

Builders Club

Planning calendar

August *(These would occur during the first month of your club's year.)*

- **Election.** Ideally, new club officers are elected at the end of the school year and ready to take office at the beginning of the new school year. If the club officers were not elected at the end of the school year, this is the time to elect them. Refer to [Officer and Committee](#) information at www.buildersclub.org for more information on officer positions, responsibilities and training.
- **Board training.** Schedule a training session at the beginning of the year to assist the officers and directors with organizing their year. Materials to assist with training are available on Builders Club resource CD and at www.buildersclub.org under [Officer and Committee](#).
- **Board meeting.** Meet with your club officers to schedule a regular day and time each month to conduct the club's board meetings. Some clubs hold board meetings immediately prior to club meetings as well.
 - **Activity calendar.** Have your club officers prepare a rough draft of a club activity calendar for the year. Remember to obtain a school calendar to refer to during this planning session. Consider conducting a project survey to determine needs within the school and community. Check out #3: Serve at www.kiwanisone.org/charter for a useful tool.
 - **Prepare a committee sign-up sheet.** The club officers should develop a list of club committees they would like to see formed. A sign-up sheet should be created and distributed at the first club meeting so that every member can sign-up to serve on a committee.
 - **Budget.** Create a budget for the coming year based on your proposed activity calendar. Discuss needed funding and possible funding sources. There may be a need to plan a fundraiser. Your sponsoring Kiwanis club might consider assisting the Builders Club with finances.
- **Distribute Builders Club literature during school registration.** Distribute Builders Club materials during school registration to educate other students about Builders Club. Invite interested students to join the club.
- **Communicate with current Builders Club members.** Provide club information (parliamentary procedure information/ how to conduct a project survey / information about Kiwanis, etc.) And a proposed club calendar of activities to current members for the new school year. These items can be distributed during the first Builders Club meeting.



September

- **Committee assignments.** Distribute committee sign-up sheet to club members during the first club meeting and ask each member to sign-up for a committee.
- **Develop a notebook filing system to retain club records.** Begin compiling a chronological record of all the club's activities to be filed in notebooks. Notebooks become a useful resource for information to submit reports and for planning the next year. Information is also accessible should the club decide to enter Builders Club contests and awards programs.
- **Builders Club Renewal.** After the annual fee is paid, the Builders Club will receive the Builders Club Renewal Kit. Review and share with the club president and officers the materials you received from the international office. If the sponsoring Kiwanis Club has not received the renewal information, please contact the international office.
- **Review contest materials and consider participating.** Review the Contest Booklet at www.buildersclub.org for a complete listing of awards and contests available to Builders Club members and clubs. Contest rules and entry forms are also included. Provide information about the contests to club members.
- **Board training.** Confirm with the Kiwanis advisor the date to train club members and officer. Determine the time, and location of your training session. Approach an area Key Club or Circle K to assist with the training session. For complete training curriculum, officer guides and PowerPoint, check out [STEP 6: Make sure SLP club officers receive proper training](http://www.kiwanisone.org/advisor) at www.kiwanisone.org/advisor.
- **Installation ceremony.** Work with the club president and the Kiwanis advisor to plan the installation ceremony. A suggested outline is available at [Officer and Committee](http://www.buildersclub.org) information at www.buildersclub.org. When scheduling this function, be sure the Kiwanis advisor has received the member pins for presentation to club members. Invite the Kiwanis governor and Builders Club district administrator to attend the meeting and participate in the installation of officers.

October

- **Motivation.** Keep projects and committees moving.
- **Kiwanis-family activity.** Encourage your club officers to speak with your Kiwanis advisor about planning a Kiwanis-family project with your sponsoring Kiwanis club and area K-Kids, Key Club, and Circle K and/or Aktion Clubs.

November

- **Kiwanis meeting.** Make arrangements for several Builders Club members to attend a Kiwanis weekly meeting. Plan interclub holiday parties and service projects with members of the Kiwanis family in your area. For help with including Builders Club members at a Kiwanis meeting, refer to [STEP 9: Invite SLP club members to attend Kiwanis meetings](http://www.kiwanisone.org/advisor) at www.kiwanisone.org/advisor.
- **Kiwanis family month.** November is a great time to ask members of the Kiwanis family to attend your meeting or for you to attend one of theirs. Check out [Kiwanis One Day information](http://www.kiwanisone.org/advisor).

- **Committee update.** Assess how the committees are functioning, and determine how to strengthen problem areas, if necessary, with the board of directors.

December

- **Evaluate progress.** Use a board of directors meeting to discuss the club's progress so far. What's been accomplished? How many service projects have been completed? This might be a good time to review the honored and distinguished club award criteria by reviewing the Builders Club Annual Achievement Report at www.buildersclub.org.
- **Social events.** Have a social event for the club, such as a dance or a holiday party.

January

- **Membership drive.** Conduct a membership drive. Take in new members.

February

- **Achievement report/ club achievement award entry.** Make sure the club begins to prepare an annual achievement report. Clubs are honored with distinguished or honor club status and receive a banner patch for submitting this report.

March

- **Submit contest entry forms and reports.** Submit contest entry forms to your district administrator for receipt by April 1.

April

- **Election of new club officers.** Your club should stage elections to select the new club officers, if applicable. Officers must be elected no later than September 30.
- **Watch for Builders Club magazines.** Builders Club magazines are mailed to the Builders Club faculty advisor at the school address twice annually. Faculty advisors should give a magazine to each Builders Club member.
- **Submit contest entry forms and reports.** The Builders Club Annual Achievement Report should also be submitted to Kiwanis International by May 1.

May

- **Conduct a meeting for newly elected and current club officers.** Invite newly elected club officers and current club officers to attend a meeting to plan for the next year. (if applicable)
- **Transfer files to new club officers.** Make sure the newly elected officers receive information from the previous year (if applicable).
- **Organize year.** Work on a plan for your year with your Builders Club president (if applicable).

- **Plan to attend the sponsoring Kiwanis club board of directors meeting to provide input during the club's budgeting process.** Mention some of the projects the Builders Club hopes to conduct, and provide an estimated cost to conduct these service projects.
- **Distribute intent to join Key Club certificates to graduating Builders Club members.** These students will be moving on to high school and will be interested in joining the school's key club. If the high school does not have a Key Club, check out www.keyclub.org to start a new club.