



Kiwanis®

New-member orientation checklist

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

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

OUR COMMUNITY SERVICE

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

MEMBER PRIVILEGES

- Pride of membership
- Personal involvement in club activities
- Inter-club visits

- Voting for officers
- Leadership positions on board, committees
- Sponsoring new members
- Opportunities to attend district and Kiwanis International conventions

OUR CLUB MEETING

- Time and place
- Meal payment plan (also how your club handles guests)
- Basic meeting agenda
- Typical programs

GOVERNANCE

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

OUR FINANCING

- Dues from members
- Fundraising projects
- Operations and activities accounts

SPECIAL EVENTS

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

REVIEW MEMBER TIME AND FINANCIAL COMMITMENTS

- Financial (dues, billing, procedures)
- Active participation in club meetings
- Kiwanis items available to members
- Supporting fundraising projects
- Assistance in service projects

OUR DISTRICT AND DIVISION

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

KIWANIS INTERNATIONAL

- Brief history
- Number of clubs, members, countries
- Kiwanis International conventions

- Kiwanis magazine

- Kiwanis International website
- Kiwanis International Board