Welcome!

You're a K-Kid. Get ready to have fun. Get set to help others. Get excited about becoming a leader!

Every K-Kid can be a leader. Each time you help someone or take part in a service project, you grow as a leader. With club meetings and service activities in your school and community, your K-Kids club will give you a chance to set a good example. So get ready, get set... and lead!

The K-Kids pledge will help you focus on what's important:

**AS A K-KID, I PROMISE TO SERVE MY NEIGHBORHOOD AND MY SCHOOL.**

**I WILL SHOW RESPECT TOWARD MY ENVIRONMENT AND I WILL TRY TO MAKE THE WORLD A BETTER PLACE IN WHICH TO LIVE.**

This handbook belongs to:

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Mom and Dad: I'm a K-Kid!

Tell your parents about your K-Kids club—show them this letter! Fill in the blanks so they have the information they need.

Dear Mom and Dad,

As a member of the K-Kids club of ____________________________

I'm going to develop my leadership skills and learn how I can make a difference—in my school, our community and the world.

Kiwanis K-Kids is one of the largest service organizations for elementary students, with more than 42,000 members around the world.

Our K-Kids club is sponsored by the Kiwanis Club of _____________________________. Kiwanis mentors come to K-Kids club meetings and help out. My Kiwanis advisor's name is _____________________________ (last name).

I will go to K-Kids club meetings every ____________________________ at _____________________________.

Our club's faculty advisor, ____________________________ (last name), will help us plan our service projects.

You can help! There's a web page just for you. Learn how to help me get the most from my K-Kids experience at www.k-kids.org/parent.
What does it take to be a LEADER?

Last year’s Art Contest winner, Flora Arthur, gave us her ideas. What do you think? Draw it in the space!

Characteristics OF A LEADER

First, place a CHECK in the box next to the characteristics below that describe your best K-Kids qualities. Next, place a CIRCLE around the characteristics you would like to improve,

- Trustworthy
- On time
- Responsible
- Caring
- Welcoming
- Good listener
- Work well with others
- Believe in myself
- Value the opinions of others

Pick one of the characteristics you circled above. Then write ideas about how you can improve. Share your list with others in the K-Kids club and talk about how you can help each other improve.

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________
TEAMWORK Time

Every member has a role in your K-Kids club. Each role is important. Understanding what each person does can help keep meetings organized. You should also have a meeting agenda—a list of what should happen.

OFFICERS

President
- Calls the meeting to order
- Leads the meeting
- Introduces guests

Vice President
- Leads the K-Kids pledge
- Helps the president lead meetings

Secretary
- Takes notes of what happens at the meeting
- Shares notes at the next meeting
- Completes K-Kids reports

Treasurer
- Keeps track of money the club raises
- Shares information about the club’s money

Sergeant-at-Arms
- Keeps order at the club meeting
- Records club meeting attendance

YOUR MEETING AGENDA

Next to each agenda item, write which officer leads that item.

1. Call the meeting to order.
2. Lead the K-Kids pledge.
3. Take attendance.
4. Introduce guests.
5. Share notes from the last meeting.
6. Share how much money the club has to spend.
7. Share reports from K-Kids committees.
8. Introduce the guest speaker.
10. Close the meeting.

YOUR CLUB COMMITTEES

Club members serve on committees—special groups that work for a particular goal. Your club can have as many committees as you need. Below, draw a line to match up some committees with their tasks.

Committee
- Service projects
- Public relations
- Scrapbook
- Fundraising

Task
- Makes posters to promote an upcoming project.
- Plans the winter coat collection for kids without coats.
- Plans a penny war to raise money for the Kiwanis Eliminate Project.
- Shoots photographs of club members doing service projects.

ADVISORS

Advisors are grown-ups who help make sure your meetings and projects work well. Here’s what they do.

Faculty advisor
- Helps set up K-Kids meetings
- Helps with K-Kids projects
- Makes sure club activities are within school policy

Parent advisor
- Helps with K-Kids community service projects
- Helps connect the K-Kids club with the parent group

Kiwanis advisor
- Trains club officers
- Provides guidance
- Provides financial support
- Participates in community service projects
Service projects

1. Decide who to help
   Meet with your club and talk about it. Start with ideas that aren’t too complicated, but will really make an impact. Think about your school. Do the grounds need to be cleaned up? Could your club plant flowers in a planter near the entrance? What about your hometown? Could you do a project at a nursing home or gather books for a family shelter?

2. Form a team
   Figure out who from your club will work on the project. You’ll need different people to do different things along the way.

3. Ask questions
   Once you decide who to help, don’t just guess what you need to do. Ask questions.

4. Plan the project
   Now figure out who’s doing what. Write down a to-do list and assign different people different jobs. Give everyone a deadline.

5. Evaluate
   After you finish the project, think about what went well and what didn’t go well. Talk about what could go better next time.

Learn more: www.k-kids.org/serve

sample project:

Who to help: our school
What they need: new library books

Ask questions: Jydan and Kasey will meet with the school librarian to ask what kinds of books she needs most and how many.

Plan: Jydan and Kasey: Decorate collection boxes to put around the school, at the local library, at a bookstore and at a coffee shop (deadline: August 28).
Sophie and Connor: Make fliers to get the word out about the book drive (deadline: August 15).
Noah and Makai: Call on local bookstores with the club advisor and ask for donations (deadline: September 25).
Everyone: Ask friends and family for books and donations to buy books. Collect all the books and funds and deliver them to the library (deadline: October 1).

Evaluate: We did a great job! Next year, we could have a book drive in the spring when students are cleaning out their desks for the summer.
Calendar 2011-2012

Write down when club projects will take place. Keep track of your projects and the hours you spend on them. And remember The Eliminate Project all year!

September
Elect officers, Train officers, Form committees.

October
Look at K-Kids contests online. Trick-or-Treat for UNICEF. Club secretary must complete annual club census online by the 15th.

November
Plan for Kiwanis One Day, Celebrate Kiwanis Family Month.

December
Collect toys for children in need. Organize a toy or book swap at school.

January
Involve the whole school in a project. Work on contest entries.

February
Raise money by selling Valentines. Do something for teachers.

March
Work on scrapbook, Make plans for Earth Day.

April
Clean school grounds for Earth Day, Celebrate Kiwanis One Day. April 1: contest and awards deadline.

May

Grand Total
of service hours completed this year:

Great job!
Mirror, mirror

It’s important to reflect. That’s when you think about things you’ve learned. After every community service project, take time to group to reflect. Think about your project and what you were able to do.

On the mirror below, draw a picture of your favorite part of your most recent service project. Talk about it with your K-Kid friends.

Here are some questions to think about after every service project:
1. What did I learn from this experience?
2. How did this experience make me feel?
3. How did the project help others?
4. What will I do differently because of this project?

protect
moms & babies

In some countries, people don’t have the vaccines or health education that help prevent disease. That’s why many babies in those countries get infected with tetanus when they’re born. The Kiwanis family—including K-Kids—is helping to protect these babies and their mothers.

The Eliminate Project: Kiwanis eliminating maternal and neonatal tetanus is a partnership between UNICEF and Kiwanis. By joining forces, we’ll make progress toward an important goal: eliminating MNT from the face of the Earth.

The fundraising campaign will raise US$110 million by 2015. And K-Kids can help. Talk to your advisor about how your club can get involved. Learn about MNT and what we can do about it. Help protect the connection between mothers and their babies.

Find the bolded words in the box below.

C T T X O S E E T V Q O
V B C Q A O A C O L O B
A A I E W T E T A N U S
U B C Z L T Y T Y L N P
N I W C O K A F S D K M
I E I R I N I P L E N O
C S P V O N E W V S T
E H C E N P E E A C S H
F U N D R A I S I N G E
C O N N E C T I O N I R
E L I M I N A T E T N S
D S J N M F T E B G O N

Learn more: www.TheEliminateProject.org
try something NEW!

What do you like doing? What are you good at?
Check the box for any talents that describe you.

☐ Writing stories, poems and letters
☐ Discussing things and talking in front of people
☐ Drawing
☐ Taking photographs
☐ Helping others
☐ Working on K-Kids service projects

If you checked any of the boxes above, you and your club should take part in K-Kids contests. It’s easy! Go to www.k-kids.org/contests and print the contest booklet for information, including this year’s themes.

Leadership award
Do you know a K-Kid who is an outstanding leader? Nominate him or her for the Kiwanis International Foundation Leadership Award. Go to www.k-kids.org/contests to nominate someone!

Find fun LINKS

Whether you’re looking for a place to learn or have some fun, here are some web pages that will help.

CONTESTS
www.k-kids.org/contests
Anything you need to know about entering K-Kids contests is here.

SERVICE PROJECT IDEAS
www.k-kids.org/service
Need help coming up with service project ideas? No problem—you’ll find lots of great ideas here.

FUNDRAISING IDEAS
www.k-kids.org/fundraising
If your club needs to earn money to fund a project, this Web page will help you organize a fundraising project.

BULLY PREVENTION
www.k-kids.org/bullying
This Web page is a great place to visit if you need information about bullying.

K-KIDS HAPPY BOOK
www.k-kids.org/happybook
If you need a little encouragement, download this book template and create your very own Happy Book to carry with you wherever you go.

K-KIDS POWER OF NICE BOOKLET
www.k-kids.org/powerofnice
Download this booklet and plan the nice things you’re going to do for others.
You have family around the world!

There are Kiwanis-family clubs all over the world. And they’re for all ages. Each age group has its own program. Members have club meetings and do service projects to help their communities.

Learn more about Kiwanis-family clubs by visiting their websites. Put a check in each box after you’ve visited that website.

- [ ] www.k-kids.org
- [ ] www.buildersclub.org
- [ ] www.keyclub.org
- [ ] www.circlek.org
- [ ] www.aktionclub.org
- [ ] www.kiwannis.org

Kiwanis
www.k-kids.org
K-Kids
www.k-kids.org
A Key Club International program of Kiwanis International