

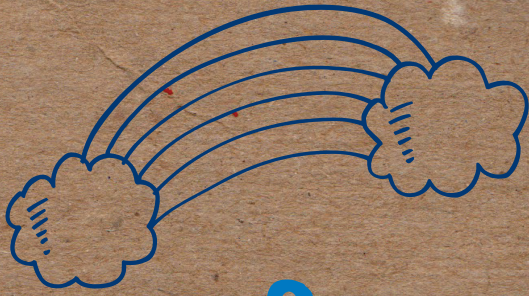
THE OFFICIAL

Member ★ ★ *Handbook*



MEMBER NAME
CLUB NAME
MEETING TIME & LOCATION

Kiwanis
K-Kids[®]
Young Leaders Helping Others



3 *Welcome*



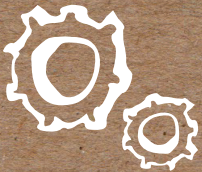
4 *Leadership*



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you & others*



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family*



Welcome to K-Kids

Congratulations! Get ready to have fun, help others and improve your school and community.

K-Kids is a service club for students in elementary school. It's led by kids just like you. Each club determines their own community service projects and how they will help others.

K-Kids will teach you many useful skills. You'll learn the best ways to lead, participate and celebrate projects. You'll learn how to get along with others, even when you disagree, and how to motivate members to bring out their best. You'll make friends while you make things better.



Motto

We Build



Pledge

As a K-Kid, I promise to serve my neighborhood and my school. I will show respect toward my environment and I will try to make the world a better place in which to live.



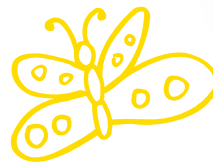
Values

CHARACTER BUILDING: The ability to do the right thing, even when it might be the unpopular choice.

LEADERSHIP: The ability to listen, communicate, serve and guide others.

INCLUSIVENESS: Accepting and welcoming differences in other people.

CARING: The act of being concerned about or interested in other people or situations.



KEEPING EVERYONE SAFE

We care about you. And we want to help you stay safe. Kiwanis International has a phone number you can call if you ever feel unsafe as a K-Kids club member. The helpline is answered 24 hours a day and is private. It can be used by Kiwanis members and advisors, K-Kids faculty advisors, you, your parents or anyone who thinks a youth involved in K-Kids is at risk. The helpline is staffed through our partnership with Praesidium, one of the leading safety experts in the United States.

Youth Protection Helpline 866-607-SAFE (7233)

Discover your *inner leader*

Everyone has a leader inside of them, and we all have our own leadership style. We can learn how to lead by watching others and noticing what works and what doesn't. Every leadership position also uses different skills. Skills can be learned, so don't let the lack of a skill stop you from running for a position that interests you.

Duties of a president

- Calls meetings to order.
- Leads the meeting.
- Introduces guests.

What skills could you bring if you were the president?

Duties of a vice president

- Leads the K-Kids pledge.
- Helps the president lead meetings.
- Develops service project ideas.

What skills could you bring as vice president?

Duties of a secretary

- Takes attendance.
- Takes notes of what happens at the meeting.
- Shares those notes at the next meeting.
- Completes reports.

What skills could you bring if you were the secretary?

Duties of a treasurer

- Keeps track of the club's money.
- Share's information about the club's money.

What skills could you bring if you were the secretary?



Even if you aren't a club officer you can improve your leadership skills. Volunteer to lead a project or run an important committee.

Just showing up with a great attitude and a willingness to do any job is a great way to show you are a leader.

Circle all the strengths that you can bring to your club.

KIND

ORGANIZED

FRIENDLY

accountable

HARD-WORKING

GOOD WRITER

funny

HONEST



OUR CLUB'S LEADERS

Now that the final choices have been made, write down the names and contact information you need to know.

President _____

Vice president _____

Secretary _____

Treasurer _____

Faculty advisor _____ email _____

Kiwanis advisor _____

Sponsoring club _____

OUR CLUB'S MEMBERS

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CREATIVE

RELIABLE

CALM

INCLUSIVE

PROBLEM SOLVER

GRATEFUL

GOOD LISTENER

PATIENT

COURAGEOUS

smart

CURIOUS

ENERGETIC

happy

easy-going

GOOD WITH NUMBERS

GOAL-ORIENTED

Serving others

There are three main ways K-Kids clubs serve others.



Hands-on service

This is physical service such as cleaning up a park, creating a community garden or making meals for homeless shelters.

What are some hands-on projects that your school or community could benefit from?

How could your club help?

Fundraising and philanthropy

This is when you raise money or items to help a community, organization or cause. You might sell trees so you can use the money to buy computers for your school or raise money to help pay for a local student's cancer treatments.

Which people or organizations could your club raise money for?

How would you raise the money?

Advocacy

This is when you make others aware of an issue and encourage them to take action. You might put up posters in your school reminding people to be kind to one another, or you might start a letter-writing campaign to make your local mayor aware of a need in your area.

Who or what would you like to advocate for?

How could your club make people aware of this?



This resource can help you take your service projects to the next level.
kkids.org/IDEA

Have better conversations with accountable talk

Accountable talk is a way of having a conversation that benefits the speaker and the listener. It is a meaningful and respectful way to interact that encourages everyone to bring their thoughts and ideas. There are three easy ways to use accountable talk in your discussions.

Ask questions

When you ask questions, you get others to think more about what is being said. Accountable talk questions start with phrases such as:

- What did you think about...?
- How did you feel when...?
- Did anyone else think...?
- I noticed you used the word

_____ to describe _____.

Why did you choose that word?

Accountable talk is not about blaming someone, accusing them of something, or making them feel wrong about what they have said. Accountable talk means smart and respectful conversation — even when you disagree with another person.

Add on

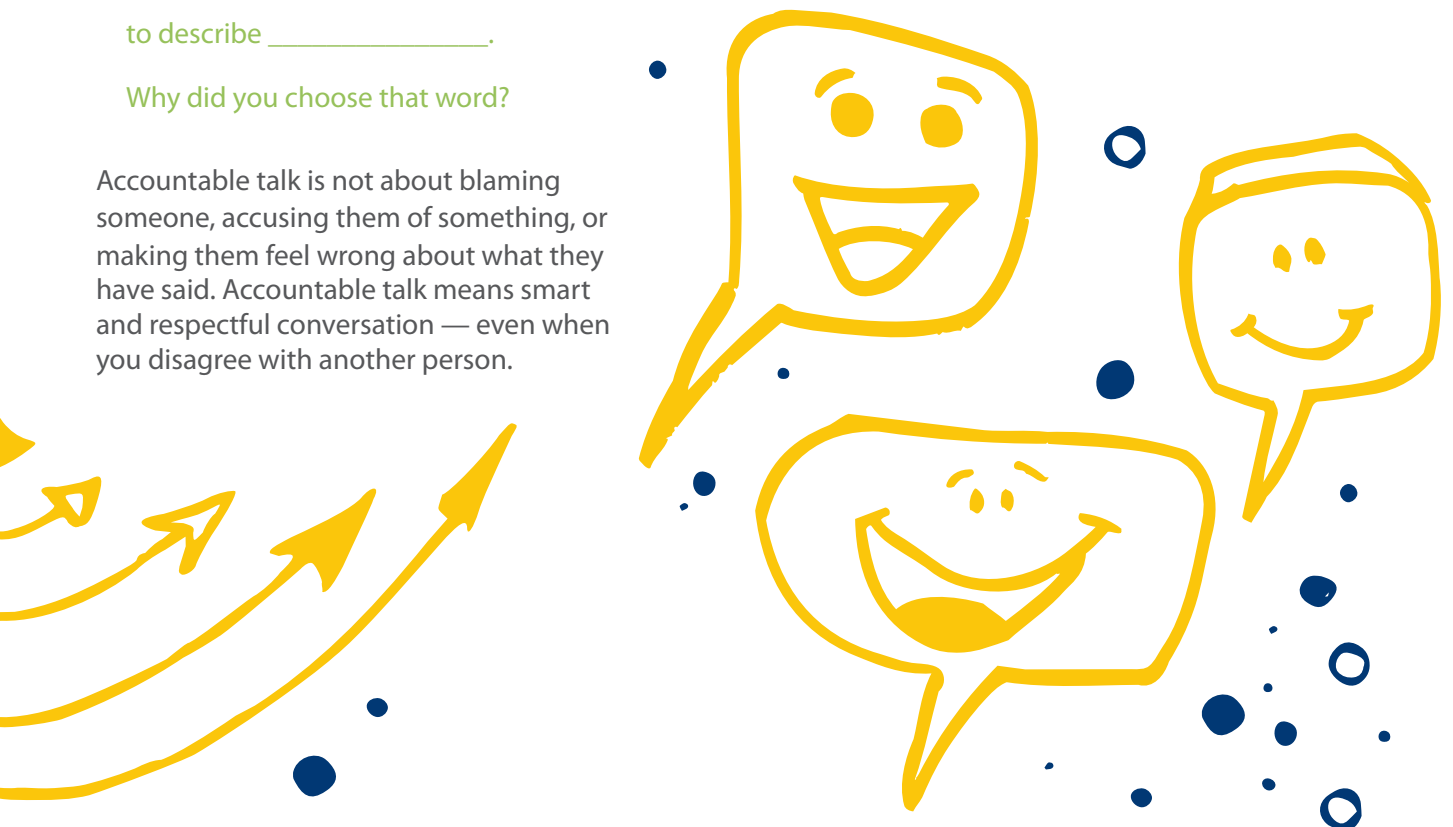
Use phrases like these when you want to add on to something someone else has said:

- Did you think about...?
- I agree/disagree because...
- I like what you said about...
- After you said _____, I felt/thought _____.

Understand

Use phrases like these when you want to really understand what someone is saying:

- Could you explain...
- Can you repeat what you just said?
- I was confused when you said _____.



TAKING CARE OF *you*

To do a good job helping others, you need to take care of yourself. Learning positive self-talk and how to be caring and kind to yourself helps you feel good.

Anger, sadness and fear can make us feel anxious when we think about the future. We can also make ourselves feel bad when we allow our inner voice to tell us mean, untrue things. (Example: I can't do this, I'll never be good enough, no one cares.)

Being aware of where you are and what you are feeling right now is a good way to avoid getting lost in negative feelings. Try using these Mindful Awareness exercises to tune in to the present moment through sight, sound, touch, smell and taste.

Squeeze and release

This exercise is a great way to slow yourself down so you can relax and think clearly. Some people even like to do this exercise before they go to sleep at night.

1. Think of your feet and squeeze the muscles in them. Hold the squeeze for a few seconds.
2. Stop squeezing those muscles and let them relax.
3. Move up from your feet to your shin muscles. Tighten, then relax them.
4. Move up to your thigh muscles. Tighten, then relax them.
5. Continue squeezing and releasing your muscles all the way to the top of your head.

Deep breathing

Deep breathing is a great way to get your mind and body to relax.

1. Breathe in through your nose while counting to three in your head.
2. Hold your breath for a second or two.
3. Breathe out through your mouth to the count of three.
4. Repeat this three times.

As you inhale through your nose, pretend that you are breathing in positive energy and emotions. As you exhale through your mouth, imagine you are breathing out anything negative. Picture those bad feelings leaving your body.

Think happy thoughts

Your brain can be trained to feel good. Just think about places, people and memories that make you feel safe and happy. When you need a boost, close your eyes and picture your "happy place." Write down a place, person and event that makes you feel happy.

Place: _____

Person: _____

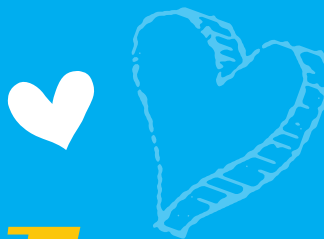
Event: _____

**LEARN MORE ABOUT
MINDFUL LEADERSHIP**

kkids.org/MindfulLeader



TAKING CARE OF



others

Most of us stick up for our friends when people pick on them. But we don't always do the same thing for strangers. If you've ever joined something new, you know how it feels to be the stranger. Answer the questions below and come up with a plan for how K-Kids can be accepting and welcoming of others.

What is the first thing you notice about another person? _____

What are important things to know about people before you form an opinion about them? _____

What qualities do you look for in your friends? _____

How do you react to people who look or speak differently than you do? _____

How would you feel if people only judged you by how you look or the way you speak? _____

If a new person wants to join K-Kids, what should you do to make them feel welcome? _____



Setting a personal goal



EXAMPLE GOAL

I will make new friends
by the end of the semester

What do you want to get out of being in K-Kids? Do you hope to make new friends? Do you want to learn more about community service? Do you want to discover your leadership abilities or help make your school better?

Just by setting a goal you are making your brain aware of what you want. When your brain knows what you want, it looks for ways to help you get it.

Set your goal

Ask yourself two questions:

1. What do I want to accomplish?
2. When do I want to accomplish it?

Use this formula to write your goal.



I will _____ by _____.

Plan

Once you have a goal, you need to plan the steps you can take to get it.

Keep track

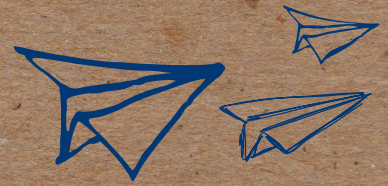
Monitor your progress. If your steps aren't working, bounce your ideas off a friend, parent or sibling and come up with some new ideas on how you can reach your goal. And remember, it's your goal. You can change it.

Celebrate!

When you reach your goal, do something that makes you feel good. It doesn't have to be a big celebration. Sing a song, eat a meatball, call your grandpa or tell your neighbor a joke. You deserve to feel fantastic about what you've done.



You can be a part of our family for years



K-Kids

This is you! Through service to others, you begin to understand the impact you can have on your school, community and the world. kkids.org



Builders Club

This is your next step. When you start middle school, join or start a Builders Club. Hang with awesome people who feel your same passion about helping others and giving back to the community. Builders Clubs focus on empowering you through service to others. buildersclub.org



Key Leader

Key Leader is an inspirational weekend leadership experience for emerging high school and 8th-grade leaders. If you're not in a Kiwanis-family club, you can still take part. Students gain self-confidence and learn the power of servant leadership and the joy of community service. key-leader.org



Key Club International

When you move on to high school, join or start a Key Club. Key Club is the largest student-led service organization for high school students around the world. These clubs make a huge impact on their communities. A Key Club can co-sponsor a Builders Club. keyclub.org



Circle K International

When you go to college, join or start a Circle K club. Circle K, also called CKI, is the world's largest student-led collegiate service organization. A CKI club can co-sponsor a Builders Club. circlek.org



Aktion Club

Aktion Club is the only service club for adults with disabilities. Members give back to their communities, gaining a sense of purpose while discovering their own talents. aktionclub.org



Kiwanis International

Kiwanis is the reason K-Kids exists! It's a global volunteer organization for adults who want to serve, improve their communities and share goodwill with others. Kiwanis members sponsor K-Kids clubs, as well as the other programs listed here. kiwanis.org



WHAT'S NEXT?
Builders Club!
Check it out at buildersclub.org

Kiwanis
K-Kids
Young Leaders Helping Others

f Kiwanis K-Kids
@KiwanisKids

 **Kiwanis**

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