

## Tips on Chartering a KIWIN'S club



Here are a few tips for chartering or re-activating clubs:

- Provide an abundant amount of copies of the chartering forms just in case the forms get misplaced or lost.
- Always remain in contact with the sponsoring Kiwanis Club
- If a club is inactive, set up a meeting date with the club and its sponsoring Kiwanis Club
  - In this meeting, discuss why the club has become inactive and brainstorm potential solutions to fix any problems
  - Lieutenant Governors should manage to stay informed about the club by making sure they are paying their dues on time and any additional fees that may have resulted in their inactivity
- Begin club activities immediately – do not wait until membership reaches a pre-set level
- Plan and maintain a balance of service projects and social activities for the club
- Understand that it takes several months to build a club – patience is key
- Remember that KIWIN'S is a student-led organization
- Set a plan for the first year
- Conduct a special day or night dedicated to chartering a club and create a chartering presentation to give public recognition of the new club, to present the charter, to impress the members with the purposes and ideals of KIWIN'S and their responsibilities to the club and district, to secure the pledge of officers and members for carrying out their duties, to education the high school and community, through publicity of the occasion, concerning the club and the ideals of KIWIN'S in general
- Meet with the school principal or facility manager every year
- During pre-chartering, get together with new members to adopt club bylaws, officially elect officers and directors, plan your club's meeting schedule and start brainstorming service project ideas
- Often, a core group of members helps assess the club's potential, create a prospect list, promote the club and find other members
- Tools such as posters and brochures will help you spread the word
- Get organized, file paperwork, help to train club leaders and build enthusiasm
- Make time to train officers, create a budget and set goals for your club
- Service is where community needs and member interests meet – explore the possibilities
- Empower yourself with liability information, project ideas and tips on working with youth