

K-Kids ADVISOR GUIDE

Kiwaniis
K-Kids
Young Leaders Helping Others

MOTTO

Young leaders helping others.

VISION

We envision a world where all students have the opportunity to develop as caring, confident leaders who help others through service.

CORE VALUES

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

Service: Helping to improve the community and world.

Learning: Building skills and gaining knowledge.

Inclusiveness: Accepting and welcoming differences in other people.

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

MISSION

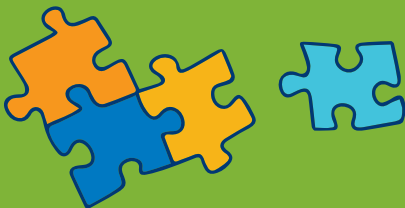
K-Kids is a global student-led program that provides members with learning and experiences to build character, improve communities and gain leadership skills through service.

OBJECTS

To develop students' service and leadership skills. To provide opportunities for students to learn, engage, serve and lead to benefit their school, community and world. To foster caring, empathy and good character in students.

PLEDGE

As a K-Kid, I promise to serve others and to make the world a better place for all.



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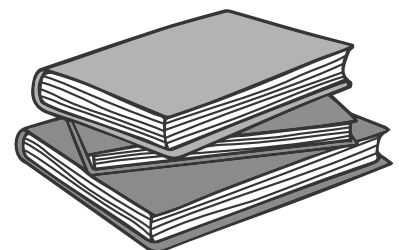
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Introduction

Dear advisor:

Thank you for supporting K-Kids, the program for primary years students, the youngest members of the Kiwanis family. Kiwanis is a global organization of members dedicated to serving the children of the world. As an advisor, you are a vital contributor to the mission of K-Kids—a global, student-led program that provides members with learning and experiences to build character, improve communities and gain leadership skills through service.

We designed the *K-Kids Advisor Guide* to equip you for this role. The guide provides essential information, tools and forms to support you as you teach students to become leaders and run a K-Kids club. It will help new advisors understand the purpose and goals of K-Kids and how a club functions. It is divided into four parts:

- Quick start guide.
- Developing and nurturing primary years students to learn how to lead and do service.
- Being an effective K-Kids advisor.
- Forms and policies.

Please take time to review all K-Kids materials and become familiar with each guide found in your club program kit and the significant resources online (including the Meeting Kits), so you can help your officers and members use them! Start your preparation for the year by reading the materials overview, “K-Kids resources: What they are and how to use key tools” in this toolkit.

We hope your experience as a K-Kids advisor is meaningful and rewarding as you help students learn, engage, serve and lead. Thank you for your service!

The age of K-Kids members spans 6-11 years of age. Some clubs include members across this age range while other clubs may have only younger or older primary/elementary school age youth. The *K-Kids Member Guide* is intended for students whose average age is 9-10, with advisors providing definitions or explanations for more complex concepts, such as “community” and “measurable” and “data”. The *K-Kids Service Guide* is written for officers who are typically 10-11 years old, usually the oldest members in a club. Advisors will still need to mentor and assist officers as they learn to facilitate service guide activities.



Quick start guide

TASK	TIMING	WHO'S RESPONSIBLE	COMPLETE
<p>Club advisor collaborates with local Kiwanis advisor Club advisor exchanges contact information with Kiwanis advisor and provides a member count (for ordering club materials). Advisors meet to determine roles for the year. Keep Kiwanis advisor and sponsoring club updated on K-Kids events.</p>	Beginning of year and throughout the year		
<p>Meet with the principal or head of school Share club meeting time and location. Ask for insights on service at the school. Discuss Kiwanis International's Youth Protection Policies and Procedures, insurance information and the local Kiwanis advisor and Kiwanis club.</p>	Beginning of year		
<p>Policies and procedures Review Youth Protection Policies and Procedures and insurance.</p>	Beginning of year		
<p>Know the website Get to know K-Kids' online resources. Introduce them to officers during training and determine how you, your officers and members will use them.</p>	Beginning of year		
<p>Review materials in the program kit (or charter kit) Become familiar with the different materials in the K-Kids program kit and online. Make sure you have enough materials for the expected number of members.</p>	Beginning of year		
<p>FOR NEW CLUBS: Policies and procedures Create your club's bylaws, using the sample you can search for at kkids.org/resources.</p>	Beginning of year		
<p>Determine meeting basics Determine times, frequency and location of club meetings. Decide how you will communicate with members, officers and committee chairs about meetings and activities.</p>	Beginning of year		
<p>Complete officer elections and committee chair appointments Elect officers and identify what committees they want to put in place.</p>	End of previous year or beginning of year		
<p>Create a club service plan for the year Schedule and hold a meeting of advisors and officers to review activities in the K-Kids member and service guides. Complete the "Our Club IDEA Service Plan 20__" (in the <i>K-Kids Service Guide</i>, page 3) so officers and chairs will be prepared to lead the year's activities.</p>	Beginning of year		
<p>Market the club and recruit members Determine how to recruit students and how to educate the community and parents/guardians about the opportunity. Download the K-Kids promotional video, member recruitment cards and more at kkids.org/advisors. Hang posters or decorate a bulletin board. Recruit through school announcements or assemblies. Ask members, the vice president and the recruitment committee to help.</p>	Beginning of year		

TASK	TIMING	WHO'S RESPONSIBLE	COMPLETE
Set and plan the first meeting Schedule your first club meeting. Meet with the officers and determine the agenda for the first meeting.	Beginning of year		
FOR NEW CLUBS: Celebrate club start Determine whether you will hold a ceremony to start the club and set a date and time.	Beginning of year		
Recruit volunteers Identify parent/guardian volunteers and Kiwanis club members to help with the club.	Beginning of year		
Train club officers and committee chairs Schedule and hold training to educate officers and chairs about their responsibilities. Use "Training new officers and committee chairs" (pages 18-19) to plan training; make sure to review program kit materials during the training.	Beginning of year		
Train club members Educate members about their roles and how meetings will be run. Share how the <i>K-Kids Member Guide</i> will be used and information about committees they can join. Inform members about awards and contests.	Beginning of year		
Set the budget and secure funding Determine a budget for the club. Work with school administration, the Kiwanis advisor and sponsoring Kiwanis club to secure funding for the club's expenses.	Beginning of year		
Hold an installation ceremony Plan and hold an installation ceremony for new members and officers. Invite parents/guardians and school leaders to attend.	Beginning of year		
Evaluate members' learning and growth Give members and officers the beginning-of-year survey during one of the first meetings. Give members and officers the end-of-year survey during one of the year's final meetings. Links to the surveys are available at kkids.org/advisors .	Beginning of year and end of year		
Share the club's story Marketing Committee chair and members (including club reporter and/or photographer) document projects and share through school announcements, media outlets and social media.	Throughout the year		
Choose and do service projects Members will choose and complete one service project at a time, as they complete activities in the <i>K-Kids Service Guide</i> and follow the club's service plan created by advisors and officers at the beginning of the year.	Throughout the year		
Say "thank you" Sharing the story and thank you" activity (<i>K-Kids Service Guide</i>).	Throughout the year		



Developing & empowering

PRIMARY YEARS SERVICE LEADERS

NURTURE SERVICE LEADERS!

Preparing people for service leadership is the primary goal of Kiwanis Service Leadership Programs. The K-Kids experience prepares young children to begin this journey as they learn about the characteristics and actions of leadership and how to serve others in their community. Advisors play the key role in helping club members grow into service leaders.

Using the *K-Kids Service Guide*, all clubs should help members through the service leadership model:

LEARN + ENGAGE + SERVE + LEAD = SERVICE LEADERSHIP

In this section, each of the four themes of this model is explained so you can understand the foundation being built as you and club officers help members experience the Learn, Engage, Serve and Lead journey. The *K-Kids Member Guide*, *K-Kids Service Guide* and online Meeting Kits will help — they are packed with activities for members to learn about their interests and community needs, engage in and serve their community and world and develop the leaders within.



THE FOUR THEMES OF SERVICE LEADERSHIP

1. **Learn** *The act, process or experience of gaining knowledge or skill.* (Freedictionary.com)

For children and youth in their primary years, social interaction expands beyond family to classroom and community. They also start to see from others' perspectives and gain empathy for the needs of others. Through teamwork and activities in the *K-Kids Member Guide*, members will learn to set goals, explore their own interests and put their talents to use.

They will also learn about assets and needs in their community and the world. Through *K-Kids Service Guide* activities, members learn hard and soft skills and how to plan an effective service initiative.

How can an advisor support members who are learning about themselves and their community?

- Make time and opportunities for members to develop, identify and use their talents.
- Challenge members to commit to setting a goal that will utilize a talent or their knowledge (such as writing or public speaking) to help accomplish a club task.
- Guide members through conducting age-appropriate research to learn about needs and causes.
- Help students reflect before and after service projects by having them share what they learned and express how they felt.

2. **Engage** *To occupy oneself; become involved.* (Freedictionary.com)

More than ever before, young people need to develop the capacity and skills to interact face-to-face, collaborate on teams and engage in their communities. K-Kids experiences teach students how to engage with others. They learn how to listen and speak with peers and adults. They learn how to collaborate on teams. They raise money and request donations. They discuss community needs with leaders in organizations. Further, purposeful engagement can provide an opportunity for youth to learn one of the most important soft skills for human connection: *empathy*, the experience of understanding another person's feelings, thoughts or attitudes from their perspective.

How can an advisor support members in exercising their ability to engage?

- Ask members to recruit peers for service activities or to join the club.
- Encourage officers to include fellowship time at every meeting, using icebreaker or teambuilding activities to promote interaction.
- Give attention and appreciation to members who exhibit high competency in social skills (such as active listening) and show empathy for others' perspectives.
- Provide opportunities for members to interact with community experts and other adults as they plan and conduct service activities.

3. **Serve** *To be useful or of service; to help.* (Freedictionary.com)

Many children first act to serve others when invited by parents/guardians or friends, in a youth group or congregation or at school. They stay involved in service for many reasons: the joy of helping others; feeling appreciated; using their skills in the real world; a sense of belonging and connection; meeting people with shared values; the opportunity to gain their voice.

By joining a service club, students gain many benefits. For instance, they embrace their power

to make a difference, develop the ability to empathize with people in need, feel a sense of place in their community and learn how to make meaningful social contributions.

In K-Kids, it is essential for advisors to understand the cultural, economic and geographic contexts in which the students live. Context affects what service looks like and what youth prefer to do, value doing and have time to do. Context also builds values for certain types of service. Among

immigrants and many people of color, for instance, feeding neighbors and newcomers to the community is a common act of generosity. Youth living at the poverty line are more likely to care for younger siblings after school while parents/guardians work. In rural communities (where there are fewer nonprofit organizations), students may offer informal acts of kindness or create projects to fill a local need.

Advisors can foster members' self-confidence and expand the club's definition of service by helping them discover how to be leaders at home, in their own neighborhoods/locales and within other groups to which they belong. Recognizing and celebrating these acts in the club will expand how students define service — and define themselves as service leaders.

How can an advisor grow and support members' service interests, activities and impact?

- Ensure the club's choices for service initiatives are student-led, follow high-impact criteria and are evaluated by members.
- Encourage students to perform acts of service within their daily lives and in circles outside of school — and then ask them to share those experiences. Then recognize the students' service.
- Have members choose service causes and projects by using "Identify the Need" activities in the *K-Kids Service Guide*.
- Require members to use data and insights they learned about needs and causes from their research as a basis for new service projects.
- Introduce the club to community charities and cause-related organizations they might not discover on their own.
- Give members an opportunity to find their voice and learn how to advocate for causes they care about.
- Make time for members to reflect on their learning and experience in the club — and their impact in the community and world.

4. Lead *The ability to listen to, communicate with, serve and guide others.*

Service clubs provide a place where youth can unlock their leadership potential. The club experience can help students learn how to focus on others, move an idea into purposeful action, build essential skills, and accept their identity as a leader. Opportunities to lead arise in students' personal lives and in informal ways when tasks need to be completed in the club.

How can an advisor empower members to lead?

- Stress that all members have the capacity for leadership.
- Train club officers and committee chairs to perform the responsibilities of their roles and to support all members.
- Create committees with chairs so more members take formal leadership roles.
- Train club officers and committee chairs in technical and social-emotional aspects of their roles and ensure they run meetings and activities so the K-Kids is truly student-led.
- Train officers and committee chairs to empower their members to take responsibility for specific tasks — by giving members specific roles (such as being the club photographer) and tasks based on their interests (such as drawing the poster artwork for service project posters).

CLUB OFFICER & COMMITTEE CHAIR ROLES & RESPONSIBILITIES

CLUB OFFICERS

Each K-Kids club is led by a student board of officers that consists of a president, vice president, secretary and treasurer. Kiwanis encourages each club to make additional leadership positions available by appointing committee chairs as well. The traditional leadership model is for students to be elected and committee chairs appointed to their positions for the entire year.

However, clubs have taken creative approaches to the officer and chair structures, allowing more students to engage as formal leaders. Some clubs have officers who are elected for half the year — or even each month, with elections at the end of the last meeting

of the month. Some clubs appoint co-chairs for committees or have chairs appointed several times a year based on their skills and interests in the tasks ahead.

Empowerment of youth for service and leadership are core values of K-Kids. Your role as an advisor is to introduce the characteristics and behaviors of good leadership and nurture them in each of these club leaders — and to help them develop the skills and mindset to empower members. It's important that the club's elected and appointed leaders model these values in club activities.

President responsibilities

- Leads most club meetings. Run meetings using step-by-step instructions available in the *K-Kids Service Guide* and K-Kids Meeting Kits (at kkids.org/meeting-kits).
- Guides the club through completing high-impact service activities. (See the *K-Kids Service Guide*.)
- Assists advisor and other officers with setting club goals.
- Works with the advisor to delegate tasks to officers and committee chairs.
- Collaborates with officers and advisor to appoint committee chairs.
- Serves the officers, committees and their chairs and members.

Vice president responsibilities

- Learns and helps with the duties of the president and fills in as necessary.
- Assists the club in completing high-impact service activities.
- Gets to know each member and helps enrich their club experience.
- Recruits and welcomes new members.
- Welcomes guests.
- Collaborates with officers and advisor to appoint committee chairs.
- Serves the president, other officers, committee chairs and members.

Secretary responsibilities

- Takes notes and attendance at meetings.
- Makes sure meeting notes, activity forms, attendance and other records are given to the advisor.
- Collects and stores reports from committee chairs.
- Organizes and monitors the club calendar and service project timelines.
- Collaborates with officers and advisor to appoint committee chairs.
- Serves the officers, committees and their chairs and members.

Treasurer responsibilities

- Leads preparation of the club budget and monitors it.
- Makes sure club's money is received by the advisor and secure.
- Reports to the board at each meeting on the status of the club budget.
- Reports the status of the club budget to the sponsoring Kiwanis club.
- Assists the club in completing high-impact service activities.
- Collaborates with officers and advisor to appoint committee chairs.
- Serves the officers, committees and their chairs and members.

COMMITTEE CHAIRS

Kiwanis recommends that K-Kids clubs create different committees through which members can explore their interests and use their talents. A committee structure also provides more formal leadership opportunities for club members since the most effective way to run committees is to appoint a chair (or co-chairs for larger committees). Committees create separate responsibilities, increase accountability and provide a more productive structure to carry out the many tasks of club work throughout the year.

Committees can be created based on the work of the club and on the scope of service activities, community partnerships and local issues being addressed. Examples include: Fundraising Committee; Recognition and Awards Committee; and Community Partnerships Committee. Kiwanis recommends that all clubs at least have the following committees, with an appointed chair for each:

- Service Projects Committee.
- Marketing Committee.
- Recruitment Committee.

Chair responsibilities

- Runs committee meetings.
- Assigns tasks to members and keeps track of their progress toward completing the tasks and achieving committee goals.
- Gets to know and serves committee members.
- Appoints task leaders (such as a photographer, reporter or artist) based on members' skills and interests.





Being an effective K-Kids advisor

K-KIDS RESOURCES: WHAT THEY ARE & HOW TO USE KEY TOOLS

Become familiar with the many resources available for advisors and members to maximize members' learning, engagement, service and leadership. Digital copies of most curriculum and promotional kit items can be found at kkids.org/resources.

K-KIDS PROGRAM KIT

- *K-Kids Advisor Guide* (two).
- *K-Kids Member Guide* (one for each member).
- *K-Kids Service Guide*.
- Guides for officers and committee chairs.
- Awards and contests flyer.
- Icebreakers and teambuilders flyer.
- Builders Club and Key Leader flyer.
- Club poster.
- Buttons (for members, officers, chairs and advisors).

ONLINE CLUB RESOURCES

- Needs and Causes Learning Kit.
- Club Operations Meeting Kit and Service Meeting Kit (contain meeting activities).
- Member recruitment posters and postcards.
- K-Kids e-newsletters.
- Certificates.
- Member cards.
- Sample bylaws.

These resources and many more are available at kkids.org/resources.



K-KIDS PROGRAM KIT

K-KIDS ADVISOR GUIDE

This guide is filled with useful information and forms to simplify the work of an advisor. Using it will help you stay organized, empower officers to lead and create meaningful experiences for members. Make sure to:

- Use the Quick Start Guide to keep track of all important tasks to complete at the beginning, end and throughout the year.
- Know the Four Themes of Service Leadership: *learning, engaging, serving* and *leading*. Review tips for encouraging members to act as leaders in everyday interactions at home, school and during club activities.
- Use the “Training new officers and committee chairs” section to help you prepare your students to be the club’s leaders.



K-KIDS MEMBER GUIDE

This contains important information and reflective activities to prepare members for service by helping them learn:

- About themselves (such as their talents and what they know).
- Important skills (such as goal setting) and interviewing.
- About their community and its needs and issues.

Several activities in the *K-Kids Member Guide* complement *K-Kids Service Guide* activities and are meant to be facilitated by club officers.



K-KIDS SERVICE GUIDE

Through the activities in this guide, members learn many skills and the process for creating effective, meaningful service projects. We encourage advisors to train officers and committee chairs to facilitate guide activities that take members through the following four steps of high-impact service:

- i** *Identify the Need*
- d** *Develop Understanding*
- e** *Execute the Plan*
- a** *Aim for Impact*

USING THE K-KIDS MEMBER & SERVICE GUIDES TOGETHER

One of the first, important beginning-of-year tasks for advisors to accomplish is to meet with officers and create a club service plan. To help you be organized and create the most meaningful service leadership experiences for members, we provide the “Our Club

IDEA Service Plan 20__” worksheet in the *K-Kids Service Guide*, and activities in the service guide that complement *K-Kids Member Guide* activities. Here is a list of the activities in each guide and the order to complete them with your members.

	K-KIDS SERVICE GUIDE ACTIVITY & PAGE NUMBER	COMPLEMENTARY K-KIDS MEMBER GUIDE ACTIVITY & PAGE NUMBER	FIRST ACTIVITY TO COMPLETE FROM THE PAIR
IDENTIFY THE NEED	Exploring with interviews, page 6	Creating a needs inventory, page 4	Do “exploring with interviews” first.
	Mapping the community, page 8	Mapping my community, page 5	Do member guide’s “mapping my community” first.
	Brainstorming service ideas, page 9	Creating a needs inventory, page 4	Do “creating a needs inventory” first.
DEVELOP THE UNDERSTANDING	Interviewing an expert, page 14	Interviewing an expert, page 6	Do member guide’s “interviewing an expert” first.
	Interviewing an expert, page 14	Note-taking, page 7	Do these activities together.
	Choosing a way to do service, page 15	Ways to do service, page 7	Do “ways to do service” first.
EXECUTE THE PLAN	Making a task list and project calendar, pages 28-30	Putting my talents into action, page 9	Do these activities together.
AIM FOR IMPACT	Reflecting on the experience, page 38	Thinking about the results of your club’s service, page 10	Do these activities together.

SERVICE MEETING KIT

This online resource, located on the Meeting Kits page (kkids.org/meeting-kits), provides step-by-step instructions for service-related meetings. Additionally, the Needs and Causes Learning Kit provides information about individual community needs and social causes, such as hunger and

food insecurity, bullying, kindness, mental health awareness and literacy. These learning tools contain basic information about the issue, links to related resources and organizations, and ideas about how to address the issue. Clubs can use all of these resources to plan for service.

ENGAGING FAMILIES, KIWANIS & COMMUNITY PARTNERS

FAMILIES

To increase the success of your club, encourage support and participation from parents/guardians and other family members. When families do things together, they talk about it at home, share experiences and extend the learning.

To gain maximum parental involvement, try these tips:

- **Keep them informed.** Communicate often with parents/guardians on club plans and the progress on service projects through a blog or emails.
- **Ask for their help.** Invite parents/guardians to attend and help supervise service projects.
- **Invite them to club meetings.** Encourage parents/guardians to see the club in action at meetings. Encourage members to share what they learn about themselves and their service experiences with their families.
- **Ask to use their network.** Parents/guardians might have useful connections that help the club establish community partnerships or locations to do service.
- **Ask for donations.** Parents/guardians are the perfect donors to support your club.
- **Invite them to participate in service.** Encourage members to invite their parents/guardians, siblings and/or grandparents to join them for a service activity when there is room for others to join along.
- **Recruit youth in your family.** At the beginning or end of the school year, encourage members to distribute information to siblings and other kids in their family who are the right age to join.

KIWANIS FAMILY

Reach out to your local Aktion Club, Builders Club, Key Club and Circle K International club to partner on service projects and other events. Learn more at kkids.org/kiwanis-family.

THE SPONSORING KIWANIS CLUB

With the support of your sponsoring Kiwanis club, K-Kids members gain connections to a wide variety of resources. So take advantage: Engage the sponsoring Kiwanis club in officer and committee chair training, service activities and member induction ceremonies.

Your sponsoring Kiwanis club pays your K-Kids club's annual renewal fee, which is included on the Kiwanis club's invoice. There is no dues structure for K-Kids unless your club chooses to collect member dues. If it does, establish that expectation — including the amount — in your club bylaws. Keep dues at a minimum so that no member is prohibited from joining, and use the funds for club-level projects and expenses. A K-Kids club without a sponsoring Kiwanis club is billed directly each year.

DISTRICT ADMINISTRATOR

The Kiwanis district's leadership appoints a district administrator to oversee K-Kids activities in the area. This Kiwanian is dedicated to the success of K-Kids and often has several years of experience in this position.

Your district administrator will communicate with the faculty (club) and Kiwanis advisor and can be a great resource for you. Please notify the district administrator if:

- The club appears to be in jeopardy of losing its charter due to low membership (15 members or fewer), nonpayment of annual fees or a change in the sponsoring Kiwanis club's relationship with your club.
- The faculty (club) advisor is having trouble communicating with or receiving support from the sponsoring Kiwanis club.

If you have not received communication from your district administrator, contact memberservices@kiwanis.org so a Kiwanis International staff member can connect you.

KIWANIS INTERNATIONAL OFFICE COMMUNITY PARTNERS

The Kiwanis International Office is in Indianapolis, Indiana, U.S. Kiwanis International staff members produce program curriculum and publications, update club materials, exhibit programs around the world, counsel and advise district administrators, process charter paperwork and club renewals and answer questions from K-Kids advisors.

Staff members are available to assist you during regular business hours: Monday through Friday, 8:30 a.m.–4:45 p.m. Eastern Time.

Kiwanis International
3636 Woodview Trace
Indianapolis, IN 46268 USA
1-800-549-2647 (US and Canada)
+1-317-875-8755
Websites: kiwanis.org | kkids.org
Email: memberservices@kiwanis.org

One of the most important experiences that youth gain from K-Kids is to make connections and engage with their community and the broader world. Your club may participate in recurring service initiatives each year, as well as service projects that answer a short-term, time-sensitive need (e.g., disaster relief). “Community Mapping” and other activities in the *K-Kids Service Guide* will help members get to know the organizations, government agencies and businesses that are great assets in the community. Some may become service partners. Encourage club officers and members to value working with community partners and to see how the relationship can benefit both sides — the club and the community place.

Learn about Kiwanis International service partners at kiwanis.org/who-we-are/partners.



HOW A CLUB FUNCTIONS: STRUCTURE & PROCEDURES

K-Kids is a flexible program that should be adapted to the many factors and parameters of your unique setting. We encourage advisors to:

- Use the materials! Adapt them to your club's needs and make sure to include important activities that will help members build service leadership through the themes of learning, engaging, serving and leading.
- Adjust the leadership structure.
- Adjust procedures as needed.
- Fit activities to the time your club has available for meetings.
- Choose service and community partnerships that match the size, needs and opportunities of your local community.

CLUB STRUCTURE

A K-Kids club is composed of:

Advisors: All K-Kids are recommended to have a faculty (club) or staff advisor and many also have an advisor who is an adult member of their local sponsoring Kiwanis club.

Officers: Elected student president, vice president, secretary and treasurer.

Committees: Teams created based on particular areas of club work with a chair responsible for leading each team.

Members: Primary years age youth who voluntarily join and participate in the club.

REMEMBER: Although the traditional leadership model is for officers to be elected (and committee chairs appointed) to their positions for the entire year, advisors can adjust the length of the terms and allow co-chairs for committees so that more students can serve as formal leaders in the club.

OFFICER ELECTIONS

It is ideal to hold elections at the end of the club year to help prepare the transition of both outgoing and incoming club officers.* Each club can decide how best to hold elections. Use these tips as a starting point and customize as necessary.

At the meeting prior to holding elections:

- Clubs typically have four officers — president, vice president, secretary and treasurer. Determine if your club has a need for additional officers (such as a sergeant-at-arms).
- Explain the officers' roles and responsibilities and what strengths a student needs to excel in each role.
- Ask whether any students are interested in running for an officer position or would like to nominate a peer.
- Encourage each candidate to prepare a statement to present at the next meeting about why he or she would be a good choice for that officer role.

To hold elections:

- Review each officer's responsibilities again with the whole club.
- Have each candidate speak to the club about why they want to be an officer.
- Ask students to vote for each position using a ballot or simple piece of paper.
- Tally (count) the votes and announce the members elected as the club's next officers.

**If your club is newly chartered, you should hold elections at the start and end of the first club year.*

Installation of officers & members

Following the Standard Form for K-Kids Bylaws, schedule an installation of club officers shortly after elections. The club may choose to conduct a formal ceremony along with the induction of new members or to install officers during a regular meeting.

To enhance your club's ties with the Kiwanis family, ask the Kiwanis district's lieutenant governor to be the installing officer. Encourage outgoing officers or a special committee to plan a program that is brief but meaningful — and to invite members of the sponsoring Kiwanis club, the co-sponsoring Key Club, the school principal, parents/guardians and all fellow members of the K-Kids.

Use the following guidelines regarding the usual order of events and wording for a formal installation.

Retiring past officers

The installing officer invites the officers that are leaving their positions to stand while talking about some of the achievements the club made during the officers' year of service. They explain the benefit of each new group of officers continuing to provide leadership for the club, and encourages the retiring officers to share what they learned about their positions with the officers replacing them. The installing officer then speaks to the retiring officers, saying their names and titles (president, vice president, secretary and treasurer) and:

"As officers, you each have served your club and school well. On behalf of your advisors, members and myself, thank you and congratulations! But, your job is not complete. We want you to understand that each new group of officers continues to provide leadership for the club. We encourage you, as the retiring officers, to share what you learned about your positions with the officer replacing you. You can make helpful suggestions to new officers because of your knowledge and experience.

"Also, continue serving your home, school and community, and carry on the values you have learned in K-Kids."

The person installing officers should then seat all retiring officers and ask new officers to stand.

Installing new officers

"Would the incoming officers please stand and come forward? Having been elected to the office of president, vice president, secretary and treasurer, you are responsible for working with the club advisors to make sure club activities are accomplished.

"You have a role at all club meetings, so plan to attend and take an active part in all club activities. Express your opinions by always thinking of the best interests of the whole club, not individual members or your personal wishes."

To the treasurer:

"You have been elected to help keep records on all funds of the club. By working with the club and with club advisors, you will make sure that all money collected is carefully registered."

To the secretary:

"You have been elected to take notes at each club meeting so that there is an accurate record of discussions. You will be asked to present important decisions and discussion points from the previous meeting at the start of each new meeting."

To the vice president:

"You have been elected to work with the president and help in any way needed. If the president cannot lead a meeting, you will be asked to lead the meeting. You will also welcome new members and help all members feel welcome."

To the president:

"You have been elected to be the student leader of the K-Kids club for this year. You will preside at each club meeting. You will lead most club meetings and will work with the advisors, officers, chairs and members to plan and complete club activities.

"Remember that this club is a democracy, and as the president you should let the ideas and opinions of all members be expressed. When there is a difference of opinion, a vote should be held."

To all officers:

"It is my privilege to welcome you as the officers of this club. I congratulate you on your elections and know that you will always strive to do your very best to complete your responsibilities. The club's success is not based on one of you, but on the work of all of you, the committee chairs and the members. Always remember the K-Kids pledge and your call to serve our school and community."

The installing officer then shakes the hand of each officer and declares them duly installed.

Installing new members

Person installing members:

"K-Kids is an incredible program and each of us will want to share its benefits and contributions with others. Today, we celebrate K-Kids by welcoming new members of this K-Kids club. I invite these students to step forward.

"Today we bring these students into membership of this K-Kids club. One by one, I will introduce each new member."

(Insert biographical information about each person

being inducted. Include name, grade level, special achievements and other organizational affiliations.)

“At this time, I would like each of you to state the Objects of K-Kids by repeating after me:

I promise to uphold the Objects of K-Kids. To develop students’ service and leadership skills. To provide opportunities for students to learn, engage, serve and lead to benefit their school, community and world. To foster caring, empathy and good character in students.”

Closing the ceremony

Give each new member a membership card (printed from kkids.org/resources) and a button.

“We now induct you into the membership of the K-Kids of (Name of School/Community organization). I welcome you into our Kiwanis family fellowship. We know that each of you will bring strength to this K-Kids club, just as we know that membership in this club will bring many rewarding experiences into your life. Please join me in welcoming our newest K-Kids members.”

TRAINING NEW OFFICERS & COMMITTEE CHAIRS

Training new officers and committee chairs before they take on new responsibilities will ensure that they are able to fulfill their roles and live up to expectations.

Who should attend the training?

Invite — and expect — all elected club officers to attend this training. If you’ve appointed committee chairs, they should also attend.

Who should conduct the training?

Because your club is a student-led organization, and because it’s good for the new board to see support coming from many people, invite outgoing officers as well as local Circle K International, Key Club, Builders Club and Kiwanis club members to help plan and conduct the training session. Outgoing officers have great ideas based on their recent experience, and they know the needs of their peers and the community. Among these possible trainers look for people with excellent facilitation skills.

When should officer and committee chair training be conducted?

Ideally, hold a training session after installing a new team of leaders at the end of a service year or beginning of the new year. Remember to plan to train any new leaders if they take office during the year.

Where should officer training be conducted?

Schedule training at a convenient and adequate location selected by the advisors and facilitators. Potential locations include the club meeting room, a community center, a park or a recreation facility.

What should be covered in the training?

Recommended topics follow. Before getting to the content of training, however, it’s important to understand that all officers and committee chairs need two skill sets to succeed in life and in leadership: hard skills and soft skills. Both are equally important.

Hard skills (also known as technical skills) are the practical things you need to know in order to complete a task. For example, officers and committee chairs need to know how to do “club operations” tasks like taking notes, planning a budget and recruiting new members.

Soft skills are people skills, or interpersonal and personal skills. They affect how members relate to each other and how they conduct themselves. Examples of soft skills include: Listening actively, communicating well, cooperating with teammates, and managing time well.

TIP: Work with the outgoing officers and your sponsoring Kiwanis club to provide the best training possible.

Topics to cover

Here are recommended topics to include in your training of officers and committee chairs. More resources for developing your training can be found throughout this advisor’s guide.

- Introduction to Kiwanis International, the Kiwanis Family, Service Leadership Programs and your sponsoring Kiwanis club.
- K-Kids motto, mission and vision.
- K-Kids core values and objects.
- A typical meeting, including icebreakers and team-building activities.
- What it means to be a student-led program.
- Four ways to address community needs:

Hands-on service, advocacy, fundraising and donating.

- What it means to be a great leader.
- The responsibilities of each officer and committee chair.
- Introduction to Parliamentary Procedure, if your club will use this approach in meetings.
- Review the *K-Kids Member Guide*.
- Review the *K-Kids Service Guide*, and its IDEA framework for high-impact service projects.
- Club goals for the year.

- K-Kids downloadable resources available at kkids.org/resources.
- Criteria for awards and contests.

Closing activity: Ask participants to answer open-ended questions about the training or have members reflect on what they learned and then share what they most look forward to during this year as leaders.

After the training

The advisor or secretary will write down discussion notes and, at the end of the training, will distribute them to all attendees. This valuable information can be used in future planning discussions.

PLANNING CLUB MEETINGS

These guidelines and questions will help you and your officers plan for club meetings throughout the year.

When will be the best time for club members to meet consistently?

Some suggested meeting times are: after school, before school, during lunch or recess, or during a study hall or advisory period. Make sure to set your meeting schedule for the entire year.

How much time will our club need to meet?

Try to meet anywhere from 30–60 minutes each time.

How often should our club meet?

Try to have the club meet at least monthly — though most clubs meet biweekly or even weekly. Determine who will set the agenda for each club meeting. At the beginning of the year meet with your club officers to

determine which activities from the *K-Kids Member Guide* and *K-Kids Service Guide* your club will do and to set the timeline for the year. Complete the “Our Club IDEA Service Plan 20__” in the *K-Kids Service Guide* to document the plan and assign responsibilities to officers and committee chairs.

As an advisor, you will want to meet more often with officers and committee chairs to help them prepare for facilitation of club meetings and service activities.

TIP: The *K-Kids Member Guide*, *K-Kids Service Guide* and online Meeting Kits contain instructions, forms and other tools to help club officers and committee chairs carry out activities during meetings and access ready to go agendas throughout the year.

Sample club meeting agenda

You can follow this format and/or use the topic-specific Meeting Kits available at kkids.org/meeting-kits.

Call to order: The meeting begins with the president saying, “The meeting will now come to order.”

Pledge: All recite the K-Kids pledge.

Welcome: Members participate in an icebreaker or team-building activity.

Minutes: The club secretary reads or distributes minutes from the previous meeting.

Reports from the officers: The president, vice president, secretary and treasurer each give reports and updates as needed.

Reports from the committee chairs: The chair of each club committee gives a progress report.

Activities from the K-Kids service or member guides: The president should review what the club has accomplished so far and then guide members through the next activity.

Guest speaker: A special guest may be invited to speak about a topic of interest as needed.

Goals for the next club meeting: Club members should think about what has just been accomplished and what needs to be completed before the next meeting.

Closing: The president adjourns the meeting and reminds all members of next steps, as well as when the next meeting will be held.

MEMBER RECRUITMENT

Making sure that recruiting activities are happening is the responsibility of the club’s vice president and member recruitment committee (if your club has one). Members make a club, so empower them to lead recruiting! Because members only participate in K-Kids for a few years, your club continually needs to bring in new members.

The culture of your school or organization — as well as the current culture of your club — will affect how you recruit. How does your club invite others to join? If you’re looking for ideas, share these with your vice president and your recruitment committee chair:

Open house/Parent night: Be present at the first event of the school year so parents/guardians and students know about K-Kids and will want to be a part of it. During the event, pass out the informational postcards that are available online at kkids.org/advisors. Emphasize the benefits of service, skill-building and leadership development. This also might be a great time to encourage parents/guardians to get involved with the local Kiwanis club.

Peer-to-peer recruitment: This is the best form of recruitment! Encourage all club members to tell their friends and classmates about the club. Even though the vice president and recruitment chair and members will extend invitations, all members have a role in spreading the word.

Publications: In your school’s newsletter, promote joining the K-Kids club and encourage students to attend the next meeting. Emphasize the benefits of helping others, getting more involved at school and building leadership skills.

Displays: Set up a display in a busy area of your school so you get lots of attention and foot traffic. Focus on helping the community and having fun with other students.

Announcements: Coordinate a time to make announcements during lunch or at an assembly — or during the announcement of upcoming events on the school’s intercom system.

Forms & policies

YOUTH PROTECTION POLICIES & PROCEDURES

Effective October 2022

*These policies can be found in Kiwanis International Policies and Procedures as **Procedure 432**. All adults working with youth under the age of 18 at any Kiwanis event are required to read/understand, agree to and abide by these policies.*

EDUCATION: Every Kiwanis club is expected to inform and educate its members on these policies, best practices and required actions for individuals who become aware of youth in potentially harmful situations. This education must occur annually, including providing a copy of these policies to each club member. Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference regarding policies and best practices for adults working with youth, using materials provided by Kiwanis International.

CRIMINAL HISTORY BACKGROUND CHECKS: Kiwanis International requires clubs to have a clear criminal history background check for any club member serving as an advisor to any Service Leadership Programs club. The check must be conducted and verified by Kiwanis International. Any person without a clear criminal history background check may not serve as the advisor. Approved background checks shall be valid for no more than two years. Kiwanis advisors shall acquire a new criminal history background check upon their initial appointment to the position.

CHAPERONE: A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis, twenty-one (21) years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event. All chaperones (club members and non-members) participating in any single-day or overnight Service Leadership Programs event must have a clear criminal history background check and must have completed Kiwanis International youth protection training. Additionally, chaperones must follow all applicable policies and procedures.

Chaperones for overnight events: A minimum of one adult per 10 students must be serving as chaperones during the entirety of an overnight event.

Chaperones for single-day events: A minimum of one adult per 50 students must be serving as chaperones during the entirety of a single-day event.

OVERNIGHT EVENTS: All adults (club members and non-members) registered for or staying overnight at any Service Leadership Programs event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. However, parents/guardians of participating students who are not chaperones may attend the event for a maximum of one overnight stay without a criminal history background check.

OVERNIGHT STAYS: While attending a Kiwanis event that requires an overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and must include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room or other sleeping quarters (e.g., a tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarters with a youth. In the event that sleeping quarters consist of multiple beds (such as in a bunkhouse or camp cabin), adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

DISTRICT ADMINISTRATORS FOR SERVICE LEADERSHIP PROGRAMS: Kiwanis International requires all SLP district administrators to complete an application process, which includes submission of a completed application, having a clear

background check conducted and verified by Kiwanis International, completion of Kiwanis International youth protection training and any other elements that may be required by Kiwanis International. After receipt of an individual's application and verification of all required elements, Kiwanis International will review the information and decide, in its sole and absolute discretion, whether the individual is accepted to become an SLP district administrator. Kiwanis has no obligation to allow an individual to become an SLP district administrator based solely on a "clear" background check. Denial may be appealed via the process outlined in Procedure 197.

ANNUAL MEETING WITH KEY CLUB AND CKI ADMINISTRATORS: Each Key Club district administrator and CKI district administrator shall hold an annual meeting, either in person or virtually, with Kiwanis International staff and the district Youth Protection manager to discuss respective Key Club and CKI district events and activities and the status of the respective district Key Club and CKI programs.

TRANSPORTATION: When transporting youth, the best practice is the "rule of threes," with at least three people in the vehicle at all times, along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

USE OF ALCOHOLIC BEVERAGES, TOBACCO, MARIJUANA AND OTHER SUBSTANCES: While

attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.

MEDICATIONS: The possession of prescription and non-prescription medications by youth at a Kiwanis event should be permitted only by the written permission of the parent/guardian.

REPORTING: If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, they must immediately contact the appropriate personnel at the event, as well as provide notification to law enforcement personnel as appropriate. All local,

state, provisional and federal laws regarding reporting must be followed. If the Kiwanian becomes aware of the troubling behavior after the event, they must contact leaders of the event and provide notification to law enforcement personnel as appropriate. Kiwanis International now offers a 24-hour, confidential helpline at 1-866-607-SAFE. The helpline can be used if you think a youth has been harmed or their safety and well-being are at risk.

PERSONAL INFORMATION: All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission to treat forms, etc., should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained a minimum of three years or longer, as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

YOUTH AND SOCIAL MEDIA: For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, the Kiwanian should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site, either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly "liking" or commenting on a person's posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from all individuals (or parents, for minors) who appear in that media; it could be illegal to do otherwise. See Kiwanis International Policy B for complete social media guidelines.

BEHAVIORAL OR HEALTH ISSUES: Kiwanians are often seen by a young person as adults to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

CONFLICTS WITH OTHER RULES: Whenever these policies conflict with local school policies or rules, or local, state/ provincial or national laws or regulations, the highest applicable standards for conduct shall prevail.



ADVISOR ROLE IN YOUTH PROTECTION

It is essential to equip Kiwanis clubs, districts and K-Kids advisors with the tools and best practices to provide a safe and secure environment for youth. As we serve both youth members and our community, we must hold ourselves and fellow members to the highest standards of conduct and awareness. In addition to new policies, we are introducing new resources for our Service Leadership Programs advisors at kiwanis.org/youthprotection.

We have training from Praesidium Inc. via their Praesidium Academy training database, plus materials and training for chaperones. Also, we have introduced a 24-hour, confidential helpline at 1-888-607-SAFE, which can be used if you think a youth has been harmed or their safety and well-being are at risk.

Outlined in the policies and procedures, all Kiwanis members serving as K-Kids advisors are required to meet the following:

- Complete, be cleared of and maintain a valid Kiwanis background check with our vendor, Safe Hiring Solutions, during their tenure. Checks must be completed every two years.
- Complete Praesidium Academy child abuse and youth protection training modules for advisors and chaperones. Training must be completed every two years.
- Review Kiwanis Youth Protection policies and procedures annually.

KIWANIS YOUTH PROTECTION HELPLINE 1-866-SAFE (7233)

Report abuse and policy violations to a trained professional 24 hours/7 days.



PARENT / GUARDIAN PERMISSION TO PARTICIPATE FORM

K-Kids is a student-led service program for primary years students, ages 6-11. Members in this program are students who are interested in service to school, community and world.

The objects of K-Kids are:

- To develop students' service and leadership skills.
- To provide opportunities for students to learn, engage, serve and lead to benefit their school, community and world.
- To foster caring, empathy and good character in students.

Sponsoring Kiwanis Club: _____

Kiwanis K-Kids advisor: _____

School K-Kids advisor: _____

School advisor email: _____

Meetings place and time: _____

Youth name: _____ Grade: _____

Why I want to participate in K-Kids: _____

I hereby give my permission for my child to participate in K-Kids.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian email: _____ Cell phone # _____

Parents/Guardians of interested youth need to complete and return the following form to the K-Kids advisor by:



PHOTOGRAPH RELEASE CONSENT FORM

I hereby give Kiwanis International, its employees and those acting with its authorization the right and permission to copyright, use, and/or publish photographic pictures or portraits of me in K-Kids promotional materials, which include video, catalogs, magazines, brochures and the Kiwanis website.

I hereby waive any right to inspect or approve the finished video, photograph, advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that might be applied.

I hereby release, discharge and agree to hold harmless Kiwanis International, its employees, or vendors (including any firm publishing and/or distributing the finished product) from and against any liability as a result of any distortion, blurring or alteration that may occur in the taking, processing or reproduction of the finished product, even should the same subject me to ridicule, scandal or indignity.

I hereby warrant that I am competent to contract in my own name insofar as the above is concerned. A parent or guardian must sign the release if the individual photographed is a minor child.

I have read the foregoing release, authorization, and agreement before affixing my signature below, and warrant that I fully understand the contents thereof.

Name: _____

Address: _____

City: _____ State/Province: _____

Country: _____

Postal Code: _____

Phone: _____

Signature: _____ Date: _____

Parent/Guardian signature: _____ *(If subject is a minor child.)*

Witness signature: _____

INSURANCE

MEMBER

The Kiwanis International General Liability Program is designed to protect clubs, members and Service Leadership Programs clubs from claims of property damage and bodily injury to non-Kiwanians when either is caused by a Kiwanis-sponsored event, activity or from a Kiwanian themselves. The program protects every Kiwanis club and foundation, which includes K-Kids.

COVERAGE

The following coverage is provided: premises, operations and activities, elevator liability, products and completed operations, owners and contractors protective, contractual liability, broad form property damage, personal injury coverage, fire legal liability, incidental malpractice, hired, rented and non-owned automobile liability, liquor liability, medical payments — third parties, members and volunteers: US\$5,000.

This is a legal liability policy. The provisions of the policy apply to most normal liability exposures of Kiwanis clubs and Service Leadership Programs. As with most insurance policies, there are exclusions, limitations and restrictions. For a list of these exclusions and more information, see the Club Insurance Resource Guide available at kiwanis.org/liability.

You may also contact the safety coordinator of your club's sponsoring Kiwanis club, who can help in obtaining a certificate of insurance, filing a claim or finding the answer to a risk management question.

FREQUENTLY ASKED QUESTIONS

- 1. If a K-Kids member sprains an ankle during a fundraiser, is the injury covered?**
Yes, but the coverage is self-insured by Kiwanis International. Limits are US\$5,000 for third parties and US\$5,000 for club members and volunteers. For more coverage information, see the Club Insurance Resource Guide available at kiwanis.org/liability.
- 2. Is an injury caused by a K-Kids member on a Kiwanis project covered?**
Yes, but only if there is legal liability resulting from negligence of a named insured.
- 3. Is coverage provided to a participant in a sporting event or other activity sponsored by Kiwanis?**
Such an individual is covered, but only if there is legal liability resulting from negligence of a named insured. Note that medical payments coverage does not apply to athletic participants.
- 4. Occasionally, our K-Kids has nonmember volunteers assist with our activities. Are these volunteers covered?**
Yes, but only if there is legal liability for injury or damage arising out of their negligence. Medical payments coverage would also apply to volunteers if they are injured while working on a Kiwanis-sponsored activity.





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3636 Woodview Trace • Indianapolis, IN 46268 USA
U.S. and Canada: 1-800-KIWANIS, ext. 411

**YOUTH PROTECTION HELPLINE:
866-607-SAFE (7233)**

Kiwaniis cares about you. We want to help you stay safe. Kiwanis International has a phone number to call if you feel unsafe as a K-Kids club member. The helpline is answered 24 hours a day and it's private. It can also be used by people who are important to you — your parents or family, club members, club advisors, Kiwanis members and anyone who thinks a youth involved in K-Kids is at risk. The helpline is answered by our partners at Praesidium, one of the leading safety experts in the United States.