

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!
- **If your club has enough members, form committees. At least have a Service Project Committee, Marketing Committee, and Recruitment Committee. Other committees your club could have include ones for Fundraising, Awards or Events.** Every club member **can** 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/resources.

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 (**shown on the K-Kids calendar and pledge poster**) at the meeting.
- **Treasurer** Help the president **pick an activity or write the agenda**. Make copies and distribute them at meetings.

Club meeting agenda

Copy and use this agenda to determine what activities you will do at a meeting, who will lead each activity and a few details about each item. Assign each officer a role.

AGENDA ITEM	PERSON LEADING ITEM	NOTES
Call meeting to order.		
Lead an icebreaker or teambuilding activity.		
Lead the K-Kids pledge.		
Take attendance.		
Introduce guests or guest speakers.		
Share announcements and other items.		
Share notes or updates from last meeting or committee reports.		
Do an activity from the <i>K-Kids Member Guide</i> or <i>Service Guide</i> .		
Do individual or committee work.		
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 member. Ask members for **an** email address **and/or** phone number so your advisor has 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 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 to write things down. Here are some ideas that will help:

Before the meeting: Print the club meeting minutes template in the club officers section at kkids.org/resources. 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: Be ready to share, if you are responsible at each club meeting for reporting important things that happened during the last 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 names, service project flyers, etc. Get school 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/resources](https://www.kkids.org/resources).

K-Kids club roster

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Be the TREASURER

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 **main** jobs is to set up a budget. **Make copies of the Project Budget form on page 34 of 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 out the costs of supplies your club needs.** Here's an example:

Teacher appreciation lunch project budget

Item Description	Estimated Cost	Can we get it donated or borrow it?	Date Purchased	Actual Cost
50 Sandwiches	\$3.00 each / \$150		May 6	\$150
50 Drinks	\$1.00 each / \$50		May 3	\$50
50 Cookies	\$.75 each / \$37.50		May 6	\$.80 each/\$40
100 Paper plates	\$3.00 pack of 100	Donated		\$0
100 Napkins	\$3.00 pack of 100	Donated		\$0
TOTAL	\$243.50			\$240.00

According to this example, the club will need to earn \$240 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. **Make copies of the financial record sheet on the next page. You will use the form to record money coming in (through fundraising and donations) and going out of the club. (for service projects and club expenses).** At the beginning of the year, ask the advisor if the club has any money to start the year and write this on the first line. Have your advisor teach you how to add and subtract from the balance and help you with the first entries on the form.

Compare a project budget to the club financial record

When you compare the cost of a project to the **current balance on 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 \$240, the club will need to plan a fundraising event to earn an extra \$90.

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. Always keep your records up to date.

K-Kids financial record

YEAR: _____

DATE	DESCRIPTION	AMOUNT SPENT OR RAISED	BALANCE
	Balance at beginning of the year	-----	

Congratulations on being elected club vice president. You're going to be amazing! As vice president, you will support the club president and fill in for them when necessary. You will help them to make sure their duties are carried out. You will welcome and get to know club members! You may also help organize committees and service projects.

Service projects should:

- 1. Meet needs within the community or school.** Interview community members and school staff 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.** Members do research about the need they'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 **may** vote 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 **buy or create** a scrapbook or memory box to collect members' **memories**, thoughts and feelings. Or buy a pad of Post-its and write notes of praise to each other for a job well done.

Members' talents will help in service!

What do your club members love to do? What are they good at? Have members write about this in the "My talents and interests" activity in the *K-Kids Member Guide*. Help them connect what they love to the community needs your club has learned about. This will prepare them to brainstorm ideas for service projects and vote on the projects your club will do.

Prepare ahead of time for this short teambuilder by writing the list of community need categories (below) on the whiteboard or a flip chart paper where club members can see the list.

Community needs:

- | | |
|-----------------------------|--------------------------|
| § Animals. | § Health & wellness. |
| § Bullying. | § Hunger & homelessness. |
| § The environment. | § Kindness. |
| § People with disabilities. | § ; UgV[Y afZWž |
| § Education & literacy. | § 7cgS^dYZfeXadS^ž |
| § Elderly care. | |

Lead the activity by asking members to:

1. Ask members to open their member guides and complete the "My talents and interests" worksheet.
2. Then, have them get up and find two or three teammates. Ask the groups to take turns sharing their talents and interests with each other and let them know they'll have five minutes to share.
3. After five minutes, ask members to look at the categories of community needs on the board. Tell them they will have 8 minutes in their groups to:
 - a. Each choose one of their talents they think would be most useful while planning or doing service.
 - b. Come up with one idea for using the talent to help with a need listed on the board.
4. After 10 minutes, go down the list of community needs, and ask for volunteers to call out an idea they came up with for using a talent to help with the community need.