

STARTING A CKI CLUB



A step by step guide to chartering your club

- Reach out to any of the following district officers for assistance. DON'T BE AFRAID TO CONTACT US. WE ARE HAPPY TO HELP!

Jackie Aranibar
Governor
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New club development chair
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Monica Moore
Established club development chair
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- Research how an organization is recognized by the University in order to be an official student organization on campus. This can commonly be done by searching the University's Student Activities or Student Government website. A minimum number of students and club bylaws are usually required.
- Locate a sponsoring Kiwanis Club and Kiwanis Advisor using the Kiwanis website, <http://locator.kiwanis.org/FindAClub>. The Kiwanis Club can offer both financial support and hands-on guidance.
- Find a faculty advisor which is a person who is part of the school faculty that advises your club and can help your club grow.
- If you haven't already, find a group of people who are interested and willing to help build and lead the club.
- Create a set of Bylaws/Constitution that your club will follow year after year. A template can be found via the following link, <http://circlek.org/Resources/Leadership/Governance.aspx>
- Fill out necessary documents (i.e petition to charter) which can be found on the CKI website.
<http://circlek.org/Resources/Membership/MemberGeneratedResources2/RecruitmentRetentionCharteringDownloads.aspx>
- Recruit 10-15 students (the minimum requirement for a club is 15 except for 2-year where the minimum is 10), depending on the student size of your institution.
 - Talk to friends/past Key Club members
 - Advertise fliers around campus
 - Wear CKI apparel and gear

- Talk to peers in class
- Participate in organization fairs and other recruitment events

- Organize service projects and socials.

- Organize a Club Chartering Ceremony, celebrating your official charter! This is typically done when your materials (gong, banner, members' pins, etc) have been sent from International (Be sure to invite everyone who has helped you in the process, including Student Association members, Kiwanians and prospective members!)

- Enjoy life as a FULLY CHARTERED CKI CLUB!

FOR ADDITIONAL INFORMATION TO EASE THE PROCESS, VISIT THE FOLLOWING SITES:

<http://circlek.org/Resources/Membership/MemberGeneratedResources2/RecruitmentRetentionCharteringDownloads.aspx>

<http://www.kiwanis.org/kiwanisone/youth-students-special-programs/start-a-kiwanis-service-leadership-program~chartering-toolkit/cki#.V32OANIrLIV>