

Charter celebration ceremony

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

Role of the governor (who was in office on the 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 have it framed

Role of the lieutenant governor (who was in office on the organization date)

- Confirm a date with the governor for the ceremony.
- Complete the organization paperwork and submit fees to Kiwanis International.
- Appoint and advise a special planning committee for the event.
- Verify 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.

Scheduling

- Schedule the ceremony six to eight weeks after the club's official organizational meeting.
- Submit all required paperwork to Kiwanis International at least six weeks before the ceremony.
- Mail invitations two to three weeks before the ceremony.

The invitation list

- Governor in office when the club organized
- Current governor, if different from above
- Clubs from the division
- Current and past leaders in the division
- Community officials served by the new club
- Local news media to cover the event (at least provide an announcement they can use)

The event

- The ceremony should be impressive but keep expenses for attendees reasonable.
- Take photographs for the district newsletter, the club's files, the local newspaper, etc.
- Plan a fun and exciting event.

Suggested program

Prepare a printed program with the agenda and the names of the charter members.

Sample agenda

- Opening
- Meal (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