If your school begins in September conduct these TO-DO items in September.

READ. Study all Builders Club educational materials available to you and www.buildersclub.org.

ELECTION. New club officers are elected at the end of the school year and should be ready to take office at the beginning of the new school year in August. If the club officers were not elected at the end of the school year, this is the time to elect them. This is also the time to elect club directors who make up the remainder of the club’s board of directors. Refer to the Builders Club Standard Form for Club Bylaws for guidance regarding election of officers.

BOARD TRAINING. Schedule a training session at the beginning of the year to assist the officers and directors with organizing their year. Materials to assist with training are available at www.buildersclub.org under Officer and Committee.

BOARD MEETING. Meet with your club officers and directors to schedule a regular day and time each month to conduct the club’s board meetings. (Example: The second Wednesday of every month at 2:45 p.m. to 3:15 p.m.)

ACTIVITY CALENDAR. Have your club officers prepare a rough draft of a club activity calendar for the year. Remember to obtain a school calendar to refer to during this planning session. Consider conducting a Project Survey to determine needs within the school and community. A helpful survey interview guide is available from the Builders Club Department.

PREPARE A COMMITTEE SIGN-UP SHEET. The club officers should develop a list of club committees they would like to see formed. A sign-up sheet should be created and distributed at the first club meeting so that every member can sign-up to serve on a committee.

BUDGET. Create a budget for the coming year based on your proposed activity calendar. Discuss needed funding and possible funding sources. There may be a need to plan a fundraiser. Your sponsoring Kiwanis club might consider assisting the Builders Club with finances.

DISTRIBUTES BUILDERS CLUB LITERATURE DURING SCHOOL REGISTRATION. Distribute Builders Club materials during school registration to educate other students about Builders Club. Invite interested students to join the club.

COMMUNICATE WITH CURRENT BUILDERS CLUB MEMBERS. Provide club information (Parliamentary Procedure Information/ How to Conduct a Project Survey / Information about Kiwanis, etc.) and a proposed club calendar of activities to current members for the new school year. These items can be distributed during the first Builders Club meeting.

PREPARE FOR CLUB OFFICER ELECTIONS (IF APPLICABLE).
SEPTEMBER

- COMMITTEE ASSIGNMENTS. Distribute Committee sign-up sheet to club members during the first club meeting and ask each member to sign-up for a committee.

- DEVELOP A NOTEBOOK FILING SYSTEM TO RETAIN CLUB RECORDS. Begin compiling a chronological record of all the club’s activities to be filed in notebooks. Club members should be responsible for maintaining the notebooks. A notebook should be created for each of the following: Builders Club mailings from Kiwanis International, Minutes, Activity Reports – service project descriptions and photos, public relations items – club newsletters and news releases, etc. Notebooks become a useful resource for information to submit reports and for planning the next year. Information is also accessible should the club decide to enter Builders Club contests and awards programs. Refer to the Builders Club contest booklet (available at www.buildersclub.org) for more information about awards and contests.

- 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.

- SUBSCRIBE TO THE BC WIRE MONTHLY E-NEWSLETTER. Archived issues can be viewed on the Builders Club Web site at www.buildersclub.org/Resources/BCWireNewsletter.

- REVIEW CONTEST MATERIALS AND CONSIDER PARTICIPATING. Check out the Contest Booklet (available at www.buildersclub.org) which contains a complete listing of awards and contests available to Builders Club members and clubs. Contest rules and entry forms are also included. Provide information about the contests to club members.

- BOARD TRAINING. Confirm with the Kiwanis advisor the date to train club officers, board members, and committee chairpersons. Determine the time, and location of your training session. Make sure all involved are aware of this training information. Approach an area Key Club or Circle K to assist with the training session.

- INSTALLATION CEREMONY. Work with the club president and the Kiwanis advisor to plan the installation ceremony. A suggested script is available from the International Office. When scheduling this function, be sure the Kiwanis advisor has received the member pins for presentation to club members. Invite the Kiwanis governor and Builders Club district administrator to attend the meeting and participate in the installation of officers.

- ELECTION OF OFFICERS PRIOR TO 9/30 (IF APPLICABLE).

OCTOBER

- CONDUCT BOARD TRAINING. Conduct training for club officers, directors, and committee chairpersons. If possible include area Key Club or Circle K club members in the training session.

- MOTIVATION. Keep projects and committees moving.

- KIWANIS-FAMILY ACTIVITY. Encourage your club officers to speak with your Kiwanis advisor about planning a Kiwanis-family project with your sponsoring Kiwanis club and area K-Kids, Key Club, Circle K, and/or Aktion clubs.
November

- **Kiwanis Meeting.** Make arrangements for several Builders Club members to attend a Kiwanis weekly meeting. Plan interclub holiday parties and service projects with members of the Kiwanis family in your area.
- **Kiwanis Family Month.** November 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 problem areas, if necessary, with the board of directors.
- **Membership Fees.** Make sure your club’s International fees have been paid.
- **Complete the Builders Club Census.** This report is used to collect club data on a yearly basis. If at all possible, this form should be completed by the Builders Club secretary by December 1st each year. You can access the report at www.buildersclub.org/Club Census

December

- **Evaluate Progress.** Use a Board of Directors meeting to discuss the club’s progress so far. What’s been accomplished? How many service projects have been completed? This might be a good time to review the Distinguished Club Award criteria by reviewing the Annual Builders Club Achievement Report Form available at www.buildersclub.org. The form highlights activities the club should be conducting on a regular basis.
- **Social Events.** Have a social event for the club, such as a dance or a holiday party.

January

- **Membership Drive.** Conduct a membership drive. Take in new members.

February

- **Achievement Report/ Club Achievement Award Entry.** Make sure the club begins to prepare an annual achievement report. Clubs are honored with Distinguished, or Honor Club status and receive a banner patch for submitting this report.

March

- **Submit Contest Entry Forms and Reports.** Submit contest entry forms to your district administrator for receipt by April 1.

April

- **Election of New Club Officers.** Your club should stage elections to select the new club officers, if applicable. Officers must be elected no later than September 30.
- **Submit Contest Entry Forms and Reports.** The Annual Club Achievement Report should also be submitted to your district administrator by April 30.
MAY

- **CONDUCT A MEETING FOR NEWLY ELECTED AND CURRENT CLUB OFFICERS.** Invite newly elected club officers and current club officers to attend a meeting to plan for the next year. (If applicable)

- **TRANSFER FILES TO NEW CLUB OFFICERS.** Make sure the newly elected officers receive information from the previous year (if applicable).

- **ORGANIZE YEAR.** Work on a plan for your year with your Builders Club president (if applicable).

- **COMMITTEE CHAIRS.** Assist the president, if needed, to determine club member interests and begin committee and chairperson assignments for the upcoming year (if applicable).

- **PLAN TO ATTEND THE SPONSORING KIWANIS CLUB BOARD OF DIRECTORS MEETING TO PROVIDE INPUT DURING THE CLUB’S BUDGETING PROCESS.** Mention some of the projects the Builders Club hopes to conduct, and provide an estimated cost to conduct these service projects.

- **Distribute Intent to Join Key Club Certificates to Graduating Builders Club Members.** These students will be moving on to high school and will be interested in joining the school’s Key Club. If the high school does not have a Key Club, the student can refer to the back of the certificate, which displays instructions about how to build a Key Club.