



## Planning Calendar- District Administrator

### October

- Participate in Training/Leadership Conferences at district level.
- Budget and plan to attend the Aktion Club Training and Leadership Conference.
- Create a monthly or quarterly newsletter to send to club advisors informing them of district news and upcoming events.
- Make connections with local agencies that serve individuals with disabilities. Encourage clubs to offer service to these agencies. Foster the relationship for future club building.
- Complete quarterly report for last quarter of the year.
- Read and share "Weekly News" information with clubs, as appropriate.
- Encourage clubs to participate in the Aktion Club Service Initiative.
- Encourage clubs to participate in The Eliminate Project, Kiwanis' Global Service Initiative.

### November

- Make connections with the local and state Arc; foster the relationship for future club building.
- Participate in Kiwanis Family Month. Offer your services as a speaker during this month.
- Attend the district board meeting and share information about Aktion Club.
- Submit an article to the Kiwanis, Circle K and Key Club district bulletin editors or include in club advisor newsletter:
- Remind advisors that clubs should submit their membership roster and fees to KI before December 1 to receive an early bird banner patch.
- Make arrangements to attend the Service Leadership Programs training conference in January.
- Read and share "Weekly News" information with clubs, as appropriate.
- Consider submitting an article for the Aktion Connection monthly newsletter for advisors.

### December

- Make connections with groups that promote independence of individuals with disabilities, such as Special Olympics and Self-Advocates. Foster these relationships for future club building.
- Check e-mail regularly for information on upcoming SLKP Conference.
- Verify that you are registered for the SLKP Conference scheduled in January.
  - Registration should be complete
  - Travel arrangements should be complete and sent to the International office.
- Read and share "Weekly News" information with clubs, as appropriate.

### January

- Apply to the district foundation for funding to attend the Aktion Club Training and Leadership Conference. (check deadlines for applications).
- Complete quarterly report for 1<sup>st</sup> quarter.
- Encourage clubs to plan for Kiwanis One Day which takes place the first Saturday in April. Visit [www.kiwanis.org/service/oneday.asp](http://www.kiwanis.org/service/oneday.asp) to learn more.
- Attend the Service Leadership and Kiwanis Programs training conference.
- Download files from Aktion Club website onto hard drive.
- Read and share "Weekly News" information with clubs, as appropriate.



- Create additional files on your computer to track the following:
  - Individual club and advisor information
  - Division files
  - E-mail correspondence
  - Newsletters and mailings
  - Budget
  - Status reports
  - District committee information
  - Kiwanis International Magazine
  - Meetings
  - Mid-year conference file
  - District convention file
  - Division council meeting file
  - Budget suggestions/notes for next administrative year
  - Magazines of educational groups on leadership development
  - Updated directories

## **February**

- Reconnect with agencies, the Arc, Special Olympics and Self-Advocates. Offer to present information to them on Aktion Club.
- Attend mid-year district convention and participate in a forum educating Kiwanis members about Aktion Club. Set-up exhibit booth and display information about Aktion Club. Display club scrapbooks if possible.
- Make arrangements to honor past contest winners at the mid-year district convention. Ask speech and essay winners to participate in the program by reciting winning entries.
- Read and share "Weekly News" information with clubs, as appropriate.
- Submit an article to the district bulletin editor or include in advisor newsletter:

## **March**

- Prepare to go to the Aktion Club Training and Leadership Conference.
- Encourage clubs to plan for Kiwanis One Day which takes place the first Saturday in April. Visit [www.kiwanis.org/service/oneday.asp](http://www.kiwanis.org/service/oneday.asp) to learn more.

## **April**

- Submit an article to the district bulletin editor or include in advisor newsletter.
- Complete quarterly report for second quarter.
- Participate in Kiwanis One Day the first Saturday in April.
- Consider submitting an article for the Aktion Connection monthly newsletter for advisors.

## **May**

- Follow through on offer to present information to local agencies, the Arc, Special Olympics and Self-Advocates. Set up appointments to present.
- Make final arrangements to attend the Aktion Club Training and Leadership Conference .
- Prepare to go to the Kiwanis International Convention
- Consider submitting an article for the Aktion Connection monthly newsletter for advisors.
- Read and share "Weekly News" information with clubs, as appropriate.

## **June**

- Visit/contact agencies to build new clubs.



- Follow-up on new club leads.
- Attend the Aktion Club Training and Leadership Conference.
- Update directories with District Committees.
- Meet with new district board (Lieutenant Governors Training Conference).

## July

- Continue club building through contacts made previously in the year. Continue to make new contacts.
- Complete quarterly report for third quarter.
- Key Club International Convention – Consider attending to promote your program.
- Determine budget needs.
- Submit a literature request to Kiwanis International for needed materials to distribute at district convention.
- Remind advisors that club Achievement Reports are due to the district administrator by September 30<sup>th</sup>.

## August

- Make arrangements to attend district convention.
- Participate in forums and share information about Aktion Club.
- Create an exhibit booth for use at district convention.
- Display Aktion Club scrapbook contest entries.
- Arrange for Aktion Club speaker to address convention attendees.
- Arrange to present Aktion Club awards.
- Encourage clubs to participate in Kiwanis Read Around the World Project. Learn more by visiting: [www.kiwanis.org/read](http://www.kiwanis.org/read). Members can participate all year.
- Recruit volunteers to serve on Aktion Club district committees.
- Remind advisors that club achievement reports are due to the district administrator by September 30<sup>th</sup>.

## September

- Aktion Club Contests
  - Judge Aktion Club contest entries.
  - Submit district contest winners to the Kiwanis International Office by Sept. 30th.
- Remind advisors that club achievement reports are due to the district administrator by September 30<sup>th</sup>
- Continue to build clubs.
- Remind advisors that member fees are due for the new year.
- Submit an article to the district bulletin editor/or include in advisor newsletter:
  - Suggest activities for Kiwanis Family Month in November. Visit the website for more information.
  - Provide listing of responsibilities of the sponsoring Kiwanis club and co-sponsoring Circle K and Key Clubs.
- Attend Aktion Club meetings to induct new members/officers.
- Participate in Kiwanis club fall training.
- Encourage clubs to participate in the Aktion Club Service Initiative.
- Print and present certificates to Aktion Club district contest winners.
- Make arrangements to recognize Aktion Club contest winners at district convention.
- Invite district contest winners to Kiwanis district convention to be recognized.