

# Identify Service Providers and Partners

## In this activity (featured in the *Service Toolkit*):

Building on the research members completed during their Investigation activity, they will decide which people, organizations, agencies and places they will contact to explore where and how the club can carry out its service project. Guide members through creating a Community Contact List and committing to each connect with one person or place that may help with the club's service planning.

## This activity allows members to:

- Prepare to make connections in the school and community.
- Practice the important skill of note taking
- Practice effective teamwork.

## Materials needed:

- Whiteboard (and a dry erase marker)
- Members' completed Investigation & Findings worksheets (from advisor)
- Pen or pencil
- 2-3 copies of the Community Contact List worksheet for the club secretary (at end of activity)
- One Note Taking worksheet per member (at end of activity)
- From the advisor: Upcoming dates when community or school members can come speak to the club.

## How to lead this activity:

### AT THE MEETING:

1. Explain that during past interviews and research activities, the club identified institutions and experts involved in the service need. Members will learn more about the work of each and possible ways to join their efforts.
2. Pass back the completed Investigation and Findings worksheets to each member (collected at a previous meeting).
3. Now, the club will create a Community Contact List, which will be used to explore partnerships and to invite people to speak at a meeting.
4. Members will refer to their notes on the worksheet and call out the following as the officer writes them on the whiteboard:
  - a. Names of organizations that work on the need.
  - b. Names of leaders or experts you identified in the Investigation & Findings activity.
  - c. Your school leaders who can suggest a school service project or connect the club to parents and community leaders and groups who know about the need.
  - d. Your sponsoring Kiwanis club—a member can probably introduce you to someone who can help.
5. Ask the secretary to use the Community Contact List worksheet to record these names and how the club decides to move forward with each. These notes are very important.
6. Discuss how the club will reach out to each place listed on the whiteboard. [Make sure to also capture information about listed people.] Ask the following questions about each to guide the discussion:

- a. Does anyone in the club have a connection to this place? For example, does a parent, relative or friend work or volunteer there?
  - b. If the club doesn't have a connection, what is the best way to contact them?
    - i. Call the organization or institution to ask for a meeting.
    - ii. For school meetings, your officers and advisor should work with the school secretary to set up a face-to-face meeting between the principal and the club.
    - iii. For your sponsoring Kiwanis club, work with the Kiwanis advisor to contact the Kiwanis president. Ask if Builders Club members could ask for help at the next Kiwanis club meeting.
  - c. Which members will contact and ask this place or person for help?
    - i. Club officers should take the lead on a school meeting.
    - ii. For other organizations or institutions, any member with a connection should be the first choice for reaching out.
    - iii. Ensure that every member is assigned to connect with a place or person AND that each member has written down the information about who they will contact.
7. Ask members to remember their interview role-playing with one another and the interviews they conducted to gather information about a variety of service needs. Ask for volunteers to share what they found is important about interviewing others.
  8. Now, tell members it is time to take action and contact their organization, institution or school. Before the next club meeting, ask them to arrange to speak to the club or a phone interview.
    - a. Hand out the Note Taking worksheets to each member.
    - b. Share with members (and ask them to write down) the dates your advisor says you could invite a community or school member to visit to speak to the club.
  9. Thank members for their accomplishments at today's meeting and their work ahead contacting people and places that can help the club's service plans.

# COMMUNITY CONTACT LIST

The club secretary can use this worksheet to keep notes for the club. It's an easy way to record which organizations, agencies, businesses and people the club members will contact and who is responsible for making each connection.

<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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# NOTE TAKING worksheet

Member: \_\_\_\_\_

Today's interview or meeting is exciting because you get to hear from an expert who works to improve our community. Use this handout to ask the questions below and then record key points shared by the person you are interviewing or the guest speaker. The more information members gather, the easier it will be for the club to decide on a perfect service project.

If doing an interview, make sure to introduce yourself and to share that the need our Builders Club will address through service is: \_\_\_\_\_.

Name of interviewee or guest speaker: \_\_\_\_\_

Organization/Agency/Business they represent: \_\_\_\_\_

What is the mission or purpose of the institution? What does this person do for the institution?

What services does this organization/agency/business provide for the community?

How can our club help this organization/agency/business to address this service need?

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

*Remember: Thank your interviewee or guest speaker for their time and information they shared.*