

## Project interview guide

The true service club, the one with the most meaningful and productive programs, should strive to meet the service needs within its own school and community. To discover these needs, your club might try conducting a survey. The survey itself is good public relations for any club and will provide ideas for many of the club's service projects.

### **I. ORGANIZATION**

The board of directors should decide whether to conduct such a survey and how far reaching it should be. Next, the board should get help from the sponsoring Kiwanis club in deciding who to survey, making a list of those administrative people within the school who are aware of needs within their own area of authority..

Such a list might include the principal, vice principal, head counselor, chief maintenance engineer or custodian and school nurse. Teachers may also be approached regarding needs in their departments. Interview the music teacher, kindergarten teacher, physical education teacher and the school librarian.

Using your list, assign a responsible K-Kids member to schedule and conduct each interview and prepare a report of his or her findings within two or three weeks.

Each interviewer should be given a copy of the K-Kids interview guide and the K-Kids facts sheet, which is available from the International Office, and any material on local K-Kids Club activities that can be left with the individual after the visit.

### **II. INTERVIEW PROCESS**

In conducting the interview, the K-Kids member should be properly dressed, arrive on time and be prepared to take notes. The K-Kids interview guide will assist with the interview process. The K-Kids Club member should introduce himself or herself, explain what K-Kids is (including some interesting facts about the local club) and explain the purpose of the survey. Hopefully, each person interviewed will suggest several needed service projects the K-Kids will be able to undertake.

### **III. PROJECT SELECTION**

Once the interviews are complete, the board should meet again and compile the list of suggested projects. Strike out those suggestions that are not practical for K-Kids to undertake. Also eliminate those that do not properly fit under the classification of school or community

“service.” All the suggestions must fill a real need and be a service to people. Keep these considerations in mind when selecting a service project from your list:

1. Pick a project that the members can get excited about. It is difficult to complete a task that doesn't interest most members.
2. Pick a project that can be completed in two or three weeks. Projects that “drag out” over long periods of time start to lose their focus, enthusiasm wanes and the club has difficulty completing the project.
3. Pick a project that has some public relations value. When the local newspaper finds your service project worthy of their attention, you'll get the whole community's attention. Let the local media know about your project, and take pictures.

Keep the list of suggested projects for future reference. But remember that the needs may change from time to time, so the club may want to consider conducting a project survey each year.

#### **IV. FOLLOW-UP**

When the board has selected and scheduled the project, send a personalized letter (on K-Kids Club stationery) to the individuals interviewed, thanking them for their time and interest. Also state which project the club has selected as a result of the survey. Identify the person who suggested it, and send that individual a special letter of appreciation.

If the club project received coverage in the local paper, have members of the K-Kids Club collect the newspaper clippings of the club at work on the project. Make a special poster using the newspaper clippings and display the poster at school for the students and faculty to see. Make copies of the information for club members to share with their parents and friends. This is public relations at work!

#### **V. SUGGESTIONS**

The faculty advisor, parent advisor and Kiwanis chairman should be included in all planning and meetings conducted. Their advice, counsel and recommendations are necessary and will be of extreme value. Plan to have a joint K-Kids-Kiwanis project survey (including Builders Club, Key Clubs and Circle K clubs, if possible) to find the best joint service project available.

Remember to utilize the Kiwanis Family Web sites to find information about Kiwanis' partnerships with other service organizations. Club members may find an organization they would like to partner with for a special service project. Club members may also discover that there is a service initiative led by a local Key Club or Circle K club in which they would like to participate. Visit the Kiwanis Web sites at:

[www.kkids.org](http://www.kkids.org), [www.buildersclub.org](http://www.buildersclub.org), [www.keyclub.org](http://www.keyclub.org), [www.circlek.org](http://www.circlek.org)



**What is the purpose of this guide?**

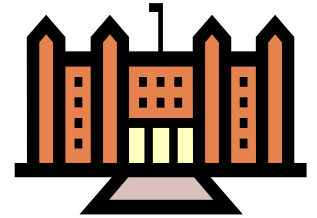
This guide will help you interview the people in your school and community to determine what service projects your K-Kids club might want to conduct. The purpose of the interview is to identify needs within the school and community.

**Choose people to interview.**

When choosing the people to interview, you need to think about the people who are leaders within the school. People you might want to think about talking to include: the principal, vice principal, head counselor, chief maintenance engineer or custodian and school nurse. You might also want to think about talking to different teachers: the music teacher, art teacher, physical education teacher, kindergarten teacher and the school librarian.

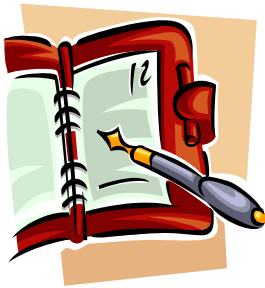
**Find out what the students need.**

When you talk to these people, remember that you are trying to find out what the school and students need and if there is a way the K-Kids club might be able to provide the needed items or assistance.



**Contact the people you want to interview.**

The first step is to contact the school administrators and teachers you wish to interview and schedule a time and location for the interview. If possible, schedule at least an hour of time for each interview. Note the time and location of the interview on a calendar so you remember to keep your appointment.



**Take notes during the interview.**

When you arrive at the interview, remember to take your interview guide, additional questions, notebook paper and a pen or pencil. You will be asking questions and writing the person's responses. Write neatly so you will be able to share the information with other club members at your next K-Kids club meeting.

**Share your findings with the club.**

When you have the responses from all the individuals interviewed, collect the information and share the findings at a club meeting. The club will use this information to decide on service projects or programs its members would like to develop.



**Here are some suggested questions.**

**Questions to ask the principal and school counselor**

1. What local organizations would you like to see involved with the school?

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2. Does the school currently have a partnership with another organization?  
Would you like to encourage more involvement from this organization?

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3. What organizations do you feel the teachers and students would be interested in helping?

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4. What type of programs would be of benefit to the students?

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5. From the following listing of possible programs the club could sponsor, which program(s) do you feel would be of interest? Please check those that apply.

- First-aid training
- Babysitting class: safety tips for future babysitters
- Resolving conflict: seminar for students
- Fire safety
- Promoting school spirit through various activities
- School ground beautification program: plant flowers, paint school equipment, etc.
- Building improvements: provide air conditioning units or playground equipment
- Development of a mentoring program
- Technology training for both teachers and students
- Development of school newspaper and Web site

6. Is there a charity that you feel students would be excited about helping?

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7. Provide a copy of the **K-Kids suggested projects** and ask that a notation be made next to any of the projects or organizations he or she finds interesting.

**Questions to ask teachers**

Consider interviewing the following teachers: music teacher, art teacher, physical education teacher, kindergarten teacher and the school librarian.

1. Is there a special area that needs particular focus, a specific need that the club might be able to address?

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2. Does your department need supplies or equipment?

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3. What organizations do you feel should be involved with the school?

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4. What type of programs do you believe would be of benefit to your students?

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5. From the following list of possible programs the club could sponsor, which program(s) do you feel would be of interest?

First-aid training

- Babysitting class: safety tips for future babysitters
- Resolving conflict: seminar for students
- Fire safety
- Promoting school spirit through various activities
- School ground beautification program: plant flowers, paint school equipment, etc.
- Building improvements: provide air conditioning units or playground equipment
- Development of a mentoring program
- Technology training for both teachers and students
- Development of school newspaper and Web site

6. Is there a charity that students in your class would be excited about helping?

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7. Provide a copy of the **K-Kids suggested projects** and ask that a notation be made next to any of the projects or organizations that he or she finds interesting.