CAPITAL DISTRICT KIWANIS INTERNATIONAL

Annual Committee Goals & Budget Request

Committee: Teenager of the Year **Date:** 07/28/2022

Chairperson: Judy Raiford Pantelides **Kiwanis Year:** 2021-22

To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than June 30th.

Committee Goal	Completion Date
Sent out survey for improving the process and reviewed to refine and updated the application and process with 2020-21 district selection committee.	10/01/2021
Sent the application and details to all Lt. Governors. Ensured information was sent out via Kiwanis media sources. Encouraged application information was sent to all schools in the district including private, charter and parochial schools.	11/01/2021
Followed up with emails, phone calls and messages in Lt. Governor monthly calls to ensure receipt, distribution of applications and be available for questions. Worked with LGs where needed to spread the word about the application and award.	11/15/2021
Ensured all clubs had received applications and were reviewing them by 2/1/2022, club winners were submitted to the LGs no later than 3/1/2022 and division winners were submitted to the ToY district committee no later than 4/1/2022.	04/01/2022
District committee reviewed division winners and selected the district winner, certifying their name to the Governor by May 1, 2022.	05/01/2022

The Capital District, Kiwanis International administrative year runs from October 1 until September 30 of the following year.

For each budget item listed above fill in the item, the reason you are requesting these funds and the amount requested. Be explicit with your request. "Travel" is not an acceptable item. The purpose and projected mileage is if it is in keeping with your goals.

Some items you may want to consider are:

- Committee meetings including travel by committee members
- Handouts and materials, such as paper and printing to prepare handouts for training sessions or meetings [Electronic communications should always be used as a first option.]
- Training for committee members

Budget Item	Rationale	Amount
All of this work was completed via email and phone calls, therefore, no budget was requested.		

Return by email to District Secretary-Treasurer Jeffrey Wolff (jeffrey.wolff@capitaldistrictkiwanis.org) and send a copy to your supervising trustee.