

CLUB COACHING FOR NEW CLUBS

Use this guide as you work with new Kiwanis clubs. Help them become successful and strong so they can do more to serve children.

STEP 1 Organize for success

Start off right. Involving members in the club-opening process will help you and the members get to know each other.

- Conduct member orientation.
 - [New member check list](#)
 - [New member orientation PowerPoint](#)
- [Plan officer training.](#)
- [Assist in organizing a committee structure](#) (page 46 of the Leadership guide).
- [Help with incorporation, tax information and bank accounts.](#)
- [Mentor club president and secretary and help them understand their responsibilities.](#) The secretary guide starts on page 3. The president's section begins on page 43.
- Attend meetings and coach as needed.

STEP 2 Get involved in the community

Let's get this party started! This is their community, so jump in and discover where their passions lie, and how they can best support it.

- [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.
 - [Silent auction fundraiser/charter night](#)
 - [Fundraiser ideas](#)
- [Encourage members to continually invite others.](#)
- [Explore possibilities for chartering a Service Leadership Program.](#)



STEP 3 Provide support and coaching

You help 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 sustained active membership

- A club under charter reaches charter strength or surpasses it
- A club at or over charter strength is stronger by 1, 5, 10 or more members
- New leaders ready to take on responsibilities

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

- Greater familiarity with Kiwanis
- Increase in inquiries to the club about membership

Satisfied members

- More members involved
- Higher attendance at activities



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SPONSORING A NEW KIWANIS CLUB

Kids need Kiwanis. By sponsoring a new Kiwanis club, your club helps ensure that more kids get the service and mentorship that Kiwanians provide. Kiwanis clubs are organized based on community needs — so if there's a need in a community, there's a need for Kiwanis.

BENEFITS FOR THE NEW CLUB AND YOUR CLUB

When you sponsor a new club, that club learns from experienced Kiwanians how to:

- Create a satisfying membership experience that emphasizes both service and fellowship.
- Host service projects and fundraisers rooted in the community and its needs.
- Invite new members to join.
- Use local media resources to highlight the club's impact.

Helping attract potential members to a new club also strengthens the sponsoring club. Sponsoring club members gain confidence from teaching new recruiting techniques and sharing successful tactics. They also learn ways to assess their own community's needs — and ensure the relevance of Kiwanis in their area for years to come.

RESPONSIBILITIES OF THE SPONSORING CLUB

The sponsoring club members, along with the lieutenant governor, support and nurture the new Kiwanis club for at least the first year. Sponsoring clubs agree to:

- Assist the club opener and other core team members during the week that visits are paid to prospective members.
- Conduct "inter-clubs" for the new club's pre-organizational meetings, and for the official organizational meeting. (An inter-club is a meeting where four members from one club visit another club for a meeting, event or service project.)
- Assist the club coach and lieutenant governor as they support the new club.
- Help plan the new club's first service project.
- Monitor the new club for one year and help it maintain a roster of at least 15 members (the membership level of a club "in good standing" with Kiwanis International).



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