

# Building an Aktion Club Step by Step

A resource for the Capital District of Kiwanis International

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**Secure a Sponsoring Kiwanis Club:** Meet with club representatives and explain the mission/core values of Aktion Club. Share how each stakeholder will benefit and what requirements being a sponsor entail. *Remember a Circle K or Key Club can also be a sponsor!*

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**Select a Site:** An Aktion Club is sponsored by a Kiwanis Club in conjunction with an agency that supports adults with disabilities or as a community-based club.

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**Meet with Agency Administrator:** Contact an agency and meet with the administrator. During this meeting, you should share the relationship of Aktion Club to Kiwanis and the benefits of Aktion Club members to the agency.

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**Secure an Agency Advisor:** This person needs to understand the agency policy and client limitations. This person will work collaboratively and closely with the Kiwanis sponsor.

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**Recruit Members:** Provide Aktion Club brochures to agency staff members and solicit member names. Schedule a time to make a special presentation about Aktion Club and invite interested clients.

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**Download the Chartering Toolkit:** This kit consists of the petition for charter, which must be submitted to Kiwanis International along with a \$600 sponsorship fee. Once submitted, you receive the following: member pins, member cards, banner, gavel, and resources.

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**Officially Organize the Club:** The purpose of the organizational meeting is to adopt the club's bylaws and elect the charter officers and directors. The club will also make decisions about the club meeting schedule.

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**Chartering Night Ceremony:** Plan a chartering ceremony where members and officers are officially inducted. Remember to invite Kiwanis members, family members, and community leaders.

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**Launch and Support:** Review provided resource materials to make sure the club is on track. Work together with club members to devise a calendar of events for the year. Attend all meetings!

10

**Promotion:** Educate the community about the wonderful service members are completing!