CHARTER CELEBRATION CEREMONY

The charter celebration ceremony is an occasion for the entire division to recognize the new club and welcome its members — and to thank those who helped open the club.

ROLES

**Governor** (as of organization date)
- Confirm a date with the lieutenant governor for the ceremony.
- Receive the charter and awards from Kiwanis International.
- Present the charter and awards during the ceremony.

**Lieutenant governor** (as of organization date)
- Confirm a date with the governor for the ceremony.
- Complete the organizational paperwork and submit fees to Kiwanis International.
- Appoint and advise a special planning committee.
- Verify that awards are ordered from Kiwanis International and that certificates are prepared.
- Encourage participation by all clubs within the division.
- Act as master of ceremonies for the celebration.

Note: The governor signs the charter. Many districts choose to have it framed.

PLANNING

- Appoint a special planning committee.
- Set the date for the ceremony six to eight weeks after the club’s official organizational meeting and at least six weeks after all required paperwork and fees have been submitted to Kiwanis International.
- Plan for a fun and exciting event — the ceremony should be impressive but affordable for attendees. Many clubs hold a silent auction on the same night to raise money for their administrative fund. See [kiwanis.org/silentauction](http://kiwanis.org/silentauction).
- Assign someone to take photographs for the district newsletter, the club’s files, the local newspaper, etc.
- Mail invitations two to three weeks before the ceremony.

Program

Prepare a printed program with the agenda and the names of the charter members. Here are some suggestions to get you started:

- Opening remarks
- Meal (optional)
- Silent auction (optional)
- Introductions
- Recognition of Kiwanians who helped organize the new club
- Governor’s remarks and presentation of charter and gifts to new club
- President’s acceptance of charter and remarks
- Recognition of charter members
- Remarks by community official (optional)
- Closing remarks

WHO TO INVITE

- Governor in office when the club was organized
- Current governor (if different from above)
- Members of clubs within the division
- Current and past leaders of the division
- Officials from the community served by the new club
- Local news media (or provide an announcement they can use in coverage)
- Family, co-workers and friends of new club members