

LIEUTENANT GOVERNOR ANNUAL CHECKLIST

MAY 2026

Kiwanis International dates

- Letters sent to convention delegates in Kiwanis clubs with a past-due balance of US\$150 or more
- Kiwanis International Europe Convention

Checklist

If you completed your lieutenant governor training earlier than May 1, you can 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 2026

Kiwanis International dates

- Kiwanis International Board meeting
- Kiwanis Children's Fund Board meeting
- Kiwanis International Convention

Checklist

- Contact incoming club leaders 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 the potential of new Service Leadership Program clubs.
- Work with club leaders to set dates for club boosts or other recruitment events - planning takes time.

JULY 2026

Kiwanis International dates

- Circle K International Convention
- Key Club International Convention

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.



Kiwanis

LIEUTENANT GOVERNOR ANNUAL CHECKLIST

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

- 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 2026

Kiwanis International dates

- **September 25:** Circle K International Birthday
- Celebrate Community Week

Checklist

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

- 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.

OCTOBER 2026

Kiwanis International dates

- **October 1:** Kiwanis administrative year begins
- Kiwanis International Board meeting
- Kiwanis Youth Protection Week
- Circle K International Week

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.
- Ensure all club members complete their youth protection training at the beginning of the Kiwanis year.

- 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.

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 your club visits for this quarter scheduled?
- *For updated information regarding important dates go to:* [kiwanis.org/members/events-calendar/important-dates/](https://www.kiwanis.org/members/events-calendar/important-dates/)



Kiwanis

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NOVEMBER 2026

Kiwanis International dates

- **November 1:** Kiwanis Children's Fund scholarship application available online
- **November 30:** Deadline for club dues to be sent to Kiwanis International
- Key Club Week
- Kiwanis Children's Fund Board meeting

Checklist

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

DECEMBER 2026

Kiwanis International dates

- **December 1:** Kiwanis club annual report due
- **December 31:** Year-end gifts to Kiwanis Children's Fund postmarked by December 31 (U.S. only)

Checklist

- Thank club secretaries for completing your monthly reports in a timely fashion.
- 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.
- Suggest that clubs create a list of club members who have not yet paid their dues and should be placed on a "watchlist" for board members to reach out and re-engage.

JANUARY 2027

Kiwanis International dates

- **January 21:** Anniversary of Kiwanis International
- Kiwanis International Board meeting

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.
- 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 for membership plans for each club.
- Help your clubs make goals 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.

FEBRUARY 2027

Kiwanis International dates

- **February 1:** Kiwanis Children's Fund scholarship application deadline
- **February 15:** Deadline for all U.S. Kiwanis family clubs and districts to file IRS tax returns
- Builder's Club Week
- K-Kids Week
- Kiwanis Children's Fund Board meeting



Kiwanis

LIEUTENANT GOVERNOR ANNUAL CHECKLIST

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).
- 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.
- 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 2027

Kiwanis International dates

- **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*
- Aktion Club Week
- Asia-Pacific Convention

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.
- Review each club's monthly report. 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.
- March is the end of the administrative year for Service Leadership Programs. Assist with any recognition activities.

APRIL 2027

Kiwanis International dates

- **April 1:** World Reporting Day
- Kiwanis International Board meeting

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.
- 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.



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LIEUTENANT GOVERNOR ANNUAL CHECKLIST

MAY 2027

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 Birthday

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.
- 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.
- 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.

JUNE 2027

Kiwanis International dates

- Kiwanis International Board meeting
- Kiwanis Children's Fund Board meeting
- Kiwanis International Europe Convention
- Kiwanis International Convention

Checklist

- Encourage clubs to attend and send delegates to the district convention.
- Plan to spend some time with your successor at the district convention.
- 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 2027

Kiwanis International dates

- Key Club International Convention
- Circle K International Convention

Checklist

- 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.
- 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 to join Kiwanis and make a personal appeal.
- Confirm that the division council meeting is scheduled for this quarter. Prepare an agenda.
- Ensure club visits are scheduled for this quarter.



Kiwanis

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AUGUST 2027

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.
- 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.
- 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.

SEPTEMBER 2027

Kiwanis International dates

- **September 25:** Circle K International birthday
- Celebrate Community Week

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.
- 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.
- What did you learn 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.

OCTOBER 2027

Kiwanis International dates

- **October 1:** Kiwanis administrative year begins
- Kiwanis Youth Protection Week
- Circle K International Week
- 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.



Kiwanis