

# *My Task & Make the Ask*

This activity will allow members to:

- Engage with leaders in the community.
- Improve communication skills.
- Practice active listening.

Materials needed:

- One printed worksheet per member. Download them at [kkids.org/IDEA](http://kkids.org/IDEA).
- Pens or pencils

How to lead this activity:

Learn how to make a connection with a leader in the community!

Before the meeting, complete a My Task worksheet for each member who volunteered to contact a community organization. Use the worksheets from the Let's Get Help! activity on pages 30–32 of the IDEA guide. Give the completed My Task worksheets to the proper students at the start of the meeting.

1. Give every member a Make the Ask worksheet.
2. Tell members with a My Task worksheet that they have the role of “interviewer.”
3. Tell all other members that they have the role of “responder.” This means they will pretend to be an organization employee.
4. Ask members to form groups. Here's how:
  - a. Ask all interviewers to raise their hand.
  - b. Ask responders to form groups with at least one interviewer in each. (For example, if you have four interviewers and your club has 16 members, you can form four groups of four.)
5. Ask interviewers to complete the Make the Ask worksheet, using their My Task worksheet.
6. Ask responders to complete the Make the Ask worksheet based on their interviewer's information.
7. Give members time to practice their scripts.
8. Explain the next steps interviewers should take:
  - a. Take your Make the Ask worksheet home and let your parent or guardian know what you signed up to do.
  - b. Practice your script with your parent or guardian.
  - c. Ask your parent or guardian to help you reach out to your assigned organization.
  - d. Be prepared to report back to club advisors and let the club know how it went.
  - e. Don't be disappointed if you cannot reach someone or someone says no. Just by doing this activity, you're learning new skills.
9. When the activity is over, thank everyone for their time and participation.

# My Task

Thank you for volunteering to help the K-Kids club of \_\_\_\_\_

reach out to community organizations. With your help, we will learn more about our service need of

\_\_\_\_\_.

Name: \_\_\_\_\_

With my parent or guardian, the organization I will reach out to is:

\_\_\_\_\_

## Instructions:

1. Use this worksheet to complete your script on the Make the Ask worksheet. If you need help, ask your club officers or club advisor.
2. Take your Make the Ask worksheet home and let your parent or guardian know what you signed up to do.
3. Practice your script with your parent or guardian.
4. Ask your parent or guardian to help you reach out to your assigned organization.
5. Be prepared to report back to club advisors and let the club know how it went.
6. Don't be disappointed if you cannot reach someone or someone says no. Just by doing this activity, you're learning new skills.

# Make the Ask

You've interviewed people in your community and/or school about community needs. Now it's time to ask about the service need chosen by your club. With fellow members, create a script to use to invite experts to share their knowledge.

## Script

Hello Mr./Mrs./Ms. \_\_\_\_\_, my name is \_\_\_\_\_ and I am a member of  
(last name) (first name)  
the K-Kids club of \_\_\_\_\_. We are an elementary school service club  
(school name)  
and are creating a service project about \_\_\_\_\_. We are contacting you  
(service need)  
because we learned your work involves \_\_\_\_\_. We  
(service need)  
want to know if you can help us learn more. We would like to invite you to be a guest speaker at one of our club  
meetings. Are you interested?

## If yes:

Great! My club advisor's name is \_\_\_\_\_. He/she will reach out to you soon.  
(first and last name)

When are you available to chat over the phone? \_\_\_\_\_  
(day of the week) (time)

What phone number would you like our advisor to call? \_\_\_\_\_  
(phone number)

## If no:

Okay, I understand. Do you have time to answer a few questions to help us learn more about your organization?

## If yes:

Great!

1. What does your organization do for \_\_\_\_\_?
2. What is your role in the organization? \_\_\_\_\_
3. How is our community affected by this service need? \_\_\_\_\_

\_\_\_\_\_

4. Does your organization need help from the community? Yes  No

5. If so, what are the best ways that clubs such as ours can help?

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If no:

Okay. Is it okay if our club advisor emails you a few questions so we can learn more about your organization?

If yes:

Great! What is your email address? \_\_\_\_\_

Our club advisor will email you soon. Thank you for making a difference!

Thank you so much for your time. Have a great day!

If no:

Okay, I understand. Thank you so much for your time. Have a great day!