

Faculty Advisor Calendar To-Do Checklist



Monthly throughout the entire year

- MRF. Your club officers should complete and submit a monthly report form online at http://wiumkeyclub.com/e_mrf.html by the 5th of each month whether or not the club held activities or met. The report submissions should be made by your Club Secretary.
- READ. Read the monthly update/newsletter from your Lt. Governor; and the Quarterly update/newsletter from your District Administrator
- COMMUNICATE. Meet or communicate with your sponsoring Kiwanis Club Key Club Advisor at least on a monthly basis. They should be attending each of your meetings. The Kiwanis advisor should be reporting on your Key Club activities to the Kiwanis Club and also bringing opportunities for the Key Club to assist at Kiwanis fundraisers and/or projects.
- SEND any New-Member-Adds along with the dues for any new members joining during the month to the International Office.
- MOTIVATE. Motivate your club officers and members to be the best servant leader they can be!!! Be their greatest cheerleader and promoter. Key Club is a student-led organization. Let them lead, make all decisions, and fail if necessary to allow them to learn the leadership skills necessary to become "servant leaders" in their communities.

Quarterly throughout the school year

- DIVISION COUNCIL MEETINGS (DCM). Your Lt Governor will be conducting a quarterly Division Council Meeting for all club officers and general members to update them on new initiatives, allowing all clubs in the Division to meet face to face or by Chatzy to share ideas, and fosters friendships outside of the club hometown. These meeting dates/times will be communicated to the club by the Lt Governor in their updates/newsletters.

Projects – District/International Participation throughout the year

1. Governor Project (information will be coming to the clubs in May each year)
2. District Board Auction Project (fundraising for Easter Seals Camp Wawbeek in the Wisconsin Dells and Bay Cliff Health Camp in Big Bay MI). This money is collected at District Convention with some type of contest or fun event.
3. The Eliminate Project (International Major Emphasis for next 5 years) Information is available on the WIUM Key Club Website.

Resources

1. wiumkeyclub.com (District Website)
2. Division Facebook page
3. Advisor Facebook Page (link to join - <http://www.facebook.com/#!/groups/200965790002954/>)
4. keyclub.org (International Website)
5. District Administrator and/or Division Lt Governor

Throughout the year as new students join and pay dues, periodically go into the Membership Update Center to add/delete students. Perhaps schedule this to be done quarterly so that the new students start receiving their magazine, pin, certificate, etc. from International.

April

- **MAKE SURE YOUR PRESIDENT** and/or members attending report to your Key Club and Sponsoring Kiwanis Club on the District Convention.
- **READ** and study all Key Club Lt Governor and Administrator communication. The Lt. Governor sends a monthly update to club officers; and the Administrator sends a quarterly update to all Faculty and Kiwanis Advisors.
- **HAVE THE PRESIDENT MAKE ARRANGEMENTS** with your Key Club Lieutenant Governor to come to one of your club meetings to induct new members, install officers, or as a guest.
- **INSTALLATION CEREMONY.** Work with the Club President on this. Order pins, awards, etc., and invite the incoming Lieutenant Governor to install the new officers. Order items early to make this function successful. Contact your District Administrator for details of an officer installation.
- **CLUB OFFICER ADDRESSES.** Make certain that a list of new officers and their complete addresses have been filed with the District Secretary-Treasurer for the directory. If any changes occur throughout the year; request your officers to notify the district as soon as possible. The form to use for this is the NOIS (New Officer Information Sheet). Ensure all contact information for all positions listed. Don't worry about the Key Club number or charter date.
- **ORGANIZE YEAR.** Work on a plan for your year with your Key Club President. Complete the President/Advisor Agreement and submit a copy to the District Administrator.
- **INTERNATIONAL CONVENTION.** Follow up with students to make sure deposit has been submitted for attending International Convention in July. If possible, plan on attending the Key Club International convention as a chaperone, usually scheduled the first full week in July. Check with the District Administrator concerning district tour information. The District does provide chaperones for the students attending so it is not mandatory; but it definitely is something to consider. Students are encouraged to contact their sponsoring Kiwanis Club for funding to attend this educational conference. The funding rule of thumb is 1/3rd Kiwanis-1/3rd Fundraising-1/3rd paid by the attendee. Request early as possible from the Kiwanis Club as it will need to be presented to their board of directors who meet once a month.
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May

- **MAKE SURE** your Lieutenant Governor has informed you and your officers when the date of the training session is planned for newly elected officers. If the officers attended the District Convention, they should have gone to the training workshop for their position. The next training opportunity is at the Regional Training Conferences (RTC's) or Fall Rally Conferences to be held during the months of September or October. More information will come from the Lt Governors after their training session at the end of April.
- **COMMITTEE CHAIRS.** Assist the Club Vice-President if needed to determine club member interests and begin committee assignments for the upcoming year. Your club officers are responsible for compiling the committees. You may offer assistance. Recommended committees might be – Fundraising – Service Projects – Membership Recruitment.
- **INTERNATIONAL CONVENTION.** Make sure the students have made final payment for attending International Convention
- **MRF.** Your club officers should complete and submit a monthly report form online at http://wiumkeyclub.com/e_mrf.html by the 5th of each month whether or not the club held activities or met. The report submissions should be made by your Club Secretary.

June

- **COMMITTEES.** The Club Vice-President should ask incoming committee chairs to discuss tentative goals, internal committee responsibilities, and possible budgetary needs for the upcoming year.
- **BULLETIN EDITOR.** Make sure articles are being submitted to the District Bulletin Editor for the Key To Caring district newsletter, and the International KEYNOTER magazine. The articles should be submitted by your officers and can be submitted by individual members as well. In order to be a distinguished officer, it is required to submit an article. Your service projects with pictures make great articles.
- **BOARD TRAINING.** Confirm with the Lieutenant Governor on the date of the training conference for the club officers, board members, committee chairs, and special appointments. All members are welcome at the training conferences. Determine the date, time, and location closest to you or set up a special session with your Lt Governor. Make sure all involved are aware of the training information. This will take place in September and/or October.
- **ENCOURAGE** your club to carry out a Kiwanis-family summer activity. During the summer months, Kiwanis has many projects and fundraisers being held where Key Club could definitely assist with the work load. Touch base regularly during the summer with your Kiwanis Advisor to find where the club could assist. You will need to either be at the event yourself; or send a chaperone for every 10 students working/attending.
- **CREATE.** The students should plan a budget for the coming year and present it to you and your sponsoring Kiwanis club board for approval.
- **MRF.** Your club officers should complete and submit a monthly report form online at http://wiumkeyclub.com/e_mrf.html by the 5th of each month whether or not the club held activities or met. The report submissions should be made by your Club Secretary.

July

- **INTERNATIONAL CONVENTION.** Have at least two members from your club in attendance as delegates. If you are attending ICON, be sure to attend the forum for advisors at the convention.
- **KIWANIS CLUB MEETING.** Ask the students attending ICON contact your sponsoring Kiwanis club to attend one of their meetings to report on the convention.
- **CLUB ACTIVITY.** Keep your club active over the summer months. Conduct a meeting, a picnic, or complete a project. Keep in touch. Summer is a great time for your officers to meet to plan the upcoming Key Club year.
- **FOLLOW UP.** Make sure every officer, board member, committee chair, and special appointment is prepared to hit the ground running when the school year begins. Relax and enjoy the year.
- **PLAN.** Discuss with your Club President and the board conducting a membership drive to be during school registration. A visit to the nearby middle schools could be helpful. Plan to have a table for Key Club at registration sessions for your high school. Another great opportunity is to set up tables during lunch periods with information to hand out on your club and/or a sign up sheet for those interested in hearing more about your club. Then plan an information meeting for those who signed the form. Posters and announcements of club meetings and projects are great tools as well.
- **CORRESPONDENCE.** Your club should mail club-recruitment information to all new students. Invite each to the first club meeting. Also, mail club information and a calendar to present members for the new school year.
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August

- **BOARD MEETING.** Meet with your club officers and plan the membership drive.
- **ACTIVITY CALENDAR.** Have your club officers prepare a club activity calendar for the year. Send a copy of your club calendar to your Lt Governor so they can plan to attend a project.
- **BACK TO SCHOOL MAILING.** Review and share with the Club President and officers the materials you received from the International Office. If you did not receive the Back-to-School Mailing by mid-September, please contact the International Office.
- **RTC/FALL RALLY.** Make sure your club officers and members have contacted the Lieutenant Governor to find out the date, location, and time of the Regional Training Conference or Fall Rally in your area. The club can attend any one of the sessions. Make sure your club officers attend and all club members are welcome. There will be workshops available for the entire membership including an Advisor (both Faculty & Kiwanis) workshop, so plan to attend if possible.
- **MRF.** Your club officers should complete and submit a monthly report form online at http://wiumkeyclub.com/e_mrf.html by the 5th of each month whether or not the club held activities or met. The report submissions should be made by your Club Secretary.

September

- **COMMITTEE ASSIGNMENTS.** Assess the members' committee preferences and review the assignments if needed.
- **PUBLIC RELATIONS.** Make sure the Club President has designated a public relations committee chair to see that news and photographs of club activities are sent to the District Bulletin Editor and the KEYNOTER magazine, the school newspaper, and the local paper. This will also be helpful if you club chooses to submit a scrapbook in the scrapbook contest at the District Convention.
- **REGIONAL TRAINING CONFERENCE/FALL RALLY.** Become aware of the dates of your Regional Training Conference or Fall Rally. Make sure your club membership, especially officers and board members are made aware of the information as well. Fill out the necessary forms and return them promptly to the designated person. Encourage the Kiwanis Advisor and Kiwanis Club President to attend.
- **DUES.** Make sure you have received your confidential password and access information to update membership rosters and generate dues invoices online via a secure Web site. The Club Treasurer should be collecting dues and ensuring that all deadlines for payment are met. Completing/updating the information in the Membership Update Center is the responsibility of both you, as Advisor, and your Club Secretary or Treasurer.
- **GET** into the habit of club members attending your sponsoring Kiwanis club's weekly or semi-monthly meeting. A one-to-one relationship is the foundation for a strong Kiwanis-family bond.
- **MRF.** Your club officers should complete and submit a monthly report form online at http://wiumkeyclub.com/e_mrf.html by the 5th of each month whether or not the club held activities or met. The report submissions should be made by your Club Secretary.

October

- **DUES.** After a membership-recruitment program, collect District and International dues. Total dues is \$12 per person (\$6 International & \$6 District). Update the advisor information, club membership roster, and generate a dues invoice online through the Membership Update Center at <http://soapmu.kiwanis.org/default.cfm?action=logon>. Dues should be submitted to Key Club International. If your club has an additional dues amount paid by students, do not send the additional amount to International. Keep it in your club treasury. Dues received at International by November 1st receives the early bird banner patch.
- **ATTEND** the regional (RTC) or Fall Rally. Encourage your club officers and members to attend as well
- **KEY CLUB WEEK.** Make sure the club plans for celebrating Key Club Week are in progress. Key Club Week may be any week in November; however, it is traditionally celebrated the first full week.
- **MOTIVATION.** Keep projects and committees moving.
- **INTER-CLUB.** Encourage your club officers to have an inter-club with your Kiwanis sponsors. Meet their officers and get to know them on a personal level. Jointly plan a Kiwanis family project with your sponsoring Kiwanis club and local Circle K, Builders, K-Kids, and Aktion clubs.
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November

- **KEY CLUB WEEK.** Key Club International suggests celebrating Key Club Week the first week of November. Involve every member of your club. Involve your Kiwanis club. Publicize the event. Plan a special celebration. It is an excellent opportunity to educate Kiwanis, Circle K, Builders, K-Kids, and Aktion club members about Key Club. Key Club Week is a good time to conduct a model Kiwanis program.
- **LIEUTENANT GOVERNOR.** Request that your club president Invite your Lieutenant Governor to speak during one of your meetings.
- **KIWANIS MEETING.** Make certain that Key Club members are attending the Kiwanis club meeting and that Kiwanians attend your meetings. Plan inter-club holiday parties and service projects with members of the Kiwanis family in your area.
- **KIWANIS FAMILY MONTH** is a great time to ask members of the Kiwanis family to attend your meeting or for you to attend one of theirs. Ask them to present a program or volunteer to be their program. Keep working for strong Kiwanis-family relations.
- **COMMITTEE UPDATE.** Assess how the committees are functioning and determine how to strengthen certain problem areas, if necessary, with the board of directors.
- **DUES.** Make sure your club, District, and International dues have been paid.
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December

- **EVALUATE** along with your club officers, your club's progress so far! What's been accomplished? How many service projects have been completed?
- **SOCIAL EVENTS.** Have a social event for the club such as a dance or party.
- **DUES.** Verify that dues have been paid and submitted to Key Club International.
- **RECRUITMENT.** Along with the club officers, determine how membership development, growth, and retention is coming along. Analyze the results to date.
- **DISTRICT OFFICER ELECTIONS.** Are you encouraging qualified members of your club to seek the office of Governor, Secretary-Treasurer, Bulletin Editor, or Lieutenant Governor? If you have students with a lot of potential for leadership beyond the club level, ask your Lieutenant Governor for more information on the various District offices.
- **DISTRICT CONVENTION.** Start planning for your club's participation in the District Convention. Information will be sent to the clubs by the Lt Governor and District Administrator after the District board planning session in November. Ask your Kiwanis Club for financial assistance in attending convention and possible chaperone assistance. Kiwanians are very welcome to attend convention.
- **START** planning fund-raisers to send delegates to the District and International conventions. The conventions are the highlight of the year, so start early.
- **MRF.** Your club officers should complete and submit a monthly report form online at http://wiumkeyclub.com/e_mrf.html by the 5th of each month whether or not the club held activities or met. The report submissions should be made by your Club Secretary.

January

- **DISTRICT CONVENTION.** Start finalizing for your club's participation in the District Convention. Paperwork will be due early February.
- **MEMBERSHIP DRIVE.** Conduct a membership drive. Take in new members. Send their names, addresses, and dues into the International Office.
- **INTER-CLUB.** Go on an inter-club or host an inter-club.
- **CLUB OFFICERS.** Start spreading the word about the upcoming elections. Encourage club members to consider running for an office.
- **DISTRICT OFFICER ELECTIONS.** Are you encouraging qualified members of your club to seek the office of Governor, Secretary-Treasurer, Bulletin Editor, or Lieutenant Governor? If you have students with a lot of potential for leadership beyond the club level, ask your Lieutenant Governor for more information on the various District offices.
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February

- **ELECTIONS.** Your club should conduct elections to select the new club officers.
- **AFTER ELECTION OF OFFICERS.** Make certain a list of new officers, advisor(s), and Kiwanis advisor(s) and their complete addresses are sent to the District Administrator and Lieutenant Governor on the New Officer Information Sheet (NOIS form).
- **TRAINING.** Start working with the newly elected officers so that when they take over their offices, they will know what is expected of them.
- **DIVISION MEETING (DCM).** If applicable, make sure delegates and members attending District Convention (DCON) from your club attend the division meeting called by your Lieutenant Governor. The Lieutenant Governor will be going through all aspects of District Convention.
- **DISTRICT OFFICER ELECTIONS.** Are you encouraging qualified members of your club to seek the office of Governor, Secretary-Treasurer, Bulletin Editor, or Lieutenant Governor? If you have students with a lot of potential for leadership beyond the club level, ask your Lieutenant Governor for more information on the various District offices.
- **DISTRICT CONVENTION.** Continue your club's plans and fundraising for attending the Key Club District Convention.
- **DISTRICT CONVENTION.** Submit online registration to attend District Convention. Help assure the training of your new club officers by making sure they attend District Convention (DCON).
- **VOTING DELEGATES.** Elect two voting delegates to attend the District Convention.
- **CONVENTION FORMS.** Make sure all necessary forms are filled out for District Convention attendance.
- **CONVENTION CONTESTS/SCHOLARSHIPS.** Is your club entering the contests during the District Convention? Check your district deadlines for any contests/scholarships offered.
- **ACHIEVEMENT REPORT.** Make sure that you complete your annual achievement report for the District Convention.
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March

- **PRESIDENT'S MATERIALS.** Make sure your outgoing Club President passes on his/her president's binder and other files to the incoming Club President.
- **BEGIN** working on fund-raisers to send delegates to the International Convention. Use the 1/3rd rule (student pays a third, Kiwanis pays a third, Key Club pays a third by fund-raising).
- **SUBMIT** the Club Achievement Report for the year to the District Administrator. This form can be turned in at District Convention.
- **ATTEND DISTRICT CONVENTION.** Attend the District Convention with club officers and as many club members as possible.
- **MRF.** Your club officers should complete and submit a monthly report form online at http://wiumkeyclub.com/e_mrf.html by the 5th of each month whether or not the club held activities or met. The report submissions should be made by your Club Secretary.