



A Step-by-Step Guide to Reactivating Your Club

STEP 1 ➤ Reach out to district officers for assistance. A list of district governors can be found on the CKI website (www.circlek.org) or by searching for “[Your state] CKI.”

STEP 2 ➤ Talk with the previous sponsoring Kiwanis Club to investigate why the club went inactive.

STEP 3 ➤ Reach out to the Offices of Student Life and/or Student Activities to search for contacts, important documents (i.e., Club Bylaws), and former advisors that may help in the reactivation process.

STEP 4 ➤ 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.

STEP 5 ➤ Check with the previous sponsoring Kiwanis Club and advisors to determine if they possess the materials needed to reactivate a club (i.e., club banner, gong, and gavel) from the previous active club. If not, determine what materials should be ordered when reactivating the club.

STEP 6 ➤ Locate a sponsoring Kiwanis Club and Kiwanis Advisor.

STEP 7 ➤ Recruit 10-15 students, 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

STEP 8 ➤ Locate a Faculty Advisor.

STEP 9 ➤ Hold an informational meeting to educate new members on CKI.

- Invite district officers to provide presentations and suggestions
- Adopt club bylaws and elect officers
- Fill out the “Petition to Reactivation” with the new officers and members
- Submit the petition and chartering fee to the CKI Office

STEP 10 ➤ Schedule a regular meeting time for the year.