

ADVISOR CHECKLIST

TASK	WHO'S RESPONSIBLE	DONE
BEGINNING OF YEAR ACTIVITIES		
Get the program kit early. Contact sponsoring Kiwanis club secretary. Ask them to pay the renewal fee early and share your club's anticipated member count and address where the kit should be shipped.		
Advisors discuss the year and how the Kiwanis advisor will be involved.		
Meet with officers to create service plan for year. Use the IDEA Service Plan (page 3, K-Kids Service Guide) to document who will lead activities.		
Determine the club's meeting time, frequency and location.		
Recruit members. Use recruitment flyers and posters and other tools on kkids.org . Promote K-Kids to students and families at Back-to-School Night/Open House, activity/club fairs and other events.		
Create a list of committees and appoint committee chairs. Share Committee Chair Guide and discuss each committee's purpose.		
Review the Annual Achievement Report and create a plan and timeline to (a) do activities in the report; (b) gather and store evidence, and (c) complete and submit the report.		
Complete beginning of year member surveys to help Kiwanis International better understand clubs, members' experiences and learning.		
Train officers. Share the K-Kids Officer Guides and review K-Kids materials and website. Use "Training new officers and committee chairs" in K-Kids Advisor Guide (pages 18-19) for training suggestions.		
Determine a club budget and create a plan to fundraise and seek supply donations for club activities.		
DURING THE YEAR ACTIVITIES		
Choose, plan and complete service projects. Use K-Kids Service Guide to follow IDEA, four steps of quality service.		
Participate in K-Kids Week during the second week of February.		
END OF YEAR ACTIVITIES		
Submit your club's Annual Achievement Report and entries for awards and contests by April 1 deadline.		
Elect officers.		
Complete advisor and member end of year surveys by May 15 deadline.		
OTHER ACTIVITIES		
Stay youth protection compliant. Complete Kiwanis background check and Praesidium youth protection training every two years.	Kiwanis advisor. Faculty advisor & chaperones, if leaving campus.	