



# Kiwanis<sup>®</sup>

## CHILDREN'S FUND

### Steps to Start a Kiwanis Club Foundation

Before forming a foundation, a club should carefully consider the information in the enclosed *Important Guidelines for Kiwanis Club Foundations*. After consideration, if your club still desires to establish a foundation, follow these steps:

1. Complete the enclosed recommended Articles of Incorporation for approval by Kiwanis International. The Articles of Incorporation may be modified as necessary to conform with applicable governmental regulations. You must secure approval from Kiwanis International *before* securing incorporation with your Secretary of State's office.
2. Complete the enclosed Bylaws and Policies for club foundations and submit them to Kiwanis International along with your proposed Articles of Incorporation. The bylaws may only be changed to fill in the blanks or as otherwise indicated in the instructions.
3. Adhering to these documents as much as possible will avoid delays in processing and approval.
4. When your proposed Articles of Incorporation, Bylaws, and Policies are approved, you will receive consent from Kiwanis International for the Articles of Incorporation to be filed with the State.
5. When you have received a certified copy of the Articles of Incorporation from the state showing the date of filing, send a copy to Kiwanis Children's Fund (see #7 for contact information), as well as copies of any other document(s) issued as evidence of incorporation. All copies can be sent preferably via email or mailed to the address listed in #7.
6. After the foundation is incorporated, secure tax-exempt status from the Internal Revenue Service by completing and submitting IRS Form 1023 to the IRS. This which can be found at: <https://www.irs.gov/forms-pubs/about-form-1023> . Some clubs secure the services of an attorney or a certified public accountant in the preparation and filing of the necessary documents with the Internal Revenue Service.
7. After receiving approval of tax-exempt status from the Internal Revenue Service, send a copy to the Kiwanis Children's Fund at [childrensfund@kiwanis.org](mailto:childrensfund@kiwanis.org) or 3636 Woodview Trace, Indianapolis IN 46268.

Please allow 4-6 weeks for processing.

If you have any questions, please contact the Kiwanis Children's Fund:  
[childrensfund@kiwanis.org](mailto:childrensfund@kiwanis.org), or 800.549.2647 (or direct 317.217.6236).