

### Suggestions for Charter Presentations

#### PURPOSE

The purpose of the charter presentation program is:

1. To give public recognition for organizing a new K-Kids Club.
2. To present the charter, which is the official document of organization.
3. To inform the members of the objectives and goals of K-Kids clubs and their specific responsibilities to the club.
4. To secure the pledge of officers and members for fulfillment of their duties.
5. To educate the school and community, through publicity of the occasion, of the objectives and goals of K-Kids.

#### TYPES OF MEETINGS

When conditions permit, schedule a charter meeting to include parents, school officials, local Kiwanians, co-sponsoring Key Club or Circle K club members (if applicable), and the district committee on K-Kids. It is important that all persons involved in this youth program be completely familiar with the objectives and goals of K-Kids.

Often a club will be faced with physical limitations in securing an adequate meeting room. If so, or when it is necessary to schedule a charter presentation during school hours, invite only the school principal, faculty advisor, Kiwanis officers, and officers of the co-sponsoring Key Club or Circle K club.

#### GENERAL SUGGESTIONS

1. The charter night should be planned well in advance of the actual presentation date to secure the proper room facilities, speakers, guests, publicity, etc.
2. The meeting should be conducted in a room where the ventilation and acoustics are as good as possible.
3. If the charter night is to include a meal, make sure its cost is as low as possible and compatible with quality and service.

#### PROGRAM SUGGESTIONS

Programs should be carefully planned to ensure that the proceedings will be interesting and move within a proper time limit. It is important that the program not be too long.

#### PROGRAM CONTENT

Each program item should be chosen with the intent of making it dignified from beginning to end. The following guidelines should be used in planning a program:

1. The president of the sponsoring Kiwanis club (or someone designated) should welcome all visitors to the charter presentation.
2. An invocation may be given prior to the meal service.
3. The president of the sponsoring Kiwanis club should then introduce the following special guests:
  - A) Chairman of the sponsoring Kiwanis club K-Kids committee

- B) School principal
  - C) Faculty advisor(s)
  - D) Any Kiwanis district officers in attendance
  - E) Co-sponsoring Key Club or Circle K officers (if any)
  - F) Member of the district committee on K-Kids
  - G) Others
4. The presentation of the official K-Kids club charter should be given by member or officer of the sponsoring Kiwanis club. The opening remarks should include a brief statement on the ideals and objects of the K-Kids and how the new members can serve their school, community, country, and themselves by following them.
  5. The president of the K-Kids club should accept the charter and express to those present the assurance that the members will abide by the objects of K-Kids.
  6. The chairman of the K-Kids Committee, Kiwanian, co-sponsoring club officer, or Kiwanis district officer may officially install the K-Kids club officers.
  7. In a gesture of Kiwanis-family friendship, the president of the K-Kids club may wish to present the Kiwanis club with its sponsoring banner patch. A similar presentation also could be given to any co-sponsoring Key Club or Circle K club.
  8. The faculty advisor should present each K-Kids club member with an official membership card and member lapel pin.
  9. A member of the sponsoring Kiwanis club should officially present the K-Kids club banner to the K-Kids president.
  10. The school principal and/or faculty advisor should be encouraged to comment on the importance of a K-Kids club to the school, community, and its members.
  11. The closing remarks should be given by a Kiwanian who has sufficient knowledge of the K-Kids program and who is able to explain to others that K-Kids clubs do build a positive future for all its young men and women.

## **THE PRINTED PROGRAM**

A neat, carefully prepared program should be provided to all those in attendance. It should be made as attractive as possible and include:

- Names of K-Kids club officers
- Names of known guests
- Name of sponsoring Kiwanis club and its officers (and co-sponsoring club if any)
- Names of members of the club
- The menu
- The contents of the program (songs, invocation, etc.)
- A short sketch of the school in which the club is located.

## **GUESTS**

An important phase of the charter presentation ceremony not to be overlooked by the sponsors and the new K-Kids club is its guests. The following guests should be invited to attend:

- Members of the sponsoring Kiwanis club and co-sponsoring Key Club or Circle K club – as large a representation as possible.
- School principal and faulty advisor.
- Representatives of neighboring K-Kids clubs (if there are any in the area).
- Parents and special friends of the K-Kids club members.
- The officers of other organizations in the community, including Rotary, Lions, chamber of commerce, etc.
- The Kiwanis lieutenant governor.
- Members of the district committee on K-Kids
- Representatives of nearby Kiwanis clubs.

Circumstances and seating capacity will govern the number of outside invitations.

## **INVITATIONS**

In extending invitations to others, it is suggested that an "RSVP" be utilized. Responding invitees should notify the secretary of the sponsoring Kiwanis club of the number of reservations required. A deadline date for submitting such information should be given so the host club has enough time to complete all program arrangements.

It is general practice in Kiwanis that "every Kiwanis, Key Club, and Circle K member pay his or her own way." The sponsoring club(s) especially should bear this in mind. This practice also should be considered where civic and other community organizations such as Chambers of Commerce, are invited to attend the charter party. The Kiwanis club should decide what its policy will be about individual guests who are not members.

### **HEAD TABLE ARRANGEMENTS**

The head table should include all speakers scheduled on the program and, if possible, both the Kiwanis and K-Kids club officers. If sufficient room is available, the school principal and other school officials should also be included.

### **FELLOWSHIP**

Upon completion of the program, Kiwanians, K-Kids members, and guests should be encouraged to make new acquaintances and to seek better understanding of the other's role in the Kiwanis organization.