



CLUB BOOST CHECKLIST

Action Steps	Timeline
District leadership should determine club/s (division or geographical area) that are interested in a boost.	Every month.
Hold an information session with the officers and members to explain the process and work involved in a boost.	Once identified as a potential boost candidate.
Determine if members of the club have the desire and dedication to make a boost happen.	Once identified as a boost candidate.
Identify a club coach.	Once identified as a boost candidate.
Guide the club through several ACE (Achieving Club Excellence) tools (preferably Member Survey, Community Survey and Rediscover Your Purpose) to understand the needs of their members and community stakeholders.	Three months before boost.
Contact Kiwanis International Area Director for assistance in selecting a club boost date.	At least eight weeks before boost.
Set date for club boost.	Eight weeks before boost.
Invite six-eight members per club site to be part of the boost team.	Eight weeks before boost.
Identify team members who can meet with potential members one to two weeks before and after the boost event.	Eight weeks before boost.
Prepare a budget for club boost expenses. Work with district to determine if assistance is needed or available.	Eight weeks before boost.
Evaluate your club's current Facebook page and website. Ensure proper branding is being used and all information is up to date. Request a custom club logo .	Six weeks before boost.
Collate list of at least 100 to 150+ prospects on Google sheets for tracking and appointments.	At least four-six weeks before boost.
Train team members on how to make appointments/calls/texts/and how to go on appointments.	Four-six weeks before boost.
Determine the type of event (service project, fundraiser, club meeting, etc.) you will invite potential members to during appointments.	Four weeks before boost.

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	Utilize Two For Two program for warm introductions to potential members.	Four weeks before boost.
	Create or update club brochure or material that will be given to potential new members.	Four weeks before boost.
	Book hotel for boost attendees, if needed.	Four weeks before boost.
	Order boost box and prepare materials for recruiting teams. Email gbidgood@kiwanis.org with complete contact information and date needed.	Four weeks before boost.
	Submit information for KI Communication department to create a Facebook Page for the club. If one already exists, grant admin rights to Kiwanis International representative.	Information must be submitted 30+ days before the event.
	Use the Google Sheet to begin contacting prospective members. (email, phone calls and in person visits).	Two-four weeks before boost.
	Identify venue as central meeting place for daily meeting and debriefing.	Two weeks before boost.
	Prepare mobile app for dues collection and membership application form.	Two weeks before boost.
	Prepare teams of two to meet potential members.	One week before boost.
	Confirm appointment times with potential members and share the names of who will be visiting them.	One week before boost.
	Communicate with team members throughout the boost on appointment outcomes and updates/changes to the schedule.	During boost.
	Follow up with all potential members, social media leads and contact list for those who showed interest. Remember to invite them to events and keep them up to date on club happenings via text, email, Facebook, etc.	Immediately following boost.
	Connect with new members to identify who in their network might be potential members to add to the club.	One week post boost.
	Include dates for new member orientation for new members added from boost efforts.	As members join club.

Note: Area director will submit Facebook advertising request as club works through checklist.