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, 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 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

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