

LIEUTENANT GOVERNOR PLANNER

MAY 2023

Kiwanis International dates

- May 1** Kiwanis International-Europe Office closed, Ghent, Belgium.
- May 1-15** Letters sent to convention delegates for past-due balance of US\$150 or more for Kiwanis clubs.
- May 4-6** Key Club International Governors and Administrators Conference, Atlanta, Georgia, U.S.
- May 18-21** Kiwanis International-Europe convention, Amsterdam, Netherlands.
- May 29** Kiwanis International Offices (Ghent, Belgium, and Indianapolis, Indiana, U.S.) closed.

Checklist *If you completed your lieutenant governor training earlier than May 1, feel free to begin working on this list before May.*

- ☐ Contact the current lieutenant governor to compare notes, gain insights, see assistance can be offered before taking over in October. Coordinate dates for the current lieutenant governor to introduce the lieutenant governor taking over in October to each club well in advance. Begin shadowing the current lieutenant governor during their club visits.
- ☐ Become familiar with your district website. Look for the most current district policies and bylaws. Verify dates, times and locations of significant events and finalize plans to attend. Write down your questions to be answered later when you discuss district-specific tasks.
- ☐ Request names and contact information of incoming club presidents and secretaries in the division.
- ☐ Appoint members of the division leadership team and create a team roster. Include each incoming club president and secretary, appointments, your predecessor and successor (if known). Forward a copy of the roster to the district office and to each team member.
- ☐ Ask the Leadership Development Coordinator to find out when club leadership education is happening.
- ☐ Contact the certified instructor in your division or the district leadership development coordinator to coordinate the site, date(s) and time for club president education. Classroom education sessions are encouraged in April, May or June.
- ☐ Introduce yourself to your Circle K International and Key Club International counterparts. (They were elected in February, March or April.)
- ☐ Make plans to attend Kiwanis International and district conventions.
- ☐ Complete club opener and club coach training modules/webinars.
- ☐ Identify potential new club sites in your division.

JUNE 2023

Kiwanis International dates

- June 21** Kiwanis International Board meeting, Minneapolis, Minnesota, U.S.
- June 21** Kiwanis Children's Fund Board meeting, Minneapolis, Minnesota, U.S.
- June 21-24** 2023 Kiwanis International Convention, Minneapolis, Minnesota, U.S.
- June 21-24** 2023 Circle K International Convention, Minneapolis, Minnesota, U.S.

Checklist

- ☐ Contact each incoming club president in the division. Encourage them — as well as other members of their club leadership teams — to attend the education available for their position either through a classroom or online course prior to October 1. This is especially important for club presidents and club secretaries, but courses are also offered for treasurers and membership committee chairs.
- ☐ Join the current lieutenant governor as he or she visits clubs to begin your preliminary evaluation.
- ☐ Review list of club openers and club coaches.
- ☐ Meet with your division membership team to discuss plans for the coming year. This team includes club openers and the club coaches identified in your division.
- ☐ Identify a new-club site and key dates for inviting new members.
- ☐ Participate in division growth meetings.
- ☐ Attend the Kiwanis International convention. Encourage attendance from incoming club presidents, secretaries and members of the division leadership team.
- ☐ Plan your division council meetings, to be held monthly or at least once per quarter.
- ☐ Meet with your Key Club and Circle K International lieutenant governor counterparts to coordinate activities and discuss their overall membership plans. Also discuss new SLP clubs — because the opening of new Kiwanis clubs can go hand in hand with this effort.

For updated information regarding important dates go to: kiwanis.org/clubs/member-resources/events/important-dates



Kiwanis®

JULY 2023

Kiwanis International dates

- July 4** Independence Day, Kiwanis International Office (Indianapolis, Indiana, U.S.) closed.
- July 5-9** Key Club International Convention, Anaheim, California, U.S.
- July 5-9** Circle K International Board Trainer, Indianapolis, Indiana, U.S.
- July 21** Kiwanis International-Europe Office (Ghent, Belgium) closed.

Checklist

- ☐ Continue building relationships with your incoming club presidents.
- ☐ Shadow the current lieutenant governor during their club visits.
- ☐ Participate in division growth meetings.
- ☐ Continue identifying potential new club sites in your division.

AUGUST 2023

Kiwanis International dates

- August 15** Deadline to file Form 990 and Form 990-EZ extensions if needed.
- August 15** Kiwanis International-Europe Office (Ghent, Belgium) closed,
- August 31** Deadline for all district requirements to be submitted to Kiwanis International to remain "District in Good Standing."

Checklist

- ☐ Challenge each incoming club president to make a commitment to sponsor at least one new member during the month of October.
- ☐ Shadow the current lieutenant governor during their club visits.
- ☐ Participate in division growth meetings.
- ☐ Complete your site survey for a new club and submit the case for a new club to the governor at your district convention.
- ☐ Reviewing club opening progress for the current year. Assess the strength of new clubs. You may need to check in with club coaches or assign a club coach.

SEPTEMBER 2023

Kiwanis International dates

- September 4** Labor Day, Kiwanis International Office (Indianapolis, Indiana, U.S.) closed.
- September 10-16** Celebrate Community Week.

Checklist

- ☐ Work with the current lieutenant governor to ensure clubs have reported incoming officers.
- ☐ Continue building relationships with your incoming club presidents.
- ☐ Request details about installation events from clubs in your area and consider attending.
- ☐ Invite a new member to be inducted into your club. Schedule an induction ceremony in October to demonstrate your emphasis on increasing membership.
- ☐ Challenge your home club leaders to invite a new member.
- ☐ Combine your division plans to create one division action plan, which includes a comprehensive division membership plan both for new clubs and strengthening existing clubs in your division.
- ☐ Continue to evaluate new club sites in your division.
- ☐ Review your notes from district convention and devise an implementation plan for programs that will benefit your clubs.

Things to think about this month

As you make your club visits, create a list of things you hear from members that you could include in educational opportunities at upcoming division council meetings..

OCTOBER 2023

Kiwanis International dates

October 4-7 Kiwanis International Board meeting, Indianapolis, Indiana, U.S.

October 12-16 Kiwanis Youth Protection Week.

October 16-20 CKI Week.

October 25-29 Kiwanis International Governors-elect Education Conference, Indianapolis, Indiana, U.S.

Checklist

- ☐ Share your division action plan with the governor and area director.
- ☐ Participate in Kiwanis One Day.
- ☐ Review the annual goals for each club. Based on these goals, complete your division action plan, (including the division membership plan) and submit it to the governor.

Each month of your term

- ☐ Review each club's monthly report and look for opportunities to celebrate accomplishments and offer support.
- ☐ Communicate with each club president.
- ☐ Compare available information to the division action plan to ensure goals are on track.
- ☐ Review the progress of the club opening teams including coaches for recently chartered clubs.
- ☐ Review the progress of club coaches appointed to clubs with decreasing membership.

It is the beginning of the first quarter

- ☐ Is your division council meeting for this quarter scheduled?
- ☐ Do you have an agenda that accomplishes your purposed for this quarter?
- ☐ Are your club visits scheduled for this quarter?

Things to think about this month

Gaining new members begins with inviting guests to join you in service projects and attending club meetings. Challenge your fellow club members to bring at least one like-minded friend along to check us out every month.

When speaking with your clubs this month, ask them to really look at their service to community. Spend time talking about improving impact.

NOVEMBER 2023

Kiwanis International dates

November 1 Kiwanis Children's Fund scholarship applications available online.

November 5-8 Kiwanis International North American District Secretaries meeting, Denver, Colorado, U.S.

November 6-10 Key Club Week.

November 23-24 Thanksgiving holiday, Kiwanis International Office (Indianapolis, Indiana, U.S.) closed.

November 30 Deadline for club dues to be sent to Kiwanis International.

Checklist

- ☐ Make a donation to the Kiwanis Children's Fund.
- ☐ Recruit at least one new member.
- ☐ Communicate with each club president. Compare available information to the division action plan to ensure goals are on track.
- ☐ Review the progress of the club opening teams including coaches for recently chartered clubs.
- ☐ Review the progress of club coaches appointed to clubs with decreasing membership.

Each month of your term

- ☐ Review each club's monthly report and look for opportunities to celebrate accomplishments and offer support.

Things to think about this month

Promote the Kiwanis Store for members looking for upcoming holiday gifts.

Take time to thank district volunteers. Also thank all the new members so far this year – and thank their sponsors.

Recommend that clubs send cards to the students participating in SLPs they sponsor, thanking them for their commitment to better their communities.

DECEMBER 2023

Kiwanis International dates

December 25-January 1 Kiwanis International Offices (Ghent, Belgium, and Indianapolis, Indiana, U.S.) closed.

December 31 Year-end gifts to the Kiwanis Children's Fund postmarked by December 31. (U.S. only.)

Checklist

- ☐ Thank club secretaries for completing your monthly reports in a timely fashion.

Each month of your term

- ☐ Review each club's monthly report and look for opportunities to celebrate accomplishments and offer support.
- ☐ Communicate with each club president.
- ☐ Compare available information to the division action plan to ensure goals are on track.
- ☐ Review the progress of the club opening teams including coaches for recently chartered clubs.
- ☐ Review the progress of club coaches appointed to clubs with decreasing membership.

Things to think about this month

Suggest that clubs create a "who's naughty and who's nice" report. Club members who have not yet paid their dues should be placed on a "wavering watchlist" for board members to reach out to re-engage them — rather than waiting for the "September Surprise" purge.



JANUARY 2024

Kiwanis International dates

January 1 Kiwanis International Offices (Ghent and Indianapolis) closed.

January 11-13 Kiwanis International Regional Governors Conference, Denver, Colorado, U.S.

January 17-18 Kiwanis International Board meeting Indianapolis, Indiana, U.S.

Checklist

- ☐ Promote your district mid-year conference.
- ☐ Make plans to attend the Kiwanis International convention.
- ☐ Encourage dynamic and emerging leaders in your division to attend the Kiwanis International Convention.

Each month of your term

- ☐ Review each club's monthly report and look for opportunities to celebrate accomplishments and offer support.
- ☐ Communicate with each club president.
- ☐ Compare available information to the division action plan to ensure goals are on track.
- ☐ Review the progress of the club opening teams including coaches for recently chartered clubs.
- ☐ Review the progress of club coaches appointed to clubs with decreasing membership.

It is the beginning of the second quarter

- ☐ Is your division council meeting for this quarter scheduled? Do you have an agenda that accomplishes your purposed for this quarter?
- ☐ Are your club visits scheduled for this quarter?

Things to think about this month

Have your clubs make New Year resolutions to help add new members, more Kiwanis clubs and more SLP clubs.

Challenge the members in your division to increase their service hours this coming year.

FEBRUARY 2024

Kiwanis International dates

February 1 Kiwanis Children's Fund scholarship application deadline.

February 12-16 K-Kids Week.

February 15 Deadline for all U.S. Kiwanis family clubs and districts to file IRS tax returns (Form 990, Form 990-EZ or Form 990-N).

February Kiwanis Children's Fund Board meeting Indianapolis, Indiana, U.S.

Checklist

- ☐ Encourage leaders in your division to apply for the lieutenant governor-elect position.
- ☐ Invite all potential candidates for the lieutenant governor-elect position to discuss the responsibilities and duties of this position.
- ☐ Check with your clubs to ensure they have submitted Form 990 (US IRS requirement).

Each month of your term

- ☐ Review each club's monthly report and look for opportunities to celebrate accomplishments and offer support.
- ☐ Communicate with each club president.
- ☐ Compare available information to the division action plan to ensure goals are on track.
- ☐ Review the progress of the club opening teams including coaches for recently chartered clubs.
- ☐ Review the progress of club coaches appointed to clubs with decreasing membership.

Things to think about this month

Share your heartfelt admiration for the members of our SLP during this Valentine's month.

MARCH 2024

Kiwanis International dates

March Kiwanis Asia-Pacific Education Conference.

March Kiwanis Asia-Pacific Convention.

March 4-8 Aktion Club Week.

March 18-22 Builders Club Week.

March 31 Deadline for Kiwanis districts to submit prior fiscal year financial statement examination and governmental filing (tax return) to Kiwanis International Finance Department. Required for Kiwanis, Circle K International and Key Club districts and district foundations.

Checklist

- ☐ Schedule division elections at the next division council meeting. The past lieutenant governor is encouraged to lead this portion of the meeting. Review district bylaws for requirements such as written notification, the definition of a quorum and the deadline for completion.
- ☐ Reach out to Kiwanis clubs that have not paid annual dues. You can view clubs and payment status on Kiwanis Engage.

Each month of your term

- ☐ Review each club's monthly report and look for opportunities to celebrate accomplishments and offer support.
- ☐ Communicate with each club president.
- ☐ Compare available information to the division action plan to ensure goals are on track.
- ☐ Review the progress of the club opening teams including coaches for recently chartered clubs.
- ☐ Review the progress of club coaches appointed to clubs with decreasing membership.

Things to think about this month

March is the final month of the administrative year for Service Leadership Programs. Assist with any end-of-the-year recognition activities.

NOTES

APRIL 2024

Kiwanis International dates

April 17-20 Kiwanis International Board meeting, Indianapolis, Indiana, U.S.

Checklist

- ☐ Plan to attend the upcoming district convention. Some districts start in May.
- ☐ Encourage members to attend and send delegates to the district convention.
- ☐ Meet with your Key Club and Circle K lieutenant governor counterparts to coordinate activities and discuss their overall membership plans as well as new SLPs forming because new Kiwanis clubs can go hand in hand with this effort.

Each month of your term

- ☐ Review each club's monthly report and look for opportunities to celebrate accomplishments and offer support.
- ☐ Communicate with each club president.
- ☐ Compare available information to the division action plan to ensure goals are on track.
- ☐ Review the progress of the club opening teams including coaches for recently chartered clubs.
- ☐ Review the progress of club coaches appointed to clubs with decreasing membership.

It is the beginning of the third quarter

- ☐ Is your division council meeting for this quarter scheduled? Do you have an agenda that accomplishes your purposed for this quarter?
- ☐ Are your club visits scheduled for this quarter?

Things to think about this month

The midpoint of the year is a great time to congratulate clubs that have added new members and are net-positive in growth. It is also a good opportunity to thank individuals who have contributed to membership growth.

SLP district leadership takes office on April 1. Take a moment to contact your Key Club and Circle K International lieutenant governor counterparts. Congratulate the outgoing lieutenant governors on accomplishments for the past year and challenge the incoming governors to leave Key Club and CKI better than they found it. Listen to their goals and share your goals as well. What commonalities do you have?

MAY 2024

Kiwanis International dates

May 1-15 Letters sent to convention delegates for past due balance of US\$150 or more for Kiwanis clubs.

May/June Kiwanis International-European Federation Convention.

May 27 Memorial Day, Kiwanis International Office (Indianapolis, Indiana, U.S.) closed.

Checklist

- ☐ Begin building a mentor relationship with the lieutenant governor-elect.
- ☐ Arrange a time to meet with the lieutenant governor-designate in June, following his or her attendance at lieutenant governor orientation.

Each month of your term

- ☐ Review each club's monthly report and look for opportunities to celebrate accomplishments and offer support.
- ☐ Communicate with each club president.
- ☐ Compare available information to the division action plan to ensure goals are on track.
- ☐ Review the progress of the club opening teams including coaches for recently chartered clubs.
- ☐ Review the progress of club coaches appointed to clubs with decreasing membership.

Things to think about this month

May is traditionally Membership Month. Encourage clubs to highlight programs and service projects.

Encourage clubs to find ways to connect potential members with opportunities to serve the community and get involved in Kiwanis.

JUNE 2024

Checklist

- ☐ Encourage clubs to attend and send delegates to the district convention.
- ☐ Plan to spend some time with the lieutenant governor-designate at the district convention.
- ☐ Meet with lieutenant governor-designate and offer support.

Each month of your term

- ☐ Review each club's monthly report and look for opportunities to celebrate accomplishments and offer support.
- ☐ Communicate with each club president.
- ☐ Compare available information to the division action plan to ensure goals are on track.
- ☐ Review the progress of the club opening teams including coaches for recently chartered clubs.
- ☐ Review the progress of club coaches appointed to clubs with decreasing membership.

NOTES

JULY 2024

Kiwanis International dates

July 3 Kiwanis International Board meeting, Denver, Colorado, U.S.

July 3 Kiwanis Children's Fund Board meeting, Denver, Colorado, U.S.

July 3-7 Kiwanis International Convention, Denver, Colorado, U.S.

July 4 Independence Day, Kiwanis International Office (Indianapolis, Indiana, U.S.) closed.

July 10-14 Key Club International Convention,
Atlanta, Georgia, U.S.

Checklist

- ☐ Review the progress of the club-opening team if the new club is not yet opened.
- ☐ Review the progress of club coaches appointed to clubs with decreasing membership.
- ☐ Attend the Kiwanis International convention.

Each month of your term

- ☐ Review each club's monthly report and look for opportunities to celebrate accomplishments and offer support.
- ☐ Communicate with each club president.
- ☐ Compare available information to the division action plan to ensure goals are on track.
- ☐ Review the progress of the club opening teams including coaches for recently chartered clubs.
- ☐ Review the progress of club coaches appointed to clubs with decreasing membership.

It is the beginning of the fourth quarter

- ☐ Is your division council meeting for this quarter scheduled?
Do you have an agenda that accomplishes your purposed
for this quarter?
- ☐ Are your club visits scheduled for this quarter?

AUGUST 2024

Kiwanis International dates

August 15 Deadline to file Form 990 and Form 990-EZ extensions if needed.

August 31 Deadline for all district requirements to be submitted to Kiwanis International to remain "District in Good Standing."

Checklist

- ☐ Follow up with clubs to ensure a strong finish to the end of the Kiwanis year.

Each month of your term

- ☐ Review each club's monthly report and look for opportunities to celebrate accomplishments and offer support.
- ☐ Communicate with each club president.
- ☐ Compare available information to the division action plan to ensure goals are on track.
- ☐ Review the progress of the club opening teams including coaches for recently chartered clubs.
- ☐ Review the progress of club coaches appointed to clubs with decreasing membership.

Things to think about this month

Work with clubs' membership committee chairs to try to personally approach members who have not yet paid their dues. Instead of asking board members to contact them, look up who sponsored them into Kiwanis to make a personal appeal.

SEPTEMBER 2024

Kiwanis International dates

September 2 Labor Day, Kiwanis International Office (Indianapolis, Indiana, U.S.) closed.

Checklist

- ☐ Celebrate your successes and recognize your team.
- ☐ Meet with your successor to ensure a smooth transition from one lieutenant governor to the next.
- ☐ Check with clubs to ensure incoming officers are reported.

Each month of your term

- ☐ Review each club's monthly report and look for opportunities to celebrate accomplishments and offer support.
- ☐ Communicate with each club president.
- ☐ Compare available information to the division action plan to ensure goals are on track.
- ☐ Review the progress of the club opening teams including coaches for recently chartered clubs.
- ☐ Review the progress of club coaches appointed to clubs with decreasing membership.

Things to think about this month

Reach out to the presidents of new clubs opened during your year and assure them that you will check in with them a couple of times a year for the next few years. We lose most clubs between the fourth and fifth year. Let them know they are an important part of your leadership legacy.

CELEBRATING THE YEAR

OCTOBER 2024

Kiwanis International dates

October 2-5 Kiwanis International Board meeting, Indianapolis, Indiana, U.S.

October 9th-13th Kiwanis Youth Protection Week.

October Kiwanis Youth Programs Board meeting.

October/November Governors-elect Education Conference, Indianapolis, Indiana, U.S.

Checklist

- ☐ Assist your successor as needed in the first few weeks of the Kiwanis year. You may offer to assist with officer installation if your successor cannot make all the ceremonies.
- ☐ As immediate past lieutenant governor, you will serve as chairman of division elections. Review district bylaws for requirements such as written notification, the definition of a quorum and the deadline for completion.

