

# Frequently Asked Questions To New Club Chartering

1. Where is my charter and why haven't I received it?

For all clubs, you must turn in a petition complete with all the Kiwanis Sponsor info, School Sponsor info, required signatures, membership roster indicating officers, and all membership dues. If any one of these is lacking it WILL result in a delay in the process.

For YOUR CONVENIENCE you can go to any one of the Sponsored Youth websites to find out your charter request's status.

[www.circlek.org](http://www.circlek.org), [www.keyclub.org](http://www.keyclub.org), [www.buildersclub.org](http://www.buildersclub.org), [www.kkids.org](http://www.kkids.org), or [www.aktionclub.org](http://www.aktionclub.org). We'll indicate the date we received your petition and if anything is missing or incomplete.

2. I'm trying to get my Circle K club built and I've turned in my petition, membership roster and my dues. Where is it and why is it taking so long?

Circle K clubs are required to turn in a completed Standard Form for Bylaws along with their request to be chartered. If this is not present it WILL result in a delay in the process.

3. Why does it take so long to get a charter back? I mailed mine a couple of weeks ago!

Due to the large number of new clubs, it usually takes 4 to 6 weeks AFTER we have received your request, to process your club and get your charter back to you. PLEASE be sure to allow a proper amount of time in planning your charter presentation.

4. How much money in dues/fees does it cost to get my club chartered?

Circle K – International Dues = \$18 per member

District Dues (contact your district office for this info)

Key Club – International Dues = \$5 per member (or \$2.50 after Feb. 1)

District Dues (contact your district office for this info)

Builders Club - \$1 per member

K-Kids Club - \$1 per member

Aktion Club - \$5 per member

5. Who needs to sign the bottom of the "Agreement to Sponsor a Club by a Kiwanis Club" page?

You MUST have a Kiwanis Club to sponsor your club. On this form it is a requirement that you have the Kiwanis Advisor, Kiwanis President and Secretary's signatures. Please DO NOT have the sponsored youth's president and secretary sign in this space. If the correct signatures are not present it WILL result in a delay in the process.

Please feel free to contact Sonya Evans if you have any questions or concerns. (1-800-549-2647 x125; [spgcharter@kiwanis.org](mailto:spgcharter@kiwanis.org))