

CHECKLIST & TIMELINE

❧ OFFICIALLY CHARTERING YOUR CLUB ❧

A new club becomes not only an institution in your local community, but also a member of Quota's global network! A new club will be welcomed and supported by its district, area, and our international organization. As a result, it's important to work closely with our international office to officially charter your club and gain access to all of the resources we have to offer.

The following checklist/timeline explains the process of working with the Quota International staff to charter a new club. Please note that materials provided by Quota International are paid for with Quota International Wanda Frey Joiner Development funds. An organizer is not charged for these materials.

- Request new club organization materials from the international office. These include:**
 - 1 New Club Organization Kit
 - 1 Preliminary Survey for the Organization of a Quota Club
 - 10 *Quotarian* magazines
 - 20 *Celebrate Quota International Service* brochures
 - 20 *Quota International Membership* brochures

- Complete and submit Preliminary Survey for the Organization of a Quota Club to Quota International office.**

- After Preliminary Survey has been approved, you will receive a New Club Organizational Contract.**

- Receive preliminary Club Materials from International office after New Club Organizational Contract has been signed by Organizer, and returned to International. These include:**
 - 1 Application for Charter
 - 1 Making Your Quota Club a Legal Entity (U.S. Clubs Only)
 - 1 Quota International Bylaws
 - 1 Standard Bylaws Recommended for Local Quota Clubs
 - 1 List of International Board of Directors
 - 1 List of Quota International Staff
 - 1 A-B-C's or Parliamentary Procedure
 - 25 New Member Forms
 - 1 Member Transfer Form
 - 20 Quota International Promotion Cards
 - 20 *Quotarian* magazines
 - 20 *Celebrate Quota International Service* brochures
 - 20 *Quota International Membership* brochures

- **When ready to elect officers, receive New Club Educational Materials from Quota International Office:**
 - 1 Quota International Publications, Videos, and Recognition Items form
 - 1 Quota International Jewelry order form
 - 1 Quota Club President's Guide to Quota International
 - 1 Quota Club Treasurer's Administrative Guide
 - 1 Quota Club Secretary's Administrative Guide
 - 1 Member's Guide to Quota International

- **After recruiting members (at least 20) and cultivating club leadership and administrative and programming plan, submit the following to the Quota International Office:**
 - 1 Completed Application for Charter form requesting a charter date
 - 20+ Charter Member Forms
 - 1 Check for all new member initiation fees and prorated dues
 - 1 Local club bylaws

- **Quota International President and Executive Director review application. If approved:**
 - **Schedule a charter party. An International Representative will be assigned to:**
 - Provide a new club orientation session
 - Present the Charter and install officers at the charter party

 - **Receive \$1,500 New Club Gardener stipend (for 20 members*; \$75 for each additional member)**

 - **Receive final set of Materials for New Clubs from Quota International Office. This includes:**
 - 1 Letter of Greeting
 - 1 Engraved Charter
 - 1 Club President's Pin
 - 2 Club Officer Pins
 - 20+ Member Pins
 - 20+ *Member's Guide to Quota International*

**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.*