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.
- ☐ Schedule officer education for newly elected officers.

TWO WEEKS AFTER OPENING

- ☐ Complete officer education (officers, board members, committee chairs).
- ☐ Follow up/clean up local contact list, make follow-up visits, calls.
- ☐ Invite sponsoring club members to attend first club meeting.

30 DAYS AFTER OPENING

- ☐ Submit the charter gift selections.
- ☐ Open club banking account.
- ☐ Schedule club orientation about Kiwanis International.
- ☐ Support first club meeting and board meeting.
- ☐ Guide establishing key committees.

WITHIN 45 DAYS OF CLUB OPENING

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

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.
- ☐ Identify opportunities for grant funding.

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