



Steps to Charter a Key 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 <https://locator.kiwanis.org/FindAClub> or emailing District Treasurer Jacob Kornegay

2. Recruit Members

- To charter a club, a membership body must be accounted for. The member leaders, duly elected by the Key Club members, must complete the acceptance of Leadership form found in the chartering application paperwork. A minimum of 15 members are required by International bylaws to charter a club.

3. Complete Petition to Charter

- The Petition to charter with all necessary paperwork can be found at <https://www.keyclub.org/membership/how-to-start-a-club/>.
- The accompanying membership information form must be completed, listing all charter members by name, and providing accompanying membership information for each. Use additional sheets as necessary. A minimum of 15 members is required (Note: Kiwanis International maintains these names and information for organizational use only. At no time will Kiwanis international provide membership list to outside organizations.).
- 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.)
- 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.

Allow at least 4 to 6 weeks for processing and return of official charter certificate and material. For more information and chartering material visit <https://www.keyclub.org/membership/how-to-start-a-club/>