



The responsibilities of a Builders Club faculty advisor

Behind every great Builders Club is a great advisor! Every Builders Club has a faculty advisor — a caring adult appointed by the school, organization or host site to help the club thrive. This could be a teacher, counselor, librarian, coach, program director or another staff member who's excited to support young leaders. As the club's go-to guide, the advisor works alongside student officers to help the club meet Builders Club's mission: providing learning and experiences to build character, improve communities and gain leadership skills through service.



WHAT DOES A FACULTY ADVISOR DO?

- Serves as the liaison between the Builders Club and school/site administration.
- Works with the Kiwanis advisor (appointed by the sponsoring Kiwanis club).
- Recruits – or ensures members are recruiting – new members.
- Helps members use their talents, build skills and learn to be service leaders.
- Guides and trains club officers and committee chairs to lead members.
- Completes an annual report and surveys for Kiwanis International.



WHAT IS AN ADVISOR'S TIME COMMITMENT?

Clubs can meet weekly, twice a month or monthly, with the frequency determined by each club's advisor. For clubs with weekly meetings, an advisor might serve two to four hours per week. Advisors in clubs that meet twice a month might serve five hours a month. Other factors:

- **The length of club meetings.** Meeting length is decided by the advisor and school/organization leadership. Meetings vary from 30 minutes to more than an hour, depending on the advisor's availability and when it meets.
- **Whether the club has student officers — and whether they plan and lead.** Advisors do less work when officers meet to create meeting agendas and activities.
- **The time required for service projects.** Most project-planning time can happen during club and officer meetings. But advisors might also spend time contacting organizations, gathering supplies, delivering donations and (if desired) taking the club off campus for service.



WHAT RESOURCES ARE AVAILABLE FOR ADVISORS?

- **A program kit.** After the club's annual fee is paid by the sponsoring Kiwanis club, the Builders Club receives a program kit with many materials — including guides for the advisor, members, officers and service.
- **The advisor guide.** With essential information, tools and forms, this guide will help new advisors understand the purpose and goals of Builders Club and how a club functions. For example, it includes a checklist of tasks to complete throughout the year.
- **Our website.** At buildersclub.org, you'll find a variety of resources for events, service, running the club, and helping advisors and officers understand their roles.
- **Communications and training.** Kiwanis International provides advisor webinars, newsletters, awards and contests, and program staff support. (Email staff at buildersclub@kiwanis.org.)
- **Youth protection.** Kiwanis International provides Youth Protection Training, resources and a hotline number to keep your clubs safe. Learn more at: kiwanis.org/youthprotection.



buildersclub.org

