

# Be the PRESIDENT



*Congratulations on being elected president. You're going to be awesome! As president you'll practice service leadership skills. This means you'll be a kind, caring leader who helps others shine and be their best. You won't be doing this job by yourself; your club officers will help!*

## **President (that's you!)**

- Leads club meetings and guides members through service activities.
- Leads club board meetings. (Meetings that include only the club officers.)

## **Vice President**

- Helps with duties of the president and fills in when necessary.
- Welcomes and gets to know club members.
- Recruits new members.

## **Secretary**

- Takes attendance and notes about what happens at each meeting.
- Organizes and monitors the club calendar and service project timelines.

## **Treasurer**

- Leads preparation of the club budget and monitors it.
- Counts and keeps a record of money coming in and going out of the club.

## ***Making club meetings awesome***

Club meetings are a place where everyone feels welcome. Here are things you can do to help everyone feel comfortable.

- Get to know each other. Start each meeting with an ice breaker.
- Learn the K-Kids pledge and say it at every meeting.
- Use a club meeting agenda (a list of things to discuss during the meeting) to keep meetings organized and meaningful. You'll get more done!
- Form club committees: **At least have a Service Project Committee, Marketing Committee, and Recruitment Committee. Other committees include ones focused on Fundraising, Contests or Events.** Every club member should serve on a committee so each person has a role.
- Learn how to lead a voting session for times when club members don't agree.
- Ask club officers to lead members in activities.

For more information, templates and resources, visit [kkids.org/ClubOfficers](http://kkids.org/ClubOfficers).



Planning club meetings is a group effort. Keep club officers excited about being part of K-Kids and assign each a task to do before and during meetings. Here are some ideas to get you started.

- **Vice President** Find an icebreaker. Lead the ice breaker at the meeting.
- **Secretary** Lead the pledge (**on the K-Kids pledge poster** ) at the meeting.
- **Treasurer** Help the president **pick an activity or write the agenda**. Make copies and distribute them at the meeting.

## Club meeting agenda

Use the sample club meeting agenda below to write down what will happen at the next club meeting. Remember to assign each club officer a role.

AGENDA ITEM	PERSON LEADING ITEM	THINGS TO SHARE
Call meeting to order		
Lead icebreaker activity		
Lead the K-Kids pledge		
Take attendance		
Introduce guests		
Share notes <b>or updates</b> from last meeting <b>or committee reports</b>		
Do an activity from the <i>K-Kids Member Guide</i> or <i>Service Guide</i>		
Share committee reports		
Introduce guest speaker		
Share announcements		
Share other items		
Close meeting		

*Congratulations on being elected club secretary. You're going to be incredible! As secretary you will help organize and keep records of things that happen during club meetings. So jump in and get started!*

## ***Member information***

Make a club roster (list) with the names of each club member. Ask club members for a phone number or email address so you have a way to contact them. You may also want to collect fun information like birthdays, favorite candy or favorite activity. You can use this information later to celebrate and appreciate your club members.

## ***Meeting information***

As club secretary you'll write down what happens at each meeting. These **notes** are called "the minutes." You'll need to be organized and write things down. Here are some ideas that will help:

**Before the meeting:** Print the club meeting **minutes** template at [kkids.org/ClubOfficers](http://kkids.org/ClubOfficers). It has space for important information like the date, members at the meeting, special events, guest speaker's topics and actions assigned to members.

**During the meeting:** Use your template to write down what happens. Record the big stuff. Focus on anything members will need to follow up on doing. Pay attention to what is discussed, decided or planned. Don't worry about minute-by-minute details or what someone wore or who disagreed with each other.

**After the meeting:** Review your notes and add comments or details. You may be responsible for typing your notes and saving them to a computer or keeping the written copy in a notebook or file.

## ***Staying organized***

**Make time.** Schedule a weekly time to update your reports and organize them.

**Keep track.** Checklists and calendars are a great way to stay on top of everything. Use a calendar to write down upcoming meetings.

**Keep club members up to date.** Write upcoming meetings and events on the calendar part of the K-Kids poster. Hang the poster in front of the meeting room where club members can see it. Encourage club members to **write important dates, events and deadlines on their calendar at the back of their *K-Kids Member Guide***.

**Create a K-Kids bulletin board.** Post important information like upcoming meetings, club officers, etc. Ask your school for permission to hang your bulletin board where members will see it.

**Find a storage space.** Keep copies of the minutes in a designated place. This might be a binder that stays in the meeting room. If you're typing the minutes and saving them electronically, this might be a computer or a jump drive designated for K-Kids minutes.

For more information and resources, visit [kkids.org/ClubOfficers](https://www.kkids.org/ClubOfficers). Here you can find the minutes template.

## ***K-Kids club roster***

MEMBER'S NAME	GRADE	BIRTHDAY	FUN INFORMATION



Congratulations on being elected club treasurer. You're going to be terrific! As the treasurer, you will keep track of your club's financial information. You'll help your faculty advisor track the money your club earns through fundraising and what it spends to help others or on club activities.

## ***Create a budget for each club project***

One of your jobs is to set up a budget. **Make copies of the Project Budget form in the K-Kids Service Guide and use this form to help your club create budgets for each service project.** Your budget will determine how much money is needed for each project. Club members will decide on a project, list all the items needed to do the project and attach a dollar amount to each item or activity. **You might need to do some research to figure the costs of supplies your club needs.** Here's an example:

### **Teacher appreciation lunch project budget**

Item & Quantity	Estimated Cost		Date Purchased	Actual Cost
50 Sandwiches	\$3.00		May	\$150
50 Drinks	\$1.00		May 6	\$50
50 Cookies	\$0.75		May 6	\$37.50
100 Paper plates	\$3.00		May 3	\$3.00
100 Napkins	\$3.00		May 3	\$3.00
<b>TOTAL</b>				<b>\$243.50</b>

According to this example, the club will need to earn \$243.50 in order to pay for items needed to host a Teacher Appreciation Lunch. If you help club members plan every event like this, everyone will know how much money needs to be raised for each project you want to do.

## ***Plan and track the club's money***

After you budget for each project, the next step is tracking the club's money. The financial record sheet can be copied and used to record money coming in and going out of the club. Visit [kkids.org/IDEA](http://kkids.org/IDEA) to download and print helpful resources to help with tracking club funds and fundraising.

# Compare a project budget to the club financial record

When you compare the cost of a project to the club's financial record, you'll see if the club has enough money to do the project. If the club only has \$150, but the project will cost \$243.50, the club will need to plan a fundraising event to earn an extra \$93.50.

## Keep records safe—and up to date

The club must have a record of what they've earned and spent. Keep the information in a binder that stays in the club meeting room, or type information and save it to a computer. Always keep your records up to date.

For more information and resources, visit [kkids.org/IDEA](http://kkids.org/IDEA). Look for the financial record worksheet and budget worksheet.

### *K-Kids financial record*

YEAR: \_\_\_\_\_

DATE	DESCRIPTION	AMOUNT SPENT	BALANCE

*Congratulations on being elected club vice president. You're going to be amazing! As vice president you help support your president and make sure his, her or their duties are carried out. Organizing committees, projects and programs focused on service may be a big part of what you help do.*

## ***Service projects should:***

- 1. Meet needs within the community or school.** Interview community members and teachers to learn what's needed before planning a project.  
**What it looks like:** The city lowers budget support for an animal shelter so you contact it to see what your club can do to help.
- 2. Educate members.** Inform members about the need you've discovered, the group the club will be working with and why it's important for the club to help. If members see the value of their service, they'll be excited about helping.  
**What it looks like:** You invite someone from the animal shelter to speak at your club meeting or you show a video about the topic.
- 3. Respond to the need.** Decide what your club wants to do to help and take action. Keep your members excited about participating by encouraging and reminding them of the difference they're making.  
**What it looks like:** The club decides to organize a service project to collect food and toys for animals at the shelter. Thanks to your club, dogs and cats are happier, shelter staff are thankful and members know their work has made a difference.
- 4. Evaluate.** Ask your club, "Was the service project was successful? What worked or didn't work? Does the club want to do it again?" Evaluation gives direction for improvement, growth and change.  
**What it looks like:** At your next meeting you take time to ask questions and let people share their experiences. Your advisor shares that the shelter has asked for your service again. The club votes to make this a project they'll do every year.
- 5. Reflect and celebrate your success.** Reflecting on your club's success allows members to understand and appreciate why their service was important.  
**What it looks like:** To remember just how successful your project was, you create a scrapbook or memory box to collect members' thoughts and feelings. Or buy a pad of Post-its and write notes of praise to each other for a job well done.

# *Finding service projects club members are passionate about doing*

What do your club members love to do? What do they care about? Connect what everyone loves and cares about to the service projects members want to do. This will keep everyone excited.

Make a copy of this form and give one to every club member. After everyone has completed a form, get together and share. Then decide what projects everyone is most interested in doing.

## *I love to:*

- Read
- Draw
- Sing
- Tell stories
- Write
- Play sports
- Teach
- Play an instrument

\_\_\_\_\_

\_\_\_\_\_

## *I care about:*

- Little kids
- My school
- Older people
- The homeless
- Veterans
- The hungry
- Animals
- The environment

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Based on what club members love and care about, think of ways to improve the following:

Our school

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Our community

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Our world

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Organizations our club can contact to help us:

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