

Kiwanis
Builders Club
Building Leaders



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MIDDLE SCHOOL**



Builder's Club Toolkit

Circle K International

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Builder's Club 101

Builder's Club Pledge

"I pledge on my honor to uphold the objects of Builders Club. To better my school, my community, my nation, and myself. To aid those in need while enhancing leadership capabilities, and to encourage the fellowship of all mankind"

Builder's Club Motto

"Building Leaders"

Builder's Club Vision

"To develop competent, capable, caring leaders through the vehicle of service."

Builder's Club Core Values

Character Building
Leadership
Inclusiveness
Caring

Key Facts

16 Countries
1,600 Clubs
45,000 Members
First Builder's Club
founded 1975

Ways to Get Involved with Builder's Club

Service

- Invite Builder's Club to your service events
- Attend projects led by Builder's Club

Social

- Host a Kiwanis Family event and invite local Builder's Club members

Leadership

- Attend Builder's Club meetings
- Talk to the members about leadership

Clubs

- Work with a local Kiwanis Club to co-sponsor a Builder's Club

Reasons to Get Involved with Builder's Club

Increased Service Hours: Volunteering with Builder's Clubs allows Circle K members to have more opportunities to further serve their communities one service hour at a time.

Professional Development: While you are working with Builder's Club, you are gaining experience that can be added to your résumé.

Increased Kiwanis Family Relations: Volunteering with Builder's Club allows Circle K members to get to know other people in the Kiwanis Family and increases the number of KFR events they have.

Motivate Future Leaders: By working with Builder's Club, you are inspiring these young students to serve their communities and to develop their leadership skills.

Increase Communication Skills: By working with Builder's Club, you are developing your

communication skills when trying to effectively connect with these students.

Communication Resources

When communicating with Kiwanians, Advisors, or anybody else involved in the project planning process, it is important to be clear and professional in your communications.

Courteous Communication Tips

- Aim to respond to emails within 24-36 hours
- Double check your emails for correct grammar/spelling
- Be friendly – do not just demand that others help you, ask politely and be respectful of their other obligations
- Try to coordinate events early in advance – a lack of planning on your part does not guarantee the other party will treat a situation as an emergency
- Let your passion shine! Many times, emails come across as boring busywork for audiences to dismiss immediately. However, if you allow your love for service and the K-Family to show through enthusiastic language or a fun subject line/opening statement, your audience may be more willing to read your email.

- Keep it short! Remember that your audience likely has a busy schedule and will not want to read a long email. Try to say what you need to in as few words as possible.

Important Information to Include

- If establishing contact with somebody for the first time:
 - Introduce yourself
 - Explain how you know of the individual you are contacting (shared connection, referrals, website research, etc.)
 - Provide background information on yourself and any projects you are trying to plan
- If planning a project:
 - Detail project plan/overview
 - Include the goals/outcomes of a project
 - Provide the date/time of a project if it is established
 - If no date/time is established, offer your audience a few choices so they can select times they are available
 - Invite audience for participation in your project
 - If audience agrees to participate, give them a reasonable task list to accomplish (if appropriate)
- If trying to organize a new Builder's Club:
 - Introduce yourself/ your connection to Kiwanis
 - Explain Kiwanis, CKI, and Builder's Club

- Detail why your audience will be a valuable asset in forming a new Builder's Club
- Politely invite them to join the sponsorship process

10 Tips for Working with Builder's Club

Be patient.

Everyone has those days. Do not get frustrated with the child if they are acting up or misbehaving. Try your best to work with them.

Be kind and genuine

Children can tell when you are not enjoying your time with them- be sure to show genuine kindness and energy for your work.

Let children be creative

Children are naturally creative and innovative- plan projects/ activities that can pull out their creativity rather than suppress it.

Give clear directions

Ambiguity will only cause confusion- be precise and detailed in your directions

Tell children the goal they will be achieving

If children know what goal they should be striving for, they are more willing/ able to work towards it.

Allow room for mistakes

Understand that children will make mistakes, and that is okay! Do not assign them tasks/ activities that do not allow to mistakes or may lead to frustration easily.

Encourage questions

If working with children, there is a high probability of being asked questions – embrace it! Allow children the opportunity to process their thoughts and grow from an experience.

Reward good behavior

Develop a reward system for children who work hard and carry out the task at hand- it will give them something to look forward to and help them stay focused.

Provide several activities for children to engage with

Children often have short attention spans. Noting that, it is best to offer alternative activities for children who lose interest in the original task.

Show authority when needed

While it is important to be patient with children, it is also okay to tell them when their behavior needs to change. However, instead of simply scolding them, try to work through specific ways they can prove improved behavior.

Sponsoring/Mentoring Builder's Club

Did you know that a Circle K club can co-sponsor a Builder's Club with a local Kiwanis Club? You can also mentor a Builder's Club member.

Tips to Get You Started

- **Tip 1:** Determine where you will have meetings
- **Tip 2:** Find a local Kiwanis Club to co-sponsor
- **Tip 3:** Recruit, recruit, and recruit.
- **Tip 4:** Hold an informational session
- **Tip 5:** Recruit
- **Tip 6:** Hold a general meeting
- **Tip 7:** Official Charter!

Next Steps

- **Idea:** Train Officers

- **Idea:** Charter Ceremony
- **Idea:** Potentially create a mentorship between clubs

Reasons to Sponsor

- **Reason 1:** Growing the Kiwanis Family
- **Reason 2:** Increased number of Kiwanis Family Events
- **Reason 3:** Increased number of service events
- **Reason 4:** Helping these developing leaders grow
- **Reason 5:** Professional Development

Chartering Link: <http://www.kiwanis.org/kiwanisone/youth-students-special-programs/start-a-kiwanis-service-leadership-program---chartering-toolkit/k-kids>

Service Events

Decorating Lunch Bags

Project Overview

In addition to receiving the hot part of the meal in a tray, Meals on Wheels recipients get the cold part in a lunch bag. Add life to their meals by decorating lunch bags!

Materials Needed

- Paper bags
- Markers and crayons
- Any art materials you may have

Estimated Time

10-30 minutes

Making Chew Toys

Project Overview

Do you have an old shirt that you do not need anymore? You can get creative and make toys for dogs in shelters.

Materials Needed

- Scissors
- Old T-shirts

Estimated Time

30 minutes to an hour

Leadership Events

What is a Leader?

Project Overview

The children can write or draw out what qualities a leader have. Then each student can share.

Materials Needed

- Paper
- Markers and crayons

Estimated Time

30 minutes to an hour

What is your Leadership Style?

Project Overview

Prepare a fun activity that incorporates different leadership styles.

Materials Needed

- Leadership style quiz
- Different fun scenarios

Estimated Time

30 minutes to an hour

Social Events

Kiwanis Family Picnic

Project Overview

Get the Kiwanis Family together and have a picnic with food and fun activities. Parents could also be invited to see what their child is doing in Builder's Club.

Estimated Budget

\$50 depending on the number of attendees and the amount of food there will be.

Game Night

Project Overview

During a meeting, you can bring some board and/or card games to let your Builder's Club have some fun.

Estimated Budget

\$20 depending on if you already have the games. To lower the cost per person, each person could bring one board game they already have at home.

Other Youth Programs

Kiwanis Terrific Kids



- Student-recognition program
 - Students set goals and work with their teachers to accomplish them
 - If met, goal achievement is rewarded with celebratory activities and certificates/giveaways
- Terrific: Thoughtful, Enthusiastic, Respectful, Responsible, Inclusive, Friendly, Inquisitive, and Capable

Kiwanis Bring Up Grades



- Academic achievement program
 - Students work to raise and maintain high grades
 - If grades are met, students are rewarded with celebratory activities and certificates/buttons

Youth Protection Guidelines

To protect members of Kiwanis' Youth Programs, all adults working with youth under 18 years of age must abide by Kiwanis Youth Protection Guidelines.

YPG Overview:

- Youth members MUST be accompanied by an approved chaperone at all events
- All youth program advisors must undergo a background check through Kiwanis International
- An appropriate number of male/female chaperones must attend all events requiring overnight stays.
- With the exception of parents/guardians, adults may not share a sleeping quarter with a youth.
- 3 people should be present in vehicles transporting youth at all times.
- Youth transportation must be accompanied by documented parent/guardian approval

- Youth must have parent approval to possess medication at any Kiwanis event
- Adults are expected to report any troubling behavior involving youth that is observed
- All personal information is considered confidential
- Adults should not initiate social media connections with youth; they may respond if youth initiate the connection
- Although seen as advisors, Kiwanians should not provide counseling to youth. Instead, Kiwanians should assist the youth in finding appropriate resources

For more information and specific policies regarding Youth Protection Guidelines, please refer to the Kiwanis website or:

<http://www.kiwanis.org/docs/default-source/club-administration/risk-management/october-2016-youth-protection-guidelines-updated.pdf?sfvrsn=18>

Master Project Checklist

- Contact groups involved in project-planning process
- Work collaboratively with Builder's Club to organize a project
- Establish project date/time
- Delegate tasks
 - Assign individuals to oversee logistics, budgeting, and advertising
- Advertise your project! Try to get as many K-Family members involved as possible
- Make sure your project and its participants comply with Youth Protection Guidelines
- Utilize a "Stop. Start. Continue." form

Start. Stop. Continue.

After hosting a project with a Builder's Club, review the project planning process and go over what went wrong, what went right, and what could be done in the future!

Start:

Stop:

Continue: