

Report Results

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

Your members will collaborate to create a presentation that tells the story of your club's service project journey from start to completion! Get ready to share it with your school, sponsoring Kiwanis club and others and to give your Marketing & Communications Committee what it needs to create a press release to share far and wide. Stories about successful service are one way to inspire others and get them interested in supporting your cause!

This activity allows members to:

- Collaborate as a team.
- Create communications tools to share the results of the club service project.
- Analyze how the service project made an impact.

Materials needed:

- Computers or tablets with PowerPoint or Word software
- Blank paper
- Pens or pencils

How to lead this activity:

Get ready to share your club's service leadership accomplishments with your sponsoring Kiwanis club, school leaders and local media!

PRIOR TO THE MEETING:

1. 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.
2. Next, with the help of your faculty advisor, ask your school leaders to attend an upcoming Builders Club meeting for a presentation.
3. Create thank-you cards for the Kiwanis advisor and club, and the school principal or leader to give to them.

AT THE MEETING:

1. At the club meeting, ask members to help create a PowerPoint presentation together for your sponsoring Kiwanis club and school leaders.
2. Have members pair up so that each team puts together one or two slides.
3. Ask one person to be the presentation leader who will compile all the slides and adjust the design and wording as needed. The leader will ensure the slides have the same type of information and design (such as a similar background) and are in the right order. [If your club has a Marketing & Communications Committee, this leader should be the chair or a member of that Committee.]
4. Organize the presentation into the four IDEA steps of service project creation from this Toolkit—so your club can show what they did in each one. Remember IDEA's steps are:

- I = **Identify the Need**
 - D = **Develop the Understanding**
 - E = **Execute the Plan**
 - A = **Advance the Impact**
5. Describe how and why your club picked the service project by sharing pictures and stories.
 6. Include quotes from members and share how the partnering organization / institution says the club made a difference.
 7. Thank the sponsoring Kiwanis club and school leaders for their support. When the activity is over, thank your fellow club members for participating in the creation of a PowerPoint presentation.

AFTER THE MEETING:

1. Use the presentation your club created to share its service story at the Kiwanis club meeting and Builders Club meeting with school leaders. Make sure to give the hand-signed thank-you cards from the club to Kiwanis and your school leadership.
2. The Marketing & Communication Committee of club officers should also 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 data/figures/facts you give.
 - f. Ask your Kiwanis and faculty advisors to share the news release with local newspapers, television stations and radio stations