

# Club opening



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

**THE**     
**FORMULA**

# STEP Prepare

1

DO YOUR HOMEWORK

## 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 \_\_\_\_\_



Download the “community exploration” document in the new-club-opening tool at [www.Kiwanis.Org/newclubtool](http://www.Kiwanis.Org/newclubtool).





## STEP 2 Invite members

2

### Train the team

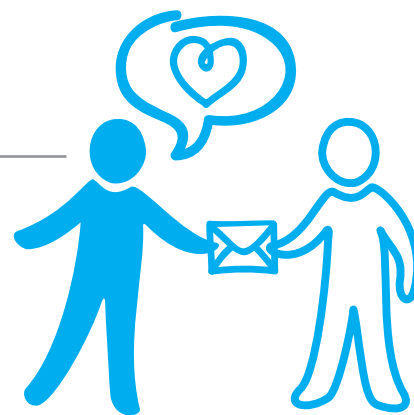
- Schedule at least one week to focus on inviting potential members.
- Identify the members of the club opening team.
- Hold a training session to help everyone prepare.

### 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 Organize the club

3

### 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).

# CONNECT WITH PEOPLE ON A PERSONAL LEVEL.

## 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

Prospective member \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Team \_\_\_\_\_ & \_\_\_\_\_

Results \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Referrals \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOVE IT. SHARE IT. LIVE IT.



### 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 KIWANIS.



# Kiwanis®

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