

# Taking Notes



This activity will allow members to:

- Practice active listening.
- Reflect on their personal observations.
- Collaborate as a team.

Materials needed:

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

How to lead this activity:

Learn how to build relationships with community leaders! This activity is for all members, but the worksheet is just for club officers (recommended for the club secretary).

Before the meeting, work with other club officers and the club advisor to determine who will introduce the guest speaker. Practice introducing him/her to the club.

1. Give each member a Taking Notes worksheet.
2. Let members know they will hear from a guest speaker. This person will shed light on what's currently being done in the community for the chosen service need.
3. Ask members to write down any questions they have during the presentation. They will have the opportunity to ask them at the end.
4. Introduce the guest speaker. Here's what to include:
  - a. The full name of the presenter
  - b. His/her organization
  - c. How long he/she has worked there
  - d. How the organization is connected to the service need the club has chosen
  - e. A thank you to the guest speaker for taking time to talk to the club
5. After the speaker is finished, ask members if they have any questions.
6. Make sure the speaker covers ideas for possible long-term service projects that could use the club's help.
7. When members finish asking questions, end with applause. Thank the presenter for coming and ask if the club may reach out to him/her again if members have more questions.
8. After the speaker leaves, ask members to discuss what they learned as a group.
9. When the activity is over, thank everyone for their time and participation.
10. Before or during the next club meeting, create a thank-you card for all members to sign and then mail it to the guest speaker.

# Taking Notes

Are you ready to hear from an expert who works every day to improve the service need your club has chosen? Use this worksheet to help you remember key points the guest speaker shares. Don't be afraid to ask questions and get the information you need.

Name of guest speaker: \_\_\_\_\_

Organization he/she represents: \_\_\_\_\_

What is the mission of this organization? What does this person do for the organization?

---

---

What are some of the services this organization provides for the community?

---

---

How can our club help this organization? What kinds of needs do they have?

---

---

Thoughts, ideas or points you want to research further.

---

---

Remember to thank your guest speaker for his/her time and all the information that has been shared.