AUGUST - Theme: Keeping cool when tempers get hot.

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

- **Read.** Study all K-Kids educational materials available to you.
- **Election.** New club officers are elected at the end of the school year in the spring 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 K-Kids 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.
- **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.)
  - **Club 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.
  - **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 should be distributed at the first club meeting so that every member can sign-up to serve on a committee.
  - **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 to assist with funding. Your sponsoring Kiwanis club might consider assisting the K-Kids club with finances.
- **Distribute K-Kids literature during school registration.** Distribute K-Kids materials during school registration to educate other students about K-Kids. Invite interested students to join the club.
- **Communicate with current K-Kids members.** Provide club information (Parliamentary Procedure Info./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 at the first K-Kids meeting.
- **Service partner project idea:** Make plans to participate in the Kiwanis Read Around the World Project. Visit [www.kiwanis.org/read](http://www.kiwanis.org/read) for project ideas. Participate in contests offered through Reading is Fundamental at: [http://www.rif.org/readingplanet/content/contests.mspx](http://www.rif.org/readingplanet/content/contests.mspx).
- **Theme project idea:** Create posters about how to work effectively with others. At a club meeting invite a speaker to talk about effective communication and conflict resolution.
SEPTEMBER – Theme: Setting and maintaining good attitudes toward school.

- **Committee assignments.** Distribute Committee sign-up sheet to club members at the first club meeting and ask that each member sign-up to be on 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: K-Kids 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 K-Kids contests and awards programs. Refer to the K-Kids Contest Booklet for more information.

- **K-Kids program kit.** Review and share with the club members the materials you received from the International Office. If the K-Kids registration fee was submitted and you have not received the K-Kids program kit by October 30, please contact the Kiwanis International Office.

- **Create a K-Kids bulletin board.** Use the bulletin board décor provided in the K-Kids program kit to decorate a bulletin board where information about all upcoming K-Kids projects can be posted.
  - Advisor newsletter posted online. K-Kids faculty advisors, Kiwanis advisors, and district administrators are asked to visit the K-Kids Web site [www.kiwaniskids.org](http://www.kiwaniskids.org) to view the K-Kids Advisor Newsletter. Print the information for future reference. Check the Web site frequently to view new resources.

- **Review K-Kids contest materials.** The K-Kids resource CD includes a copy of the Contest Booklet which describes contests available to K-Kids members and clubs. Contest rules and entry forms are also included. Provide information about the contests to club members.

- **Review reports due for the year.** K-Kids Service Bulletin #44 – Reports for the Administrative Year, includes all the reports the club is asked to submit to Kiwanis International.

- **K-Kids member and officer training.** Confirm with the Kiwanis advisor the date to train club officers, board members, and committee chairs. Determine the time, and location of your training session. Make sure all involved are aware of this training information. Approach a local Key Club or Builders Club to assist with the training session. Open the resource CD and print documents to create club officer-training manuals. Use the online K-Kids Sponsorship Tool Kit - [STEP 6: Make sure SLP club officers receive proper training](#).

- **Installation ceremony.** Work with the club president and the Kiwanis advisor to plan the installation ceremony. A suggested script is included on the resource CD to assist with the planning. When scheduling this function be sure that the Kiwanis advisor has received the member buttons for presentation to club members. Invite the Kiwanis governor and K-Kids district administrator to attend the meeting and participate in the installation of officers.

- **Service partner project idea:** Watch for the UNICEF mailing and plan to participate in the Trick-or-Treat for UNICEF in October. Visit the UNICEF Web site at: [www.unicef.org](http://www.unicef.org).

- **Theme project idea:** Organize an Attitude is everything week. Create posters which share lessons about attitude and how important a positive attitude can be. Form a reading club and read books that focus on keeping a good attitude.
OCTOBER – Theme: Making the world a less scary place.

- **Conduct board training.** Conduct training for club officers, directors and committee chairmen. If possible include local Key Club or Builders Club members in the training session. Print helpful documents from the resource CD. Go to the K-Kids Sponsorship Toolkit to access resources for training club members and officers.
- **Motivate members.** 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 local Circle K, Builders, K-Kids, and Aktion clubs.
- **Service partner project idea:** Distribute information about Trick-or-Treat for UNICEF and encourage members to participate.
- **Encourage club members to participate in K-Kids Contests.** Contests include: Speech, Essay, Art, Leadership Award, Scrapbook, Club Single Service Project.
- **K-Kids Activity Report.** Go online and complete the K-Kids Activity Report and provide information about projects conducted between May and August.
- **Theme project idea:** Conduct an internet safety campaign. Educate kids on how to stay safe while surfing the internet. Promote safety within the community. Script a presentation with tips for being safe that can be broadcast over the school’s public announcement system. Examples: Trick-or-treating the safe way, you’re home alone and the phone rings, what do you do?

NOVEMBER – Theme: Showing thanks to people we care about.

- **Kiwanis meeting.** Make arrangements for several K-Kids 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.
- **Submit information about K-Kids projects.** If there is an interesting club project that you would like to share with other clubs complete the Club Web site Project Report and send it into the Kiwanis Kids Department at Kiwanis International. Information is posted on the Web site.
- **Start planning for KIWANIS ONE DAY.** Kiwanis One Day is a global volunteer action day uniting the entire Kiwanis family. For more information visit www.kiwanis.org/service/oneday.asp. Kiwanis One Day is the first Saturday in April.
- **Theme project idea:** Make arrangements to hold a Teacher Appreciation Week. Decorate classroom doors, serve treats in the morning, send thank you notes, and make special gifts for each teacher.

DECEMBER – Theme: Being generous to others.

- **Evaluate the club’s 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 K-Kids Club
Achievement Report Form. The form highlights activities the club should be conducting on a regular basis.

- **Plan a social event.** Have a social event for the club such as a dance or a holiday party.
- **Tell Your Story.** Submit information about what your K-Kids club is doing through the Kiwanis Web site.
- **Advisor newsletter posted online.** K-Kids faculty advisors, Kiwanis advisors and district administrators should visit the K-Kids Web site and view the newsletter posted on-line. Print information for future reference.
- **Service project partner idea:** Visit [www.kwianis.org/read](http://www.kwianis.org/read) for more ideas about how club members can participate year round in the Kiwanis Read Around the World service project.
- **Theme project idea:** Conduct a fundraising campaign to benefit a specific charity or family in need.

**JANUARY – Theme: Keeping healthy so we can help others. (K-Kids Service Initiative)**

- **Plan a school wide service project.** Plan a project that involves all the students and faculty at school. Assist everyone experience the joy of helping others.
- **Annual Club Achievement Report.** Make sure that the club begins to prepare an annual achievement report.
- **Tell Your Story.** Submit information about what your K-Kids club is doing through the Kiwanis Web site.
- **K-Kid Zone Magazine.** Watch for the online issue of the K-Kid Zone Magazine.
- **Project Idea:** School Nurse’s Day is celebrated on January 25. Brainstorm ways club members can make this individual feel special. Stage a teacher’s appreciation day, decorate classroom doors, make thank you cards, and serve treats.
- **Service project partner idea:** Visit [www.kwianis.org/read](http://www.kwianis.org/read) for more ideas about how club members can participate year round in the Kiwanis Read Around the World service project.
- **K-Kids Activity Report.** Go online and complete the K-Kids Activity Report and provide information about projects conducted between September and December.
- **Theme project idea:** Conduct a Your Health is everything campaign. Highlight tips for eating right, getting enough rest, and dealing with stress. More project ideas are posted online at [www.kiwaniskids.org](http://www.kiwaniskids.org).

**FEBRUARY – Theme: Increasing our understanding of people who differ from us.**

- **Tell Your Story.** Submit information about what your K-Kids club is doing through the Kiwanis Web site.
- **Continue planning for KIWANIS ONE DAY.** Kiwanis One Day is a global volunteer action day uniting the entire Kiwanis family. Kiwanis One Day is the first Saturday in April. For more information visit [www.kiwanis.org/service/oneday.asp](http://www.kiwanis.org/service/oneday.asp).
- **Project Idea:** Brainstorm ways the club can assist at school with Dr. Seuss’ Birthday celebration. Dr. Seuss’ Birthday is celebrated during the first week of March.
- **Theme project idea:** Create posters and collages that promote tolerance and understanding of differences. Plan an Ethnic Awareness week and highlight a different group on its special day. Hold an International Fair and share information about all groups.
MARCH – Theme: *Improving our relationships with friends or siblings.*
- **Submit contest entries and reports.** Submit contest entry forms to your district administrator for receipt by April 1st. (Speech Contest, Essay Contest, Art, Scrapbook Contest, Single Service, and Leadership Award nominations). The Annual Club Achievement Report should also be submitted to your district administrator by April 1. This form is included in the K-Kids Service Bulletin #44 – Reports for the administrative Year.
- **Project idea:** March is National Nutrition Month. Visit the K-Kids Web site and read more about the K-Kids service initiative, Health of the Body and Mind. Identify ways you can educate students about eating healthy.
- **Theme project idea:** Develop good listening skills. Being a good listener is one way to be supportive to friends and siblings.

APRIL – Theme: *Cleaning-up or improving the environment.*
- **Advisor newsletter posted online.** The K-Kids faculty advisors, Kiwanis advisors and district administrators are asked to visit the K-Kids Web site at [www.kiwaniskids.org](http://www.kiwaniskids.org) and view the on-line advisor newsletter.
- **Election of club officers.** Your club should hold elections to select the new club officers.
- **K-Kid Zone Magazine.** Watch for K-Kid Zone Magazine mailing. Magazines are also posted on-line.
- **Participate in KIWANIS ONE DAY.** Kiwanis One Day is a global volunteer action day uniting the entire Kiwanis family. For more information visit [www.kiwanis.org/service/oneday.asp](http://www.kiwanis.org/service/oneday.asp).
- **Project idea:** Earth Day is observed in April. Brainstorm projects the club can conduct to educate students about ways to improve the environment. Visit the K-Kids Web site for ideas at [www.kiwaniskids.org](http://www.kiwaniskids.org).
- **Theme project idea:** Coordinate an Earth Day celebration with Kiwanis’ Read Around the World project. There are all kinds of wonderful books available about improving the environment. Organize a reading corner during the lunch hour for one week. Schedule club members to read books about different environmental issues each day. Volunteer to set-up a display in the school library about how to be environmentally aware. Create a list of books about this topic, which can be checked-out from the library.

MAY – Theme: *Bringing small rays of sunshine into people’s lives.*
- **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.
- **Transfer files from old to new club officers.** Make sure that the newly elected officers receive the information from the previous year.
- **Plan for the next K-Kids year.** Work on a plan for your year with your K-Kids club president.
- **Committee Chairmen.** Assist the president if needed to determine club member interests and begin committee and chairman assignments for the upcoming year.
- **Tell Your Story.** Submit information about what your K-Kids club is doing through the [Kiwanis Web site](http://www.kiwanis.org).
• 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 K-Kids club hopes to conduct and provide an estimated cost to conduct these service projects.

• Distribute intent to join Builders Club certificates to members graduating from elementary school. These students will be moving on to junior high/middle school and will be interested in joining the school’s Builders Club. If the junior high/middle school does not have a Builders Club the student can refer to the back of the certificate, which displays instructions about how to build a Builders Club.

• K-Kids Activity Report. Go online and complete the K-Kids Activity Report and provide information about projects conducted between May and August.

• Project idea: May is National Book Month. Make arrangements to conduct a book swap so students can take a different book home to read during the summer months. Visit www.kiwanis.org/read for more ideas.

• Theme project idea: Observe a good deed week. Club members conduct good deeds for as many people as possible during the week. At the end of the week ask club members to share about their experience. Sample reflection question: How did you feel after doing a good deed? How did the person you helped react toward you? How did you make a difference in this person’s life?


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