

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.