



## Builders Club Week Guide

Builders Club Week is the last full week of February each year. During this special time, members educate other students and adults about what Builders Club is about, thank supporters, and highlight the club's contributions to the community. Each day of the week has a theme. This easy-to-use guide can help your club make the most of the week!

If your club is unable to host Builders Club Week during the last full week of February, find another time to celebrate. Some clubs hold it during a different week or throughout the month.

### The Builders Club Week Planner

#### **What to do at the beginning of the year**

- Advisor and members meet with an administrator to add Builders Club Week to the school/organization calendar. Ask for information to be shared on the website and in the newsletter.
- Ask school/organization leaders for guidelines about how the club can promote Builders Club Week and any event and involve other students and adults in activities. For example, can the club post signage or invite students to participate in activities?
- Invite Kiwanis family clubs to participate in scheduled events on Friday for Connect the Kiwanis Family themed activities. Make sure your Kiwanis sponsor is aware that your club is observing Builders Club Week and invite them to attend.
- Email parents/guardians the [\*\*Photograph Release Consent Form\*\*](#) and [\*\*Parent/Guardian Permission to Participate Form\*\*](#) or send copies home with members. Each member should have these signed and returned as the club starts meeting for the year.

#### **Creating a plan for the week's activities**

Your club can plan and organize Builders Club Week activities together (as a whole club) or by forming a committee responsible for these tasks.

The first step is deciding what activities your club will do for each day of the week. See the next section of this guide – Ideas for Activities – and brainstorm as a club. Then get started planning! The club or committee can create a plan for each day of Builders Club Week on sheets of easel paper and display these in the meeting room until the details are worked out. Then, the club secretary or member of the Builders Club Week committee can use the [\*\*Builders Club Week Daily Planner Form\*\*](#) (on the next page). The form lists prompts to help your club create a plan for each day.

## An example of a day's plan

Here's an example of how to use the prompts to build a plan for one day:

- Theme for the day: Tuesday: Kudos to the Helpers!
- Activity our club will do: Doors honoring Builders Club helpers.
- Description of the activity: Decorate the school office door and doors of staff who encouraged and supported the club's activities. Use upbeat and positive thank you messages.
- Where the activity will take place: In school hallway doors.
- Who will be invited to participate: Only club members who will decorate the doors.
- How we will promote the activity (e.g., announcements, posters, flyers, bulletin boards, social media, emails, etc.): This activity is a surprise for supporters – no announcements needed.
- Supplies we need: Butcher block paper, construction paper and/or decorative paper. Thick poster markers. Cool stickers. Ribbons. Balloons. Painter's tape.
- List of members' names and their responsibilities during the activity:

Name or names	Tasks to complete	Deadline or time
Mrs. Johnson, James & Lisa	Purchase paper, stickers and balloons. Bring supplies from home.	The week before Builders Club Week
Sarah	Distribute supplies to members. When they finish, gather and store door decorations at end of meeting.	During Feb. 12 meeting
Club	Create decorations for each door.	During Feb. 12 meeting
Alyssa & Jemma Trent & Jacob Michelle & Sally Jordan & Sam Destiny & Lilya Emma & Arianna Aaliyah & Jenny	<i>Hang door decorations:</i> School office (for Principal and Secretary) Mrs. Blake's room Coach T's office Mr. Plummer's room 7 <sup>th</sup> grade advisory – Swift 7 <sup>th</sup> grade advisory – Williams 7 <sup>th</sup> grade advisory – Hathaway	On Monday afternoon or Tuesday morning

When the week's schedule is decided, request a meeting with a school or organization administrator to ask permission to conduct and promote your Builders Club Week activities. Be ready to answer details, like where activities will happen and how common spaces may be affected.

Send invitations in December or the first week of January to your Kiwanis club or other Kiwanis family clubs if you want them to participate in Friday's "Connect the Kiwanis family" activities. Use the [Email Invitation For a Kiwanis Family Club](#) as a template to make writing easier!

# Builders Club Week Daily Planner Form

Make copies of this form for each day of Builders Club Week. Use the prompts in the first column to discuss and record details about the day's activities.

Planning prompt	Our plan
Theme for the day:	
Activity our club will do:	
Description of the activity:	
Where the activity will take place:	
Who will be invited to participate:	
How we will promote the activity:	
Supplies we need:	

## Members' names and their responsibilities during the activity

Name or names	Tasks to complete	Deadline or time

## **Ideas for Activities**

Review these Builders Club Week themes and activity ideas with members to start brainstorming to decide on activities for the week. This is the first step in planning.

### **Monday: Show your Builders Club pride**

Members are encouraged to wear club gear, pass out information at an exhibit table or set up a bulletin board showing others the fun experiences and friendships they can make through Builders Club.

- **Builders Club pride announcement and invitation:** During Monday announcements, share that Builders Club Week is here. To “show your Builders Club pride” (Monday’s theme), share examples of service projects your club has completed and how the club has helped the school/organization and community. Invite students to attend the next meeting to learn more about Builders Club.
- **“Pledge your pride for Builders Club” bulletin board:** Create a “Pledge your pride for Builders Club” bulletin board with pictures from your club’s activities and blank strips of paper and pushpins. Write an instruction asking students and adults to pledge their support for the club by signing their name or writing an inspiring message and pinning it to the board. Count all the names and messages at the end of the day and share the number of people who pledged their support for Builders Club during Tuesday morning’s announcements.
- **Wear Builders Club gear:** Promote Builders Club by wearing T-shirts! Find a licensed vendor, like [4imprint USA](#), and order shirts with an [official Builders Club logo \(available here\)](#) or [learn how other vendors can apply for a license](#) to make your gear.

### **Tuesday: Kudos to the helpers**

Take a moment to thank and recognize the adults who support your club’s success — teachers, staff, school leaders, parents and family members, as well as sponsoring Kiwanis club members.

- **“Thank you” announcements:** During morning announcements, explain that the day’s theme is “Kudos to the helpers” and your club has had many! Give a shoutout to the teachers and school staff who have helped make the club a success.
- **“Thank you” bulletin board:** Decorate a hallway bulletin board that recognizes people who helped the club this year. Include a list of school staff, parents, Kiwanis advisors and Kiwanis members that volunteered or donated to Builders Club service projects.
- **Classroom/office door decorating:** Decorate classroom and office doors with upbeat designs and messages for people who supported the club’s activities and service. Ask for permission to do this ahead-of-time from school/ organization leaders.

### **Wednesday: Share with parents and families**

Share information that lets parents and family members know how Builders Club experiences grow members’ confidence, leadership and service skills.

- **“Families make Builders Club succeed” bulletin board:** Design the meeting room bulletin board with a special thank you to parents, guardians and families of members. Include photos or drawings of parents volunteering at club activities or helping members do at-home or onsite service work. Have members write a paragraph about how their parent or guardian help them succeed in Builders Club. Post these on the bulletin board. Photograph the bulletin board and email the image to families; post the photo with a thank you message to parents/guardians on school/organization social media.
- **Thank you notes:** Have Builders Club members write, and take home, thank you notes to their parents/ guardians for supporting them during their Builders Club journey.
- **“Thank you, Builders Club parents” sign:** Create a thank you sign. In big bold letters write “Builders Club members appreciate support from our Builders Club parents and families! Thanks for all you do!” Place signs at the entrance of the school/ organization where they are visible during morning student drop-off and afternoon pick-up.

### **Thursday: Random acts of kindness**

Encourage members to show kindness in the school or community by doing little things for others.

- **Builders Club Kindness Pledge:** The club kicks off an “Acts of Kindness pledge drive” on Thursday of Builders Club Week. Officers and members sign a pledge sheet that’s posted in the Builders Club meeting room. They promise to carry out one or more acts of kindness and add them to the pledge sheet before the next Builders Club meeting.
- **Kindness Wall:** On Wednesday after school, create a Kindness Wall with butcherblock paper in a hallway or common area. Add instructions that invite students to write an act of kindness they conducted on the wall. Provide sticky notes and markers. To inspire others, have officers and members add examples of recent kind acts they have done. During Thursday morning announcements, explain the day’s theme and ask students to “do an act of kindness today and add it to the wall”! At the end of the day, read and make a list of acts that were shared. Read the list during Friday morning announcements or write an article about the kind acts students did and submit it to the school newspaper.

### **Friday: Connect the Kiwanis family**

Connect with one or more of the other Kiwanis family clubs in your area: K-Kids, Key Club, Circle K International, Aktion Club or your sponsoring Kiwanis club.

- **Announcement teaching about the Kiwanis family:** During morning school announcements, share the day’s theme. Explain about each program in the Kiwanis family. Share that Builders Club members move on to high school and can join or start a Key Club.
- **Host a Kiwanis family visit:** Invite Kiwanis family members to participate in a digital or in person gathering to celebrate Builders Club! If they will visit the school/organization, consider involving them in an activity where they meet others (for example, serving coffee and donuts to teachers in the faculty lounge or greeting students during lunch). Make sure to

distribute information about the Kiwanis family. Remember to check with the Kiwanis club ahead of time about background checks being completed for adults that will visit the school.

- **Secure a Kiwanis family “We’ll help later” pledge:** Ask an administrator about upcoming events where volunteers could help (like a back-to-school night, fair or teacher appreciation function). Then get pledges from volunteers in Kiwanis family clubs who will help at the future event.

## How to Promote Builders Club Week

Remember to share information about Builders Club Week with your community for all activities that invite them to participate or educate them about your Builders Club. Here are ways to make promotion a part of your week.

### **Create a Builders Club Week promotional calendar**

During the planning process, do these four things:

- **At the beginning of the year, ask an administrator to add Builders Club Week to the event calendar on the school/organization website.** Later in the year, after your club has decided on daily activities, send the site’s webmaster descriptions of the activities to add to the calendar.
- **Create a social media post schedule.** Figure out who will write the posts and where they will be posted each day to share what your club is doing. Add posts to the calendar.
- **Determine other school/organization communications opportunities.** Find out deadlines for getting approval to share information through the daily announcements, newsletter, website, and emails that go to parents and/or students. Learn what you need to submit. Make a list. Then add dates for submissions to your promotional calendar.
- **Research local news stations and outlets.** Gather contact information for local media you want to share your stories with and add this to your promotional calendar.

### **Promote Builders Club Week**

- **Assign a club photographer and writer.** Have them attend and document events each day. Photos and descriptions of activities should be saved to a folder the advisor can access. Print copies of the [\*\*Photograph Release Consent Form\*\*](#) and give them to non-members and adults who participate during Builders Club Week activities. Ask the adults to sign them. Ask students to return a copy signed by their parent or guardian to your advisor.
- **Write announcements.** Before Builders Club Week, write drafts of morning announcements that explain the daily themes and activities and how people can participate. Read [\*\*Writing School Announcements\*\*](#) for tips to creating clear and informative announcements.
- **Design posters, signage and flyers.** Create a large sign, posters and flyers for the week. Place a larger “Help us celebrate Builders Club Week” sign with the list of daily activities at the entrance to the building or in the cafeteria so all students can see what’s scheduled for

the week. Create posters for the daily activities that invite other students to participate. Display them in common areas the week before and during Builders Club Week. Create flyers to put in common spaces where interested students can take them.

- **Create social media posts.** Share what your club is doing each day of the week by posting each day. Check out [Creating Social Media Posts](#) to help members write posts. Use [Builders Club logos](#) and these Builders Club Week social media graphics for posts, articles, and emails:  
[Builders Club Week Monday graphic](#)      [Builders Club Week Thursday graphic](#)  
[Builders Club Week Tuesday graphic](#)      [Builders Club Week Friday graphic](#)  
[Builders Club Week Wednesday graphic](#)
- **Write other school/organization communications.** Write drafts about the week for the website, emails and/or newsletter – places that your club decided to share information.

### **Share stories after the week**

Builders Club Week has concluded and now it is time to tell everyone what the club's accomplished. If members documented what took place, you have everything you need to create amazing post-event promotion.

- Add a social media post that summarizes the week's events. Include what your club did and how other students and Kiwanis Family clubs participated.
- Add your club's details and Builders Club Week activity information to the [Builders Club Week Media Release Template](#) and send your release to local news stations and media outlets. If possible, tag their outlet on your club's posts.
- Create a brief presentation for your club president or advisor to share with your sponsoring Kiwanis club during a monthly or end-of-year meeting.
- Let Kiwanis International know by tagging #buildersclub on posts and sharing details about your favorite Builders Club Week activities through the [Builders Club Share Your Story form](#). Kiwanis International loves to share stories about clubs in newsletters, webinars and other events.