

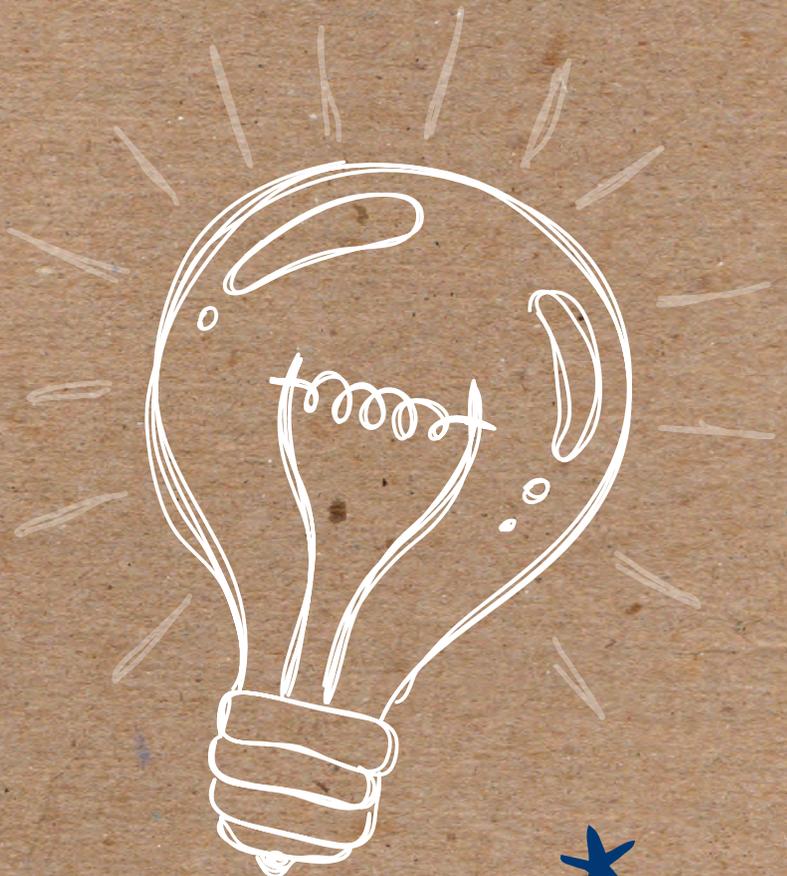
# I.D.E.A.

*toolkit for club officers*

Hi!



Kiwanis  
**Builders Club**  
Building Leaders



# I

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# D

# E

# A

# Greetings, Builders Club officers!

You have an important role: leading your club and helping each member experience the power of service. That's a big responsibility! And that's why this toolkit was created—to help you and your club choose a high-impact service project that makes every member feel passionate about a life of service.

We call this toolkit IDEA because it has four steps for clubs to follow:

## Identify the Need

## Develop the Passion

## Execute the Project

## Advance the Impact

This toolkit takes you through each step, including activities, resources and tools. Every Builders Club is different—so it's up to you, as club officers, to use it as you see fit.

The toolkit can be used throughout the entire club year. However, if you don't have that much time, review which activities are most important to members and adapt the toolkit to fit your club's needs. To get started, club officers and advisors should review the whole toolkit—and then decide together how to introduce high-impact service to the club.

Want to learn more about IDEA? You can see all the latest resources, handouts and tips at [buildersclub.org/IDEA](http://buildersclub.org/IDEA). You can also print out extra copies of anything found in this toolkit.

Good luck! We can't wait to see and hear about all the great work your club accomplishes this year by using the IDEA Toolkit!



I

# IDENTIFY THE NEED



# IDENTIFY THE NEED

Every school and community needs some kind of service. But how do you know what to do? To answer that question, the first step in IDEA is Identify the Need. In this step, members will investigate the school and community needs to identify how their club can help.

The three goals of this step are outlined below, along with tools and resources to guide your club members and advisors through making an informed decision about a service need.

## How to lead the club through Identify the Need

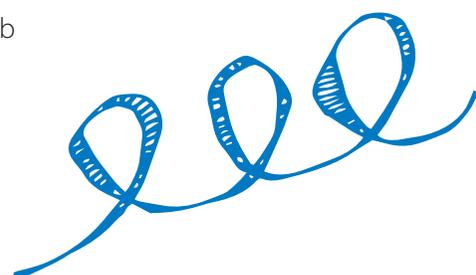
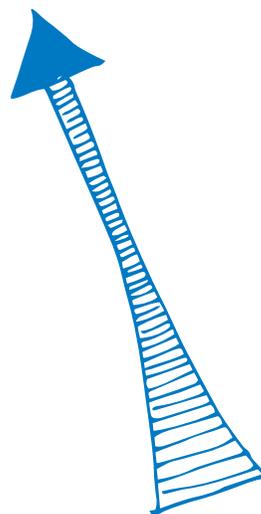
### Goals

1. Members will explore possible service needs in their area through personal reflection, club activities and gathering others' perspectives and observations.
2. Members will present their ideas and understand how their club can make a difference.
3. Members will work together to decide what service needs to address with a project.

### Planning

Advisors and officers should:

- Read the entire the Need section of this toolkit. If you want, you can also see all the worksheets, activities and club officer outlines at [buildersclub.org/IDEA](http://buildersclub.org/IDEA).
- Work together to answer this question: Which activities will be done during meetings, and which ones should members do individually?
- Figure out which club officer will lead the club through each activity and how to get the best results.
- Have fun and be proud that your club is making a big difference! When your club has successfully identified the need, it will help your club feel connected to the service project you ultimately select.



# *Passions and Strengths*

This activity will allow members to:

- Reflect on personal strengths and goals.
- Connect with fellow club members.
- Increase confidence and team-building skills.

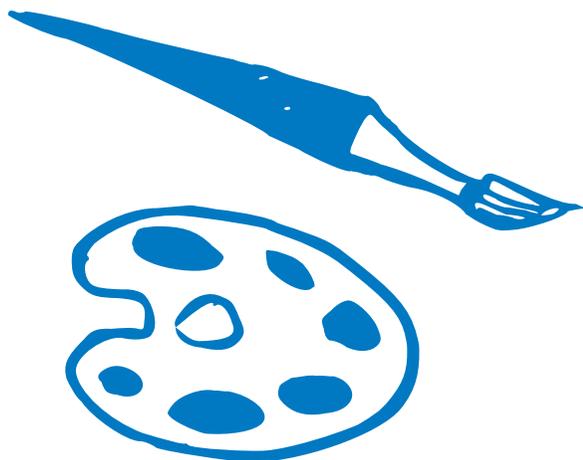
Materials needed:

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

How to lead this activity:

1. This is a great icebreaker for one of your first meetings. Prior to the meeting, print one worksheet for each member—plus a few extra copies, just in case!
2. Give everybody about 10 minutes to complete the worksheet.
3. Ask each member to share his/her answers. (Write them down! Club officers will need them later.)

As a club officer, complete your worksheets before the meeting and be the first to share your answers with the club.



Want to find out what members want to accomplish through the club experience? Check out the My Builders Club Interests handout at [buildersclub.org/IDEA](http://buildersclub.org/IDEA).

# Passions and Strengths

Words that describe me:

Things that I am good at:

Service projects that I have participated in before:

Service projects or service needs that I would like to learn more about:

A skill I have that will help Builders Club have a successful year:



# What If...

This activity will allow members to:

- Solve problems by asking big questions.
- Empower the club through collaboration and creative and strategic thinking.
- Use personal observations and reflections to pose an idea.

Materials needed:

- White board or flip-chart paper
- Markers

How to lead this activity:

It's brainstorming time! Middle school students are awesome at asking big questions and looking at everyday issues from a unique perspective. Now members can write down those big ideas and think about how your Builders Club might find solutions.

1. Prior to the club meeting, officers and advisors should choose a few "what if" questions to help the club start to brainstorm. For example:
  - a. What if every person received a compliment each day?
  - b. What if every student had access to breakfast each morning?
  - c. What if no one sat alone at lunch?

Those are just a few ideas. Encourage everyone to think up some of their own!

2. During the club meeting, officers should share their "what if" questions first. The club secretary should write the questions on a white board or flip chart where everyone can see them.
3. Ask all members to contribute "what if" questions and write each one on the board or flip chart.

4. Officers should review each question and ask the club to assign each one to a service category. Post these categories so members can see their options:
  - a. Education and literacy
  - b. Animal care
  - c. Hunger
  - d. Bully prevention
  - e. Environment
  - f. Elder care
  - g. Health and wellness
  - h. Veterans and military
  - i. Disaster relief
  - j. Housing and homelessness
  - k. Domestic violence
  - l. Equal rights
  - m. Families in need
  - n. Other
5. Count the number of questions in each category to get an idea of the most pressing service needs the members can think of in the school and the community.



# Mapping

This activity will allow members to:

- Critically evaluate their school and community to see where service needs exist.
- Share their ideas and personal observations with the club.
- Connect with their fellow club members.
- Increase confidence and team building.

Materials needed:

- White board or flip-chart paper
- Markers (a variety of colors)

How to lead this activity:

Now that the club has brainstormed and shared big ideas, it's time to think about what happens every day in your school and community. What do the school and community currently offer, and what can be improved?

Observation is one of the easiest and simplest ways to answer those questions. This activity even allows the club to be creative.

1. Ask members to imagine that the club is looking down on the community from a plane. Let members know that today they will work together to create a community map based on their own observations.
2. Ask a club officer to draw and label the school building on the whiteboard or paper. Make sure that every member can see the map.



3. Ask members to name other important community buildings and add them to the map. Include:
  - a. Schools
  - b. Animal habitats
  - c. Parks or playgrounds
  - d. Main highways and streets
  - e. Hospitals
  - f. Homeless shelters
  - g. Animal shelters
  - h. Police and fire stations
  - i. Grocery stores
  - j. Churches
  - k. Places unique to your community
4. Refer to the map and ask the following questions. Make sure the club secretary or another member takes notes.
  - a. What makes this school and community great for students and residents?
  - b. What makes our community great for animals?
  - c. How do the school and community help the environment?
  - d. What do you love most about your school and community?
5. Lead a discussion on how the community can improve. Using the map, ask:
  - a. What one thing could make the school and community a better place for all people?
  - b. What one thing could the community do to make it a better place for animals?
  - c. What one thing could the school and community do to improve the environment?
6. Thank the club for thoughtfully completing and discussing this map. Tell them that the club will talk about the ideas again in a future club meeting.



# 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](http://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 which 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?

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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?

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## 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?

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## 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?

---

# Accountable Talk

This activity will allow members to:

- Participate in thoughtful and respectful club discussions.
- Connect with their fellow club members.

Materials needed:

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

How to lead this activity:

Advisors might want to lead this activity so that club officers can model accountable talk.

What is accountable talk? It's when you share ideas and opinions while being polite and respectful. Members need to really listen to what other people say—and be clear about their own thoughts and opinions, using good reasons for why they're saying them.

1. Remind members that they will soon choose a service project for the club and not everyone's first pick will be chosen.
2. Explain accountable talk. Tell members that it's a way of speaking and responding to others in a respectful, thought-provoking way.
3. Give all members an Accountable Talk handout. Each time they respond to a question or share an idea, they should start with one of the sentences on the handout.
4. Ask members to practice. Start with an easy question, like: What is the best holiday, and why?  
Or: What's the best TV show?
5. Ask members to bring the accountable talk handout with them to the next club meeting.

Encourage members, especially club officers, to use accountable talk during every discussion in every meeting moving forward.





# Accountable Talk

## Responding in a respectful and meaningful way

When participating in a club discussion, use one of the following sentences to share and respond to ideas:

<p>I believe _____ because _____.</p>	<p>I agree with _____ because _____.</p>	<p>I respectfully disagree with what was said because _____.</p>
<p>Could you please clarify what you mean by _____?</p>	<p>I understood that you said _____.</p>	<p>May I point out _____?</p>
<p>Do you mind clarifying what you said by _____?</p>	<p>I am definitely interested in hearing more about _____.</p>	<p>Let me add to what we have been discussing _____.</p>
<p>I am confused. Would you mind explaining _____?</p>	<p>Could you please tell me more about _____.</p>	<p>Write other respectful responses here: _____ _____ _____</p>

# Presenting and Charting Your Idea

This activity will allow members to:

- Present their research and ideas on how the club can best make an impact.
- Reflect on what service needs they are passionate about helping.

Materials needed:

- One worksheet per member (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))
- Pens or pencils
- Markers
- Flip-chart paper
- One sticker per member

How to lead this activity:

Based on the information and observations each member has contributed, it's time for each member to make a presentation on the service need that he or she believes the club should focus on.

1. Officers should arrive for the meeting at least 10 minutes early to prepare.
  - a. On each flip-chart paper, write one of the service need categories—you can find them at the bottom of the Presenting Your Idea worksheet.
  - b. Place the pages around the meeting room, in places that are easy to see.
2. Congratulate members on their hard work. Each member now should reflect on all previous activities and present his or her choice by completing a Present Your Idea worksheet.
3. After everyone finishes the worksheet, each member should give a two-minute presentation on his or her service idea. A club officer should go first, so the other members see how it works and feel comfortable with the two-minute time limit.
4. After each presentation, the member should place a sticker on the flip-chart paper listing that particular service need category. This is a fun way for everyone to see where the club's passions and interests lie.
5. When everyone has presented, a club officer should point out which service needs got the most interest. Explain that the flip-chart pages will be used at the next club meeting, when members will talk more about service needs and vote for which one to do a project for.

Don't forget to remind members to use accountable talk when sharing comments or asking questions.





# Presenting Your Idea

Now that you have collected ideas for service needs, it's time for your club to start thinking about which one fits best. Use this guide to make a presentation—so you can tell the club why they should choose your favorite.

The service need I would like our club to choose is \_\_\_\_\_.

Here are three things that I already know about this service need:

Here's how our club might make a difference to this service need:

Service and category:

- |   |   |
|---|---|
| <input type="checkbox"/> Education and literacy | <input type="checkbox"/> Veterans and military    |
| <input type="checkbox"/> Animal care            | <input type="checkbox"/> Disaster relief          |
| <input type="checkbox"/> Hunger                 | <input type="checkbox"/> Housing and homelessness |
| <input type="checkbox"/> Bully prevention       | <input type="checkbox"/> Domestic violence        |
| <input type="checkbox"/> Environment            | <input type="checkbox"/> Equal rights             |
| <input type="checkbox"/> Elder care             | <input type="checkbox"/> Families in need         |
| <input type="checkbox"/> Health and wellness    | <input type="checkbox"/> Other                    |

# Let's Get Curious

This activity will allow members to:

- Participate in thoughtful and respectful club discussions.
- Analyze, problem-solve and brainstorm how the community will be impacted by their service project.
- Connect with their fellow club members.
- Increase confidence and team-building.

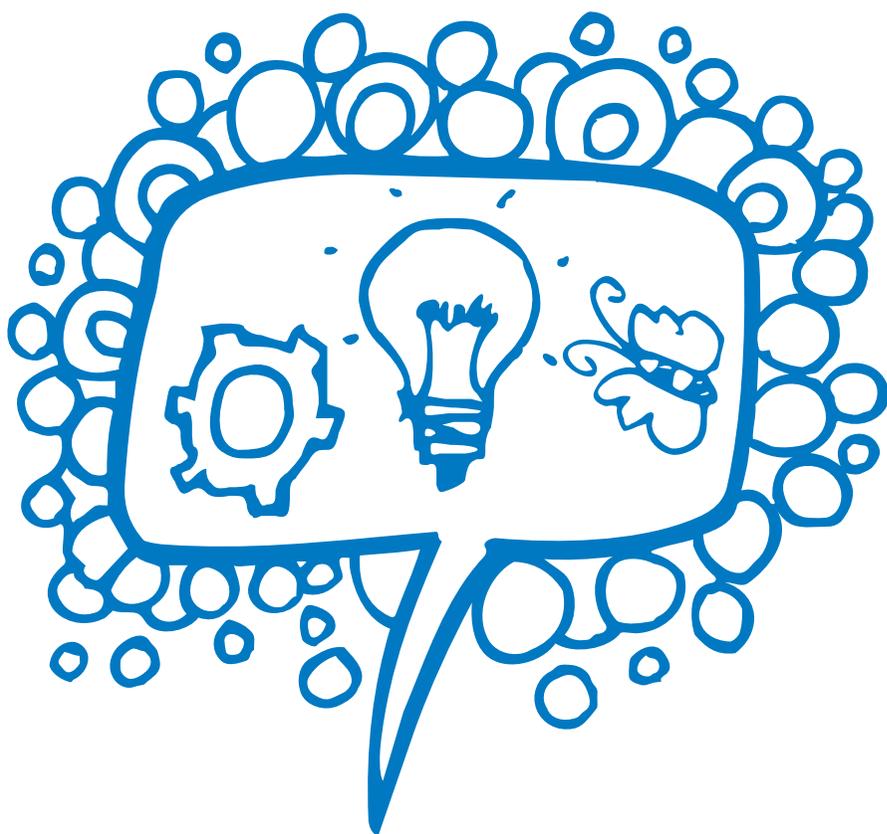
## Materials needed:

- Flip-chart pages used during the Presenting and Charting Your Idea activity
- White board or blank flip-chart paper
- Markers

## How to lead this activity:

Once the club completes the charting exercise, members should think about the impact their club might have. This discussion will help them think about each type of service need. The club secretary should take notes on the flip charts or a white board.

1. Post the flip-chart pages from the charting activity from the previous meeting where everyone can see them. Members will discuss each service need as a possible category for their next service project.
2. Make sure every member has the Accountable Talk handout before the discussion starts. (During the discussion, club officers and advisors should make sure that every member uses accountable talk.)
3. Club officers should lead a discussion about each service need. (For time's sake, the club can choose to discuss only the most popular service need categories.) Here are a few questions you might use:
  - a. What kinds of service projects would help meet this type of service need?
  - b. Who might benefit from a service project?
  - c. What is already being done for this service need? Which organizations in our community are doing it?
  - d. Who could we contact to help us learn more?
  - e. Can our club make a significant impact on this service need?



# *Sticker Voting*

This activity will allow members to:

- Choose a service need in a fun and visual way.
- Connect with their fellow club members.
- Increase confidence and team building.

Materials needed:

- Flip-chart pages used during Presenting and Charting Your Idea activity
- Stickers

How to lead this activity:

It's time to decide on a service need! This is an easy and fun way for your Builders Club to vote. If you still have stickers on your flip-chart papers from earlier, use different stickers for this activity.

1. Post the flip-chart pages from the Presenting and Charting Your Idea activity where everyone can see them.
2. Give each member a sticker to vote with.
3. Tell each member to place their sticker on the flip-chart page for the service need category that he or she wants to do.
4. Once everyone has placed a sticker, voting has ended. The service need category with the most stickers wins.
5. If there's a tie, all members should vote again on the tied options until a winner emerges.
6. Have the secretary take note of the top three service needs. These will be handy in the future when the club is ready to begin new projects.

Encourage your club to also use Parliamentary Procedure. Check out [buildersclub.org/IDEA](http://buildersclub.org/IDEA) for a handout on how the club can use this tool.

Hunger

Handwritten notes on lined paper with the title "Hunger". The page contains five smiley faces and five stars scattered across the lines.

Random acts of kindness

Handwritten notes on lined paper with the title "Random acts of kindness". The page contains three smiley faces and three stars scattered across the lines.

Bully prevention

Handwritten notes on lined paper with the title "Bully prevention". The page contains six smiley faces and four stars scattered across the lines.

# DEVELOP THE PASSION



# DEVELOP THE PASSION

Great job on leading your club and working with members to make an informed decision on a service need! Now it's time to develop each member's passion about this service need and decide on a service project that will leave a lasting impact.

The next step is called Develop the Passion. The four goals are outlined below, along with tools and resources to guide club members and advisors. By the end of this step, your club will have researched the service need and decided on a service project.

## How to lead the club through Develop the Passion

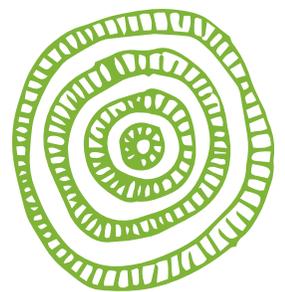
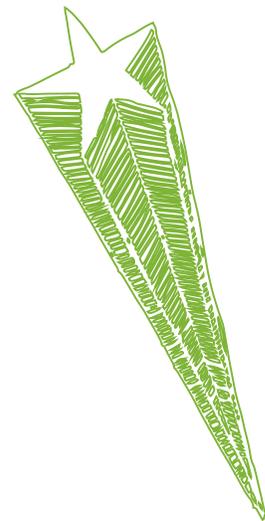
### Goals:

1. Members will research the service need the club has chosen and learn why it exists in their community.
2. Members will connect with community experts to explore possible service projects.
3. Members will choose a long-lasting service project for their club to plan and execute.
4. Members will bring awareness to the service need and invite others to join their efforts.

### Planning

Advisors and officers should:

- Read the entire Develop the Passion section of this toolkit. You'll find outlines to guide officers through each activity. All worksheets, activities and club officer outlines also can be found at [buildersclub.org/IDEA](http://buildersclub.org/IDEA).
- Work together to answer this question: Which activities will be done during meetings, and which ones should members do individually?
- Figure out which club officer will lead the club through each activity and how to get the best results.
- This section of the toolkit will help your members feel passionate about their service work and build relationships with others who care about your service need. Your Builders Club is about to make a huge difference in your community!



D

# *Time to Investigate and My Findings*



These activities will allow members to:

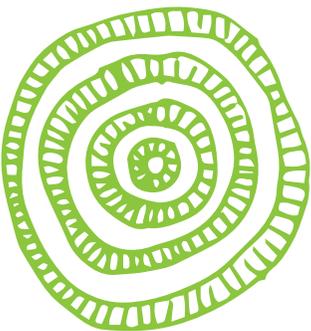
- Learn how their chosen service need impacts the community.
- Learn about organizations in the community.
- Practice working collaboratively in groups.
- Reflect on the information they previously gathered.

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.)
- One Time to Investigate worksheet and one My Findings worksheet per member (print them at [buildersclub.org/IDEA](http://buildersclub.org/IDEA)), and a few extras, just in case.

How to lead this activity:

1. Thank the club for its hard work on the Identify the Need step. Congratulate members on choosing a service need and explain that their service project will make a difference.
2. Tell the club that in the next step, Develop the Passion, members will learn more about the service need and how it affects the school and community. Also tell them that by the end of this step, they will choose a service project.
3. Give each member a Time to Investigate worksheet.
4. Divide members into two groups. Ask one group to focus on “How this service need affects our school and community” and the other to research “What exists in our school and community to aid this service need.”
5. Instruct each group to follow the handout directions. Assign the faculty advisor to one group and the Kiwanis advisor to the other so they can help with internet research.



6. Allow enough time to investigate, and then ask each group to present their findings. Members should use the My Findings worksheet to write down interesting details from both presentations.
7. After each group's presentation, ask the following:
  - a. What community organizations work on this service need?
  - b. Which of those organizations interest us the most?
  - c. Who can help us learn more?
  - d. How is our school affected by this service need?
8. After both groups have presented, ask members to turn in their completed My Findings worksheets.
9. Explain that members will review their worksheets at the next meeting. Then the club will plan how to contact some of the listed organizations to learn more about the service need and how it affects the school and community.
10. Thank the members for their investigative work and get them excited for the next meeting.





# Time to Investigate

Congratulations! Your Builders Club has successfully chosen a service need for your service project. To make a lasting impact, it's important to research the need and how it affects your community.

The service need we want to help is \_\_\_\_\_.

## Group 1: How does this service need affect our school and community?

Find your local newspaper's website online. In the search bar, enter your service need. What article links appear? (Try using phrases and synonyms for your service need to find more articles. Ask your fellow club members and/or advisors to help you think of key words and phrases.)

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Choose three to five articles to read. What did these articles teach you about your service need in your community? List organizations mentioned in the articles along with any available contact information.

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## Group 2: What exists in our school and community to aid this service need?

Search your town's website for community organizations or leaders connected to your service need. List them here:

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Choose one organization that supports this service need and answer the following:

What is its mission? \_\_\_\_\_

Who can you contact to learn more, and how do you reach him/her? \_\_\_\_\_

---

What services does the organization provide to help the service need? \_\_\_\_\_

---



## *My Findings*

Use the boxes below to reflect on findings from your group's research, as well as what you learned during the other group's presentation.

What organizations would you like to learn more about?

Were you surprised by anything that you learned today? If so, what surprised you?

# Let's Get Help!



This activity will allow members to:

- Make connections in the school and community.
- Practice working together successfully.
- Think abstractly.

Materials needed:

- Whiteboard
- Markers
- Pen or pencil
- One worksheet for the club secretary (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))

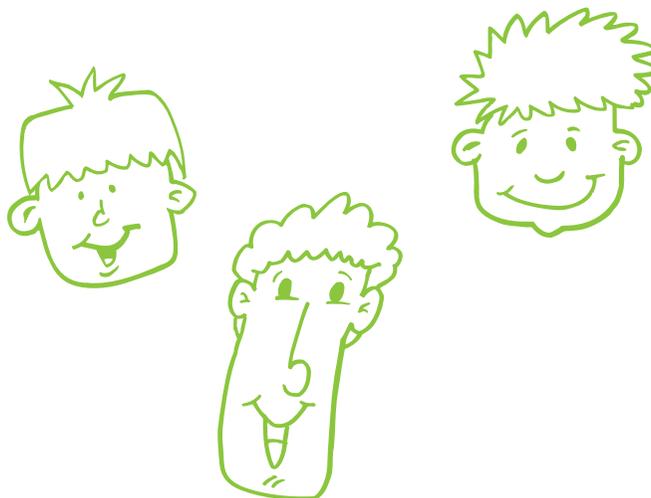
How to lead this activity:

In the Time to Investigate activity, the club identified several community organizations that involve the service need. By asking these organizations for insight, members will learn more about them and the best way to join their efforts.

1. Explain that the best way to learn more about your service need in the school and community is to ask experts for help. To do that, members will invite school and/or community leaders to speak to the club.
2. If a contact is unable to visit, a member will conduct a phone interview and present findings to the club.
3. On the whiteboard, write names of organizations that work on this service need. Include your school, as its leaders most likely can offer suggestions for a school service project or connect the club with other school members who are knowledgeable about the service need. Also include your sponsoring Kiwanis club—one of its members probably can help with introducing you to someone who can help.
4. Using the Let's Get Help! handout, the club secretary should note how the club decides to move forward with each organization. These notes will be very important in the next meeting's activity.

Provide the club a script to use when asking organizations to present to the club. Print the Ask the Experts script at [buildersclub.org/IDEA](http://buildersclub.org/IDEA).

5. Discuss how the club will reach out to each organization listed on the whiteboard. Use the following questions to guide the discussion on each organization:
  - a. Does anyone in the club have a connection to this organization?
    - i. For example, does any member have a parent, relative or friend who works or volunteers there?
  - b. What is the best way to reach this organization?
    - i. The best way to reach out would be to contact the club's connection.
    - ii. If a connection does not exist, the club needs to find another way, such as calling the organization to ask for a meeting.
    - iii. For your school, club officers and advisors most likely should work with the school secretary to set up a face-to-face meeting between the principal and the club officers.
    - iv. For your sponsoring Kiwanis club, work with the Kiwanis advisor to contact the club president. Find out if Builders Club members could ask for help at the next Kiwanis club meeting.
  - c. Which members will work together to ask this organization for help?
    - i. Club officers should take the lead on the school meeting.
    - ii. For other organizations, any member with a connection should be included in reaching out.
    - iii. Ensure that every member is assigned to an organization.
6. After all organizations have been discussed, tell members they don't need to take action now. At the next club meeting, they'll review their assigned organization and practice how to ask for help.
7. Thank members for their hard work at today's meeting.



# Let's Get Help!



The club secretary can use this handout to keep notes for the club. It's an easy way to record which organizations the club will contact and who is responsible for each one.



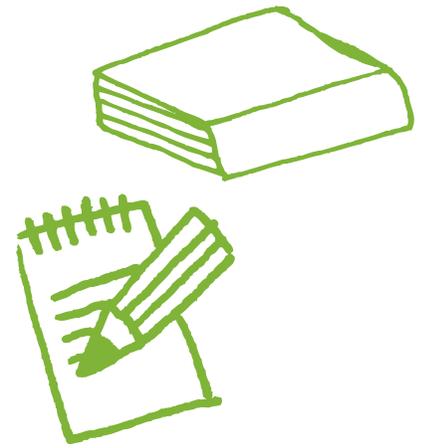
<p><b>Organization:</b> School</p> <p><b>Who to contact:</b> School principal</p> <p><b>Best way to contact:</b></p> <p><b>Who will reach out:</b> Faculty advisor and Builders Club officer</p>	<p><b>Organization:</b> Kiwanis club</p> <p><b>Who to contact:</b> Kiwanis cub president</p> <p><b>Best way to contact:</b></p> <p><b>Who will reach out:</b> Kiwanis advisor</p>	<p><b>Organization:</b></p> <p><b>Who to contact:</b></p> <p><b>Best way to contact:</b></p> <p><b>Who will reach out:</b></p>
<p><b>Organization:</b></p> <p><b>Who to contact:</b></p> <p><b>Best way to contact:</b></p> <p><b>Who will reach out:</b></p>	<p><b>Organization:</b></p> <p><b>Who to contact:</b></p> <p><b>Best way to contact:</b></p> <p><b>Who will reach out:</b></p>	<p><b>Organization:</b></p> <p><b>Who to contact:</b></p> <p><b>Best way to contact:</b></p> <p><b>Who will reach out:</b></p>
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# *The Service Need and Our School*

This activity will allow club officers to:

- Form a partnership with the school.
- Improve communication skills.
- Practice leading meetings.



Materials needed:

- Note-taking tool (notebook and pen, electronic device, etc.)

Officers should complete this activity outside of the club meeting.

1. Before the next club meeting, officers should meet with school leaders to update them on the Builders Club's progress.
2. Work with the faculty advisor to schedule a meeting with the principal and/or school leaders. All club officers and both advisors should attend.
3. Begin the meeting by greeting everyone and thanking them for their time. Explain that the Builders Club has chosen to focus on improving (insert your club's service need here) this year. Briefly describe the work that the club has completed so far in choosing this service need. Explain that the club will be asking community organizations for guidance on making a positive impact on this service need. Ask school leaders the following:
  - a. How does this service need affect the school?
  - b. Are there other school organizations, clubs or groups that focus on helping this service need in our school? If so, would it be possible for the Builders Club to partner with them?
  - c. Does the school have any connections or resources that the club could use for a service project?

4. If your service need affects the school, invite one or more school leaders to a future Builders Club meeting to explain the impact and discuss potential service projects that could help.
5. Take notes during the meeting. At the end of the meeting, thank the school leaders for taking time to meet with you.
6. After the meeting, write a thank-you note to each school leader who attended.



# 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](http://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 them 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. Also, 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. Their name and organization
  - b. How long they have worked there
  - c. How the organization is connected to your club's chosen service need
  - e. Saying 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 their 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.

# Taking Notes



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 they represent: \_\_\_\_\_

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 their time and all the information that has been shared.

# *Name that Service Project*

This activity will allow members to:

- Brainstorm and contribute ideas.
- Think abstractly.
- Practice collaborating successfully.

Materials needed:

- A small ball
- Whiteboard
- Flip-chart papers
- Markers
- One sticker per member

How to lead this activity:

Now that members have gathered information through multiple interviews, it's time to determine the best way for the club to serve the community and address this service need. Ask everyone to review their notes from the Time to Investigate and Taking Notes activities. The club then will do a fun activity that allows everyone to share service project ideas.

1. On individual flip-chart papers, write the name of each organization the club has researched. Ask the club secretary to take notes on these papers during the meeting.
2. On the whiteboard, a club officer should write the following sentence:
  - a. "If we choose to help (name of organization) with a service project, we could work with (names of people in the organization) to help solve the problem of (description of the service project)."
3. Ask the club to form a big circle.
4. Explain that the club will take turns filling in the blanks in the whiteboard sentence.
5. A club officer will go first. Holding the ball in their hands, the officer describes the service project using the sentence on the whiteboard, the club secretary should write it on the flip chart for that specific organization. (The club secretary also will take notes on all service-project descriptions mentioned in this activity.)
  - a. Here is an example:
    - i. If the club's service need is Health and Wellness, the officer could say, "If we choose to help our school with a service project, we could work with the principal to help solve the problem of students who don't have winter boots."
6. The club officer will then ask for a volunteer to go next. Throw the ball to that member and

remind them to use the whiteboard sentence when sharing an idea.

7. Continue until every member has shared an idea.
8. Give each member a sticker.
9. Using Sticker Voting from the Identify the Need step (see page 20), ask each member to place a sticker next to their favorite service project.
10. After everyone has voted, determine the most popular service project. Encourage members to be prepared at the next meeting to discuss the project and the organization it will serve.



# Quick Thinking

This activity will allow members to:

- Brainstorm and problem-solve.
- Practice working together successfully.
- Reflect on how their club will make a difference.

Materials needed:

- Flip-chart paper
- Markers
- Stopwatch

How to lead this activity:

Your club has successfully chosen an organization and service project. Now you need to decide how to accomplish results. Let the club know that everyone must think fast and get creative in today's fun activity!

1. Write the following questions on flip-chart paper, with one question per page:
  - a. What can we do to help this service need in the short term?
  - b. What can we do to help this service need in the long term?
  - c. If we need money for our service project, what fundraiser could we plan?
  - d. How can we bring awareness to this service project? How can we get more people involved?
2. Place these flip-chart papers around the room, leaving plenty of space between each one.
3. Review the previous meeting, noting the chosen organization and service project.
4. Divide the club into four groups. Ask each group to stand by a separate flip-chart paper.
5. When a club officer says "Go," each group will have four minutes to come up with as many ideas as possible for its particular question.
6. Ask one person in each group to write all answers on the flip chart.
7. After four minutes, each group moves to the next question. Repeat until each group has answered all questions.
8. Explain that the point of this fast-moving activity is to come up with as many ideas as possible. Write everything down: There are no wrong answers.



9. When the activity ends, club officers should lead a discussion about each station's answers. Use the following questions:
  - a. Which of these answers could our club accomplish by the end of the school year?
  - b. Which of these do we like best?
  - c. What is the best solution to this question?
10. With help from the advisor, the club should choose a few different options for completing the service project.
11. Ask members to vote on their favorite service project idea, either by a show of hands or another round of sticker voting.
12. After the meeting, club officers, with help from advisors, should inform the selected organization about the club's decision and ask for any suggestions, deadlines or policies that the club needs to know before planning the service project.



# High-Impact Service Survey

This activity will allow members to:

- Think about how to successfully complete a high-impact service project.
- Analyze the best way to make an impact with a service project.
- Collectively choose a service project.

Materials needed:

- One worksheet per club (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))
- Pen or pencil

How to lead this activity:

Your club is doing a great job! There's just one more test to solidify the club's service project. It's time to take the High-Impact Service Survey!

1. At the club meeting, congratulate members on choosing a partner organization and determining their service project. Explain that only one challenge remains before they can make the service project official.
2. Officers should report the results of their conversation with your partner organization's representative, including any suggestions for the club and whether the project was approved.
3. Using the High-Impact Service Survey, ask members to vote on the answers to each question by a show of hands.
4. Score the survey to determine if your service project qualifies as high-impact. If it doesn't, work with your advisors to tweak your project and then try the survey again.
5. At the end of this activity, ask for a round of applause. Your club has officially decided on a high-impact service project! Congratulations!



# High-Impact Service Survey

Has your club chosen a high-impact service project? Answer the following questions to determine if it will have a long-lasting impact on your partner organization and your club.

1. Will this service project make an impact on our school or community?
  - a. Yes
  - b. No
  - c. Not sure
2. Do we feel excited about this service project?
  - a. Yes
  - b. No
  - c. Not sure
3. Thinking back on our research and interviews, do we feel confident that this service project truly will benefit our partner organization?
  - a. Yes
  - b. No
  - c. Not sure
4. Does this service project fill a need for a long period of time?
  - a. Yes
  - b. No
  - c. Not sure
5. Can we finish this service project before the end of the school year?
  - a. Yes
  - b. No
  - c. Not sure
6. Do we feel confident that we will complete this service project successfully?
  - a. Yes
  - b. No
  - c. Not sure
7. Do our faculty advisor and Kiwanis advisor both believe that this is the right high-impact service project for us to complete? \*
  - a. Yes
  - b. No
  - c. Not sure

*\*If the answer is NO to this question, the club needs to work with advisors to revise the service project until the answer is YES.*

## Scoring:

**Did your club answer “Yes” to most questions?** Great job! You’re well on your way to creating a high-impact service project. This is important because the difference you will make in your school and community will last longer than the service project itself. If the club answered “No” to any question, take a few minutes to discuss why and talk about how everyone can work to make it a “Yes.”

**Did your club answer “No” to most of the questions?** Your club has good intentions but needs to think some more about the service project you’ve created. Remember, the project should be realistic and exciting to members. Consult with your advisors for guidance and tweak the plan to turn some of those no’s into yes’s.

**Did your club answer “Not sure” to any of the questions?** Your club is on the right track, but you need a little help making some changes. Talk with your club advisors to figure out how your club can leave a longer-lasting impact with the service project. Then try to answer the questions again.

# Talking Points



This activity will allow members to:

- Improve communication skills.
- Increase confidence.
- Bring awareness to the service need and how the Builders Club will make a difference.

Materials needed:

- One worksheet per member (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))
- Pens or pencils
- Whiteboard
- Markers
- Stopwatch

How to lead this activity:

Now that your club has chosen a high-impact service project, members should practice how to describe it to others.

1. Explain that it's important for non-members to learn about the service need, how it affects the community and how they can make a difference by helping the club.
2. Give each member a Talking Points worksheet and ask them to take notes based on the club's discussion. They can use this as a "cheat sheet" when talking to parents, neighbors, friends and others about the club's service project.
3. Tell club members to remember the following when discussing the project:
  - a. **Keep it short.** You want to hit all the main points without overwhelming someone with too many small details.
  - b. **Show your passion.** It's exciting that your club is giving back to the community and making a difference. Let that excitement show when speaking to others.
  - c. **Invite others to join the effort.** The more people who get involved with our service project, the bigger its impact will be.
4. Read each question and ask members what main talking points should be included in the answer.
5. Using the whiteboard, the club secretary should take notes on each question.
6. After all questions have been answered, ask members to practice their talking points.
7. In groups of two, each member should use the Talking Points handout to describe the service project to their partner.
  - a. Each member should complete their speech in three minutes.
  - b. Each member should ask their partner for feedback on how to improve.
8. At the end of the meeting, thank members for their hard work. Encourage them to practice their Talking Points by telling family members about the service project.
9. Let members know everyone will talk more about how to share news about the service project at the next club meeting.

# Talking Points

Now that our club has chosen a high-impact service project, it's time to tell others about it. Take notes below on what information to include. Remember to:

- Keep it short.
- Show your passion.
- Invite others to join the effort.

What is our Builders Club service project?

Who will benefit from our service project?

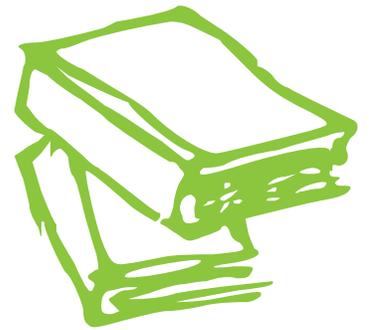
Why is this service project needed in our community?

Would you like to help us with this service project?

# *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:

- Note-taking tool (notebook and pen, electronic device, etc.)

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 school leaders 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.

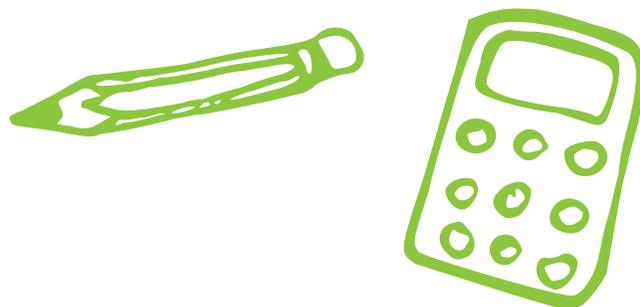
Meeting with school leaders:

1. Work with the faculty advisor to schedule an in-person meeting with the principal or school leaders 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 leaders for approval and inquire about any policies that the club should know before starting the project.
5. Thank the school leaders 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 club advisors or club officers will provide updates on the project's progress.



# Share the Good News

This activity will allow members to:

- Bring awareness to the service need and how the Builders Club will make an impact.
- Invite others to join the Builders Club's efforts.
- Share their passion and excitement about service leadership.

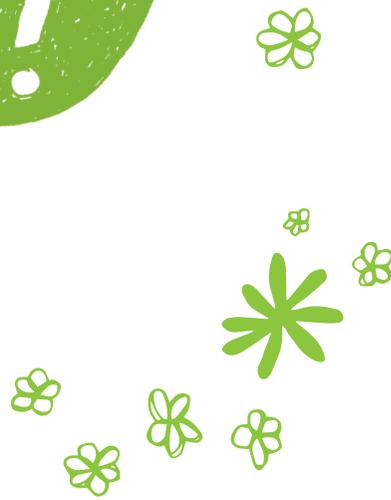
Materials needed:

- Poster boards
- Markers

How to lead this activity:

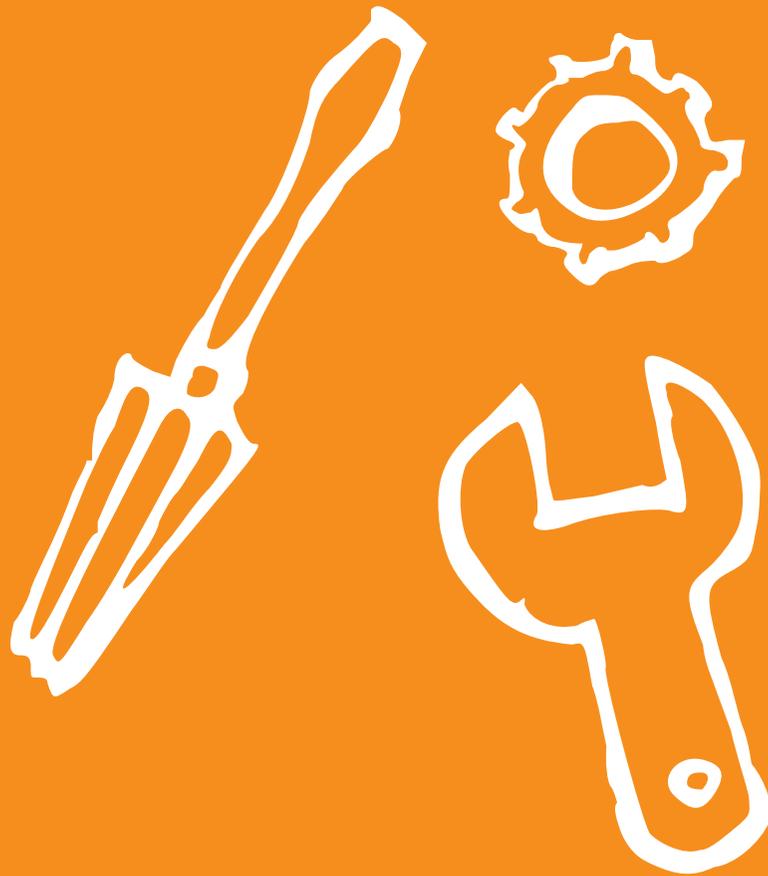
Your club has worked hard and accomplished so much! Share what your club has learned by inviting everyone in the school to join Builders Club in its efforts!

1. Tell members the results of your club officers' meetings with school leaders and the sponsoring Kiwanis club. Include any feedback, advice and resources that were shared with you.
2. Challenge members to brainstorm ways the club can continue spreading the word about the service project and its impact on the school and the community. Here are a few ideas to get you started:
  - a. Make school announcements using the Talking Points handout as a guide.
  - b. Inform other school clubs and organizations and ask them to join the Builders Club's efforts.
  - c. Encourage each member to tell one peer who is not in the Builders Club about the service project and who it will benefit.
3. After the club brainstorms, ask members to work in groups and create fun posters to hang on school walls. These posters should include short messages about the service project and who it will help—and it should invite others to join Builders Club.
4. Hang the posters around the school.
5. Close the meeting by planning how members will continue to bring awareness to their cause and service project.
6. This is the last activity in the Develop the Passion step. Let members know the club will start making plans to execute the service project at the next meeting.



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# EXECUTE THE PROJECT



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# EXECUTE THE PROJECT

Your club is doing an amazing job! You are well on your way to leaving a lasting impact on your school and community.

The next step to achieving high-impact service is Execute the Project. Your club now has a service project, and it's time to plan and complete it.

## How to lead the club through Execute the Project

### Goals:

1. Members will set goals and reflect on their progress throughout the planning period.
2. Members will coordinate event details and collaborate for a successful service project.
3. Members will learn about budgeting and financial literacy.
4. Members will document the service project and bring awareness to the cause.

### Planning:

Advisors and officers should:

- Read the entire Execute the Project section of this toolkit. You'll find outlines to guide officers through each activity. All worksheets, activities and club officer outlines also can be found at [buildersclub.org/IDEA](http://buildersclub.org/IDEA).
- Work together to answer this question: Which activities will be done during meetings, and which ones should members do individually?
- Figure out which club officer will lead the club through each activity and how to get the best results.
- This section of the toolkit will help your members feel passionate about their service work and build relationships with others who care about your service need. Your Builders Club is about to make a huge difference in your community!



# Role Playing and Goal Setting

These activities will allow members to:

- Set goals and start planning.
- Think about problems that might arise and how the club can work together to avoid pitfalls.

Materials needed:

- One Goal Setting handout for each member (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))
- Two copies of the Role Playing handout per club (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))

How to lead this activity:

1. Before the club meeting, officers should contact the organization the club has chosen for their service project. (If the club is doing a service project for the school, this meeting can be skipped because it should have been completed in the Develop the Passion step.) Give the organization an overview of the club's initial plans. Be sure to ask if there is any information the club should know before executing the service project.
2. Begin your club meeting by reporting how the conversation with the organization went.
3. Help the club get excited—because members have officially reached the planning stage of the service project!
4. Explain that the first task to planning a successful service project is to set goals.
5. Give each member a Goal Setting handout. This handout has three suggested goals for clubs to use for completing a high-impact service project. Your club can adopt these goals—and add some of your own.
6. Ask for two members to volunteer to role-play a scenario in front of club members. Using the role-playing script, assign each volunteer a role in scenario #1 and ask them to act it out.
7. After completing the first role-playing scenario, use the following questions to lead a club discussion on what went wrong and how the club can avoid these mistakes.
  - a. What went wrong in this scenario?
  - b. How could club members have worked together better to avoid this mistake?
8. After answering these questions, review Goal #1 on the Goal Setting handout. Have club members work together to complete the table under the first goal in regards to your service project.
9. Repeat steps 6–8 for Scenarios 2 and 3.
10. Have the club work together to set any additional goals.

# Role Playing

Use the following role-playing scripts to demonstrate the importance of each goal to the success of the club.

## Role-playing scenario #1

Imagine that your club is holding a car-wash fundraiser. The event is tomorrow, and the club is having a last-minute meeting.

**Club president:** "Our car-wash fundraiser is tomorrow. Our goal is to raise \$200. I have confirmed that we have all the supplies that we need: buckets, sponges, soap and volunteers! Great job to every member! It looks like we will have a great event!"

**Club member** raises their hand

**Club president:** "Yes, did you have a question?"

**Club member:** "I think we have one small problem. I know I was supposed to ask the school for approval a while ago, but I forgot. So, last week, I finally asked the principal if we could use the school parking lot for the car wash, and it did not get approved because there's another event taking place at the school at that time."

**Club president:** "Wait, so we don't have a place for our car wash tomorrow? That means we will have to cancel the fundraiser."

**Club member:** "I'm sorry, I just forgot that I was supposed to ask the school, and then when we didn't get approval, I knew the club would be disappointed."

## Role-playing scenario #2

A Builders Club member is having lunch with a student who is not a member of the club.

**Non-club member:** "So what do you do in Builders Club anyway? Play with Legos?"

**Club member:** "No, we help people."

**Non-club member:** "How do you help them?"

**Club member:** "We do projects and stuff. We have a service project coming up where we are going to help the homeless."

**Non-club member:** "Oh tell me more about this. I am very interested in helping the homeless. What kind of service project are you doing? When is it?"

**Club member:** "Umm, shoot, I don't really know the details. I am not sure when it is either. Um, I gotta go. Talk to you later!"



**Role-playing scenario #3**

The Builders Club recently held a coat drive to benefit a local shelter. Two members are reflecting on how the service project went.

**Club member #1:** “Well, how do you think the drive went?”

**Club member #2:** “I guess it went okay. Too bad there were no posters or signs about what we were doing. I think some people didn’t understand.”

**Club member #1:** “I know what you mean. People kept asking why we were putting coats in a box. But we didn’t have any money to buy any posters.”

**Club member #2:** “Or money to buy more coats after the drive—so we could hit our goal. The shelter needed 50 and we only collected 35.”

**Club member #1:** “I wish we would have thought about ways to raise money before the event.”



# Goal Setting



The first step to planning any service project is to set goals. Below are suggested goals. But be sure to add your own.

## Goal #1: Teamwork and event planning

**Our club will work together to accomplish a successful service project.**

How can we be sure to communicate with each other with respect?

- Accountable Talk (see pages 14-15)

- \_\_\_\_\_
- \_\_\_\_\_

How will we work together to solve conflict?

- \_\_\_\_\_
- \_\_\_\_\_

How can we hold each other accountable to complete our work on time?

- \_\_\_\_\_
- \_\_\_\_\_

## Goal #2: Advocacy

**Our club will bring awareness to this cause and how others can join our efforts.**

How can we share the information we have learned so far with others in our school and community?

- \_\_\_\_\_
- \_\_\_\_\_

How can we encourage others to join our service project?

- \_\_\_\_\_
- \_\_\_\_\_

## Goal #3: Fundraising and in-kind donations

**Our club will ensure that we have all the materials necessary for our service project.**

How can we ensure that we have enough money to complete our service project?

- Complete a budget

- Hold a fundraiser

- \_\_\_\_\_

What other ways can we get the supplies we need?

- Ask for in-kind donations

- \_\_\_\_\_

# *Service Project Assessment*



This activity will allow members to:

- Plan the project and think about outcomes and next steps.
- Practice coordinating details of an event.
- Share ideas and practice accountable talk.
- Collaborate as a club.

Materials needed:

- One Service Project Assessment worksheet per member (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))
- White board
- Markers

How to lead this activity:

Now that the club has set goals, it's time to put a plan in place to meet them.

1. Using the Service Project Assessment handout, lead a club discussion on the details that need to be determined for your service project. Go through each question and allow members to share ideas and discuss each topic.
2. The club secretary should keep notes on everything that is discussed. Another officer should write important discussion points on the whiteboard—so everyone can see them while the discussion is happening.
3. Remind the club to use accountable talk and to be respectful.
4. The club officer leading the discussion should allow every member the chance to speak. Make sure each question gets a solid answer before moving on to the next question.
5. The notes from this activity will help the club complete a service project timeline and supply checklist in the next club meeting.

# Service Project Assessment

It's time to start planning!

Our service project is \_\_\_\_\_.

Things to keep in mind:

1. What school policies do we need to keep in mind when planning our service project?
2. Is there any information from the organization that we need to keep in mind when planning our project?

Cost and supplies:

1. What supplies will we need to complete this service project?
2. Will we need to raise money (either through a fundraiser or donations) before the service project?

Date, time and location:

1. What is our targeted date and time?
2. Where will our service project take place?
3. What do we need to do to confirm these details?

Who to invite:

1. Who from the organization should we invite?
2. Who from the school should we invite?
3. How will we invite the sponsoring Kiwanis club and other local Kiwanis family clubs to participate?
4. Is there anyone else who might want to attend?

High-impact:

1. What can we do to make sure this service project leaves a long-lasting impact?



AWESOME

# *Service Project Timeline and Supply Checklist*

These activities will allow members to:

- Set deadlines.
- Collaborate as a club.
- Share ideas and practice accountable talk.

Materials needed:

- One Service Project Calendar worksheet (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))
- One Supply Checklist worksheet (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))
- Flip-chart paper
- Markers

How to lead this activity:

Your club now knows the details for the service project. It's time to create a timeline, determine a list of materials needed and assign responsibilities leading up to the service project.

1. Before the club meeting, write one of the following on each of five flip-chart papers:
  - a. 8 weeks before
  - b. 6 weeks before
  - c. 4 weeks before
  - d. 2 weeks before
  - e. 1 week before
2. Using the Service Project Calendar worksheet, write in the responsibilities that are listed under each category.
3. Place the flip-chart papers around the room where everyone can see them.
4. At the club meeting, explain that today will be a day of brainstorming all the details the club needs to figure out for the service project.
5. Start with the "8 weeks before" paper. Ask club members to shout out things that need to get done two months from the date of the service project. Write all ideas on the paper so everyone can keep track of what is being shared. If members disagree about including an item on the "8 weeks before" paper, circle it and tell the club that you will come back to it.



6. Repeat step 5 for the rest of the papers.
7. Go back to the “8 weeks before” paper and discuss each shared action item. If the club agrees that the action item needs to be completed eight weeks before the service project, the club secretary should write the responsibility on the Service Project Calendar.
8. The club should determine who is responsible for each action item and assign a deadline for the item.
9. Repeat steps 7 and 8 for the rest of the flip-chart papers.
10. Thank members for their hard work. Let the club know that you’re all on your way to completing a great service project!
11. After the meeting, club officers should meet to review the timeline. Work with club advisors to make sure no action items were missed.
12. Using the timeline as a guide, complete the Supply Checklist to determine all the materials the club will need to complete the service project.
13. Make copies of the completed Supply Checklist and share them with the club at the next meeting. Ask the club to check whether anything is missing from the checklist. Explain to members that this Supply Checklist will help the club create a budget for the service project.

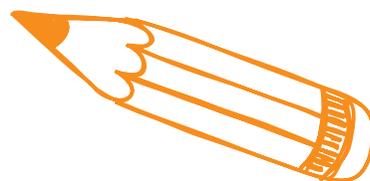


# Service Project Calendar

Planning is key to making any service project a success. Think about what you need to do to prepare for yours. What might your club need to do before your service project?

**8 WEEKS** before our service project

RESPONSIBILITY	LEADER	DEADLINE	NOTES
Decide the date, time and location of our service project			
Invite our sponsoring Kiwanis club and other Kiwanis family clubs to join us	Club president		
Decide if we need to do a fundraiser	Club treasurer		



**6 WEEKS** before our service project

RESPONSIBILITY	LEADER	DEADLINE	NOTES
Plan and execute the fundraiser			

These worksheets are available for download at [buildersclub.org/IDEA](http://buildersclub.org/IDEA).

**4 WEEKS** before our service project

RESPONSIBILITY	LEADER	DEADLINE	NOTES
Raise awareness about the service project through poster campaigns, school announcements, etc.			



# Planning for the Unexpected



This activity will allow members to:

- Embrace and prepare for failure.
- Practice resilience and problem solving.
- Collaborate in groups.

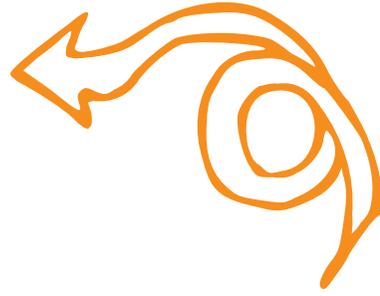
Materials needed:

- Flip-chart paper
- Markers
- One index card per member

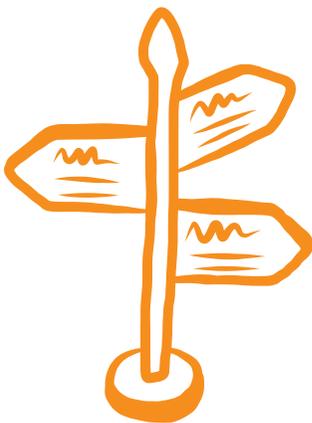
How to lead this activity:

No matter how much your club plans for your service project, there is bound to be at least one detail (maybe more) that doesn't go as planned. This doesn't mean that your service project will fail. It just means that your club should be ready to respond with a great attitude and eagerness to solve the problem.

1. Before the club meeting, write each of the following quotes on a separate piece of flip-chart paper and place them around the room for everyone to see:
  - a. "If Plan A didn't work, there are 25 other letters in the alphabet. Stay cool!"
  - b. "Tough times don't last. Tough people do."
  - c. "When something goes wrong, yell 'plot twist' and change the plan."
  - d. "Sometimes things have to go wrong in order to go right."
2. Explain to the club how every great plan has at least one detail that doesn't go as planned. Remind them that great leaders smile, show determination in the face of the unexpected and find a way to succeed. So the Builders Club needs to prepare for things that might go wrong and determine how they will respond.
3. Ask members to read each of the quotes posted around the room. Instruct them to choose the quote that they like the best and stand next to that quote.
4. Have each member describe what they like about the quote.
5. Ask each member to take a few minutes to write the quote on an index card and decorate it.



6. Tell each member to bring their index card to every club meeting and activity— and to the service project. Whenever they see another member feeling bad because something is not going as planned, they should hand that person the index card and remind them that members can work together and turn things around.
7. Ask members to discuss possible service project details that might go wrong—and how the club can prepare now. Here are a few examples of what could go wrong and how the club can plan for the unexpected:
  - a. The weather might not cooperate for an outdoor event. The club should have a “rain plan” for the event.
  - b. The club did not meet its fundraising goal for the service project. The club should find ways to cut the budget or plan a second fundraiser.
  - c. A member is sick the day of the event and cannot complete their duties. The club members should work together to complete the task(s).



# Budgeting



This activity will allow members to:

- Learn how to create and follow a budget.
- Problem solve.
- Collaborate as a team.

Materials needed:

- One worksheet per member (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))
- One completed Supply Checklist worksheet per member (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))
- Pens or pencils
- A computer or tablet
- A projector

How to lead this activity:

You will probably need money to purchase supplies for your service project. Budgeting is a way to figure out how much money the club will need—and how to keep track of the money as it is donated and spent.

1. Give each member a Budgeting worksheet and a copy of the completed Supply Checklist handout.
2. Work together to determine any costs for your service project besides the materials listed on the Supply Checklist. If so, write them in the Budgeting handout under the correct category.
3. Using the Supply Checklist, place each item into the budget under the correct category.
4. When it's time to estimate supply costs, use the internet to research how much each item costs at a local store. Ask your advisor for help if you need it. As the club does research and finds answers, ask members to write down their answers.
5. For each item, ask the following questions: "Can the club get this item donated by the school? Could members borrow it from home? Could a local business or organization donate the item?" If the answer is yes to any of these questions, mark "yes" in the "Can we get it donated?" column. Remember: The more items donated, the less money the club will need to complete the service project.
6. Leave the "Date purchased" column blank for now. The club treasurer should complete this column as items are purchased or donated.
7. To complete the last column, multiply the number of items by cost per item. Then add the numbers in the column from top to bottom—that's the total cost. Don't include any items that will be donated into your total budget cost.

When all the blanks are filled in, your club has its budget! Explain to the club that this budget will be used throughout the planning process. The next steps are figuring out how to get items donated, and if the club will need to do a fundraiser.



# *Project Planning Check-in #1*

It's time to see if your club is on track! Take this quick quiz to find out if you still have work to do before moving forward.

This activity will allow members to:

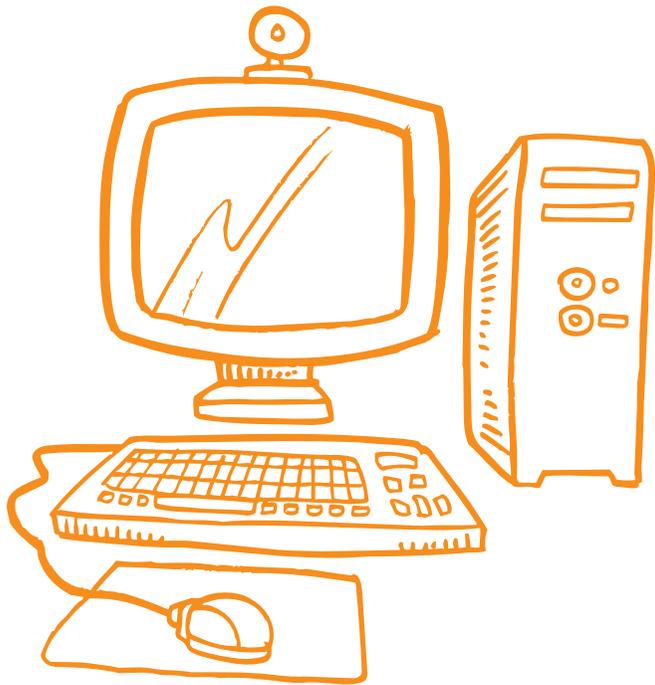
- Evaluate the service project progress.
- Practice active listening.
- Think through problems to find solutions.

How to lead this activity:

1. The club president should instruct members to stand up for a “yes” answer and stay seated for a “no” answer.
2. Any question that receives a club vote of “no” should be discussed until the answer is a “yes” before moving on.
3. The club secretary should note the answer for each question.

Quiz questions:

1. Does every club member know the goals of the service project?
2. Has the club received approval from the school and the organization for the service project?
3. Does the club have a confirmed date, time and location for the service project?
4. Does the club have a budget for the service project?
5. Is there a timeline for what needs to be completed for the service project?
6. Is everyone excited about the service project?



E

# Donation Requests

This activity will allow members to:

- Engage with the local community in fundraising for a cause.
- Practice communication skills.
- Increase confidence and leadership skills.



Materials needed:

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

How to lead this activity:

Are there items on your supply checklist that could be donated by a local business or organization? If so, use this club activity to practice asking for items.

1. Begin the club meeting by reviewing the club's progress with the budget and the supply checklist.
2. Lead the club in making a list of people to contact about making donations to your service project. Remind the club that the more items are donated, the less money members will need to raise.
3. Give each member a Donation Requests handout. Have the club complete the top chart together.
4. Break into pairs and practice asking for donations.
5. Once everyone has had a chance to practice, end the club meeting by reviewing who is going to make donation requests and when they will do it.
6. Thank everyone for their hard work.

# Donation Requests

Let's brainstorm who we might contact to ask about donating some of the items on our Supply Checklist!

ITEM NEEDED:	ESTIMATE # NEEDED:	WHO TO CONTACT FOR DONATIONS:	MEMBER MAKING THE ASK:

In groups of two, practice how to ask for donations. Here are a few things to include in your conversation:

- Your name
- Description of Builders Club
- Description of your service project
- Items that you need for the project and why you need them
- The question: Will they donate the items or money for purchasing the items?
- A sincere thank-you for their time and donation (if they agree to donate)

The club should send a thank-you note to every organization and/or person who was asked to donate—even those who didn't.



# Deciding to Fundraise

This activity will allow members to:

- Determine if a fundraiser is needed.
- Problem solve.
- Collaborate as a team.



Materials needed:

- One worksheet per member (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))
- Pens or pencils
- Whiteboard
- Markers
- One sticker per member

How to lead this activity:

Before beginning this activity, club officers should meet to review the club's budget. Decide if your club needs to host a fundraiser by discussing the following questions:

- Does your club want to do a fundraiser for an organization as your service project?
- Does your club need money to purchase supplies for your service project?
- Are there any other costs in the budget that are not covered by donations?

If you answered yes to any of these questions your club may need to fundraise.

1. Before the meeting, write "Fundraising Ideas" on a large flip-chart paper, whiteboard or chalkboard.
2. Start the meeting by giving members a report on what club officers discussed.
3. Give each member a Deciding to Fundraise worksheet.
4. Use the "club discussion" section to decide how big you want your fundraiser to be, based on your fundraising goal.
5. Review fundraiser ideas. Talk about each one and whether you could get approval from the school to do them.
6. Give members time to think of new fundraising ideas. Ask members to write down their ideas and put their pen or pencil down when they are finished.
7. When everyone is finished, ask each member to write one idea on the flip-chart paper, whiteboard or chalkboard for the club to see.
8. Using the Sticker Voting activity in the Identify the Need step (see page 20), ask each member to vote for a club fundraiser.
9. When the activity is over, thank everyone for their time and participation.

# Deciding to Fundraise



Organizing a fundraiser is a way for you to serve others and have fun doing it!

## Club discussion

How much money does your club need to raise? \_\_\_\_\_

Has your club ever hosted a fundraiser before? \_\_\_\_\_

## Fundraising ideas

- **Have a tournament.**

Choose a tournament theme: basketball, video games, hopscotch—any type of tournament! Decide on an entrance fee for individuals or teams. Advertise the tournament to be sure you have a good turnout. Award prizes to the winners.

- **Serve donuts and pizza.**

Sell donuts in the morning before classes start or pizza at evening events that draw large crowds.

- **Do a car wash.**

Ask a local shopping center or gas station if your club can have a car wash at its location. Create signs promoting the event and wave the signs to attract drivers and ask for monetary donations.

- **Sell candy grams.**

For a small fee, sell notes with candy attached to be delivered in class. Students purchase a candy gram to send to a friend to brighten their day.

- **Do a pancake breakfast.**

Reserve the school cafeteria to serve a pancake breakfast on a weekend. Sell tickets ahead of time and promote it early. This is a great event for a partnership with your sponsoring Kiwanis club.

- **Other ideas:**

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## Our fundraiser will be:

# *Project Planning Check-in #2*

It's the last check-in before completing your service project! As a club, take this quick quiz to find out if you still have work to do before moving forward.

This activity will allow members to:

- Evaluate the service project progress.
- Practice active listening.
- Think through problems to find solutions.

How to lead this activity:

1. The club president should instruct members to stand up for a "yes" answer and stay seated for a "no" answer.
2. Any question that receives a club vote of "no" should be discussed until the answer is a "yes" before moving on.
3. The club secretary should note the answer for each question.

Quiz questions:

1. Does every member have a role for the day of the service project?
2. Does every member know what his/her role is?
3. Does the club have all the supplies it needs to complete the service project?
4. Have the sponsoring Kiwanis club and the school administration been invited to participate in the service project?
5. Is everyone excited about the service project?

Congratulations! Your club is ready to execute the service project! Good luck, and don't forget to take all the tools that you have completed in this step with you for the day of the service project!



YES!

No!



# Day-of-Plan

This activity will allow members to:

- Assign responsibilities to each member for the day of the project.
- Think ahead about what will be needed for the day of the project.
- Collaborate as a club.

Materials needed:

- One Day-of-Plan worksheet per member (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))

How to lead this activity:

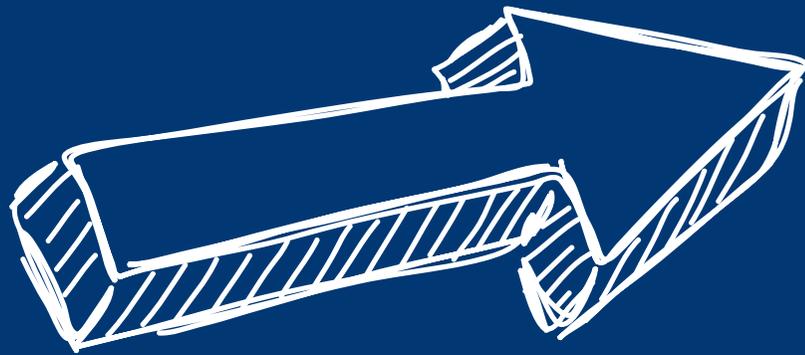
The big service project day is almost here! At this club meeting, spend time going through all the project details and the responsibilities of each member.

1. Explain that the service project that you have been planning for so long can only be a success if every member participates and completes their responsibilities.
2. Explain that at today's meeting, the club will brainstorm everything that must be completed on the service project day. Then each responsibility will be assigned to a member.
3. As the club president leads the discussion and assigns roles, the club secretary should use the Day-of-Plan handout to record each club member's assignment. Make sure that each member understands their role and where they need to be at what time.
4. Close the club meeting by reviewing the assignments, answering any final questions and making sure the club has everything to complete the service project.

Be sure the club takes photos and takes notes during the service project. Use the Documenting the Process activity at [buildersclub.org/IDEA](http://buildersclub.org/IDEA).



# ADVANCE THE IMPACT

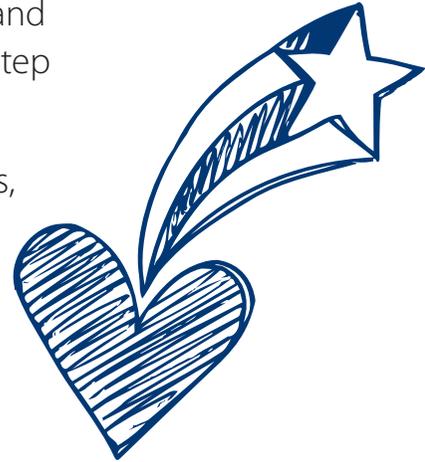


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# ADVANCE THE IMPACT

Congratulations! Your club worked very hard to plan and execute a service project that you researched and knew would be of benefit to the school and community. Your club should be extremely proud! There's just one more step to complete.

In the next step, your club will reflect on and celebrate your achievements, share with others what the club has learned and make plans to continue serving others.



## How to lead the club through Advance the Impact

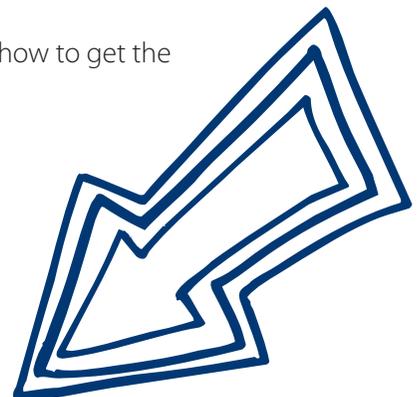
### Goals:

1. Members will reflect on their accomplishments and all that they learned through the process of planning the service project.
2. Members will celebrate their successes and evaluate where they can improve.
3. Members will share the results of their service project with others.
4. Members will plan how they will continue to serve others in their school and community.

### Planning:

Advisors and officers should:

- Read the entire Advance the Impact section of this toolkit. You'll find outlines to guide officers through each activity. All worksheets, activities and club officer outlines can also be found at [buildersclub.org/IDEA](http://buildersclub.org/IDEA).
- Work together to answer this question: Which activities will be done during meetings, and which ones should members do individually?
- Figure out which club officer will lead the club through each activity and how to get the best results.
- Take pride in all that you and your club have accomplished!



# Pat on the Back

This activity will allow members to:

- Celebrate the club's accomplishments.
- Reflect on each member's successes and strengths.



Materials needed:

- A large poster board (with an illustrated hand on it)
- One sheet of blank paper per member
- Markers

How to lead this activity:

1. Before the next club meeting, officers should discuss how the club will use the next meeting to celebrate the completion of the service project. (Your advisors can help guide you.)  
A few ideas:
  - a. Bring treats for everyone.
  - b. Have fun music playing as everyone enters the room.
  - c. Post pictures from the service project throughout the club meeting room, or create a fun slide show of photographs.
  - d. Create posters that thank members and celebrate the club's accomplishments
2. Right before the meeting, prepare for the Pat on the Back activity by hanging the poster board with the hand illustration at the front of the room.
3. As the meeting starts, let the club know that today is a big celebration for executing an excellent service project.
4. Introduce the Pat on the Back activity by letting members know the club had many successes this year and that everyone should be proud.
5. Ask each member to share his or her opinion of the club's biggest achievement. The club secretary should write the responses within the "hand" on the poster board.
6. After everyone has shared, explain that these accomplishments were possible because of each member's contribution.
7. Give each member a blank piece of paper.
8. Ask each member to trace his or her hand on the paper.

9. Officers should tape each member's "hand" to his or her back.
10. Ask club members to write something positive that each person did for the club this past year on that person's "hand."
11. When enough time has passed for everyone to mingle, ask members to take their "hands" off their backs and read all the comments.
12. Congratulate the club on working together to execute the service project, and stress that each member's role was important.
13. Ask the club to give itself a round of applause.
14. At the end of the meeting, explain that members will discuss more about the service project and its impact in the next few meetings.



# *Knowing the Impact and Evaluation*



These activities will allow members to:

- Measure their impact by hearing from the organization they helped.
- Practice communicating and listening to each other.
- Reflect on the service project process.
- Collaborate as a team.

Materials needed:

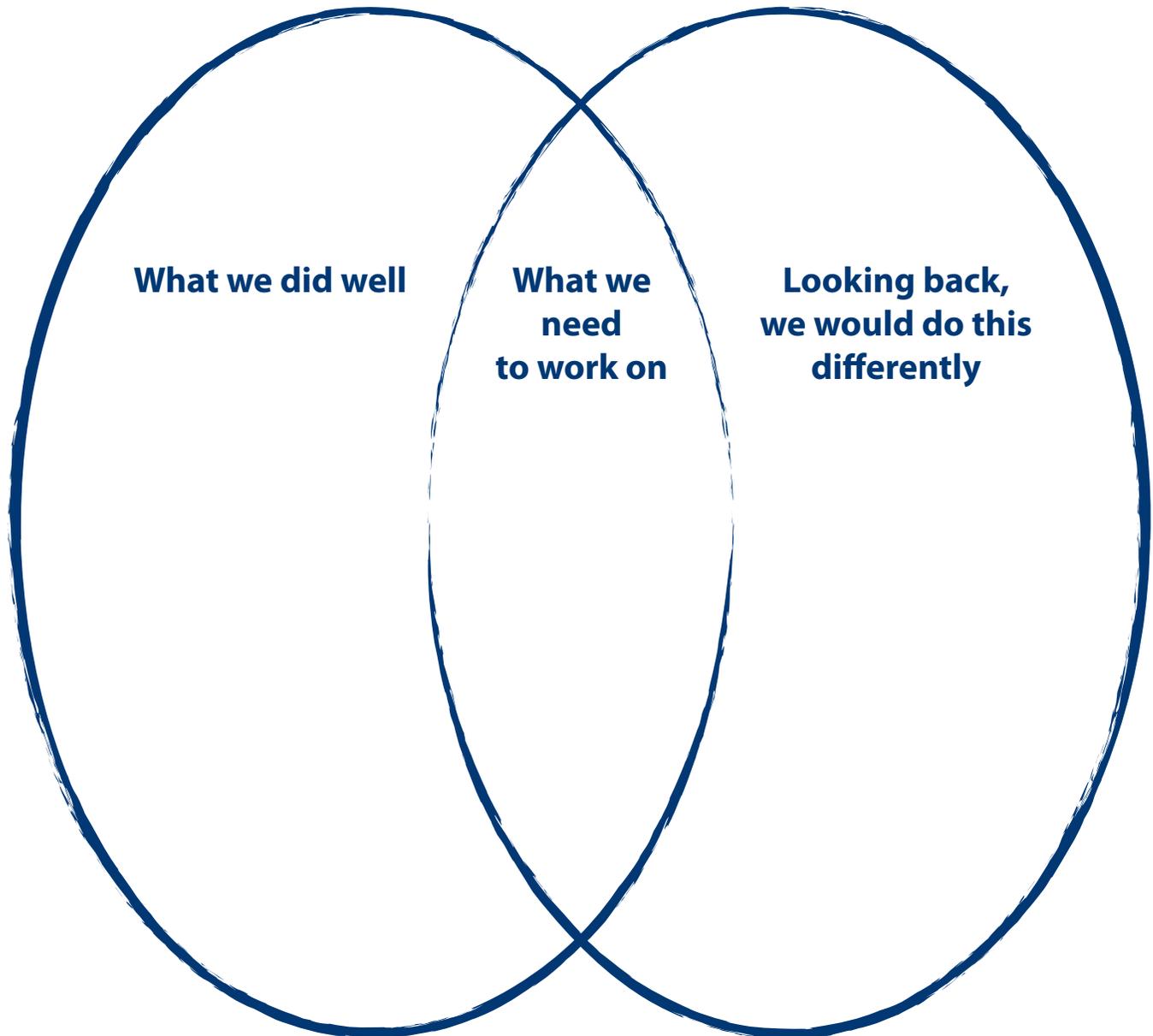
- One worksheet per member (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))
- One blank sheet of paper per member
- Pens or pencils

How to lead the activity:

1. With the help of your advisors, ask someone from the organization helped by your club's service project to speak at the next club meeting—or to write some thoughts and notes for club officers to share with members. Ask that the talk or report includes:
  - a. The results of the project
  - b. Who the project helped
  - c. How many people the project helped
  - d. Examples of the project's impact
2. At the club meeting, give every member an Evaluation worksheet and a blank piece of paper for notes.
3. If the organization's representative is attending, introduce them—and encourage members to ask questions and take notes. If nobody can attend, a club officer should share the report from the organization.
4. After the talk or report, ask members to form groups of four.
5. Ask each group to complete the Evaluation worksheet. For the first circle, group members should discuss what the club did well while planning and executing the service project. In the second circle, write what could be done differently for the next service project. Where the circles overlap, write how members can work together better next time.
6. When everyone is finished, ask for volunteers to stand up and share their answers. Thank each member who shares with the club.
7. Tell members to save their Evaluation worksheets. They will use them at the next club meeting to create a presentation about the service project.

# *Evaluation*

Now that the service project is complete, discuss what went well and what areas could be improved for the next time.



# 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:

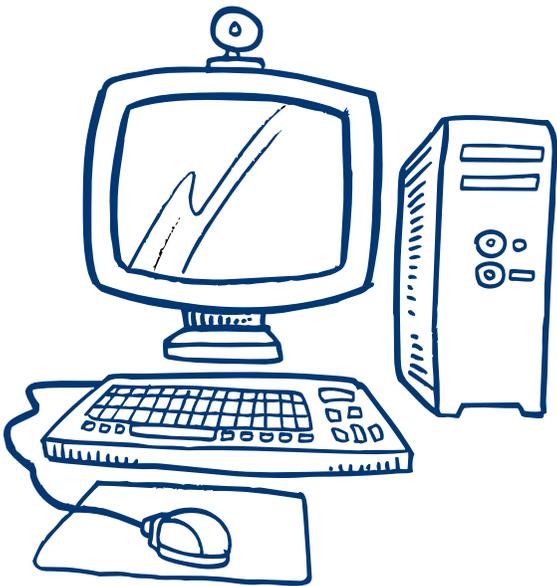
- Computers for at least a few members (You might see if you can have access to a computer lab at the school or a library.)

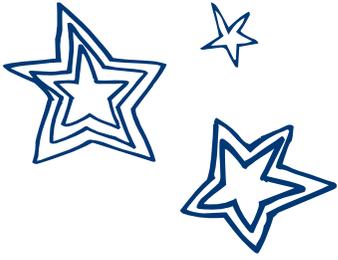
How to lead these activities:

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 together 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. They 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.





# Personal Pride



This activity will allow members to:

- Reflect on personal accomplishments.
- Make plans to continue serving others.

Materials needed:

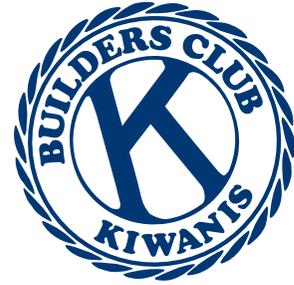
- One worksheet per member (print it at [buildersclub.org/IDEA](http://buildersclub.org/IDEA))
- One envelope per member
- Pens or pencils

How to lead this activity:

1. Give each member a Personal Pride worksheet.
2. Ask members to write a letter to themselves about their experience in Builders Club this year. Encourage them to include details about how they felt while planning and completing the service project—and how they feel now.
3. Tell members that the letters will be given to either the faculty advisor or the Kiwanis advisor. At the beginning of the next school year, the advisor will send the letters to each member as a reminder of why Builders Club and service are so important.
4. Give each member an envelope. Tell them to address the envelope with their name and mailing address, put the letter in the envelope and seal it.
5. Collect all letters at the end of the meeting.
6. Thank all the members for their hard work and dedication to the service project this year.
7. Tell the club about your experience as a club officer and how proud you were to serve.

Congratulations on a successful Builders Club service project!

# Personal Pride



Date: \_\_\_\_\_

Dear Me,

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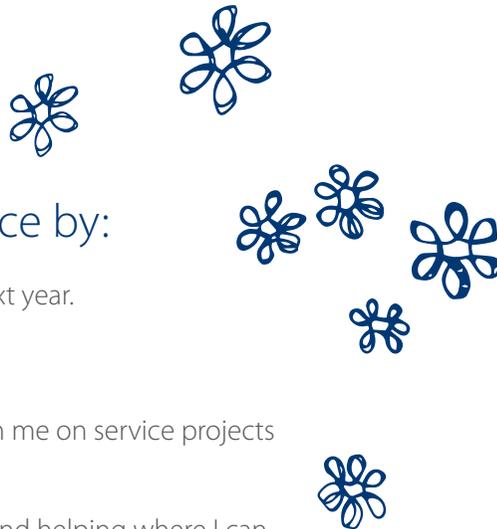
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Sincerely,

\_\_\_\_\_



I pledge to continue my life of service by:

- Being a member or officer of Builders Club again next year.
- Joining Key Club in my high school.
- Encouraging my friends and family to volunteer with me on service projects during my school break.
- Being more aware of the service needs around me and helping where I can.
- Doing more acts of kindness for people around me to brighten their days.







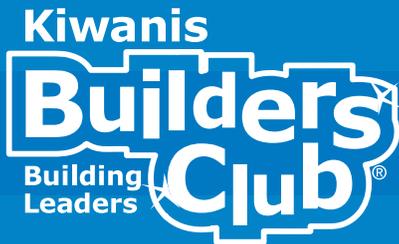
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**YEP**  
I DID THAT



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