

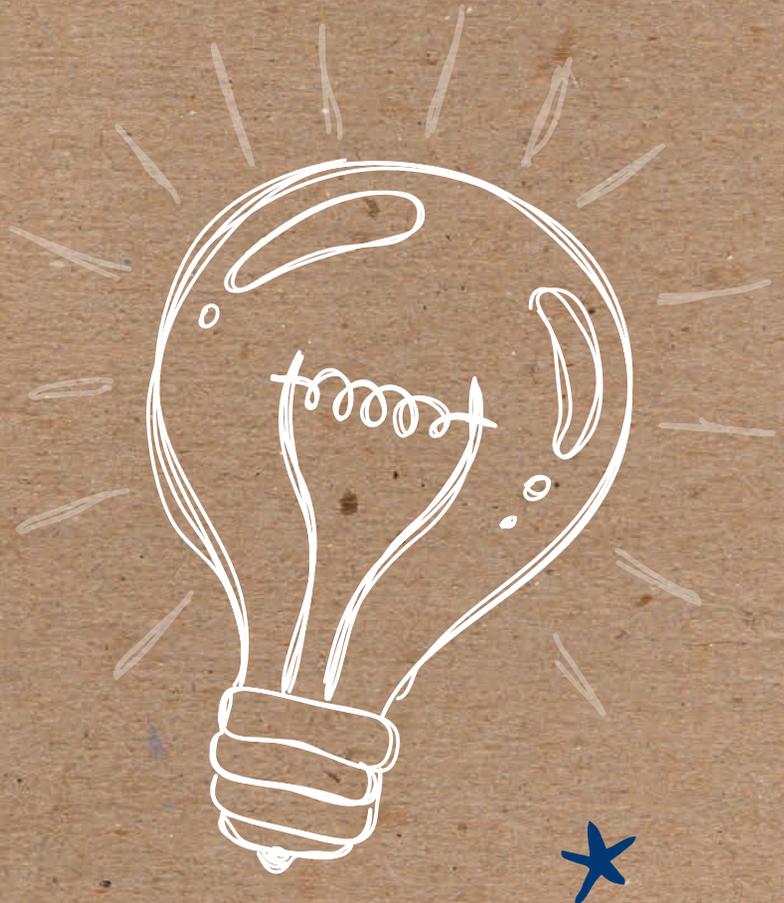
# I.D.E.A.

*toolkit for club officers*

Hi!



Kiwanis  
**K-Kids**<sup>®</sup>  
Young Leaders Helping Others



# I

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# Greetings, K-Kids club officers!

You have an important role: leading your club and helping each member experience the power of service. That's a big responsibility! And that's why this toolkit was created—to help you and your club choose a high-impact service project that makes every member feel passionate about a life of service.

We call this toolkit IDEA because it has four steps for clubs to follow:

**Identify the Need**

**Develop the Passion**

**Execute the Project**

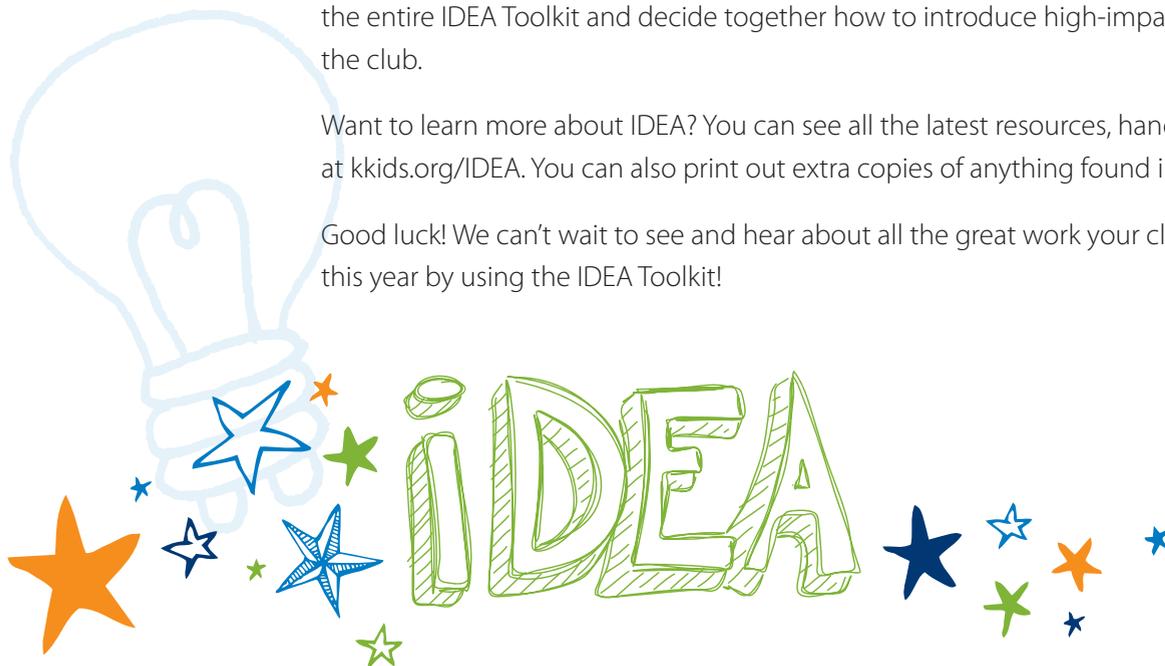
**Advance the Impact**

Every K-Kids club is different so it's up to you, as club officers, to use IDEA so that it works for your club.

There is no schedule or time limit for using the IDEA Toolkit. You can use it throughout the entire club year. If you don't have much time, check out and use the activities that are most important to members. To get started, you and your advisors should look through the entire IDEA Toolkit and decide together how to introduce high-impact service to the club.

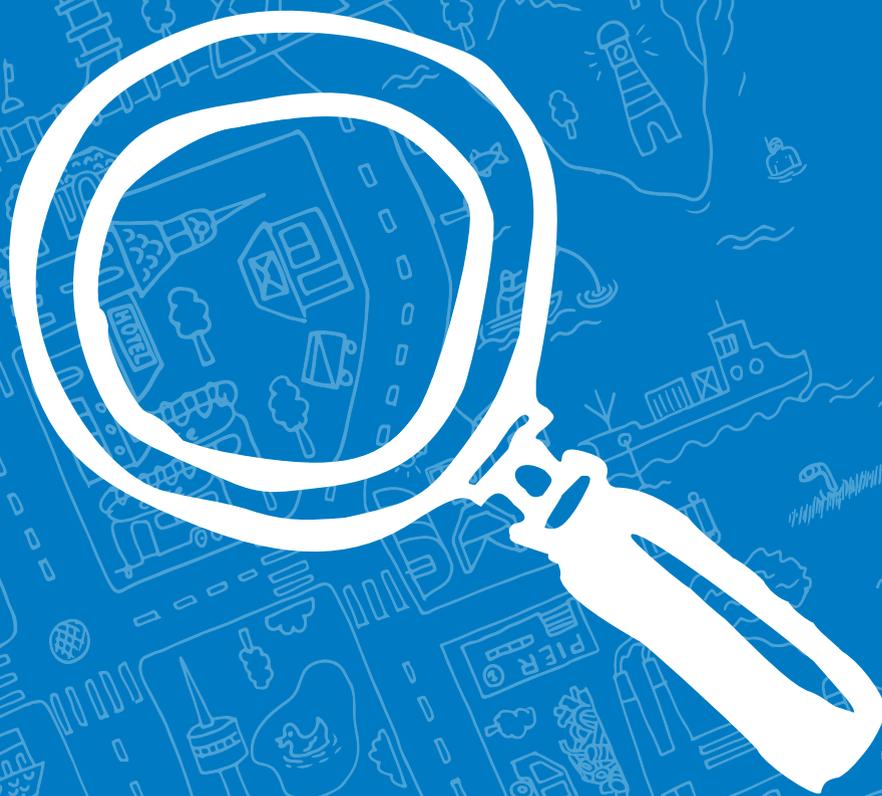
Want to learn more about IDEA? You can see all the latest resources, handouts and tips at [kkids.org/IDEA](http://kkids.org/IDEA). You can also print out extra copies of anything found in this Toolkit.

Good luck! We can't wait to see and hear about all the great work your club accomplishes this year by using the IDEA Toolkit!



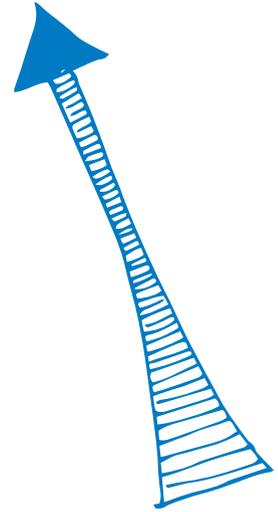
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# IDENTIFY THE NEED



# IDENTIFY THE NEED

Every school and community needs some kind of service. But how do you know what to do? To answer that question, the first step in IDEA is Identify the Need. First, your club should identify the service need you want to address. In this step, your club will investigate your school and community needs to identify how the club can help.



## How to lead the club through Identify the Need

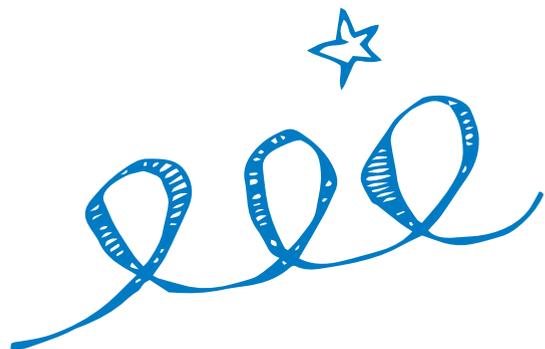
### Goals

1. Club members will explore their own abilities and interests to learn more about themselves.
2. Club members will explore possible service needs in their area through personal reflection as well as gathering others' point of view and observations.
3. Club members will understand how their club can make a difference by asking lots of questions.
4. Club members will choose a service need together as a club.

### Planning

Advisors and club officers should:

- Read the entire Identify the Need section of this toolkit. It can also be found online at [kkids.org/IDEA](http://kkids.org/IDEA).
- Work together to decide which activities to do during meetings—and which ones members should do on their own.
- Figure out which club officer will lead the club through each activity and how to get the best results.
- Have fun and be proud that your club is making a big difference! When your club has successfully identified the need, it will help your club feel connected to the service project you ultimately select.



# All About Me

This activity will allow members to:

- Reflect on personal abilities and hobbies.
- Connect with fellow club members.
- Increase confidence and team-building skills.

Materials needed:

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

How to lead this activity:

Meet fellow K-Kids members!

1. Give each member an All About Me worksheet and allow time for it to be completed.
2. When everyone is finished, ask members to share information about themselves. Here's how:
  - a. Create statements based on the worksheet. Here are a few examples to get you started:
    - i. I am good at art.
    - ii. My favorite part of school is learning new things.
    - iii. I am happiest when I am helping others.
    - iv. \_\_\_\_\_
    - v. \_\_\_\_\_
    - vi. \_\_\_\_\_
  - b. Ask members to line up on one side of the room.
  - c. Designate one side of the room as true and the other as false.
  - d. Tell members you will read statements. When they hear a statement, they should move to the side of the room that corresponds with their answer.
  - e. Read each statement and watch the room as members respond.
3. When the activity is over, thank everyone for their time and participation.

# All About Me

To lead others, you must first know yourself. To learn more about what you bring to your K-Kids club, describe what you are good at and what you enjoy. Then share with members and get to know them better.

## Abilities

A school subject I'm good at is: \_\_\_\_\_

My favorite part of school is: \_\_\_\_\_

A chore I help a lot with at my home is: \_\_\_\_\_

Something unique about me is: \_\_\_\_\_

I am most proud of my ability to: \_\_\_\_\_

Something that comes easy to me is: \_\_\_\_\_

## Hobbies

I am happiest when I: \_\_\_\_\_

Something I work hard at is: \_\_\_\_\_

I get excited about: \_\_\_\_\_

Things I do alone are: \_\_\_\_\_

Things I do with my friends are: \_\_\_\_\_

Things I do with my family are: \_\_\_\_\_

# Find Your Passion

This activity will allow members to:

- Identify their passion.
- Think about ways the club can help the community.
- Improve communication skills.

Materials needed:

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



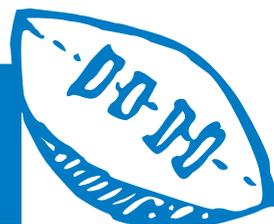
How to lead this activity:

Begin the adventure of finding your passion!

1. Give each member a Find Your Passion worksheet and allow time for it to be completed.
2. Divide the room into three sections:
  - a. School
  - b. Community
  - c. World
3. When everyone is finished with their worksheet, ask members to form groups. Here's how:
  - a. Using numbers 1–3, assign each member a number.
  - b. Or ask members to count off 1–3.
4. Assign each numbered group to one of the sections of the room.
5. Ask each group to discuss ways the K-Kids club can help their section.
6. Rotate groups so everyone has a chance to visit and discuss all three sections.
7. When the activity is over, thank everyone for their time and participation.



Wondering how K-Kids can help you learn new skills? Check out the “How K-Kids Can Help Me” activity online at [kkids.org/IDEA](http://kkids.org/IDEA).



# Find Your Passion

Everyone is passionate about something. Rank the three causes you care about the most. Then think about how your K-Kids club might play a role.

## I care about

- Making sure others have lots of books to read.
- Protecting animals and making them happy.
- Feeding hungry families.
- Standing up to bullies and making everyone feel welcome at my school.
- Taking care of the Earth.
- Supporting the elders in my community.
- Helping babies thrive.
- Fighting disease and finding cures.
- Thanking our service members in the military.
- Helping others recover from natural disasters like earthquakes and tornadoes.
- Making sure everyone has a home to live in.
- Supporting families in need of protection.
- Brightening someone's day with random acts of kindness.
- \_\_\_\_\_

## Ways my K-Kids club could help

MY SCHOOL	MY COMMUNITY	MY WORLD

# Community Assessment

This activity will allow members to:

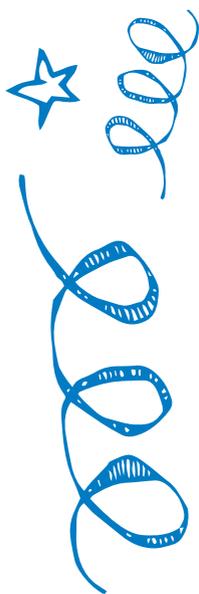
- Practice active listening.
- Collaborate as a team.
- Think through problems to find solutions.

Materials needed:

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

How to lead this activity:

Love to draw? Here's your chance!



1. Ask your club advisor to help find a guest speaker—someone who can talk about what's happening in the community. Share a copy of the Community Assessment worksheet with your guest so they can prepare for their talk or presentation.
2. Give each member a Community Assessment worksheet. Members will complete this activity together.
3. On the day of the meeting with your special guest, divide the club into four groups—one for each category on the worksheet.
4. When the guest speaker arrives, introduce yourself, your fellow officers and your club advisors. Welcome your guest with a round of applause.
5. While the guest speaker talks about community resources, each group should take notes about their category on the worksheet. When the speaker is finished, applaud. Then thank them for their time and participation.
6. After the speaker leaves, assign each corner of the room to one of the four worksheet categories. Ask members of each group to go to one of the four sections, making sure at least one group member is in each section.
7. Ask members to share what they learned and add new information to their worksheets.
8. When everyone is finished, ask members the following questions as a group:
  - a. What do you love most about your school and/or community?
  - b. What makes your community a great place to live?
  - c. What one thing could your school and/or community do to make it an even better place to live?
9. When the activity is over, thank everyone for their time and participation.

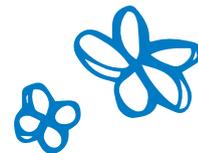
Looking for a tool to help you reflect on what you've learned from others? Check out the "My Observations" activity online at [kkids.org/IDEA](http://kkids.org/IDEA).

# *Community Assessment*

Your club wants to make a big impact, right? Hear from a guest speaker about your community. Then draw the people, places and things that make your community the place it is.

IMPORTANT BUILDINGS	PARKS AND FUN PLACES
SCHOOLS AND HOSPITALS	LEADERS IN MY COMMUNITY

# Friends and Family Questionnaire



This activity will allow members to:

- Learn about the community from friends and family members.
- Improve communication skills.
- Practice active listening.

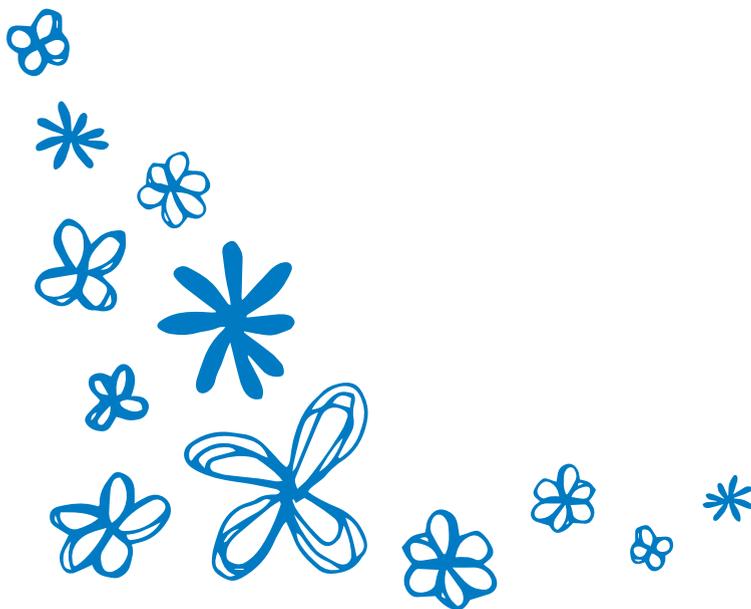
Materials needed:

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

How to lead this activity:

Help members learn from the people they know best! Members should complete this activity on their own, outside of club meetings.

1. Give each member a Friends and Family Questionnaire worksheet.
2. Choose a deadline for completing the worksheet. Tell members to keep it because they will need it to help the club focus on a service need later.
3. Let members know they can use the My Observations worksheet to help remember what they learn. Find it online at [kkids.org/IDEA](http://kkids.org/IDEA).



# Friends and Family Questionnaire

The best helpers are those who ask others for information. Ask friends or family members about needs in your community. Prepare by writing your own questions and reading the interview do's and don'ts below.

## Decide who to interview

Think about the different people you know. Who can you interview to learn more about issues your community is facing?

NAME OF PERSON	RELATIONSHIP TO YOU

## Prepare for the interview

After you schedule your interview, think about what you will ask. Good questions should get the person talking—not just answering with a simple “yes” or “no.”

1. What issues does our community face?
2. Have you ever done service in our community? If so, what?

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

## Interview do's and don'ts

- Do practice your questions ahead of time with someone.
- Do thank the person for his or her time.
- Do smile and maintain eye contact (if meeting in person).
- Do take notes on what the person says. This will help when you report back to your club.
- Do ask more questions if you don't understand what the person is saying.
- Don't let the person or yourself get off topic. Stick to your prepared questions.
- Don't meet with the person in a loud or distracting area.

# *Service Project Interview Guide*

This activity will allow members to:

- Learn about the community from community leaders.
- Improve communication skills.
- Practice active listening.

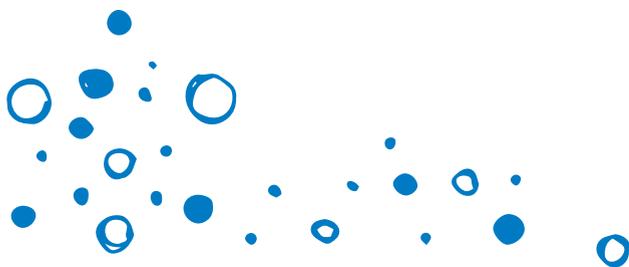
Materials needed:

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

How to lead this activity:

Introduce yourself to the leaders of your community! This is another activity that members will do on their own, outside of club meetings.

1. Get started by giving each member a Service Project Interview Guide worksheet.
2. Choose a deadline for completing the worksheet. Tell members to keep it because they will need it to help the club focus on a service need later.
3. Let members know they can use the My Observations worksheet to help remember what they learn. Find it online at [kkids.org/IDEA](http://kkids.org/IDEA).



# Service Project Interview Guide

Pretend you are a news reporter. Interview people in the school and/or community to get a better idea of existing service needs. Take a look below at some questions to ask—and prepare by writing some of your own questions!

## For your principal or school counselor

1. What organizations do you think teachers and students would be interested in helping?

---

2. Are there needs in the school that a service project could meet?

---

3. Are there any school policies that my club should know about when planning our service project?

---

4. \_\_\_\_\_

## For your sponsoring Kiwanis club

1. Would the Kiwanis club like to help with our service project, either by volunteering or by donating money?

---

2. Are there organizations that the Kiwanis club would like to see our club support with a service project?

---

3. \_\_\_\_\_

4. \_\_\_\_\_

## For the organization benefiting from your service need

1. What's the best way for our club members to support your organization through a service project?

---

2. Are there any guidelines that our club members need to follow?

---

3. Who's the best person from your organization to be our contact?

---

# Accountable Talk

This activity will allow members to:

- Practice active listening.
- Improve communication skills.
- Increase confidence and team-building skills.



Materials needed:

- One worksheet per member (print it at [kkids.org](http://kkids.org))

How to lead this activity:

Learn how to use your voice to lead others! Advisors might want to lead this activity so that club officers can model accountable talk.

What is accountable talk? It's when you share your ideas and opinions while being polite and respectful. Members need to really listen to what other people say—and be clear about their own thoughts and opinions, using good reasons for why they're saying them.

1. Remind members that they will soon choose a service project for the club and not everyone's first pick will be chosen.
2. Explain accountable talk. Tell members that it's a way of speaking and responding to others in a respectful, thought-provoking way.
3. Give each member an Accountable Talk worksheet. Each time they respond to a question or share an idea, they should start with one of the sentences on the handout.
4. Ask members to practice accountable talk. Get conversations started by using these topics, and use the blanks to create your own:
  - a. What is your favorite holiday?
  - b. What makes you happy?
  - c. Why do you like helping others?
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
5. When the activity is over, thank everyone for their time and participation. This is a resource members can use with the following activities: Top Choice and Pick and Choose. See pages 18–21 for more information.

# Accountable Talk

To lead well, young leaders must know how to inspire without intimidation. Improve your communication skills by practicing these phrases during discussions with fellow K-Kids members.

I agree with \_\_\_\_\_  
because \_\_\_\_\_.

I disagree with \_\_\_\_\_  
because \_\_\_\_\_.

Help me understand what you  
mean when you say \_\_\_\_\_.

Tell me more about \_\_\_\_\_.

Can you explain \_\_\_\_\_.

I would like to add \_\_\_\_\_.

I see \_\_\_\_\_  
differently now because \_\_\_\_\_.

One thing I noticed is \_\_\_\_\_.

I am confused by \_\_\_\_\_.

So what you're saying is \_\_\_\_\_.

Couldn't it be that also \_\_\_\_\_.

I think that because \_\_\_\_\_.

# *Pick and Choose*

This activity will allow members to:

- Improve communication skills.
- Collaborate as a team.
- Think through problems to find solutions.

Materials needed:

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

How to lead this activity:

Members will complete this worksheet during the Top Choice activity.

1. Give each member a Pick and Choose worksheet.
2. Begin the Top Choice activity. See pages 20–21 for more information.

This is a resource members can use with the following activities: Community Assessment, Friends and Family Questionnaire, and Service Project Interview Guide. See pages 10–15 for more information.

# *Pick and Choose*

As the club discusses the Top Choice worksheet, make notes on which options sound the best. Then decide which service need you want the club to focus on.

OPTION 1	OPTION 2	OPTION 3
Ideas I have:	Ideas I have:	Ideas I have:
Notes from our discussion:	Notes from our discussion:	Notes from our discussion:

DECISION
My choice:

# I

## *Top Choice*

This activity will allow members to:

- Improve communication skills.
- Collaborate as a team.
- Think through problems to find solutions.

Materials needed:

- One worksheet per member. member (print it at [kkids.org](http://kkids.org))
- Flip-chart paper
- Pens or pencils

How to lead this activity:

This is a chance for every member to tell the club what they think.

1. Before the meeting, list each service need category on a flip-chart sheet of paper.
2. Give each member a Top Choice worksheet and give them time to fill it out.
3. When everyone is finished, ask each member to stand one at a time and share their choices. Tally each service need as they are mentioned.
4. As the club discusses the Top Choice worksheet, ask members to make notes on which options sound the best on the Pick and Choose worksheet.
5. When the activity is over, thank everyone for their time and participation.

This is a resource members can use with the following activities: Accountable Talk, Pick and Choose and Sticker Voting. See pages 16–19 and 22–23 for more information.

Not sure what these service needs mean? Check out the Find Your Passion activity on pages 8-9.

# Top Choice

No club can do it all. Which service need do you think should be the focus of your club? Describe how you think the club can help.

The service need I would like our club to help with is:

- |   |   |
|---|---|
| <input type="checkbox"/> Education                  | <input type="checkbox"/> Health and Wellness      |
| <input type="checkbox"/> Animals                    | <input type="checkbox"/> Veterans and Military    |
| <input type="checkbox"/> Hunger                     | <input type="checkbox"/> Disaster Relief          |
| <input type="checkbox"/> Bully Prevention in School | <input type="checkbox"/> Housing and Homelessness |
| <input type="checkbox"/> Environment                | <input type="checkbox"/> Families in Crisis       |
| <input type="checkbox"/> Elderly                    | <input type="checkbox"/> Equal Rights             |
| <input type="checkbox"/> Babies                     | <input type="checkbox"/> Random Acts of Kindness  |

\_\_\_\_\_

3 things I know about this service need are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

3 ways our club might make an impact are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# *Sticker Voting*

- Improve communication skills.
- Collaborate as a team.
- Practice active listening.

## Materials needed:

- Flip-chart paper
- Markers
- Stickers

## How to lead this activity:

Love stickers? So do we! This is a fun and easy way for the club to decide on a service need.

1. List each service need on a blank flip-chart sheet of paper. Make sure you leave plenty of space to vote for each option. If you have a lot of options to vote on, use more than one sheet of flip-chart paper.
2. Give the appropriate number of stickers to each member.
  - a. If the club wants to categorize or rank votes, provide stickers in different designs.
  - b. If you want to rank members' choices (for example, first, second and third), each student should receive one sticker design per ranking.
3. Ask each member to vote for the service need(s) that should be the club's focus.
  - a. Each member should vote by putting a sticker on their favorite service need(s).
  - b. Voting ends once all members have placed their stickers.
4. In case of a tie, all members should vote on the tied options. If the club needs to, repeat the vote until there's a winner.
5. When the activity is over, thank everyone for their time and participation.
6. Collect and save the votes. That way, you'll remember some other popular choices in the future—when the club is ready to start a new project.

This voting style can be used to make any club decision.

Another great way to make decisions as a club is to use Parliamentary Procedure. Check out the guide online at [kkids.org/IDEA](http://kkids.org/IDEA).



# DEVELOP THE PASSION



D

Great job on leading your club and working with members to make a smart decision on a service need! Now it's time to develop each member's passion and decide on a service project that will leave a lasting impact. In the IDEA Toolkit's second step, members research why the service need exists. This will help them form a personal connection to the project.

## How to lead the club through Develop the Passion

### Goals

1. Club members will research their chosen service need as a club.
2. Club members will explore their service need with the help of experts.
3. Club members will decide on a service project.
4. Club members will begin pre-planning their service project.
5. Club members will tell others about (advocate) the service project to spread awareness about it.

### Planning

Advisors and club officers should:

- Read through the entire Develop the Passion section of this toolkit. It can also be found online at [kkids.org/IDEA](http://kkids.org/IDEA).
- Work together to decide which activities will be accomplished during meetings and which ones members should do on their own.
- Figure out which club officer will lead the club through each activity and how to get the best results.
- Have fun and be proud that your club is making a big difference! When your club has successfully developed the passion, it will be ready to plan and execute your chosen service project.



# Time to Investigate & My Findings

These activities will allow members to:

- Learn about organizations in the community.
- Reflect on their personal observations.
- Increase confidence and team-building skills.

Materials needed:

- Access to a computer lab or group of computers
- One worksheet per member (print it at [kkids.org](http://kkids.org))
- Pens or pencils

How to lead these activities:

Explore the web with fellow members! Learn what is being done in the community to help people who need the service your club has chosen.

1. Give each member a Time to Investigate worksheet and a My Findings worksheet.
2. Ask members to form two groups. Here's how:
  - a. Using numbers 1–2, assign each member a number.
  - b. Or ask members to count off 1–2.
3. Ask each group to work together on computers to answer questions on the Time to Investigate worksheet.
4. Each member should complete their own My Findings worksheet—and write their own answers on their worksheet.
5. When everyone is finished, ask for volunteers to stand up and share their answers. Thank each member who shares with the club.
6. Collect members' My Findings worksheets. You will use them for the Let's Get Help! activity later. See pages 30–31 for more information.
7. When the activity is over, thank everyone for their time and participation.



# Time to Investigate

Congratulations! Your K-Kids club has successfully chosen a service need. To make a lasting impact, it's important to research the service need and learn how it affects your community.

The service need we want to help is: \_\_\_\_\_

## Group 1

Find your local newspaper's website online. In the search bar, enter the service need. Try using different phrases and similar words for your service need to find more articles. Ask fellow club members and advisors to help you think of key phrases and words. Print and read three to five articles.

What did the articles teach you about the service need in your community?

Which organizations can you contact to learn more?

---

---

---

## Group 2

Visit your town's website. Using the search bar, find out if the website mentions any organizations or community leaders connected to your service need. If it does, list them below. Try using different phrases and synonyms for your service need. Ask fellow club members and club advisors to help you think of key phrases and words.

---

---

---

Circle one person/organization above and answer the following: What is the organization's mission?

---

---

What services does it provide?

---

---

How can you contact the organization to learn more?

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# My Findings

Don't forget—members are the most valuable part of a K-Kids club! Share what you learned with members to better understand how your K-Kids club can help the service need you chose.

How much did you know about the service need before you started the Time to Investigate activity?

---

---

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---

---

Were you surprised at what you learned? Why or why not?

---

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---

---

Which organizations would you like to learn more about?

---

---

---

---

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# Let's Get Help!

This activity will allow members to:

- Make connections in the school and community.
- Practice active listening.
- Collaborate as a team.

Materials needed:

- One worksheet per club (print it at [kkids.org](http://kkids.org))
- Flip-chart paper
- Markers
- Pens or pencils

How to lead this activity:

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

1. On flip-chart paper, write each of the following in a separate column:
  - a. "Which organizations can help us?" In this column, list the organizations members wrote on their My Findings worksheets. See pages 26–28 for more information. Be sure to leave blank space so members can add more names.
  - b. "How might they help us?" In this column, write down a few examples, such as "sharing expertise" and "sharing ideas."
  - c. "What is the best way to contact them?" In this column, write down a few examples, such as "phone" or "email."
  - d. "Which K-Kids members can help our advisor reach out to them?"
2. Read each question aloud and brainstorm responses with members.
3. When you get to the last question, let members know the club soon will create a script and will practice reaching out to organizations together. In the meantime, ask for volunteers to contact organizations with the help of a parent or guardian.
4. Ask the club secretary to write down the names of volunteers from the Let's Get Help! worksheet. If no one volunteers, ask your club advisor for help in assigning tasks to members.
5. When the activity is over, thank everyone for their time and participation.

Ready to make a script and reach out to community leaders? Check out the "My Task & Make the Ask" activities online at [kkids.org/IDEA](http://kkids.org/IDEA).

# Let's Get Help!

	ORGANIZATION	WHO TO CONTACT	BEST WAY TO CONTACT	LEADER
IDEA 1	School:	School principal:	Email address:  Phone number:	Faculty advisor:  K-Kids president:
IDEA 2	Kiwanis club:	Kiwanis club president:	Email address:  Phone number:	Kiwanis advisor:
IDEA 3				
IDEA 4				
IDEA 5				

D

# Principal Perspective

This activity will allow club officers to:

- Hear what school leaders think about their chosen service need.
- Improve communication skills.
- Practice active listening.

Materials needed:

- Note-taking tool (notebook and pen, electronic device, etc.)

How to lead this activity:

Can your club's chosen service need benefit the school? Meet with the principal to find out! This activity is just for club officers (recommended for the club president).

1. With the help of your faculty advisor, request a meeting with your school principal.
2. To start the meeting, thank the principal for their time and introduce yourself.
3. Tell them about the service need your K-Kids club has chosen. Ask if your club can help the school in any way.
4. If your principal knows a way your club can help, ask them to be a guest speaker at your club meeting.
  - a. If the principal agrees to be a guest speaker, thank them and explain that your club advisor will reach out soon.
  - b. If the principal is not able to be a guest speaker, invite them to stop by any time. Share when and where your club regularly meets.
5. If the principal does not know how your club can help, ask if they know someone who does.
6. If the principal knows someone who can help, say thank you and ask them to introduce that person to your club advisor. Let your principal know you will update your advisor.
7. When the meeting is over, thank the principal for taking time out of their busy schedule to meet with you.
8. Share your meeting notes with your club advisor.
9. At the next club meeting, report to the club on what you learned.

D

AWESOME

# Taking Notes



This activity will allow members to:

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

Materials needed:

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

How to lead this activity:

Learn how to build relationships with community leaders!

Before the meeting, work with other club officers and the club advisor to determine who will introduce the guest speaker. Practice introducing them 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 speaker
  - b. Their organization
  - c. How long they have worked there
  - d. How the organization is connected to the service need the club has chosen
  - e. A round of applause to welcome the speaker
5. After the speaker is finished, ask members if they have any questions.
6. When members finish asking questions, end with applause. Thank the speaker for their time and participation and ask if the club may reach out to them again if members have more questions.
7. After the speaker leaves, ask members to discuss what they learned as a group.
8. When the activity is over, thank everyone for their time and participation.
9. 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 they represent: \_\_\_\_\_

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 their time and all the information that has been shared.

# *Name That Service Project*

This activity will allow members to:

- Choose a service project.
- Practice brainstorming.
- Practice active listening.

Materials needed:

- A small ball
- Whiteboard
- Flip-chart paper
- Markers
- One sticker per member

How to lead this activity:

Decide the best way for your club to serve the community and make a difference in addressing the service need! Ask members to review their Time to Investigate and Taking Notes worksheets. Let members know the club will do a fun activity that lets everyone share service project ideas.

1. On separate flip-chart papers, write the name of each organization the club has researched. Ask the club secretary to take notes on these papers during the meeting.
2. On the whiteboard, another club officer should write the following sentence:
  - a. "If we choose to help (name of organization) with a service project, we could work with (names of people in the organization) to help solve the problem of (description of the service project)."
3. Ask members to form a big circle.
4. Explain that the club will take turns filling in the blanks in the whiteboard sentence.
5. A club officer will go first. Holding the ball in their hands, the officer describes the service project for that specific organization. (The club secretary also will take notes on all service project descriptions mentioned in this activity.) Here is an example:
  - a. If the club's service need is Health and Wellness, the officer could say, "If we choose to help our school with a service project, we could work with the principal to help solve the problem of students who don't have winter boots."

6. The club officer will then ask for a volunteer to go next. Throw the ball to that member and remind them to use the whiteboard sentence when sharing an idea.
7. Continue until every member has shared an idea.
8. Give each member a sticker.
9. Using Sticker Voting from the Identify the Need step (see pages 22-23), ask each member to place a sticker next to their favorite service project.
10. After everyone has voted, determine the most popular service project. Encourage members to be prepared at the next meeting to discuss the project and the organization it will service.

D



# *Deciding the How*

This activity will allow members to:

- Think through ways to do a service project.
- Practice active listening.
- Collaborate as a team.

Materials needed:

- One worksheet per club (print it at [kkids.org](http://kkids.org))
- Flip-chart paper
- Markers
- Pencils or pens

How to lead this activity:

Teach members about the many ways they can complete a service project. Club advisors should help lead this activity with club officers.

1. Give each member a Deciding the How worksheet.
2. Give members time to read it and complete their own comic strip.
3. Set up a flip-chart and be prepared to take notes (recommended for club secretary).
4. Ask members the following questions and give them time to respond to each one:
  - a. What is a fundraiser? (Example: An event held to raise money for a cause.)
  - b. How might our club host a fundraiser?
  - c. Who could help us raise money?
  - d. What is a drive? (Example: An event held to collect donations from others.)
  - e. How might our club host a drive?
  - f. Who could help us collect donations?
  - g. What are other ways our club can complete our service project idea?
5. When the activity is over, thank everyone for their time and participation.

# Deciding the How

There are lots of ways to give back to others. Learn more by reading the examples below. Then think about your club's service project idea and create your own comic strip.

The K-Kids club of "Imagination" identified the need for bully prevention in their community. To make the school playground a friendlier place, their service project idea is: to install a special bench to help students make friends.

Here are two ways they could design their service project:

The club decides to raise money for the bench with a fundraiser.	The club hosts a car wash at school and meets their fundraising goal!	The club uses the funds to buy and install a bench at school.
The club decides to raise money for the bench with a drive.	The club holds a drive to collect plastic bottle caps and lids from the entire school and meets their drive goal!	The club submits the plastic collection to a recycling company, which will make and install a bench at school.

Now, think about your club's service project idea. How can you achieve your goal? Use your own idea to design your own comic strip.


# High-Impact Service Survey

This activity will allow members to:

- Think about how to successfully make a service project high-impact.
- Think through problems to find solutions.
- Practice active listening.

Materials needed:

- One worksheet per club (print it at [kkids.org](http://kkids.org))
- Pen or pencil

How to lead this activity:

Come together as a club to learn how much impact your service project will have!

1. Print one High-Impact Service Survey for use by the entire club.
2. Ask members to answer questions as a group. Here's how:
  - a. When members agree with an answer option, they should raise their hand.
  - b. If they do not agree with an answer option, they should keep their arm down.
3. Read each question and the answer options out loud. Ask for votes after each question.
4. When an answer option has most of the members' votes, circle it on the High-Impact Service Survey.
5. Continue until all questions have been answered.
6. Score the survey and discuss the results with members.
7. When the activity is over, thank everyone for their time and participation.

Make sure your service project idea is realistic with the "Keep it Practical" activity online at [kkids.org/IDEA](http://kkids.org/IDEA).



# High-Impact Service Survey

Does your club know what it wants to do for a service project? Make sure it will have a lasting impact by answering the High-Impact Service Survey. Results will let you know if you are on track, and it will help you think of ways for making your project better.

1. Will this service project make an impact on our school or community?
  - a. Yes
  - b. No
  - c. Not sure
2. Do we feel excited about this service project?
  - a. No
  - b. Yes
  - c. Not sure
3. Do we feel confident this service project will truly help the organization we chose?
  - a. Yes
  - b. No
  - c. Not sure
4. Will this service project fill a need for a long period of time?
  - a. Yes
  - b. No
  - c. Not sure
5. Can we finish this service project before the end of the school year?
  - a. Yes
  - b. No
  - c. Not sure
6. Do we feel confident that we will complete this service project successfully?
  - a. Yes
  - b. No
  - c. Not sure
7. Do our faculty advisor and Kiwanis advisor both believe this is a good high-impact service project for us to complete?
  - a. Yes
  - b. No
  - c. Not sure

## Scoring

### Did your club answer “Yes” to most questions?

Great job! The club is creating a high-impact service project. This is important because the difference you will make in your school and community will last longer than the service project itself. If the club answered “No” to any of these questions, take a few minutes to discuss why. Talk about how everyone can work to make it a “Yes.”

### Did your club answer “No” to most questions?

Your club has good intentions, but it needs a little help to think more about the service project you’ve created. Remember, the project should be realistic and exciting to members. Talk with your club advisors to figure out how your club can leave a longer lasting impact with the service project.

### Did your club answer “Not sure” to most questions?

Your club may have a plan, but not every member knows what it is or how it’s going to happen. Review the service project as a club and decide if it is realistic. Ask club advisors for guidance.

# Talking Points

This activity will allow members to:

- Bring awareness to the service need and how K-Kids will make a difference.
- Improve communication skills.
- Increase confidence and team-building skills.

Materials needed:

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

How to lead this activity:

Work in groups to bring awareness for the club service project by creating talking points!

1. Give each member a Talking Points worksheet.
2. Ask members to form groups. Here's how:
  - a. Using numbers 1–4, assign each member a number.
  - b. Or ask members to count off 1–4.
3. Ask each group to read the questions together—then have each member write their own answers on their worksheets.
4. When everyone is finished, ask for volunteers to stand up and share their answers. Thank each member who shares with the club.
5. When the activity is over, thank everyone for their time and participation.

# Talking Points

After choosing a service project, your club should share the plan with others. A great way to do this is by creating “talking points.” These are the topics that all club members agree should be talked about—and how members should talk about these topics to peers, teachers and other adults.

## Description

Describe your service project in four to six sentences: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Template

Good morning/afternoon \_\_\_\_\_! My name is \_\_\_\_\_ and I am a member of the  
(person's name) (first name)

K-Kids club of \_\_\_\_\_, K-Kids is an elementary service club, and we are planning a service  
(school name)

project to help \_\_\_\_\_ by \_\_\_\_\_. This project is important to us  
(who you're helping) (what you're going to do)

because \_\_\_\_\_.  
(why the club cares about this service need)

To achieve our goal, we need your help. Please \_\_\_\_\_.  
(how others can help with this service project)

If you would like to help us with this service project or learn more about it, please speak with

\_\_\_\_\_ during our next club meeting in \_\_\_\_\_.  
(name of club president) (club meeting location)

at \_\_\_\_\_. Thank you and have a wonderful day!  
(start time of club meeting)

## Other ideas to include in your talking points are:

- Sharing short facts about the service need your project will help.
- Sharing quotes from people the club has interviewed.

# Reporting Out

This activity will allow members to:

- Explore K-Kids opportunities and responsibilities.
- Improve communication skills.
- Practice active listening.

Materials needed:

- Talking Points worksheet (see pages 42 and 43)

How to lead this activity:

Your club has now decided on a service project and developed passion and excitement for it. There is just one last thing you need to do: talk to your school and your sponsoring Kiwanis club about it. Before scheduling meetings, ask your faculty advisor and Kiwanis advisor for guidance about what should be shared.

This activity is for club officers only. However, you can make it a club activity if you choose. Decide whether this activity should be done by the club officers, or by the whole club.

Meeting with school leaders:

1. Work with your faculty advisor to schedule a meeting with your principal (or other school leader). Let the principal know your K-Kids club has chosen a service project—and now you would like their opinion.
2. Use your Talking Points worksheet to describe the service project and why the club has chosen to make a difference in this way. Be sure to:
  - a. Explain when your club expects to complete the service project.
  - b. Describe how the service project will benefit the school.
  - c. Ask if the school can provide ideas or connect the club to others who can help make the service project a success.
  - d. Ask how your club can encourage other students, teachers and staff to get involved.
  - e. Ask for approval to hang posters around the school—so your club can share information about the service project and invite others to join K-Kids.
  - f. Ask what school policies you need to know about before starting the project.
3. Ask the principal for approval.
4. Thank the principal for meeting with you and for their continued support. Explain that the club will provide regular progress updates.

## Reporting to the Kiwanis club:

1. Work with the Kiwanis advisor to determine a time for K-Kids club officers to meet with the sponsoring Kiwanis club.
2. Use your Talking Points worksheet to describe the service project and explain why the club has chosen to make a difference in this way. Be sure to:
  - a. Explain when your club expects to complete the service project.
  - b. Describe how the service project will benefit the school and community.
  - c. Ask if the Kiwanis club can provide ideas or connect the club to others who can help make the service project a success.
  - d. Invite the Kiwanis club to join your efforts by working on the project or creating one of their own.
3. Thank the Kiwanis club for meeting with you and for supporting K-Kids.
4. Explain that your club will provide regular progress updates.

D



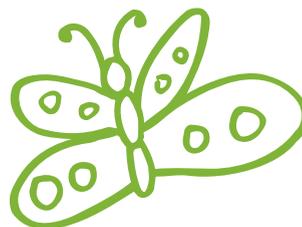
# Share the Good News

This activity will allow members to:

- Bring awareness to the service need and how K-Kids will make a difference.
- Share their passion and excitement about service leadership.
- Collaborate as a team.

Materials needed:

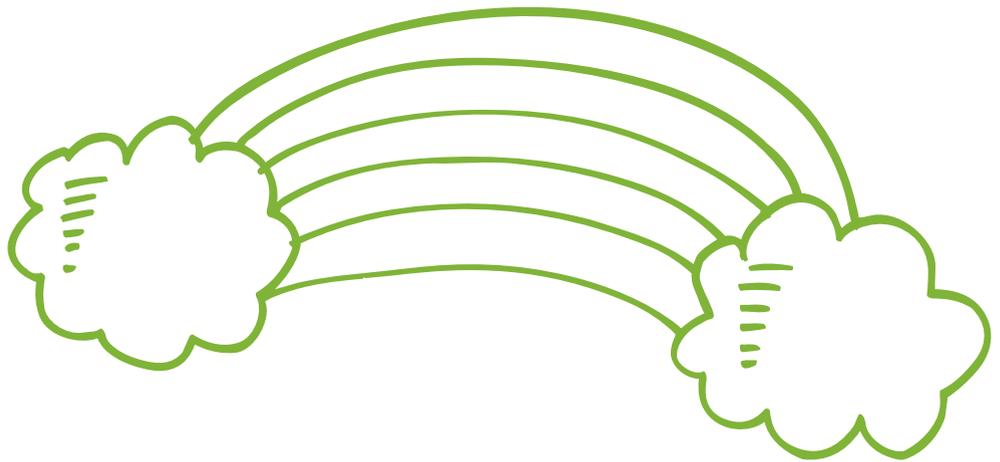
- Talking Points worksheet (see pages 42-43)
- Poster boards
- Markers



How to lead this activity:

Your club has worked hard and accomplished so much! Share what your club has learned by inviting everyone in the school to join K-Kids in its efforts.

1. Tell members about the results of your club officers' meetings with the school and the sponsoring Kiwanis club.
2. Challenge members to think of ways the club can keep spreading the word about the service project and how it has helped the school and community. Here are a few ideas to get you started:
  - a. Make school announcements using the Talking Points worksheet.
  - b. Inform other school clubs and organizations and ask them to join your club's efforts.
  - c. Encourage each member to tell one other student who is not in K-Kids about the service project and who it will benefit.
3. After the club brainstorms, ask members to form groups. Here's how:
  - a. Using numbers 1-4, assign each member a number.
  - b. Or ask members to count off 1-4.
4. Let members know they will create fun posters to display on school walls. The posters should include short messages about the service project and who it will help. They should also invite other students to join K-Kids.
5. When everyone is finished, let members know the club has completed Develop the Passion and will begin planning their service project at the next club meeting.
6. Thank everyone for their time and participation.
7. Collect the posters and display them around school.
8. With fellow club officers, look at the brainstormed ideas. Use them to help decide how members will keep bringing awareness to the club's cause and service project.



# EXECUTE THE PROJECT



E

Good work! Your leadership has helped club members decide on a service project. They are passionate about its success and excited to leave a lasting impact. Now it's time to start planning the details.

The third step in the IDEA Toolkit is for club members to execute the club's chosen project. In this step, club members will learn how to complete a service project from beginning to end while practicing skills such as budgeting, fundraising, event planning and more.

## How to lead the club through Execute the Project

### Goals

1. Club members will set service project goals.
2. Club members will organize project details and prepare for the unexpected.
3. Club members will learn how to budget and fundraise for their service project.
4. Club members will complete a service project.

### Planning

Advisors and club officers should:

- Read through the entire Execute the Project section of this toolkit. It can also be found online at [kkids.org/IDEA](http://kkids.org/IDEA).
- Work together to decide which activities should be done during meetings—and which ones members should do on their own.
- Figure out which club officer will lead the club through each activity and how to get the best results.
- Have fun and be proud that your club is making a difference! When your club has successfully executed the project, it will be ready to share its work with others.

# Service Project Assessment

This activity will allow members to:

- Practice coordinating details of an event.
- Increase confidence and team-building skills.
- Collaborate as a team.

Materials needed:

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

How to lead this activity:

Now that your club has set its goals for your service project, it's time to start planning to make it happen!

1. Give each member a Service Project Assessment worksheet.
2. Ask members to form groups. Here's how:
  - a. Using numbers 1–4, assign each member a number.
  - b. Or ask members to count off 1–4.
3. Ask each group to go through the worksheet together.
4. When everyone is finished, ask for volunteers to stand up and share their answers. Thank every member who volunteers to share.
5. When the activity is over, thank everyone for their time and participation.

The secretary's notes will help the club complete a service project timeline and supplies checklist at the next club meeting.

Learn how to set goals and work as a team with the "Role Playing & Goal Setting" activity online at [kkids.org/IDEA](http://kkids.org/IDEA).

# Service Project Assessment

Time to start planning! Think through the details with this worksheet and fellow members.

Our service project is \_\_\_\_\_

## Things to keep in mind

What school policies do we need to think about while planning our service project? \_\_\_\_\_

Is there any advice from the organization we need to remember when planning? \_\_\_\_\_

## Event details

What day(s) and time(s) will our service project happen? \_\_\_\_\_

Where will our service project take place? \_\_\_\_\_

How do we confirm our project plans? \_\_\_\_\_

What might we need to do after the event? \_\_\_\_\_

## Cost and supplies

What supplies will we need to complete this service project? \_\_\_\_\_

Will it cost money to get supplies for our service project? \_\_\_\_\_

Will we need to raise money before the service project? \_\_\_\_\_

## Who to invite

Who should we invite from the school and/or organization? \_\_\_\_\_

How will we reach out to our sponsoring Kiwanis club and other Kiwanis-family clubs? \_\_\_\_\_

Who else might want to attend? \_\_\_\_\_

## High-impact focus

What can we do to make sure this service project leaves a long-lasting impact? \_\_\_\_\_

How might the school or organization continue this service project in the future without the club? \_\_\_\_\_

# Service Project Calendar & Supply Checklist

These activities will allow members to:

- Plan steps to complete the service project.
- Practice brainstorming.
- Collaborate as a club.



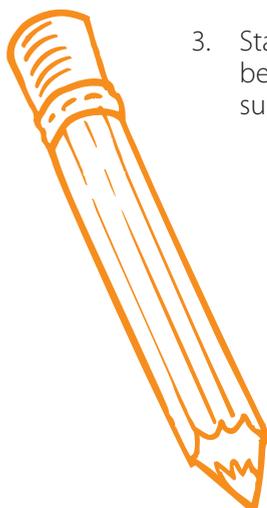
Materials needed:

- One worksheet per member (print them at [kkids.org](http://kkids.org))
- Pens or pencils
- Flip-chart paper
- Markers

How to lead this activity:

Now that the club has set its goals, it's time to start preparing to make the service project happen.

1. Before the club meeting, write one of the following on five different sheets of flip-chart paper, placed where everyone can see them.
  - a. 8 weeks before
  - b. 6 weeks before
  - c. 4 weeks before
  - d. 2 weeks before
  - e. 1 week before
2. At the club meeting, let members know they will brainstorm details for planning the service project.
3. Starting with the "8 weeks before" sheet, ask club members to shout out action items they believe need to get done two months before from the service project date. Write all suggestions on the paper so everyone can keep track of what is being shared.



4. If members disagree about a response, circle it and tell the club that you will come back to it.
5. Repeat steps 3–4 for the rest of the sheets.
6. Go back to the “8 weeks before” paper and discuss each action item that was shared.
7. If the club agrees that the action item needs to be completed eight weeks before, the club secretary should write the responsibility on the Service Project Calendar worksheet.
8. The club should determine who is responsible for leading each action item and assign a deadline for the item.
9. Repeat steps 7–8 for the rest of the sheets.
10. When the activity is over, thank the club for its hard work, time and participation. Let the club know that you’re all on your way to completing a great service project!
11. After the meeting, club officers should meet to review the Service Project Calendar worksheet. Work with the club advisors to make sure no action items were missed.
12. Complete the Supply Checklist worksheet using the completed Service Project Calendar worksheet to determine what the club will need to do the service project.
13. Make copies of the completed Supply Checklist worksheet and share them with the club at the next meeting. Ask if anything is missing from the checklist. Explain to the club that this Supply Checklist will help the club create a budget for the service project.



# Service Project Calendar

Planning is key to making any service project a success. Think about what you need to do to prepare for yours. What might your club need to do before your service project?

These worksheets are available for download at [kkids.org/IDEA](http://kkids.org/IDEA).

## 8 WEEKS before our service project

RESPONSIBILITY	LEADER	DEADLINE	NOTES
Decide the date, time and location of our service project			
Invite our sponsoring Kiwanis club and other Kiwanis family clubs to join us	Club president		
Decide if we need to do a fundraiser	Club treasurer		

## 6 WEEKS before our service project

RESPONSIBILITY	LEADER	DEADLINE	NOTES
Plan a fundraiser			
Do a fundraiser			



# Planning for the Unexpected



This activity will allow members to:

- Learn how to prepare for failure.
- Think through problems to find solutions.
- Increase confidence and team-building skills.

Materials needed:

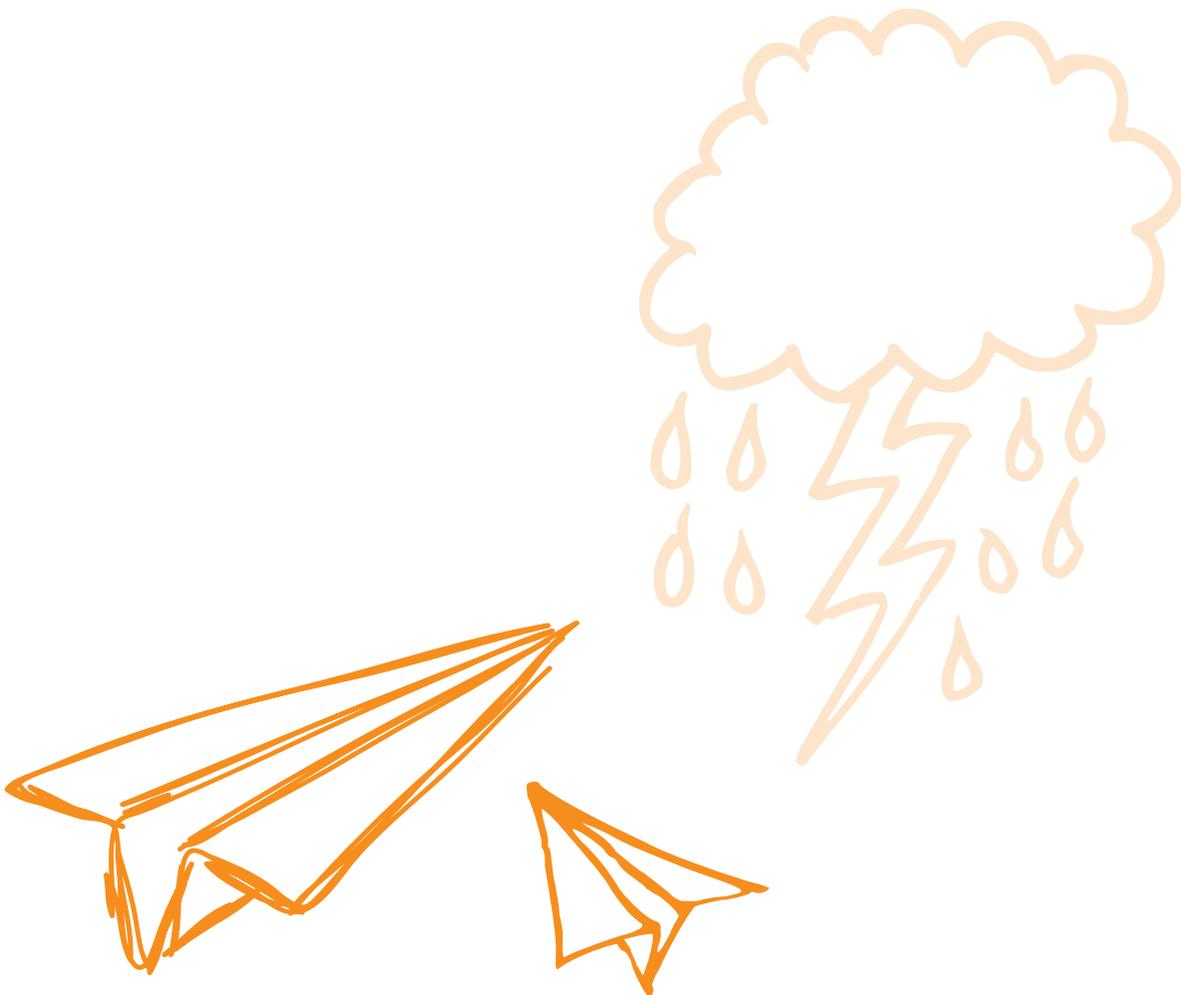
- Flip-chart paper
- Markers
- One index card per member
- Pens or pencils

How to lead this activity:

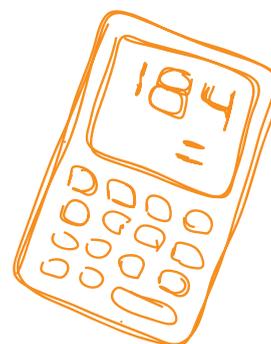
No matter how much your club plans, be ready for something not to go the way you expected. This does not mean your service project will fail. It means your club should be ready to respond with a positive attitude.

1. Before the club meeting, write each of the following quotes on a separate piece of flip-chart paper and place the papers around the room where everyone can see them:
  - a. "If Plan A didn't work, there are 25 other letters in the alphabet. Stay cool!"
  - b. "Tough times don't last. Tough people do."
  - c. "When something goes wrong, yell 'plot twist' and make changes."
  - d. "Sometimes things have to go wrong in order to go right."
2. Begin by letting members know the meeting will be about what to do when things don't go as planned. The K-Kids club needs to prepare so they can respond well and succeed.
3. Ask members to read each of the quotes posted around the room. Tell them to choose the quote they like best and stand next to it.
4. Go around the room and ask each member to share what they liked best about the chosen quote.
5. Give each member an index card and a pen or pencil. Ask each member to write down their favorite quote on the index card.
6. Tell members to keep these cards. When the club runs into problems during the service project, members should trade their quotes with each other. This will help them remember how important it is to stay calm to overcome problems.
7. Let members know they can return to their seats.

8. Lead the club in a discussion about what might go wrong. Create your own examples. Here are a few to get you started:
  - a. What if our service project is outdoors and the weather is bad? How might we create a Plan B?
  - b. What if we do not reach our fundraising goal? How might we change our budget or plan another fundraiser?
  - c. What if club members get sick or cannot attend the service project? How might we make sure we have enough help?
9. When the activity is over, thank everyone for their time and participation.



# Budgeting



This activity will allow members to:

- Learn how to create and follow a budget.
- Think through problems to find solutions.
- Collaborate as a team.

Materials needed:

- One worksheet per member (print it at [kkids.org](http://kkids.org))
- Pens or pencils
- A projector connected to a device with internet access
- One completed Supply Checklist worksheet per member

How to lead this activity:

Keep track of the club's money! Budgeting is the best way to keep an eye on how much money your club has and how much it spends.

1. Give each member a Budgeting worksheet and a copy of the completed Supply Checklist worksheet (see pages 52-53).
2. As a club, determine whether there are any costs for your service project besides the materials listed in the Supply Checklist. If so, write them in the Budgeting worksheet under the correct category.
3. Place each item on the Supply Checklist worksheet into the budget under the correct category.
4. When it's time to estimate costs of supplies, use the internet to research how much each material costs at a local store. Ask your advisor for help if needed. As the club conducts research and finds answers, ask members to write their answers on the Budgeting worksheet.
5. Ask the following questions for each item: "Can the club get this item donated by the school? Could members borrow it from home? Could a local business or organization donate this item?" If the answer is yes to any of these questions, mark "yes" in the "Can we get it donated?" column. Remember: The more items donated, the less money the club will need to complete the service project.
6. Leave the "Date purchased" column blank for now. The club treasurer should complete this column as items are purchased or donated.
7. To complete the last column, figure out the cost of each item by multiplying the number of items by cost. Then add the numbers in the column from top to bottom to determine the total cost. (Don't include any items that will be donated into your total budget cost.)
8. When all the blanks are filled in, the club has its budget! Thank everyone for their time and participation.
9. Let members know this budget will be used throughout the planning process. The next steps are figuring out how to get items donated and/or whether the club will need to coordinate a fundraiser.



# Project Planning Check-in #1

This activity will allow members to:

- Evaluate the service project progress.
- Practice active listening.
- Think through problems to find solutions.

How to lead this activity:

Time to see if your club is on track! Here's an activity for the whole club: Take this quick quiz to find out if you still have work to do before moving forward. This activity should be led by the club president.

1. Let members know you will read through a short list of questions. Ask members to respond "yes" by standing up, or respond "no" by staying seated.
2. The club secretary should record all answers.
3. Let members know that if members answer "no" to any question, you will pause to discuss it as a group until all members answer "yes."
4. Begin by reading each question out loud:
  - a. Does every club member know the goals of the service project?
  - b. Has the club received approval from the school and organization for the service project?
  - c. Does the club know a date, time and location for the service project?
  - d. Does the club have a budget for the service project?
  - e. Is there a timeline for what needs to be completed for the service project?
  - f. Has the club prepared for unexpected changes during the service project?
  - g. Is everyone excited about the service project?
5. When the activity is over, thank everyone for their time and participation.

# PLANNING

# *Donation Request Script & Acknowledgement Letter*

This activity will allow members to:

- Learn how to engage the local community in fundraising.
- Improve communication skills.
- Increase confidence and leadership skills.

Materials needed:

- One worksheet per member (print them at [kkids.org](http://kkids.org))
- Pens or pencils
- One completed Budget worksheet per member

How to lead this activity:

Need help finding funds or supplies for your service project? Ask local businesses/organizations for their support!

1. Give each member a Donation Request Script worksheet and a copy of the completed Budget worksheet (see pages 58-59).
2. Let members know you are going to create a sample script for asking local businesses/organizations for monetary or in-kind donations.
3. Ask members to form groups. Here's how:
  - a. Using numbers 1–4, assign each member a number.
  - b. Or ask members to count off 1–4.
4. Ask each group to go through the worksheet together and write their answers on their sheets.
5. When each group is finished, ask one person from each group to stand up and share their examples.
6. When every group has had a chance to share, ask for volunteers to sign up to contact local businesses/organizations with the help of their parent/guardian.
7. As members volunteer to help, the club secretary should take notes to use later.
8. Give each member an Acknowledgement Letter worksheet.
9. Let members know you are going to create a sample letter to send to local businesses/organizations that agree to support the service project. This is a way to thank them while giving them a receipt of their gift(s).
10. Ask each group to go through the worksheet together and write their answers on their sheets.
11. When each group is finished, ask one person from each group to stand up and share their examples.
12. When the activity is over, thank everyone for their time and participation.

If the club secures donations from local businesses/organizations, ask your advisor for help in mailing an acknowledgement letter to thank them for their gift(s).

# Donation Request Script

## Donation Request Script

Hello, what is your name? \_\_\_\_\_ . My name is \_\_\_\_\_  
(their full name)

\_\_\_\_\_ and I am a member of the K-Kids Club of \_\_\_\_\_ .  
(your name) (your school name)

K-Kids is the largest service organization for elementary school students and is part of the Kiwanis family. We are

hosting a service project to help \_\_\_\_\_  
(who or what your service project is helping)

by \_\_\_\_\_ . This project is important to us  
(how you're helping)

because \_\_\_\_\_  
(why the club cares about this service need)

We would like to offer your business/organization an opportunity to support this amazing community project. We are

asking for \_\_\_\_\_ to support this project.  
(amount of money or items)

As a K-Kids sponsor, your business/organization will receive visibility before school faculty, students, parents and Kiwanis-family volunteers. Your business/organization will be promoted in the following ways: K-Kids bulletin board, recognition letters and newsletters sent home to parents and news releases to local media.

Are you interested in making a donation?

### If yes:

Great! I'll let my club advisor know. His/her name is \_\_\_\_\_  
(advisor full name)

When is a good day and time that he/she can follow up? \_\_\_\_\_  
(date and time)

### If no:

Okay, we understand. Do you know who might be able to help us?

# Acknowledgement Letter

Name of person

Name of business/organization

Street address

City, state/province, zip/postal code

Dear Mr./Mrs./Miss \_\_\_\_\_,  
(correct name)

We are writing to thank you for your recent gift to the K-Kids Club of \_\_\_\_\_.  
(school name)

Your support helps us positively impact our school and community while developing into lifelong servant leaders.

Your gift of \_\_\_\_\_ will be used to support a service project to  
(donation description)

help \_\_\_\_\_  
(who you're helping)

by \_\_\_\_\_. This project is important to us because  
(how you're helping)

\_\_\_\_\_  
(why the club cares about this service need)

We are grateful for your generosity, trust and commitment to our community. Thank you for your support.

Sincerely,

K-Kids Club of \_\_\_\_\_  
(school name)

E

# Deciding to Fundraise



This activity will allow members to:

- Decide if they want to do a fundraiser.
- Think through problems to find solutions.
- Collaborate as a team.

Find a guide for “Planning a Fundraiser” online at [kkids.org/IDEA](http://kkids.org/IDEA).

Materials needed:

- One worksheet per member (print it at [kkids.org](http://kkids.org))
- Flip-chart paper
- Markers
- Pens or pencils
- Stickers

How to lead this activity:

Before beginning this activity, club officers should meet to review the club’s budget. Decide if your club needs to host a fundraiser by discussing the following questions:

- Does our club want to do a fundraiser for an organization as our service project?
- Does our club need money to host the service project in our preferred location?
- Does our club need money to buy supplies for our service project?

If you answered yes to any of these questions, your club may need to fundraise.

1. Before the meeting, write “Fundraising Ideas” on flip-chart paper
2. Start the meeting by giving members a report on what club officers discussed.
3. Give each member a Deciding to Fundraise worksheet.
4. As a club, focus on the club discussion section. Decide how big you want your fundraiser to be, based on your fundraising goal.
5. Review fundraiser ideas. Talk about each one and whether you could get approval from the school to do them.
6. Give members time to think of new fundraising ideas. Ask members to write down their idea(s) and put their pen or pencil down when they are finished.
7. When everyone is finished, ask each member to write one idea on the flip-chart paper for the club to see.
8. Using the Sticker Voting activity in the Identify the Need step (see pages 22–23), ask each member to vote for a fundraiser choice.
9. When the activity is over, thank everyone for their time and participation.

# Deciding to Fundraise

Organizing a fundraiser is a way for you to serve others and have fun doing it!

## Club discussion

How much money does your club need to raise? \_\_\_\_\_

Has your club ever hosted a fundraiser before? \_\_\_\_\_

## Fundraising ideas

### Have a tournament

Choose a tournament theme: basketball, video games, hopscotch—any type of tournament! Decide on an entrance fee for individuals or teams. Advertise the tournament to be sure you have a good turnout. Award prizes to the winners.

### Car wash

Ask a local shopping center or gas station if your club can have a car wash at its location. Create signs promoting the event, and wave the signs to attract drivers and ask for monetary donations.

### Pancake breakfast

Reserve the school cafeteria to serve a pancake breakfast on a weekend. Sell tickets ahead of time—and promote it early! This is a great event to do in partnership with your sponsoring Kiwanis club.

### Other ideas

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### Our fundraiser will be

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# Project Planning Check-in #2

This activity will allow members to:

- Evaluate the service project's progress.
- Practice active listening.
- Think through problems to find solutions.

How to lead this activity:

Time to see if your club is on track! Here's an activity for the whole club: Take this quick quiz to find out if you still have work to do before moving forward. This activity should be led by the club president.

1. Let members know you will read a short list of questions to them. Ask members to respond "yes" by standing up or respond "no" by staying seated.
2. The club secretary should record all answers.
3. Let members know if members answer "no" to any question, you will pause to discuss it as a group until all members answer "yes."
4. Begin by reading each question out loud:
  - a. Is the budget updated to reflect what the club is currently spending?
  - b. Does the budget show that the club can afford all of the supplies needed for the service project?
  - c. Has the club sent thank-you notes to everyone who helped with the fundraiser?
  - d. Has the club sent thank-you notes to everyone who donated money or in-kind items?
  - e. Has the club told others about the service project?
  - f. Has the club invited others to join the service project?
5. When the activity is over, thank everyone for their time and participation.



GOAL

# Day-of-Plan

This activity will allow club officers to:

- Assign responsibilities to each member for the day of the project.
- Think through problems to find solutions.
- Collaborate as a team.

Materials needed:

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

How to lead this activity:

The big service project day is almost here! At this club meeting, spend time going through all the project details and the responsibilities of each member.

1. Begin this activity by reminding members that the service project can only be a success if every member participates and completes their responsibilities.
2. Explain that the club now will brainstorm everything that must get completed on the day of the service project. Then each action item will be assigned to a member.
3. As the club president leads the discussion and assigns roles, the club secretary should use the "Day-of-Plan" handout to record each member's assignment. Make sure that each member understands their role, where they need to be and at what time.
4. Close the club meeting by reviewing the assignments, answering any final questions and making sure the club has everything you need to complete the service project.

Learn how to take photos and videos of your project with the "Documenting the Process" activity online at [kkids.org/IDEA](http://kkids.org/IDEA).



# Project Planning Check-in #3

This activity will allow club officers to:

- Evaluate the service project's progress.
- Practice active listening.
- Think through problems to find solutions.

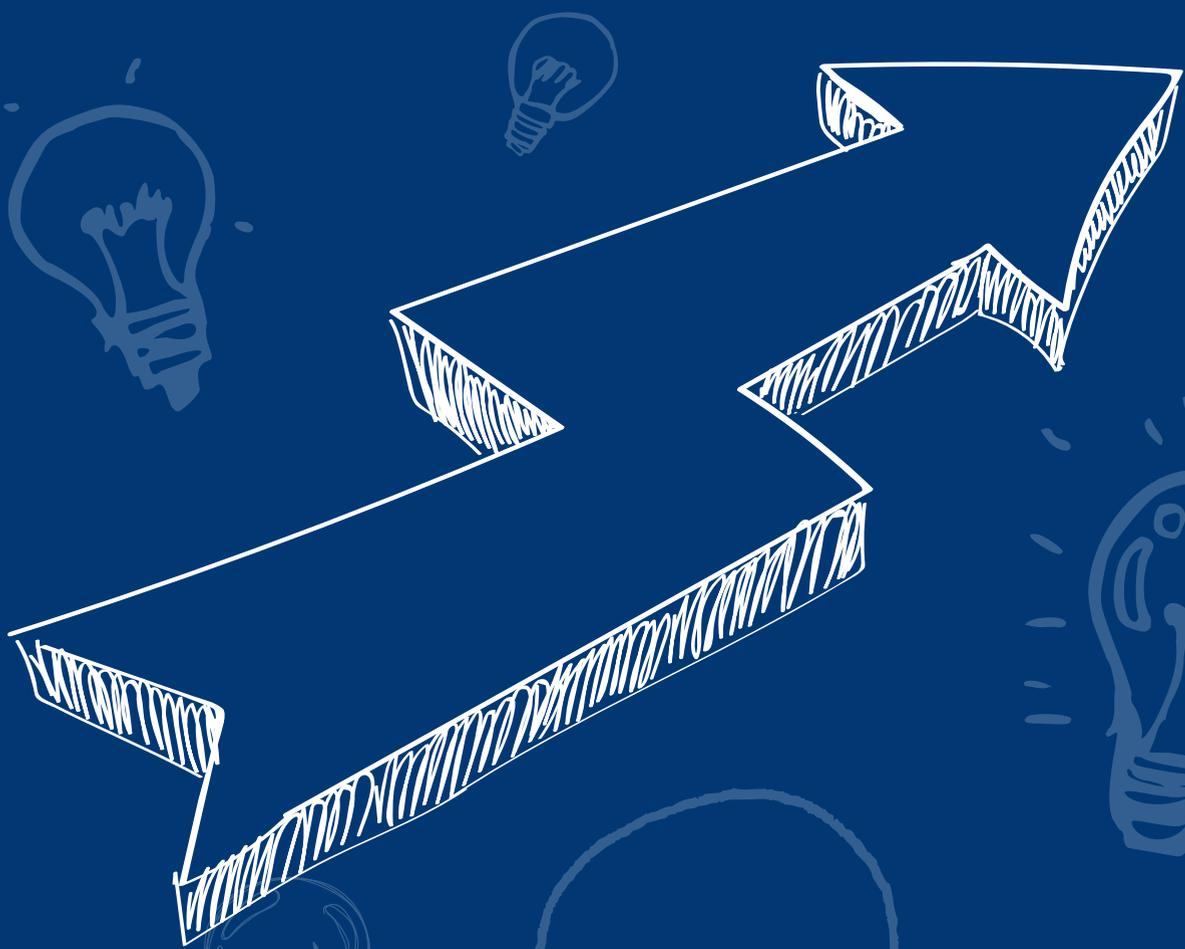
How to lead this activity:

Time to see if your club is on track! Here's an activity for the whole club: Take this quick quiz to find out if you still have work to do before moving forward. This activity should be led by the club president.

1. Let members know you will read through a short list of questions. Ask members to respond "yes" by standing up or respond "no" by staying seated.
2. The club secretary should record all answers.
3. Let members know that if members answer "no" to any question, you will pause to discuss it as a group until all members answer "yes."
4. Begin by reading each question out loud:
  - a. Does every member have a role for the day of the service project?
  - b. Does every member know what their role is?
  - c. Does the club have all the supplies it will need to complete the service project?
  - d. Have the sponsoring Kiwanis club and the school administration been invited to participate in the service project?
  - e. Is everyone excited about the service project?
5. When the activity is over, thank everyone for their time and participation.

Congratulations! Your club is ready to execute its service project! Don't forget to take all the tools that you have completed in this step for the day of the service project!

# ADVANCE THE IMPACT



A

Congratulations! Your club has identified and researched a service need and completed a service project members are passionate about. Now it's time to celebrate and tell others about your club's work.

The fourth step in the IDEA Toolkit is for club members to advance the impact of the club's chosen project. In this step, club members will learn how to evaluate their work, celebrate their success and tell others about what they have accomplished.

## **How to lead the club through Advance the Impact**

### Goals

1. Club members will think about what they accomplished and celebrate their successes.
2. Club members will look at the impact made by their service project and figure out where they can improve.
3. Club members will share the results of their service project with others.
4. Club members will make plans to continue serving others in their school and community.

### Planning

Advisors and club officers should:

- Read through the entire Advance the Impact section of this toolkit. They can also be found online at [kkids.org/IDEA](http://kkids.org/IDEA).
- Work together to decide which activities should be done during meetings and which ones members should do on their own.
- Figure out which club officer will lead the club through each activity and how to get the best results.
- Have fun and be proud that your club is making a big difference! When your club has successfully identified a service need, developed a passion, executed a project and advanced the impact, it will achieve high-impact service and move members forward on their path to lifelong service leadership.

# Pat on the Back

This activity will allow members to:

- Celebrate the club's accomplishments.
- Reflect on each member's successes and strengths.
- Increase confidence and team-building skills.

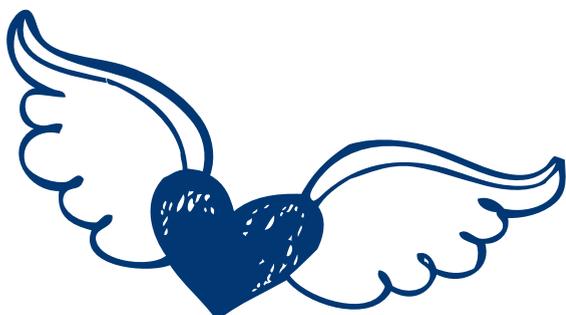
Materials needed:

- A large poster (with an illustrated hand on it)
- One sheet of blank paper for each member
- Markers

How to lead this activity:

Give members a chance to recognize one another for a job well done!

1. Before the club meeting, club officers, with the guidance of advisors, should discuss how to use the next club meeting to celebrate the completion of a service project. Here are a few examples to get you started:
  - a. Bring in treats for the whole club.
  - b. Have fun music playing as everyone enters the room.
  - c. Post pictures from the service project around the club meeting room or create a fun slide show of the photographs.
  - d. Create posters that thank members and celebrate the club's accomplishments.
2. Club officers should hang a large poster with a hand illustration on it at the front of the room where everyone can see.
3. Begin the club meeting by letting members know today is a big celebration for completing an excellent service project.
4. Ask each member to share their opinion of the club's biggest achievement. The club secretary should write the responses inside the "hand" on the poster.
5. After everyone has had a chance to share, explain that all of these accomplishments were



possible because of each member's contribution.

6. Give each member a blank piece of paper.
7. Ask each member to trace their hand on the paper.
8. When everyone is finished, club officers should help members tape their "hand" to their back.
9. When everyone is ready, ask members to go around the room and write something positive that each person has done for the club on their "hand."
10. When everyone has written on each member's hand, ask members to remove the hand from their back and take turns reading all the comments.
11. Congratulate the club on working together to execute the service project. Ask the club to give itself a round of applause for their time and participation.



# *Knowing the Impact & Evaluation*

These activities will allow members to:

- Measure their impact by hearing from the organization they helped.
- Practice active listening.
- Collaborate as a team.

Materials needed:

- One blank sheet of paper per member
- Pens or pencils

How to lead this activity:

Find out the impact of your service project!

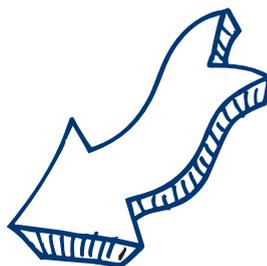
1. With the help of your advisors, ask someone from the organization that was helped by your club's service project to be a guest speaker at an upcoming K-Kids meeting. Tell the invited guest that your club also wants to discuss the project results.

If nobody from the organization can come, find out:

- a. The results of the project
- b. Who the project helped
- c. How many people the project helped
- d. Examples of the project's impact

Then, have the club president share the responses with the club and skip steps 5–7.

2. At the club meeting, let members know they will hear how the project helped the guest speaker's organization and the community.
3. Encourage members to ask questions and take notes during the presentation.



4. Introduce the guest speaker. Here's what to include:
  - a. The speaker's full name (first and last)
  - b. Their organization
  - c. How long they have worked there
  - d. How the organization is connected to the club's chosen service need
  - e. A thank-you to the guest speaker for talking to the club
5. After the speaker is finished, ask members if they have any questions.
6. When members are finished asking questions, have everyone applaud. Thank the speaker and ask if the club may reach out to them again if members have more questions.
7. After the speaker leaves ask for volunteers to stand and share their answers. Thank each member who shares with the club.
8. Tell members to save their notes. They will use them to create a presentation about the service project at the next club meeting.
9. 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.



# Reporting Results & Creating a News Release

These activities will allow club members to:

- Share the results of their service project.
- Collaborate as a team.
- Improve communication skills.

Materials needed:

- Access to a computer lab or group of computers with PowerPoint

How to lead these activities:

Share your accomplishments with your sponsoring Kiwanis club, school leaders, and local media!

1. Ask your Kiwanis advisor for a chance to speak at an upcoming Kiwanis club meeting. Then ask your faculty advisors to invite your school leaders to attend an upcoming K-Kids meeting for a presentation.
2. Ask members to create a PowerPoint presentation for your sponsoring Kiwanis club and school leaders. Here's how:
  - a. Ask one person to be the club's presentation leader. They will ensure the slides are in the right order, have the same background and use good photos.
  - b. Ask members to pair up so that each member can put together one or two slides.
  - c. Organize the presentation into the four steps from the IDEA Toolkit—so your club can show what they did in each step. Describe how your club picked the service project and why. Here's how:
    - i. Share pictures and stories. Include quotes from members and share how the organization says the club has made a difference.
    - ii. Use notes taken during the Knowing the Impact activity and Evaluation activity. See pages 74–75 for more information.
    - iii. Thank the sponsoring Kiwanis club and school leaders for their support. Have the club create thank-you cards, which members will hand out during the presentation.
3. When the activity is over, thank everyone for their time and participation.
4. When the club presents to the Kiwanis club and school leaders, hand out the thank-you cards the club made in step 2.
5. Using the presentation created by the club, club officers should create a news release to share with the local media. News releases are letters you send to newspapers, television stations and



radio stations. Here's how to do it:

- a. Put your Kiwanis advisor's name and telephone number at the top of your letter.
- b. Give your letter a headline that mentions K-Kids and the service project.
- c. Describe the service project as briefly as possible: who, what, why, when, where and how. Try to use no more than 30 words.
- d. Include good photos with captions. People in photographs should be identified from left to right.
- e. Double-check names and spelling—and any numbers you give.
- f. Ask your Kiwanis and faculty advisors to share the news release with local newspapers, television stations and radio stations.



# Personal Pride



This activity will allow club members to:

- Reflect on personal accomplishments.
- Make plans to continue serving others.
- Improve communication skills.

Materials needed:

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

How to lead this activity:

Reflect on what you've gained from the club's service project—and decide how to continue serving others!

1. Give each member a Personal Pride worksheet. Ask everyone to write a letter to themselves about their experience planning a service project in the K-Kids club. Encourage them to write about how they felt while planning and completing the service project—and how they feel now. Ask them to include how the club experience has changed them personally.
2. Let members know the letters will be given to either the faculty advisor or the Kiwanis advisor. At the beginning of the next school year, the advisor will send the letters to each member as a reminder of why K-Kids and service are so important.
3. When everyone is finished, give each member an envelope. Tell them to address the envelope with their name and mailing address, put the letter in the envelope and seal it.
4. Collect all letters at the end of the meeting.
5. Thank all members for their hard work and dedication to the service project this year.
6. Talk about your experience as a club officer and how proud you were to serve.



★ SUPER STAR ★

# Personal Pride

Date: \_\_\_\_\_

Dear Me,

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Sincerely,

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I pledge to continue my life of service by:

- Being a member or officer of K-Kids again next year.
- Joining Builders Club in my middle school.
- Encouraging my friends and family to volunteer with me on service projects during my school break.
- Being more aware of the service needs around me and helping where I can.
- Doing more acts of kindness for people around me to brighten their days.



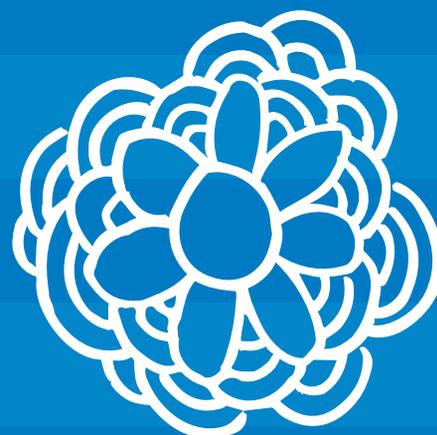




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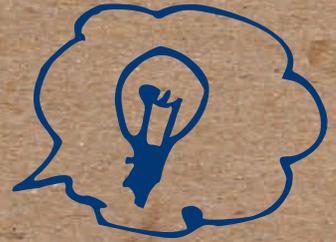
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BYE!



IDEA

Kiwanis  
**K-Kids**  
Young Leaders Helping Others



**Kiwanis**