

K-KIDS & BUILDERS CLUB

Advisor guide





Motto

We build

Vision

To develop competent, capable, caring leaders through the vehicle of service.

Mission

K-Kids is an international student-led organization providing members with opportunities to perform service, build character and develop leadership.

Pledge

As a K-Kid, I promise to serve my neighborhood and my school. I will show respect toward my environment and I will try to make the world a better place in which to live.

Objects

- To provide opportunities for working together in service to school and community.
- To develop leadership potential.
- To foster the development of strong moral character.
- To encourage loyalty to school, community and nation.

Core Values

Character building: The ability to do the right thing, even when it might be the unpopular choice.

Leadership: The ability to listen, communicate, serve and guide others.

Inclusiveness: Accepting and welcoming differences in other people.

Caring: The act of being concerned about or interested in other people or situations.



Motto

Building leaders

Vision

To develop competent, capable, caring leaders through the vehicle of service.

Mission

Builders Club is an international student-led organization providing members with opportunities to perform service, build character and develop leadership.

Pledge

I pledge on my honor to uphold the objects of Builders Club. To better my school, my community, my nation and myself. To aid those in need while enhancing leadership capabilities, and to encourage the fellowship of all mankind.

Objects

- To provide opportunities for working together in service to school and community.
- To develop leadership potential.
- To foster the development of strong moral character.
- To encourage loyalty to school, community and nation.

Core Values

Character building: The ability to do the right thing, even when it might be the unpopular choice.

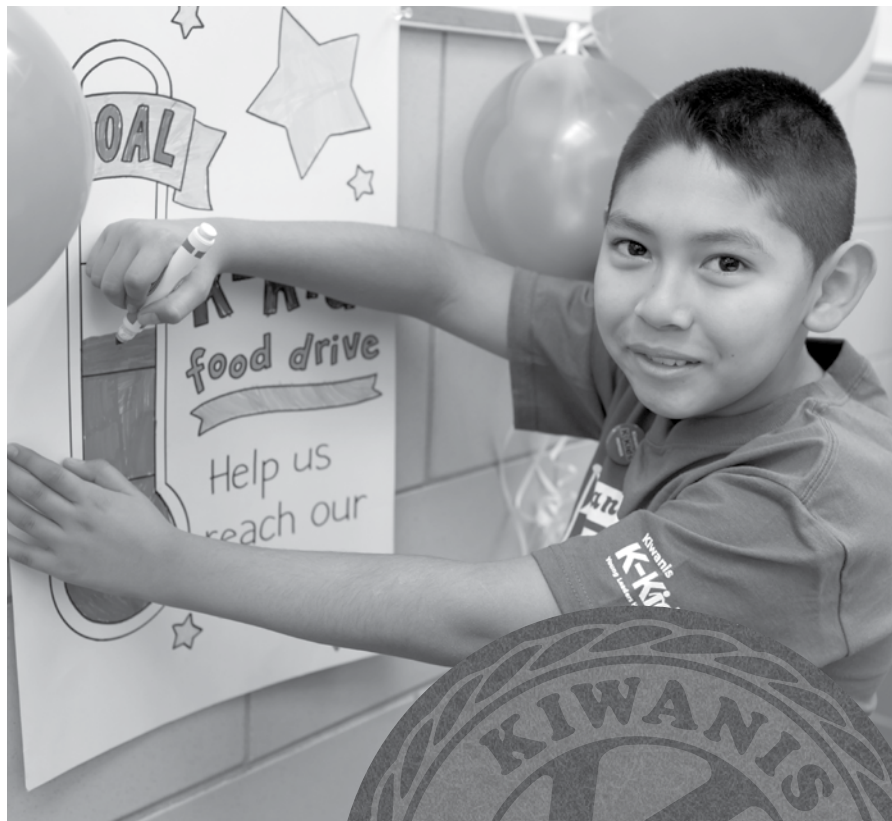
Leadership: The ability to listen, communicate, serve and guide others.

Inclusiveness: Accepting and welcoming differences in other people.

Caring: The act of being concerned about or interested in other people or situations.

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Dear advisor:

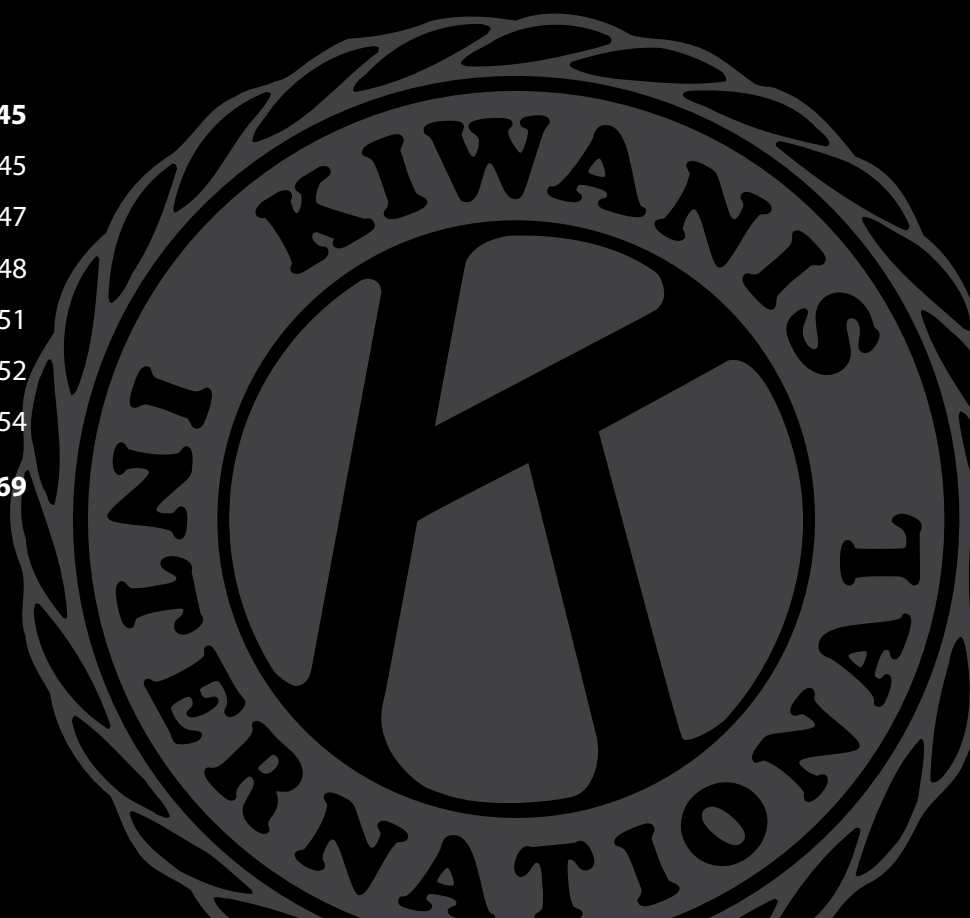
Thank you for supporting and inspiring K-Kids and Builders Club, the youngest members of the Kiwanis family. Kiwanis is a global organization of members dedicated to serving the children of the world.

As an advisor, you are a vital contributor to the shared work of achieving the mission and vision of K-Kids and Builders Club, and we want to make sure you are properly equipped for this role. This guide provides essential elements to support your work as a leader. It is divided into five parts:

- Service Leadership model
- IDEA: a high-impact service toolkit
- Advisor role and resources
- Club processes and resources
- Kiwanis International support

We hope your experience as a club advisor to K-Kids or Builders Club will be meaningful and rewarding. Thank you for your service!

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Service Leadership model

The experience of service leadership is the primary objective of Kiwanis Service Leadership Programs. Service leadership is a powerful force. In fact, it's the premier level of social contribution. The service-club experience prepares people to become the most engaged members of their communities — now and in the future.

Serve
Lead
+ Engage

Service leadership

Advisors play a key role in helping members grow in these areas. All K-Kids and Builders Club clubs should strive to achieve the service leadership model. Later in this guide, you will learn more about our high-impact service toolkit called IDEA. IDEA includes resources and worksheets that advisors and club members can follow throughout the year. Clubs that follow the IDEA Toolkit will see their members connect to their service projects and become passionate about service being their way of life.

Serve

When students discover their passion to serve, they decide that serving others is a new, exciting way of life. When students join a service club at a young age, they accept their ability to make a difference, enhance their knowledge of personal passions and convictions, and develop their ability to empathize with community members in need.

How will you know if your members have a heart to serve? You might notice members begin to:

- Show more care and compassion for each other.
- Identify needs in their school and community, with less prompting by advisors.
- Better express their beliefs and ideas for how they want to serve others because they have a better sense of self.
- Discuss their service projects with greater depth and insight, especially regarding broader impact.
- Identify themselves as the ones who can make a difference.

How can an advisor support the discovery of a passion to serve?

- Ensure that service remains front and center as the purpose of the club.
- Facilitate conversations before and after service projects to help students express their emotions and insights.
- Pay attention to members who identify a passion and help them find resources to further investigate that passion.
- Introduce the club to community charities and cause-related organizations that they might not discover on their own.
- Make sure the club's choices for projects and service initiatives are student-led.

Lead

Every person has leadership potential, and service clubs provide a forum for young leaders to unlock theirs. Someone with a desire to lead will decide to step forward when the easier choice might have been to stand still. The service club experience at a young age can help students accept their identity as a leader, enhance their knowledge of how to be an others-centered leader, and develop their ability to move an idea into purposeful action.

How would you know if your members have a desire to lead? You might notice members begin to:

- Show an increased willingness to step forward to volunteer.
- Display humility when entrusted with leadership positions.
- Gain energy by solving problems and addressing big issues.
- Steadily increase their involvement.
- Say, "I am a leader."

How can an advisor support more members in finding their desire to lead?

- Provide training to elected leaders on both the technical aspects of the job and the social and emotional aspects.
- Praise and recognize members who lead with humility and display others-centered leadership.
- Pay attention and show appreciation to members who contribute more than before.
- Stress that all members — not just the officers — have the capacity for leadership.
- Make sure the club's operations and decisions are student-led.

Engage

Someone interested in engaging decides to live a life of collaboration and not isolation. More than ever before, young people need to develop the capacity to effectively interact with others face-to-face. The service club experience helps students accept that collaboration is key to success, enhances their knowledge of how to build coalitions to address community needs, and develops their ability to build strong human connections through conversation.

How would you know if your members have interest in engaging? You might notice members begin to:

- Show eagerness to engage with each other and build relationships.
- Become increasingly approachable because of their interpersonal skills.
- Communicate more effectively in personal conversations and small groups.
- Work out conflict with minimal help from advisors.
- Show confidence when engaging with people outside of the club, including school and community leaders.

How can an advisor support members in exercising their ability to engage?

- Engage members in recruiting peers for service, whether it's to help with one project or join the club.
- Encourage club officers to include fellowship time at every meeting, using "icebreaker" activities to promote interaction.
- Set aside time for educating the members on core skills, such as proper introductions, active listening and social interactions.
- Pay attention and show appreciation to members who exhibit a high degree of excellence in social skills.
- Provide opportunities for club members to interact with adult leaders and parents in ways that allow them to practice social skills.

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IDEA: a high-impact service toolkit

The best way to help young people develop into lifelong servant leaders is to give them personal experience in high-impact service. High-impact service occurs when members are fully invested in the project, the experience positively affects both members and beneficiaries, and the results last beyond the present. That's what K-Kids and Builders Club are all about: members see how they can make a difference and become leaders through service.

To help members lead the way to high-impact service, Kiwanis International is excited to offer the IDEA Toolkit. Written specifically for club officers, the toolkit guides members through planning and executing a service project of their choosing—from beginning to end. IDEA is comprised of four steps:

- Identify the need
- Develop the passion
- Execute the project
- Advance the impact

Each step contains instructions, handouts and tools for club officers. Advisors should read and review the toolkit with officers — and then act as a resource along the way. The IDEA Toolkit is tailored for each program. The K-Kids toolkit and resources are available at kkids.org/IDEA. For Builders Club, they're available at buildersclub.org/IDEA. Here are the basics of each step for both toolkits:

Identify the need

Every school and community has service needs. Choosing one for the club to address with a high-impact service project requires the participation of every club member. In this step, club members will participate in activities that challenge them to investigate the service needs in their community.

Develop the passion

Understanding the service need is crucial to planning an effective service project—and to forming a personal connection to it. In this step, club members will hear from community experts, brainstorm ideas, decide on a service project and bring awareness to their cause.

Execute the project

The key to achieving service projects with high impact is to plan. In this step, club members will learn what details must be decided to execute a service project. They will have fun practicing a variety of skills, including budgeting, fundraising, event planning and more.

Advance the impact

Service projects don't simply end when the activity is over. Celebrating, reflecting and sharing the results with others is important to achieving the highest impact. In this step, club members will take time to think of all they have accomplished—and make plans to continue their path of service.

There is no set timeline for using the IDEA Toolkit. We understand that every K-Kids club and Builders Club is different. Each club should use the IDEA Toolkit as it sees fit and make adaptations when necessary. In fact, advisors and club officers should review the toolkit together before getting started. If advisors aren't sure an activity would be approved, it is their responsibility to check with the proper authorities.

As you use the IDEA Toolkit, let us know how it's going. At any time throughout the year, send your suggestions and ideas about the IDEA Toolkit by emailing kkids@kiwanis.org or buildersclub@kiwanis.org.

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Advisor role and resources

Advising your K-Kids or Builders Club members is no easy task, yet the sense of achievement and reward is always present. The resources found in this section will help you prepare your schedule for the year and understand your role with the club.

Getting your club started each year

Whether you're advising a newly chartered club or beginning another year with your existing club, these tips will start you on the right foot:

- **Review this advisor guide.** This tool is meant to be a helpful resource for you. Refer to it throughout the year as you support your club.
- **Review the IDEA Toolkit.** IDEA is a toolkit to help members achieve high-impact service. When clubs follow the IDEA Toolkit – which includes activities, worksheets and resources for the club – members will feel fully invested in the project, learn new skills, and begin their path of service as their way of life. Review the toolkit with your club officers and start planning on using it throughout the year. This resource is published online at kkids.org/IDEA and buildersclub.org/IDEA.
- **Review club forms.** Every K-Kids or Builders Club member in your club should submit a signed Permission to Participate Form and signed Photograph Release Consent Form (see pages 57–59). This ensures that students have permission to participate and to be photographed for promotional use. It is the club's responsibility to keep the completed forms on file.
- **Work with club officers to schedule the club's first meeting.** Review the IDEA Toolkit with club officers so they can begin to lead the club's first activities and plan for the year.
- **Read monthly e-newsletters.** From August to May, Kiwanis International publishes a monthly e-newsletter for K-Kids and Builders Club advisors. These newsletters contain updates, tips, activity ideas, resources and more. Advisors automatically receive this communication. If you are not receiving this email, contact memberservices@kiwanis.org to update your contact information.
- **Complete e-learning advisor education.** Whether you're a new or experienced advisor, we have training courses that will enhance and strengthen your skills as a guide and mentor. Learn more by visiting kkids.org/advisoreducation and buildersclub.org/advisoreducation.
- **Follow us on social media.** Get the latest news and connect with other clubs worldwide by following K-Kids on Facebook (facebook.com/KiwanisKids), Twitter (twitter.com/KiwanisKids) and Pinterest (pinterest.com/KiwanisKids), and Builders Club on Facebook (facebook.com/BuildersClub) and Twitter (twitter.com/BuildersClub) and Pinterest (pinterest.com/BuildersClub).

Advisor roles

K-Kids and Builders Clubs are sponsored in partnership with schools or community organizations and Kiwanis clubs. These partners identify a faculty advisor and a Kiwanis advisor to serve as club mentors.

FACULTY ADVISOR

The faculty advisor works closely with the K-Kids club or Builders Club, is familiar with the school or organization's procedures and acts as a liaison with the K-Kids club or Builders Club, the Kiwanis club and school administrators.

Responsibilities include:

- Communicate regularly with the Kiwanis advisor.
- Attend regular club and board meetings.
- Consult and advise club members.
- Assist with planning and implementing service projects.
- Ensure that club activities fall within school policy.
- Connect with other school student groups and promote joint activities.
- Help the club recruit new members.
- Support club members in achieving high-impact service. (See pages 11–12 for more information.)

KIWANIS ADVISOR*

The Kiwanis advisor supports club members and the faculty advisor in all endeavors and serves as the liaison with the sponsoring Kiwanis club, the K-Kids club or Builders Club's faculty advisor and school administrators.

Responsibilities include:

- Appoint a Kiwanis K-Kids club or Builders Club faculty advisor (or committee of advisors).
- Attend K-Kids club or Builders Club meetings and events.
- Support club members in achieving high-impact service. (See pages 11–12 for more information about high-impact service and the IDEA Toolkit.)
- Maintain expenses in the service account.
- Meet with school leader(s) at least once a year.

- Ensure all dues and fees are paid.
- Ensure proper training for K-Kids club or Builders Club officers.
- Meet with Kiwanis leaders at least once a year.
- Host or participate in joint club activities.
- Invite K-Kids or Builders Club members and school leaders to Kiwanis meetings.
- Ensure K-Kids or Builders Club members have training opportunities beyond the club level.

*If your K-Kids or Builders Club is not sponsored by a Kiwanis club, there will not be a Kiwanis club or Kiwanis advisor to fill these responsibilities. The faculty advisor may want to partner with another person within the school or organization.

Advisor checklist

This checklist will help keep you on task throughout the year. Use it to meet the needs, culture and schedule of your club and/or school.

- ☐ Complete online advisor education courses. Visit kkids.org/advisoreducation or buildersclub.org/advisoreducation to learn more.
- ☐ Hold a meeting with the Kiwanis advisor and the faculty advisor to set expectations for the upcoming year. Confirm club meeting times and location.
- ☐ Meet with the school principal to review your club's plans and goals for the upcoming year.
- ☐ Kiwanis advisors: Ensure your criminal history background check is complete. If needed, reach out to the Kiwanis club secretary for assistance.
- ☐ Ensure all officer positions are filled for the year. Provide officer training with support from the sponsoring Kiwanis club. See pages 35–37 for more information.
- ☐ Arrange an installation ceremony for new members and club officers. Invite parents and the sponsoring Kiwanis club to attend. See pages 31–34 for more information.
- ☐ Encourage club officers to create a member recruitment plan. See page 40 for more information.
- ☐ Encourage club officers to involve the club in high-impact service using the IDEA Toolkit. See pages 11–12 for more information.
- ☐ Check out club contest and award opportunities. Visit kkids.org/contests or buildersclub.org/contests to learn more.
- ☐ Ask your sponsoring Kiwanis club secretary to renew the club for another year. Visit kkids.org/renewal or buildersclub.org/renewal to learn more about the process.
- ☐ Celebrate Kiwanis Youth Protection Week **in September** by reviewing the Kiwanis youth protection training. Visit kiwanis.org/youthprotection to learn more.
- ☐ Participate in a Kiwanis One Day service project **in October**. Kiwanis One Day encourages all Kiwanis-family club members to jointly perform a community service project. Visit kiwanis.org/oneday to learn more.

Tip: IDEA is a toolkit for members to lead the way in achieving high-impact service. See pages 11–12 for more info.

- ☐ Encourage members to participate in Trick-or-Treat for UNICEF in **October**. Visit unicefusa.org/trick-or-treat to learn more.
- ☐ Celebrate Kiwanis-family members during CKI Week in **October**. Visit circlek.org to learn more.
- ☐ Celebrate Kiwanis-family members during Key Club Week in the first full week of **November**. Visit keyclub.org to learn more.
- ☐ Builders Clubs: Encourage second semester eighth graders to attend a Kiwanis Key Leader event. Visit key-leader.org to find an event near you.
- ☐ Celebrate K-Kids Week in the last full week of **February**. Visit kkids.org to learn more.
- ☐ Celebrate Kiwanis-family members during Builders Club Week in the third full week of **March**. Visit buildersclub.org to learn more.
- ☐ Celebrate Kiwanis-family members during Aktion Club Week in the first full week of **March**. Visit aktionclub.org to learn more.
- ☐ Oversee the elections and training of new officers for the club with support from the sponsoring Kiwanis club. See page 30 for more information.
- ☐ Introduce members who are graduating out of the club to the next club in the Kiwanis family.
- ☐ Plan thank-you gifts for volunteers who have helped the club throughout the year.

Support to advisors

PARENTS

To increase the success of your club, encourage support and participation from parents. Try these actions to gain maximum parental involvement.

- **Keep parents informed.** Communicate with parents often on club plans and the progress of service projects.
- **Ask parents to help.** Invite parents to attend and help supervise service projects.
- **Invite parents to club meetings.** Encourage parents to see the club in action at meetings. Consider sharing members' work from the IDEA Toolkit (see pages 11–12 for more information). Parents might want to get more involved with a project if they see how much planning is involved.
- **Network.** Parents might have useful connections or ideas for the club's next project.
- **Ask for donations.** Parents are the perfect donors to support your club.

THE SPONSORING KIWANIS CLUB

With the support of your sponsoring Kiwanis club, K-Kids and Builders Club members gain connections to a wide variety of resources and social networks. So take advantage: Engage the sponsoring Kiwanis club with club officer training, activities from the IDEA Toolkit (see pages 11–12), member induction ceremonies and more.

Your sponsoring Kiwanis club pays your K-Kids club and Builders Club's annual renewal fee, which is included on the Kiwanis club's invoice. There is no dues structure for K-Kids or Builders Club unless one is adopted by the local club. If your club chooses to collect member dues, establish that expectation—including the amount—in your club bylaws. Keep dues at a minimum so that no member is prohibited from joining, and use those funds for club-level projects and expenses. A K-Kids or Builders Club without a sponsoring Kiwanis club is billed directly on an annual basis.

DISTRICT ADMINISTRATOR

The Kiwanis district's leadership appoints a district administrator to oversee K-Kids and Builders Club activities in the area. This Kiwanian is dedicated to the success of K-Kids and Builders Club and often has several years of experience in this position.

Your district administrator will communicate with the faculty and Kiwanis advisor on a regular basis and can be a great resource for you. Please notify him or her if either of these situations occur:

- The club appears to be in jeopardy of losing its charter due to low membership (15 members or fewer), nonpayment of annual fees or a change in the sponsoring Kiwanis club's relationship with your club.
- The faculty advisor is having trouble communicating with or receiving support from the sponsoring Kiwanis club.

If you have not received communication from your district administrator, contact kkids@kiwanis.org or buildersclub@kiwanis.org so a Kiwanis International staff member can connect you.

KIWANIS INTERNATIONAL OFFICE

The Kiwanis International office is in Indianapolis, Indiana. Kiwanis International staff members produce literature and publications, update club materials, exhibit programs around the world, counsel and advise district administrators, process charter paperwork and club renewals and answer questions from K-Kids and Builders Club advisors.

Staff members are available to assist you during regular business hours.

Monday through Friday

8:30 a.m.–4:45 p.m. Eastern Standard Time

Kiwanis International

3636 Woodview Trace

Indianapolis, IN 46268 USA

1-800-549-2647 US and Canada

+1-317-875-8755

Websites: kiwanis.org | kkids.org | buildersclub.org

Email: memberservices@kiwanis.org

Advisor tips

Advising is not always easy. These practical tips can help you handle difficult situations.

Members want to pursue an idea that has too much risk.

Don't immediately interrupt, but ask for time to talk before they go too far. Use phrases that recognize members' passion and creativity, but help them see reality. For example: "I really appreciate your creativity and ideas, but I am concerned that this activity could be unsafe or risky. Safety is important in any service project. Can we keep the spirit of the idea, but find another type of project that wouldn't be risky?"

The advisors don't see eye to eye.

It's important to avoid big disagreements in front of club members. Schedule a lunch or coffee date to discuss your issues. When a conflict arises, use active listening and try to see the other advisor's point of view. Of course, much conflict can be avoided with regular advisor meetings — so you're on the same page *before* you walk into club meetings.

A member gets hurt at a project.

In an emergency, call 911. Your club is covered by liability insurance through your sponsoring Kiwanis club. Contact the Kiwanis club to learn how to file a claim. Visit kiwanis.org/liability to learn more about Kiwanis insurance. See page 51 for more information.

Members won't sit still at meetings.

Try a brain-engaging exercise, which should help them relax and focus. Ask them to sit up tall, rest with their palms down, close their eyes and breathe deeply. Sit still and breathe with them for a few minutes.

You run out of supplies.

Club supplies can be ordered through Kiwanis Member Services team. Email memberservices@kiwanis.org.

Tip: If you are struggling with a difficult situation, reach out to your sources of support. See pages 20–21 for more info.

DO:

- Be available and approachable.
- Communicate regularly with your fellow advisor.
- Empower students to take action and try new things using the IDEA Toolkit.
See pages 11–12 for more information.
- Represent the club's interest in school meetings or meetings with parent groups.
- Strive to learn about each member and his or her strengths and talents.
- Discuss concerns with officers and members in private while giving specific praise in public.
- Introduce new officers and members to the history and purpose of Kiwanis.
- Guide and assist members in becoming responsible leaders.
- Be consistent in your actions.
- Model and encourage good verbal and listening skills.
- Provide structure and be a continuous fixture for club members.
- Use club bylaws as a reference for the proper way to conduct club business.

DON'T:

- Force your opinions on club members.
- Miss meetings or functions.
- Be afraid to let club members try new ideas.
- Speak more than you listen.
- Do everything yourself.
- Run the club meetings and/or service projects.

Membership materials

Active K-Kids and Builders Clubs receive a membership kit in late September or early October. (To be considered active, a K-Kids or Builders Club must be up to date in paying the renewal fee from the previous administrative year.) The membership kit includes essential tools such as member buttons, handbooks and more.

Sponsoring Kiwanis clubs can update the membership count(s) and shipping address(es) for each K-Kids and Builders Club in the online management system found at kiwanis.org/login. Instructions are emailed to the Kiwanis club secretary and can also be found online at kkids.org/renewal or buildersclub.org/renewal.

For K-Kids and Builders Clubs without a sponsoring Kiwanis club, faculty advisors can update the membership count by contacting memberservices@kiwanis.org.

Advisor changes

To update a youth club's Kiwanis advisor, the sponsoring Kiwanis club secretary must make the change in the online management system at kiwanis.org/login.

To update a youth club's faculty advisor, send an email to memberservices@kiwanis.org with the advisor's name and contact information.

Website resources

Contests and awards: kkids.org/contests or buildersclub.org/contests

IDEA Toolkit: kkids.org/IDEA or buildersclub.org/IDEA

Mindful Leadership resources: kkids.org/MindfulLeader or buildersclub.org/MindfulLeader

Kiwanis club locator: kiwanis.org/findaclub

Kiwanis One Day information: kiwanis.org/oneday

Kiwanis Youth Protection Policies: kiwanis.org/youthprotection

Online club renewal center: kkids.org/renewal or buildersclub.org/renewal

SLP club chartering information: kiwanis.org/charter

Social media resources

Facebook: facebook.com/KiwanisKids or facebook.com/BuildersClub

Twitter: twitter.com/KiwanisKids or twitter.com/BuildersClub

Pinterest: pinterest.com/KiwanisKids or pinterest.com/BuildersClub

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NOTES

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Club processes and resources

Club officers

Each K-Kids and Builders Club is led by a student board and consists of the club president, club vice president, club secretary and club treasurer. Each club can add additional positions if desired.

PRESIDENT

- Sets and monitors club goals
- Runs club meetings
- Appoints committee chairs
- Delegates tasks as necessary
- Takes the lead in helping the club develop projects
- Guides the club through completing IDEA high-impact service activities (see pages 11–12 for the IDEA Toolkit)

VICE PRESIDENT

- Serves the president, other club officers, committees and the general membership
- Learns and helps with the duties of the president, and fills in or takes over as necessary
- Welcomes new members and guests
- Announces important club updates
- Assists the club in completing IDEA high-impact service activities

SECRETARY

- Takes minutes and attendance at meetings
- Ensures records are secure
- Maintains all important files for the club
- Collects reports from the committees' chairs
- Organizes and monitors the club calendar
- Assist the club in completing IDEA high-impact service activities

TREASURER

- Organizes and monitors the club budget
- Ensures funds are secure
- Reports to the board at each meeting on the status of the club treasury
- Reports the status of the club treasury to sponsoring Kiwanis club
- Assists the club in completing IDEA high-impact service activities

Elections

Each club can decide how to best hold elections. Elections should be held at the end of the club year to help prepare the transition of both outgoing and incoming club officers.

*Use these tips as a starting point and customize as necessary.

At the meeting prior to holding elections:

- Define the officers' roles and responsibilities and what strengths a student needs to excel in each role.
- Ask whether any students are interested in running for an officer position or would like to nominate a peer.
- Encourage each candidate to prepare a statement to present at the next meeting about why he or she would be the best choice for that officer role.

To hold elections:

- Review each officer role again for the entire club.
- Have candidates speak to the club about why they want to be an officer.
- Ask students to vote for each position via a ballot or simple piece of paper.
- Tally the votes and announce the winner.

*If your club is newly chartered, you should hold elections at the start and end of the club year.

Installation of officers and members

Following the Standard Form for K-Kids and Builders Club Bylaws, schedule an installation of club officers shortly after elections. The club may choose to conduct a formal ceremony along with the induction of new members, or to install officers during a regular meeting.

To enhance your club's ties with the Kiwanis family, ask the Kiwanis lieutenant governor to be the installing officer. Encourage outgoing officers or a special committee to plan a program that is brief but meaningful — and to invite members of the sponsoring Kiwanis club, the co-sponsoring Circle K/Key Club, the school principal, parents and all fellow members of the K-Kids club or Builders Club.

Use the following guidelines regarding the usual order of events and wording for a formal installation.

RETIRING PAST OFFICERS

The installing officer invites the retiring officers to stand while he or she briefly refers to achievements made during their year of service. He or she explains the value of continuity in the transition from one administration to another and encourages retiring officers to share their experience and insight with their successors.

Before officially inducting the new officers, the installing officer addresses the retiring president, announcing his or her name and saying:

"You and your board have served your club and your school well. Please accept my thanks and congratulations. However, your job is not complete. You'll be in a position to advise and counsel the newly elected officers. Your help and guidance is still needed. Your experience and leadership can be great tools. Your knowledge of the executive duties enables you to make helpful suggestions as you transition this position to the leadership of the new president.

"I ask you to be willing to serve in an important capacity within this club. Make the transition of administration a smooth one by generously sharing your knowledge and experience with your successor. Also, continue serving your home, school and community, and carry on the virtues that K-Kids/Builders Club has instilled in you."
(Seat all retiring officers. Have new officers stand.)

INSTALLING NEW OFFICERS

Installing officer

"Would the incoming officers please stand and come forward? Having been elected to the office of president, vice president, secretary and treasurer, you are responsible for working with the club advisors to make sure club business is accomplished.

"You have a role at all club meetings, so plan to attend and take an active part in all club activities. Express your opinions by always thinking of the best interests of the whole club, not individual members or your personal wishes."

Treasurer

"You have been elected to help keep records on all funds of the club. By working with the faculty and Kiwanis advisors, you will make sure that all money collected is carefully registered."

Secretary

"You have been elected to take minutes of each club meeting so that there is an accurate record of discussions. You will be asked to present minutes of the previous meeting at the start of each new meeting."

Vice president

"You have been elected to work with the president and help in any way needed. If the president cannot lead a meeting, you will be asked to conduct the club business."

President

"You have been elected to be the student leader of the K-Kids club/Builders Club for this year. You will preside at each club meeting. You will work with the faculty and Kiwanis advisors to plan the events of the club and work to complete the plans.

"Remember that this club is a democracy, and as the president you should let the ideas and opinions of all members be expressed. When there is a difference of opinion, a vote should be held."

To all officers

It is my privilege to welcome you as the charter officers of this club. I congratulate you on your elections and know that you will always strive to do your very best to complete your responsibilities. The club's success is not based on one of you, but on all of your work. Always remember the K-Kids club/Builders Club pledge and your call to serve our school and community."

The inductor then shakes the hand of each officer and declares them duly installed.

INSTALLING NEW MEMBERS

Installing officer

"K-Kids/Builders Club is such an incredible organization that each of us should want to share its opportunities with others. Surely there's no better evidence of this than the induction of new members. Today we're very pleased to induct the new members of this K-Kids club/Builders Club. I would like to invite these students to come forward at this time.

"Today we bring these students into membership of this K-Kids club/Builders Club. One by one, I will introduce each new member."

(Insert biographical information about each person being inducted. Include name, grade level, special achievements and other organizational affiliations.)

"At this time, I would like each of you to state the Objects of K-Kids/Builders Club by repeating after me:

'I pledge to uphold the Objects of K-Kids/Builders Club:

To provide opportunities for working together in service to school and community.

To develop leadership potential.

To foster the development of a strong moral character.

To encourage loyalty to school, community and nation."

CLOSING CEREMONY

(Give each new member a member button.)

"We now induct you into the membership of the K-Kids club/Builders Club of (Name of School). I welcome you into our Kiwanis-family fellowship. We know that each of you will bring strength to this K-Kids club/Builders Club, just as we surely know that membership in this club will bring many rewarding experiences into your life."

"Please join me in welcoming our newest K-Kids club/Builders Club members."

(Applause)

Training of new officers

Training new officers before they take on new responsibilities will ensure they are able to fulfill their roles and live up to expectations. These tips will help you plan and execute the new-officer training session.

Who should attend the training?

Invite—and expect—all elected club officers to attend this training. If you've selected committee chairs, they may benefit from attending also.

Who should conduct the training?

Because your club is a student-led organization, and because it's good for the new board to see support coming from many people, invite outgoing officers as well as local Circle K, Key Club and Kiwanis members to help plan and conduct the training session. Outgoing officers have great ideas based on their recent experience, and they know the needs of their peers and the community. Also, look for people with excellent facilitation skills.

When to conduct officer training?

Plan a new session of officer training each time a new team of leaders takes office.

Where to conduct officer training?

Schedule training at a convenient and adequate location selected by the advisors and members, such as the club meeting location, a community center, a park or a recreation facility.

Tip: Work with the outgoing officers and your sponsoring Kiwanis club to provide the best training possible.

What to cover in the training?

Officers need two skill sets to succeed in life and in leadership: hard skills and soft skills. Both are equally important.

Hard skills can be described as the club's administrative procedures. Examples include: taking minutes, following parliamentary procedure, planning a budget and establishing the year's calendar of events.

Soft skills are people skills or interpersonal skills—they affect how members relate to each other. Examples include: communicating and working effectively with adults, helping resolve member conflict, cooperating as a team and motivating members to attend service projects.

Tip: Work with the outgoing officers and your sponsoring Kiwanis club to provide the best training possible.

TRAINING AGENDA

Here are recommended topics to include in your training of officers. More resources for developing your training can be found throughout this guide.

- Icebreakers
- Club basics
- Overview of Kiwanis and Service Leadership Programs
- Club motto, mission and vision
- Club core values
- Club structure
- What it means to be a student-led organization
- Building a relationship with the sponsoring Kiwanis club
- Three ways to serve: service, fundraising and advocacy
- IDEA Toolkit: high-impact service projects
- Individual officer duties
- Managing your club
- What it means to be a great leader
- Club goals for the year
- Club, district and Kiwanis International resources
- Contests and awards
- Membership supplies

Closing activity: Ask participants to answer open-ended questions about the training, or simply have members share what they most look forward to during this year in office.

AFTER THE TRAINING

At the end of the training, ask the advisor or secretary to write down discussion notes and distribute them to all attendees. This valuable information should be used in future planning discussions.

Club and board meetings

Club meetings vary greatly among K-Kids and Builders Clubs. Advisors and club officers need to determine how to efficiently run club meetings to best meet a club's needs. These suggestions can get you started.

CLUB OFFICER MEETINGS

Club officer meetings should include the faculty advisor, Kiwanis advisor and all club officers. Some clubs hold an officers meeting prior to each club meeting, which allows officers to discuss the club and set the meeting agenda. Ask the club secretary to take minutes of all board meetings and keep them as a record so that all club members can see what the board voted on and discussed.

PLANNING CLUB MEETINGS

These guidelines and questions will help you and your officers plan for club meetings throughout the year.

Set your meeting schedule for the entire year.

When will be the best time for club members to meet consistently?

Some suggested meeting times are: after school, before school, during lunch or recess, or during a study hall/planning period.

How much time will our club need to meet to conduct business?

Try to meet anywhere from 30–60 minutes each time.

How often should our club meet?

Try to meet at least monthly, if not biweekly or even weekly.

Determine who will set the agenda for each club meeting.

Set goals and a plan for what your club will accomplish at each meeting. (See the IDEA Toolkit on pages 11–12 to help set your timeline for the year.)

Tip: The IDEA Toolkit contains instructions, handouts and tools for club officers.

SAMPLE CLUB MEETING AGENDA

Call to order: The meeting begins with the president saying, "The meeting will now come to order."

Pledge: All recite the K-Kids/Builders Club pledge.

Welcome: Members participate in an icebreaker or team-building activity.

Minutes: The club secretary reads or distributes minutes of the previous meeting.

Reports from the officers: The president, vice president, secretary and treasurer each give reports and updates.

Reports from the committee chairs: The chair of each club committee gives a progress report.

Next steps to the IDEA Toolkit: The president should review what the club has accomplished so far and then guide members through the next step.

Guest speaker: A special guest may be invited to speak about a topic of interest.

Goals for the next club meeting: Club members should think about what has just been accomplished and what needs to be completed before the next meeting.

Closing: The president adjourns the meeting and reminds all members of next steps as well as when the next meeting will be held.

Member recruitment

Members make a club. Because members only participate in K-Kids and Builders Clubs for a limited number of years, your club continually needs to bring in new members. The culture of your school or organization—as well as the current culture of your club—will affect how you recruit. How does your club invite others to join? If you're looking for a few new ideas, check these out:

Open house/Parent night: Be present at the first event of the school year so parents and students know about K-Kids and Builders Club and will want to be a part of it. This also might be a great time to encourage parents to get involved with the local Kiwanis club.

Publications: In your school's newsletter, promote the club and encourage students to attend the next K-Kids or Builders Club meeting. Be sure to stress the benefits of service learning and leadership development.

Displays: Set up a display in a busy area of your school so you get lots of attention and foot traffic. Focus on the fun and fellowship of the club.

Announcements: Coordinate a time to make announcements during lunch or on your school's intercom system about upcoming events.

Peer-to-peer recruitment: Encourage members to tell all their friends and classmates about the club. Having your members spread the word about your club is the best form of recruitment.

Tip: The IDEA Toolkit also contains member engagement ideas.

Recognition

CONTESTS AND AWARDS

Each year, clubs and members have an opportunity to showcase their accomplishments by recognizing outstanding leaders and informing Kiwanis of the club's activities. Those honored are recognized virtually with printable certificates and electronic badges that can be shared on the club's website and through social media. For entry details and a complete list of categories, kids.org/contests and buildersclub.org/contests.

ELECTRONIC BADGES

Club members have opportunities throughout the year to be recognized by Kiwanis International with an electronic badge. Examples of electronic badges include:

Honored or Distinguished Club badge: The Annual Achievement Reports for K-Kids and Builders Club captures a club's activities throughout the year. Based on this report, a club can earn either Honored or Distinguished Club status. Striving to earn this badge reinforces the mission and value of the program and rewards clubs for dedication to school and community service, fundraising and Kiwanis-family activities.

Trick-or-Treat for UNICEF badge: Clubs that raise and submit more than US\$250 to the Kiwanis Children's Fund by December 31 will receive a special banner patch.

PRINTABLE CERTIFICATES

Recognize your club members by using printable certificates available online. Find templates for these certificates:

- Member of the year
- Service leadership
- General certificate

Tip: You can find more information about all recognition resources at kkids.org/recognition and buildersclub.org/recognition.

NOTES

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Kiwanis International support

Kiwanis International empowers people at every stage of life to become competent, capable and compassionate leaders by helping them learn to help others. Through its Service Leadership Programs, Kiwanis enables its youth and adult leaders to serve their communities, opening doors for them to change the world.

Service Leadership Programs overview

Kiwanis has sponsored youth programs since the first Key Club was chartered in 1925. Since then, other programs have been added—including Aktion Club for adults with disabilities—and each has enjoyed continued member success. Around the world, these Service Leadership Programs (or SLPs) have become core projects of sponsoring Kiwanis clubs. Each SLP belongs to one of two categories: service clubs or programs.

SERVICE CLUBS

K-KIDS

First chartered: 2000

Mission: K-Kids is an international student-led organization providing members with opportunities to perform service, build character and develop leadership.

Members: Elementary school students ages 6–12

Website: kkids.org

BUILDERS CLUB

First chartered: 1975

Mission: Builders Club is an international student-led organization providing members with opportunities to perform service, build character and develop leadership.

Members: Middle school students ages 11–14

Website: buildersclub.org

KEY CLUB INTERNATIONAL

First chartered: 1925

Mission: Key Club is an international student-led organization providing its members with opportunities to perform service, build character and develop leadership.

Members: High school students ages 14–18

Website: keyclub.org

Notes: Key Club has seen a progressive growth in membership for many years. Key Club is governed by a student board of current members.

CIRCLE K INTERNATIONAL (CKI)

First chartered: 1947

Mission: CKI is an international student-led organization seeking to develop college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

Members: Students enrolled at an institution of higher education

Website: circlek.org

Notes: CKI is governed by a student board of current members.

AKTION CLUB

First chartered: 1987

Mission: Aktion Club provides adults living with disabilities an opportunity to develop initiative, learn leadership skills and serve their communities.

Members: Adults ages 18 and older who have a disability

Website: aktionclub.org

Notes: Aktion Club has seen membership success over the past 10 years

Programs

KEY LEADER

Key Leader is a life-changing leadership program for students ages 14-18. The curriculum focuses on Service Leadership as the core tenet for everything we do. The five principles of the program include Integrity, Personal Growth, Respect, Building Community and Pursuit of Excellence. There are two opportunities for all high school students to participate in the Key Leader experience. VIRTUAL KEY LEADER is available anywhere in the digital world. It is a self-directed, individualized program that can be followed online with a workbook to complete the inquiry questions. IN-PERSON KEY LEADER WEEKEND is available in selected locations throughout the world at a camp/conference center. The full group sessions are led by a trained lead facilitator with small group discussions led by peer student facilitators..

Website: key-leader.org

BRING UP GRADES (BUG)

Bring Up Grades (or BUG) is designed to provide recognition to students who raise their grades into an acceptable range and maintain or continue to raise them from one grading period to the next. Kiwanis clubs provide financial sponsorship for the program and help to plan and develop the recognition ceremony.

Website: bringupgrades.org

TERRIFIC KIDS

Terrific Kids is a student-recognition program that promotes character development, self-esteem and perseverance. Students work with the classroom teacher to establish goals to improve behavior, peer relationships, attendance or school work. All students who achieve their goals after a specific time are recognized as Terrific Kids, and receive special recognition. Kiwanis clubs provide financial support for the program and help to plan and develop the recognition ceremony.

Website: terrifickids.org

Youth protection policies and procedures

effective February 2020

These policies can be found in Kiwanis International Policies and Procedures as Procedure 432. All adults working with youth under the age of 18 at any Kiwanis event are required to read/understand, agree to and abide by these policies.

Education: Every Kiwanis club is expected to inform and educate its members on these guidelines, best practices and required actions for individuals who become aware of youth in potentially harmful situations. This education must occur annually, including providing a copy of these guidelines to each club member. Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference regarding guidelines and best practices for adults working with youth, using materials provided by Kiwanis International.

Chaperone: A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis, twenty-one (21) years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

Chaperone addition (Effective May 1, 2020): A minimum of one adult per 10 students must be serving as chaperones during the entirety of the event. All chaperones (club members and non-members) participating in any single-day or overnight service leadership program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. Additionally, chaperones must follow all applicable policies and procedures. (See also Procedure 432.)

Criminal history background checks: Kiwanis International requires clubs to have a clear criminal history background check for any club member serving as an advisor to any Service Leadership Program club. The check must be conducted and verified by Kiwanis International. Persons without a clear criminal history background check may not serve as the advisor. Approved background checks shall be valid for no more than two years. Kiwanis advisors shall acquire a new criminal history background check upon their initial appointment to the position.

District administrators for Service Leadership Programs (Effective May 1, 2020): Kiwanis International requires all SLP district administrators to complete an application process, which includes submission of a completed application, having a clear background check conducted and verified by Kiwanis International and completion of Kiwanis International youth protection training and any other elements that may be required by Kiwanis International. After receipt of an individual's application and verification of all required elements, Kiwanis International will review the information and decide, in its sole and absolute discretion, whether the individual is accepted to become an SLP district administrator. Kiwanis has no obligation to allow an individual to become an SLP district administrator based solely on a "clear" background check. Denial may be appealed via the process outlined in Procedure 197.

Overnight events (Effective May 1, 2020): All adults (club members and non-members) registered for or staying overnight at any Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. However, parents/guardians of participating students who are not chaperones may attend the event for a maximum of one overnight stay without a criminal history background check.

Overnight stays: While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and must include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room or other sleeping quarters (e.g., a tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarters with a youth. In the event that sleeping quarters consist of multiple beds (such as in a bunkhouse or camp cabin), adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

Transportation: When transporting youth, the best practice is the “rule of threes,” with at least three people in the vehicle at all times, along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

Use of alcoholic beverages, tobacco, marijuana, and other substances: While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.

Medications: The possession of prescription and non-prescription medications by youth at a Kiwanis event should be permitted only by the written permission of the parent/guardian.

Reporting: If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he/she must immediately contact the appropriate personnel at the event, as well as provide notification to law enforcement personnel as appropriate. All local, state, provisional and federal laws regarding reporting must be followed. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. Kiwanis International now offers a 24-hour, confidential helpline at 1-888-607-SAFE. The helpline can be used if you think a youth has been harmed or their safety and well-being are at risk.

Personal information: All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission to treat forms, etc., should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained a minimum of three years or longer, as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

Youth and social media: For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, the Kiwanian should use his/her best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents, for minors) who appear in that media; it could be illegal to do otherwise. *See Kiwanis International Policy B for complete social media guidelines.*

Behavioral or health issues: Kiwanians are often seen by a young person as adults to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

Conflicts with other rules: Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.

Tip: An online education course covering Kiwanis Youth Protection policies and procedures is available for any Kiwanian to review at kiwanis.org/youthprotection.

Insurance

The Kiwanis International Comprehensive General Liability Insurance Program provides legal liability insurance for clubs, members and Service Leadership Programs when they become legally obligated to pay damages to third parties for bodily injury or property damage associated with a Kiwanis-family sponsored function or activity.

The insurance covers K-Kids and Builders Clubs in the United States, Canada and the Caribbean.

The provisions of the policy apply to most normal liability exposures of Kiwanis clubs and Service Leadership Programs. As with most insurance policies, there are exclusions, limitations and restrictions. For a list of these exclusions and more information, see the Club Insurance Resource Guide available at kiwanis.org/liability. You can also contact the safety coordinator of your club's sponsoring Kiwanis club, who can help in obtaining a certificate of insurance, filing a claim or getting the answer to a risk-management question.

Our partners

Kiwanis International welcomes corporate partners who align with our mission and preserve the trust of our members and the communities, children and families we serve. Our partner's products, services and reputation must:

- Be compatible with and complementary to Kiwanis' mission and values.
- Reflect a high degree of integrity.
- Demonstrate a track record of high-quality products or services.

Our partners bring value to a K-Kids club and Builders Club by providing services and products that enhance members' service and work in the community. There are four levels of partnership, each with a unique program or product that can complement a club's personality.

VISION PARTNERS

Our vision partners represent the highest level of partnership. Each partner chooses a specific platform in the Kiwanis family on which to focus. The partnerships exist year-round and bring added value to clubs and programs.

SERVICE LEADERSHIP PROGRAMS CO-SPONSORS

The Service Leadership Programs co-sponsor package is a year-round partnership. It reaches a specific demographic and is a great way to align a company with a Service Leadership Program audience. These campaigns often emerge from a specific need or request from our youth members.

Tip: When considering new service needs, check out our list of partners at [kiwanis.org/partners](https://www.kiwanis.org/partners).

PROMOTIONAL PARTNERS

In exchange for visibility and recognition within Kiwanis-family clubs, promotional partners take an active and visible role in driving awareness of the Kiwanis brand and mission. Campaigns can be created by the promotional partner, co-created with Kiwanis or tied to an existing Kiwanis program area.

PREFERRED CHARITIES

As Kiwanis International preferred charities, partnering organizations commit to providing various in-kind promotions and access to benefits. In exchange, organizations are recognized as Kiwanis International preferred charities, and Kiwanis International encourages local club support via fundraising and service projects.

To learn more about Kiwanis International partnerships and current partners, visit kiwanis.org/partners.

Kiwanis Children's Fund

The mission of the Kiwanis Children's Fund is to financially assist Kiwanis International in serving the children of the world. It is where we extend your Kiwanis impact. The work of the Children's Fund helps the Kiwanis family change children's lives—often in ways that clubs and districts otherwise couldn't afford. Through the Kiwanis Children's Fund, donors help make the future better for children around the world.

For more information visit kiwanischildrensfund.org, or email the Children's Fund at childrensfund@kiwanis.org.

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The background is a clean, solid white color.



Kiwaniis®

Photograph Release Consent Form

I hereby give Kiwanis International, its employees, and those acting with its authorization the right and permission to copyright, use, and/or publish photographic pictures or portraits of me in K-Kids and Builders Club promotional materials, which include video, catalogs, magazines, brochures, and the Kiwanis Internet Web site.

I hereby waive any right to inspect or approve the finished video, photograph, advertising copy, or printed matter that may be used in conjunction therewith or to the eventual use that might be applied.

I hereby release, discharge, and agree to hold harmless Kiwanis International, its employees, or vendors (including any firm publishing and/or distributing the finished product) from and against any liability as a result of any distortion, blurring, or alteration that may occur in the taking, processing, or reproduction of the finished product, even should the same subject me to ridicule, scandal, or indignity.

I hereby warrant that I am competent to contract in my own name insofar as the above is concerned. A parent or guardian must sign the release if the individual photographed is under 21 years of age.

I have read the foregoing release, authorization, and agreement before affixing my signature below, and warrant that I fully understand the contents thereof.

Name: _____

Address: _____

City: _____ State/Province: _____ Postal Code: _____

Phone: _____

Signature: _____ Date: _____

Parent/Guardian signature: _____
(If subject is under 18 years of age.)

Witness signature: _____



Permission to Participate Form K-Kids Club

K-Kids is a student-led service organization for elementary school students. The local Kiwanis Club of _____ serves as the K-Kids club sponsor. _____ will act as the K-Kids faculty advisor and will be in attendance at all K-Kids meetings. Meetings will be conducted weekly at _____. Members in this service organization are students who are interested in service to school and community.

The objectives of K-Kids are:

- To provide opportunities for working together in service to school and community
- To develop leadership potential
- To foster development of a strong moral character
- To encourage loyalty to school, community, and nation

The K-Kids Pledge:

**As a K-Kid, I promise to serve my neighborhood and my school;
I will show respect toward my environment;
And I will try to make the world a better place in which to live.**

Parents of interested students need to complete and return the following form to the school office by _____.

Student name: _____ Grade: _____

Teacher name: _____

Why I want to participate in K-Kids: _____

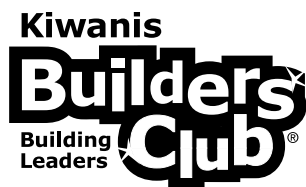
Permission to Participate:

I hereby give my permission for my child to participate in K-Kids.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian email _____

Cell phone # _____



Permission to Participate Form Builders Club

Builders Club is a student-led service organization for middle/junior high school students. The local Kiwanis Club of _____ serves as the Builders Club sponsor. _____ will act as the Builders Club faculty advisor and will be in attendance at all Builders Club meetings. Meetings will be conducted at _____. Members in this service organization are students who are interested in service to school and community.

The objectives of Builders Club are:

- To provide opportunities for working together in service to school and community
- To develop leadership potential
- To foster development of a strong moral character
- To encourage loyalty to school, community, and nation

Parents of interested students need to complete and return the following form to the school office by ____.

Student name: _____ Grade: _____

Teacher name: _____

Why I want to participate in Builders Club: _____

Permission to Participate:

I hereby give my permission for my child to participate in Builders Club.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian email _____

Cell phone # _____



Standard Form for K-Kids Bylaws

ARTICLE 1 - NAME

Section 1. The name of this organization shall be the K-Kids of _____
_____. *(Same name as school)*

ARTICLE 2 - ORGANIZATION

Section 1. Its form of organization, its ideals and its purposes shall be similar to the Kiwanis Club of _____ . Kiwanis Club sponsor

Section 2. It shall be sponsored by, but not part of the Kiwanis Club of _____
_____ . The Kiwanis club assumes all chartering and sustaining costs.

ARTICLE 3 - OBJECTIVES AND ACTIVITIES

Section 1. The objectives of the K-Kids shall be:

- To provide opportunities for working together in service to school and community;
- To develop leadership potential;
- To foster development of a strong, moral character; and
- To encourage loyalty to school, community and nation.

Section 2. The activities of the K-Kids shall be in accordance with its objectives and pledge.

ARTICLE 4 - PLEDGE AND MOTTO

Section 1. The pledge of the K-Kids shall be: "As a K-Kid, I promise to serve my neighborhood and my school, I will show respect toward my environment and I will try to make the world a better place in which to live."

Section 2. The motto of K-Kids shall be: "We Build"

ARTICLE 5 - MEMBERSHIP

Section 1. Members shall be students from: _____
_____. *(Name of school)*

Section 2. Members of all grades who are interested in service and are of good character and leadership potential shall be eligible for membership. All K-Kids members must be certified by the school principal or the faculty advisor.

Section 3. Scholastic standing shall not be a major criterion for membership eligibility.

Section 4. The sponsoring Kiwanis Committee shall ask the school principal and faculty advisor(s) to recommend a list of students for the K-Kids club. Those students who indicate a desire to become members and to comply with the provisions of these bylaws may join the K-Kids club. The school administration shall appoint a faculty advisor who has the responsibility of counseling the members of the K-Kids club in their activities. The faculty advisor also will act as liaison with the sponsoring Kiwanis club. The faculty advisor is encouraged to enlist assistant faculty advisors with the assistance of school administration.

The club shall solicit at least one parent or guardian of the club members to be a parent advisor for the club. This parent advisor shall assist the faculty advisors and help facilitate the input of other club member's parents into the activities and support the club.

Section 5. New members shall be enlisted by the K-Kids Board of Directors in cooperation with the school principal and faculty advisors.

ARTICLE 6 - OFFICERS AND BOARD OF DIRECTORS

Section 1. Officers of this K-Kids club shall be a president, vice president, secretary and treasurer. They shall serve for one (1) year, or until their successors are elected.

Section 2. Each officer shall be a member in good standing. No other limitations or restrictions shall be placed on these officers.

Section 3. The duties of the officers shall be similar to those performed by the officers of the sponsoring Kiwanis club.

Section 4. There shall be a Board of Directors, composed of the above officers and one (1) director to be elected from and by each grade from which membership is drawn.

Section 5. The Board of Directors shall approve service projects and social activities, coordinate committee assignments and efforts, discipline members and perform such other duties as shall be referred to it by the club in compliance with these Bylaws. A faculty advisor shall counsel the Board of Directors in its actions.

Section 6. All action by the club and the Board of Directors shall be subject to the approval of the principal (or the representative). The Board of Directors shall meet monthly at a time and place selected by the Board of Directors.

ARTICLE 7 - ELECTION OF OFFICERS AND DIRECTORS

Section 1. Election of new officers (president, vice president, secretary and treasurer) should be held during the spring semester. The new officers should assume their responsibilities at the last meeting of the school year and continue through the next year.

Section 2. Election of Directors (one from each appropriate grade) shall be held following the school's opening in the fall.

ARTICLE 8 - MEETINGS

Section 1. The club shall hold its meetings at a time and place selected by the Board of Directors with the approval of the school administration.

ARTICLE 9 - COMMITTEES

Section 1. This K-Kids club shall establish the necessary administrative and service committees to fulfill its local needs.

Section 2. The following committees should be appointed as a minimum:

- Service Projects Committee
- Public Relations Committee

ARTICLE 10 - ANNUAL DUES

Section 1. A K-Kids club may choose to collect membership dues. These dues should be minimal. The annual dues for membership shall be \$ _____ per member.

ARTICLE 11 - AMENDMENTS

Section 1. Amendments to these Bylaws shall be adopted by two-thirds (2/3) vote of the Board of Directors present at any regular meeting.

Section 2. These Bylaws and all amendments or additions thereto shall not become effective until the sponsoring Kiwanis Committee has been advised and the approval of the school administration has been secured.

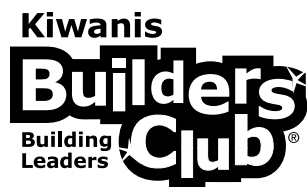
These Bylaws were adopted and approved on: _____

Principal's signature: _____

Principal's name printed: _____

Kiwanis club president's signature: _____

President's name printed: _____



Standard Form for Builders Club Bylaws

ARTICLE 1 - NAME

Section 1. The name of this organization shall be the Builders Club of _____
_____. (*Same name as school*)

ARTICLE 2 - ORGANIZATION

Section 1. Its form of organization, its ideals and its purposes shall be similar to the Kiwanis Club of _____.

Kiwanis Club sponsor: _____

Section 2. It shall be sponsored by, but not part of the Kiwanis Club of _____
_____.

The Kiwanis club assumes all chartering and sustaining costs.

ARTICLE 3 - OBJECTIVES AND ACTIVITIES

Section 1. The objectives of the Builders Club shall be:

- To provide opportunities for working together in service to school and community;
- To develop leadership potential;
- To foster development of a strong, moral character; and
- To encourage loyalty to school, community and nation.

Section 2. The activities of the Builders Club shall be in accordance with its objectives and pledge.

ARTICLE 4 – MOTTO, PLEDGE AND CORE VALUES

Section 1. The motto of Builders Club shall be: *"Building Leaders."*

Section 2. The Builders Club Pledge is: "I pledge on my honor to uphold the objects of Builders Club; to better my school, my community, my nation and myself; to aid those in need while enhancing leadership capabilities, and to encourage the fellowship of all mankind."

Section 3. The Core Values are: *Character Building, Leadership, Inclusiveness and Caring.*

ARTICLE 5 - MEMBERSHIP

Section 1. Members shall be students from _____
_____. (Name of school)

Section 2. Members of all grades who are interested in service and are of good character and leadership potential shall be eligible for membership. The school principal/community organization's leader or the faculty advisor must approve all Builders Club members.

Section 3. Scholastic standing shall not be a major criterion for membership eligibility.

Section 4. The sponsoring Kiwanis Committee shall ask the school principal and faculty advisor(s) to recommend a list of students for the Builders Club. Those students who indicate a desire to become members and to comply with the provisions of these bylaws may join the Builders Club.

Section 5. The school administration shall appoint a faculty advisor who has the responsibility of counseling the members of the Builders Club in their activities. The faculty advisor also will act as liaison with the sponsoring Kiwanis club. The faculty advisor is encouraged to enlist assistant faculty advisors with the assistance of school administration.

Section 6. The Builders Club Board of Directors in cooperation with school principal/community organization's leader and faculty advisor(s) shall enlist new members.

ARTICLE 6 - OFFICERS AND BOARD OF DIRECTORS

Section 1. Officers of this Builders Club shall be a president, vice president, secretary and treasurer. They shall serve for one (1) year, or until their successors are elected.

Section 2. Each officer shall be a member in good standing. No other limitations or restrictions shall be placed on these officers.

Section 3. The duties of the officers shall be similar to those performed by the officers of the sponsoring Kiwanis club.

Section 4. There shall be a Board of Directors, composed of the above officers and one (1) director to be elected from and by each grade from which membership is drawn.

Section 5. The Board of Directors shall approve service projects and social activities, coordinate committee assignments and efforts, discipline members and perform such other duties as shall be referred to it by the club in compliance with these Bylaws. A faculty advisor shall counsel the Board of Directors in its actions.

Section 6. All action by the club and the Board of Directors shall be subject to the approval of the principal (or the representative). The Board of Directors shall meet monthly at a time and place selected by the Board of Directors.

ARTICLE 7 - ELECTION OF OFFICERS AND DIRECTORS

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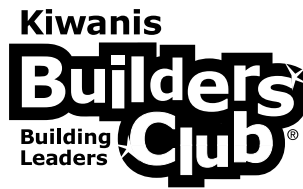
These Bylaws were adopted and approved on: _____

Principal's signature: _____

Principal's name printed: _____

Kiwanis club president's signature: _____

President's name printed: _____



Guide for charter presentations

PURPOSE

The purpose of the charter presentation program is:

- To give public recognition for organizing a new K-Kids/Builders Club.
- To present the charter, which is the official document of organization.
- To inform the members of the objectives and goals of K-Kids/Builders Clubs and their specific responsibilities to the club.
- To secure the pledge of officers and members for fulfillment of their duties.
- To educate the school and community, through publicity of the occasion, of the objectives and goals of K-Kids/Builders Club.

TYPES OF MEETINGS

When conditions permit, schedule a charter meeting to include parents, school officials, local Kiwanians, co-sponsoring Key Club or Circle K club members (if applicable). It is important that all persons involved in this youth program be completely familiar with the objectives and goals of K-Kids/Builders Club.

Often a club will be faced with physical limitations in securing an adequate meeting room. If so, or when it is necessary to schedule a charter presentation during school hours, invite only the school principal, faculty advisor, Kiwanis officers, and officers of the co-sponsoring Key Club or Circle K club.

GENERAL SUGGESTIONS

- The charter night should be planned well in advance of the actual presentation date to secure the proper room facilities, speakers, guests, publicity, etc.
- The meeting should be conducted in a room where the ventilation and acoustics are as good as possible.
- If the charter night is to include a meal, make sure its cost is as low as possible and compatible with quality and service.

PROGRAM SUGGESTIONS

Programs should be carefully planned to ensure that the proceedings will be interesting and move within a proper time limit. It is important that the program not be too long.

PROGRAM CONTENT

Each program item should be chosen with the intent of making it dignified from beginning to end.

The following guidelines should be used in planning a program:

- The president of the sponsoring Kiwanis club (or someone designated) should welcome all visitors to the charter presentation.
- An invocation may be given prior to the meal service.
- The president of the sponsoring Kiwanis club should then introduce these special guests:
 - Chairman of the sponsoring Kiwanis club K-Kids/Builders Club committee
 - School principal
 - Faculty advisor(s)
 - Any Kiwanis district officers in attendance
 - Co-sponsoring Key Club or Circle K officers (if any)
 - Member of the district committee on Builders Club
 - Others
- Member or officer of the sponsoring Kiwanis club should give the presentation of the official K-Kids/Builders Club charter. The opening remarks should include a brief statement on the ideals and objects of the K-Kids/Builders Club and how the new members can serve their school, community, country, and themselves by following them.
- The president of the K-Kids/Builders Club should accept the charter and express to those present the assurance that the members will abide by the objects of K-Kids/Builders Club.
- The chairman of the K-Kids/Builders Club Committee, Kiwanian, co-sponsoring club officer, or Kiwanis district officer may officially install the K-Kids/Builders Club officers.
- In a gesture of Kiwanis-family friendship, the president of the K-Kids/Builders Club may wish to present the Kiwanis club with its sponsoring banner patch. A similar presentation also could be given to any co-sponsoring Key Club or Circle K club.
- The faculty advisor should present each K-Kids/Builders Club member with an official membership card and member lapel pin.
- A member of the sponsoring Kiwanis club should officially present the K-Kids/Builders Club banner to the K-Kids/Builders Club president.
- The school principal and/or faculty advisor should be encouraged to comment on the importance of a K-Kids/Builders Club to the school, community, and its members.
- A Kiwanian who has sufficient knowledge of the K-Kids/Builders Club program and who is able to explain to others that K-Kids/Builders Clubs do build a positive future for all its young men and women should give the closing remarks.

THE PRINTED PROGRAM

A neat, carefully prepared program should be provided to all those in attendance. It should be made as attractive as possible and include:

- Names of K-Kids/Builders Club officers
- Names of known guests
- Name of sponsoring Kiwanis club and its officers (and co-sponsoring club if any)

- Names of members of the club
- The menu
- The contents of the program (songs, invocation, etc.)
- A short sketch of the school in which the club is located.

GUESTS

An important phase of the charter presentation ceremony not to be overlooked by the sponsors and the new K-Kids/Builders Club is its guests. Circumstances and seating capacity will govern the number of outside invitations. The following guests should be invited to attend:

- Members of the sponsoring Kiwanis club and co-sponsoring Key Club or Circle K club – as large a representation as possible.
- School principal and faculty advisor.
- Representatives of neighboring K-Kids/Builders Clubs (if there are any in the area).
- Parents and special friends of the K-Kids/Builders Club members.
- The officers of other organizations in the community, including Rotary, Lions, chamber of commerce, etc.
- The Kiwanis lieutenant governor.
- Members of the district committee on K-Kids/Builders Club
- Representatives of nearby Kiwanis clubs.

INVITATIONS

In extending invitations to others, it is suggested that an "RSVP" be utilized. Responding invitees should notify the secretary of the sponsoring Kiwanis club of the number of reservations required. A deadline date for submitting such information should be given so the host club has enough time to complete all program arrangements.

It is general practice in Kiwanis that "every Kiwanis, Key Club, and Circle K member pay his or her own way." The sponsoring club(s) especially should bear this in mind. This practice also should be considered where civic and other community organizations such as Chambers of Commerce are invited to attend the charter party. The Kiwanis club should decide what its policy will be about individual guests who are not members.

HEAD TABLE ARRANGEMENTS

The head table should include all speakers scheduled on the program and, if possible, both the Kiwanis and K-Kids/Builders Club officers. If sufficient room is available, the school principal and other school officials should also be included.

FELLOWSHIP

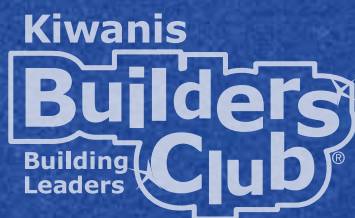
Upon completion of the program, Kiwanians, K-Kids/Builders Club members, and guests should be encouraged to make new acquaintances and to seek better understanding of the other's role in the Kiwanis organization.

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