

## Advisor's checklist

This monthly checklist will keep you and your club on task throughout the year. Adapt this checklist to meet the needs, culture and schedule of your club and school.

### AUGUST AND SEPTEMBER

- Hold a meeting between the Kiwanis advisor and the faculty advisor to set expectations for the upcoming year.
- With your club officers, create a club budget to ensure the club's expenses are covered.
- With your club officers, plan your club's calendar and confirm the club meeting times and location.
- Ensure that all officer positions are filled for the year. Once positions are filled, provide officer training. (More resources, page 37)
- Arrange an installation ceremony for new members and officers. Invite parents to attend. (More resources, page 34)
- Check your email inbox and make sure that you receive the first newsletter from Kiwanis International in the month of August. If not, sign up by clicking the EMAIL button at either [www.kkids.org](http://www.kkids.org) or [www.buildersclub.org](http://www.buildersclub.org).
- Encourage officers to create a member recruitment plan. (More resources, page 46)
- Kiwanis advisors: Renew your club online ([www.kkids.org/renewal](http://www.kkids.org/renewal) or [www.buildersclub.org/renewal](http://www.buildersclub.org/renewal)) for your club to receive its annual program kit. Follow up with your Kiwanis secretary to ensure you are designated in the online club management system as the Kiwanis advisor to the club.
- Meet with the school principal to go over the plans and goals for your club for the upcoming year.
- Honor Youth Protection Week in September by reviewing the Youth Protection Guidelines for interacting with youth. ([www.kiwanis.org/youthprotection](http://www.kiwanis.org/youthprotection)) A copy of the youth protection guidelines can be found in this guide on page 57.
- Kiwanis advisors:** Ensure your criminal history background check is complete and that your Kiwanis secretary has verified this in the online club management system.

**Tip:** Adapt this checklist to meet the needs, culture and schedule of your club and school.

## OCTOBER AND NOVEMBER

- Encourage members to participate in Trick-or-Treat for UNICEF or other seasonal activities that benefit UNICEF.
- Celebrate Kiwanis Family Month in November by connecting with your sponsoring Kiwanis club for a service project.

## DECEMBER AND JANUARY

- Encourage club members to plan club contest submissions. (More resources, page 42)
- Second semester 8th graders should consider attending a Kiwanis Key Leader event. Visit [www.key-leader.org](http://www.key-leader.org) to find an event near you.

## FEBRUARY AND MARCH

- Organize service projects for the end of the school year.
- Submit contest entries to your Kiwanis district administrator before April 1. (More resources, page 42)

## APRIL AND MAY

- Participate in a Kiwanis One Day service project. Kiwanis One Day, celebrated in April, is a day set aside for all Kiwanis-family club members to perform a community service project together. ([www.kiwanis.org/oneday](http://www.kiwanis.org/oneday))
- Introduce graduates to the next step in the Kiwanis Family, either Builders Club or Key Club. (More resources, page 51)
- Plan thank-you gifts for volunteers who have helped the club this year.
- Oversee the elections and training of new officers for the club. (More resources, page 34)
- Share election results with the sponsoring Kiwanis club.
- Evaluate the club progress for this year and make notes to improve the next year.
- Submit your club's Annual Achievement Report and share this information with parents and your sponsoring Kiwanis club.