

Reporting Results

This activity will allow members to:

- Share the results of their service project.
- Collaborate as a team.
- Improve communication skills.
- Analyze how their service project made an impact.

Materials needed:

- Computers for at least a few members (You might see if you can have access to a computer lab at the school or a library.)

How to lead this activity:

Share your accomplishments with your sponsoring Kiwanis club, school leaders and local media!

1. Before the next club meeting, ask your Kiwanis advisor for a chance to speak at an upcoming Kiwanis club meeting to report on how the Builders Club service project went. Next, with the help of your faculty advisor, ask your school leaders to attend an upcoming Builders Club meeting for a presentation.
2. At the club meeting, ask members to create a PowerPoint presentation for your sponsoring Kiwanis club and school leaders. Here's how:
 - a. Ask members to pair up so that each member can put together one or two slides.
 - b. Ask one person to be the presentation leader. He/she will ensure the slides are in the right order, have the same background and use good photos.
 - c. Organize the presentation into the four steps from the IDEA Toolkit—so your club can show what they did in each one. Describe how your club picked the service project and why. Here's how:
 - i. Share pictures and stories. Include quotes from members and share how the organization says your club made a difference.
 - ii. Thank the sponsoring Kiwanis club and school leaders for their support. Create thank-you cards ahead of time and give them out during the presentation.

3. When the activity is over, thank your fellow club members for participating.
4. Using the presentation your club created, officers should create a news release to share with local media. News releases are letters you send to newspapers, television stations and radio stations. Here's how:
 - a. Put your Kiwanis advisor's name and telephone number at the top of your letter.
 - b. Give your letter a headline that mentions Builders Club and the service project.
 - c. Describe the service project as briefly as possible: who, what, why, when, where and how. Try to use no more than 30 words.
 - d. Include good photos with captions. People in photographs should be identified from left to right.
 - e. Double-check names and spelling—and any numbers you give.
 - f. Ask your Kiwanis and faculty advisors to share the news release with local newspapers, television stations and radio stations.

