Kiwanis
International

www.kiwanis.org

ORIENTATION OUTLINE

Check the box after each topic is discussed. You will want to expand on some topics, while briefly covering others.

Pause after each main area and ask if there are any questions. If more than one Kiwanian is conducting the orientation session, each can take a separate area.

OUR CLUB MEETING

- ☐ Time and place
- ☐ Meal payment (also how your club handles guests)
- ☐ Basic meeting agenda
- ☐ Typical programs
- ☐ Voluntary contributions (drawings, etc.)
- ☐ Active participation

OUR CLUB

- ☐ Charter date
- ☐ Our outstanding achievements
- ☐ Present membership
- ☐ Future goals

MEMBER PRIVILEGES

- ☐ Pride of membership
- ☐ Personal involvement in club activities
- ☐ Inter-club visits
- ☐ Voting for officers
- ☐ Leadership positions on board, committees
- ☐ Opportunities to attend district and International conventions
- ☐ Sponsoring new members

GOVERNANCE

- ☐ Club bylaws
- ☐ The board (officers and directors)
- ☐ Committee structure
- ☐ Annual meeting (election)

OUR FINANCING

- ☐ Dues from members
- ☐ Fund-raising projects
- ☐ Operations and activities accounts

OUR COMMUNITY SERVICE

- ☐ Service impact
- ☐ How service committees function
- ☐ Expected member involvement in service
- ☐ How activities funds are used

SPECIAL EVENTS

- ☐ Social and recreational events for members and their families
- ☐ Annual projects involving all members

OUR DISTRICT AND DIVISION

- ☐ Basic district organization
- ☐ Purpose of the district
- ☐ Purpose of the division
- ☐ Visits from the lieutenant governor
- ☐ The district newsletter
- ☐ District dues
- ☐ The district office
- ☐ The district convention; other district events
- ☐ District Web site

KIWANIS INTERNATIONAL

- ☐ Brief history
- ☐ Number of clubs, members and countries
- ☐ Kiwanis International conventions
- ☐ Kiwanis Magazine
- ☐ Young Children: Priority One and Worldwide Service Project (IDD)
- ☐ Kiwanis items available to members
- ☐ International Board
- ☐ Kiwanis International Web site

REVIEW MEMBER TIME/FINANCIAL COMMITMENTS

- ☐ Financial (dues, billing procedures)
- ☐ Active participation at club meetings
- ☐ Supporting fund-raising projects
- ☐ Assistance in service projects