

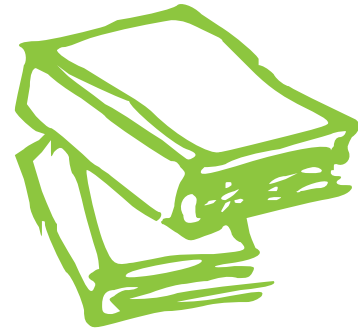
Reporting to the School and Kiwanis Club

This activity will allow members to:

- Partner with the school and sponsoring Kiwanis club.
- Practice effective communication skills.
- Explain the club's plans and progress.

Materials needed:

- Notebook
- Pen or pencil



How to lead this activity:

Your club has chosen a service project and developed passion and excitement for it. As club officers, you now need to make the project official by getting approval from your school and keeping your sponsoring Kiwanis club informed.

This activity is for club officers. However, you can make it a club activity if you choose. It has two parts: meeting with the school administration and making a report to your sponsoring Kiwanis club.

Ask the faculty and Kiwanis advisor to help you decide what to share in each meeting and practice what you will say.

Meeting with the school administration:

1. Work with the faculty advisor to schedule an in-person meeting with the principal or school administrators to share the good news that the Builders Club has chosen a service project. Explain that you would like feedback as to how the school might help your club successfully complete the project.
2. During the meeting, club officers should use their notes from the Talking Points worksheet to describe the service project and why the club has chosen to make a difference in this way.

3. Be sure to:
 - a. Estimate when the service project will be completed.
 - b. Describe how the service project will benefit the school.
 - c. Ask if the school can connect the club to others who might help or provide other types of resources.
 - d. Ask for input on how the Builders Club can encourage other students, teacher and staff to get involved with the service project.
 - e. Request approval for the club to hang posters around the school to share information about the service project and invite others to join it.
4. Ask the school administrators for approval and inquire about any policies that the club should know before starting the project.
5. Thank the school administrators for the meeting and their continued support. Explain that club officers will provide updates on the project's progress.

Reporting to the Kiwanis club:

1. Work with the Kiwanis advisor to determine a time for Builders Club officers to meet with the sponsoring Kiwanis club.
2. Using the Talking Points worksheet, officers should describe the service project and explain why the Builders Club has chosen to make a difference in this way.
3. Be sure to:
 - a. Provide an estimate on when the service project will be completed.
 - b. Describe how the service project will benefit the school and community.
 - c. Ask if the Kiwanis club can connect your club to other helpful people or resources.
 - d. Invite the Kiwanis club to join your efforts by working on the project or creating one of their own.
4. Thank the Kiwanis club for meeting with you and for supporting the Builders Club. Explain that your club will provide regular progress updates.

