



Please include the following items when submitting your charter:

- Petition for Charter
- Agreement to sponsor/ Agreement to host
- Fee payment

*Please send all pieces together. A charter cannot be processed until all items are received. Thank you.*

## PETITION FOR CHARTER: K-Kids

**K-Kids**, is a student-led service club for students in elementary/primary school. K-Kids was originally developed by, and is modeled after, **Kiwanis International**, a global network of men and women devoted to serving the children of the world. **The stated purpose** of K-Kids is to develop leadership through service to the school and community.

**Proposed name of club:** For a school-based club, the club name must include the name of the school. For a community-based club, the club name must be descriptive of the geographic or community setting. *Ex: Boys and Girls Club of Bloomington*

### K-KIDS CLUB OF:

(Please print, allowing one letter, numeral or space to a box - recommended maximum of 30 characters)

[30 empty boxes for printing the club name]

Kiwanis District Name: \_\_\_\_\_ Kiwanis Division: \_\_\_\_\_

Key number (**re-charters only**): P [4 empty boxes]

**This Petition** is intended to be the unifying document by which the school/community organization and Kiwanis club agree to meet the requirements of forming and operating an active K-Kids club. Proper completion and submission of this petition along with proper payment is the prerequisite for chartering by Kiwanis International.

### Instructions for petitioning:

1. The Kiwanis sponsor of record must complete, in its entirety, page two of this petition. In the case of a co-sponsor, the second sponsor of record must complete and attach a separate copy of page two.
2. The school administration must complete, in its entirety, page three of this petition.
3. **Mail completed petition for charter with new club fee payment check or money order to: Kiwanis International, ATTN: Service Leadership Programs Chartering, 3636 Woodview Trace, Indianapolis, Indiana 46268, USA.** Contact Kiwanis International with any questions at 1-800-KIWANIS, ext. 411 or [slpcharter@kiwanis.org](mailto:slpcharter@kiwanis.org).
4. **Allow at least 4 to 6 weeks for processing** and return of official charter certificate and materials.

**Tier A Nation** (To pay by credit card, contact 1-800-KIWANIS, ext. 125.)

If you qualify under the Kiwanis Tier Dues Structure, contact [slpcharter@kiwanis.org](mailto:slpcharter@kiwanis.org) to determine charter fees.

- o US\$300 (charter kit includes gavel/gavel block, advisor guide, member guides, member, officer, and committee chair buttons and additional resources.)

The charter kit provides a gavel and gavel block. Please visit the K-Kids store online at [store.kiwanis.org](http://store.kiwanis.org) if you wish to purchase a traditional gong, banner or a personalized gavel band.

**FOR OFFICE USE ONLY:** Key #: \_\_\_\_\_ District: \_\_\_\_\_ Membership: \_\_\_\_\_

**AGREEMENT TO SPONSOR A K-KIDS CLUB:** A sponsoring organization is not required, but is highly encouraged. If there is no sponsoring organization, then the school or host site agrees to accept this additional role.

**\*If there will be a co-sponsor for this club, the primary sponsor needs to be marked as primary. Invoices will be sent to the club marked as the primary sponsoring club.\***

**For Kiwanis Clubs:** Kiwanis Club of \_\_\_\_\_

Key number: \_\_\_\_\_ District Name: \_\_\_\_\_ Kiwanis Division#: \_\_\_\_\_

**For Other Organizations:**

Organization Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

**This Kiwanis club/sponsoring organization hereby petitions that Kiwanis International issue a new club charter for a K-Kids club at the school/site specified on page three of this petition. The sponsoring organization agrees to annually support the following Requirements of Sponsorship for the K-Kids club:**

1. Appoint a representative advisor to the club and ensure he/she receives adequate orientation/training.
2. Ensure the advisor attends every meeting.
3. Maintain an expense line item in the organization budget to support the activities of the club.
4. Meet with the school principal or organization manager before the beginning of the school year.
5. Pay the annual K-Kids Club fee to Kiwanis International.
6. Ensure club officers receive proper training following election.
7. Hold a planning session involving the leadership of the Kiwanis club/sponsoring organization and the K-Kids club officers..
8. Host or participate in two joint activities involving the membership of the club and sponsoring organization.
9. Invite K-Kids club members to attend Kiwanis/sponsoring organization meetings.
10. Ensure K-Kids club members are provided training opportunities beyond the club level.

**The Kiwanis club/sponsoring organization agrees to appoint an active committee of adult volunteers to support the K-Kids club and designate one member as an advisor to the K-Kids club (print below):**

**Kiwanis advisors to any sponsored Service Leadership Program will be required to have a criminal background check conducted and verified by Kiwanis International.**

Advisor \_\_\_\_\_ Member # (if a Kiwanian) \_\_\_\_\_

Mailing Address (No PO Boxes) \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail Address \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

The ten items listed above should be understood by all members of the Kiwanis Club or sponsoring organization. The signatures affixed below indicate the acceptance of responsibilities of sponsorship, and further indicates the commitment of the sponsor to provide continuing support for the K-Kids club, its, members, and the school. It also is understood that if the school shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In such instance, the sponsoring organization shall forfeit any rights or claim to the K-Kids club charter.

**THE CHARTER CERTIFICATE WILL BE MAILED TO THE CLUB ADVISOR AT THE ADDRESS SHOWN ABOVE.**

**Signatures of Kiwanis Club officers:**

Signature \_\_\_\_\_  
Kiwanis Club/Sponsoring Organization President  
Print name \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Kiwanis Club/Sponsoring Organization Secretary  
Print name \_\_\_\_\_  
Date \_\_\_\_\_

# AGREEMENT TO HOST A K-KIDS CLUB

By the School (or community-based organization\*)

School/Organization Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Website \_\_\_\_\_ Fax \_\_\_\_\_

If school, type of school:  Private  Public If US school, NCES school ID: \_\_\_\_\_

(NCES School IDs can be found at: <http://nces.ed.gov/globallocator/>)

If community based, what type of community organization is sponsoring:

BGCA  Community Center  Home school site/home  Church/Synagogue  Other: \_\_\_\_\_

## School information:

Number of charter members: \_\_\_\_\_ Grade level(s) of members \_\_\_\_\_

**This school hereby petitions that Kiwanis International issue a new club charter for a K-Kids club to be sponsored by the sponsoring organization of record shown herein. The school agrees to provide the following terms of sponsorship to support the K-Kids club:**

1. Provide a faculty advisor (**print below**), designated by the school administration, to advise and counsel the K-Kids club, attend all meetings of the club, and ensure the club abides by the regulations of the school and all other local, state/provincial, and/or federal laws:

Faculty Advisor: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

In addition, the school is encouraged to include parents of members in active participation with K-Kids club activities.

2. Ensure the K-Kids club conducts service-related projects and activities within the school and community.

## \*Community-based Club

In the event a school will not allow the organization of a K-Kids club, a community-based organization with facilities for meeting and appropriate staff for club advisement may be substituted in place of the school. Such a K-Kids club must bear a name that represents the community in which it exists. A staff member or parent must be substituted for and act as the faculty advisor to the club. For a community-based club, this page of the petition should be completed on behalf of the organization.

The signatures affixed below indicate the acceptance of responsibilities set forth in the terms of sponsorship (shown above) by the school administration (or community-based organization), and further indicate the commitment of the school/organization to provide continuing support for the K-Kids club and its members. It also is understood that, at such time the school/organization shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In the case that the Kiwanis sponsor shall no longer be able or willing to act as sponsor of record, Kiwanis International may choose to seek new Kiwanis sponsorship for the K-Kids club.

## Signatures of officials:

Signature \_\_\_\_\_  
Principal/Organization administrator

Signature \_\_\_\_\_  
Faculty Advisor

Print name \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_