



Project Survey

The best projects performed by Builders Club members have been collected and put into several publications, but this has not always met the need of every locality. The true service club, the one with the most meaningful and productive program, will want to meet the service needs within its own school and community. Therefore, this bulletin suggests conducting a survey to discover the needs in a specific community. The survey itself is good public relations for any club utilizing it.

I. Organization:

It is recommended that the club officers or the Service Committee (if your club has one) make the decision whether to conduct a survey and when it should occur. Once these details have been decided upon, the club officers should prepare a list of those administrative people within the school and community who are aware of needs within their own area of authority. Getting help from your advisors and the sponsoring Kiwanis Club is recommended.

For the school such a list might include the principal, vice-principal, head counselor, chief maintenance engineer or custodian, school nurse, etc.

In the community, you might want to include the mayor, chief of police, fire chief, and the director of the park department, civil defense, and city attorney, commissioners of various departments, other civic or community organizations and groups. The list could be endless and would vary in each community.

Once the interviewees have been decided upon, each should be assigned to a responsible Builders Club member. The Builders Club member should be instructed to telephone the individual to briefly explain the purpose of the call and ask to setup an appointment for an interview. (Personal interviews are preferred to telephone interviews.) Each interviewer should be given a copy of recommended questions; a sample interview guide is available below. A time limit of two to three weeks should be established to complete the interview and prepare a report.

II. Interviewing:

In conducting the interview, the Builders Club member should be properly dressed (Not sure what to wear? Ask your advisor for some helpful tips!), arrive on time and be prepared to take notes. The Builders Club member should introduce himself/herself briefly and explain what Builders Club is (including some interesting facts about the local club), and explain the purpose of the survey. Make sure and share the background on Builders Club! It will help the person being interviewed understand the limitations to service due to the make-up of the club, size of membership and available time to middle school students. Hopefully, each person interviewed will suggest several needed service projects the Builders Club would be able to undertake.

III. Selecting a project:

At the conclusion of the two-to-three week time period of interviewing, the club officers should meet again and compile the total list of suggested projects. Strike out those suggestions that are not practical or not feasible for Builders Club to undertake.

Also eliminate suggestions that do not properly fit under the classification of school or community "service." All the suggestions must fill a real need and be a service to people. In making the selection, several items should be kept in mind.

1. Pick a project that the members can get excited about! Often times Builders Clubs undertake projects that do not have any appeal to the average member, regardless of how worthy it is. The project is then difficult to complete because of lack of membership enthusiasm.
2. Pick a project that can be completed in two or three weeks! Projects that "drag out" over long periods of time have a tendency to lose steam, membership enthusiasm wanes, and then members have trouble completing it.
3. Pick a project that has some public relations value! Select a project that will be worthy of newspaper coverage, perhaps even a picture. And then, when actually working on the project, make sure the local newspaper is advised (at least one week in advance) and invite them to come!

IV. Follow-up:

Once the club officers have selected and scheduled the project, send a typed letter to each person interviewed, thanking him for his/her time. Make sure and tell them what project the club has selected as a result of the survey, giving them the details of the activities in case they would like to come and watch.

After the project is completed, identify the person who suggested the project that was selected and send that individual a special letter of appreciation. Have members of the Builders Club collect all local newspaper clippings of your club at work on the project. Include these with a note, "Just in case you missed it. Thanks again for your assistance," attach the clipping, sign and mail.

This is public relations at its finest! People of responsibility now identify with the service project success and the Builders Club program.

And, remember, the list of other projects not selected is still helpful! If time permits, select a second project and write the two letters again. In solving the local needs the Builders Club becomes important to the school and community—and to its members!

V. General suggestions:

Your faculty advisor and Kiwanis sponsor should be included in all levels of the planning and meetings held. Their advice, counsel, and recommendations are necessary and will be of extreme value to you. You might plan to have a joint Builders Club-Kiwanis project survey (including CKI, Key Clubs and K-Kids if possible) to find the best joint service project available.



Project Survey Interview Guide

What is the purpose of this guide?

This guide will help you interview the people in your school and community to determine what service projects your Builders Club might want to conduct. The purpose of the interview is to identify needs within the school and community.

Choosing people to interview!

When choosing the people to interview, you need to think about the people who are leaders within the school. People you might want to think about talking to include: the principal, vice-principal, head counselor, chief maintenance engineer or custodian, and school nurse. You might also want to think about talking to different teachers: the music teacher, art teacher, physical education teacher, and the school librarian.

What do the students need?

When you talk to these people, remember that you are trying to find out what the school and students need and if there is a way the Builders Club might be able to provide the needed items or assistance.

Contact the people you want to interview.

The first step is to contact the school administrators and teachers you wish to interview and schedule a time and location for the interview. If possible, schedule at least an hour of time for each interview. Note the time and location of the interview on a calendar so you remember to keep your appointment.

Take notes.

When you arrive at the interview, remember to take your interview guide, additional questions, notebook paper, and a pen or pencil. You will be asking questions and writing the person's responses. Write neatly so you will be able to share the information with other club members at your next Builders Club meeting.

Share your findings with the club.

When you have the responses from all the individuals interviewed, collect the information and share the findings at a club meeting. The club will use this information to decide on service projects or programs its members would like to develop.

Here are some questions you might want to ask within your school.

Questions to ask the principal and school counselor

1. What local organizations would you like to see involved with the school?

2. Does the school currently have a partnership with another organization?
Would you like to encourage more involvement from this organization?

3. What organizations do you feel the teachers and students would be interested in helping?

4. What type of programs would be of benefit to the students?

5. From the following listing of possible programs the club could sponsor, which program(s) do you feel would be of interest? Please check those that apply.

- First-aid training
- Baby-sitting class (safety tips for future baby-sitters)
- Resolving Conflict – (seminar for students)
- Fire safety
- Promoting school spirit through various activities
- School ground beautification program – plant flowers, paint school equipment, etc.
- Building improvements – provide air conditioning units or playground equipment
- Development of a mentoring program
- Technology training for both teachers and students
- Development of school newspaper and Web site

6. Is there a charity that you feel students would be excited about helping?

7. Provide a copy of the **Builders Club Suggested Projects** and ask that a notation be made next to any of the projects or organizations he/she finds interesting.

Questions to ask teachers

Consider interviewing the following teachers: music teacher, art teacher, physical education teacher, and the school librarian.

1. Is there a special area that needs particular focus, a specific need that the club might be able to address?

2. Does your department need supplies or equipment?

3. What organizations do you feel should be involved with the school?

4. What type of programs do you believe would be of benefit to your students?

5. From the following list of possible programs the club could sponsor, which program(s) do you feel would be of interest?

- First-aid training
- Baby-sitting class (safety tips for future baby-sitters)
- Resolving Conflict – (seminar for students)
- Fire safety
- Promoting school spirit through various activities
- School ground beautification program – plant flowers, paint school equipment, etc.
- Building improvements – provide air conditioning units or playground equipment
- Development of a mentoring program
- Technology training for both teachers and students
- Development of school newspaper and Web site

6. Is there a charity that students in your class would be excited about helping?

7. Provide a copy of the **Builders Club Suggested Projects** and ask that a notation be made next to any of the projects or organizations that he/she finds interesting.

Extra notes:

a Kiwanis-family member
www.buildersclub.org