



# Kiwanis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

## New Kiwanis Club Sponsorship Agreement

To increase service in Louisiana-Mississippi-West Tennessee (“LaMissTenn”) Kiwanis District, the District must continue to increase membership including opening new clubs. Successful new clubs have a strong sponsoring club. **A Kiwanis Club interested in sponsoring a new club should complete this agreement and submit it to the District Office at [districtoffice@lamisstenn.org](mailto:districtoffice@lamisstenn.org).**

The Kiwanis Club of \_\_\_\_\_ (sponsoring club) agrees to:

- Designate at least two members to be Club Coaches and/or dual members of the new club. The sponsoring club should consider paying the dues for Club Coaches to join the new club.
  - Club Coach 1 Name: \_\_\_\_\_
  - Club Coach 2 Name: \_\_\_\_\_
  - Club Coach 3 Name (*optional*): \_\_\_\_\_
- Support and nurture the new Kiwanis Club by monitoring the new club for at least two years and helping it maintain the membership level necessary to remain in good standing (15+ members) with Kiwanis International and the District.
- Assist in selecting the new club site. Clubs and Club Coaches are asked to identify at least three (3) nearby communities in which they think a Kiwanis Club would succeed and that they are willing to frequently visit and support. Please identify these locations:
  - New Club Potential Site 1: \_\_\_\_\_
  - New Club Potential Site 2: \_\_\_\_\_
  - New Club Potential Site 3: \_\_\_\_\_
  - New Club Potential Site 4 (*optional*): \_\_\_\_\_
  - New Club Potential Site 5 (*optional*): \_\_\_\_\_
- Support the club opening event by:
  - Assisting the club opener and opening team with identifying prospective members.
  - Assisting with appointment setting. Members who take on this role should attend an appointment setting and Google doc training session before making calls.
  - Assisting with appointments in the field during the club opening week. Members who take on this role should attend the instructional meeting held the night before appointments begin.
  - Providing refreshments (cookie tray and water) at the organizational meeting.

- Having as many members from the sponsoring club as possible attend the organizational meeting.
- Consider monetary support through a donation to the new club.
- Conduct inter-club meetings at the organizational meeting and the charter ceremony.
- Assist with planning the new club's first service project.

**The Club Coaches agree to:**

- Attend Kiwanis International's New Club Coach Training to become a certified Club Coach.
- Support the new club for two years by ensuring at least one Club Coach attends all regular and board meetings of the new club. Minimally, Club Coaches should meet with the club's officers and board at least once a month.
- Support the club opening event by:
  - Attend weekly club opening team meetings. The club opening team, including Club Coaches, will set the weekly meeting schedule.
  - Identify prospective members.
  - When possible, assist with appointment setting; should attend an appointment setting and google doc training session before making calls.
  - When possible, assist with appointments in the field during the club opening week; should attend the instructional meeting held the night before appointments begin.
  - Help the club opener with paperwork (charter roster, bylaws, Articles of Incorporation etc.).
- If possible, join the new club as a member.
- Assist with training for the new club and new club members by:
  - Coordinating the new club's officers/members with the District Leadership Development and Education Coordinator to schedule in person club officer training.
  - Sharing the Kiwanis Leadership Guide and links for online officer training to club officers.
  - Educating the new club on the benefits of the District Foundation and Service Leadership Programs (Aktion Club, Circle K, Key Club, Builders Club, K-Kids, etc.).
- Assist with club administrative procedures by:
  - Helping to organize a committee structure, annual plan and budget.
  - Helping to develop long-term goals for service and membership while helping monitor member engagement and suggesting improvements when necessary.
  - Supporting the club's community presence including helping members coordinate the club's first service project and fundraiser.
- Set up interclub visits with nearby Kiwanis Clubs to provide connection to the Kiwanis family and nearby Kiwanis Clubs.
- Celebrate the new club's successes, recognize member achievements, and provide constructive criticism when necessary. As a Club Coach, you are the club's main supporter and cheerleader.

As a Club Coach, I hereby understand and agree to the responsibilities above,

**Club Coach 1:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Club Coach 2:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I, as Club President and Secretary, hereby certify on \_\_\_\_\_ (*date*), with the club's support, the Board of Directors of the Kiwanis Club of \_\_\_\_\_ (*name*) voted to approved this agreement to sponsor a new Kiwanis Club in the LaMissTenn Kiwanis District.

**Sponsoring Club President:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Sponsoring Club Secretary:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_