



# Kiwaniis®

## New-member orientation checklist

Check the box after each topic is discussed. You will want to expand on some topics while briefly covering others. Pause after each main area and ask if there are any questions. If more than one Kiwanian is conducting the orientation session, each can take a separate area.

This document should accompany the new-member orientation presentation and script found on [www.kiwanisone.org](http://www.kiwanisone.org), using the keyword search “member retention.”

### OUR CLUB

- Charter date
- Our outstanding achievements
- Present membership
- Future goals

### OUR COMMUNITY SERVICE

- Service impact
- How service committees function
- Expected member involvement in service
- How activities funds are used

### MEMBER PRIVILEGES

- Pride of membership
- Personal involvement in club activities
- Inter-club visits
- Voting for officers
- Leadership positions on board, committees
- Sponsoring new members
- Opportunities to attend district and Kiwanis International conventions

### OUR CLUB MEETING

- Time and place
- Meal payment plan (also how your club handles guests)
- Basic meeting agenda
- Typical programs

### GOVERNANCE

- Club bylaws
- The board (officers and directors)
- Committee structure
- Annual meeting (election)

### OUR FINANCING

- Dues from members
- Fundraising projects
- Operations and activities accounts

### SPECIAL EVENTS

- Annual projects involving all members
- Social and recreational events for members and their families

### REVIEW MEMBER TIME AND FINANCIAL COMMITMENTS

- Financial (dues, billing, procedures)
- Active participation in club meetings
- Kiwanis items available to members
- Supporting fundraising projects
- Assistance in service projects

### OUR DISTRICT AND DIVISION

- Basic district organization
- Purpose of the district
- Purpose of the division
- Visits from the lieutenant governor
- The district newsletter
- The district convention; other district events
- District dues
- The district office
- District website

### KIWANIS INTERNATIONAL

- Brief history
- Number of clubs, members, countries
- Kiwanis International conventions
- Kiwanis magazine
  
- Kiwanis International website
- Young Children: Priority One and Global Campaign for Children (Eliminate)
- Kiwanis items available to members
- Kiwanis International Board