



Kiwanis®

Overview of the Kiwanis calendar

Throughout the year

- Encourage representatives from your Key Club to attend Key Leader weekends.
- On the 15th of every month: Submit your monthly report

October

- Club goals and budget should to be approved at the board meeting (no later than October 15). The club president will send club goals to your lieutenant governor.
- Ensure club involvement in Kiwanis One Day. Celebrate your successes!
- Prepare for the lieutenant governor's visit.
- Membership committee should submit a news release about the installation of club officers to the local newspaper. Encourage the chairman to publicize club news throughout the year.
- Consider any proposed resolutions or amendments to the Kiwanis International Bylaws that your club would like to have presented at the Kiwanis International convention. Submit your proposals to the Kiwanis International Office by October 31.
- Consider applying for a Kiwanis International Foundation grant by November 15.

November

- Submit dues to Kiwanis International by November 1
- Observe Kiwanis Family Month. Designate weeks to recognize the Circle K International, Key Club, Builders Club, Aktion Club and Kiwanis Kids clubs that your club sponsors.
- Take part in Giving Tuesday. For more information, check out kiwanis.org/childrensfund.

December

- Make plans to interact with your club's Service Leadership Programs for January through May.
- Encourage members to attend mid-year conferences.
- Continue to encourage club members to register for and attend the Kiwanis International convention.
- Committee chairmen report progress toward goals at this month's board meeting.

January

- Club president and club secretary should review first quarter club and board meetings; committee programs/projects; and involvement in division, district and Kiwanis International events and programs. Look for areas of success as well as needed improvements.
- Conduct the annual club meeting/election of officers between January 1 and May 15. See pages 65–67 in the Leadership Guide for more details.
- Appoint membership chair and report with club elections.
- Nominating committee appointed at least five weeks before the annual club meeting.

February

- Make certain your Circle K International and Key Clubs elect and report new officers to your district and the Kiwanis International Office.
- The club treasurer or secretary-treasurer will file a Form 990, 990-N or 990EZ with the Internal Revenue Service (IRS) by February 15 (U.S. clubs only).
- Ensure your Key Clubs and Circle K International clubs are represented at district conventions.
- Remind Key Clubs and Circle K International clubs to attend their district's education session.

March

- Review Kiwanis International award programs, as well as district, division and club award programs. Determine if your club is on target. Look for additional opportunities at www.kiwanis.org/recognition.
- Encourage club members who plan to attend the Kiwanis International convention to submit their registration forms at www.kiwanis.org/convention.
- Elect two primary delegates and two alternate delegates to represent the club at the Kiwanis International convention at least 60 days before the convention.
- Consider items of business to be proposed at your district convention.
- At least 30 days before your district convention, elect three delegates to represent your club at the event. Encourage the Circle K International and Key Clubs you support to attend their district conventions.
- Consider applying for a Kiwanis International Foundation grant by April 15.

April

- Elect two delegates and two alternates to represent your club at the Kiwanis International convention.
- Assist your Service Leadership Program clubs with end-of-year recognition activities. Invite club members' parents and have Kiwanis membership materials available for them. Present mementos to outgoing officers and faculty advisors.
- Participate in Kiwanis International Foundation's Skip-a-Meal.
- The incoming president should plan to attend the club leadership education session offered in your area. Contact district office for details.

May

- Finalize plans for delegates, alternates and other club members to attend the Kiwanis International convention.
- Consider items of business to be proposed at the district convention
- Elect three delegates to represent your club at the district convention.
- Ensure your Circle K International and Key Clubs are represented at their conventions.

June

- The Annual Report of Club Elections is due June 1. The club secretary will file election results with the Kiwanis International Office and your district office online.
- Appoint membership chair and report with club elections.
- Review Kiwanis International award programs, as well as district, division and club award programs. Determine if your club is on target. Look for additional opportunities at www.kiwanis.org/recognition.
- Involve all successors in club operations and procedures and encourage early preparation for next year.
- Finalize plans for delegates and other club members to attend the district convention.

July

- Review club and member accomplishments and recognize contributions.
- Ask club members who attended the Kiwanis International convention to report to your club about the business that was conducted and their experiences.
- Make plans for your club's involvement in Kiwanis One Day.
- The president-elect should plan to accompany Builders Club, Key Club and Kiwanis Kids committee chairmen to visit the school principals to ensure the sponsored programs plans are made for the coming school year. Also, set up a meeting with the college/university officials on the campuses of your sponsored Circle K International clubs.
- Club president will plan the installation ceremony, which is usually conducted at the end of September or the beginning of October. Invite the incoming lieutenant governor to install incoming officers.

August

- Current officers will assist incoming officers with planning for upcoming year.

September

- Ask club members who attended the district convention to report to your club about the business that was conducted and their experiences.
- Ensure plans are completed for Kiwanis One Day participation.
- Installation ceremony scheduled for this month.
- Submit a club gift to the Kiwanis International Foundation by September 30 either online or postmarked by that date for appropriate recognition.