

# Quick-start guide

WHEN YOU START A KIWANIS-FAMILY PROGRAM, YOU INSPIRE LEADERSHIP from the start. As new members go through the process of building the club, they share the workload—and the vision. Explore this outline to get a sense of the club-building process.

## 1. Find

The first step in building your club is laying the foundation—finding a place to meet, a supporting sponsor, hands-on advisors and a core group of members to get the club off the ground.



**A site**  
Your club needs a home base—and a place to meet. Often they're one in the same. Depending on the type of club you're starting, your home site may be a school, community center or other facility.

**A Kiwanis sponsor\***  
Usually, a Kiwanis club sponsors an SLP club—offering both financial support and hands-on guidance. Your sponsor can help you outline an initial budget for expected expenses.



**Advisors**  
You'll need an advisor from your site and your local Kiwanis club.\* Both bring different expertise to the table to help guide your club.



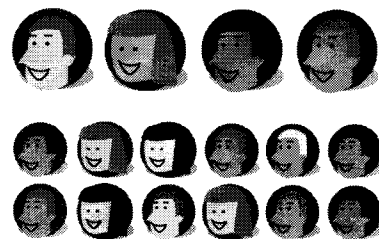
**Resources**  
Gather the tools you'll need to build, grow and lead your club.

**The basics:** Determine club structure and organization.

**PR tools:** Learn responsibilities and order free posters, brochures and video.

**Advisor tips:** Know what to ask—and expect from—advisors.

**Core members**  
Often, a core group of members helps assess the club's potential, create a prospect list, promote the club and recruit new members.



\*Key Club and Circle K International do not require Kiwanis Club sponsorship to start a club.

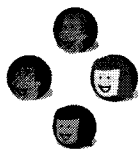
## Need help?

Find free tips and resources at [www.kiwanis.org/charter](http://www.kiwanis.org/charter).



## 2. Lead

Once you've laid the groundwork for your club, it's time to get organized. Prepare the paperwork and report your club to the Kiwanis International office, invite new members to join, train club leaders and members and build enthusiasm.



### Organize

It's time to put all the pieces together. Meet with new members to adopt club bylaws, elect officers and directors, plan your club's meeting schedule and brainstorm service ideas.

### Charter

The chartering process—gathering signatures, creating a roster, completing forms—makes your club a reality. Once the work is done, plan to celebrate with a special charter presentation ceremony. Find out how to do it at [www.kiwanisone.org/charter](http://www.kiwanisone.org/charter).



### Train

Running a club involves training officers, budgeting and setting goals.

**Learn** officer and committee roles and duties.

**Find** sample agendas and icebreaker ideas.

**Access** tools for every step.



## 3. Serve

Now for the fun part. Once your club is official, you'll be ready to reach out to the community and make a difference through meaningful service projects. This is a great time to start collaborating. Discover club members' passions. Talk about what your community needs and how your club can help.



### Alternative assets

Looking for a service option that's not a club? We've got it!



**Key Leader** is a weekend leadership experience for teens. Register and learn more at [www.key-leader.org](http://www.key-leader.org).



**Bring Up Grades** is an academic achievement and recognition program for elementary students. Learn more and order materials at [www.kiwaniskids.org](http://www.kiwaniskids.org).



**Terrific Kids** is a student recognition program that promotes character development, self-esteem and perseverance. Learn more and order materials at [www.kiwaniskids.org](http://www.kiwaniskids.org).