

4.

Meet with the school or club site liaisons each year.

Suggested attendees: Kiwanis club president, Kiwanis advisor, faculty (or club) advisor and club site's liaison (school or site administration)

Suggested time frame: Prior to the year as defined by the school or agency. Schedule an appointment for this meeting well in advance.

Where: SLP club site or best location for the team

Information to provide:

- Purpose of the SLP club
- Membership requirements
- Relationship between Kiwanis club, SLP club and club site:
 - Review the sponsorship guidelines.
 - Discuss how your Kiwanis club needs the help of the school or agency and the faculty/facility advisor to meet those requirements.
 - Evaluate how well each of the requirements was met.

Information to learn:

- Understanding school/agency policies for the SLP club meetings, including meeting room location, regulations, etc.
- Regulations for Kiwanians attending meetings, such as sign-in, visitor parking, etc.
- What does the school/agency expect from your Kiwanis club? Were expectations met during the past year?
- How can your Kiwanis club best support the school/agency during the coming year?
- What specific resources and support does the faculty /facility advisor need?

Sample topics:

Here are some questions to consider when you meet with the Kiwanis club, SLP club and club site liaison.

- Has the communication between the Kiwanis club, SLP club and club site been regular and effective?
- Were meetings and activities held on a regular basis?
- Were meetings and activities well advertised and attended?
- Were expectations met?
- Were officers elected and trained in a timely manner?
- Did members of the SLP club attend Kiwanis meetings and help out on projects?
- Did Kiwanis members attend the SLP club's meetings and projects?
- Did the Kiwanis club support the SLP club (financially, awards, recognition, training, scholarships, etc)?
- Do you have suggestions or plans for the coming year?
- Would the principal or agency director like to speak at a Kiwanis meeting?

