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Appoint a Kiwanis advisor or committee and provide proper training.

The dedication and efforts of sponsoring Kiwanis club most often determines whether SLP clubs grow or fail. Kiwanis advisors offer suggestions, advice and counsel from past experiences, but do not force ideas upon the groups they sponsor. Though specific responsibilities differ among the various SLPs, especially in regard to finances, time commitment and level of need, there are some basic guidelines and expectations common to all.

Identify a Kiwanis advisor for each Service Leadership Program (SLP) club the Kiwanis club sponsors. When selecting a Kiwanis advisor:

- **Develop a sponsorship committee:** Though the Kiwanis advisor is your main contact with your SLP club, you're encouraged to develop a committee of Kiwanis club members to complement the role of the advisor in meeting the needs of your SLP club. Diversify this group to enhance the support available to each program.
- **Know policies and guidelines:** The Kiwanis advisor's responsibility, in conjunction with the faculty/facility advisor, is to make sure the SLP club operates within the guidelines of Kiwanis International, the specific club or program (i.e Circle K and Key Club policies) and the school or community site.
- **Train:** The more the Kiwanis advisor learns about the club he or she is serving, the more likely the individual will be able to meet the needs of the SLP members. The PowerPoint presentation in this section serves as an overview of each SLP organization and as a basic training tool for Kiwanis Advisors.

Outline of Service Leadership Programs 101 PowerPoint found on CD in the SLP Sponsorship Toolkit:

Slides 1- 4:	SLP Overview
Slide 5:	K-Kids (elementary age)
Slide 6:	Terrific Kids (elementary age)
Slide 7:	Bring Up Grades (BUG) (elementary age)
Slides 8 - 10:	Kiwanis Kids: Working with elementary age children
Slides 11 - 14:	Builders Club (middle school and junior high)
Slides 15 - 17:	Key Club (high school)
Slide 18:	Key Leader (high school; leadership weekend)
Slides 19-21:	Circle K (university)
Slides 22 -25:	Aktion Club (adults living with disabilities)
Slides 26-27:	Closing and contact information



- **Appoint early:** Appoint a Kiwanis advisor prior to the beginning of the school or agency's year. This allows the Kiwanis advisor time to be trained adequately so he or she can coordinate things with the faculty/facility advisor before the SLP club becomes more active. For consistency, encourage multiyear involvement from your advisors.
- **Choose wisely:** When appointing an advisor, consider former SLP members, retired or current educators or those with experience working with the specific age group.
- **Follow general requirements for sponsorship:**

The contents on this CD found in the Service Leadership Programs Sponsorship Toolkit will help you fully understand the responsibilities of the Kiwanis advisor and sponsoring Kiwanis club.

 - Ensure the Kiwanis advisor and other Kiwanis members regularly attend the SLP club's meetings and events. For suggestions and more information, refer to resources available in section **No. 2** of this CD found in the Service Leadership Programs Sponsorship Toolkit.
 - Maintain an expense line item in the Kiwanis club's service account to support the activities of the club. For more specifics for each program, refer to resources in section **No. 3** of this same CD found in the toolkit.
 - Kiwanis advisor (and committee members) should meet with the school principal or community site administrator before the beginning of the school year (or appropriate time as arranged with the community site). For suggestions on topics to address, refer to resources in section **No. 4** of this same CD found in the toolkit.
 - Ensure dues and/or fees are paid as appropriate for each club. For more specific information on each program, refer to resources available in section **No. 5** of this same CD found in the toolkit.
 - Provide proper training after club officers are elected. A training guide, job descriptions and PowerPoint presentation are among resources available for each club in section **No. 6** of this same CD found in the toolkit.

- Conduct an annual planning session involving the leadership of both the SLP and the Kiwanis club. For help in making sure the SLP club's goals and community needs are best addressed, refer to resources available in section **No. 7** of this same CD found in the toolkit.
- Host or participate in activities involving members of both clubs. These include service projects, social functions, recreational gatherings or fundraising events. You'll find suggested activities in section **No. 8** of this same CD found in the toolkit.
- Invite members from the SLP club to attend your Kiwanis club's meetings. For ideas on how to incorporate these SLP members into your meeting, check out section **No. 9** of this same CD found in the toolkit.
- When appropriate, encourage members of SLP clubs to attend conventions and conferences. Different training opportunities for each program and additional resources can be found in section **No. 10** of this same CD found in the toolkit.