

## COMPREHENSIVE TIMELINE

### ☞ THE NEW CLUB PROCESS ☞

*Refer to the following pages for more detail on each of these steps. The appendix of this manual also includes materials and resources that you will find helpful.*

- Request and receive new club organization materials from the International Office.
- Gather a team of people interested in growing a new club. Review characteristics of candidate communities and establish research assignments.
- Identify the community where you'll launch the new club.
- Develop an initial list of contacts (people, businesses, organizations, etc.) that will be sources for recruiting new members.
- Complete and submit Preliminary Survey for the Organization of a Quota Club to Quota International office. Receive a New Club Organizational Contract, recruitment information, and other materials.
- Identify, publicize, plan, and hold a service project in the new community. Reach out to those on your contact list and others as your roots in the community grow. Provide information about Quota in publicity materials and at the event.
- Follow up on service event with thank-you's, more information about Quota, and an invitation to attend an information "Getting to Know Quota" event. Encourage invitees to bring friends and colleagues.
- Hold "Getting to Know Quota" event. Provide more information about the benefits of Quota, how to start a new club, etc. Recruit potential leadership.
- Work with leadership and recruits (at least 20) to create a one-year plan for first year as a chartered club. This includes preliminary calendar for elections and meetings, potential service projects and fund-raisers, and opportunities to connect with Quota at district, area, and international levels. Request new member educational materials from International Office.

- Make your club a legal entity. Every club must adopt bylaws. Standard recommended bylaws will be provided by the QI office for your club's consideration. In addition, every country has different requirements for setting up a non-profit organization. In the South Pacific, contact Beris Pritchard for more information. In Canada, contact the Canada Area Director. In the U.S., Quota staff will provide a step-by step guide, *Making Your Quota Club a Legal Entity*, and staff is available to help you.
- Submit Application for Charter (with member\* forms and dues) to Quota International office.
- Upon approval of application and receipt of charter and new club membership materials from Quota International office, hold a charter party! Welcome the new club into our international organization, with the help of a Quota International representative.
- After charter complete, submit to Quota International and receive \$1,500 stipend for minimum 20-new member \*club (\$75 for each additional new member\*).
- Monitor and support the club during its first two years.
- Upon payment of the second full annual dues, if charter strength is maintained, receive an additional \$500 (plus \$25 for each new\* Quota member over charter number).

**Please remember, the steps outlined above are a guide, not a recipe. Feel free to change the order, skip a step, or add a step. Each new club organization process is unique, and flexibility is the key to success.**

*\*Please note that new members are individuals who have never been members of Quota OR reinstated members who have NOT been dues-paying members at least 18 months prior to their joining the new club. Transfers and recent reinstates (those within the last 18 months) can join the club but the organizer will NOT be paid for them.*