



Chartering & Co-Sponsoring

*k-kids &
builders club*



table of contents

CONTENTS



03 | K-Kids

04 | Builders Club

05 | Co-Sponsoring

06 | Chartering Process

09 | Post-Chartering Steps

10 | Resources

11 | Acknowledgments



WHAT IS K-KIDS



Motto: "Young leaders helping others"



what is it

- K-Kids (Kiwaniis Kids) is the Elementary School branch of the Kiwanis Family
- Is a student-led community service organization
- K-Kid Clubs can also be established at churches and libraries rather than strictly at schools

how can we provide support

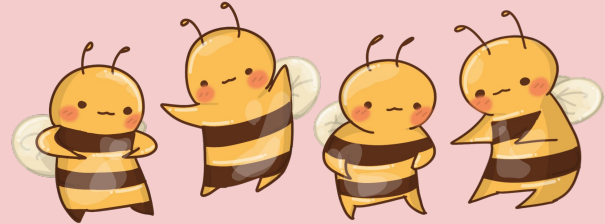
- Give guidance to club members throughout elementary school
- Assist officers with leadership growth
- Invite them to collaborate on club projects
- Teach them about the Kiwanis Family



WHAT IS BUILDERS CLUB



Motto: "Building Leaders"



what is it

- Builders Club Is the Middle School branch of the Kiwanis Family
- Is a student-led community service organization focused on developing leadership skills
- Builders Clubs are usually established at Middle Schools or other community-oriented locations such as churches.

how can we provide support

- Give guidance to club members throughout middle school and their transition to High School
- Assist officers with leadership growth and assist them in keeping their club functional.
- Invite them to collaborate on club projects



CO-SPONSORING

what is it

Co-Sponsoring signifies an alliance between both the sponsors and the club being sponsored



how you benefit

By co-sponsoring either a K-Kids or Builders Club, we are able to:

- ❖ Build Kiwanis Influence in the community
- ❖ Increase membership retention between Kiwanis branches
- ❖ Provide leadership opportunities to younger students
- ❖ Improve communication with sponsoring Kiwanis Clubs
- ❖ Be an example for aspiring students
- ❖ Help increase future Key Club Membership

CHARTERING PROCESS

- **STEP 1: PROPOSE THE IDEA**

- Communicate with home Key Club and sponsoring Kiwanis Club
 - Understand the responsibilities that it entails
- Find a **Kiwanis Advisor**
- Plan out a timeline
 - Best to charter in the **fall**, but you can still charter any time **throughout** the school year
- Make a copy of the Chartering Builders/K-Kids Checklist:
 - tinyurl.com/CNHcharterchecklist

- **STEP 2: COMMUNICATE WITH POSSIBLE SITE**

- Gather support from the school staff
 - Have a meeting with the Principal
 - Educate on what the Kiwanis Family is and the benefits of chartering
- Find a **Faculty Advisor**
 - Have a meeting with the Faculty Advisor
 - Invite the Kiwanis Advisor
- Establish communication between all parties involved
 - Email thread, group chat

CHARTERING PROCESS

- **STEP 3: RECRUIT MEMBERS**

- Advertise the club through lunch meetings, school announcements, fliers, etc!
 - Be inclusive + informative
 - Find a middle/elementary school **liaison** who can best reach out to their fellow students
 - Collect a list of members (a tentative roster) → aim for 10-15 signups

- **STEP 4: ORGANIZE THE CLUB**

- Host officer elections
 - Have a Key Clubber attend
- Train the officers
 - Have officers from the sponsoring Key Club train the new officers OR...
 - Send a Liaison/President to host the training
- Create club bylaws
 - Establish a general meeting + board meeting date
 - ****Builders/K-Kids term follows the normal school year!**
- Assign a **Liaison** from the sponsoring Key Club (to attend club visitations, provide extra support, etc.)

CHARTERING PROCESS

● STEP 5: FILL OUT CHARTERING PAPERWORK

- Decide who will take responsibility for the paperwork
- **Four required documents** to submit
 - 1: Petition to Charter
 - 2: Agreement to Sponsor from Kiwanis Club
 - Signed by Kiwanis Club President and Kiwanis Advisor
 - 3: Agreement to Host from School
 - Signed by School Principal and Faculty Advisor
 - 4: Copy of Bylaws (**Builders ONLY**)
 - Pay all of the proper fees
 - Paid by the sponsoring Kiwanis Club
 - Tier A Nation (To pay by credit card, contact 1-800-KIWANIS, ext. 125.)

Make Payments to:
Kiwanis International
Send to: Kiwanis Int
Attn: Service Leadership
Programs Chartering:
3636 Woodview Trace,
Indianapolis, Indiana
46268

- Make sure to include:
- Fee Payment
 - All required documents
 - Bylaws

POST-CHARTERING

- Host a Chartering Celebration Party
 - Include members from the co-sponsoring Key Club
 - Will excite new members
 - Conduct an induction ceremony for the officers
- Regularly meet with board members and advisors
 - Show **constant support** for the club
 - Help plan events, service projects, etc.
- Work with the new board to set goals (membership increase, etc.)
- Teach them about other Kiwanis Family branches
- Recognize outstanding club members
 - Give them a Key Club certificate
 - Recognize them at Key Club general meetings
- Plan Interclubs
 - Community/School cleanup
 - After school tutoring
 - Cards for seniors/veterans
 - Don't hesitate to reach out to your Kiwanis Club for joint event ideas!

RESOURCES

Kiwanis Int'l Member Services:

- Phone: 1-800 549-2647 ext. 411
- Email: memberservices@kiwanis.org

Kiwanis Family Map: Outlines all existing branches of the Kiwanis Family including K-Kids, Builder Clubs, Circle K, and Kiwanis throughout the CNH District:

- tinyurl.com/cnhkiwanisfamilymapp

Chartering Help Form: for any questions regarding chartering/reactivating clubs please fill out the following form:

- tinyurl.com/kfamcharterhelp

Chartering Checklist: To help you throughout the chartering process please use the following checklist:

- tinyurl.com/charterlist

Petition to Charter Builders Club:

- tinyurl.com/charterbuildersclub

Petition to Charter K-Kids:

- tinyurl.com/charterkkids

Builders Club Website:

- buildersclub.org

Kiwanis Kids (K-Kids) Website:

- kiwaniskids.org



THANK YOU

for reading!

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