

## District Administrator Checklist

TASK	Time of Year	Done
<b>CLUB SUPPORT</b>		
First communication or meeting with faculty and Kiwanis advisors. *	Beginning of school year.	
Communication or meetings with club advisors (through emails, newsletters and/or virtual gatherings). **	Monthly or every other month.	
<b>OPENING NEW CLUBS</b>		
Analyze and use your district's section of the Builders Club Information Report to: <ul style="list-style-type: none"> <li>• Identify and follow-up with host site and/or Kiwanis club for inactive clubs on the list. Can you help with issues that caused them to become inactive?</li> <li>• Identify and make a list of towns, cities, regions without Builders Clubs. Check for and contact Kiwanis clubs and schools in these places to explore interest in sponsoring/chartering a new club.</li> </ul>	August, March.  October, January.	
When you receive the Charter Revoked list in the fall from Kiwanis staff, contact former host sites and/or former sponsor Kiwanis clubs to find out why the Builders Clubs' stopped operating and if you can help them recharter.	November.	
Share information and/or make presentations for Kiwanis clubs to encourage sponsorship of new Builders Clubs.	Ongoing.	
Share information and/or make presentations for school districts, schools, youth organizations and other potential host sites about Builders Club to encourage new club chartering.	Ongoing.	
Assist the relationships between potential Builders Club host sites and sponsorship-interested Kiwanis clubs. Contact each side and check on progress toward identifying advisors and chartering the club.	Ongoing.	
When a site is interested in chartering without a Kiwanis sponsor, verify there is no interested / available Kiwanis club to sponsor. Assist with the chartering process.	As needed.	
<b>AMBASSADORSHIP</b>		
Develop positive working relationships with the district governor, governor-elect, secretary, youth protection manager, and other district SLP administrators.	Ongoing.	
Attend district events, midyear conference and district convention. Provide information, make a presentation or do training at these events, when possible.	Several times a year.	
Promote Builders Club throughout the district in articles, social media, newsletters, district website, etc.	Several times a year.	
<b>LIAISON TO KIWANIS INTERNATIONAL</b>		
Encourage sponsoring Kiwanis club secretaries to pay annual renewal fees, and update Builders Club membership count and advisor contact information.	Beginning of school year.	
Check the Paid Membership Report and follow-up with Kiwanis clubs sponsoring Builders Clubs in your district whose renewal fees have not been paid.	October, January.	
Attend district administrator chats and training offered by Kiwanis International.	Several times a year.	

Work with Kiwanis staff to solve clubs' issues (e.g., billing, program kit shipping, background check, youth protection training) and provide information and input.	As needed.	
Share accomplishments of your district's Builders Clubs. Forward news articles and stories for use in Builders Club publications.	When available.	
Encourage Kiwanis club and Builders Club advisors and chaperones to understand and adhere to youth protection policy.	Beginning of school year.	
Read, sign and adhere to a Kiwanis Code of Conduct and Ethics.	Once a year.	
Follow Kiwanis youth protection policies by maintaining a current cleared background check and completing Praesidium youth protection courses.	Every two years.	
<b>COMMITTEE LEADERSHIP</b>		
Lead a district Builders Club Committee or serve on a SLP Committee of volunteers that support and promote the program(s), if the district has one.	Ongoing.	
Train, support and communicate with committee members.	Ongoing.	

**\* Topics to cover in beginning of year meeting/communication with advisors:**

1. Introduce yourself and explain your role.
2. Encourage Kiwanis and faculty advisors to schedule a meeting to determine each advisor's responsibilities for the year.
3. Familiarize advisors with program kit materials and the Builders Club website, [buildersclub.org](http://buildersclub.org).
4. Encourage advisors to use the *Builders Club Advisor Toolkit's* Quick Start Guide for planning and to keep up with club tasks throughout the year.
5. Review the annual achievement report; encourage advisors to have clubs complete listed activities and submit the report for award consideration.
6. Share the year's schedule of advisor chats and events (including the Global Kickoff and Trick or Treat for UNICEF).
7. Encourage advisors to share club accomplishments on school/organization newsletter, website and social media. Make sure to tag #Buildersclub.
8. They can reach out to their sponsoring Kiwanis club secretary or the Kiwanis International member services team for assistance.
9. Explain Kiwanis youth protection policies (available at [kiwanis.org/youthprotection](http://kiwanis.org/youthprotection)) and how they apply to faculty advisors and club chaperones. Encourage Kiwanis club advisors to ensure they complete criminal history background check and Praesidium youth protection training every two years.
10. Explain that advisor should contact the sponsoring Kiwanis club secretary at the beginning of the school year to provide member and contact information and ask them to pay the club's renewal fee.

**\*\* Topics to communicate about with advisors throughout the year:**

1. Share updates, upcoming tasks (including surveys and award and contest deadlines) and event reminders. Include information about how to celebrate Builders Club Week, which moved this year to the last full week of February.
2. Develop effective strategies for membership development and retention for existing Builders Clubs.
3. Gather club service stories.
4. Resolve any club issues.
5. Do training.
6. Promote education about Key Club for graduating Builders Club members near the end of the school year.