Tasks to be Completed After Organizational Meeting of a New Kiwanis Club

1. Within 24 hours, complete the Club Information Sheet and submit it as an email attachment to René Booker, Club Processing Representative at Kiwanis International at rbooker@kiwanis.org, with a copy to Kendra Skidmore, the District Governor, and the District Formula Chair. A blank form is attached. (Or complete and submit the Club Information section under “Organize” in the Club Opening Tool.)
2. Within 30 days, submit the following items to René Booker, Club Processing Representative at Kiwanis International.
	1. The completed permanent club roster. (Or complete and submit the Permanent Roster Section under “Organize” in the Club Opening Tool.)
	2. Charter payment. The payment will be $50 x the number of new members reported on the completed permanent club roster. If you pay by check, mail to René Booker, Club Processing Representative, Kiwanis International, 3636 Woodview Trace, Indianapolis, IN  46268 USA. You may pay online with a credit or debit charge by clicking on “Charter Payment” under “Organize” in the Club Opening Tool.
	3. Club bylaws. Submit a copy of the bylaws, as completed at the organizational meeting, signed by the charter president and/or charter secretary, and dated with the date of the organizational meeting as an attachment to and email. You can also complete the bylaws online by completing and submitting “Club bylaws” under “Organize” in the Club Opening Tool.
3. As soon as possible after the organizational meeting, complete and submit the following items to René Booker, Club Processing Representative at Kiwanis International.
	1. Form I “Intent to Incorporate.” (Should be completed and signed at organizational meeting.
	2. Names and emails of the club openers (for certificates to be presented to club openers at the charter celebration). Or complete and submit the information requested under the “Recognition” tab under “Organize” in the Club Opening Tool.
	3. Application for Incorporation of a Non-Profit Organization. (Get instructions from René Booker.)
	4. Application for EIN (Get instructions from René Booker.)
4. Help club coaches plan milestone events.
	1. Schedule officer training
	2. Meetings (agendas and parliamentary procedure)
	3. Plan charter celebration
	4. First service project
	5. First fund-raising event