



President

Congratulations on being elected president. You're going to be awesome! As president you'll practice servant 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

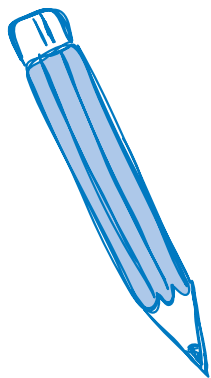
- Helps the president with their duties.
- Welcomes and gets to know members.
- Recruits new members.

SECRETARY

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

TREASURER

- Assists with preparing and monitoring the club budget.
- 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 icebreaker.
- Have an officer lead the members in saying the K-Kids pledge at each meeting.
- Use a 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. A Service Project Committee,

Marketing Committee, and Recruitment Committee are most helpful. Also consider committees focused on Fundraising, Awards and Events. Every member can serve on a committee, so each person has a role.

- Learn how to lead a voting session for times when members don't agree.
- Ask officers to lead activities.

For more information, templates and resources, visit kkids.org/resources.

Kiwanis
K-Kids
Young Leaders Helping Others

Planning club meetings is a group effort. Keep officers excited about being part of K-Kids and assign each a task to do before and during meetings. To start, try these:

- **VICE PRESIDENT** Find an icebreaker and lead the activity at the meeting.
- **SECRETARY** Lead the pledge (shown on the K-Kids calendar and pledge poster).
- **TREASURER** Make copies of the agenda and distribute them at the meeting.

Club meeting agenda

Use this sample club meeting agenda 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 an icebreaker or teambuilding activity.		
Lead the K-Kids pledge.		
Take attendance.		
Introduce guests or guest speakers.		
Share announcements, updates or committee reports.		
Do an activity from the K-Kids Member Guide or Service Guide.		
Do individual or committee work.		
Close meeting.		

For more information, templates and resources, visit kkids.org/resources.



Secretary

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 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 to show appreciation of your members.

MEETING INFORMATION

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

1

BEFORE THE MEETING: Print the meeting minutes template. You can find this in the "Officer, Chair and Member Resources" 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.

2

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.

3

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 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 members can see it. Encourage members to write important dates, events and deadlines on the calendar at the back of their K-Kids Member Guide.

For more information, templates and resources,
visit kkids.org/resources.

Kiwanis
K-Kids
Young Leaders Helping Others

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 digitally, you might keep them on a classroom computer or a USB flash drive designated for K-Kids meeting minutes.

[illegible]



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 jobs is to help the club keep track of its budget. Your budget will determine how much money is needed for each project. Make copies of the Project Budget form on page 34 of the K-Kids Service Guide. You can use this form to help your club keep track of expenses and income (like donations of money) for each project. After members 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	QUANTITY NEEDED	COST PER ITEM (If donated, write \$0)	TOTAL COST
Sandwiches	50	\$3	\$150
Drinks	50	\$1	\$50
Cookies	50	\$0.75	\$37.50
Paper plates	1 pkg of 100	\$3	\$3
Napkins	1 pkg of 100	\$3	\$3
TOTAL			\$243.50

According to this example, the club will need to earn \$243.50 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 (through fundraising and donations) and going out of the club.



For more information, templates and resources,
visit kkids.org/resources.

Kiwanis
K-Kids
Young Leaders Helping Others

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 \$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.

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.

K-Kids financial record

YEAR: _____

DATE	DESCRIPTION	AMOUNT SPENT (-) OR DEPOSITED (+)	BALANCE
— — — —	— — — — — — — — — —	— — — — — — — —	

For more information, templates and resources,
visit kkids.org/resources.





Vice president

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 or her duties are carried out. Organizing committees, projects and programs focused on community 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. Use the "Exploring with interviews" activity in the K-Kids Service Guide.

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 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 successful? What worked or didn't work? Does the club want to do it again?" Evaluation gives direction for improvement, growth and change. Please add "Use the "Service Project Evaluation Form" in the K-Kids Service Guide."

What it looks like: At your next meeting, 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: Create a scrapbook or memory box to collect members' thoughts and feelings. Or buy a pad of sticky notes and write notes of praise to each other for a job well done.



For more information, templates and resources,
visit kkids.org/resources.

Kiwanis
K-Kids
Young Leaders Helping Others

Finding service projects members are passionate about doing

What do your 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 his or her form, get together and share. Then decide what projects everyone is most interested in doing.

I LOVE TO:

- | | |
|---------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Read | <input type="checkbox"/> Write |
| <input type="checkbox"/> Draw | <input type="checkbox"/> Play sports |
| <input type="checkbox"/> Sing | <input type="checkbox"/> Teach |
| <input type="checkbox"/> Tell stories | <input type="checkbox"/> Play an instrument |



- ☐ _____
- ☐ _____

I CARE ABOUT:

- | | |
|---------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Health and wellness |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Hunger and homelessness |
| <input type="checkbox"/> The environment | <input type="checkbox"/> Kindness |
| <input type="checkbox"/> People with disabilities | <input type="checkbox"/> Equal rights for all |
| <input type="checkbox"/> Literacy | |
| <input type="checkbox"/> The elderly | |
| <input type="checkbox"/> _____ | |
| <input type="checkbox"/> _____ | |



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

OUR SCHOOL

OUR COMMUNITY

OUR WORLD

Organizations our club can contact to help us:

For more information, templates and resources, visit kkids.org/resources.