



Kiwaniis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

New Club Post Organizing Checklist

1 Week After Organization:

- Send [New Club Information](#) sheet to [Kiwaniis International](#)
- Send [Bylaws](#) to Kiwanis International
- Send Charter Payment to Kiwanis International
- Request [District Office](#) to file Club's EIN and 8976
- [Open Club Bank Accounts](#) (*administrative & service checking accounts*)
- Open Post Office Box (*optional; depending on funding priorities*)
- Collect any outstanding charter fees & send to Kiwanis International
- Follow up with referrals & potential members from effort to recruit additional members
 - [New Member Application](#)
- President to send a welcome email to all club members

2 Weeks After Organization:

- Continue with referrals & potential members follow up to recruit additional members
- Continue collecting charter fees & send to Kiwanis District
- File Articles of Incorporation with State. Find help documents on [New Club Resources](#).
- Club Coaches to arrange for [New Member Orientation](#) presented by Sponsoring Club to be the new club's first program
- Club Coaches to coordinate with [District Leadership Development Coordinators](#) to schedule new club officer training
- Secretary to send email meeting reminder to all club members & post on Facebook page at

3 Weeks After Organization:

- Hold first Club Meeting
- Hold first Board Meeting: [Sample Agenda](#)
 - Evaluate & establish Club Dues: bring Club Coaches into discussion and understand [annual membership dues](#)
 - Begin [Charter Celebration Preparation](#): Charter Celebration Program/Agenda [Sample 1](#) & [Sample 2](#)
 - Begin organizing [Club Committees](#)
- Continue with referrals & potential members follow up to recruit additional members
- Begin organizing first service project. The [District Foundation](#) offers a 100% reimbursable \$1,000 [New Club Community Service Grant](#) to new clubs within two years of charter date. Within first 90 days of charter, contact the District Foundation to learn more about all offerings.