To start the process of opening a club, set up a profile for potential club sites at www.Kiwanis.org/newclubtool. Then use this tool to lead you through the club-opening process and report your progress to others.
Identify potential club sites

A. City __________________________________________________ State/province ____________________________
   Kiwanis division __________________________________ Kiwanis district ____________________________

B. City __________________________________________________ State/province ____________________________
   Kiwanis division __________________________________ Kiwanis district ____________________________

Explore proposed communities

• Gather information about demographics and needs.
• Determine how the new club could address local needs.
• If multiple sites are being considered, prioritize one.
• Identify contacts to open doors.

Form the team

LIEUTENANT GOVERNOR Name ____________________________________________________________
   Phone __________________________ Email _____________________________________________

SPONSORING CLUB CONTACT Name ____________________________________________________
   Phone __________________________ Email _____________________________________________

CLUB COUNSELOR Name ________________________________________________________________
   Phone __________________________ Email _____________________________________________

CLUB OPENER Name ________________________________________________________________
   Phone __________________________ Email _____________________________________________

Prepare

STEP 2 Invite members

Train the team
• Schedule at least one week to focus on inviting potential members.
• Identify the members of the club opening team.
• Hold a training session to help everyone prepare.

Make a plan
• Who will go where? Divide referrals among teams to avoid visiting the same person twice.
• What will you say? Practice with your team:
  > How to start the conversation
  > Ideas for building rapport
  > How to address common concerns and questions
  > How to extend an invitation

Check progress
• Set a place and time for teams to debrief
• Plan for follow-up on your master list of applicants and referrals.
STEP 3 Organize the club

Make it official

The first step to making your club a reality is organizing its first meetings. Don’t forget: You’ll need to invite at least 15 paid members (preferably twice as many) before conducting meetings.

PRE-ORGANIZATIONAL MEETING(S)

Date ____________________________
Time ____________________________
Place ____________________________

ORGANIZATIONAL MEETING

Date ____________________________
Time ____________________________
Place ____________________________

To speak with a new-club processing representative, call 1-800-KIWANIS, ext. 203 (U.S. and Canada) or +1-317-875-8755, ext. 203 (worldwide).
Plan for success
Use this simple schedule to plan who’s on which team and when teams will go out into the community to engage new members. Make copies to use for future meetings.

MEETING WORKSHEET

Propective member ____________________________________________________________

Date ___________________________ Time ________________________________

Location ________________________________________________________________

Team ___________________________ & ________________________________

Results ________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Referrals ________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Ready, set, go!
Once you’ve got a good plan in place, it’s time to invite community leaders to become members of the new club.
Plan for the meetings

• Inform members about club structure  
• Create a nominations and bylaws committee  
• Elect the officers and board of directors  
• Approve club bylaws  
• Organize charter celebration

Get down to business

Use the club-opening online tool to:

• Report the club to Kiwanis International  
• Submit the required paperwork and fees

Introduce the club counselor

The club counselor supports the club through some initial milestones and helps set it up for success by:

• Offering Kiwanis orientation to all members  
• Training club leaders  
• Continuing to invite others to join  
• Completing the first service project and fundraiser  
• Hosting meetings that are fun, informative and meaningful  
• Forming committees and keeping them active

SMILE.

HAVE FUN WORKING WITH YOUR FELLOW KIWANIANS.

Kiwanis

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www.kiwanis.org