Kiwanis club-opening tool - Frequently asked questions

Accessing the tool
Q. How do we get to the tool?
A. The shortcut URL is www.kiwanis.org/formulatools. There will be an icon for The Formula in the left-hand menu that you can select once you are logged in. The Formula icon leads to a menu screen that lists all The Formula tools you have access to. If you are a designated volunteer for The Formula and are unclear which tools you should have access to, please contact TheFormula@kiwanis.org.

Q. Who can see The Formula tools and trackers?
A. Anyone can see the Formula icon in the reporting menu and access the club-opening tool. The member, regardless of what office he or she holds, must log in at the local club level in order to access the club-opening tool. The other online tools and trackers are only available to designated volunteers for The Formula. Email TheFormula@kiwanis.org if you believe the access you have been given is inadequate or incorrect.

When the tool should be used
Q. Who can use the club-opening tool?
A. Anyone can start a club by entering data into this system. However, we hope that anyone opening a new club will already have basic, viable information for the potential site. Any user who is not a certified member of The Formula team should make contact with the division lieutenant governor and may expect support from other members of The Formula team in their area. The member, regardless of what office they hold, must log in at the local club level in order to access the club-opening tool.

Q. Can we practice entering information using the live club-opening tool?
A. No. There is no testing mode. If a member logs into the tool, even if he or she simply wants to enter random information to see how it works, The Formula team will be notified that a club is being opened. All data entered will become part of the live database. Anyone wishing to learn more about how the tool works before beginning to use it may refer to the user guide. It contains screenshots to provide an idea of how each step works and guide you through how to use it.

Q. What if I open a club but do not use this tool to record the progress made on the site?
A. The Formula online tools are designed to capture information on new clubs opened using the online tools and system. While we are looking into how to capture data for clubs that have been completed offline since the start of the initiative on October 1, 2013, all new clubs opened from this point on should be logged using only the online tools. Accurate tracking of data (and recognition of the individuals opening the clubs) depends on volunteers using the online system.

Q. I'm not a club opener. Can I still use the club-opening tool?
A. Anyone can start a club by entering data into this system. If you create a new site in the tool and are not already designated as a certified club opener or other volunteer with The Formula in our database, you are considered a club opener. However, if you are not a certified club opener part of The Formula team, we ask that you make contact with your division lieutenant governor to make him or her aware of your intentions. You may, in return, expect support from a member of The Formula team in your area. If you are interested in joining The Formula team, please contact TheFormula@kiwanis.org.

Q. What types of clubs can be opened with the club-opening tool?
A. This tool tracks the process of opening an independent Kiwanis club only. It is not designed for opening a Service Leadership Programs club such as Key Club, Circle K International, Builder’s Club, Aktion Club or K-Kids. If your club would like to sponsor an SLP club, please access the charter toolkits at [www.kiwanisone.org/charter](http://www.kiwanisone.org/charter). The tool is also not designed to be used to create a club satellite.

Q. Can we change the type of club we are opening later in the process?
A. At the time you begin the process, select the type of club you think is most likely to be the best fit. You can return to this screen and easily change the club type at any point if needed, up until the point that the charter paperwork is submitted.

Forming the team and sponsoring the club

Q. Can club openers add club counselor names to the club-opening tool?
A. Club counselors may be selected from a pre-existing list loaded into our tool. This list reflects club counselors who have been appointed and certified as part of The Formula team. If you believe that a team member is missing from the list or would like to recommend someone, please contact The Formula chair for your district, who will correct the omission or interview the recommended candidate.

Q. What if my club counselor of choice is not listed?
A. If you believe that a team member is missing from the list or would like to recommend someone, please contact The Formula chair for your district, who will correct the omission or interview the recommended candidate. Leaving the field blank while you wait for a response is not a problem.

Q. Can more than one club co-sponsor a new club?
A. Yes.

Q. Can a division sponsor a new club?
A. No, a division may not sponsor a new club. To be successful, new clubs need the guidance and assistance of (and a close relationship with) just one or two sponsoring clubs.

What the tool may be used for
Q. Can a club whose charter has previously been revoked be re-opened with the with the club-opening tool?
A. The club-opening tool is not equipped to help clubs reinstate their charter. If you would like to do so, please contact The Formula@kiwanis.org.

Q. Can the club-opening tool be used for existing clubs?
A. No, this tool is designed for opening new clubs only. In future, similar tools may be developed for existing clubs as part of the club strengthening goals.

Q. Are there resources available to help invite prospective members?
A. Yes. A number of resources are provided in the Resources section of the Prepare portion of the tool as downloadable PDF files. We also offer a club-opening kit that contains a number of materials like brochures and business cards. If you choose to order this kit, it will be mailed to you in 2-4 weeks.

Adding potential members
Q. Do I need to know the email address of any potential members to enter them into the tool?
A. No. However, an email address will help identify if the potential member is a current or former member of another club or a former member of a Service Leadership Program club. Any member without an email address in our system will not receive email notifications or e-newsletters from Kiwanis International.

Q. Can we add dual members in the club-opening tool?
A. Yes. The member will retain their primary membership and have a dual membership status. When this member is added, select the appropriate option in the box asking if the member is or has previously been a member.

Q. Could a potential member be invited to join more than one new club?
A. A potential member is not yet a paid, committed member of a club. The first club to convert this member to a paid member establishes the primary member-club relationship.

Q. Can a member leave one club and become a charter member of the new club?
A. The individual could join and gain dual membership, but they will pay dues in both clubs. If the member wants to switch clubs, they would first need to be removed from their existing club's roster. This may be done by contacting Kiwanis International’s member services department.

Q. Can we add current or former members?
A. Yes. Even if you are unsure of someone’s history with Kiwanis, entering their email address may could prompt an error message saying they are already in the system and that you should contact TheFormula@kiwanis.org. Of course, the accuracy of this depends on Kiwanis International’s records of that member.
Q. Once we convert a potential member to a paid member, will our club receive an invoice for membership dues?
A. No. An invoice for the club’s charter fee may be generated in the Organize section once the membership roster has been completed and submitted.

Q. How many members need to be invited in order to organize the club?
A. You need at least 15 paid and converted members in order to organize a new club. However, we recommend that you invite twice that many and continue to invite more members even after the charter has been granted.

Q. Does the email function of the club-opening tool allow us to email potential and current members the same information at the same time?
A. Currently, the email feature separates the two lists of recipients.

Q. Does all of the club and member information from the club-opening tool automatically sync with the member management tools?
A. Yes.

Making progress on a site
Q. When is a new-club site considered to be “stalled”?  
A. A new club is considered stalled after 30 days of inactivity in the online tools. When this occurs, designated volunteers will receive an automatic notification of any stalled sites in their district or division. Club openers whose progress has slowed should anticipate communication from the division lieutenant governor and The Formula district chair.

Receiving recognition
Q. Do individuals who help open a club receive recognition for their efforts through the club-opening tool?
A. The Formula has a special recognition program with an award for club openers. Learn more at www.kiwanis.org/formularecognition.

Other tools for The Formula
Q. Will a similar tool be available for club membership chairs after clubs are opened and also for existing clubs?
A. While the club-opening tool is designed to be used only for opening new clubs, there is a tracking tool for both newly-opened clubs that are completed (that were entered into the online system) and for existing clubs. Those trackers (the new-club mentoring tracker and the club strengthening tracker) are available to The Formula leaders. Club membership chairs do have access to those trackers, along with other tools.
Finances
Q. How are initial district dues handled for new clubs?
A. In the Organize section of the club-opening tool, you may generate an invoice once your membership roster is completed and submitted. District dues should be included in that overall invoice amount, per the dues structures that Kiwanis International has on file.

Using the Internet and checking email
Q. I’m a volunteer for The Formula, but I don’t have an email address.
A. All volunteers for The Formula initiative need an email address. Notifications within the system, such as confirmations or stalled club alerts, are sent via email, such as approval confirmations or stalled club alerts. In addition, having an email address ensures that you receive technical assistance and support in a timely manner. Lastly, email will be a central way that divisions and districts communicate with their teams. We suggest creating a Gmail address. It’s free.

Q. I’m a volunteer for The Formula. I have an email address, but I never check it or don’t remember what it is.
A. All volunteers for The Formula need an email address and should check their inbox periodically for notifications, requests for help from other volunteers, confirmations or stalled club alerts. You can verify or change your email address on file with Kiwanis International by logging in to www.kiwanisone.org/login and updating your profile information on the “Me” page. Click on “Edit profile” to the right of your name.

Q. What if I am a volunteer leader and I do not have Internet access?
A. The system is only available online. We suggest you enlist the help of another volunteer who does have Internet access to help you enter information into the club-opening tool and monitor progress through the club tracker.