



Builders Club officer-training guide

Builders Club is one of the many great Service Leadership Programs Kiwanis sponsors. Through these programs, Kiwanis develops leaders of all ages and provides service opportunities for anyone at any point in their lives.

- Kiwanis Kids: service programs for _____.
- Builders club: service program for students in middle and junior high school.
- Key Club: _____ age service organization.
- Key Leader: Weekend _____ program.
- Circle K known as CKI: _____ service organization.
- Aktion Club: adults with _____ leading service in their community.

History:

The first Builders Club chartered was sponsored in _____ by the Kiwanis Club of _____, Kentucky, at Coles Junior High School (now known as Verity Middle School).

The original concept of Builders Club was to provide a _____ or vocational exploration opportunity for junior high students.

From this evolved the idea of a service organization to develop leadership skills in junior high or middle school students interested in making a personal contribution to their home, school and community.

Today, Builders Clubs exist in more than _____ schools and community locations, primarily in the United States. Growth efforts, however, have taken the Builders Club experience internationally to Canada, the Caribbean nations, Central and South America, and most recently, to Asia and Australia.

MOTTO: _____

VISION: To develop competent, capable, caring _____ through the vehicle of service.

MISSION: Builders club is an international _____ -led organization providing its members with opportunities to perform _____, build _____, and develop leadership.



Members base their leadership and service on these principles.

Character Building: The ability to do the _____ thing, even when it might be the unpopular choice.

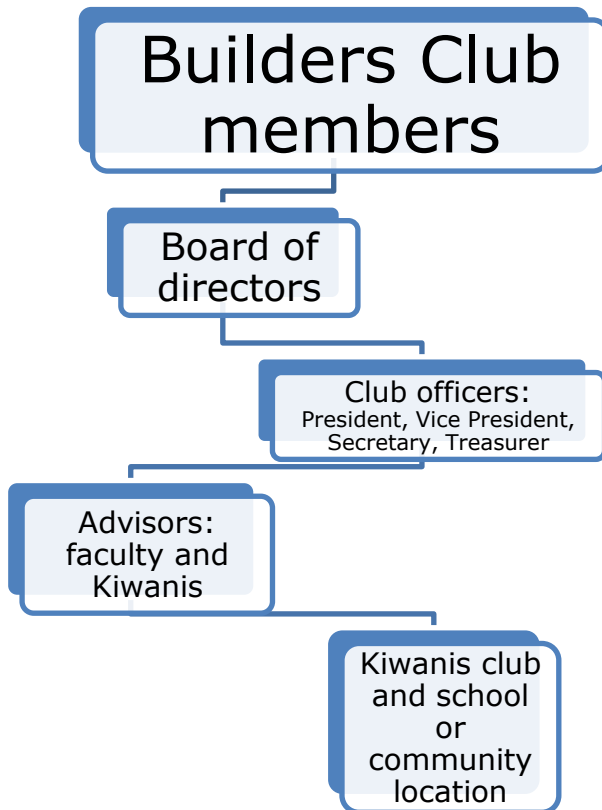
Leadership: The ability to _____, communicate, serve and guide others.

Inclusiveness: Accepting and welcoming _____ in other people.

Caring: The act of being _____ about or interested in another person or situation.

Builders Club members decide:

- How club _____
- Service _____ selected
- How _____ are addressed





Sponsoring Kiwanis Club Responsibilities

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Selecting service projects

1. Survey your _____.
2. _____ before you serve.
3. _____ the same service.

Ways to serve

1. _____ projects
2. District _____
3. Service _____
4. Kiwanis-_____ projects

What does Kiwanis have to offer?

1. Web site: _____
2. Builders Bloc: _____
3. Contests and Awards: _____
4. Membership supplies: _____

Office of president/vice president

Fellow members elect the president to this office as a matter of trust. The first and major responsibility is to live up to that trust. The president must take an active part and concern in every member and function of the club. The following list of duties and suggestions are guidelines for exercising the responsibilities of the office of president. The vice president should assist the president in carrying out these responsibilities. The vice president also is responsible for the club administration in the absence of the president.

Duties of the president/vice president

1. Study and be familiar with parliamentary _____ in order to conduct meetings properly.
2. Take the _____ in helping the club develop projects to carry out during the year
3. Appoint committee chairpersons and _____ members as soon as school starts. Make sure every club member is on a committee. See that committees remain active, conduct regular meetings and submit reports.
4. Plan regular _____ meetings and _____ of directors meetings. See that an agenda is prepared and followed for each meeting.
5. Make certain a _____ of income and expenses is developed and followed.
6. Maintain a file of records to _____ on to the next president.
7. Work closely with your faculty _____ in all aspects of club operation.
8. Make sure _____ members are invited to your club meetings and projects.

Duties of the secretary

1. _____ correspondence.
2. Collect _____.
3. Attend club _____ and keep records.
4. Attend board _____ and take minutes.
5. Maintain club _____.

Duties of the treasurer

1. Maintain _____ records.
2. Prepare the club _____.
3. _____ to board.

Being a great leader

1. What are qualities of a great leader?

2. What are your strengths and areas of weakness?

3. How do we each improve our leadership skills?

The Mark of a Healthy Club

1. _____ meetings
2. _____ meetings
3. Board of _____
4. Active _____ program
5. Worthwhile and rewarding _____ and _____ projects
6. Club members enjoy _____ with one another.
7. New member _____
8. Club _____ system

