Monthly Checklist for Faculty and Kiwanis Advisors

(Revised 10/10/2012)

**APRIL**

* By 10th March Pride Report due (Secretary)
* Attend Division Council Meeting (DCM)
* Complete/Update the current year’s Officer Information Form (OIF) (Secretary)
* International Convention Registration (ICON) due soon
* Attend District Education and Leadership Conference (DCON)
* Order pins, certificates, etc. for officer installations next month and plan for event

**MAY**

* By 10th April Pride Report due (Secretary)
* Attend Division Council Meeting (DCM)
* Complete/Update the current year’s Officer Information Form (OIF) (Secretary)
* Raise money for ICON (send at least 2 members)
* Club Secretary must re-register for OIF/Pride reporting system
* Attend district conference (DCON)
* Attend Kiwanis meeting and report on DCON (President)
* Arrange for Lt. Governor to install new officers (President)
* Attend any training session set up by Lt. Governor (Officers)
* Assist President, if needed, in creating committees and assigning committee chairs
* Hold installations and awards ceremony
* Begin planning for summer projects and board meetings

**JUNE, JULY, AUGUST**

* By 10th May Pride Report due (Secretary)
* Attend Division Council Meeting (DCM)
* Complete/Update the current year’s Officer Information Form (OIF) (Secretary)
* Club officers should set up summer officer/board meetings to plan membership drive and projects during first part of the school year
* Attend ICON
* Attend Kiwanis meetings (officers, members, advisor)
* Plan and conduct some service or other activities over summer
* Plan ways to work with K-Kids, Builders, CKI, Aktion, Kiwanis
* In this month or next, Kiwanis President and advisors meet with principal

**AUGUST**

* Attend DCM
* Volunteer to help with beginning school activities (e.g., orientation)
* Final membership drive planning
* First club meeting – begin dues collection for returning members
* Submit KCKC field trip forms if required and put in club calendar to avoid conflicts
* Focus on fundraising for DCON
* Request of Kiwanis funds for their next year’s budget

**SEPTEMBER**

* By 10th Summer Pride Report due (Secretary)
* Attend Division Council Meeting (DCM) or at KCKC
* Update the current year’s Officer Information Form (OIF) (Secretary)
* (Key Club Kickoff Conferences begin – KCKC - TBD by Zone)
* Order club shirts
* Plan for UNICEF project
* Review back to school mailing from Key Club International
* Plan ways to support Governor’s Project
* Faculty Advisor receives dues password from KCI to school address
* By 30th complete membership drive and collect dues

**OCTOBER**

* By 10th September Pride Report due (Secretary)
* Attend Division Council Meeting (DCM) or at KCKC
* Update the current year’s Officer Information Form (OIF) (Secretary)
* (Key Club Kickoff Conferences – KCKC cont’d - TBD by Zone)
* Trick of Treat for UNICEF
* Plan projects and activities for Key Club Week at beginning of November
* By 31th club treasurer updates membership at the Membership Update Center, prints invoice, and puts check in mail for early bird dues
* Note yearbook club picture appointment

**NOVEMBER**

* By 10th October Pride Report due (Secretary)
* Attend Division Council Meeting (DCM)
* Update the current year’s Officer Information Form (OIF) (Secretary)
* Key Club Week
* Plan induction ceremony for new members for December
* Send in money for Trick or Treat for UNICEF
* By 30th, if not done in October, Treasurer updates membership at the Membership Update Center, prints invoices, and submits dues check to Key Club International

**DECEMBER**

* On 1st dues are past due – verify dues have been *mailed* (advisor)
* By 10th November Pride Report due (Secretary)
* Update the current year’s Officer Information Form (OIF) (Secretary)
* Attend Division Council Meeting, if any (DCM)
* Submit Spring Rally field trip form if required and put in club calendar to avoid conflicts
* Hold induction ceremony for new members
* Review status of contest and awards
* Plan social project for club members (committee or board)
* Encourage qualified members to seek District offices (Lt. Governor, Governor, Secretary, Treasurer, Webmaster, Editor)
* Finalize fundraisers for DCON

**JANUARY**

* By 10th December Pride Report due (Secretary)
* Division Council Meeting (DCM) or at Spring Rally
* Update the current year’s Officer Information Form (OIF) (Secretary)
* (Spring Zone Rallies begin – TBD by Zone)
* Submit DCON field trip forms if required
* Decide how many people to send to DCON – collect deposits
* Promote district and club officer positions

**FEBRUARY**

* By 10th January Pride Report due (Secretary)
* Attend Division Council Meeting (DCM) or at Spring Rally
* (Spring Zone Rallies cont’d – TBD by Zone)
* By 28th must elect officers for next year
* New officers shadow current officers and learn position
* Complete the next year’s Officer Information Form (OIF) (Secretary)
* Begin planning installation an awards ceremony
* Online Registration for DCON
* Clubs that have not paid dues are suspended and ineligible to attend DCON

**MARCH**

* By 10th February Pride report due (Secretary)
* Attend Division Council Meeting (DCM) or at Spring Rally
* (Spring Zone Rallies cont’d – TBD by Zone)
* Send in dues for any new members joining this semester
* Complete DCON registration and send in money
* Complete next year’s OIF form (Secretary)
* Elect two members to attend district conference as delegates
* Complete award and scholarship applications by April 1
* Complete and submit Annual Achievement Report (if deadline if pre-DCON)

**APRIL**

* Go back to the top and do all over again ☺

***FUTURE EVENTS***

April 4 – 7, 2013 DCON – Rosen Shingle Creek, Orlando, FL

April 24-27, 2014 DCON – Rosen Shingle Creek, Orlando, FL

April 9 – 12, 2015 DCON – Rosen Shingle Creek, Orlando, FL

April 28 – May 1, 2016 DCON – Rosen Shingle Creek, Orlando, FL