

CLUB OPENING CHECKLIST

PURPOSE: To prepare members and district leaders to open a new club.

AUDIENCE: General membership, club coach and district leaders.

FREQUENCY: Each club opening event.

8 WEEKS BEFORE CLUB OPENING

- Contact a Kiwanis International club opening specialist for assistance and support, if needed.

6-8 WEEKS BEFORE CLUB OPENING

- Identify the new club site and complete an assessment.
- Hold a club opening team meeting to establish date. (A virtual meeting is acceptable.)

4-6 WEEKS BEFORE CLUB OPENING

- Log in to the club opening tool in Kiwanis Connect. (Log in at the home club level.)
- Order a club opening kit.

6 WEEKS BEFORE CLUB OPENING

- Secure a sponsoring club for each site and initiate training.
- Secure one or two club coaches for each site and initiate training.
- Identify and make a reservation at the location of the organizational meeting.
- Communicate details to the club opening specialist.
- Submit request for Facebook page creation and campaign support from Kiwanis International.
- Invite team participants (six to eight per site), and develop the team planning call structure and training.

4 WEEKS BEFORE CLUB OPENING

- Identify and train the call team so they're able to start two to two and a half weeks prior to the opening week.
- Develop a list of 130-150 prospects on the contact list for tracking and appointments.

- Ensure the district membership site budget gives details of support for site needs, volunteer participation if applicable., etc.
- Book hotel needs and travel logistics, as needed.

2-4 WEEKS BEFORE CLUB OPENING

- Determine initial membership payments and whether credit cards will be accepted. Verify the process. If club opening specialist is on site, determine whether Formstack payment is needed.

3 WEEKS BEFORE CLUB OPENING

- Identify a meeting site for daily operations (e.g., a coffee shop) for volunteers to hold daily team kickoffs and regroup throughout the day.
- Confirm availability of team participants.
- Start setting appointments for recruiting.

2 WEEKS BEFORE CLUB OPENING

- Facebook campaign should start if applicable.
- Check progress of appointment setting team.

48 HOURS BEFORE CLUB OPENING

- Identify the lead handler for applications, payments and follow-up information.
- Confirm that volunteers understand and know how to access the club opening tool and Google docs.

24 HOURS BEFORE CLUB OPENING

- Prepare and educate the recruiting teams on collateral and recruitment materials (contents of club opening kit).

NEW CLUB COACH CHECKLIST

THE FIRST 90 DAYS

PURPOSE: To guide coaches through the steps needed for opening a successful club.

AUDIENCE: Club coach and district membership coordinator.

FREQUENCY: Every club opening.

WITHIN 30 DAYS

- Ensure all reporting documentation has been sent to newclubs@kiwanis.org.
- Establish officer education for newly elected officers.

TWO WEEKS AFTER OPENING

- Complete officer education (officers, board members, committee chairs).

30 DAYS AFTER OPENING

- Submit the charter gift selections.
- Follow up/clean up local contact list, make follow-up visits, calls.
- Open club account at designated bank.
- Schedule club orientation to Kiwanis International.
- Support first club meeting.
- Engage sponsoring club members to interclub at first club meeting.

WITHIN 45 DAYS OF CLUB OPENING

- Ensure that the club secretary is trained to use (and can access) the club dashboard for reporting.

WITHIN 45 TO 60 DAYS OF CLUB OPENING

- Help with charter celebration planning.

WITHIN 60 TO 90 DAYS OF CLUB OPENING

- Support development of the first service project.
- Connect with opportunities for sourcing of grant funding.