

### Planning Your Year

Establishing club goals for the year will assist in developing a plan of action to achieve those goals. This bulletin is designed to assist club members in utilizing various resources including those from Kiwanis International and the school to develop a K-Kids club calendar of events.

The first step is to decide what projects the club would like to undertake. The second step is to determine when to conduct projects (club calendar), and to determine if some projects might tie in with current school activities.

**Conduct a Project Survey** at the beginning of the academic school year to determine needs within the school and community. Club members can make an informed decision about which projects to conduct. The next step is to determine the time of year to conduct the projects and whether these projects might tie into a current school activity.

**Review the school calendar** and note important dates. Reviewing the school calendar will assist the club in scheduling events at a time that will not conflict with other major activities. Note school events in which the club might want to participate. An example of tying into a school event might include setting up a K-Kids information booth during the school's open house or back-to-school night. Be creative in finding ways to add extra zest to the school's activities and the school's administration will welcome your club's involvement.

**Review the Faculty Advisor's Calendar** and note important task deadlines Kiwanis International has provided to advisors. Remember to incorporate these items into your club's schedule.

**Review the sponsoring Kiwanis Club's calendar and the co-sponsoring Key Club or Circle K club's calendar** and note activity dates. Perhaps there is an activity or program hosted by one of the K-Kids sponsors that club members would be interested in attending. Ask the sponsoring club to include your club on their newsletter mailing list. Receiving the newsletter will keep your club members informed about possibilities of joint activities with the sponsoring or co-sponsoring club.

**Review the K-Kids Contest Booklet** and share the information with all club members. There might be contests that individual members or the club as a group would be interested in entering. Knowing what is required and the entry date deadlines will be helpful to those wanting to participate.

**Review the Annual Achievement Report** and make a note of suggested activities that a club is to conduct in order to be recognized with Distinguished or Honor Club status. Since the Annual Achievement Report asks that each club conduct a joint service project with a Builders Club, Key Club, Circle K club, Kiwanis club, or Aktion Club, consider adding this activity to your club calendar.

**Visit the Chamber of Commerce Web site in your city or the community Web site** and review the calendar of events. Community activities should be posted and there should be a listing of community organizations. There might be activities scheduled in which the club could participate, such as a walk-a-thon or an ice cream social.

**Visit the K-Kids Web site** at [www.kkids.org](http://www.kkids.org) and research what other K-Kids clubs are doing. Maybe there are activities that your club would enjoy conducting.

**Review Bulletin #47 - Builders Club Fundraising Ideas**, for helpful fund-raising ideas. Your club might want to incorporate a couple of these ideas in order to raise funds for school supplies or to support an upcoming service project. Take a serious look at how much funding the club will need to support service efforts. Space your fund-

raisers throughout the year and consult school administration to confirm that the club's plans are not in conflict with school activities.

Remember to post prospective activities on a calendar. Developing a club-planning calendar should involve input from club officers, club advisors, and school administration. When proposed dates are placed on the calendar, share the information so that club members will be informed.

Flexibility is the key to implementing your plan. If an unforeseen event delays your original plan, regroup and reschedule. The best part about planning ahead is that if something comes up, the club is prepared.