

Taking Notes



This activity will allow members to:

- Connect with community and/or school leaders.
- Learn how the school and/or organizations work(s) with the chosen service need.
- Use their curiosity and ability to ask big questions.
- Gather ideas about potential service projects for their club.

Materials needed:

- One worksheet per member (print it at buildersclub.org/IDEA)
- Pens or pencils

How to lead this activity:

1. Leading up to the meeting, officers should regularly ask club members about their progress with the Ask the Experts activity.
2. Work with the advisor to confirm dates and times with any guest speakers who have agreed to visit your club.
3. Before the meeting, work with officers and advisors to determine who will introduce the guest speaker. Practice introducing him/her to the club.
4. To start the meeting, tell members that today's guest speaker will shed light on how your club's chosen service need is being addressed by the community.
5. Give each member a Taking Notes handout. Instruct members to take notes on the presentation and write down questions for the speaker to answer later.
6. Explain that, before members choose a service project, they must understand how organizations address the service need and how your club can best join the effort.
7. Introduce the guest speaker, including:
 - a. His/her name and organization
 - b. How long he/she has worked there
 - c. How the organization is connected to your club's chosen service need
 - e. A thank-you to the speaker for taking time to visit the club

After the presentation, club officers should lead a question-and-answer session.

8. Be sure that the speaker discusses the organization's needs. Ask for ideas on possible service projects that could use the club's help and would have a long-term impact.
9. When the presentation is over, thank the speaker and applaud his/her efforts.
10. Ask the speaker if members can follow up with more questions or to discuss a service project.
11. After the speaker leaves, ask club members to discuss their notes. Focus on project ideas that could make a big impact on helping the organization address the service need.
12. Before the next meeting, officers should either create or purchase a thank-you card. After all members sign it, mail it to the guest speaker.

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Today's meeting is exciting because we get to hear from an expert who works every day to improve our community. Use this handout to help remember key points shared by the guest speaker. Don't be afraid to ask questions. The more information we gather, the easier it will be for our club to decide on a perfect service project.

Name of guest speaker: _____

Organization he/she represents: _____

What is the mission of this organization? What does this person do for the organization?

What services does this organization provide for the community?

How can our club help this organization? What needs does it have?

Use this space to write down any thoughts, ideas or points you want to research further.

Remember to thank your guest speaker for his/her time and all the information that has been shared.