Congratulations on being elected club vice president. You’re going to be amazing! As vice president you help support your president and make sure his or her duties are carried out. Organizing committees, projects and programs focused on community service may be a big part of what you help do.

### Community service projects should:

1. **Meet needs within the community or school.** Interview community members and teachers to learn what’s needed before planning a project. Use the Service Project Interview Guide at kkids.org/serve.
   - **What it looks like:** The city lowers budget support for an animal shelter so you contact it to see what your club can do to help.

2. **Educate members.** Inform members about the need you’ve discovered, the group the club will be working with and why it’s important for the club to help. If members see the value of their service, they’ll be excited about helping.
   - **What it looks like:** You invite someone from the animal shelter to speak at your club meeting or you show a video about the topic.

3. **Respond to the need.** Decide what your club wants to do to help and take action. Keep your members excited about participating by encouraging and reminding them of the difference they’re making.
   - **What it looks like:** The club decides to organize a service project to collect food and toys for animals at the shelter. Thanks to your club, dogs and cats are happier, shelter staff are thankful and members know their work has made a difference.

4. **Evaluate.** Ask your club, “Was the service project was successful? What worked or didn’t work? Does the club want to do it again?” Evaluation gives direction for improvement, growth and change.
   - **What it looks like:** At your next meeting you take time to ask questions and let people share their experiences. Your advisor shares that the shelter has asked for your service again. The club votes to make this a project they’ll do every year.

5. **Reflect and celebrate your success.** Reflecting on your club’s success allows members to understand and appreciate why their service was important.
   - **What it looks like:** To remember just how successful your project was, you create a scrapbook or memory box to collect members’ thoughts and feelings. Or buy a pad of Post-its and write notes of praise to each other for a job well done. Download the Project Reflection Tool at kkids.org/reflection.

For more information and resources, visit kkids.org/ClubOfficers

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### Finding service projects club members are passionate about doing

What do your club members love to do? What do they care about? Connect what everyone loves and cares about to the service projects members want to do. This will keep everyone excited.

Make a copy of this form and give one to every club member. After everyone has completed his or her form, get together and share. Then decide what projects everyone is most interested in doing.

**I love to:**
- Read
- Draw
- Sing
- Tell stories
- Write
- Play sports
- Teach
- Plan an instrument
- ___________________________
- ___________________________

**I care about:**
- Little kids
- My school
- Older people
- The homeless
- Veterans
- The hungry
- Animals
- The environment
- ___________________________
- ___________________________

Based on what club members love and care about, think of ways to improve the following:

**Our school**

________________________________________________________________________________

________________________________________________________________________________

**Our community**

________________________________________________________________________________

________________________________________________________________________________

**Our world**

________________________________________________________________________________

________________________________________________________________________________

**Organizations our club can contact to help us:**

________________________________________________________________________________

________________________________________________________________________________