

Service Project Interview Guide



This activity will allow members to:

- Gather insight and information from those outside the club.
- Collaborate and form relationships with parents, principals, community members and the sponsoring Kiwanis club.
- Practice both hard skills (asking thoughtful questions and gathering information) and soft skills (making eye contact and thanking people for their help).

Materials needed:

- One worksheet per member (print it at buildersclub.org/IDEA)
- Whiteboard or flip-chart paper
- Markers

How to lead this activity:

So far, club members have talked about their personal reflections, ideas and observations. Now they will talk to people outside the club. Each member will interview one to three adults about community needs and ask for ideas on how the club might help. But first, the club will practice their interview skills.

1. Give members the Service Project Interview Guide handout. Explain that the handout gives examples of questions to ask—but members will work together to write more questions and decide what adults to interview.
2. Ask the club to talk about what interview questions to ask. Write each one on a whiteboard or flip chart. Members should think of questions that get answers that are more than just “yes” or “no”.
3. Ask members to pair up and practice interviews. They can use questions on the whiteboard or flip chart, but encourage them to use their own too. Remind them to use good discussion skills: Look the other person in the eye, thank that person for helping, and practice a good handshake.
4. After everyone has practiced interviews, ask members to discuss what they learned.
5. Thank everyone for their hard work, and challenge each member to interview one to three adults. Remind them that their interviews will help the club decide on a service project—so it’s important!

If possible, invite a local news reporter or journalist to visit your club and lead members in brainstorming and conducting mock interviews.

Service Project Interview Guide

It's time to do some interviews! Below are a few suggestions on who you might interview and what you might ask them. Be sure to add your own questions and take notes on a separate page.

Interviews do's and don'ts

- Do thank the person for his/her time.
- Do smile and maintain eye contact (if meeting in person).
- Do take notes on what the person says. This will help when you report back to the club.
- Do ask follow-up questions if you don't understand or if you need more clarification.
- Don't let the person or yourself get off topic. Stick to your prepared interview questions.
- Don't meet with the person in a loud or distracting area.



The school principal or school counselor:

1. Are there needs in the school that a service project could meet?

2. What organizations do you think teachers and students would be interested in helping?

3. Are there any school policies that our club should know when planning our service project?

A member of your sponsoring Kiwanis club:

1. Would the Kiwanis club like to help with our service project, either by volunteering or donating money?

2. Who would the Kiwanis club like to see our club support through a service project?

Your parents:

1. What neighborhood or community needs could we meet with a service project?

2. What organizations should we partner with for future service projects?
