

MY CLUB WANTS TO SPONSOR A NEW KIWANIS CLUB

Q: In the past it cost $600 to sponsor a new Kiwanis Club, is that still the case?

A: There is no longer a fee to sponsor a Kiwanis Club. We do ask that as sponsoring Kiwanis Club you provide a club counselor to the new club for a period of one year.

Q: When is the best time to sponsor a new club?

A: Anytime is a good time. Charter member dues now follow the same fee schedule as regular members. Remember though as a new club there will be some up front expenses so be sure to include them in your charter fee.

Q: I heard they dropped the number to charter a new club to 15. Can 5 of my members join which then means I only need 10 people?

A: Your T/O Growth Team highly suggests that you aim for 20 – 25 but if 15 is the number, those 15 need to all be new members to Kiwanis.

Q: I was told former SLP alumni are free, is that true???

A: You still have expenses such as name tags, PO Box, etc. so remember to charge that. Remember this must be the first time they have joined Kiwanis to have their dues waived.

Procedures for Sponsoring A New Club

*First of all, thank you for volunteering to bring Kiwanis to another community. These are easy to follow steps to make this an easy process for all.*

**1. Monies:**

As Sponsor of a new club you are responsible to keep all funds for the club until at which time, they can establish a bank account. What exactly does that mean?

In order to set up a new bank account the new Kiwanis Club will need to wait until after they receive their incorporation from the state with their IRS number. As sponsoring club be prepared to hold their funds until all paperwork is complete and their account is open. This means you must have a way to collect those funds.

 **Administrative Funds**

 a. Checks and cash from charter member fees will be deposited into the sponsoring club’s Administrative account.

b. Sponsoring clubs must have a way to collect funds from debit/credit cards. The easiest way is to set up a PayPal account using your checking account and order a **free** card reader. A Venmo professional account can also be used to transfer funds without any fees if transferred from a bank acct. (If funds are transferred from user’s credit card, there will be fees involved.)

c. The cost for your club counselors is the same as everyone else. As a sponsoring club you should be prepared to pay those dues for the club counselor. If you co-sponsor the new club then each sponsoring Kiwanis club commits to cover one-half of the cost for the counselor.

d. These funds will be managed by the treasurer of the Sponsoring Club. Monthly reports for this new club should be provided to the sponsoring club’s board. As sponsoring club, you will need to pay for their charter fees to Kiwanis International and to the District.

**Service Funds**

New clubs need to earn funds for their projects. As a sponsoring club if you are able to help by allowing them to work alongside one of your service projects that would be helpful. If you are helping them with a fundraiser those funds collected will go into your service fund.

Once this new club has all the necessary paperwork and has opened their checking account your treasurer will write a check to them from each account where they have money.

**2. Facebook**:

A Facebook page for the new proposed Kiwanis Club will be created by T/O Marketing Director, Marshall Kregel. We will want to roll that page out 4 – 6 weeks prior to your information meeting. One of your members will need to be an administrator on that page. What items do we need for the page?

 a. Location and time of the first Community Information meeting.

 b. Location and Time of the organizational meeting.

 c. Possible Signature projects (very important as these will attract people to your first meeting). You will identify some potential projects when you do the site survey.

d. Photos of any projects already being done in the town, including if the town has a Key Club or other sponsored leadership program.

Once the new club is ready to charter, they will need to appoint someone to be the administrator on the page also. We would suggest the sponsoring club Administrator remain on the page for one year.

**3. Informational meetings**

 a. Be sure to contact the Growth Team Chair at least two months prior to the informational meeting. At this time a new club building site will be set up on the Kiwanis International dashboard and Susan will order a New Club Building Kit.

b. All prospects must be entered into the Kiwanis International portal. Either Susan or Paul will do that.

c. Have applications ready at all meetings and be prepared to take cash or credit card. You may want to add the service charge in for any credit card new member fee. Be sure to have members fill out entire application as you will need this information to put into the new club website. If not the treasurer, designate one person in the sponsoring club to handle all new applications. A good choice is the club coaches

d. New Charter Members dues are on the same sliding scale as regular members. Be sure to consult your chart. Make sure to add in a club fee to help with new club expenses such as name tags, incorporation fees, etc...

e. Past T/O Sponsored Youth only pay the club expense if this is their first time to join Kiwanis. You will need year of graduation and school name. If female and married, their maiden name.

f. Send out invitations to all potential members. This is your time to tell the world what Kiwanis is. If there is a Key Club in town invite the President to speak to the group about their projects. Be sure to invite Directors from local non-profits, school personnel and city staff such as Fire Chief and Police Chief.

**4. Organizational Meeting**

a. As Sponsoring Club be prepared to take charter fees. Either the Club Counselor or President of the Sponsoring club leads this meeting. The goal is to have 15 paid members by the end of the night/day.

a. Election of officers should occur at this meeting. Members must be a paid member to assume any office. A List of officers will go to KI

c. Bylaws should be completed. There is an example of bylaws on the District website under Member Resources/Membership. You will need to decide on day of the week and where your meetings will be held.

d. Set your charter celebration for six to eight weeks out giving KI the time to process all paperwork and send your charter pins and banner.

e. The new club will set their own dues. Dues to include Kiwanis International dues, District dues and club dues. Clubs may want to include KI background check in the dues if they plan on having a SLP club.

**5 Ready to Charter???**

a. You can take new charter members up until the day before you have your official charter date. KI will need to know that date as soon as it is set. Names for people joining must be sent via email to Rene Booker at KI one business day prior to the day of charter.

b. Secretary: Jay Hubbard from Kiwanis International will work with the club coach to apply for the tax number/EIN number. Club is always worded... Kiwanis Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Once they have the tax number, they are ready to complete the Articles of Incorporation. KI requires that all clubs be incorporated and that the articles be completed and then sent to them prior to being filed with the State for approval. Your template can be found at: <https://www.kiwanis.org/clubs/member-resources/training/division-leader/club-opening/finance-and-liability>

Please note the bank will require that the new club also be incorporated in order to open an account. This protects your officers. Any cost to file this with the State will come out of the monies in your Adm. account.

**6. Charter Celebration**

a. As a Sponsoring Club this is your night to shine. You will be presenting the new club with their banner and helping to install their new members.

b. Be sure to invite the Governor, Lt. Governor and any other District officers to your party.

c. After the officers are installed the new club President takes over the meeting.

d. The new club can use this evening as a fundraiser. Maybe have a raffle or do a silent auction.

e. As the Sponsoring Club you need to support this new club. Attend their meetings when you can, assist with their fundraisers and give them support.

 THANK YOU FOR SHARING KIWANIS!

FOR ANY QUESTIONS REGARDING THIS PROCESS CONTACT SUSAN HENNUM AT susan.hennum@hotmail.com or MARSHALL KREGEL AT mkregel@hotmail.com