

Suggested agenda for special recognition celebrations

Following are suggested agenda items for consideration when planning the K-Kids end-of-year celebration. Adapt the suggested items to meet club, time and resource limitations.

Call to order

The K-Kids club president should have a gong to ring in order to gain the attention of the attendees and to indicate that the meeting is about to begin.

The pledge could be the K-Kids pledge and/or national pledge

Singing of a patriotic song

This is an option many clubs traditionally employ. A selection by a school choral, brass or string group adds a special touch.

Purpose of the meeting

The K-Kids president should explain that the purpose of this meeting is to celebrate the achievements of the K-Kids club during the past year and to recognize the efforts of the individual K-Kids club members and those who contributed to the success of the club during the past year.

Introductions

The club president should introduce dignitaries. (The Kiwanis and faculty advisor should provide a phonetically spelled roster of these names so the presidents can rehearse the pronunciation of each person's name.) The following people should be introduced:

- ☺ Kiwanis district dignitaries (governor, lieutenant governors, members of the district committee on K-Kids)
- ☺ Sponsoring Kiwanis club officers and members and their guests
- ☺ Visiting representatives from Aktion Club, Builders Club, Key Club, Circle K or Kiwanis Junior
- ☺ School personnel (school board members, district office staff, building administrators, teachers and other staff)
- ☺ Faculty and Kiwanis advisors and their guests

Members of the K-Kids club should be asked to introduce themselves and their family and guests.

Meal function

This is optional. Often the K-Kids club and its sponsoring Kiwanis club arrange a pitch-in or potluck. This provides an excellent opportunity for the Kiwanians, parents and families, school personnel and the members of the various Kiwanis family of programs/organizations to interact and learn about one another. The club might consider enlisting one of the school's music ensembles or choirs to perform for entertainment during the meal.

Report on the year's activities

Report of the vice president
Report of the secretary
Report of the treasurer
Reports of committee chairmen

Special awards and recognitions

Recognition of the parents
Recognition of school personnel
Recognition of each outgoing board of directors member
Recognition of the outstanding board member
Recognition of the outstanding committee chairman
Recognition of the Kiwanis advisor
Recognition of the faculty advisor
Recognition of K-Kids club member of the year

Induction of new members

Each new member should be introduced by the president, asked to come forward to tell a little about himself or herself and stand in a line until all new members are in front of the assembly. Then the formal induction and pinning of the new members should take place. The highest-ranking Kiwanis member and school official should participate in the pinning ceremony. The parents and guardians of new members could be asked to complete the actual pinning of their sons and daughters.

Installation of new officers

The installation of the new officers should be conducted by the president of the sponsoring Kiwanis club, assisted by the Kiwanis advisor and/or faculty advisor to the K-Kids club. The highest-ranking school official could be asked to assist with the pinning of the new officers and to congratulate to each officer.

Remarks by the school principal

This is the principal's opportunity to recognize the club and advisors for the contributions made to the school and community and for the positive image the club has brought to the school.

Faculty advisor's remarks

This is the faculty advisor's opportunity to recognize the personal growth demonstrated by the club members and to highlight club contributions not mentioned in previous reports or remarks. Following the faculty advisor's remarks, the K-Kids club president could offer a token of the club's appreciation for the time and effort the advisor has invested into the success of the K-Kids club.

Kiwanis advisor's remarks

This is an opportunity to educate parents and students about the service opportunities available through membership in the Kiwanis family. Following the Kiwanis advisor's remarks, the K-Kids club president could offer a token of the club's appreciation for the time and effort the advisor has invested into the success of the K-Kids club.

Outgoing president's remarks

The president should thank those contributing to the success of the club: parents, advisors, school personnel, Kiwanians and K-Kids club members. The president may wish to explain how his or her tenure in office has impacted his or her perspective on life. Perhaps a personal story about how a favorite or meaningful project made an impact would help those unfamiliar with Kiwanis to understand what K-Kids club is all about. It would be appropriate for the president to be presented with a token of appreciation from the club at the end of his or her speech.

New president's remarks

The newly elected president should outline his or her goals for the upcoming year and ask for support for these goals from the members, new officers, advisors, sponsoring Kiwanis club, parents and school officials.

Adjournment

This is the first official action taken by the new president.

Printed program

The following items should be considered for inclusion in the printed program:

1. K-Kids club logo
2. K-Kids club objects and motto
3. Kiwanis International logo
4. School logo or mascot
5. Roster of K-Kids club current members
6. Roster of new K-Kids club members to be inducted
7. Roster of outgoing K-Kids club officers
8. Roster of incoming K-Kids club officers
9. Acknowledgement of the K-Kids club member of the year
10. Roster of faculty and Kiwanis advisors
11. Roster of current Kiwanis club officers
12. Listing of school district administrators
13. Agenda for the evening
14. Acknowledgement of appreciation to parents
15. Special acknowledgements for donations, performances, participation, etc.