

CLUB COACHING FOR NEW CLUBS

Use this guide as you work with new Kiwanis clubs. Help them become successful and strong so they can do more to serve children.

STEP 1 Organize for success

Start off right. Involving members in the club-opening process will help you and the members get to know each other.

- Conduct member orientation.
 - [New member check list](#)
 - [New member orientation PowerPoint](#)
- [Plan officer training.](#)
- [Assist in organizing a committee structure](#) (page 46 of the Leadership guide).
- [Help with incorporation, tax information and bank accounts.](#)
- [Mentor club president and secretary and help them understand their responsibilities.](#) The secretary guide starts on page 3. The president's section begins on page 43.
- Attend meetings and coach as needed.

STEP 2 Get involved in the community

Let's get this party started! This is their community, so jump in and discover where their passions lie, and how they can best support it.

- [Support coordination of the club's first service project.](#)
- [Plan the club's charter night with its sponsoring club.](#)
- Help plan the club's first fundraiser.
 - [Silent auction fundraiser/charter night](#)
 - [Fundraiser ideas](#)
- [Encourage members to continually invite others.](#)
- [Explore possibilities for chartering a Service Leadership Program.](#)



STEP 3 Provide support and coaching

You help make it happen.

- Help the club develop long-term goals for service and membership.
- Evaluate member satisfaction and member involvement.
- Assist the club in conducting a survey to evaluate community needs.
- Help the club's officers and board develop an annual plan and budget.
- Promote continual sharing and inviting.
- Provide ongoing support and coaching.
- Encourage participation in division, district and Kiwanis International activities.
- Monitor progress and assist with improvements.
- Support selection and transition of new officers and directors.
- Celebrate successes and recognize member achievement.

How to measure club success

Stronger or sustained active membership

- A club under charter reaches charter strength or surpasses it
- A club at or over charter strength is stronger by 1, 5, 10 or more members
- New leaders ready to take on responsibilities

Relevant impact in the community

- More hands-on projects
- Partnerships
- Requests for support from others
- Appreciation or recognition for club efforts from others in the community

More visibility in the community

- Greater familiarity with Kiwanis
- Increase in inquiries to the club about membership

Satisfied members

- More members involved
- Higher attendance at activities



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