



Kin Canada

Kinsmen • Kinettes • Kin

New Club Charter Kit

Let us help you start
a new Kin Canada club!

Part 1: Investigation Phase



Kin Canada

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Charter Kit Part 1: Investigation Phase

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Glossary

Charter: a new Kin Canada service club

Charter Chair: a person from the Sponsoring Club to be the Individual's point of contact

Charter Committee: a committee set up between the sponsor club, the individual and the charter club

Chartering: the process of creating a new club

HQ: Kin Canada Headquarters in Cambridge, Ont.

Individual: the person who is looking to investigate the potential of chartering a new club

Kin Club: co-ed Kin Canada service club

Kinette Club: all-women Kin Canada service club

Kinsmen Club: all-men Kin Canada service club

National Charter & Expansion Committee: National team of volunteers with a staff liaison from HQ

Officers: members of Kin Canada who hold an executive title such as: Governor, Vice Governor, Deputy Governor, District Membership Director, etc.

Sponsoring Club: the club closest to the new charter's community that will assist the new club throughout the charter process



*Every community
deserves a group
dedicated to serving
their community's
greatest need.*

Congratulations on wanting to be part of the Kin Canada family! We're pleased to welcome you.

Founded in 1920, Kin Canada is the country's largest all-Canadian service organization. Our members are dedicated and enthusiastic community-oriented people – just like you! From coast to coast our members are enhancing the quality of life in their communities by promoting service, fellowship, positive values and national pride.

So, what does it take to form (charter) a club in your community? This Charter Kit Part 1 is designed to help you investigate and research the viability of chartering a club in your community. It also contains a general description of what is involved in chartering and tools to help you predict the success of chartering a new club in your community.

We're here to help you every step of the way!

About Chartering

Before you jump right into investigating the possibilities of chartering a club in your community, contact the Member Services Coordinator at Kin Canada Headquarters (HQ) to investigate if a Kinsmen, Kinette or Kin club ever existed in your community. If so, find out the reason(s) why it is not longer there and let's discuss if your community would support another club.

The Member Services Coordinator will also introduce you to valuable resources such as the Kin Canada officers in your area, the National Charter Committee and the closest supporting Kin Canada club.

District officers, the Charter Committee, Sponsoring Club members and HQ staff will guide you through the Investigation Phase. The most important thing is strong, effective and consistent communication during all stages of the charter process.

We are your support system; you are never left alone.

What Charters Need

If you're an energetic and driven person seeking to charter a club in your community, you are in the right place and have the right people supporting you!

Kin Canada's Charter Kit is broken into three parts:

1. Investigation Phase
2. Charter Promotion
3. Application Process

Each part has a comprehensive approach. If you have questions at any point, please contact your Sponsoring Club area officers, a member of the Charter Committee or HQ.

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In order to charter a successful club, there is some groundwork to get in place. If you have family members or a group of friends who are looking to belong to Kin and charter a club, it is a great idea to create a committee. There is a fair amount of work involved and many hands make for light work.

In this Investigation Phase of the Charter Kit, we have created tools to help you evaluate if your community is viable for a new service club. We have included:

1. a New Charter Survey
2. Questions to Consider: a self-reflection questionnaire
3. Roles and responsibilities between you, prospective members, the Sponsoring Club and the Charter Committee
4. Next Steps



What Kin can do for You

Kinship is a way of life

It's not just attendance at meetings. It is a philosophy teaching high ideals of service for human welfare and the betterment of one's community — locally, nationally and worldwide. It is a spirit of friendship, a genuine willingness to accept differences between human beings, to see their points of view and to become better acquainted with fellow members.

Kin can provide you with the opportunities to...

- associate with outstanding, involved leaders of the community in an atmosphere of friendship and service
- participate in many activities with the service of your community and humanity in mind, as planned for and decided by you and your fellow Kin
- develop personal leadership skills to help you grow as a member and to maximize the contribution you are willing and able to make to your club and community
- render unselfish personal service in numerous ways with the flexibility to suit your schedule
- develop self-expression and self-evaluation
- grow through club fellowship and the fulfillment of responsibilities placed on and accepted by you in the club
- win prestigious national awards for personal and team accomplishments
- take advantage of a number of services and benefits negotiated exclusively for Kin members
- travel the country and meet new people





A Brief History of Kin Canada

Kin Canada was founded by Hal Rogers in 1920. Hal returned from WWI and missed the camaraderie of his fellow soldiers. He tried to join the Rotary Club but his father was already a member and Rotary's policy was to allow only one member from each business; Hal worked for the family company.

Hal invited some friends to a Chinese restaurant in Hamilton, Ont. with the intention of forming a club focused on fellowship and public service. The rest, as they say, is history!

The Association's Structure

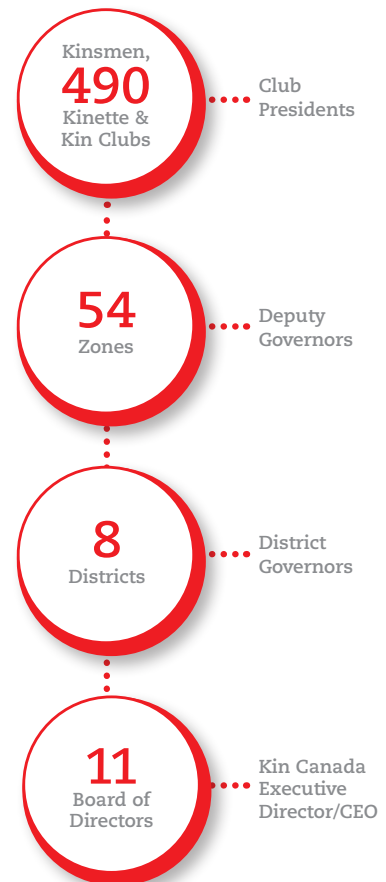
Individuals are members of clubs and the clubs are members of the Association. The Association is comprised of approximately 490 Kinsmen, Kinette and Kin clubs.

The Association has eight Districts across Canada. Each District annually elects a Governor(s) to run the operational affairs of the District and to be their District's representative at the national level.

Given the size and complexity of our Districts, each District is subdivided into Zones. Each year, the clubs in each Zone elect a Deputy Governor who becomes the Zone's representative at District.

To recap: Club members belong to a club which is led by an elected Club president. Clubs are grouped together by Zones, led by a Deputy Governor(s). Zones are grouped together to form a District, led by a Governor(s). There is also an elected 11-member National Board of Directors.

The Association has a number of paid staff to assist with national operations; however, the Association continues to depend heavily on volunteers to assist in many operational duties.



Here are some questions for you to consider during this Investigation Phase:

Before the Charter Process Starts...

- Have you contacted Kin Headquarters for possible Kin history in your community?
- Is there a strong need in your community to charter a Kin club?
- Are you in a position to charter a club?
- Are you prepared to be mentored by a Sponsoring Club?
- Are you willing to be educated on Kin by the Sponsoring Club?
- Are you prepared to have one or more members from the Sponsoring Club attend your Charter Club's meetings for the first year?
- Are you strongly committed and willing to keep recruiting?
- Are you prepared for any financial obligations?
- What are your short- and long-term growth plans for the Charter Club?

Once Approval is Given...

- How will you celebrate your new Charter Club?
- How many projects, services and events are planned for the first year?
- How will the club be financially viable for the second Kin year?

Exchange Contact Information

The onus is on the Individual to gain traction for chartering the club. However, this is a partnership with the Sponsoring Club that will elect a Charter Chair to be your main contact.

Charter Chair:

Phone:

E-mail:

New Charter Individual(s):

A

B

Phone A:

E-mail A:

Phone B:

E-mail B:



Tools for Chartering a Club

Roles of Responsibility

Activity	Responsible Party
* Mandatory tasks – all others are recommended	
* Present the 'Notice of Motion to Investigate a Chartering Club'	Sponsoring Club
* Notice of Motion becomes a motion and is discussed at club. If carried, initial preparations begin	Sponsoring Club
* Hold a committee meeting shortly thereafter. Appoint Charter Committee members and assign tasks. Appoint/elect a Charter Chairperson	Sponsoring Club
Create list of contacts (past Kin members, business people, civic leaders, etc)	Charter Committee
First community visit	Charter Committee
Investigate; make initial contacts	
Second community visit - more contacts made	Charter Committee
Committee meeting to follow up on tasks completed	
Membership blitz	Charter Committee and Sponsoring Club Members
Letter and phone campaign	
Information Meeting #1	Charter Committee
See sample meeting format in Charter Kit Part 2, Promotion Phase, page 8	
Evaluate progress, continue membership blitz (first opportunity to ask for commitment to form a new club if the atmosphere permits)	Charter Committee and Prospective Members
Information Meeting #2 (if needed)	Charter Committee and Prospective Members
Kin Education, service and fundraising ideas	
Membership blitz continues	
By now you should be able to make a judgment on the possibility of success	
* Present the Notice of Motion to Charter	Sponsoring Club
* Organizational Meeting #1	Charter Committee and Prospective Members
Charter President to chair - elect executive officers of Charter Club	
Form Charter Night committee	
Write a letter to other clubs in the district asking for donations, words of encouragement, etc.	
Membership blitz continues	
* Charter Club Executive Meeting #1 - Elected officers	Charter Committee and Elected Executive
* Complete charter & incorporation paperwork (please allow 6 weeks)	
Promote Charter Night	
Membership blitz continues	
Organizational Meeting #2	Charter Committee and Prospective Members
Finalize and promote Charter Night	
Membership blitz continues	
* Charter Night	Charter Committee and Members & Sponsoring Club
* Sponsoring Club members will take turns attending all general and executive meetings of the new club for at least the first 12 months, providing Kin education, mentoring and guidance.	Sponsoring Club members

Tools for the Sponsoring Club

Test the Viability of the Community

- This tool helps you identify if your community is viable for a new service club
- Contact HQ to understand if there was an existing club in the community and, if so, why they closed. HQ can also advise if there are former Kin members in your community.

New Charter Survey				
Statistics and History of the New Area/Community				
Population of area:			Distance from Sponsoring Club:	
Has there ever been a Kinsmen/Kinette/Kin club in the area? If yes, why did the club fold?			Lottery licenses issued the prior year:	
Number and types of festivals and/or large events in the prior year:				
Other Service Clubs in the Area	# of Members	Average Age	Type of Club	Their Projects
Questions to think about	Answers			
What are some needs and service opportunities in your community?				

Questions to think about	Answers
What are your community's greatest needs?	
What are some strengths in your community? Is there potential for a new Kin Canada club?	
What are weaknesses in your community? Is your community over-saturated with other service clubs?	
You need 15 members to charter a club. Will recruiting 15 members be an issue?	
How can the new charter club be sustainable over the next 2-3 years?	

Proposed Budget - Investigation Phase

Description	Expenses	Quantity	Cost	Total
Committee	Mileage			
Committee	Meals			
Committee	Phone			
Committee	Postage			
Promotion	Advertising - print			
Promotion	Advertising - electronic			
Promotion	Printing/photocopy			
Meetings	Hall rental			
Meetings	Food & beverage			
Meetings	Entertainment/fellowship			

Proposed Income - Investigation Phase

Title	Description	Total
Fundraising projects		
Contributions from	District	
	Zone	
	Other clubs	
	Local businesses	
Total Income		

Proposed Expenses

Title	Description	Quantity	Cost	Total
Various Vendors	Kin Regalia for the chartering club			
Kin HQ / Membership (automatic)	New member kits and name badges (includes: taxes, shipping & handling)		\$15.00 per charter member	
Charter and other fees:	National charter fee	1	\$100.00	\$100.00
	Legal fees (if using legal services)			
	District charter fees (as per District Executive)			
	Incorporation fees (varies by Province)			
Charter Night:	Hall rental			
	Guest meals			
	Decorations/ceremony items			
Misc:	Printing/photocopying programs, etc.			
Total Expenses				
Expenses Minus Income				
Net				

Next Steps

- **Part 2: Charter Promotion Phase** includes a step-by-step approach to market and promote interest in the new charter community, a sample format for an information meeting and a Request for Charter Completion Kit form.
- Once you and the Sponsoring Club have determined you are ready to charter a new club, please contact the Membership Services Coordinator for **Part 3: Application Phase** of the Kin Canada Charter Kit. The Membership Services Coordinator (see inside front cover for contact information) will send you these documents:
 - Charter Member Application
 - Club Information
 - Club Charter Agreement
 - Request for Consent to Incorporate
 - Master License Agreement for Club Use of Trademarks
 - Application for Membership

