

Advisor checklist

This checklist will help keep you on task throughout the year. Use it to meet the needs, culture and schedule of your club and/or school.

- Complete online advisor education courses. Visit kkids.org/advisoreducation or buildersclub.org/advisoreducation to learn more.
- Hold a meeting with the Kiwanis advisor and the faculty advisor to set expectations for the upcoming year. Confirm club meeting times and location.
- Meet with the school principal to review your club's plans and goals for the upcoming year.
- Kiwanis advisors: Ensure your criminal history background check is complete. If needed, reach out to the Kiwanis club secretary for assistance.
- Ensure all officer positions are filled for the year. Provide officer training with support from the sponsoring Kiwanis club. See pages 35–37 for more information.
- Arrange an installation ceremony for new members and club officers. Invite parents and the sponsoring Kiwanis club to attend. See pages 31–34 for more information.
- Encourage club officers to create a member recruitment plan. See page 40 for more information.
- Encourage club officers to involve the club in high-impact service using the IDEA Toolkit. See pages 11–12 for more information.
- Encourage members to submit contest submissions. Visit kkids.org/contests or buildersclub.org/contests to learn more.
- Ask your sponsoring Kiwanis club secretary to renew the club for another year. Visit kkids.org/renewal or buildersclub.org/renewal to learn more about the process.
- Celebrate Kiwanis Youth Protection Week **in September** by reviewing the Kiwanis youth protection training. Visit kiwanis.org/youthprotection to learn more.
- Participate in a Kiwanis One Day service project **in October**. Kiwanis One Day encourages all Kiwanis-family club members to jointly perform a community service project. Visit kiwanis.org/oneday to learn more.

Tip: IDEA is a toolkit for members to lead the way in achieving high-impact service. See pages 11–12 for more info.

- Encourage members to participate in Trick-or-Treat for UNICEF in **October**. Visit unicefusa.org/trick-or-treat to learn more.
- Celebrate Kiwanis-family members during Circle K Week in **October**. Visit circlek.org to learn more.
- Celebrate Kiwanis-family members during Key Club Week in the first full week of **November**. Visit keyclub.org to learn more.
- Builders Clubs: Encourage second semester eighth graders to attend a Kiwanis Key Leader event. Visit key-leader.org to find an event near you.
- Celebrate K-Kids Week in the last full week of **February**. Visit kkids.org to learn more.
- Celebrate Kiwanis-family members during Builders Club Week in the third full week of **March**. Visit buildersclub.org to learn more.
- Celebrate Kiwanis-family members during Aktion Club Week in the first full week of **March**. Visit aktionclub.org to learn more.
- Oversee the elections and training of new officers for the club with support from the sponsoring Kiwanis club. See page 30 for more information.
- Introduce members who are graduating out of the club to the next club in the Kiwanis family.
- Plan thank-you gifts for volunteers who have helped the club throughout the year.