Suggestions for charter presentations

Purpose
The purpose of the charter presentation program is:
1. To give public recognition for organizing a new Aktion Club.
2. To present the charter, which is the official document of organization.
3. To inform the members of their specific responsibilities to the club, and to share the Aktion Club objectives and goals.
4. To secure the pledge of officers and members for fulfillment of their duties.
5. To educate the agency and community, through publicity of the occasion, of the objectives and goals of Aktion Club.

Types of meetings
When conditions permit, schedule a charter meeting to include family members, agency administration (if applicable), local Kiwanians, co-sponsoring Key Club or Circle K club members (if applicable), and the district committee on Aktion Club. It is important that all persons involved in this program be completely familiar with the objectives and goals of Aktion Club.

General suggestions
1. The charter night should be planned well in advance of the actual presentation date to secure the proper room facilities, speakers, guests, publicity, etc.
2. The meeting should be conducted in a room where the ventilation and acoustics are as good as possible.
3. If the charter night is to include a meal, make sure its cost is as low as possible and compatible with quality and service.

Program suggestions
Programs should be carefully planned to ensure that the proceedings will be interesting and move within a proper time limit. It is important that the program not be too long.

Program content
Each program item should be chosen with the intent of making it dignified from beginning to end. The following guidelines should be used in planning a program:
1. The president of the sponsoring Kiwanis club (or someone designated) should welcome all visitors to the charter presentation.
2. An invocation may be given prior to the meal service.
3. The president of the sponsoring Kiwanis club should then introduce the following special guests:
   A) Chairman of the sponsoring Kiwanis club Aktion Club committee
   B) Agency Administrator (if applicable)
   C) Agency Coordinator(s) (if applicable)
   D) Any Kiwanis district officers in attendance
   E) Co-sponsoring Key Club or Circle K officers (if any)
   F) Member of the district committee on Aktion Club
G) Others
4. The presentation of the official Aktion Club charter should be given by a member or officer of the sponsoring Kiwanis club. The opening remarks should include a brief statement on the ideals and objects of the Aktion Club and how the new members can serve their community, country, and themselves by following them.
5. The president of the Aktion Club should accept the charter and express to those present the assurance that the members will abide by the objects of Aktion Club.
6. The chairman or member of the Aktion Club Committee, Kiwanian, co-sponsoring club officer, or Kiwanis district officer may officially install the Aktion Club officers.
7. In a gesture of Kiwanis-family friendship, the president of the Aktion Club may wish to present the Kiwanis club with its sponsoring banner patch. A similar presentation also could be given to any co-sponsoring Key Club or Circle K club.
8. The Kiwanis advisor(s) should present each Aktion Club member with an official member lapel pin.
9. A member of the sponsoring Kiwanis club should officially present the Aktion Club banner to the Aktion Club president.
10. If there is a co-sponsoring agency for the Aktion Club, the agency administrator and/or coordinator should be encouraged to comment on the importance of a Aktion Club to the community and its members.
11. The closing remarks should be given by a Kiwanian who has sufficient knowledge of the Aktion Club program.

The printed program
A neat, carefully prepared program should be provided to all those in attendance. It should be made as attractive as possible and include:
- Names of Aktion Club officers
- Names of known guests
- Name of sponsoring Kiwanis club and its officers (and co-sponsoring club if any)
- Names of members of the club
- The menu
- The contents of the program (songs, invocation, etc.)

Guests
An important phase of the charter presentation ceremony not to be overlooked by the sponsors and the new Aktion Club is its guests. The following guests should be invited to attend:
- Members of the sponsoring Kiwanis club and co-sponsoring Key Club or Circle K club – as large a representation as possible
- Agency administrator and coordinator (if applicable.
- Representatives of neighboring Aktion Club (if there are any in the area)
- Parents and special friends of the Aktion Club members
- The officers of other organizations in the community, including Rotary, Lions, Chamber of Commerce, etc.
- The Kiwanis lieutenant governor
- Members of the district committee on Aktion Club
- Representatives of nearby Kiwanis clubs
Circumstances and seating capacity will govern the number of outside invitations extended.
Invitations
In extending invitations to others, it is suggested that an “RSVP” be utilized. Responding invitees should notify the secretary of the sponsoring Kiwanis club of the number of reservations required. A deadline date for submitting such information should be given so the host club has enough time to complete all program arrangements.

It is general practice in Kiwanis that “every Kiwanis member pay his or her own way.” The sponsoring club(s) especially should bear this in mind. This practice also should be considered where civic and other community organizations such as Chambers of Commerce, are invited to attend the charter party. The Kiwanis club should decide what its policy will be about individual guests who are not members.

Head table arrangements
The head table should include all speakers scheduled on the program and, if possible, both the Kiwanis and Aktion Club officers.

Fellowship
Upon completion of the program, Kiwanians, Aktion Club members, and guests should be encouraged to make new acquaintances and to seek better understanding of the other’s role in the Kiwanis organization.

Objects
- To provide opportunities to develop initiative and leadership.
- To provide experience in living and working together.
- To serve the community.
- To prepare for useful citizenship.

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