



## **Steps to Reactivating an Inactive Club**

Unfortunately due to your club being inactive and lost its charter, your club will have to go through a re-chartering process in order to regain active membership. In order to do so, a petition for reactivation must be completed and the designated fees must be paid. The link to the petition for reactivation can be found at: <https://www.keyclub.org/resources/petition-for-reactivation/>

### **Instructions for Petitioning:**

1. The Kiwanis sponsor of record must complete, in its entirety, page two of the petition to reactivation. In the case of a co-sponsor, the second Kiwanis sponsor of record must complete and attach a separate copy of page two.

2. The school administration must complete page three of the petition.

3. The member leaders, duly elected by the Key Club members, must complete the Acceptance of Leadership form.

4. The accompanying membership information form must be completed, listing all reactivating charter members by name, and providing accompanying membership information for each. Use additional sheets as necessary. (Note: Kiwanis International maintains these names and information for organizational use only. At no time will Kiwanis International provide membership list to outside organizations.)

5. Mail Reactivation Petition, sponsor agreement, leadership acceptance and member roster with the reactivation fee. The following fees must be included in your petition to reactivate:

Reactivation Fee: \$100.00

Individual Member Fees, 13.50 per person. This means the amount of members times 13.50 will account for the individual member fees. A minimum of 15 members is required.

6. Mail: Kiwanis International, ATTN: Service Leadership Programs Chartering, 3636 Woodview Trace, Indianapolis, Indiana 46268, USA.

**For questions, contact District Treasurer Raghav Chari at [Trs1920@carolinaskeyclub.org](mailto:Trs1920@carolinaskeyclub.org) or Kiwanis International at 1-800-KIWANIS, Ext. 411 or [slpcharter@kiwanis.org](mailto:slpcharter@kiwanis.org).**