

Learn from a Guest Speaker

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

A great way to learn about needs and issues in the local community or world is to hear from experts that know deeply about them. After members have reached out to people on the club's Community Contact List, there may be people who are willing to serve as a guest speaker at a club meeting. Whether they visit in person or through a video call, make the most of the time with an expert by preparing members to listen actively, take notes and ask questions.

This activity allows members to:

- Connect with community or school leaders.
- Learn how organizations and other institutions or the schoolwork to address a service need.
- Use their curiosity and ability to ask big questions.
- Gather ideas about potential service projects for the club.
- Show gratitude and say thank you to people that visit.

Materials needed:

- One Note Taking worksheet per member (from Identify Service Providers and Partners activity)
- Pens or pencils
- A blank Thank You card

How to lead this activity:

PRIOR TO THE MEETING:

1. Work with the advisor and members that extended the invitation to confirm dates and times with any guest speakers who agreed to visit.
2. Before the meeting, work with officers and advisors to determine who will introduce the guest speaker. Look up their background, write a short paragraph about them and practice delivering it. It can include:
 - a. Their name and organization/agency/business
 - b. How long they have worked there and their role
 - c. How the place is connected to your club's chosen service need

AT THE MEETING:

1. Tell members that today's guest will shed light on how the club's chosen need is being addressed in the community.
2. Give each member a Note Taking worksheet. Instruct members to take notes on the presentation and write down questions for the speaker.
3. Explain that before members choose a service project they must understand how organizations address the need, and how your club can best help.
4. An officer or advisor introduced the guest speaker with the practiced introduction and thanks the speaker for taking time to visit the club
5. 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 make a significant contribution or impact.

6. After the presentation, club officers should lead a question-and-answer session.
7. Ask the speaker if members can follow up later if they have more questions or want to discuss the service project with them.
8. Thank the speaker and applaud their efforts.
9. After the speaker leaves, ask club members to discuss their notes. Focus on project ideas.
10. Have an officer write a brief and specific message about something they learned in the Thank You card. Ask members to pass around the card and sign it. Ask the advisor to mail the card to the guest speaker.