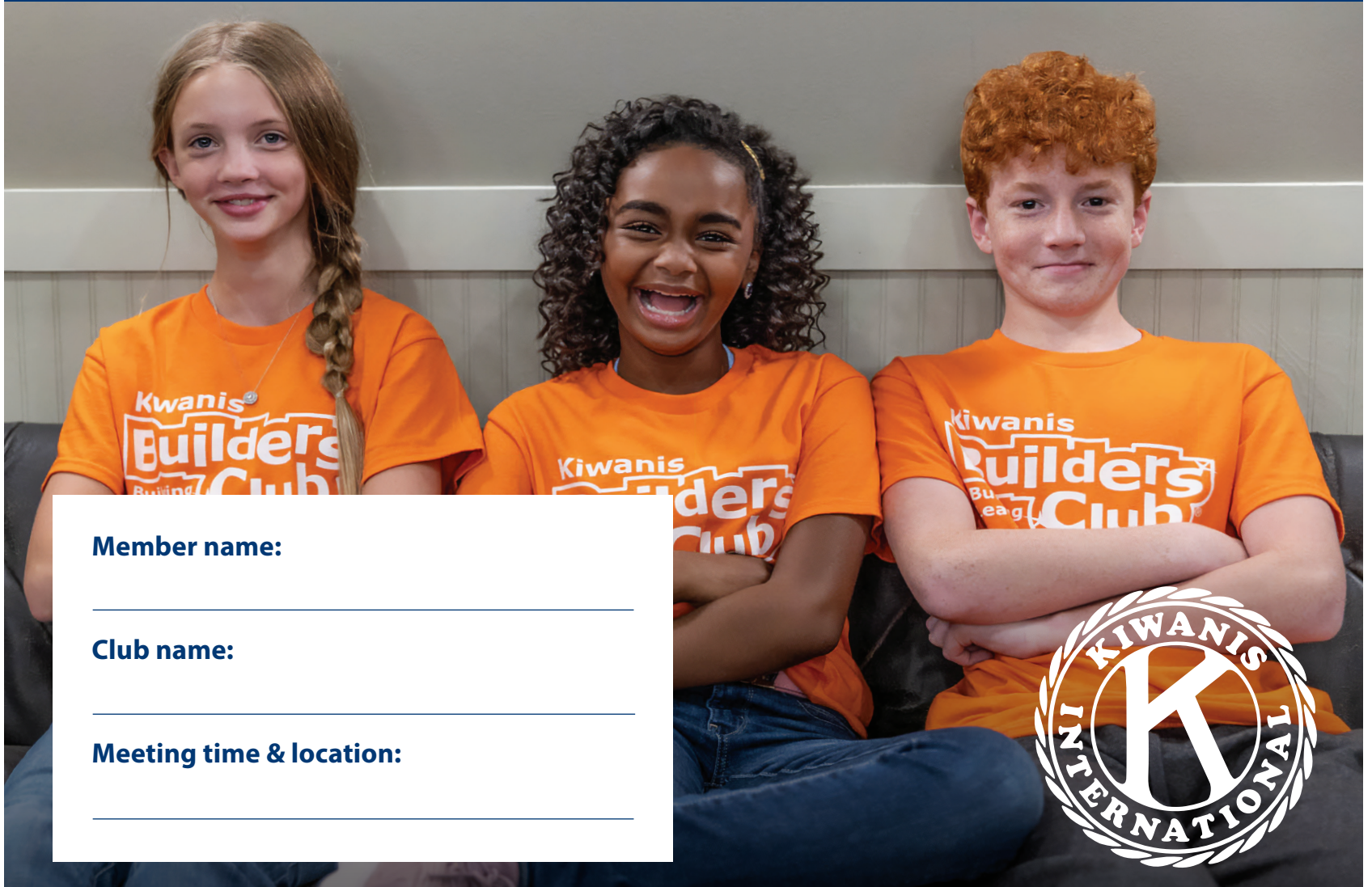




Member Guide



Member name:

Club name:

Meeting time & location:

What Builders Club stands for

When you choose to become a member of a club, it is important that you understand and believe in its purpose and goals. To prepare for being a Builders Club member this year, review the core Builders Club statements — Motto, Mission, Values, Objects and Pledge.

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MOTTO

Building leaders

MISSION

Builders Club is a global, student-led organization that provides members with learning and experiences to build character, contribute through service and develop leadership.

VALUES

Learning: Acquiring skills and knowledge to develop self-awareness and service leadership over time.

Inclusion: Accepting and welcoming the differences and perspectives of others.

Common good: Committing to making the school and community better for all.

Service: Turning empathy into action that better the community or the lives of others.

Leadership: Listening, communicating, serving and guiding others effectively.

OBJECTS

To foster caring, empathy and good character in students.

To develop students' service and leadership skills.

To provide opportunities for students to learn, engage, serve and lead to benefit school, community and world.

PLEDGE

I pledge on my honor to uphold the Objects of Builders Club. To better my school, my community, my world and myself. To aid those in need while enhancing leadership capabilities, and to encourage the fellowship of all.

What it means to be a member

Being in Builders Club has benefits. As you become comfortable and confident, you will feel a sense of belonging and make friends. You will have fun learning, planning and serving together.

There also are responsibilities that come with membership. If all members live up to them, you and your teammates will grow as service leaders.

RESPONSIBILITIES OF MEMBERSHIP:

- Be kind and inclusive to all members.
- Listen actively and communicate clearly.
- Work to develop empathy for members of your team and community.
- Show respect for all members' ideas and work.
- Serve and lead in club activities when your talents can help.
- Strive to learn more about yourself and your community.
- Contribute actively to your school (or organization) and the community through service projects.



WRITE IT OR DISCUSS IT!

How do you want to be treated as a Builders Club member?

What is service leadership?

The most important goal of Builders Club is to prepare students to become effective service leaders. This means you will become a well-skilled, engaged and contributing member of your community. Through a variety of activities and experiences, all members will follow Builders Club's Service Leadership Model: LEARN + ENGAGE + SERVE + LEAD.

LEARN: You will learn about your interests and talents, gain knowledge and skills, and then learn about your community's needs and issues.

CAPTURE IT!

What is one cause or community need/issue you want to learn about?

ENGAGE: You will engage with team members as you plan service together and engage with your school and community as you get to know new people, organizations and places through service.

CAPTURE IT!

What is one organization or place you might want to get to know in your community?

SERVE: With other members, you will create service projects to help others, your community or a cause. In Builders Club, you will learn the four steps of high-impact service that we call IDEA:



Identify the Need



Develop the Understanding



Execute the Plan



Aim for Impact



You will learn the IDEA steps as your club completes activities found in the *Builders Club Service Guide*.

CAPTURE IT!

Write two reasons you want to serve others.

1. _____
2. _____

LEAD: Develop the ability to listen to, communicate with, serve and guide others. Work to grow the leader in you and volunteer to lead — either in a formal position (like a club officer) or by leading specific tasks in your club or committee.

CAPTURE IT!

How do you want to lead in Builders Club or in your school/organization?



Four ways to do service

After your club decides on a community need or cause it wants to address, it is time to brainstorm what kind of service project you want to do. There are four ways to do service:

- 1. HANDS-ON SERVICE:** Being directly involved in helping people, animals or the environment.
- 2. EDUCATION:** Helping people learn about a community need or cause.
- 3. FUNDRAISING:** Asking for and gathering money for a cause or purpose.
- 4. DONATION DRIVE:** Asking for and gathering items for a cause or purpose.

Learn about different ways to do service in our video at buildersclub.org/resources/ways-to-do-service.

Many service projects combine two or more ways of doing service. For example, when a club holds a nutrition and fitness fair for kids at an elementary school, it is doing education (helping younger students learn about healthy living) and hands-on service (interacting with people the club is serving).



CHECK IT!

Read each service project example below and check off the service approach or combination of approaches the project represents.

- 1. Building and installing a Little Free Library at a park near your school.**
☐ Hands-on service ☐ Education ☐ Fundraising ☐ Donating
- 2. Volunteering as a club at the local food bank.**
☐ Hands-on service ☐ Education ☐ Fundraising ☐ Donating
- 3. Hosting a dance-a-thon with entry fees to benefit a children's hospital.**
☐ Hands-on service ☐ Education ☐ Fundraising ☐ Donating
- 4. Creating and distributing flyers to inform people in your community about pollution in the local river.**
☐ Hands-on service ☐ Education ☐ Fundraising ☐ Donating
- 5. Growing and giving away milkweed plants to encourage families to plant gardens that support endangered monarch butterflies.**
☐ Hands-on service ☐ Education ☐ Fundraising ☐ Donating
- 6. Doing a beach cleanup.**
☐ Hands-on service ☐ Education ☐ Fundraising ☐ Donating
- 7. Organizing an anti-bullying campaign at your school.**
☐ Hands-on service ☐ Education ☐ Fundraising ☐ Donating
- 8. Raising money for American Red Cross to help people affected by a natural disaster.**
☐ Hands-on service ☐ Education ☐ Fundraising ☐ Donating

Using my talents to serve

Planning and carrying out service projects require using lots of skills. This means members can share their talents by doing things they are good at! Take a little time to reflect on who you are, what you're good at and how you can use these talents in club activities.

Skills I am good at:

Two ways I can use these skills in my club:

1.	2.
----	----

Things I can do well:

Two ways I can use this knowledge in my club:

1.	2.
----	----

friendly

ORGANIZER

TECH-SAVVY

strong

CREATIVE

PROBLEM-SOLVER

LISTENER

patient

ATHLETE

SPEAKER

kind

ARTIST

WRITER

funny

DISCOVERING MY INNER LEADER

LEADERSHIP is listening, communicating, serving and guiding others effectively. Everyone has a leader inside, and we all have our own leadership style. We can learn how to lead by watching others and noticing what works and what doesn't. Every leadership position also requires different skills. Skills can be learned, so don't let the lack of a skill stop you from running for a position that interests you.



There are lots of ways to use and improve your leadership skills, even if you aren't a club officer or committee chair. You can volunteer to help lead a task or project or run a committee. Just showing up with a great attitude and a willingness to do any job is a great way to show you are a leader.

As you think about ways you can lead, consider how you can use your strengths as a member of your club.

One person I admire as a leader:

Why I admire them:

One way I have been a leader in the past:

What I did well:

One big or small way I would like to lead this year:

How to create SMART goals

To help you get the most out of Builders Club and other areas of your life, set goals! The SMART goals approach is popular in education and business. Try it!

WHAT ARE SMART GOALS?

A SMART goal is a statement of something you want to achieve that meets the following criteria:

S = Specific A clear and well-defined description of what you want to accomplish.

M = Measurable Making the goal manageable and having a way to measure it.

A = Achievable Having a manageable goal that you have, or can learn, the skills or knowledge to achieve.

R = Relevant The goal is meaningful. It makes sense for who you are and what you want to accomplish.

T = Time-bound Having a specific, realistic time frame to achieve the goal.

Common goals will:

- Increase something.
- Make something.
- Improve something.
- Reduce something.
- Save something.
- Develop yourself or others.

For an in-depth look at SMART goals with examples for students, visit developgoodhabits.com/smart-goals-students.

SMART GOAL EXAMPLE

A Builders Club goal: To use my skill of drawing in service-project marketing this year.

- **Specific:** Have my artwork chosen to use in two or more service project flyers or posters.
- **Measurable:** I will share my sketches and designs at least five times this year with our advisor, officers and committee chairs.
- **Achievable:** I have good drawing skills and can create sketches in a reasonable time frame.
- **Relevant:** I love to draw and create designs; an opportunity to practice is helpful.
- **Time-bound:** I will share sketches and designs for consideration by club leaders during planning for service projects.



Adapted from: "SMART Goals: A How to Guide. University of California, 2016.

My SMART goals for the year

Complete this worksheet to create goals that will help you get the most out of your life and to record your progress. Near the end of your service year (or when you've accomplished the goal), use the section at the end to check off your accomplishment!

FIRST: Reflect on what is most important to you in different areas of your life: Builders Club, health and wellness, relationships or home life, and academics. Use separate sheets of paper to brainstorm goals you may want to focus on this year.

SECOND: Narrow down to one goal per area. For each goal, create a draft of SMART criteria. If you find that your goal doesn't meet one or more criteria, revise the goal or develop a new one that does.

An example of when to revise: You create a goal of being selected for the varsity track team, with a time frame of "this year." But your school has the best team in the district, and you have to try out to make the team. You don't have any experience running, jumping or throwing, and all members start on the junior varsity team. You might adjust your goal to be: "I will make the junior varsity track team." Or you might adjust the T (time-bound) to be "by eighth grade."

THIRD: Record your final goals and details below.

FOURTH: Think about the progress you've made toward your SMART goals throughout the year. Make any notes or adjustments and record your midyear progress below.

My BUILDERS CLUB goal: _____

Specific: _____

Measurable: _____

Achievable: _____

Relevant: _____

Time-bound: _____

Midyear check-in. How I'm doing on this goal: _____

My HEALTH AND WELLNESS goal: _____

Specific: _____

Measurable: _____

Achievable: _____

Relevant: _____

Time-bound: _____

Midyear check-in. How I'm doing on this goal: _____

My RELATIONSHIP OR HOME LIFE goal: _____

Specific: _____

Measurable: _____

Achievable: _____

Relevant: _____

Time-bound: _____

Midyear check-in. How I'm doing on this goal: _____

My ACADEMIC goal: _____

Specific: _____

Measurable: _____

Achievable: _____

Relevant: _____

Time-bound: _____

Midyear check-in. How I'm doing on this goal: _____

My end-of-year SMART goals assessment

Near the end of the school year, do this assessment. Assessing is reflecting on and recording whether you met each goal and thoughts you had about working on it.

Did I achieve my Builders Club goal? ☐ YES ☐ NO

What I learned: _____

Did I achieve my health and wellness goal? ☐ YES ☐ NO

What I learned: _____

Did I achieve my relationship or home life goal? ☐ YES ☐ NO

What I learned: _____

Did I achieve my academic goal? ☐ YES ☐ NO

What I learned: _____

My journal

Reflecting and thinking about your experiences helps you grow and become a better person and leader. Write short journal entries about these important questions.

One thing I learned about myself:

One thing I learned about my community or world:

One way I served others that made me happy:



One way I was a leader this year:





One thing I would do differently in service or the club next year:

One thing we should repeat in service or the club next year:

End-of-year reflection

Reflect on it! Near the end of your service year, list three service projects your Builders Club completed. Record the name or purpose of each service project, check off the service approaches used and note what you liked about each.

PROJECT 1

☐ Hands-on service ☐ Education ☐ Fundraising ☐ Donating

What I liked about it: _____

PROJECT 2

☐ Hands-on service ☐ Education ☐ Fundraising ☐ Donating

What I liked about it: _____

PROJECT 3

☐ Hands-on service ☐ Education ☐ Fundraising ☐ Donating

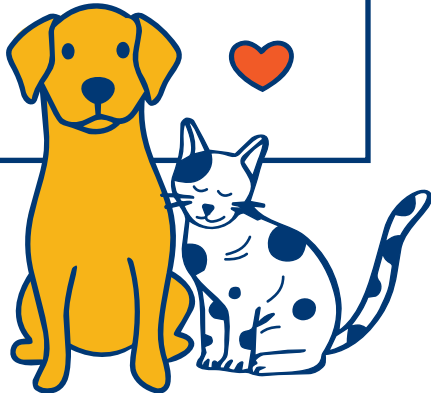
What I liked about it: _____



My Builders Club calendar

Keep track of important club dates and work! Add club meetings, events, service activities, project tasks and committee deadlines. Track your service hours monthly.

<i>August</i>	<i>September</i>	<i>October</i>
		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Service hours: _____	Service hours: _____	Service hours: _____

<i>November</i>	<i>December</i>	<i>January</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	Service hours: _____
Service hours: _____	Service hours: _____	



February

Service hours: _____

March

Service hours: _____

April

Service hours: _____



May

Service hours: _____

June

Service hours: _____

July

Service hours: _____

My total service hours this year: _____

What is Key Club?

If you are getting ready to move on to high school or secondary school, the next step in your Kiwanis family journey is Key Club! Key Club is the service leadership organization for students ages 14-18 in secondary school or high school.



WE ARE GLOBAL.

There are thousands of Key Clubs in over 45 countries. In partnership with their local Kiwanis clubs, high school/secondary school students are making a positive impact as they serve others in their schools and communities.

WE LEARN THROUGH ACTION.

As high school/secondary school club members, you can continue to:

- Make friends like you who care about teamwork, service and fun.
- Learn more about challenges in your community and the world.
- Perform high-impact service that makes a big difference.
- Develop deeper skills to grow as effective and influential service leaders.
- Hold elected office in your club and have an opportunity to attend events with students across the world.



A bonus: In Key Club, there also are opportunities to hold elected leadership positions at the district and international levels!

Learn more at keyclub.org.



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Worldwide: +1-317-875-8755
buildersclub.org

KEEPING EVERYONE SAFE

We care about Builders Club members like you. And we want to help you stay safe. Kiwanis International has a toll-free phone number you can call if you ever feel unsafe as a Builders Club member. The private helpline is answered 24 hours a day. It can be used by Kiwanis members and advisors, Builders Club faculty advisors, you, your parents or anyone who thinks a young person involved in Builders Club is at risk. The helpline is staffed through our partnership with Praesidium, one of the leading safety experts in the United States.

Youth Protection Helpline
1-866-607-SAFE (7233)