



Steps to Charter a Builders Club

The steps listed below are referenced to by International bylaws. For any questions or inquiries please email District Treasurer Jacob Kornegay at Trs2021@carolinaskeyclub.org or membership services at (800) 549-2647 ext. 411.

Instructions for Chartering:

1. Find a Sponsor

- Kiwanis club sponsors are essential to the chartering process and are used to guide and sponsor the fees. You can find a sponsoring Kiwanis club by going to www.locator.kiwanis.org/FindAClub or emailing District Treasurer Jacob Kornegay *For additional guidance, a great resource is your Kiwanis Lieutenant Governor. A list containing your corresponding Lieutenant Governor can be found at <https://carolinakiwanis.org/Page/24862> .
- Complete Petition to Charter. Petition can be found at https://www.buildersclub.org/Libraries/Start_a_Club/BC_Petition_to_Charter.sflb.ashx.

Instructions for Petitioning:

- 1.** The Kiwanis sponsor of record must complete, in its entirety, page two of this petition. In the case of a cosponsor, the second Kiwanis sponsor of record must complete and attach a separate copy of page two.
- 2.** The school or community organization administration must complete, in its entirety, page three of this petition.
- 3.** Leaders from both school/community organization and Kiwanis club must complete the Standard Form for Builders Club Bylaws and return with chartering paperwork.
- 4.** Upon completion of the petition with club bylaws, set aside appropriate funds. This funds must be included in the petition:
Charter Fee: \$600.00 (Note: \$400 chartering fee options are available however do not include all resources.)
- 5.** Mail completed petition or charter with club bylaws with new club fee payment check or money order to: Kiwanis International, ATTN: Service Leadership Programs Chartering, 3636 Woodview Trace, Indianapolis, Indiana 46268, USA.