

# New Club Building: Chartering in 10 Steps!

Note: These steps can be completed in any order but below is the suggested order.

## Step 1 – Access the Key Club Chartering Toolkit Online

The Chartering Toolkit is a great resource to have when entering the chartering process. It gives a simplified version of what you need to do to charter a KIWIN'S club. The online toolkit includes the Petition to Charter, Club Bylaws, Tips to Finding an Advisor, a PowerPoint presentation on chartering, service project ideas and more!

Go to <http://www.kiwanisone.org/Pages/Resources/default.aspx?PageID=375> to view the toolkit.

## Step 2 – Select the school or site

Look for a high school that appears to be a suitable place to have a KIWIN'S club. In the event a high school will not allow outside organizations onto the campus, a community-based organization may be substituted for the school. Send them a letter to garner interest in creating a KIWIN'S club.

A KIWIN'S club is considered beneficial to a school of any size enrollment. It allows more student leadership and community involvement. A KIWIN'S club can be one of several active service clubs already on campus. Keep in mind that if a school already has a Key Club, a KIWIN'S club can still be chartered there.

Things to find out when looking for a school:

- ✓ Any school policies for service clubs
- ✓ Community service requirements
- ✓ If the school already has a Key Club
  - Level of activity & size
- ✓ List of service clubs already on campus

## Step 3 – Find a prospective student to run the club

It is imperative to find a student willing to run the organization before speaking to the school principal/activities coordinator and Kiwanis club. This will ensure the efficiency of the chartering process and be more of a convincing sell to the principal/activities coordinator and Kiwanis Club when presenting the proposal.

Things to do when finding the student:

- ✓ Show them a short video clip on KIWIN'S to incite interest
- ✓ Explain to them what KIWIN'S is
  - History, Emphases, Fall Rally, DCON, levels of KIWIN'S, spirit
    - Person needs to be knowledgeable before meeting with school staff and Kiwanis

# New Club Building: Chartering in 10 Steps!

- ✓ Role in Key Club International
- ✓ Overview of chartering process
- ✓ Duties and Responsibilities of leading a club
- ✓ Tell them what they can gain
  - Great on college apps (shows initiative when starting a club), meet people from all over the district, Fall Rally, DCON, more leadership opportunities, community service

Tip: If you do not know a student from the school you would like to charter, ask your friends, people in KIWIN'S, people heavily involved in extracurricular activities outside of school, or people from different schools if they know someone at that select school and ask for that person's contact information. That person could be the prospective President or at least could help look for someone who could be.

## **Step 4 – Schedule a meeting with the school principal or activities coordinator**

This meeting is essential when creating a KIWIN'S club. The KIWIN'S club concept originated from school officials and should be endorsed by the principals and faculty advisor(s). You must come prepared and ready to answer any questions they may ask you. You should have a general outline of what you plan to say. Make them cognizant of accomplishments in KIWIN'S and how a KIWIN'S club would benefit the high school. It is highly recommended to have both the future President of the KIWIN'S club and a Kiwanian (e.g. Regional Advisor) present at the meeting. This will establish both credibility and authority. Remember to bring copies of KIWIN'S literature. Organization and professionalism are vital! Dress to impress to show commitment.

Be prepared to know & answer the following:

- ✓ What is KIWIN'S?
- ✓ Benefits of having a KIWIN'S club
- ✓ Difference between KIWIN'S and any other service club
  - If they have a Key Club, difference between Key Club & KIWIN'S
- ✓ Mission Statement, Motto, Core Values & Objectives
- ✓ Accomplishments of KIWIN'S in recent years

## **Step 5 – Search for a Faculty Advisor**

This person is vital to the maintenance of a KIWIN'S club. It can be anyone who works for the school (preferably someone with an available room for meetings). This person needs to have free time to oversee and help out the club. Explain to them what KIWIN'S is and make sure they are aware of their duties.

Criteria to look for in a Faculty Advisor:

- ✓ Has a room to hold meetings
- ✓ Willing to help
- ✓ Does not have many other commitments (e.g. advisor of another club)

# New Club Building: Chartering in 10 Steps!

- ✓ Willing to go to DCON and Fall Rally

## Step 6 – Find a Kiwanis Club to sponsor the KIWIN'S club

Using the Kiwanis Club Finder on <http://www.kiwanis.org/kiwanis/clubs-for-every-age/find-a-kiwanis-club/club-locator>, determine which Kiwanis Club would be the best match to sponsor the new KIWIN'S club. Consider the proximity to the high school, the clubs they already sponsor, and Kiwanis members with links to the school. If you cannot find the contact info of the Kiwanis Club on the listing or on their website, ask the KIWIN'S lieutenant governor to see if they can get it. If you still cannot get the information, email Kiwanis International at [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) or call either 317-875-8755 (worldwide) or 800-549-2647 (ext. 411) to obtain the Kiwanis club's contact info.

The screenshot shows the Kiwanis Club Finder interface. At the top, it says "Kiwanis" and "Serving the Children of the World". Below that, there's a search bar and a "Search for clubs" heading. The search criteria are set to "Pacific Palisades" with a "Search Radius" of "20 Miles". A map shows the search area around Pacific Palisades, CA, with several clubs marked. Below the map, three clubs are listed:

- 1. Santa Monica**  
 Interested in club membership  
Distance: 4.66 Miles  
K00765 (club ID number)  
Meets at: Hotel Sheraton Delфина  
530 Pico Blvd, Santa Monica, CA 90405, United States  
Meeting time/day: 12:00 PM 1st & 2nd & 3rd WE  
<http://www.kiwanis.org/club/santamonica/>
- 2. Culver City**  
 Interested in club membership  
Distance: 7.47 Miles  
K16210 (club ID number)  
Meets at: Denny's Restaurant  
11750 Jefferson Blvd, Culver City, CA 90232, United States  
Meeting time/day: 7:00 A.M. 2nd & 4th TU
- 3. Los Angeles International Airport**  
 Interested in club membership  
Distance: 9.56 Miles  
K04063 (club ID number)  
Meets at: Restaurant on United

## New Club Building: Chartering in 10 Steps!

Meet with the Kiwanis club president (and president elect if you are meeting before September 30). Again, it is highly recommended to have the future President of the KIWIN'S club and the KIWIN'S Regional Advisor there. Send them a letter or email beforehand to garner interest in sponsoring a KIWIN'S club.

Present the idea for a KIWIN'S club. Remember, a lot of Kiwanis Clubs have never heard of KIWIN'S. You must be knowledgeable. Discuss the opportunities and benefits for the Kiwanis club. Include the discussion of expanding the Kiwanis club's community involvement into the high school, the opportunities for growth in their Kiwanis service projects, increase in interclubs, and possibilities for membership growth for the Kiwanis Club by introducing them to parents and school administrators. Also mention to the potential Kiwanis club the role of the Kiwanis Club Advisor.

Be prepared to know & answer the following:

- ✓ Bullets mentioned in step 4
- ✓ Benefits to Kiwanis Club
- ✓ Differences between Key Club and KIWIN'S
- ✓ If that Kiwanis Club already sponsors a Key Club at the site you want to charter, explain to them why having both a Key Club and KIWIN'S is beneficial
- ✓ Role they would play in the club
- ✓ Why they should sponsor a KIWIN'S club

Remember, the Kiwanis Club has to pay \$400.00 - \$600.00 to sponsor you. Show them that there is value in having a KIWIN'S club and by telling them the progress that has already been made and future plans of the club.

Tip: Kiwanis often have a "happy dollars" activity where Kiwanis members donate money at the meetings. Bring a dollar or two to show them you care!

**Note: Key Club International does not require Kiwanis club sponsorship to start a club but you will still need to procure \$400.00-600.00.**

### Step 7 – Recruit Members

Publicity is key! It takes 15 students to sign the petition to charter a KIWIN'S club. Try to recruit from all grade levels. Ask teachers, the principal, or the activity coordinator if they know anyone who they think would do a great job. Set a time and place to hold an informative meeting that is convenient for most/all students.

Possible members include:

- ✓ Friends
- ✓ Potential leaders
- ✓ Those who enjoy community service
- ✓ Those who need community service credit
- ✓ Those who want to have fun while doing service!

# New Club Building: Chartering in 10 Steps!

Below are some ideas:

- ✓ Pass out flyers and membership forms
- ✓ Word of Mouth
- ✓ Create a Facebook event inviting everyone to the first meeting
- ✓ Announce over PA systems or on bulletin boards
- ✓ Post signs and posters around the campus and in rooms
  - Make sure you are aware of the rules of advertising around campus
- ✓ Speak at Freshman Orientation

## Step 8 – Hold elections

After hosting your first informational meeting, proceed with the election process. It is the President's duty to follow the election procedures. Elections need to be held for Vice President, Secretary, and Treasurer. A Historian and Publicity Chair are other possible positions members can run for.

## Step 9 – Charter your Club

Once the club is organized, the official Petition for Charter must be completed. There are five forms to complete:

1. Petition for Charter
2. Agreement to Sponsor a Key Club (filled out by Kiwanis if you have a sponsoring Kiwanis Club)
3. Agreement to Sponsor a Key Club (filled out by school)
4. Acceptance of Leadership
5. Roster

Each section must be completed properly and submitted with the petition. The first four are mailed. The last form, the roster, is sent electronically. **Read and complete carefully!** Don't be afraid to ask someone on KIWIN'S District Board for help!

The requirements of Sponsorship for the Kiwanis club are stated in the petition, and it is suggested these be read to the Kiwanis Club so its members understand what is expected of them and their Kiwanis Club.

Tip: Have two completed and signed copies of the five forms just in case it gets misplaced by the school or Kiwanis club.

**IMPORTANT: The name of your club is School/Site + KIWIN'S (Ex: Turquoise High School KIWIN'S). This is what is written on checks and ALL forms. District is Cal-Nev-Ha KIWIN'S.**

The money needed to pay for chartering (\$400.00-\$600.00) depends on what Key Club resources you would like to receive.

# New Club Building: Chartering in 10 Steps!

## Key Club, KIWIN'S & CKI

Options	Price	Gavel/ Gong	Charter banner	Cards	Certificates	Pins (officer & member)	Club resources*
1	US\$600	X	X	X	X	X	X
2	US\$500		X	X	X	X	X
3	US\$500	X		X	X	X	X
4	US\$400			X	X	X	X

\* Key Club & KIWIN'S resources include: Make your Meetings Move, Live2Learn CD, Key Leader promo, SLP sponsorship toolkit, etc.

The petition membership form and check must be submitted to  
Key Club International  
Attn: Service Leadership Programs—Charter Processing  
3636 Woodview Trace  
Indianapolis, IN 46268 USA

The member roster should be submitted electronically to [slpcharter@kiwanis.org](mailto:slpcharter@kiwanis.org)

Allow at least **six weeks for processing** and return of official charter certificate and new-club materials. Member pins, cards and other membership items will be sent for the number of charter member names listed. Members who join after the petition is submitted will be required to pay the membership dues.

### Step 10 – Launch the KIWIN'S Club!

Congratulations! The KIWIN'S club has been officially chartered! Remember to hold general meetings as often as possible (e.g. once a week) and that the board of directors have regular board meetings. For the young club, it is important to plan relatively simple projects and activities and to keep member interest up. Partner up with another well-established KIWIN'S club in the division for support.

**GOOD LUCK AND HAPPY CHARTERING! ☺**