

LIEUTENANT GOVERNOR PLANNER

OCTOBER 2024

Kiwanis International dates

- October 1** Kiwanis administrative year begins.
- October 1-5** Kiwanis International Board meeting, Indianapolis, Indiana, USA.
- October 14-18** Kiwanis Youth Protection Week.
- October 14-19** Circle K International Week.
- October** Kiwanis Youth Programs board meeting

Checklist

- Review the annual goals for each club. Based on these goals, update your division action plan. Share your completed division action plan with the governor and area director.
- Participate in Kiwanis One Day.

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 in your division, including coaches for recently chartered clubs. Offer support where necessary.
- Review the progress of club coaches appointed to clubs with decreasing membership.
- Communicate membership growth key messages to existing clubs. Provide support in executing membership plans for each club.

It is the beginning of the first quarter

- Is your division council meeting(s) for this quarter scheduled?
- Do you have an agenda for your first meeting that accomplishes your proposed goals for this quarter?
- Are you club visits for this quarter scheduled?

For updated information regarding important dates go to:
kiwanis.org/members/events-calendar/important-dates/

NOVEMBER 2024

Kiwanis International dates

- November 1** Kiwanis Children's Fund scholarship application available online.
- November 1** All Saints' Day, Kiwanis International Office (Ghent, Belgium) closed.
- November 4-8** Key Club Week.
- November 11** Armistice Day, Kiwanis International Office (Ghent, Belgium) closed.
- November 13-16** Kiwanis Children's Fund Board meeting, Indianapolis, Indiana, USA.
- November** Kiwanis Youth Programs Board meeting.
- November 28-29** Thanksgiving Holiday, Kiwanis International Office (Indianapolis, Indiana, USA) closed.
- November 30** Deadline for club dues to be submitted.

Checklist

- Make a donation to the Kiwanis Children's Fund.
- Recruit at least one new member.

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Things to think about this month

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

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DECEMBER 2024

Kiwanis International dates

- December 1** Kiwanis club Annual Report due.
- December 25-31** Kiwanis International Offices (Ghent, Belgium and Indianapolis, Indiana, USA) closed.
- December 31** Year-end gifts to Kiwanis Children's Fund postmarked by December 31.

Checklist

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

Each month of your term

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Things to think about this month

Suggest that clubs create a "naughty and nice" list. Club members who have not yet paid their dues should be placed on a "watchlist" for board members to reach out and re-engage.

JANUARY 2025

Kiwanis International dates

- January 1** New Year's Day, Kiwanis International Offices (Ghent, Belgium and Indianapolis, Indiana, USA) closed.
- January 15-16** Kiwanis International Board meeting.
- January 21** 110th anniversary of Kiwanis International.

Checklist

- Promote your district mid-year/mid-winter conference (where applicable).
- Make plans to attend Kiwanis International Convention.
- Encourage leaders, emerging leaders and new members in your division to register for the Kiwanis Amplify virtual leadership development program.

Each month of your term

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- Communicate with each club president.
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Things to think about this month

Have your clubs make New Year's resolutions to help add new members, more Kiwanis clubs and more Service Leadership Program clubs.

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



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FEBRUARY 2025

Kiwanis International dates

- February 1** Kiwanis Children's Fund scholarship application deadline.
- February 10-14** K-Kids Week.
- February 12-13** Kiwanis Children's Fund Board meeting.
- 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 Youth Programs Board meeting.

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 (U.S. 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.
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- Review the progress of club coaches appointed to clubs with decreasing membership.
- Communicate membership growth key messages to existing clubs. Provide support in executing membership plans for each club.

Things to think about this month

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

MARCH 2025

Kiwanis International dates

- March** Kiwanis Asia-Pacific Education Conference, Kaohsiung, Taiwan.
- March** Kiwanis Asia-Pacific Convention, Kaohsiung, Taiwan.
- March 3-7** Aktion Club Week.
- March 17-21** Builder's 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 to be held 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.

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 in your division, including coaches for recently chartered clubs. Offer support where necessary.
- Review the progress of club coaches appointed to clubs with decreasing membership.
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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.

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APRIL 2025

Kiwanis International dates

April 23-26 Kiwanis International Board meeting, Indianapolis, Indiana, USA.

Checklist

- Plan to attend the upcoming district convention. These typically occur between May-September.
- Encourage members to attend and send delegates to the district and international conventions.
- Meet with your new Key Club and Circle K lieutenant governor counterparts to coordinate activities and discuss their overall membership plans.

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.
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- Review the progress of the club opening teams in your division, including coaches for recently chartered clubs. Offer support where necessary.
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It is the beginning of the third quarter

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

MAY 2025

Kiwanis International dates

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

May 7 Key Club 100th birthday.

May 16-18 Kiwanis International Europe Convention, Akureyri, Iceland.

May 26 Memorial Day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

Checklist

- Begin building a mentor relationship with your successor.
- Arrange a time to meet with your successor in June, following their attendance at lieutenant governor training.

Each month of your term

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Things to think about this month

May is 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 with Kiwanis.

Celebrate clubs who have added new members and are net-positive in growth.



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JUNE 2025

Kiwanis International dates

- June 25** Kiwanis International Board meeting, Pittsburgh, Pennsylvania, USA.
- June 25** Kiwanis Children's Fund Board meeting, Pittsburgh, Pennsylvania, USA.
- June 25-28** 110th Annual Kiwanis International Convention, Pittsburgh, Pennsylvania, USA.

Checklist

- Encourage clubs to attend and send delegates to the district convention.
- Plan to spend some time with your successor at the district 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 in your division, including coaches for recently chartered clubs. Offer support where necessary.
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JULY 2025

Kiwanis International dates

- July 4** Independence Day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.
- July 2-4** Key Club International Convention, Orlando, Florida, USA.
- July** Kiwanis Youth Programs Board meeting.

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 in your division, including coaches for recently chartered clubs. Offer support where necessary.
- Review the progress of club coaches appointed to clubs with decreasing membership.
- Communicate membership growth key messages to existing clubs. Provide support in executing membership plans for each club.

It is the beginning of the fourth quarter

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

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.

AUGUST 2025

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.

Things to think about this month

Reach out to the presidents of new clubs opened in your division this Kiwanis year. Assure them that you will check in with them a couple times each year over the next few years and will continue to offer them support. Let them know they are an important part of your leadership legacy.

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SEPTEMBER 2025

Kiwanis International dates

September 1 Labor Day, Kiwanis International Office (Indianapolis, Indiana, USA) 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.
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Things to think about this month

What did you learn from this past year? What worked well? What challenges did you face? If you were to serve in this role again and wanted to see even greater success, what would you do differently?

Share these insights with your successor. This will help set them up to move forward from where you left off and continue to move your division in a positive direction.

CELEBRATING THE YEAR

OCTOBER 2025

Kiwanis International dates

October 1 Kiwanis administrative year begins.

October 13-17 Kiwanis Youth Protection Week.

October Kiwanis International Board meeting.

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.

