Use this guide as you work with new Kiwanis clubs. It’s your job to help them become successful and strong so they can do more to serve their communities and the world.
Here’s where you come in.
Getting involved in the club-opening process will help you and the members get to know each other.

- Conduct member orientation
- Arrange for officer training
- Assist in organizing a committee structure
- Help with incorporation, tax information and bank accounts
- Mentor club president and secretary and help them understand their responsibilities
- Attend meetings and coach as needed

Support community integration

Let’s get this party started!

- Support coordination of the club’s first service project
- Plan the club’s charter night with its sponsoring club
- Help plan the club’s first fundraiser
- Encourage members to continually invite others
- Explore possibilities for chartering a Service Leadership Program
You helped make it happen.

- Help the club develop long-term goals for service and membership
- Evaluate member satisfaction and member involvement
- Assist the club in conducting a survey to evaluate community needs
- Help the club's officers and board develop an annual plan and budget
- Promote continual sharing and inviting
- Provide ongoing support and coaching
- Encourage participation in division, district and Kiwanis International activities
- Monitor progress and assist with improvements
- Support selection and transition of new officers and directors
- Celebrate successes and recognize member achievement
How to measure club success

**Stronger or sustaining active membership**
- A club under charter reaches charter strength or more
- A club is stronger by 1, 5, 10 or more members
- More leaders in the pipeline

**Relevant impact in the community**
- More hands-on projects
- Partnerships
- Requests for support from others
- Appreciation or recognition for club efforts from others in the community

**More visibility in the community**
- People are familiar with Kiwanis
- The club receives inquiries about membership

**Satisfied members**
- More members are involved
- Higher attendance at activities