

CLUB PRESIDENT ANNUAL CHECKLIST

MAY-JUNE 2024

Kiwanis International dates

May 1 Labour Day, Kiwanis International Office (Ghent, Belgium) closed.

May 1-15 Letters sent to convention delegates in Kiwanis clubs with a past-due balance of US\$150 or more.

May 2-5 Key Club Governors and Administrators Training Conference (GATC), Indianapolis, Indiana, USA.

May 9 Ascension Day, Kiwanis International Office (Ghent, Belgium) closed.

May 18-20 Kiwanis International Europe convention, Luxembourg.

May 20 Whit Monday, Kiwanis International Office (Ghent, Belgium) closed.

May 27 Kiwanis International Offices (Ghent, Belgium, and Indianapolis, Indiana, U.S.) closed.

Checklist

- Announce date, time and location of Club Leadership Education courses as soon as they become available.
- Schedule a summer planning meeting with Kiwanis club leadership, Kiwanis club advisor(s) of any Service Leadership Program club and the officers of the sponsored SLP club.
- Seek advice from current officers for next year and assist them in making the current year highly successful.
- Make plans to attend the Kiwanis International convention and your district convention.
- Mark your calendar with division council and club opening dates for the year.

JULY 2024

Kiwanis International dates

July 3 Kiwanis International Board meeting, Denver, Colorado, USA.

July 3 Kiwanis Children's Fund Board meeting, Denver, Colorado, USA.

July 3-6 Kiwanis International Convention, Denver, Colorado, USA.

July 3-5 Circle K International Convention, Denver, Colorado, USA.

July 4 Independence Day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

July 10-14 Key Club International Convention, Atlanta, Georgia, USA.

July Kiwanis Youth Programs Board meeting.

July 21 National Day, Kiwanis International Office Ghent, Belgium) closed.

Checklist

- Select committee chairs and special appointees. Meet with each chair to establish goals and expectations.
- Encourage each committee chair to complete a club committee chair education session.
- Work with your club board to complete the Club Membership Plan to help you set membership goals for your club in the upcoming year.
- Consult [kiwanis.org/club-toolbox](https://www.kiwanis.org/club-toolbox) for resources and guidance.
- Meet with the current president. Seek advice on areas of improvement in the club. Ask about conducting a community survey and a member survey to develop goals for the upcoming year. You may wish to download these tools from [kiwanis.org/ ACEtools](https://www.kiwanis.org/ACEtools).
- Report to your club about your experience at the Kiwanis International convention.
- Finalize plans to attend the district convention as one of your club's three delegates.

CLUB PRESIDENT ANNUAL CHECKLIST

AUGUST 2024

Kiwanis International dates

August 15 Deadline to file Form 990 and Form 990-EZ extensions if needed.

August 15 Assumption Day, Kiwanis International Office (Ghent, Belgium) closed.

Checklist

- Complete a club president education session before September 30.
- Work closely with the incoming club secretary to ensure that they attend a club secretary education session before September 30.
- Provide the program committee chair with a schedule of meeting dates and encourage them to develop a program assignment schedule for the calendar year.
- Finalize a membership plan with the membership committee and submit it to Kiwanis International.
- Schedule a budget planning session with the board and committee chairs for late September. Approve the club budget before October 15 (preferably by October 1).
- Determine the need for director's and officer's liability insurance with the club board.
- Consider what financial assistance will be given to delegates and alternates attending the Kiwanis International convention.
- Consider what financial assistance will be given to delegates attending your district convention.
- Consider a club donation to the Kiwanis Children's Fund.
- Arrange a meeting with the current and incoming treasurers. Review responsibilities and procedures at that meeting.
- Accompany Key Club, Builders Club and K-Kids advisors to visit school principals to reinforce the sponsored club support for the coming year. Confirm sponsorship needs of Circle K International and Aktion Clubs as well.

SEPTEMBER 2024

Kiwanis International dates

September 2 Labor Day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

September 8-14 Celebrate Community Week.

September 25 Circle K International birthday.

Checklist

- Select committee chairs and special appointees. Meet with each chair to establish goals and expectations.
- Conduct the club president's planning conference before September 30.
- Review Kiwanis International distinguished criteria as well as any awards programs offered by your division or district.
- Make plans for any joint service, social and/or fundraising activities for the year with your club's sponsored Service Leadership Program clubs.
- Make plans for Kiwanis Family Month (November).
- Make certain every officer, board member and committee chair is prepared to start the year strong on October 1.
- Plan the club president's address, which will be given at the first or second club meeting in October.
- Report to your club about what you learned at your district convention.
- Extend invitation(s) to sponsored Service Leadership Programs club president(s) and faculty advisor(s) to attend the club officer installation event.
- Encourage representatives from your Key Club to attend Key Leader weekends.

CLUB PRESIDENT ANNUAL CHECKLIST

OCTOBER 2024-SEPTEMBER 2025

Checklist for every board meeting:

- Coordinate with the club secretary to prepare the meeting agenda.
- Review progress on each goal and project.
- Collect committee reports.

Checklist for every club meeting:

- Coordinate with the club secretary to prepare the meeting agenda.
- Confirm program/speaker (if applicable).
- Evaluate the past month's meetings and adjust as needed.
- Confirm new-member inductions for the meeting and have supplies ready.
- Begin and end the meeting on time.

OCTOBER 2024

Kiwanis International dates

October 1 Kiwanis administrative year begins.

October 1-5 Kiwanis International Board meeting, Indianapolis, Indiana, USA.

October 14-18 Kiwanis Youth Protection Week.

October 14-19 Circle K International Week.

October Kiwanis Youth Programs board meeting

Checklist

- Before your first board meeting, review the minutes of past month's board meeting.
- Finalize this year's goals and budget at this month's board meeting. Send club goals to your lieutenant governor.
- Submit your Club Membership Plan form to Kiwanis International before October 31. Access the form at: http://kiwanis.formstack.com/forms/club_membership_plan
- Before your first club meeting, review a sample agenda.
- Announce and prepare for the lieutenant governor's visit.
- Ask the public relations chair to submit a news release about the installation of club officers to the local newspaper. Encourage the chair 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.
- Be the first to induct a new member. Challenge others to follow your example.

CLUB PRESIDENT ANNUAL CHECKLIST

NOVEMBER 2024

Kiwanis International dates

November 1 Kiwanis Children's Fund scholarship application available online.

November 1 All Saints' Day, Kiwanis International Office (Ghent, Belgium) closed.

November 4-8 Key Club Week.

November 11 Armistice Day, Kiwanis International Office (Ghent, Belgium) closed.

November 13-16 Kiwanis Children's Fund Board meeting, Indianapolis, Indiana, USA.

November Kiwanis Youth Programs Board meeting.

November 28-29 Thanksgiving Holiday, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

November 30 Deadline for club dues to be submitted.

Checklist

- Make certain all club, division, district and Kiwanis International news, projects and events are communicated through newsletters and announcements. Make sure members learn something about Kiwanis each week.
- Observe Kiwanis Family Month. Designate weeks to recognize the Circle K International, Key Club, Builders Club, Aktion Club and K-Kids clubs that your club sponsors.

DECEMBER 2024

Kiwanis International dates

December 1 Kiwanis club Annual Report due.

December 25-31 Kiwanis International Offices (Ghent, Belgium and Indianapolis, Indiana, USA) closed.

December 31 Year-end gifts to Kiwanis Children's Fund postmarked by December 31.

Checklist

- Make plans to interact with your club's Service Leadership Programs clubs from January through May.
- Encourage members to attend mid-year conferences.
- Continue to encourage club members to register for and attend the Kiwanis International convention.
- Check in with committee chairs to talk about progress toward goals.
- Confirm with club secretary and treasurer that annual billing roster and dues payment was submitted.

JANUARY 2025

Kiwanis International dates

January 1 New Year's Day, Kiwanis International Offices (Ghent, Belgium and Indianapolis, Indiana, USA) closed.

January 15-16 Kiwanis International Board meeting.

January 21 110th anniversary of Kiwanis International.

Checklist

- With the club secretary, 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.

CLUB PRESIDENT ANNUAL CHECKLIST

FEBRUARY 2025

Kiwanis International dates

February 1 Kiwanis Children's Fund scholarship application deadline.

February 10-14 K-Kids Week.

February 12-13 Kiwanis Children's Fund Board meeting.

February 15 Deadline for all U.S. Kiwanis family clubs and districts to file IRS tax returns (Form 990, form 990-EZ or Form 990-N).

February Kiwanis Youth Programs Board meeting.

Checklist

- Make certain your Circle K International and Key Clubs elect and report new officers to your district and the Kiwanis International Office.
- Appoint a nominating committee at least five weeks before the annual club meeting.
- Ensure your Key Clubs and CKI clubs are represented at district conventions.
- Remind Key Clubs and CKI clubs to attend their district's education session.

MARCH 2025

Kiwanis International dates

March Kiwanis Asia-Pacific Education Conference, Kaohsiung, Taiwan.

March 3-7 Aktion Club Week.

March 17-21 Builder's Club Week.

March 31 Deadline for Kiwanis districts to submit prior fiscal year financial statement examination and governmental filing (tax return) to Kiwanis International Finance Department. Required for Kiwanis, Circle K International and Key Club districts and district foundations.

March Kiwanis Asia-Pacific Convention, Kaohsiung, Taiwan.

Checklist

- Review Kiwanis International award programs, as well as district, division and club distinguished criteria.
- Determine if your club is on target. Look for additional opportunities at kiwanis.org/recognition.
- Encourage club members who plan to attend the Kiwanis International convention to submit their registration forms at 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 CKI clubs and Key Clubs you support to attend their district conventions.

APRIL 2025

Kiwanis International dates

April 1 World Reporting Day

April 23-26 Kiwanis International Board meeting, Indianapolis, Indiana, USA.

CLUB PRESIDENT ANNUAL CHECKLIST

APRIL 2025

Checklist

- 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.
- Meet with incoming president. Offer advice on areas of potential improvement in the club.
- Remind the incoming president to attend the Club Leadership Education session offered in your area. Contact district office for details.

MAY 2025

Kiwanis International dates

May 1 Letters sent to convention delegates of Kiwanis clubs with a past due balance of US\$150 or more.

May 7 Key Club 100th birthday.

May 16-18 Kiwanis International Europe Convention, Akureyri, Iceland.

May 26 Memorial Day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

Checklist

- 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 CKI clubs and Key Clubs are represented at their conventions.

JUNE 2025

Kiwanis International dates

June 25 Kiwanis International Board meeting, Pittsburgh, Pennsylvania, USA.

June 25 Kiwanis Children's Fund Board meeting, Pittsburgh, Pennsylvania, USA.

June 25-28 110th Annual Kiwanis International Convention, Pittsburgh, Pennsylvania, USA.

Checklist

- Review Kiwanis International distinguished criteria, as well as district, division and club award programs.
- Determine if your club is on target. Look for additional opportunities at [kiwanis.org/recognition](https://www.kiwanis.org/recognition).
- Involve your successor 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.
- Encourage representatives from your Key Club to attend Key Leader weekends.

CLUB PRESIDENT ANNUAL CHECKLIST

JULY 2025

Kiwanis International dates

July 4 Independence Day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

July 2-4 Key Club International Convention, Orlando, Florida, USA.

July Kiwanis Youth Programs Board meeting.

Checklist

- 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.
- Remind the president-elect to accompany Builders Club, Key Club and K-Kids committee chairs to visit the respective 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 CKI clubs.
- Plan the installation ceremony, which is usually conducted at the end of September or the beginning of October. Work with your secretary to make certain the merchandise order is submitted for items traditionally used by your club to honor incoming and outgoing officers and other club leaders (officer pins, plaques, certificates, etc.) and allow six weeks plus shipping time for items requiring personalization. Invite the incoming lieutenant governor to install incoming officers.

AUGUST 2025

Kiwanis International dates

August 15 Deadline to file Form 990 and Form 990-EZ extensions if needed.

August 31 Deadline for all district requirements to be submitted to Kiwanis International to remain "District in Good Standing."

Checklist

- Assist the incoming president with planning for upcoming year.

SEPTEMBER 2025

Kiwanis International dates

September 1 Labor Day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

Checklist

- Work with the secretary to order any awards earned by club members.
- Ask club members who attended the district convention to report to your club about the business that was conducted and their experiences.
- Conduct an installation ceremony.
- Encourage representatives from your Key Club to attend Key Leader weekends.
- Submit a club gift to the Kiwanis Children's Fund by September 30 either online or postmarked by that date for appropriate recognition.
- Pass president's materials to the incoming club president.
- Your district needs strong leaders. Consider becoming a lieutenant governor.