



## March

- ✓ Encourage clubs to plan for Kiwanis One Day which takes place the first Saturday in April.
- ✓ Provide clubs with service and fundraising project ideas.
- ✓ Recruit Kiwanis volunteers to serve on a Kiwanis Kids district committee.
- ✓ Use Kiwanis Kids [marketing tools](#) to create personalized letterhead and more.

### March - Additional things to do in March

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## April

- ✓ Newly appointed Kiwanis Kids district administrators begin serving the following term, April 1 through March 31
- ✓ Submit an article to the district bulletin editor or include in advisor newsletter:
  - Remind advisors of end of year activities.
- ✓ Contests
  - Judge [K-Kids club contest](#) entries.
  - Print and present certificates to district contest winners.
  - Submit district contest winners to the Kiwanis International Office by April 15.
- ✓ Participate in [Kiwanis One Day](#) the first Saturday in April.

### April - Additional things to do

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## May

- ✓ Remind clubs to elect club officers for the next K-Kids year.
- ✓ Finalize plans to attend the Kiwanis International Convention in June.
- ✓ Contact Kiwanis International about K-Kids contest certificate templates to use in honoring

district contest winners.

**May - Additional things to do**

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**June**

- ✓ Follow-up on new club leads
- ✓ Attend Kiwanis International Convention if possible
- ✓ Update district directory to include your Kiwanis Kids district committee
- ✓ Meet with new district board
- ✓ Attend Lieutenant Governors Training Conference
- ✓ Create a newsletter to send to club advisors informing them of upcoming events.
- ✓ K-Kids district contest winners should be notified and honored with certificates.
- ✓ Contact district secretary – make arrangements to recognize K-Kids district contest winner at the district convention.
- ✓ Invite district contest winners to the Kiwanis district convention to receive recognition.

**June - Additional things to do**

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**July**

- ✓ Key Club International Convention – Consider attending to promote Kiwanis Kids.
- ✓ Determine budget needs
- ✓ Plan for district convention
- ✓ Submit a literature request to Kiwanis International for needed materials to distribute at district convention

**July - Additional things to do**

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## August

- ✓ Make arrangements to attend district convention.
- ✓ Participate in forums and share information about Service Leadership Programs.
- ✓ Create an exhibit booth for use at district convention.
- ✓ Display Service Leadership Programs scrapbook contest entries.
- ✓ Arrange for Service Leadership Programs speaker to address convention attendees.
- ✓ Arrange to present Service Leadership Programs awards.
- ✓ Encourage clubs to participate in Kiwanis Read Around the World service project. Learn more by visiting: [www.kiwanis.org/read](http://www.kiwanis.org/read).
- ✓ Recruit Kiwanis volunteers to serve on a Kiwanis Kids district committee.

### August - Additional things to do

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## September

- ✓ Remind Kiwanis advisors to registered K-Kids clubs for the new year. Refer them to the [Club Renewal Center](#).
- ✓ Remind clubs that [Trick-or-Treat for UNICEF](#) kits are on the way and that K-Kids works together with Key Club to support UNICEF's efforts.
- ✓ Submit the following information in an article to the district bulletin editor or include this information in your newsletter for club advisors:
  - Reminder to Kiwanis advisors that information has been sent to each sponsoring club's secretary with information about how to register the K-Kids club for the new year online. **Link:** [K-Kids Club Renewal Center](#)
  - Suggest activities for [Kiwanis Family Month](#) in November. Visit the K-Kids Web site at [www.kiwaniskids.org](http://www.kiwaniskids.org) for more information.
  - Provide listing of responsibilities of the sponsoring Kiwanis club and co-sponsoring Circle K and Key Clubs. Refer clubs to the online [Sponsorship Toolkit](#).
  - Encourage clubs to participate in the [K-Kids Service Initiative](#).

- Encourage clubs to participate in [K-Kids contests](#).
- ✓ Attend Service Leadership Programs club meetings to induct new members/officers. Use [K-Kids club building resources](#). Sample scripts are provided.
- ✓ Participate in Kiwanis club fall training within your district.

**September - Additional things to do**

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**October**

- ✓ Participate in Training/Leadership Conferences at district level.
- ✓ Encourage clubs to plan for Kiwanis One Day which takes place the first Saturday in April. Visit [www.kiwanis.org/service/oneday.asp](http://www.kiwanis.org/service/oneday.asp) to learn more.
- ✓ Encourage clubs to participate in Kiwanis Read Around the World Project. Learn more by visiting: [www.kiwanis.org/read](http://www.kiwanis.org/read). Club members can participate all year.
- ✓ Provide information to club advisors to assist them with K-Kids club officer training. The online [K-Kids Sponsorship Toolkit](#) provides facilitator's guide and PowerPoint for use.
- ✓ Remind clubs about Trick-or-Treat for UNICEF. [www.unicefusa.org/keyclub](http://www.unicefusa.org/keyclub).
- ✓ Check e-mail regularly for more information about the [Service Leadership Programs training conference](#).
- ✓ **Develop / maintain district files on computer to Include:**
  - Individual club information
  - E-mail correspondence
  - Newsletters
  - Governor correspondence/ Governor-elect correspondence
  - Budget
  - General correspondence
  - Status reports
  - District committee information
  - Kiwanis, Key Club, and Circle K district bulletins



