

Quick Start Guide to Build an Aktion Club



It's as EASY as 1 - 2 - 3 (4 - 5 - 6)!

1. **Present Aktion Club** to your Kiwanis Board. After their approval, have them fill out the Kiwanis sponsorship form.
 - Decide on Kiwanis Advisor
2. **Present Aktion Club** to a local provider for sponsorship. This can be the county Board of Developmental Disabilities, group home or community placement agency.

After their approval, have them fill out the Agency sponsorship form.

- Decide on Agency Advisor (don't forget to ask them to join Kiwanis)

3. Hold an **information meeting** about Aktion Club.

Be sure to have them sign their name and contract information before the meeting. Refreshments are always good before the presentation.

4. Invite participants from the membership meeting to a **organizational meeting** for the new club.
 - Vote on Officers: President, Secretary, Treasurer
 - Vote on Board Members
 - Decide on meeting day and time
 - Decide on club name

5. While at the organizational meeting, **fill out the paperwork** including names and contact information for ALL members, Board members and officers.

6. **Send** Kiwanis Sponsorship Form, Agency Sponsorship Form and membership Roster to Kiwanis International along with a check for the Charter Fee.

Service Leadership for Ohio Adults with Disabilities

To begin the journey, contact:
Sande Johnson
Ohio Kiwanis Aktion Club Administrator
419.721.3059

