

# K-Kids

## How to start a Builders Club

### Request a Builders Club Introductory Kit

Contact the Builders Club Department at the Kiwanis International Office at 800-KIWANIS, ext. 390, and request a Builders Club Introductory Kit. This kit will provide helpful information to guide you through the club-building process.

### Contact the K-Kids faculty advisor from your old elementary school

To organize a Builders Club you will need the support of a sponsoring Kiwanis club. The Kiwanis club that sponsors your K-Kids club might be interested in sponsoring a new Builders Club. Contact your K-Kids faculty advisor at your old elementary school and ask for the telephone number of the Kiwanis advisor. Call the Kiwanis advisor and suggest that the Kiwanis club sponsor the new Builders Club.

### Contact a local Key Club to help co-sponsor

Maybe there is a Key Club at a high school near your junior high/middle school, which would consider co-sponsoring the Builders Club. An easy way to find out about Key Clubs in your area is to contact the high school. After you have obtained support from a Kiwanis club and/or Key Club, schedule a time to meet the school principal. Ask the Kiwanis advisor and/or Key Club advisor to attend this meeting.

### Schedule a meeting with the principal of the middle school

During the meeting with the principal, talk about your interest in building a Builders Club at the junior high/middle school, and give the principal a copy of the Builders Club brochure you received in the introductory kit. Ask the Kiwanis advisor to share the benefits of establishing a Builders Club. Obtain permission from the principal to approach teachers about serving as the club's faculty advisor, and schedule a time and location to conduct an informational Builders Club meeting.

### Look for a good Builders Club faculty advisor

After receiving the principal's approval to proceed, spend a few days taking special notice of which teachers you believe would make good faculty advisors. Approach these teachers about the faculty advisor position, and provide them with a Builders Club brochure.

### Promote the Builders Club & recruit members

Once you have obtained a Kiwanis club sponsor, permission from the principal, and a faculty advisor, it's time to begin recruiting Builders Club members. Display Builders Club posters around the school announcing the first Builders Club informational meeting. Make announcements over the intercom during the lunch hour inviting all interested parties to attend. Remember to invite school administrators, school faculty, Kiwanis members, and parents to the informational meeting. This meeting should be a fun, informative 20-to 30-minute session. Be sure to serve refreshments to everyone and include students in a discussion about possible service projects the Builders Club could conduct to help the school. At the end of the meeting, give each student a club membership invitation and a Builders Club brochure. Students should take this information home to share with their parents and obtain permission to participate in the club.

## **Organize the club**

Now you are ready to organize the club. Everything you need to do this is available to download from the Kiwanis Web site at [www.kiwanisone.org/charter](http://www.kiwanisone.org/charter).

***Congratulations – you just organized a Builders Club!***