

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.

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

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.

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.
- 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



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