

Kiwanis Interclub process:

- 1) Get the current club contact information for the 10 other clubs in our Kiwanis division - 10W. You will need a name, phone, and email. You can get this information from the past Interclub chair, Downtown club secretary, or Downtown club president. Also, check to see if there is a Downtown Kiwanis Club member who traditionally organizes the Interclub for a specific club. In the past Elwood Lewis has organized Dublin, and Jim Skidmore has organized University.
- 2) Call and introduce yourself to all the various club's contacts, and update any information that may have changed. Ask when/where they hold their meetings, and do they have any special events during the year that would make for an interesting Interclub.
- 3) Pick some dates that do not conflict with Downtown Kiwanis Club events.
- 4) Get agreements with the various clubs for a specific date. Also get information on location, time, and any cost involved.
- 5) Start marketing the Interclub. Ask the club secretary to put information about the Interclub in the club newsletter. Phone club members to encourage them to attend, or see if they would help organize a different Interclub. We want at least 4 club members at each interclub.
- 6) Encourage those who attend to be enthusiastic guests at the Interclub.
- 7) Provide the club secretary with names of those who attended the Interclub.