



Please include the following items when submitting your charter:

- Petition for Charter /Agreement to sponsor/Agreement to host
- Reactivation Fee /Annual Club Fee

*Please send all pieces together. A charter cannot be processed until all items are received. Thank you.*

**PETITION FOR REACTIVATION: Builders Club**

**Builders Club** is a student-led service club for students in junior high/middle school. Builders Club was originally developed by and is modeled after, **Kiwanis International**, a global network of men and women serving the children of the world. **The stated purpose** of Builders Club is to develop leadership through service to the school and community.

**BUILDERS CLUB OF:**

*(Please print, allowing one letter, numeral or space to a box - recommended maximum of 30 characters)*

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Kiwanis District Name: \_\_\_\_\_ Kiwanis Division: \_\_\_\_\_

Key number **(re-charters only)**: B         

**This petition** is intended to be the unifying document by which the school/community organization and Kiwanis sponsor agree to meet the requirements of forming and operating an active Builders Club. Proper completion and submission of this petition with club bylaws along with proper payment is the prerequisite for chartering by Kiwanis International.

**Instructions for petitioning:**

1. The Kiwanis sponsor of record must complete, in its entirety, page two of this petition. 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 or community organization administration must complete, in its entirety, page three of this petition.
3. Mail completed petition, sponsorship forms, annual club fee and reactivation fee.

**(2023-2024) Reactivation Fee = \$23.00**

**Annual Club Fee = \$215.00**

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

Contact Kiwanis International with any questions at 1-800-KIWANIS, ext. 411 or [slpcharter@kiwanis.org](mailto:slpcharter@kiwanis.org).

**AGREEMENT TO SPONSOR A BUILDERS CLUB:** A sponsoring organization is not required, but is highly encouraged. If there is no sponsoring organization, then the school or host site agrees to accept this additional role.

**\*If there will be a co-sponsor for this club, the primary sponsor needs to be marked as primary. Invoices will be sent to the club marked as the primary sponsoring club.\***

**For Kiwanis Clubs:** Kiwanis Club of \_\_\_\_\_

Key number: \_\_\_\_\_ District Name: \_\_\_\_\_ Kiwanis Division#: \_\_\_\_\_

**For Other Organizations:**

Organization Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Address (No PO Boxes): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

**This Kiwanis club/sponsoring organization hereby petitions that Kiwanis International issue a new club charter for a Builders Club at the school/site specified on page three of this petition. The Kiwanis club/sponsoring organization agrees to annually support the following Requirements of Sponsorship for the Builders Club:**

1. Appoint a representative advisor to the club and ensure he/she receives adequate orientation/training.
2. Ensure the advisor attends every meeting or event.
3. Maintain an expense line item in the organization budget to support the activities of the club.
4. Meet with the school principal or organization manager before the beginning of the school year.
5. Ensure all dues and fees are paid.
6. Ensure club officers receive proper training following election.
7. Hold a planning session involving the leadership of Kiwanis club/sponsoring organization and the Builders Club officers.
8. Host or participate in joint activities involving the membership of the Builders Club and the Kiwanis club/sponsoring organization.
9. Invite Builders Club members to attend Kiwanis/sponsoring organization meetings.
10. Ensure Builders Club members are provided training opportunities beyond the club level.

**The Kiwanis club/sponsoring organization agrees to appoint an active committee of adult volunteers to support the Builders Club and designate one member as an Advisor to the Builders Club (print below):**

**Kiwanis advisors to any sponsored Service Leadership Program will be required to have a criminal background check conducted and verified by Kiwanis International.**

Advisor \_\_\_\_\_ Member # (if a Kiwanian) \_\_\_\_\_

Mailing Address (No PO Boxes) \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

The ten items listed above should be understood by all members of the Kiwanis Club or sponsoring organization. The signatures affixed below indicate the acceptance of responsibilities of sponsorship, and further indicates the commitment of the sponsor to provide continuing support for the Builders Club, its members, and the school. It also is understood that if the school shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In such instance, the sponsoring organization shall forfeit any rights or claim to the Builders Club charter.

**The charter certificate and club materials will be mailed to the Kiwanis club advisor at the address shown above.**

**Signatures of Kiwanis club officers:**

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Kiwanis Club/Sponsoring Organization President Kiwanis Club/Sponsoring Organization Secretary

Print name \_\_\_\_\_ Print name \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**AGREEMENT TO HOST A BUILDERS CLUB:** By the School (or community-based organization\*)

School/Organization Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Web Site \_\_\_\_\_ Fax \_\_\_\_\_

If school, type of school:  Private  Public If US school, NCES school ID: \_\_\_\_\_  
(NCES School IDs can be found at: <http://nces.ed.gov/globallocator/>)

If community based, what type of community organization is co-sponsoring:

BGCA  Community Center  Home school site/home  Church/Synagogue  Other: \_\_\_\_\_

**School information:**

Number of members: \_\_\_\_\_ Grade level(s) of members \_\_\_\_\_

**This school/organization hereby petitions that Kiwanis International issue a new club charter for a Builders Club to be sponsored by the sponsoring organization of record shown herein. The school/organization agrees to provide the following terms of sponsorship to support the Builders Club:**

- 1. Provide a faculty advisor (**print below**), designated by the school administration, to advise and counsel the Builders Club, attend all meetings of the club, and ensure the club abides by the regulations of the school and all other local, state/provincial, and/or federal laws:

Faculty Advisor: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

In addition, the school is encouraged to include parents of members in active participation with Builders Club activities.

- 2. Ensure the Builders Club conducts service-related projects and activities within the school and community.

**\*Community-based Club**

In the event a school will not allow the organization of a Builders Club, a community-based organization with facilities for meeting and appropriate staff for club advisement may be substituted in place of the school. Such a Builders Club must bear a name that represents the community in which it exists. A staff member or parent must be substituted for and act as the faculty advisor to the club. For a community-based club, this page of the petition should be completed on behalf of the organization.

The signatures affixed below indicate the acceptance of responsibilities set forth in the terms of sponsorship (shown above) by the school administration, and further indicate the commitment of the school/organization to provide continuing support for the Builders Club and its members. It also is understood that, at such time the school/organization shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In the case that the Kiwanis sponsor shall no longer be able or willing to act as sponsor of record, Kiwanis International may choose to seek new Kiwanis sponsorship for the Builders Club.

**Signatures of school officials:**

Signature \_\_\_\_\_  
Principal/Organization Administrator

Signature \_\_\_\_\_  
Faculty Advisor

Print name \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_