIS INTERNATIONAL

- Brief history
- Number of clubs, members and countries
- Kiwanis International conventions
- Kiwanis Magazine
- Young Children: Priority One and Worldwide Service Project (IDD)
- Kiwanis items available to members
- International Board
- Kiwanis International Web site

## REVIEW MEMBER TIME/FINANCIAL COMMITMENTS

- Financial (dues, billing procedures)
- Active participation at club meetings
- Supporting fund-raising projects
- Assistance in service projects

# AN INDUCTION SCRIPT

While this is only a suggested format, keep in mind the purpose of an induction is to begin the new member's Kiwanis experience in a meaningful way.

This ceremony focuses on the importance of personal sponsorship of a new member and what it means to be a Kiwanian.

## **PRESIDENT:**

Kiwanis is something so good that each of us should want to share it. Surely there is no better evidence of our willingness to share Kiwanis than to sponsor a new member into our club. Each month, Kiwanis International inducts approximately 2,900 new members within our 96 countries. Today we are very pleased to recognize \_\_\_\_\_ (SPONSORING KIWANIAN) for wanting to share his/her "K" with our newest member, \_\_\_\_\_ (NEW MEMBER). The induction will be led by \_\_\_\_\_ (INDUCTOR), \_\_\_\_\_ (INFORMATION ABOUT INDUCTOR - past club president, lieutenant governor, etc.) I would like to ask these individuals to join me here.

## **INDUCTOR:**

We are all very thankful to \_\_\_\_\_ (SPONSOR) for sponsoring our new member. \_\_\_\_\_ (SPONSOR), will you introduce \_\_\_\_\_ (NEW MEMBER) to his/her fellow Kiwanians?

## **SPONSOR:**

Thank you. I take great pride in presenting our newest member, \_\_\_\_\_ (NEW MEMBER). He/she lives in \_\_\_\_\_ (CITY). \_\_\_\_\_ (NEW MEMBER). He/she and \_\_\_\_\_ (SPOUSE'S NAME, if applicable) have \_\_\_\_\_ (NUMBER) children: \_\_\_\_\_ (NEW MEMBER) is originally from \_\_\_\_\_ and has a \_\_\_\_\_ (DEGREE) from \_\_\_\_\_ (SCHOOL NAME). He/she is a \_\_\_\_\_ (TITLE OF POSITION) with \_\_\_\_\_ (EMPLOYER). Among his/her special interests are \_\_\_\_\_. I am very excited to be his/her sponsor.

## **INDUCTOR:**

\_\_\_\_\_ (NEW MEMBER), by presenting you with this Official Certificate of Membership, I welcome you, on behalf of the entire membership, into the Kiwanis Club of \_\_\_\_\_.  
(Inductor presents membership certificate to the new member.)

## **PRESIDENT:**

We welcome you to this global organization of volunteers dedicated to changing the world one child and one community at a time. Will you, \_\_\_\_\_ (SPONSOR), now place the pin on \_\_\_\_\_'s (NEW MEMBER) lapel? (Sponsor pins new member with "K" he/she has been wearing today.) \_\_\_\_\_ (SPONSOR), the club thanks you for your willingness to share the values of service and fellowship in Kiwanis International with another individual. A new member for our club means new ideas, new enthusiasm, greater fellowship - and greater service. (If there is some recognition piece for the sponsor, it can be presented now.) Today we have brought into our club a new member. As evidence that we commit to keeping our obligation to him/her as well, let's all stand and welcome \_\_\_\_\_ (NEW MEMBER) into our club! (Applause) We will ask \_\_\_\_\_ (NEW MEMBER) and \_\_\_\_\_ (SPONSOR) to come to the entryway as we adjourn to give you the opportunity to introduce yourself. Thank you!



# KIWANIS MEMBERSHIP INFORMATION

PLEASE TYPE OR PRINT

KIWANIS CLUB	KEY NUMBER	DISTRICT NAME OR NUMBER	STATE/PROVINCE	DATE
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### PLEASE CHECK ONE

- NEW OR FORMER MEMBER ADD       MEMBER DELETE       MEMBER TRANSFER  
 MEMBER INFORMATION CHANGE       HONORARY MEMBERSHIP       NON-MEMBER SUBSCRIPTION

MEMBERSHIP ID NUMBER		KIWANIS LIFE MEMBER YES NO		KIWANIS LIFE MEMBER NUMBER		DISTRICT LIFE MEMBERSHIP YES NO	
MULTIPLE MEMBERSHIP YES NO		IF YES, CLUB NAME		KEY NUMBER		MEMBER ID NUMBER	
DATE JOINED (MONTH/DAY/YEAR)		LAST NAME		SUFFIX		FIRST NAME	
MIDDLE INITIAL		PREFIX		GENDER M F		DATE OF BIRTH	
HOME PHONE		PREFERRED EMAIL ADDRESS		HOME ADDRESS		CITY	
STATE/PROVINCE		COUNTRY		ZIP/POSTAL CODE		BUSINESS NAME	
TITLE/POSITION		BUSINESS ADDRESS		CITY		STATE/PROVINCE	
COUNTRY		ZIP/POSTAL CODE		FAX NUMBER		BUSINESS PHONE	
SPOUSE NAME		IS SPOUSE A MEMBER YES NO		IF YES, CLUB NAME		KEY NUMBER	
MEMBER ID NUMBER		SEND KIWANIS MAIL TO: <input type="checkbox"/> HOME <input type="checkbox"/> WORK		SPOUSAL MAGAZINE CREDIT YES NO			

### PRIMARY EMPLOYMENT Codes

- CHECK ONE BLOCK PER CATEGORY**
- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> 1 Banking/Finance      | <input type="checkbox"/> 11 Legal                 | <input type="checkbox"/> 21 Real Estate    | <input type="checkbox"/> 31 Agriculture |
| <input type="checkbox"/> 3 Communications/Media | <input type="checkbox"/> 13 Manufacturing (Heavy) | <input type="checkbox"/> 23 Religion       | <input type="checkbox"/> 94 Other _____ |
| <input type="checkbox"/> 5 Construction         | <input type="checkbox"/> 15 Manufacturing (Light) | <input type="checkbox"/> 25 Retail         |   |
| <input type="checkbox"/> 7 Education            | <input type="checkbox"/> 17 Medical               | <input type="checkbox"/> 27 Transportation |   |
| <input type="checkbox"/> 9 Government           | <input type="checkbox"/> 19 Nonprofit             | <input type="checkbox"/> 29 Wholesale      |   |

### JOB CLASSIFICATION Codes

- |  |  |
|--|--|
| <input type="checkbox"/> N Elected       | <input type="checkbox"/> S Supervision |
| <input type="checkbox"/> O Management    | <input type="checkbox"/> T Technical   |
| <input type="checkbox"/> P Partner/Owner | <input type="checkbox"/> V Retired     |
| <input type="checkbox"/> Q Professional  | <input type="checkbox"/> X Other _____ |
| <input type="checkbox"/> R Sales         |  |

### EDUCATION ATTAINED Codes

- |   |   |
|---|---|
| <input type="checkbox"/> A Grade School                 | <input type="checkbox"/> F Master's Degree              |
| <input type="checkbox"/> B High School                  | <input type="checkbox"/> G Graduate Professional Degree |
| <input type="checkbox"/> C Technical/Business School    |   |
| <input type="checkbox"/> D Associate Degree (2 yrs)     |   |
| <input type="checkbox"/> E Baccalaureate Degree (4 yrs) |   |

College/University Attended \_\_\_\_\_ Other Affiliations \_\_\_\_\_

Offices/Positions Held (if any) \_\_\_\_\_

PLEASE NOTE: FOR MEMBERSHIP STATISTICS ONLY. KIWANIS INTERNATIONAL DOES NOT PROVIDE MEMBERSHIP INFORMATION TO THIRD PARTIES.

If you are a former member  Kiwanis  Key Club  Kiwanis Junior  Circle K  Aktion Club  K-Kids  Builders Club

Club Name \_\_\_\_\_ Former ID Number \_\_\_\_\_

Date Joined \_\_\_\_\_ Date Left \_\_\_\_\_

### PLEASE COMPLETE THIS SECTION ONLY IF DELETING A MEMBER

Effective date (MM/DD/YYYY) \_\_\_\_\_

Check reason for delete - Codes

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> A Attendance          | <input type="checkbox"/> B Business Pressure | <input type="checkbox"/> D Deceased     | <input type="checkbox"/> G Other _____ |
| <input type="checkbox"/> H Health              | <input type="checkbox"/> I Lack of interest  | <input type="checkbox"/> L Lack of time | <input type="checkbox"/> M Moving      |
| <input type="checkbox"/> P Non payment of dues |  |   |  |

### PLEASE COMPLETE THIS SECTION ONLY IF MEMBER IS TRANSFERRING TO ANOTHER KIWANIS CLUB

Effective Date (MM/DD/YYYY) \_\_\_\_\_ Dues paid through \_\_\_\_\_

(Date)

Club transferring to - Club Name \_\_\_\_\_ Key Number \_\_\_\_\_ District \_\_\_\_\_

NOTE: PLEASE GIVE ONE COPY OF THIS FORM TO MEMBER TO BE GIVEN TO THE CLUB TO WHICH HE OR SHE IS TRANSFERRING.

White - Kiwanis International, Attn: Member Services, 3636 Woodview Trace, Indianapolis, IN 46268

Canary - District Office

Green - Club File

## MEMBERSHIP INFORMATION PROCESSING INSTRUCTIONS

ALWAYS BE SURE THE FOLLOWING INFORMATION IS COMPLETED AT THE TOP OF EACH FORM:

CLUB NAME, KEY NUMBER, DISTRICT NAME OR NUMBER, STATE/PROVINCE, COUNTRY, AND TYPE OF TRANSACTION BEING SUBMITTED.

Complete and return for the following reasons:

1. New Member Add – Complete all information as requested on form and submit with the appropriate International and district fees. Please contact the district or International office for current fee(s).
2. Honorary membership and nonmember subscriptions – Submit with the appropriate fees: Honorary member: US and Canada, \$8.00 (USD), all others, \$12.00 (USD). Nonmember subscriptions: \$12.00 (USD). Note: an honorary member is only added to Kiwanis International records when accompanied by the appropriate fee as indicated.
3. Deletion – Fill in the member name, ID number, date and reason for deletion. Please indicate the “deceased” date when reporting a deceased member.
4. Change of Address – Fill in the new address, city, state or province, country and zip or postal code and other information.
5. Name Change – Fill in correct spelling of member’s name: last name followed by first name and middle initial.
6. Additions or changes in your membership records as indicated above should be mailed to Kiwanis International, Attn: Member Services, 3636 Woodview Trace, Indianapolis, Indiana 46268 as soon as they occur to avoid delay in delivery of the KIWANIS magazine. Be sure to submit one copy to the district office and maintain one copy for the club’s file.
7. Transfer of membership – Fill in member name, ID number, and information requested in the transfer section. Please give one copy of this form to member to be given to the club to which he or she is transferring. Indicate when his/her dues are paid through.
8. Do not submit changes in membership status to “senior” status. This is an internal club classification only. The member remains as “active” status in Kiwanis International records.
9. It is very important that the information you are providing is either printed or typed to ensure proper recording.

For further assistance, please call 1-800-KIWANIS (800-549-2647) or 317-875-8755, extension 390.

Additional copies of this form may be obtained on the Kiwanis International website at: [www.kiwanis.org](http://www.kiwanis.org).

# KIWANIS MEMBER REFERRAL FORM

TO: Kiwanis Club of \_\_\_\_\_

FROM: Kiwanis Club of \_\_\_\_\_

One of our members is moving to your area. We encourage you to contact this Kiwanian about membership in your club.

Name \_\_\_\_\_ Moving Date \_\_\_\_\_

Nickname \_\_\_\_\_ Age \_\_\_\_\_ Sex  M  F

New Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Employer \_\_\_\_\_ Title \_\_\_\_\_

Date Joined Kiwanis \_\_\_\_\_ Dues Paid Through \_\_\_\_\_

A leave of absence has been approved for member during move:  Yes  No

Spouse's/Partner's Name \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Kiwanis Information (e.g., offices held, honors received, committee/project participation, etc.)

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Community Activities/Interests and Hobbies

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MAILING INSTRUCTIONS: Send to the club secretary or district secretary in the new location.

# NEW-MEMBER RECRUITMENT RECOGNITION PINS

“You Hold the Key” Lapel Pin Keys: To be eligible for a key, one (bronze key), two (silver key) or three (gold key) new members must be recruited.

The Ruby K Award: By recruiting five or more new members during a member’s Kiwanis career a Kiwanian is eligible for the Ruby K Award. Ruby K pins are available for recruiting 5, 10, 15, 20, 30, 40, etc., up to 100 and in multiples of 25 over 100. The award is cumulative so previous recipients are eligible for a new Ruby K when they recruit additional members.

Member Name and ID Number	Awards Achieved
_____	<input type="checkbox"/> Bronze Key <input type="checkbox"/> Silver Key <input type="checkbox"/> Gold Key <input type="checkbox"/> Ruby K ____ (no. of pin)
_____	<input type="checkbox"/> Bronze Key <input type="checkbox"/> Silver Key <input type="checkbox"/> Gold Key <input type="checkbox"/> Ruby K ____ (no. of pin)
_____	<input type="checkbox"/> Bronze Key <input type="checkbox"/> Silver Key <input type="checkbox"/> Gold Key <input type="checkbox"/> Ruby K ____ (no. of pin)
_____	<input type="checkbox"/> Bronze Key <input type="checkbox"/> Silver Key <input type="checkbox"/> Gold Key <input type="checkbox"/> Ruby K ____ (no. of pin)
_____	<input type="checkbox"/> Bronze Key <input type="checkbox"/> Silver Key <input type="checkbox"/> Gold Key <input type="checkbox"/> Ruby K ____ (no. of pin)
_____	<input type="checkbox"/> Bronze Key <input type="checkbox"/> Silver Key <input type="checkbox"/> Gold Key <input type="checkbox"/> Ruby K ____ (no. of pin)
_____	<input type="checkbox"/> Bronze Key <input type="checkbox"/> Silver Key <input type="checkbox"/> Gold Key <input type="checkbox"/> Ruby K ____ (no. of pin)
_____	<input type="checkbox"/> Bronze Key <input type="checkbox"/> Silver Key <input type="checkbox"/> Gold Key <input type="checkbox"/> Ruby K ____ (no. of pin)
_____	<input type="checkbox"/> Bronze Key <input type="checkbox"/> Silver Key <input type="checkbox"/> Gold Key <input type="checkbox"/> Ruby K ____ (no. of pin)
_____	<input type="checkbox"/> Bronze Key <input type="checkbox"/> Silver Key <input type="checkbox"/> Gold Key <input type="checkbox"/> Ruby K ____ (no. of pin)

Please forward the appropriate pin so a presentation may be made on: Date \_\_\_\_\_

Kiwanis Club of: \_\_\_\_\_ Key No. \_\_\_\_\_ District: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State/Province: \_\_\_\_\_ Postal/ZIP Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Copy form as needed

# NEW MEMBER SURVEY

Being a new member, you provide a different insight into club operations. We are very interested in hearing your input to continually improve our club's offering to its members. It is also a double-check to make sure the proper steps have been taken to get you involved in areas you are interested in. Therefore, based on your experience with Kiwanis and in general, please answer the following questions. Be candid and creative. All new ideas had to begin somewhere.

- 1 . Were you inducted in a timely manner?  Yes  No
- 2 . Did you attend orientation before being inducted?  Yes  No
- 3 . Have you attended a board meeting?  Yes  No
- 4 . Are you involved with a committee?  Yes  No
- 5 . If no, which one would you like to work with? \_\_\_\_\_
- 6 . Have you participated in a club project yet?  Yes  No
- 7 . If yes, which project(s)? \_\_\_\_\_
8. Did you enjoy your involvement?  Yes  No
9. Has the club met your initial expectations?  Yes  No
10. Please rate the following areas:

	Very Poor				Excellent
Orientation	1	2	3	4	5
Induction	1	2	3	4	5
Meeting programs	1	3	4	4	5
Your acceptance by other members	1	3	4	4	5
Your level of involvement	1	3	4	4	5
Your enjoyment of club activities	1	3	4	4	5

**Please provide suggestions for:**

Service projects:

Fundraisers:

Program topics:

General Comments:

# TIMETABLE FOR NEW CLUB

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Community Survey	Community Survey			
	Get Support of Sponsoring Club(s)	Get Support of Sponsoring Club(s)	Get Support of Sponsoring Club(s)	Get Support of Sponsoring Club(s)	Get Support of Sponsoring Club(s)	
	Develop Prospect List and Secure Recruiters	Develop Prospect List and Secure Recruiters	Develop Prospect List and Secure Recruiters	Develop Prospect List and Secure Recruiters Send Out Press Release	Develop Prospect List and Secure Recruiters	
	Prepare Letter	Prepare Letter	Send Letters to Prospects			
		Recruitment Day	Recruitment Day	Recruitment Day		
		Recruitment Day	Recruitment Day	Recruitment Day		
		Call All to Remind of Meeting	First Pre-Organizational Meeting			
		Call All to Remind of Meeting	Second Pre-Organizational Meeting			
		Call All to Remind of Meeting	Organizational Meeting			
Set Date for Charter Night at Least 6 Weeks After Organization Meeting						

**This is only the beginning. Success depends on the sponsoring club's support and nurturing for at least one year.**

# NEW-CLUB SPONSORSHIP AGREEMENT



The Kiwanis Club of \_\_\_\_\_ agrees to assume the responsibilities as the sponsoring club for the new Kiwanis club to be organized in the \_\_\_\_\_ area. We pledge to do the following:

1. DESIGNATE one new club coordinator and name three additional members as core team members.  
Discuss the possibility of designating seed members.
2. ASSIST in compiling a prospect list.
3. ASSIST the district new club builder and the core team members during the recruiting week, and specifically, provide a minimum of six recruiters per day for three successive days to call on prospective members.
4. PROVIDE inter-clubs for the first and second pre-organizational meetings and the official organizational meeting.
5. PLAN the first service project in which the new Kiwanis club can become involved.
6. CONTINUE to monitor the new club for one year and help it maintain the membership level necessary to remain in good standing with Kiwanis International and the district.

Approved by the Sponsoring Club Board of Directors, this date: \_\_\_\_\_ 20 \_\_\_\_\_

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Lieutenant Governor: \_\_\_\_\_

New-Club Coordinator: \_\_\_\_\_

Core Team Members: \_\_\_\_\_ Phone: \_\_\_\_\_

Core Team Members: \_\_\_\_\_ Phone: \_\_\_\_\_

Core Team Members: \_\_\_\_\_ Phone: \_\_\_\_\_

Dear <Salutation>,

One hour of volunteer time can create a lifetime of opportunities for a child. So imagine what is possible when each year Kiwanis clubs in more than 90 nations invest more than 7 million hours in volunteer time, through thousands of service projects that generate hundreds of millions of dollars! The efforts of Kiwanians support a variety of causes, including literacy, leadership, wellness, and many other special needs of children.

To improve the lives of children here in our area, we are organizing a new Kiwanis club that will participate in fellowship and service focused on the needs of our community and youth.

Kiwanis is designed for individuals who desire personal involvement in the leadership and improvement of their community. As a businessperson myself, I recognize the value of working with others in my community. I am joining because the focus of Kiwanis is on our youth—a priority for me.

Membership in our Kiwanis club will give you the chance to meet other local business people and concerned community leaders. It also will give you the opportunity to change our community—one child at a time.

Please review the enclosed brochure. A Kiwanian will contact you personally in the next few days to discuss our plans. I hope you will join me in supporting this great organization.

Sincerely,

Mary Johnson  
President, Community Bank

# Kiwanis

(Local) Kiwanis Club  
(Address, City, State)

## FOR IMMEDIATE RELEASE

Contact: First Name, Last Name, Phone Number, E-mail Address

### **New Kiwanis Club Organizes in (Location) to Make a Difference for Children and the Community**

CITY, State – Month ##, 2005 – A new Kiwanis club is organizing this week in (Location) and is seeking men and women to become part of the global organization of volunteers dedicated to changing the world one child and one community at a time. The club will further the Kiwanis International mission of responding to global issues while also serving the needs of the (Location) community by performing valuable service projects.

“The needs of the world are great, but together, Kiwanis members in 8,600 clubs and more than 90 countries and geographic areas accomplish remarkable things for the children of the world,” said (Name), president of Kiwanis International. “Kiwanis clubs provide an excellent opportunity to meet other service-minded individuals and network with business professionals while making a direct impact on the community through volunteering.”

The new (Location) Kiwanis club will focus on service projects addressing a variety of community needs. For example, other Kiwanis clubs and Kiwanians participate in activities such as revitalizing neighborhoods, organizing youth-sports programs, planting trees and erecting playgrounds.

“We understand the changing needs of today’s busy volunteers, and encourage members to give time on their own terms while contributing to notable causes and meaningful projects,” said (Name, Title, Location) Kiwanis club. “We hope that men and women of all ages, races and religions, will join the (Location) club and make a difference for children in our community.”

For details on joining the (Location) Kiwanis club, or for more information about Kiwanis International, please contact (Name) at (Phone) or visit [www.kiwanis.org](http://www.kiwanis.org).

#### About Kiwanis International

Kiwanis is a global organization of volunteers dedicated to changing the world one child and one community at a time. Founded in 1915, the organization’s 600,000 members comprise 8,600 clubs in more than 90 countries and geographic areas. Kiwanis members make their mark by responding to the needs of their communities and pooling their resources to address worldwide issues. Globally, Kiwanis International has focused humanitarian efforts on eliminating iodine deficiency disorders (IDD), through the Worldwide Service Project, a US\$75 million campaign in partnership with UNICEF, which began in 1994. Kiwanis International and its sponsored service organizations for young people, including Circle K, Key Club, Key Leader, Builders Club, K-Kids, Kiwanis Junior and Aktion Club dedicate more than six million volunteer hours to strengthen communities and serve children annually. For more information about Kiwanis International, please visit [www.kiwanis.org](http://www.kiwanis.org).

*Kiwanis is a global organization of volunteers dedicated to*



*changing the world one child and one community at a time.*

# SAMPLE AGENDA: PRE-ORGANIZATIONAL MEETING

## First Pre-Organizational Meeting

1. Call to order
2. Introductions
3. Have a strong speaker make a brief, inspirational talk about Kiwanis.
4. Meal (optional)
5. Explain the purpose of this meeting is to prepare for the official organizational meeting
6. Briefly describe decisions the members and the Board of Directors will make during the official organizational meeting:

### Members

- Official club name (The Kiwanis Club of City, State/Province)
- Number of vice-presidents (Hint: Fewer may be better to start a new club)
- Number of directors (a minimum of five)
- Day, time, and place of meeting
- Annual meeting date
- Membership fee for future members
- Annual dues
- Intent to incorporate within 12 months
- Bylaws

### Board of Directors

- Bank
- Official signatures
- Board meeting day, time and place

Members should not be pressured into decisions on these items; however, any decisions that are made will expedite the official organizational meeting.

7. Duties of officers and directors, who must be elected at the organizational meeting, are described. An acting secretary that is selected to serve at the organizational meeting is announced.
8. The nomination committee is announced to propose a slate of officers at the official organizational meeting.
9. Members are asked for ideas on the club's first service project. Try to obtain a consensus as to what the project will be.
10. Members are asked to think of fundraising project ideas
11. Explain the support the sponsoring committee will give to the new club after it is formally organized.
12. Introduce the lieutenant governor.
13. Express final words of encouragement and set a firm date for the official organizational meeting.
14. Adjourn the meeting.

## Second Pre-Organizational Meeting

Follow the above agenda. In addition:

- Introduce the slate of officers.
- Present the bylaws.

# SUGGESTED AGENDA FOR THE OFFICIAL ORGANIZATIONAL MEETING OF A NEW KIWANIS CLUB

- A. CALL TO ORDER - by Presiding Officer (Sponsoring Committee Chairman or Lieutenant Governor)  
(The meeting may be opened in the form followed by other clubs in that nation.)
- B. INTRODUCTIONS - Past and Present International and District Officers  
- Kiwanians from other clubs- Members of the new Kiwanis club
- C. EXPLANATION OF THE PURPOSE OF THIS MEETING - (by Presiding Officer)
- D. INTRODUCTION OF THE KIWANIS INTERNATIONAL CLUB DEVELOPMENT MANAGER OR NEW-CLUB BUILDER - (by Presiding Officer)
- E. APPOINTMENT OF A TEMPORARY SECRETARY - (by Club Development Manager or New-Club Builder)
- F. READING OF THE NAMES ON THE PETITION - (by Temporary Secretary)
- G. PRESENTATION OF KIWANIS LAPEL PINS - (by Lieutenant Governor, assisted by Sponsoring Committee Chairman)
- H. MOTIONS TO BE MADE PRIOR TO ADOPTION OF CLUB BYLAWS  
- (by Club Development Manager or New-Club Builder)

1. (Article I, Section 1 - Club Name) Motion made by \_\_\_\_\_,  
seconded by \_\_\_\_\_ that this organization shall be known as the  
Kiwanis Club of \_\_\_\_\_. Motion carried.

2. (Article VI, Section 1 - Number of Vice-Presidents) Motion made by \_\_\_\_\_,  
seconded by \_\_\_\_\_ that the club shall have \_\_\_\_\_  
(number; one or more)  
Vice-President(s). Motion carried. (The President-elect is a recommended option.)

3. (Article VII, Section 1 - Board of Directors) Motion made by \_\_\_\_\_,  
seconded by \_\_\_\_\_, that the board of directors shall include  
\_\_\_\_\_ elected directors. Motion carried.  
(number, at least five)

4. (Article XI, Section 1 - Regular Meetings) Motion made by \_\_\_\_\_,  
seconded by \_\_\_\_\_, that this club shall conduct regular meetings on  
such day and at such time and place as shall be determined by the board of directors. Motion carried.

NOTE: Clubs formed may meet weekly or twice monthly.

5. (Article XI, Section 5 - Annual Meeting) Motion made by \_\_\_\_\_,  
seconded by \_\_\_\_\_, that the annual meeting of the club shall  
be the \_\_\_\_\_ regular meeting in \_\_\_\_\_. Motion carried.  
(month)

(The International Bylaws provide that this meeting be held not earlier than the first meeting in April and not later than the second meeting in May.)

6. (Article XVIII, Section I - Membership Induction Fee) Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the membership fee shall be \_\_\_\_\_, payable upon acceptance of new membership. Motion carried.
7. (Article XVIII, Section I - Annual Dues) Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the annual dues shall be \_\_\_\_\_, payable monthly, quarterly, semiannually, or annually. Motion carried.
8. Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that this club affirms its intent to complete the incorporation of said club within one year from the date on which this club receives its official charter from Kiwanis International. Motion carried.

Note: This applies only to clubs in Canada and the United States.

9. Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the club bylaws, as submitted and as amended by the preceding motions, be adopted as the bylaws of this club. Motion carried.

I. NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS - (by New-Club Builder or Club Development Manager)

**REPORT of Nominating Committee - Chairman** \_\_\_\_\_

**ADDITIONAL NOMINATIONS FROM THE FLOOR**

**ELECTION of Officers and Directors:**

PRESIDENT DIRECTOR	
PRESIDENT-ELECT* _____	DIRECTOR _____
VICE-PRESIDENT* * _____	DIRECTOR _____
VICE-PRESIDENT* * _____	DIRECTOR _____
VICE-PRESIDENT* * _____	DIRECTOR _____
TREASURER _____	DIRECTOR _____
SECRETARY _____	

\*Optional

\*\*As determined by motion 2, above.

INDUCTION OF OFFICERS AND DIRECTORS - (by Lieutenant Governor)  
PRESENTATION OF PRESIDENT'S PIN

- J. ACCEPTANCE ADDRESS - (by the newly elected President)
- K. ANNOUNCEMENT THAT THE BOARD OF DIRECTORS will meet immediately following the adjournment of the organization meeting. ALL MEMBERS are encouraged to attend the board meeting.
- L. ANNOUNCEMENT OF CHARTER PRESENTATION DATE.
- M. APPRECIATION TO MEMBERS OF OTHER CLUBS IN ATTENDANCE and instructions on responsibilities to assist the new club.
- N. ADJOURNMENT.

# SUGGESTED AGENDA FOR THE FIRST MEETING OF THE BOARD OF DIRECTORS

1. APPOINTMENT OF CLUB SECRETARY - Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that \_\_\_\_\_ shall serve as club secretary. Motion carried.

2. MONTHLY MEETING of the board of directors - day, time, and place should be determined. Board of directors must meet at least once a month in regular session.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the regular meetings of the Board of Directors shall be conducted \_\_\_\_\_. Motion carried.

3. BOARD ACTION AUTHORIZING PAYMENT - The fees to accompany the official papers must be authorized by the board in the same manner as all payments from the funds of this club.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the treasurer is hereby directed to draw a check in the amount of US\$ \_\_\_\_\_ payable to Kiwanis International. Motion carried.

4. OFFICIAL DEPOSITORY FOR CLUB FUNDS

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the official depository for the funds of this club shall be \_\_\_\_\_. Motion carried.

5. APPROVAL OF SIGNATURES FOR WITHDRAWAL OF FUNDS - If two (2) signatures shall be desired for the withdrawal of funds from the accounts of this club, three (3) officers should be approved so that two (2) are normally available to transact the financial business of the club.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ that signatures be required for withdrawal of funds from the accounts of this club. Further, that such signatures shall be \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_. Motion carried.

6. CLUB MEETINGS

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ that meetings of the club shall be conducted on \_\_\_\_\_ (day) at \_\_\_\_\_ (a.m.) (p.m.) with such meeting to be conducted at \_\_\_\_\_ (place). Motion carried.

7. Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the TENTATIVE DATE for the Charter Presentation Ceremony shall be \_\_\_\_\_ at \_\_\_\_\_ (day) at \_\_\_\_\_ (time) \_\_\_\_\_. (place) Motion carried.

# OUTLINE OF CHARTER PRESENTATION CEREMONY

The charter presentation ceremony is a celebration for the entire division. It is an occasion to recognize the new club and welcome its members, and also an opportunity to recognize those who helped open the club.

**Role of the Governor** (who was in office on the organization date):

- Confirm a date with the lieutenant governor for the ceremony.
- Receive the charter and awards from Kiwanis International.
- Present the charter and awards during the ceremony.

*Note: The governor signs the charter. Many districts have it framed.*

**Role of the Lieutenant Governor** (who was in office on the organization date):

- Confirm a date with the governor for the ceremony.
- Verify the organization paperwork and fees are submitted to Kiwanis International at least six weeks before the ceremony.
- Appoint and advise a special planning committee for the event.
- Verify awards were ordered from Kiwanis International and that certificates are prepared.
- Encourage participation by all clubs within the division.
- Act as master of ceremonies for the celebration.

**Scheduling:**

- Schedule the ceremony six to eight weeks after the club's official organizational meeting.
- Submit all required paperwork to Kiwanis at least six weeks before the ceremony.
- Mail invitations two to three weeks before the ceremony.

**The Invitation List:**

- Governor in office when the club organized.
- Current governor, if different from above.
- Clubs from the division.
- Current and past leaders in the division.
- Community officials served by the new club.

**The Invitation List:**

- The ceremony should be impressive but keep expenses for attendees reasonable.
- Invite the local news media to cover the event, or provide an announcement they can use.
- Photograph the event for the district newsletter, the club's history file, the local newspaper, etc.
- Keep the agenda moving to keep the event fun and exciting.

**Suggested Program:**

Prepare a printed program with the agenda and the names of the charter members.

Sample Agenda:

Opening

Meal (optional)

Introductions

Recognition of Kiwanians who helped organize the new club

Governor's remarks and presentation of charter and gifts to new club

President's acceptance of charter and remarks

Recognition of charter members

Remarks by community official (optional)

Closing