



CIRCLE K KIWANIS ADVISOR

LIAISON BETWEEN THE SPONSORING KIWANIS CLUB AND SCHOOL CLUB

- Report on club activities at each Kiwanis club board meeting and monthly to the entire Kiwanis club
- Notify Kiwanis club board members of the schedule of club project and activities in which Kiwanians can be involved
- Annually review obligations of sponsorship of the club with the Kiwanis club
- Work with the Kiwanis club board to include funds for club operations in Kiwanis club budget
- Stay in regular communication with the club's faculty advisor, and work with him or her to facilitate the transition between old and new club officers
- Try to attend club and officer meetings
- Ensure club pays all district and international dues by December 1 and submits appropriate membership forms
- Ensure club treasurer creates an effective annual budget, and monitor club expenses to ensure they stay within budget parameters
- Ensure club develops and executes a plan for membership recruitment

CONTACT

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