**Sample agenda for pre-organizational meeting of a new Kiwanis club**

1. Call to order
2. Introductions

Lieutenant governor and their responsibilities to the new club

Club counselor and how they will assist the new club

Club members in attendance

Guests

1. Meal (optional)
2. State the purpose of this meeting: to provide orientation of members to Kiwanis and preparing for the organizational meeting.
3. Follow the orientation outline provide by Kiwanis International.

(A PowerPoint presentation and facilitator notes should be used.)

Briefly cover these topics in the orientation presentation:

Club meetings

Member benefits

Member expectations

Community service projects (Have a speaker relate the advantages of specific   
service projects that were indicated in community exploration.)

Kiwanis International structure

Kiwanis International

District

Club

Club governance:

Standard Form of Club Bylaws and Club Policies

Duties of club officers

Responsibilities of the club board of directors

Functions of club’s standing committees

Club administration and finance

Club operations:

Meetings and special events

Conferences and conventions

Service projects

Fundraising

1. Review sponsoring club responsibilities to support new club.
2. Review decisions to be made at official organizational meeting.
3. Select the Bylaws and Nominations Committee.
4. Set the date for the organizational meeting.
5. Adjourn the meeting.