



CNH | KEY CLUB

Kiwanis Family and Foundation Committee | August 2021

kiwanis family

**CHARTERING AND
CO-SPONSORING
BUILDERS CLUBS & K-KIDS**

2021 - 2022

note from the kff committee

As a member of Key Club, it is essential to create connections with other branches of the Kiwanis Family. Within this manual, we have provided a step-by-step process on how to co-sponsor and charter our younger members such as the K-Kids Club and Builders Club. These relationships build amazing opportunities for your clubs, the other branches, and the community to be better involved.

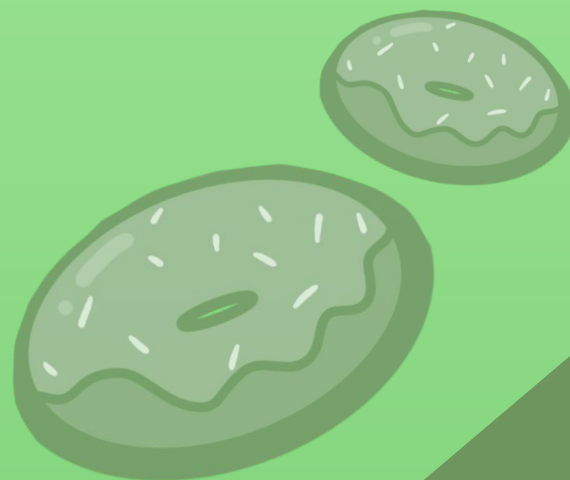
If you have any questions, comments, or concerns about the content of this *Chartering and Co-Sponsoring Builders & K-Kids* manual, contact KFF Committee Chair Victoria Nguyen at kff.chair@cnhkeyclub.org

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WHAT IS K-KIDS?

- K-Kids, short for Kiwanis Kids, is a branch of Kiwanis for elementary school kids. Similar to Key Club, K-Kids is a student led organization focused on community service. Each K-Kids has an officer board and members from the student body. Community based K-Kids at churches, libraries, etc. are also an option besides from school-based K-Kids

HOW CAN WE SUPPORT K-KIDS?

- Give elementary students guidance throughout school
- Assist K-Kids Officers as they grow as leaders
- Help them increase attendance
- Invite them to our events and service projects



WHAT IS BUILDERS CLUB?

- Builders Club is a branch of Kiwanis for middle school students. Similar to Key Club, the members of Builders Club work on leadership and serve their communities. The members of Builders Club are often at schools, or community-based like K-Kids at churches, Boys & Girls Clubs, etc.

HOW CAN WE SUPPORT K-KIDS?

- Give middle school students guidance throughout school and their transition to high school
- Assist Builders Club Officers as they grow as leaders
- Help them increase attendance
- Invite them to our events and service projects

co sponsoring

what is it

An alliance made with the intention of building Kiwanis influence within the community to start members off when they're still young.

how we 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 a younger crowd
- Improve communication with sponsoring Kiwanis Clubs
- Be an example for aspiring students
- Help increase future Key Club Membership



chartering process

STEP 1: Bring up the Idea

- Communicate with the home Key Club and sponsoring Kiwanis Club
 - Understand the responsibilities that it entails
 - I. e. Advising/funding the club, lending support
 - **Find an advisor** for the new SLP club

STEP 2: Communicating with Possible Site

- Inform and educate on what the Kiwanis Family is and what are some benefits of chartering
- Gather support from the school staff
- Scout out faculty advisor(s)

STEP 3: Find Members!

- Advertise the club
 - Get people on campus interested in joining
- Leave a great first impression of the club
 - Be sure to give off an inclusive feeling while being informative
- Ask the school for support in promoting the club

STEP 4: Organizing the club

- Aim to maintain a steady membership
- Elect and train the chartering officers
- Create and provide bylaws for the club

chartering process

STEP 6: Planning Long-Term

- As the co-sponsor, help ensure that the club survives and grows
- **Visit the club**
 - Shows support and gives the members an opportunity to meet members from across the Kiwanis Family
 - Ask the Key Club general membership to meet the sponsored club membership
- Maintain a healthy and constant relationship with the school and faculty

STEP 7: Filling Out Chartering 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 Sponsor from School
 - Signed by School Principal and Faculty Advisor
 - 4: Copy of Bylaws
- An attachment recognizing Key Club co-sponsorship must be included
- Decide how to fill out/who takes responsibility of the chartering paperwork with the Kiwanis Club

Petitions:

tinyurl.com/BuildersClubPetition

tinyurl.com/KKidsClubPetition

chartering process

PETITION LINKS:

tinyurl.com/BuildersClubPetition

tinyurl.com/KKidsClubPetition

Make Fee Payment Check Payable to:

Kiwanis International
Send to: Kiwanis International
ATTN: Service Leadership
Programs Chartering, 3636
Woodview Trace,
Indianapolis, Indiana 46268

READY TO SUBMIT?

Make sure you:

- Include the Fee Payment
 - Contact the Kiwanis International Member Services Team to find the cost! (Contacts Below)
- Complete all required paperwork
- Fill out Bylaws

Kiwanis Intl' Member Services Team

CALL: 1-800 549-2647 ext. 411

EMAIL: memberservices@kiwanis.org