



K-Kids **KIWANIS** advisor checklist

	Review materials	Review items in K-Kids program kit with the faculty advisor. Make sure you have enough materials for all members.
	Fill out certificates	Write member names on certificates and sign them before distributing to members.
	Create a K-Kids advisor binder	Create a binder or folder to hold K-Kids materials. This folder should be kept at the school or community center so that other volunteers have access to the folder when volunteering.
	Exchange advisor contact information	Record your contact information on the advisor information card and exchange contact information with the K-Kids club faculty advisor. Keep this in your K-Kids folder.
	Review K-Kids resources	Review K-Kids resources at www.kkids.org . Everything needed to guide the club is available 24/7.
	Review club bylaws	Review the club bylaws with the faculty advisor. This document will offer guidance regarding club structure and function.
	Review the K-Kids calendar	The enclosed K-Kids calendar lists tasks that should be accomplished each month.
	Recruit Kiwanis Club volunteers	Identify three other Kiwanis club members to assist with the K-Kids club. Rotate attendance at meetings.
	Meet with the principal & faculty advisor	Meet with the school principal and faculty 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 and time. Identify the best way to recruit K-Kids members.
	Connect with the school's parent group	Make a presentation to the school's parent group. Introduce K-Kids members and provide your contact information. Make sure parents understand Kiwanis is available to help them.
	Complete elections and committee appointments	Elect club officers and a board of directors. Committees should also be established. Each club member should serve on at least one of the committees. Resources to train club members and officers are posted online at www.kiwanis.org/advisor . Use materials in the K-Kids member handbook. Member handbooks are included in the K-Kids program kit.
	Install club officers and educate parents	Work with the faculty advisor to plan a club installation ceremony. A suggested script to install club officers is posted online at www.kiwanis.org/advisor . Don't forget to invite parents. Utilize the Educate Parents PowerPoint posted online. This will bring everyone up to speed, including K-Kids members.

	Elect a club reporter & club photographer	<p>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.</p> <p>The photographer's job is to take photographs of K-Kids club members in action.</p> <p>Submit articles and photos by e-mail to kkids@kiwanis.org for use on the K-Kids website.</p>
	Train K-Kids members	<p>Train K-Kids club members about the function of club officers, a club board, and committees. Use resources provided in the Kiwaniis Sponsorship Toolkit.</p> <p>Teach members the K-Kids pledge. Teach members to use parliamentary procedure. Helpful resources are posted online at www.kkids.org.</p>
	Create club resource binders	<p>Create a binder 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>Committee chairman binders will hold information about projects the committee is undertaking.</p>
	Share information with club members to help identify future service projects.	<p>Share the following information club members at the beginning of the year.</p> <p>Project survey – Download a copy of the project survey. Club members use this resource to interview school and community leaders to find needs within the community.</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 This is a great resource!</p>
	Educate the faculty advisor	<p>Provide the faculty advisor with information about the Kiwanis club. Let the advisor know you are available to assist with all aspects of the K-Kids club.</p>
	Honor the faculty advisor at the year's end	<p>Recognition opportunities are available for club advisors. Visit the K-Kids website to learn more.</p>

6/21/11