

# CLUB PRESIDENT ANNUAL CHECKLIST

## MAY – JUNE 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
- Kiwanis International Board meeting
- Kiwanis Children's Fund Board meeting
- Kiwanis International Convention

### Before your term in office

- Announce date, time and location of Club Leadership Education courses as soon as they become available.
- Schedule a planning meeting with Kiwanis club leadership, Kiwanis club advisor(s) of any Service Leadership Program club and the officers of the sponsored SLP club.
- Seek advice from current officers for next year and assist them in making the current year highly successful.
- Attend the Kiwanis International convention and make plans to attend your district convention.
- Mark your calendar with division council and club opening dates for the year.

## JULY 2026

### Kiwanis International dates

- Circle K International Convention
- Key Club International Convention

### Before your term in office

- Select committee chairs and special appointees. Meet with each chair to establish goals and expectations.
- Encourage each committee chair to complete a club committee chair education session.

- Consult [kiwanis.org/membership](https://www.kiwanis.org/membership) for resources and guidance.
- Work with the district membership coordinator to develop a solid membership plan.
- Meet with the current president. Seek advice on areas of improvement in the club. Ask about conducting a community survey and a club assessment to develop goals for the upcoming year. You may wish to download the "Rediscovering your community" from [kiwanis.org/ACEtools](https://www.kiwanis.org/ACEtools).
- Report to your club about your experience at the Kiwanis International convention.
- Finalize plans to attend the district convention as one of your club's three delegates.

## AUGUST 2026

### Kiwanis International dates

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

### Before your term in office

- Complete a club president education session before **September 30**.
- Work closely with the incoming club leaders to ensure that they attend a club leadership education session before **September 30**.
- Provide the program committee chair with a schedule of meeting dates and encourage them to develop a program assignment schedule for the calendar year.
- Finalize a membership plan with the membership committee and submit it to Kiwanis International.
- Consider a club donation to the Kiwanis Children's Fund.
- Arrange a meeting with the current and incoming treasurers to review responsibilities and procedures.

- Schedule a budget planning session with the board and committee chairs for late September. Approve the club budget before **October 15** (preferably by **October 1**).
- Review and determine the need for club crime and/or club accident optional insurance with the club board (to ensure deadline of **September 30** for application and payment of optional club insurance is met if electing to purchase).
- Consider what financial assistance will be given to delegates and alternates attending the Kiwanis International convention.
- Consider what financial assistance will be given to delegates attending your district convention.
- Accompany Key Club, Builders Club and K-Kids advisors to visit school principals to reinforce the sponsored club support for the coming year. Confirm sponsorship needs of Circle K International and Aktion Clubs as well.

## SEPTEMBER 2026

### Kiwanis International dates

- **September 25:** Circle K International's

### Before your term in office

- Develop an agenda for the club president's planning conference.
- Conduct the club president's planning conference before **September 30**.
- Again, review and determine the need for club crime and/or club accident optional insurance with the club board by **September 30**.



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# CLUB PRESIDENT ANNUAL CHECKLIST

- Review Kiwanis International awards programs as well as any awards programs offered by your division or district.
- Make plans for any joint service, social and/or fundraising activities for the year with your club's sponsored Service Leadership Program clubs.
- Make plans for Kiwanis Family Month (**November**).
- Make certain every officer, board member and committee chair is prepared to start the year strong on **October 1**.
- Plan the club president's address, which will be given at the first or second club meeting in **October**.
- Report to your club about what you learned at your district convention.
- Extend invitation(s) to sponsored Service Leadership Programs club president(s) and faculty advisor(s) to attend the club officer installation event.
- Encourage representatives from your Key Club to attend Key Leader weekends.
- Raise awareness in your community by using the Kiwanis brand consistently. Make sure your membership committee follows the latest Kiwanis brand guide available at [kiwanis.org/brand](http://kiwanis.org/brand).

## OCTOBER – SEPTEMBER

### For every board meeting:

- Coordinate with the club secretary to prepare the meeting agenda.
- Review progress on each goal and project.
- Collect committee reports.

### For every club meeting:

- Coordinate with the club secretary to prepare the meeting agenda.
- Confirm program/speaker (if applicable).
- Evaluate the past month's meetings and adjust as needed.
- Confirm new-member inductions for the meeting and have supplies ready.
- Begin and end the meeting on time.

## OCTOBER 2026

### Kiwanis International dates

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

### Checklist

- Before your first board meeting, review the minutes of past month's board meeting.
- Finalize this year's goals and budget at this month's board meeting. Send club goals to your lieutenant governor.
- Submit your Club Membership Plan form to Kiwanis International before **October 31**. Access the form: [Kiwanis membership plan](#).
- Ensure all club members complete their youth protection training at the beginning of the Kiwanis year.
- Before your first club meeting, review a sample agenda.
- Announce and prepare for the lieutenant governor's visit.
- Ask the membership committee to submit a news release about the installation of club officers to the local newspaper. Encourage the chair to publicize club news throughout the year.

- Consider any proposed resolutions or amendments to the Kiwanis International Bylaws that your club would like to have presented at the Kiwanis International convention. Submit proposals to the Kiwanis International Office by **October 31**.
- Be the first to induct a new member. Challenge others to follow your example.

## 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 certain all club, division, district and Kiwanis International news, projects and events are communicated through newsletters and announcements. Make sure members learn something about Kiwanis each week.
- Observe Kiwanis Family Month. Designate weeks to recognize the Circle K International, Key Club, Builders Club, Aktion Club and K-Kids clubs that your club sponsors.

## 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)



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# CLUB PRESIDENT ANNUAL CHECKLIST

- Make plans to interact with your club's Service Leadership Programs clubs from **January** through **May**.
- Encourage members to attend mid-year conferences.
- Continue to encourage club members to register for and attend the Kiwanis International convention.
- Check in with committee chairs to talk about progress toward goals.
- Confirm with club secretary and treasurer that annual billing roster and dues payment was submitted.

## JANUARY 2027

### Kiwanis International dates

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

### Checklist

- With the club secretary, review first quarter club and board meetings; committee programs/ projects; and involvement in division, district and Kiwanis International events and programs. Look for areas of success as well as needed improvements.
- Conduct the annual club meeting/ election of officers between **January 1** and **May 15**.

## FEBRUARY 2027

### Kiwanis International dates

- **February 1**: Kiwanis Children's Fund scholarship application deadline
- K-Kids Week
- Kiwanis Children's Fund Board meeting

- **February 15**: Deadline for all U.S. Kiwanis family clubs and districts to file IRS tax returns
- Builders Club Week

### Checklist

- Make certain your Circle K International and Key Clubs elect and report new officers to your district and the Kiwanis International Office.
- Appoint a nominating committee at least five weeks before the annual club meeting.
- Ensure your Key Clubs and CKI clubs are represented at district conventions.
- Remind Key Clubs and CKI clubs to attend their district's education session.

## 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

- Review Kiwanis International award programs, as well as district, division and club distinguished criteria.
- Determine if your club is on target. Look for additional opportunities at [kiwanis.org/recognition](http://kiwanis.org/recognition).
- Encourage club members who plan to attend the Kiwanis International convention to submit their registration forms at [kiwanis.org/convention](http://kiwanis.org/convention).

- Elect two primary delegates and two alternate delegates to represent the club at the Kiwanis International convention at least 60 days before the convention.
- Consider items of business to be proposed at your district convention.
- At least 30 days before your district convention, elect three delegates to represent your club at the event. Encourage the CKI clubs and Key Clubs you support to attend their district conventions.

## APRIL 2027

### Kiwanis International dates

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

### Checklist

- Elect two delegates and two alternates to represent your club at the Kiwanis International convention.
- Assist your Service Leadership Program clubs with end-of-year recognition activities. Invite club members' parents and have Kiwanis membership materials available for them. Present mementos to outgoing officers and faculty advisors.
- Meet with incoming president. Offer advice on areas of potential improvement in the club.
- Remind the incoming president to attend the Club Leadership Education session offered in your area. Contact your district office for details.



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# CLUB PRESIDENT 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's birthday

### Checklist

- Finalize plans for delegates, alternates and other club members to attend the Kiwanis International convention.
- Consider items of business to be proposed at the district convention.
- Elect three delegates to represent your club at the district convention.
- Ensure your CKI clubs and Key Clubs are represented at their conventions.

- Encourage representatives from your Key Club to attend Key Leader weekends.

## JULY 2027

### Kiwanis International dates

- Key Club International Convention
- Circle K International Convention

### Checklist

- Review club and member accomplishments and recognize contributions.
- Ask club members who attended the Kiwanis International convention to report to your club about the business that was conducted and their experiences.
- Remind the president-elect to accompany Builders Club, Key Club and K-Kids committee chairs to visit the respective school principals to ensure the sponsored programs plans are made for the coming school year. Also set up a meeting with the college/university officials on the campuses of your sponsored CKI clubs.
- Plan the installation ceremony, usually conducted at the end of **September** or the beginning of **October**. Work with secretary to submit merchandise order to honor incoming and outgoing officers and other club leaders. Allow six weeks plus shipping time for items requiring personalization. Invite the incoming lieutenant governor to install incoming officers.

### Checklist

- Assist your successor with planning for upcoming year.
- Determine the need for club crime and/or club accident optional insurance with the club board (to ensure deadline of **September 30** for application and payment of optional club insurance is met if electing to purchase).

## JUNE 2027

### Kiwanis International dates

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

### Checklist

- Review the Kiwanis International distinguished criteria, along with district, division, and club award programs.
- Evaluate whether your club is on track to earn recognition and explore additional opportunities at [kiwanis.org/recognition](http://kiwanis.org/recognition).
- Involve your successor in club operations and procedures and encourage early preparation for next year.
- Finalize plans for delegates and other club members to attend the district convention.

## SEPTEMBER 2027

### Kiwanis International dates

- **September 25:** Circle K International's birthday

### Checklist

- Again, review and determine the need for club crime and/or club accident optional insurance with the club board (to ensure deadline of **September 30** for application and payment of optional club insurance is met if electing to purchase).
- Assist secretary in ordering any awards earned by club members.
- Ask club members who attended the district convention to share a report with your club.
- Conduct an installation ceremony.
- Encourage representatives from your Key Club to attend Key Leader weekends.
- Submit a club gift to the Kiwanis Children's Fund by **September 30** either online or postmarked by that date for appropriate recognition.
- Pass president's materials to the incoming club president.
- Your district needs strong leaders. Consider becoming a lieutenant governor.

## AUGUST 2027

### Kiwanis International dates

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



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