

ADVISOR CHECKLIST

TASK	PERSON RESPONSIBLE	DONE
BEGINNING OF YEAR ACTIVITIES		
Renew your club. Update the club member roster and records in the Membership Update Center and submit dues. Pay by November 1 to receive an early bird banner patch.		
Advisors discuss the year and what each will do. See “Roles and responsibilities,” Aktion Club Advisor Guide , pages 8-9.		
Help new advisors understand how to work with adults with developmental disabilities. See Aktion Club Advisor Guide , pages 4-5, for tips on communication and an explanation of people first language.		
Determine the club’s meeting time, frequency and location.		
Train officers. Use the Club Officer Guides in training to help officers understand their responsibilities. The article, “ Get Officers Ready to Lead ” provides tips to empower and prepare them to lead.		
Recruit members. Download and print recruitment flyers . Share them with organizations for adults with developmental disabilities, like schools and residential facilities.		
Create a service and activities plan for the year with officers or members. Here’s how .		
Review information about Aktion Club awards and contests and the annual achievement report. Add time to the club’s schedule to work on the entries and report.		
Determine a club budget. Create a plan for fundraising and supply donations.		
DURING THE YEAR ACTIVITIES		
Choose, plan and complete service projects.		
Participate in Aktion Club Week during the first full week of March.		
END OF YEAR ACTIVITIES		
Submit your club’s Annual Achievement Report and entries for awards and contests by September 15 deadline.		
Elect officers.		
OTHER ACTIVITIES		
Stay compliant with Kiwanis youth protection policies which also cover vulnerable adults. Complete Kiwanis background check and Praesidium youth protection training every two years.	Kiwanis advisor. Facility advisor.	