



District Administrator Checklist

TASK	TIME OF YEAR	DONE
CLUB SUPPORT		
First communication or meeting with faculty and Kiwanis advisors.	Beginning of the year.	
Communication or meetings with club advisors (through emails, newsletters and/or virtual gatherings). **	Several times a year.	
OPENING NEW CLUBS		
Analyze and use your district's section of the Club Information Listing for Aktion Club, a report updated each week and available at https://www.kiwanis.org/members/for-leaders/district-level/district-reports/ : <ul style="list-style-type: none"> • Identify and follow-up with host sites and/or Kiwanis clubs for inactive clubs on the list. Can you help them with issues that caused the clubs to become inactive? • Make a list of towns, cities, regions without Aktion Clubs. Check for and contact Kiwanis clubs and organizations that support adults with disabilities to explore interest in sponsoring/chartering a new club. 	October, January, May, September.	
When you receive the Charter Revoked list in the fall from Kiwanis staff, contact former host sites and/or former sponsoring Kiwanis clubs to learn why the Aktion Clubs stopped operating and if you can help them recharter.	November.	
Share information and/or make presentations to Kiwanis clubs to encourage sponsorship of new Aktion Clubs.	Ongoing.	
Share information and/or make presentations at potential host sites about Aktion Club to encourage new club chartering.	Ongoing.	
Assist the relationships between potential Aktion 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 not an interested / available Kiwanis club to sponsor. Assist with the chartering process.	As needed.	
AMBASSADORSHIP		
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. Look for opportunities to invite Aktion Club officers, advisors and/or members to participate as speakers, presenters or participants.	Several times a year.	
Promote Aktion Club in the district through social media, articles, district website, etc. Make sure to tag #AktionClub.	Throughout the year.	
LIAISON TO KIWANIS INTERNATIONAL		
Remind advisors to submit their club membership roster and fees early to Kiwanis International. Clubs that submit before Nov. 1 will receive an early bird banner patch.	October, November.	
Check the Paid Membership Report at https://www.kiwanis.org/members/for-leaders/district-level/district-reports/ and follow up with Kiwanis clubs sponsoring Aktion Clubs in your district whose membership fees have not been paid.	November, January.	
Attend district administrator chats and training offered by Kiwanis international.	A few times a year.	

Work with Kiwanis staff to solve clubs' issues (e.g., billing, background check, youth protection training) and provide information and input.	As needed.	
Share accomplishments of your district's Aktion Clubs. Forward news articles and stories to Kiwanis International for use in Aktion Club publications.	When available.	
Encourage Kiwanis club and Aktion Club advisors to understand and adhere to youth protection policies, which also apply to vulnerable adults.	Beginning of the year.	
As an administrator, follow Kiwanis youth protection policies by maintaining a current cleared background check and completing Praesidium youth protection courses.	Every two years.	
COMMITTEE LEADERSHIP		
Lead a district Aktion 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 facility advisors to meet and determine each advisor's responsibilities for the year.
3. Familiarize advisors with the Aktion Club materials and website, aktionclub.org.
4. Encourage advisors to use the [Aktion Club Advisor Guide](#) for planning, ideas and procedures.
5. Review the annual achievement report and encourage advisors to have clubs complete listed activities and submit the report for award consideration.
6. Share the year's schedule of advisor chats.
7. Encourage advisors to share club accomplishments on the host facility and Kiwanis district's websites and social media. Make sure to tag #AktionClub.
8. Explain Kiwanis youth protection policies (available at www.kiwanis.org/who-we-are/youth-protection/) and how they apply to club advisors and club chaperones. Encourage Kiwanis club advisors to ensure they complete criminal history background check and Praesidium youth protection training every two years.
9. Remind advisors to visit the Membership Update Center to update the club's membership roster and pay member fees. Clubs who pay by November 1 receive an early bird banner patch. Member fees are due by December 1.

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

1. Share updates, upcoming tasks (including award and contest deadlines) and event reminders. Include information about how to celebrate Aktion Club Week during the first full week of March.
2. Share effective strategies for club member recruitment and retention.
3. Request service stories from clubs.
4. Resolve any club issues.
5. Do training.