Kiwanis®
Service Leadership Programs

New Club Charter Checklist

Charter Information Needed	Use this section to record the needed information before starting the online process
1. Information of the person filling out the online charter (name and email address)	
2. Role of the person (Kiwanis member, teacher, principal, student)	
3. Name of the new club to charter (must include the name of the school or agency)	
4. Is there a sponsoring Kiwanis Club or Community Partner?	Yes or No
5. Name of sponsoring Kiwanis Club (if applicable) - will link to Kiwanis club record	
6. Kiwanis Club Advisor Name (if applicable)	
7. Kiwanis Club Advisor email (if applicable)	
8. Name of sponsoring Community Partner (if applicable)	
9. Sponsor/Community Partner website	
10. Sponsor/Community Partner mailing address	
11. Sponsor/Community Partner phone	
12. Sponsor/Community Partner Director	
13. Host site name	
14. Host website	
15. Host Site Mailing Address	
16. Host site phone	
17. Host site Principal/Executive Director	
18. Principal/Executive Director email	
19. Club advisor from the school faculty or facility	
20. Club advisor email and contact phone	

The charter payment and a charter member roster must be submitted to complete the chartering process.
Information needed for each member: name, gender, graduation year & email address if available. A roster in
Excel format will be available for download in the online chartering process.