

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.

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.

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

Kiwanis

International

Serving the Children of the World™

Petition for Charter

FOR THE ORGANIZATION OF THE KIWANIS CLUB OF _____

SPONSORED BY THE KIWANIS CLUB OF _____

Date



Acting in the belief that a Kiwanis Club established in _____ would be in the best interests of this community, we, as representative citizens and as initial prospective members, give our unqualified endorsement to the movement to petition Kiwanis International to establish a Kiwanis Club here and submit ourselves for membership therein.

We agree to accept and abide by the Bylaws of Kiwanis International, the District Bylaws, and the Standard Bylaws for Kiwanis Clubs now in force or as hereafter amended.

Membership fee Collected	Name	Address	Occupation
<input type="checkbox"/>	1	_____	_____
<input type="checkbox"/>	2	_____	_____
<input type="checkbox"/>	3	_____	_____
<input type="checkbox"/>	4	_____	_____
<input type="checkbox"/>	5	_____	_____
<input type="checkbox"/>	6	_____	_____
<input type="checkbox"/>	7	_____	_____
<input type="checkbox"/>	8	_____	_____
<input type="checkbox"/>	9	_____	_____
<input type="checkbox"/>	10	_____	_____

IMPORTANT:

1. Membership in a chartered club is open to persons eighteen years of age who satisfy the qualifications for active membership, senior membership, or honorary membership.
2. An active member must be a person of good character and community standing who resides or has other community interest within the area of the chartered club.
3. It is strongly recommended that the membership fee be collected from each signer of the petition when signature is affixed, but at least prior to the organization meeting.
4. If space is required for additional signatures, use separate sheets and attach to this form.

**Membership fee
Collected**

Name

Address

Occupation

<input type="checkbox"/>	11	_____	_____	_____
<input type="checkbox"/>	12	_____	_____	_____
<input type="checkbox"/>	13	_____	_____	_____
<input type="checkbox"/>	14	_____	_____	_____
<input type="checkbox"/>	15	_____	_____	_____
<input type="checkbox"/>	16	_____	_____	_____
<input type="checkbox"/>	17	_____	_____	_____
<input type="checkbox"/>	18	_____	_____	_____
<input type="checkbox"/>	19	_____	_____	_____
<input type="checkbox"/>	20	_____	_____	_____
<input type="checkbox"/>	21	_____	_____	_____
<input type="checkbox"/>	22	_____	_____	_____
<input type="checkbox"/>	23	_____	_____	_____
<input type="checkbox"/>	24	_____	_____	_____
<input type="checkbox"/>	25	_____	_____	_____
<input type="checkbox"/>	26	_____	_____	_____
<input type="checkbox"/>	27	_____	_____	_____
<input type="checkbox"/>	28	_____	_____	_____
<input type="checkbox"/>	29	_____	_____	_____

**Membership fee
Collected**

Name

Address

Occupation

<input type="checkbox"/>	30	_____	_____
<input type="checkbox"/>	31	_____	_____
<input type="checkbox"/>	32	_____	_____
<input type="checkbox"/>	33	_____	_____
<input type="checkbox"/>	34	_____	_____
<input type="checkbox"/>	35	_____	_____
<input type="checkbox"/>	36	_____	_____
<input type="checkbox"/>	37	_____	_____
<input type="checkbox"/>	38	_____	_____
<input type="checkbox"/>	39	_____	_____
<input type="checkbox"/>	40	_____	_____

Kiwanis is a global organization of volunteers
dedicated to changing the world one child
and one community at a time.