

## ADVISOR CHECKLIST

TASK	WHO'S RESPONSIBLE	DONE
<b>BEGINNING OF YEAR ACTIVITIES</b>		
Get the program kit early. Contact sponsoring Kiwanis club secretary. Ask them to pay the renewal fee early and share your club's anticipated member count and address where the kit should be shipped.		
Advisors discuss the year and how the Kiwanis advisor will be involved.		
Meet with officers to create a service plan with past activities to continue and new projects. Determine what activities officers will use from <a href="#">Builders Club Service Toolkit</a> . Add dates on <a href="#">Calendar/Pledge Poster</a> .		
Determine the club's meeting time, frequency and location.		
Recruit members. Use <a href="#">fillable member recruitment posters</a> and <a href="#">cards</a> on <a href="#">buildersclub.org</a> . Promote Builders Club to students and families at Open House, activity/club fairs, athletic events, and other gatherings.		
Create a list of committees and appoint committee chairs. Discuss each committee's purpose and review chair responsibilities (in the <a href="#">Builders Club Advisor Toolkit</a> ) with new chairs.		
Review the <a href="#">Builders Club Annual Achievement Report</a> and create a plan and timeline to (a) do activities in the report; (b) gather and store evidence, and (c) complete and submit the report.		
Complete <a href="#">beginning of year member surveys</a> to help Kiwanis International better understand clubs, members' experiences and learning.		
Design and carry out officer training using roles and responsibilities section and suggested training topics in the <a href="#">Builders Club Advisor Toolkit</a> .		
Determine a club budget. Create a plan for fundraising and supply donations.		
<b>DURING THE YEAR ACTIVITIES</b>		
Choose, plan and complete service projects. Use <a href="#">Builders Club Service Toolkit</a> to follow IDEA, the four steps of quality service.		
Participate in Builders Club Week during <b>the third full week of February</b> .		
<b>END OF YEAR ACTIVITIES</b>		
Submit your club's <a href="#">Annual Achievement Report</a> and entries for <a href="#">awards and contests</a> by April 1 deadline.		
Elect officers.		
Complete advisor and member end of year surveys by May 15 deadline.		
<b>OTHER ACTIVITIES</b>		
Stay <a href="#">youth protection</a> compliant. Complete Kiwanis background check and Praesidium youth protection training every two years.	Kiwanis advisor. Faculty advisor & chaperones when off-campus.	