



K-Kids **FACULTY** advisor checklist

	Review materials	Review items in the K-Kids program kit with the Kiwanis advisor. Make sure you have enough materials for all members.
	Distribute materials	Make arrangements with the Kiwanis advisor to distribute K-Kids materials to members. Buttons, certificates, member handbooks and cards. This might happen at the club's instillation ceremony. See more information below.
	Exchange advisor contact information	Record your contact information on the advisor information card and exchange contact information with the K-Kids Kiwanis advisor.
	Go online and review K-Kids resources	Go online and review K-Kids resources at www.kkids.org . Everything needed to guide the club is available 24/7.
	Review K-Kids calendar	The enclosed K-Kids calendar lists tasks that should be accomplished each month.
	Create a binder	Create a binder or folder to hold K-Kids materials.
	Review club bylaws	Review the club bylaws with the Kiwanis advisor. This document will offer guidance regarding club structure and function.
	Recruit a parent advisor	Recruit a parent advisor to assist with club activities and keep the school's parent group informed about K-Kids club activities.
	Connect with the school's parent group	Make a presentation to the parent group. Introduce club members and the Kiwanis advisor. Ask the parent group what the club can do to help them.
	Meet with the principal and Kiwanis advisor	Meet with the principal and Kiwanis advisor before the school year's club meetings begin. Identify ways the K-Kids and the Kiwanis club can assist with school needs during the year. Confirm K-Kids club meeting location, time and member recruitment strategy.
	Bulletin board items	Recruit K-Kids members to assist with cutting out bulletin board décor and decorating a bulletin board in a prominent area. Post club activities on the bulletin board to keep others informed.
	Complete elections & committee assignments	With the help of the Kiwanis advisor elect club officers and a board of directors. (Review the K-Kids club Bylaws online.) Committees should also be established and each club member should serve on a committee.
	Install club officers and educate parents	Work with the Kiwanis advisor to plan a club installation ceremony. A suggested script to install club officers is posted online. Remember to invite parents to this special ceremony.
	Elect a club reporter & club photographer	The club reporter's job is to write about the club's activities and describe how these activities positively impact the school and/or community. The photographer's job is to take photographs of K-Kids club members in action. Submit articles and photos to kkids@kiwanis.org for future posting of the K-Kids website.

	Schedule club member training	<p>Schedule a time and location for K-Kids club member training.</p> <p>The Kiwanis advisor will train K-Kids club members about the function of club officers, the board of directors and committees. Members will also learn about parliamentary procedure.</p> <p>Use the K-Kids Officer Training PowerPoint posted online.</p>
	Create club member resource binders	<p>Create binders for the club secretary and each committee chairman.</p> <p>The secretary's binder will hold minutes from each K-Kids club and board meeting.</p> <p>The committee chairman's binder will hold information about projects the committee is undertaking.</p>
	Encourage members to conduct a project survey	<p>Conducting a survey will help club members determine the needs within the school and community. Assess the need and decide on a service project.</p> <p>Download and print a project interview guide.</p>
	Share information with club members to help identify future service projects.	<p>Share the following information with club members at the beginning of the year:</p> <p>Annual Achievement Report Identifies activities the club should conduct during the year to receive recognition from Kiwanis.</p> <p>K-Kids Contest Booklet Outlines contests club members may want to enter.</p> <p>K-Kids website It's a great resource!</p>
	Honor the Kiwanis advisor at the year's end	<p>Recognition opportunities are available for club advisors. Visit the K-Kids Web site to learn more.</p>