K-Kids Week Guide

Kiwanis K-Kids Young Leaders Helping Others

Each year, the second full week of February is K-Kids Week. During this special time, members educate other students and adults about K-Kids, thank supporters and highlight the club's contributions to the community. Each day of the week has a theme. This easy-to-use guide can help your club make the most of each day!

If your club is unable to host K-Kids Week during the second full week of February, find another time to celebrate. Some clubs hold it during a different week or throughout the month of February.

Monday
Show Your K-Kids Pride

Tuesday
Kudos to the Helpers

Wednesday
Share with Parents and Families

Thursday
Random Acts of Kindness

Friday
Connect the Kiwanis Family

THE K-KIDS WEEK PLANNER

What to do at the beginning of the year

- The advisor and members meet with school/organization leaders to add K-Kids Week to the school/organization calendar. Ask if information can be shared on its website, in social media accounts, and in the newsletter during K-Kids Week.
- Ask school/organization leaders for guidelines about promoting K-Kids Week and events involving other students and adults in activities. For example, can the club post signage or invite students to participate in activities?
- Invite Kiwanis family clubs to participate in scheduled events on Friday Connect the K's (Kiwanis family). Make sure your Kiwanis sponsor is aware that your club is observing K-Kids Week. Invite them to attend.
- Email parents/guardians the **Photograph Release Consent Form** and **Parent/Guardian Permission to Participate Form** or send copies home with members. Each member should have these signed and returned as the club starts meeting for the year.

Creating a plan for the week's activities

Your club can plan and organize K-Kids Week activities together or by forming a committee responsible for these tasks.

The first step is deciding what activities your club will do for each day of the week. See "Ideas for Activities" in the next section and brainstorm as a club. Then start planning! The club or committee can create a plan for each day of K-Kids Week on sheets of easel paper and display these in the meeting room until the details are worked out. The club secretary or member of the K-Kids Week committee can use the **K-Kids Week Daily Planner** (page 3). The form has "prompts" to help your club create a plan for each day.

Here's an example of how to use the prompts to build a plan for one day:

- Theme for the day: Tuesday: Kudos to the Helpers!
- Activity our club will do: Decorate doors honoring K-Kids helpers.
- Description of the activity: Decorate the school office door and doors of staff who encouraged and supported the club's activities. Use upbeat and positive thank-you messages.
- Where the activity will take place: On school hallway doors.
- Who will be invited to participate: Only club members who will decorate the doors.
- How we will promote the activity (e.g., announcements, posters, flyers, bulletin boards, social media, emails, etc.): This activity is a surprise for supporters — no announcements needed.
- Supplies we need: Butcher block paper, construction paper and/or decorative paper. Thick poster markers. Fun stickers (like stars). Ribbons. Balloons. Painter's tape.
- List of members, responsibilities and deadlines:

NAME OR NAMES	TASKS TO COMPLETE	DEADLINE OR TIME
Mrs. Frizzle Jennifer & Nick	Purchase paper, stickers and balloons. Bring supplies from home.	The week before K-Kids Week
Billy	Distribute supplies to members. When they finish, gather and store door decorations at end of meeting.	During Feb. 2 meeting
Club	Create decorations for each door.	During Feb. 2 meeting
Lisa & Frank Jorge & Philip Patricia & Susan Jordan & Arianna Destiny & Lila Emma & Kaylee Aaliyah & Lila	**Hang door decorations:** School office (for principal and secretary) Mrs. Haliday's room Coach Greg's office Mr. Plummer's room 5th grade homeroom – Ryder 5th grade homeroom – Stanley 5th grade homeroom – Matthews	On Monday afternoon or Tuesday morning

When the week's schedule is decided, request a meeting with a school or organization administrator to ask permission to conduct and promote your K-Kids Week activities. Be ready to answer questions about details — like where activities will happen and how common spaces may be affected.

Send invitations in December or the first week of January to your Kiwanis club or other Kiwanis family clubs if you want them to participate in Friday's "Connect the Kiwanis Family" activities. Use the **email invitation for a Kiwanis family club** as a template to make writing easier!

K-Kids Week Daily Planner

Make copies of the planner for each day of K-Kids Week. Use the prompts in the first column to discuss and record details about the day's activities.

Kiwanis K-Kids Young Leaders Helping Others

PLANNING PROMPT	OUR PLAN
Theme for the day:	
Activity our club will do:	
Description of the activity:	
Where the activity will take place:	
Who will be invited to participate:	
How we will promote the activity:	
Supplies we need:	

Members' names and their responsibilities during the activity

MEMBER(S)	TASKS TO COMPLETE	DEADLINE OR TIME

IDEAS FOR ACTIVITIES

Review these themes and activity ideas with members to start brainstorming activities for K-Kids Week. This is the first step in planning.

Monday

SHOW YOUR K-KIDS PRIDE

Members are encouraged to wear club gear, pass out information at an exhibit table or set up a bulletin board showing others the fun experiences and friendships they can make through K-Kids:

K-Kids pride announcement and invitation

During Monday announcements, share that K-Kids Week is here. To "show your K-Kids pride," share examples of service projects your club has completed and how the club has helped the school/organization and community. Invite students to attend the next meeting to learn more about K-Kids.



"Post your pride for K-Kids" bulletin board

Create a bulletin board with pictures from your club's activities, along with blank strips of paper and pushpins. Write an instruction asking students and adults to pledge their support for the club by signing their name or writing an inspiring message and pinning it to the board. Count all the names and messages at the end of the day and share the number of people who pledged their support for K-Kids during Tuesday morning's announcements.

Wear K-Kids gear

Promote K-Kids by wearing T-shirts! Find a licensed vendor, such as 4imprint USA, and order shirts with an **official K-Kids logo** or learn how other vendors can apply for a license to make your gear.

Tuesday

KUDOS TO THE HELPERS

Take a moment to thank and recognize the adults who support your club's success — teachers, staff, school leaders, parents and family members, as well as sponsoring Kiwanis club members.

Thank-you announcements

During morning announcements, explain that the day's theme is "Kudos to the helpers" and your club has had many! Give a shoutout to the teachers and school staff who have helped make the club a success.



Thank-you bulletin board

Decorate a hallway bulletin board that recognizes people who helped the club this year. Include a list of school staff, parents, Kiwanis advisors and Kiwanis members that volunteered or donated to K-Kids service projects.

Classroom/office door decorating

Decorate classroom and office doors with upbeat designs and messages for people who supported the club's activities and service. Ask for permission to do this ahead of time from school/organization leaders.

Wednesday

SHARE WITH PARENTS AND FAMILIES

Share information that lets parents and family members know how K-Kids experiences grow members' confidence, leadership and service skills.

"Families make K-Kids succeed" bulletin board

Design the meeting room bulletin board with special thank you' s to parents, guardians and families of members. Include photos or drawings of parents volunteering at club activities or helping members do at-home or onsite service work. Have members write a paragraph about how their parent/guardian helps them succeed in K-Kids. Post these on the bulletin board. Photograph the bulletin board and email the image to families; post the photo with a thank-you message to parents/guardians on school/organization social media.



Thank-you notes

Have K-Kids members write and take home thank-you notes to their parents/guardians for supporting them during their K-Kids journey.

"Thank you, K-Kids parents" sign

Create a thank-you sign. In big bold letters write "K-Kids members appreciate support from our K-Kids parents and families! Thanks for all you do!" Place signs at the entrance of the school/organization where they're visible during morning student drop-off and afternoon pick-up.

Thursday

RANDOM ACTS OF KINDNESS

Encourage members to show kindness in the school or community by doing little things for others:

K-Kids kindness pledge

The club kicks off an acts of kindness pledge drive on Thursday of K-Kids Week. Officers and members sign a pledge sheet that's posted in the K-Kids meeting room. They promise to carry out one or more acts of kindness and add them to the pledge sheet before the next K-Kids meeting.

Kindness Wall

On Wednesday after school, create a Kindness Wall with butcherblock paper in a hallway or common area. Add instructions that invite students to write an act of kindness they conducted. Provide sticky notes and markers. To inspire others, hang **K-Kids Kindness Posters** and have officers and members add examples of recent kind acts they've done. During Thursday morning announcements, explain the day's theme and ask students to "do an act of kindness today and add it to the wall." At the end of the day, make a list of acts that were shared. Read the list during Friday morning announcements or write an article about the students' kind acts and submit it to the school newspaper.



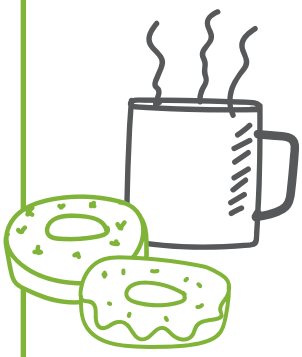
Friday

CONNECT THE KIWANIS FAMILY

Connect with one or more of the other Kiwanis family clubs in your area (Builders Club, Key Club, Circle K International, Aktion Club or your sponsoring Kiwanis club).

Announcement about the Kiwanis family

During morning announcements, share the day's theme. Explain each program in the Kiwanis family. Mention that when K-Kids members move on to middle school, they can join or start a Builders Club at their new school — and that Builders Club members who move on to high school can join or start a Key Club.

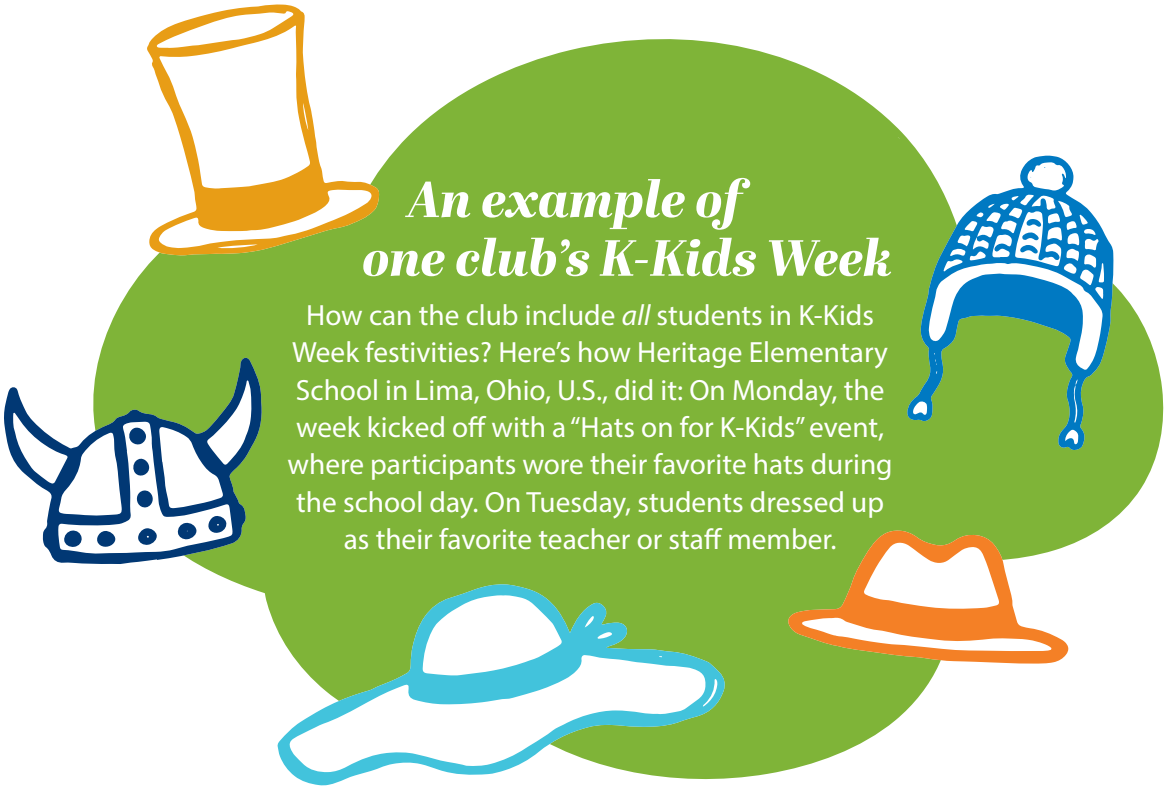


Host a Kiwanis family visit

Invite Kiwanis family members to participate in a digital or in-person gathering to celebrate K-Kids! If they will visit the school/organization, consider an activity where they meet others. (For example, serving coffee and donuts to teachers in the faculty lounge or greeting students during lunch). Make sure to distribute information about the Kiwanis family. Remember to check with the Kiwanis club to ensure that background checks are completed ahead of time for adults visiting the school.

Secure a Kiwanis family "We'll help later" pledge

Ask school/organization leaders about upcoming events where volunteers could help (like a back-to-school night, fair or teacher appreciation function). Then get pledges from volunteers in Kiwanis family clubs who will help at the future event.



An example of one club's K-Kids Week

How can the club include *all* students in K-Kids Week festivities? Here's how Heritage Elementary School in Lima, Ohio, U.S., did it: On Monday, the week kicked off with a "Hats on for K-Kids" event, where participants wore their favorite hats during the school day. On Tuesday, students dressed up as their favorite teacher or staff member.

HOW TO PROMOTE K-KIDS WEEK

For all activities in which community members are invited to participate, remember to share information about K-Kids Week and about your K-Kids club. Here are ways to make promotion a part of your week:

Create a K-Kids Week promotional calendar

During the planning process:

- **At the beginning of the year, ask a school/organization administrator to add K-Kids Week to the event calendar on its website.** Later in the year, after your club has decided on daily activities, send the site's webmaster descriptions of the activities to add to the calendar.
- **Create a schedule for social media posts for your school's social media accounts.** Figure out who will write the posts to share what your club is doing. Add posts to the calendar.
- **Determine other school/organization communications opportunities.** Find out deadlines for getting approval to share information through the daily announcements, newsletter, website and emails that go to parents and/or students. Learn what you need to submit. Make a list. Then add dates for submissions to your promotional calendar.
- **Research local news sites.** Gather contact information for local media you want to share your stories with and add this to your promotional calendar.

Promote K-Kids Week

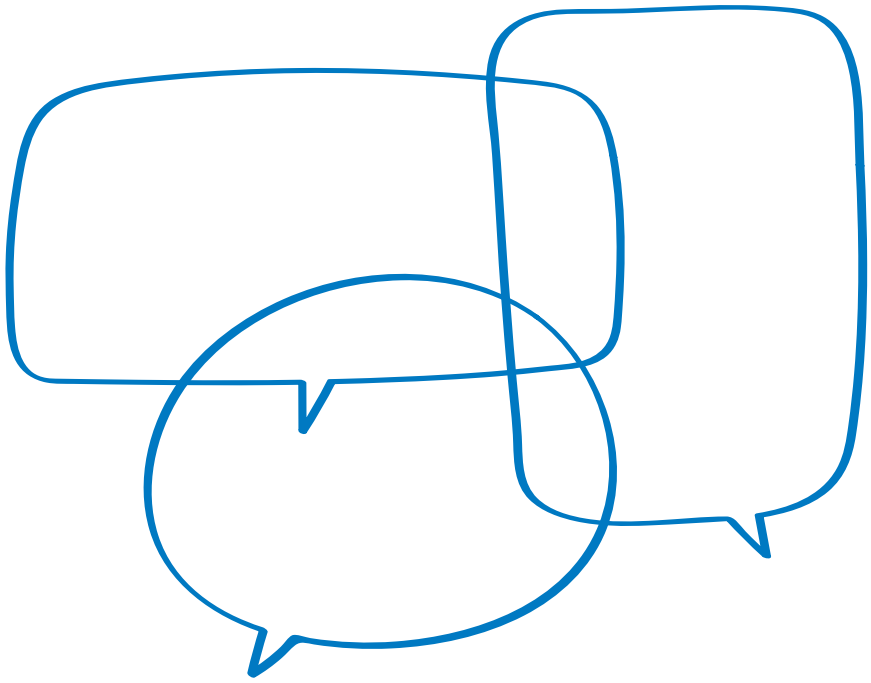
- **Assign a club photographer and writer.** Have them attend and document events each day. Photos and descriptions of activities should be saved to a folder the advisor can access. Print copies of the **Photograph Release Consent Form** and give them to students who aren't members and to adults who participate in K-Kids Week activities. Ask the adults to sign them. Ask students to return a copy signed by their parent/guardian to your advisor.
- **Write announcements.** Before K-Kids Week, write drafts for morning announcements that explain the daily themes and activities and how people can participate. Read **Writing School Announcements** for tips to help create clear and informative announcements.
- **Design posters, signage and flyers.** Place a large "Help us celebrate K-Kids Week" sign with the list of daily activities at the entrance to the building or in the cafeteria so all students can see what's scheduled. Create posters for the daily activities that invite other students to participate. Display them in common areas the week before and during K-Kids Week. Create flyers to put in common spaces for interested students.
- **Create social media posts.** Share what your club is doing for the week by writing posts and sharing them with the school/organization's webmaster to post on their social media accounts. Check out **Creating Social Media Posts** to help members write posts. Use **K-Kids logos** and the **K-Kids Week daily social media graphics** for posts, articles and emails. The logos and graphics are available on kkids.org.
- **Write other school/organization communications**. Write drafts about the week for the website, emails and/or newsletter — places where your club has decided to share information.



Share stories after the week

When K-Kids Week has concluded, it's time to tell everyone what the club has accomplished. If members documented what took place, you have everything you need to create amazing post-event promotion:

- Submit a post for your school to add to its social media accounts that summarizes the week's events. Include what your club did and how other students and Kiwanis family clubs participated.
- Add your club's details and K-Kids Week activity information to the **K-Kids Week Media Release Template** and send your release to local news stations and media outlets. If possible, tag their outlet on your club's social media posts.
- Create a brief presentation for your club president or advisor to share with your sponsoring Kiwanis club during a monthly or end-of-year meeting.
- Let Kiwanis International know what you did! Tag @kiwaniskids on posts and share details about your favorite K-Kids Week activities through the **K-Kids Share Your Story form**. Kiwanis International loves to share stories about clubs in newsletters, webinars and other events.



K-Kids Share Your Story form

There are several useful documents referenced in bold throughout this guide. To access and download them, use the search function at kkids.org/resources.