

Monthly checklist

This monthly checklist will keep you and your club on task throughout the year. Adapt this checklist to meet the needs, culture and schedule of your club and school.

AUGUST

- Kiwanis club meeting:** Plan for Key Club members to attend their sponsoring Kiwanis club's meeting to introduce themselves and report on how Key Club plans to start the year. This would also be a good time for members to report on any Key Club conventions or events they've attended, particularly if sponsorship was provided.
- Board meeting:** Plan for both advisors to attend the first meeting of the club officers. At this meeting, the board will create a budget for the year, including how much fundraising the club will need to do to cover expenses such as sending members to conventions and other events.
- Advisors guide:** This tool is meant to be a helpful resource for you. Refer to it throughout the year as you support your club.
- Club bylaws:** Part of the chartering process for a new club is to complete bylaws. A blank copy of the club bylaws can be found online at www.keyclub.org.
- District fall events:** Is there a Key Leader weekend taking place in your district in the fall? This event is a great opportunity for all Key Club members, especially emerging leaders. Visit www.key-leader.org for a list of dates and locations. Also, find out if your district is having a Key Club fall rally.

SEPTEMBER

- New members:** With the start of the school year, this is an ideal time to recruit new members. Suggestions for growing your club are on page 47.
- Committee assignments:** Assess the members' committee preferences and review the assignments if needed. Suggestions for club committees can be found on page 40.
- Fall mailing:** The fall mailing is sent to all clubs in mid-September. When you receive the mailing, review and share with the club officers the materials from Key Club International. If you don't receive the fall mailing by the first week of October, please contact memberservices@kiwanis.org.
- Key Club magazine:** A copy for each member will be mailed the first of September. Extra copies can be used for recruitment purposes.
- Fall training conference:** Ask district leaders for the dates of your divisional fall training conference and pass that information on to your club officers and members.
- Dues:** Work with the club secretary and treasurer to access the Membership Update Center at www.keyclub.org/muc to update membership records and pay annual dues.

OCTOBER

- Public relations:** Make sure the president has designated a public relations committee chairman to see that news and photographs of club activities are sent to the district bulletin editor, Key Club magazine, the school newspaper and the local newspaper.
- Committee update:** Assess how the committees are functioning and determine how to strengthen certain problem areas, if necessary, with the board of directors.
- Trick-or-Treat for UNICEF:** Encourage your club to participate in a Trick-or-Treat fundraiser for UNICEF this month. Look for information and tips in the weekly e-newsletter or visit www.keyclub.org/trickortreat.

NOVEMBER

- Key Club Week:** The first week of November is dedicated to Key Club Week. This special week gives your club the opportunity to show your community what Key Club is truly about: service. Learn more at www.keyclub.org/keyclubweek.
- Kiwanis Family Month:** Celebrated annually every November, Kiwanis Family Month is a great time to ask members of the Kiwanis family to attend your meeting, for your members to attend one of theirs or for a joint service project. Keep working for strong Kiwanis-family relations.

DECEMBER

- Status report:** Evaluate, along with your club officers, your club's progress so far. What's been accomplished? How many service projects have been completed? How can the club improve?
- Dues:** Verify that dues have been paid.
- Membership:** Along with the board of directors, assess membership development, growth and retention. Analyze the results to date and come up with a plan for the rest of the year.
- District officer elections:** Are you encouraging qualified members of your club to seek office of governor, secretary, treasurer, editor or lieutenant governor?

JANUARY

- District convention:** Start planning for your club's participation in the district convention. Decide on fundraisers to send delegates. Contact your district administrator to find out more about your district convention or visit your district's website. Find your district's website at www.keyclub.org/districtwebsites.
- Membership drive:** Conduct a membership drive to interest new members. Update club membership records using the Membership Update Center at www.keyclub.org/muc and submit new members' dues. More information on membership drives can be found on page 47.
- Club officers:** Spread the word about upcoming club elections. Encourage club members to consider running for an office. Learn more about officer positions on page 32.
- Key Leader:** Is there a Key Leader weekend taking place in your district in the spring? Perhaps those interested in club officer positions should attend. Visit www.key-leader.org for dates and locations.

FEBRUARY

- Elections:** Your club should conduct elections to select the new club officers. Once elected, update their information in the Membership Update Center at www.keyclub.org/muc.
- Officer training:** Train newly elected officers so that when they take over their offices, they'll know what's expected of them.
- Divisional meeting:** If applicable, make sure delegates from your club attend the divisional meeting called by your lieutenant governor. Each club is entitled to two voting delegates for this meeting. Please note that divisional meetings sometimes occur at other times during the year as well.
- District convention:** Continue your club's plans and fundraising for attending the Key Club district convention.
- Convention contests:** Is your club entering contests during the district convention? Learn more about contests on page 43.
- Achievement report:** Make sure that your club president and secretary complete your annual achievement report for the district convention.
- Voting delegates:** Elect two club members to be voting delegates at your district convention.
- Convention forms:** Make sure all necessary forms are filled out for district convention attendance.

- District officer elections:** Are you encouraging qualified members of your club to seek office of governor, secretary, treasurer, editor, or lieutenant governor? Share any campaign literature you receive with members of your club.

MARCH

- Officer resources:** Be sure that outgoing officers pass on their resources and other files to incoming officers.
- Spring mailing:** Review and share with the club officers the materials from Key Club International. If you don't receive the spring mailing by mid-April, please contact memberservices@kiwanis.org.
- Key Club International convention:** Plan to attend the Key Club International convention, usually scheduled for the first week in July. Check with your district administrator concerning district tour information. Begin fundraising now to send delegates and other members to this informative and fun event.
- District convention:** Attend your club's district convention with club officers and as many club members as possible. (Some conventions are in February or even April.)

APRIL

- Convention report:** Have club members who attended the district convention report to your club, as well as your sponsoring Kiwanis club, about their experience.
- Lieutenant governor:** Have the club president invite your lieutenant governor to induct new members, install officers or attend a meeting as a guest. If you aren't sure who your lieutenant governor is, visit your district's website at www.keyclub.org/districtwebsites.

MAY

- House of Delegates:** At least 20 days prior to the Key Club International House of Delegates at convention, Key Club will post online any proposed amendments to the bylaws and candidates for international office. Encourage members to review this information.
- Future plans:** Organize a plan for the upcoming year with your incoming Key Club president.
- Committee chairmen:** Assist the president, if needed, to determine club member interests and begin committee assignments for the upcoming year.
- Installation ceremony:** Following elections, officers are installed at a ceremony and take office. Pins for new officers can be ordered at www.keyclub.org/store. Club officer installation outline on page 37.

- Budget:** Work with your club officers to create a budget for the coming year and present it to your sponsoring Kiwanis club board.

JULY

- Key Club International convention:** Attend the Key Club International convention, especially the forum for Key Club advisors. Try to have at least two members from your club attend the convention.

ON-GOING

- Membership updates:** When new members join your Key Club, update their membership records using the Membership Update Center at www.keyclub.org/muc and submit their dues.
- Key Club events:** Attend the zone, regional or divisional training conferences when scheduled.
- District project:** Assist the club in determining ways to support the district project, if applicable.
- Kiwanis meetings:** Provide opportunities for Key Club members to attend Kiwanis club meetings and service projects.
- Key Club meetings:** Invite members of the sponsoring Kiwanis club to attend Key Club meetings and service projects.
- Interclub:** Encourage your club officers to have an interclub activity with your Kiwanis sponsor. Jointly plan a Kiwanis-family project with your Kiwanis club.