LIEUTENANT GOVERNOR PLANNER

MAY 2025

Kiwanis International dates

May 1 Labour Day, Kiwanis International Office (Ghent, Belgium) closed.

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

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

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

May 29 Ascension Day, Kiwanis International Office (Ghent, Belgium) 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 and offer assistance before taking over in October.
- ☐ Coordinate dates for the current lieutenant governor to introduce you to each club and begin shadowing them during their club visits.
- ☐ Become familiar with your district and the Kiwanis International websites. Review current policies and bylaws. Verify dates, times and locations of significant events and finalize plans to attend.
- ☐ Request names and contact information for incoming club presidents and secretaries in the division.
- ☐ Consult with the district leadership development coordinator to learn when and where Club Leadership Education is happening. Share that information with the incoming club officers and make sure they register.
- ☐ Introduce yourself to your Circle K International and Key Club International counterparts.
- ☐ Make plans to attend Kiwanis International and your district conventions.
- ☐ Complete club opener and club coach training modules/webinars.
- ☐ Speak with the governor-elect and the district club opening team about what a good club opening site should look like.
- ☐ Communicate with the current lieutenant governor about the status of clubs currently working on strengthening efforts.

JUNE 2025

Kiwanis International dates

June 9 Whit Monday, Kiwanis International Office (Ghent, Belgium) closed.

June 25 Kiwanis International Board meeting, Pittsburgh, Pennsylvania, USA.

June 25 Kiwanis Children's Fund Board meeting, Pittsburgh, Pennsylvania, USA.

June 25-27 Circle K International Convention, Pittsburgh, Pennsylvania, USA.

June 25-27 Kiwanis International Convention, Pittsburgh, Pennsylvania, USA.

Checklist

- ☐ Contact incoming club presidents, secretaries, treasurers and membership chairs in your division and make sure they are registered for Club Leadership Education. Education is offered by both your district and Kiwanis International. Attending District education is preferred.
- ☐ Continue joining the current lieutenant governor on club visits. Use this opportunity to observe each club's strengths and challenges first-hand.
- ☐ Review the list of club openers and club coaches within your district. Identify which ones live in your division.
- ☐ Meet with the club openers and coaches in your division. Identify one or more sites that would be a good fit for a new club.
- ☐ Work with the division and district membership teams to set key dates for opening a new club and inviting new members.
- ☐ Encourage members of the clubs in your division to register for Kiwanis International Convention. Three people from each club can serve as voting delegates.
- ☐ Set dates for and begin planning your division council meetings. These can happen monthly or quarterly.
- ☐ Meet with your Circle K and Key Club International counterparts to coordinate activities, discuss membership plans and develop potential of new Service Leadership Program clubs.
- ☐ Work with club leaders to set dates for club boosts or other recruitment events - planning takes time.

LIEUTENANT GOVERNOR PLANNER

JULY 2025

Kiwanis International dates

July 2-6 Key Club International Convention, Orlando, Florida, USA.

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

July 21 National Day, Kiwanis International Office (Ghent, Belgium) closed.

Checklist

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

AUGUST 2025

Kiwanis International dates

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

August 15 Assumption Day, Kiwanis International 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.
- ☐ Join the current lieutenant governor during their club visits.
- ☐ Participate in division growth meetings.
- ☐ Complete a site survey and submit the case for a new club to the governor-elect at your district convention.
- ☐ Review the club opening progress for the current year. Assess the strength of the new club(s) in your division. You may need to check in with club coaches or assign a club coach.

SEPTEMBER 2025

Kiwanis International dates

September 1 Labor Day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

September 14-20 Celebrate Community Week.

September 25 Circle K International birthday.

September 30 Kiwanis International Board meeting, Indianapolis, Indiana, USA *(concludes October 4)*.

Checklist

- ☐ Work with the current lieutenant governor to ensure clubs have reported all 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.
- ☐ Create a division action plan by combining the comprehensive membership plans for both opening 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 clubs in your division.

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.

LIEUTENANT GOVERNOR PLANNER

OCTOBER 2025

Kiwanis International dates

October 1 Kiwanis administrative year begins.

October 1-4 Kiwanis International Board meeting, Indianapolis, Indiana, USA (*began September 30).*

October 13-17 Kiwanis Youth Protection Week.

October 13-18 Circle K International Week.

October Kiwanis Youth Programs Board meeting *(dates to be determined).*

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 2025

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 3-7 Key Club Week.

November 11 Armistice Day, Kiwanis International Office (Ghent, Belgium) closed.

November 12-15 Kiwanis Children's Fund Board meeting, Indianapolis, Indiana, USA.

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.

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.

Things to think about this month

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

LIEUTENANT GOVERNOR PLANNER

DECEMBER 2025

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

- ☐ 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.

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 2026

Kiwanis International dates

January 1 New Year's Day, Kiwanis International Offices (Ghent, Belgium and Indianapolis, Indiana, USA) closed.

January 20-21 Kiwanis International Board meeting.

January 21 111th 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

- ☐ 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.

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.

LIEUTENANT GOVERNOR PLANNER

FEBRUARY 2026

Kiwanis International dates

February 1 Kiwanis Children's Fund scholarship application deadline.

February K-Kids Week.

February 11-12 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.
- ☐ 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.

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 2026

Kiwanis International dates

March Aktion Club Week.

March 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.
- ☐ Communicate membership growth key messages to existing clubs. Provide support in executing membership plans for each club.

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.

LIEUTENANT GOVERNOR PLANNER

APRIL 2026

Kiwanis International dates

April 14-18 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.
- ☐ 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 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 2026

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's birthday.

May 25 Memorial Day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

May 28-31 Kiwanis International Europe Convention, Catania, Italy.

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

- ☐ 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.

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.

LIEUTENANT GOVERNOR PLANNER

JUNE 2026

Kiwanis International dates

June 24 Kiwanis International Board meeting, Manila, Philippines.

June 24 Kiwanis Children's Fund Board meeting, Manila, Philippines.

June 25-27 111th Annual Kiwanis International Convention, Manila, Philippines.

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.
- ☐ 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.

JULY 2026

Kiwanis International dates

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

July 1-5 Key Club International Convention, Dallas, Texas, USA.

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 2026

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.

LIEUTENANT GOVERNOR PLANNER

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.

SEPTEMBER 2026

Kiwanis International dates

September 1 Labor Day, Kiwanis International Office (Indianapolis, Indiana, USA) closed.

September 29 Kiwanis International Board meeting, Indianapolis, Indiana, USA *(concludes October 3).*

Checklist

- ☐ Celebrate 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 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.

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 2026

Kiwanis International dates

October 1 Kiwanis administrative year begins.

October 1-3 Kiwanis International Board Meeting, Indianapolis, Indiana, USA (*began September 29).*

October 5-9 Kiwanis Youth Protection Week.

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.