

Advisor Toolkit



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Motto

Building leaders



Vision

To give all students the opportunity to be caring, empathetic, inclusive and skilled service leaders.

Mission

Builders Club is a global student-led organization that provides members with learning and experiences to build character, contribute through service and develop leadership.

Values

LEARNING: Acquiring skills and knowledge to develop self-awareness and service leadership over time.

INCLUSION: Accepting and welcoming the differences and perspectives of others.

COMMON GOOD: Committing to making the school and community better for all.

SERVICE: Turning empathy into action that better the community or the lives of others.

LEADERSHIP: Listening, communicating, serving and guiding others effectively.

Objects

To foster caring, empathy and good character in students.

To develop students' service and leadership skills.

To provide opportunities for students to learn, engage, serve and lead to benefit school, community and world.

Pledge

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

INTRODUCTION

Dear advisor:

Thank you for supporting and inspiring Builders Club, the program for middle years members of the Kiwanis family. Kiwanis is a global organization of members dedicated to serving the children of the world. As an advisor, you are a vital contributor to the shared work of achieving the mission and vision of Builders Club. We designed the *Advisor Toolkit* to equip you for this role.

This toolkit provides essential elements to support your work as a guide and to help you empower your students to lead club activities. It will help new advisors understand the purpose and goals of Builders Club and how a club functions. It is divided into four parts:

- Quick start guide.
- Developing and empowering middle years service leaders.
- Being an effective Builders Club advisor.
- Forms and policies.

Please take time to review the materials and become familiar with each toolkit found in your club kit and the significant resources online (including the Meeting Kits), so you can help your officers and members use them! Start your preparation for the year by reading the materials overview, “Builders Club resources: What they are and how to use key tools” in this toolkit.

We hope your experience as a Builders Club advisor is meaningful and rewarding as you help students learn, engage, serve and lead. Thank you for your service!





QUICK START GUIDE

TASK	TIMING	WHO'S RESPONSIBLE	COMPLETE
<p>Club advisor collaborates with local Kiwanis advisor Club advisor exchanges contact information with Kiwanis advisor and meets to determine the Kiwanian's level of involvement. Throughout the year, make sure the Kiwanis advisor receives updates, knows their responsibilities and is invited to important club events.</p>	Beginning of year and throughout the year		
<p>Policies and procedures Review Youth Protection Policies and Procedures and Insurance (in this toolkit).</p>	Beginning of year		
<p>Review materials in the program kit (or charter kit) Become familiar with the different materials in the Builders Club program kit and online. Make sure you have enough materials for expected number of members.</p>	Beginning of year		
<p>Know the website Explore the online resources so you can use training resources and advise officers, chairs and members about tools for planning meetings, service projects and more.</p>	Beginning of year		
<p>FOR NEW CLUBS: Policies and procedures Create your club's bylaws, using the sample at buildersclub.org/resources.</p>	Beginning of year		
<p>Determine meeting basics Determine times, frequency and location of club meetings. Determine how you will communicate about club meetings and activities with members, officers and committee chairs.</p>	Beginning of year		
<p>Meet with the principal Confirm the club meeting time and location. Ask for insights on recruitment and service at the school. Discuss Kiwanis International's Youth Protection Policies and Procedures, insurance information and the relationship with the local Kiwanis advisor and Kiwanis club.</p>	Beginning of year		
<p>Complete officer elections and committee chair appointments Elect officers and identify what committees they want to put in place.</p>	Beginning of year		
<p>Market the club and recruit members Discuss and determine how to recruit students and how to educate the community and parents/guardians about the opportunity. Use the Digital Marketing Kit (available at buildersclub.org/resources) to download logos, flyers and more. Hang posters or decorate a bulletin board. Recruit through school announcements or assemblies. Ask members, the vice president and the club's recruitment committee to help.</p>	Beginning of year		
<p>Set and plan the first meeting Schedule your first club meeting. Meet with the officers and determine the agenda for the first meeting.</p>	Beginning of year		
<p>FOR NEW CLUBS: Celebrate club start Determine whether you will hold a ceremony to start the club and set a date and time.</p>	Beginning of year		

TASK	TIMING	WHO'S RESPONSIBLE	COMPLETE
Recruit volunteers Identify parent/guardian volunteers and Kiwanis club members to help with the club.	Beginning of year		
Schedule meeting and train club officers and committee chairs Educate club officers and committee chairs about their roles and how to run meetings using Parliamentary Procedure Guide (available at buildersclub.org/resources). Review the materials in the Builders Club kit and online and determine which materials each leader may use.	Beginning of year		
Schedule club member training Educate club members about their roles and review the meeting process in the Parliamentary Procedure Guide (available at buildersclub.org/resources). Review the materials in the Builders Club program kit and online and determine committees they may join.	Beginning of year		
Set the budget and secure funding Determine a budget for the club. Work with school administration, the Kiwanis advisor and sponsoring Kiwanis club to secure funding for the club's expenses.	Beginning of year		
Hold an installation ceremony Make arrangements to install new members and officers and distribute materials, including signed certificates for each officer and new members. Invite parents/guardians so they can learn about the program.	Beginning of year		
Evaluate members' learning and growth Administer pre-experience evaluation with members and officers during one of the first meetings. Administer post-experience evaluation during one of the final meetings after all service activities and committee activities are completed. These evaluations are available at buildersclub.org/resources .	Beginning of year and end of year		
Choose and implement service projects Review and choose activities in the <i>Service Toolkit</i> and the Service Meeting Kit found online at buildersclub.org/meeting-kits . Prepare and lead the activities during which members will plan and implement service projects.	Throughout the year		
Share the club's story Marketing & Communications Committee chair and members (including club reporter and/or photographer) document projects and share through media outlets and social media.	Throughout the year		
Say "thank you" Honor and recognize people who help the club. Find recognition items at kiwanis.org/store .	Throughout the year		

DEVELOPING AND EMPOWERING MIDDLE YEARS SERVICE LEADERS

The four themes of service leadership

Build service leaders!

Preparing people for service leadership is the primary goal of Kiwanis Service Leadership Programs. The Builders Club experience prepares young people to become the most skilled and engaged members of their communities — now and in the future. Advisors play the key role in helping club members grow into service leaders.

Using the Builders Club resources created for this purpose, all clubs should strive to achieve the service leadership model:

LEARN + ENGAGE + SERVE + LEAD =
SERVICE LEADERSHIP

In this section, each of the four themes of this model is explained so you can understand the foundation being built as you and club officers help members experience the Learn, Engage, Serve and Lead journey. The *Member and Officer Toolkit*, *Service Toolkit* and the online Service Meeting Kit will help in this endeavor — they are packed with activities for members to learn about their interests and community needs, engage in and serve their community and world and develop the leaders within.

“ The delicate balance of mentoring someone is not creating them in your own image but giving them the opportunity to create themselves. ”

– Steven Spielberg, filmmaker

LEARN

Learn: The act, process or experience of gaining knowledge or skill. (Freedictionary.com)

Compared with any other age group, youth in their middle years are ripe to discover who they are and to explore what they care about beyond themselves and their immediate family and friends. When their social bonds are healthy, the Builders Club experience offers both self-exploratory space and social space for members to learn about themselves as their peers do the same; and to share and reflect together. Through activities in the *Member and Officer Toolkit*, members will reflect on their gifts —the talents they have and the things they know deeply.

They will also explore and learn about assets and needs in their community and the world. Through activities in the *Service Toolkit*, members will learn hard and soft skills and how to plan an effective service initiative.

How can an advisor support members who are learning about themselves and their community?

- Make time and opportunities for members to identify and use their talents.
- Challenge members to commit to setting a goal that will utilize a talent or their knowledge (such as writing or public speaking) to help accomplish a club task.
- Guide members through conducting age-appropriate research to learn about needs and causes; use resources to find data about the local area (such as your United Way, mayor’s office or other government offices, a local community foundation or a city council).
- Create opportunities for members to share what they’ve learned about the local community and a cause that interests them.
- Facilitate reflection and conversations before and after service projects to help students express how they feel and what they learned.

ENGAGE

Engage: To occupy oneself; become involved. (Freedictionary.com)

More than ever before, young people need to develop the capacity and skills to interact face-to-face, collaborate on teams and engage in their communities. Builders Club helps students experience effective collaboration as an ingredient of successful planning, problem solving and accomplishing goals. By engaging with others, club members will learn the art of conversation, how to build coalitions and how to raise resources for service. Further, purposeful engagement can provide an opportunity for youth to learn one of the most important soft skills for human connection: *empathy*, the experience of understanding another person's feelings, thoughts or attitudes from their perspective.

How can an advisor support members in exercising their ability to engage?

- Ask members to recruit peers for service activities or to join the club.
- Encourage officers to include fellowship time at every meeting, using icebreaker activities to promote interaction.
- Give attention and appreciation to members who exhibit high competency in social skills (such as active listening) and show empathy for others' perspectives.
- Provide opportunities for members to interact with community experts and other adults as they plan and conduct service activities.

SERVE

Serve: To be useful or of service to; help. (Freedictionary.com)

Many children first act to serve others when invited by parents/guardians or friends, in a youth group or congregation or at school. They stay involved in service for many reasons: the joy of improving others' lives; recognition; the ability to use their skills in the real world; a sense of belonging and connection; the chance to meet people with shared values; the opportunity to gain their voice.

By joining a service club, students gain many benefits. For instance, they embrace their power to make a difference, develop the ability to empathize with people in need, feel a sense of place in their community, and learn how to make meaningful social contributions.

In Builders Club, it is essential for advisors to understand the different cultural, economic and geographic contexts in which the students live. Context affects what service looks like and what youth prefer to do, value doing and have time to do. Context also builds values for certain types of service. Among immigrants and many people of color, for instance, feeding neighbors and newcomers to the community is a common act of generosity. Youth living at the poverty line are more likely to care for younger siblings after school while parents/guardians work. In rural communities (where there are fewer nonprofit organizations), students may offer informal, neighborly acts of kindness or create projects to fill a local need.

Advisors can foster members' self-efficacy and expand the club's definition of service by helping them discover how to be leaders at home, in their own neighborhoods/locales and within other groups to which they belong. Recognizing and celebrating these acts in the club will expand how students define service — and define themselves as service leaders.

How can an advisor grow members' service interests, support their various service acts and increase the impact they make through service?

- Conduct activities where members identify their interests.
- Encourage students to perform acts of service within their daily lives and in circles outside of school — and then ask them to share those experiences. Then recognize the students' service.
- Require members to use data and insights they learned about needs and causes from their research as a basis for new service projects.
- Ensure the club's choices for service initiatives are student-led, follow high-impact criteria and are evaluated by members.
- Introduce the club to community charities and cause-related organizations they might not discover on their own.
- Give members an opportunity to find their voice and learn how to advocate for causes they care about.
- Make time for members to assess their learning and experience in the club and their impact in the community and world.

LEAD

Lead: The ability to listen to, communicate with, serve and guide others.

Though leadership is often associated with formal, titled, appointed or elected roles, members should understand that *everyone can be a leader*. Service clubs provide a place where youth can unlock their leadership potential. The club experience can help students learn how to be other-centered, develop the ability to move an idea into purposeful action, build essential skills, and accept their identity as a leader. As with service, opportunities to lead arise in members' personal lives and in informal ways when tasks need to be completed in the club.

How can an advisor empower members to lead?

- Stress that all members have the capacity for leadership.
- Encourage members to be service leaders by serving with their families, friends, neighbors and other groups to which they belong — giving them service credit or acknowledgement for these roles.
- Create committees with chairs so more members take formal leadership roles.
- Train club officers and committee chairs in technical and social-emotional aspects of their roles and ensure they run meetings and activities so the Builders Club is truly student-led.
- Train officers and committee chairs to empower their members to take responsibility for specific tasks — whether by assigning task roles (such as a liaison to partner organizations or a club photographer) or situational responsibilities based on members' interests.

Club officer and committee chair roles and responsibilities

Club officers

Each Builders Club is led by a student board of officers that consists of a president, vice president, secretary and treasurer. Kiwanis encourages each club to make additional leadership positions available by appointing committee chairs as well. The traditional leadership model is for students to be elected and committee chairs appointed to their positions for the entire year.

Yet clubs have creatively taken different approaches to the officer and chair structures, allowing more students to engage as formal leaders. Some clubs have officers who are elected for half the year or even each month (at the end of the last meeting of the month). Some clubs appoint co-chairs for committees or have chairs appointed several times a year based on their skills and interests in the tasks ahead.

Your role as an advisor is to serve as a coach and mentor to each of these club leaders and to help them develop the skills and mindset to empower members. Empowerment of youth for service and leadership are core values of Builders Club. It's important that the club's elected and appointed leaders live these values through club activities and tasks, which they lead and engage in alongside fellow members.

PRESIDENT RESPONSIBILITIES

- Serves the officers, committees and their chairs and members.
- Sets and monitors club goals.
- Runs club meetings. (See online Club Operations Meeting Kit at buildersclub.org/meeting-kits.)
- Works with the advisor to delegate tasks to officers and committee chairs.
- Takes the lead in helping the club develop projects.
- Guides the club through completing high-impact service activities. (See the *Service Toolkit*.)
- Collaborates with officers and advisor to appoint committee chairs.

VICE PRESIDENT RESPONSIBILITIES

- Learns and helps with the duties of the president and fills in or takes over as necessary.
- Gets to know each member and helps enrich their club experience.
- Recruits and welcomes new members.
- Welcomes guests.
- Announces important club updates.
- Assists the club in completing high-impact service activities.
- Collaborates with officers and advisor to appoint committee chairs.
- Serves the president, other officers, committee chairs and members.

SECRETARY RESPONSIBILITIES

- Takes minutes and attendance at meetings.
- Maintains all important club records and files and ensures they are secure.
- Collects and stores reports from committee chairs.
- Organizes and monitors the club calendar and service project timelines.
- Assists the club in completing high-impact service activities.
- Collaborates with officers and advisor to appoint committee chairs.
- Serves the officers, committees and their chairs and members.

TREASURER RESPONSIBILITIES

- Prepares and monitors the club budget.
- Ensures funds are secure.
- Reports to the board at each meeting on the status of the club treasury.
- Reports the status of the club treasury to the sponsoring Kiwanis club.
- Assists the club in completing high-impact service activities.
- Collaborates with officers and advisor to appoint committee chairs.
- Serves the officers, committees and their chairs and members.

Committee chairs

Kiwanis recommends that Builders Clubs create different committees through which members can explore their interests and use their talents. A committee structure also provides more formal leadership opportunities for club members since the most effective way to run committees is to appoint a chair (or co-chairs for larger committees). Committees create separate responsibilities, increase accountability and provide a more productive structure to carry out the many tasks of club work throughout the year.

Committees can be created based on the work of the club and on the scope of service activities, community partnerships and local issues being addressed. Examples include: Fundraising Committee; Recognition and Awards Committee; and Community Partnerships Committee. Kiwanis recommends all clubs should at least have the following committees with an appointed chair for each:

- Service Projects Committee.
- Marketing and Communications Committee.
- Recruitment Committee.

CHAIR RESPONSIBILITIES

- Runs committee meetings.
- Monitors committee's progress toward its goals.
- Delegates tasks and guides the committee through completion of tasks.
- Gets to know and serves committee members.
- Appoints task leaders (such as a photographer, reporter or community partners liaison) based on members' skills and interests.

BEING AN EFFECTIVE BUILDERS CLUB ADVISOR

Builders Club resources: What they are and how to use key tools

Become familiar with the many resources available for advisors and members to maximize members' learning, engagement, service and leadership. Digital copies of most curriculum and promotional kit items can be found at buildersclub.org/resources.

Builders Club Core Curriculum Kit:

- *Advisor Toolkit* (two).
- *Member and Officer Toolkit* (one for each member).
- *Service Toolkit* (one).

Builders Club promotional resources:

- Club posters (two).
- Decal stickers (one for each member, officer and chair).

Online club resources:

- Needs and Causes Learning Kit.
- Club Operations Meeting Kit and Service Meeting Kit (contain meeting activities).
- Digital Marketing Kit (for recruiting!).
- Certificates.
- Member cards.
- Sample bylaws.
- Guide for Charter Presentations.
- Club postcards (for member recruitment).

These resources and many more are available at buildersclub.org/resources.

Empowerment isn't a buzzword. It's a proven technique where leaders give their teams the appropriate training, tools, resources and guidance to succeed.

– John Rampton, entrepreneur and speaker

Builders Club Core Curriculum Kit

ADVISOR TOOLKIT

This toolkit is filled with useful information, tools and forms that simplify the work of an advisor. It will also help you grow members' interest in service and develop leadership in all members. Two tools of particular interest are:

- A **quick start guide** lists basic steps for starting a club, beginning-of-year tasks for existing clubs and key tasks for the year.
- **The Four Themes of Service Leadership** explains leadership development through the core themes of Builders Club: *learning, engaging, serving* and *leading*. Review our tips for encouraging all members to act as leaders in everyday interactions at home, school and club activities and through formal leadership positions as officers and committee chairs.

MEMBER AND OFFICER TOOLKIT

This toolkit contains important information and reflective activities to prepare members for service by helping them learn:

- Self-understanding (such as their talents and what they know).
- Important skills (such as goal setting).
- How to be an effective team member and leader.
- The responsibilities of officers and committee chairs.

Many *Member and Officer Toolkit* activities are meant to be facilitated by the officers in preparation for service activities found in the *Service Toolkit*.

Service Toolkit

This toolkit teaches service skills and contains activities that help members learn how to create effective, meaningful service projects. The members will learn more about their community and what it needs, which helps them to decide on the cause they will address and identify partnerships for service. Members will learn more about their community and the world.

We encourage advisors to have officers and/or committee chairs facilitate toolkit activities that take members through the following four steps (*after* they have prepared to facilitate):

- I:** Identify the need.
- D:** Develop the understanding.
- E:** Execute the plan.
- A:** Aim for impact.

Service Meeting Kit

This online resource, located on the Meeting Kits page (buildersclub.org/meeting-kits), complements the *Service Toolkit* by providing step-by-step instructions for each activity in the toolkit, along with worksheets. Additionally, the resources page provides information about individual needs/causes, such as hunger and food insecurity, bullying, kindness, mental health awareness and literacy. These learning tools contain basic information about the issue, links to related resources and organizations and ideas about how to address the issue. Clubs can use all of these resources to plan for service.



Engaging families, Kiwanis and community partners

Families

To increase the success of your club, encourage support and participation from parents/guardians and other family members. When families do things together, they talk about it at home, share experiences and extend the learning.

To gain maximum parental involvement, try these tips:

- **Keep them informed.** Communicate often with parents/guardians on club plans and the progress on service projects.
- **Ask for their help.** Invite parents/guardians to attend and help supervise service projects.
- **Invite them to club meetings.** Encourage parents/guardians to see the club in action at meetings. Encourage members to share what they learn about themselves and their service experiences with their families.
- **Ask to use their network.** Parents/guardians might have useful connections that help the club establish community partnerships or locations to do service.
- **Ask for donations.** Parents/guardians are the perfect donors to support your club.
- **Invite them to participate in service.** Encourage members to invite their parents/guardians, siblings and/or grandparents to join them for a service activity when there is room for others to join along.
- **Recruit youth in your family.** At the beginning or end of the school year, encourage members to distribute information to siblings and other kids in their family who are the right age to join Builders Club.

The sponsoring Kiwanis club

With the support of your sponsoring Kiwanis club, Builders Club members gain connections to a wide variety of resources and social networks. So take advantage: Engage the sponsoring Kiwanis club in officer and committee chair training, service activities and member induction ceremonies.

Your sponsoring Kiwanis club pays your Builders Club's annual renewal fee, which is included on the Kiwanis club's invoice. There is no dues structure for Builders Clubs unless your club chooses to collect member dues. If it does, establish that expectation — including the amount — in your club bylaws. Keep dues at a minimum so that no member is prohibited from joining, and use the funds for club-level projects and expenses. A Builders Club without a sponsoring Kiwanis club is billed directly each year.

DISTRICT ADMINISTRATOR

The Kiwanis district's leadership appoints a district administrator to oversee Builders Club activities in the area. This Kiwanian is dedicated to the success of Builders Club and often has several years of experience in this position.

Your district administrator will communicate with the faculty and Kiwanis advisor and can be a great resource for you. Please notify the district administrator if:

- The club appears to be in jeopardy of losing its charter due to low membership (15 members or fewer), nonpayment of annual fees or a change in the sponsoring Kiwanis club's relationship with your club.
- The faculty advisor is having trouble communicating with or receiving support from the sponsoring Kiwanis club.

If you have not received communication from your district administrator, contact memberservices@kiwanis.org so a Kiwanis International staff member can connect you.

KIWANIS INTERNATIONAL OFFICE

The Kiwanis International Office is in Indianapolis, Indiana. Kiwanis International staff members produce program curriculum and publications, update club materials, exhibit programs around the world, counsel and advise district administrators, process charter paperwork and club renewals and answer questions from Builders Club advisors.

Staff members are available to assist you during regular business hours: Monday through Friday, 8:30 a.m.–4:45 p.m. Eastern Time.

Kiwanis International
3636 Woodview Trace
Indianapolis, IN 46268 USA
1-800-549-2647 (US and Canada)
+1-317-875-8755
Websites: kiwanis.org | buildersclub.org
Email: memberservices@kiwanis.org

Community partners

One of the most important experiences that youth gain from Builders Club is to make connections to and engage with their community and the broader world. Your club may participate in recurring service initiatives each year, as well as service projects that answer a short-term, time-sensitive need (e.g., disaster relief). "Community Mapping" and other activities in the *Service Toolkit* will help members get to know the organizations, government agencies and businesses that are great assets in the community. Some may become service partners. Mentor the club officers and members in building strong and mutually beneficial relationships with those who become the club's short- and long-term community partners.

How a club functions: Structure and procedures

Builders Club is a flexible program that should be adapted to the many factors and parameters of your unique setting. We encourage advisors to:

- Use the materials! Adapt them and make sure to include important activities that will help members build service leadership through the themes of learn, engage, serve and lead.
- Adjust the leadership structure.
- Adjust procedures as needed.
- Fit activities to the time your club has available for meetings.
- Choose service and community partnerships that match the size, needs and opportunities of your local community.

Club structure

A Builders Club is composed of:

Advisors: All Builders Clubs are recommended to have a faculty or staff advisor and many also have an advisor who is an adult member of their local sponsoring Kiwanis club.

Officers: Elected student president, vice president, secretary and treasurer.

Committees: Teams created based on particular areas of club work with a chair responsible for leading each team.

Members: Middle years age youth who voluntarily join and participate in the club.

REMEMBER: Although the traditional leadership model is for officers to be elected (and committee chairs appointed) to their positions for the entire year, advisors can adjust the length of the terms and allow co-chairs for committees so that more students can serve as formal leaders in the club.

Officer elections

Elections should be held at the end of the club year to help prepare the transition of both outgoing and incoming club officers.* Each club can decide how best to hold elections. Use these tips as a starting point and customize as necessary.

At the meeting prior to holding elections:

- Define the officers' roles and responsibilities and what strengths a student needs to excel in each role.
- Ask whether any students are interested in running for an officer position or would like to nominate a peer.
- Encourage each candidate to prepare a statement to present at the next meeting about why he or she would be the best choice for that officer role.

To hold elections:

- Review each officer role again for the entire club.
- Have each candidate speak to the club about why they want to be an officer.
- Ask students to vote for each position via a ballot or simple piece of paper.
- Tally the votes and announce the winner.

**If your club is newly chartered, you should hold elections at the start and end of the club year.*

Installation of officers and members

Following the Standard Form for Builders Club Bylaws, schedule an installation of club officers shortly after elections. The club may choose to conduct a formal ceremony along with the induction of new members or to install officers during a regular meeting.

To enhance your club's ties with the Kiwanis family, ask the Kiwanis district's lieutenant governor to be the installing officer. Encourage outgoing officers or a special committee to plan a program that is brief but meaningful — and to invite members of the sponsoring Kiwanis club, the co-sponsoring Circle K/Key Club, the school principal, parents/guardians and all fellow members of the Builders Club.

Use the following guidelines regarding the usual order of events and wording for a formal installation.

RETIRING PAST OFFICERS

The installing officer invites the retiring officers to stand while briefly referring to achievements made during their year of service. He/she/they then explains the value of continuity in the transition from one administration to another and encourages retiring officers to share their experience and insight with their successors. Before officially inducting the new officers, the installing officer addresses the retiring president, vice president, secretary and treasurer, announcing each person's name and saying:

"You and your board have served your club and your school well. Please accept my thanks and congratulations. However, your job is not complete. You'll be in a position to advise and counsel the newly elected officers. Your

help and guidance is still needed. Your experience and leadership can be great tools. Your knowledge of the executive duties enables you to make helpful suggestions as you transition this position to the leadership of the new officers.

"I ask you to be willing to serve in an important capacity within this club. Make the transition of administration a smooth one by generously sharing your knowledge and experience with your successor. Also, continue serving your home, school and community, and carry on the virtues that Builders Club has instilled in you."

The installing officer should then seat all retiring officers and ask new officers to stand.

INSTALLING NEW OFFICERS

"Would the incoming officers please stand and come forward? Having been elected to the office of president, vice president, secretary and treasurer, you are responsible for working with the club advisors to make sure club business is accomplished.

"You have a role at all club meetings, so plan to attend and take an active part in all club activities. Express your opinions by always thinking of the best interests of the whole club, not individual members or your personal wishes."

To the treasurer:

"You have been elected to help keep records on all funds of the club. By working with the club and Kiwanis advisors, you will make sure that all money collected is carefully registered."

To the secretary:

"You have been elected to take minutes of each club meeting so that there is an accurate record of discussions. You will be asked to present minutes of the previous meeting at the start of each new meeting."

To the vice president:

"You have been elected to work with the president and help in any way needed. If the president cannot lead a meeting, you will be asked to conduct the club business."

To the president:

"You have been elected to be the student leader of the Builders Club for this year. You will preside at each club meeting. You will work with the club and Kiwanis advisors to plan the events of the club and work to complete the plans.

"Remember that this club is a democracy, and as the president you should let the ideas and opinions of all members be expressed. When there is a difference of opinion, a vote should be held."

To all officers:

"It is my privilege to welcome you as the officers of this club. I congratulate you on your elections and know that you will always strive to do your very best to complete your responsibilities. The club's success is not based on one of you, but on the work of all of you, the committee chairs and the members. Always remember the Builders Club pledge and your call to serve our school and community."

The installing officer then shakes the hand of each officer and declares them duly installed.

INSTALLING NEW MEMBERS

Installing officer reads:

"Builders Club is such an incredible organization that each of us should want to share its opportunities with others. Surely there's no better evidence of this than the induction of new members. Today we're very pleased to induct the new members of this Builders Club. I would like to invite these students to come forward at this time.

"Today we bring these students into membership of this Builders Club. One by one, I will introduce each new member."

(Insert biographical information about each person being inducted. Include name, grade level, special achievements and other organizational affiliations.)

"At this time, I would like each of you to state the Objects of Builders Club by repeating after me:

'I promise to uphold the Objects of Builders Club. To foster caring, empathy and good character in students. To develop students' service and leadership skills. To provide opportunities for students to learn, engage, serve and lead to benefit school, community and world."

CLOSING THE CEREMONY

Give each new member a membership card (printed from buildersclub.org/resources) and a decal.

"We now induct you into the membership of the Builders Club of (Name of School/Community organization). I welcome you into our Kiwanis family fellowship. We know that each of you will bring strength to this Builders Club, just as we surely know that membership in this club will bring many rewarding experiences into your life.

Please join me in welcoming our newest Builders Club members."

Training new officers and committee chairs

Training new officers and committee chairs before they take on new responsibilities will ensure that they are able to fulfill their roles and live up to expectations.

Who should attend the training?

Invite — and expect — all elected club officers to attend this training. If you've appointed committee chairs, they should also attend.

Who should conduct the training?

Because your club is a student-led organization, and because it's good for the new board to see support coming from many people, invite outgoing officers as well as local Circle K International, Key Club and Kiwanis club members to help plan and conduct the training session. Outgoing officers have great ideas based on their recent experience, and they know the needs of their peers and the community. Among these possible trainers look for people with excellent facilitation skills.

When should officer and committee chair training be conducted?

Plan a new session of training each time a new team of leaders takes office.

Where should officer training be conducted?

Schedule training at a convenient and adequate location selected by the advisors and facilitators. Potential locations include the club meeting room, a community center, a park or a recreation facility.

What should be covered in the training?

Recommended topics follow. Before getting to the content of training, however, it's important to understand that all officers and committee chairs need two skill sets to succeed in life and in leadership: hard skills and soft skills. Both are equally important.

Hard skills (also known as technical skills) are the practical things you need to know in order to complete a task. For example, officers and committee chairs will need to complete the club's operational procedures, such as: Taking minutes, following parliamentary procedure, planning a budget, establishing the year's calendar of events, recruiting members and using design software to create a flyer.

Soft skills are people skills, or interpersonal and personal skills. They affect how members relate to each other and how they conduct themselves. Examples include communicating effectively, cooperating as a team, motivating others, managing one's time, being organized and resolving conflicts.

TIP: Work with the outgoing officers and your sponsoring Kiwanis club to provide the best training possible.

TRAINING AGENDA

Here are recommended topics to include in your training of officers and committee chairs. More resources for developing your training can be found throughout this guide.

- Icebreakers.
- Overview of Kiwanis and Service Leadership Programs.
- Club motto, mission and vision.
- Club core values and objects.
- Club structure and typical meeting agendas.
- Parliamentary procedure.
- Club bylaws.
- What it means to be a student-led organization.
- Building a relationship with the sponsoring Kiwanis club.
- Ways to address community needs: Service, fundraising and advocacy.
- Review the *Member and Officer Toolkit*.
- Review the *Service Toolkit*, using the IDEA framework for high-impact service projects.
- Individual officer and committee chair responsibilities.
- Managing your club.
- What it means to be a great leader.
- Club goals for the year.
- Club, district and Kiwanis International resources.
- Recognition and awards.
- Membership supplies.

Closing activity: Ask participants to answer open-ended questions about the training or have members reflect on what they learned and then share what they most look forward to during this year as leaders.

AFTER THE TRAINING

The advisor or secretary will write down discussion notes and, at the end of the training, will distribute them to all attendees. This valuable information can be used in future planning discussions.

Planning club meetings

These guidelines and questions will help you and your officers plan for club meetings throughout the year.

When will be the best time for club members to meet consistently?

Some suggested meeting times are: after school, before school, during lunch or recess or during a study hall or advisory period. Make sure to set your meeting schedule for the entire year.

How much time will our club need to meet to conduct business?

Try to meet anywhere from 30–60 minutes each time.

How often should our club meet?

Try to have the club meet at least monthly — though many clubs meet biweekly or even weekly. Determine who will set the agenda for each club meeting. Set goals and a plan for what your club will accomplish at each meeting. (See the *Service Toolkit* to help set your timeline for the year.)

As an advisor, you will want to meet more often with officers and committee chairs to help them prepare ahead of time for facilitation of club meetings and service activities.

TIP: The *Member and Officer Toolkit*, *Service Toolkit*, and online Meeting Kits contain instructions, handouts and tools for club officers that will shape meeting work and agendas throughout the year.

SAMPLE CLUB MEETING AGENDA

You can follow this format and/or use the topical Meeting Kits available at buildersclub.org/meeting-kits.

Call to order: The meeting begins with the president saying, “The meeting will now come to order.”

Pledge: All recite the Builders Club pledge.

Welcome: Members participate in an icebreaker or team-building activity.

Minutes: The club secretary reads or distributes minutes of the previous meeting.

Reports from the officers: The president, vice president, secretary and treasurer each give reports and updates.

Reports from the committee chairs: The chair of each club committee gives a progress report.

Next steps from the *Service Toolkit*: The president should review what the club has accomplished so far and then guide members through the next step.

Guest speaker: A special guest may be invited to speak about a topic of interest.

Goals for the next club meeting: Club members should think about what has just been accomplished and what needs to be completed before the next meeting.

Closing: The president adjourns the meeting and reminds all members of next steps, as well as when the next meeting will be held.

Member recruitment

Making sure that recruiting activities are happening is the responsibility of the club's recruitment committee and the vice president. Members make a club, so empower them to lead recruiting! Because members only participate in Builders Club for a few years, your club continually needs to bring in new members.

The culture of your school or organization — as well as the current culture of your club — will affect how you recruit. How does your club invite others to join? If you're looking for ideas, share these with your vice president and your recruitment committee chair:

Open house/Parent night: Be present at the first event of the school year so parents/guardians and students know about Builders Club and will want to be a part of it. Pass out the informational postcards provided in your club kit at the event. Emphasize the benefits of service, skill-building and leadership development. This also might be a great time to encourage parents/guardians to get involved with the local Kiwanis club.

Publications: In your school's newsletter, promote the Builders Club and encourage students to attend the next meeting. Emphasize the benefits of service, skill-building and leadership development.

Displays: Set up a display in a busy area of your school so you get lots of attention and foot traffic. Focus on the fun and fellowship of the club.

Announcements: Coordinate a time to make announcements during lunch or at an assembly — or during the announcement of upcoming events on the school's intercom system.

Peer-to-peer recruitment: Encourage all club members to tell their friends and classmates about the club. Even though the vice president and recruitment chair and members will extend invitations, all members have a role in spreading the word. This is the best form of recruitment!



Kiwaniis
Builders Club
Building Leaders

FORMS AND POLICIES

Youth Protection Policies and Procedures

Effective October 2021

These policies can be found in Kiwanis International Policies and Procedures as Procedure 432. All adults working with youth under the age of 18 at any Kiwanis event are required to read/understand, agree to and abide by these policies.

Education: Every Kiwanis club is expected to inform and educate its members on these guidelines, best practices and required actions for individuals who become aware of youth in potentially harmful situations. This education must occur annually, including providing a copy of these guidelines to each club member. Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference regarding guidelines and best practices for adults working with youth, using materials provided by Kiwanis International.

Chaperone: A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis, twenty-one (21) years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

Chaperone addition

Chaperones for overnight events: A minimum of one adult per 10 students must be serving as chaperones during the entirety of an overnight event. All chaperones (club members and non-members) participating in any single-day or overnight Service Leadership Programs event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. Additionally, chaperones must follow all applicable policies and procedures.

Chaperones for single day events: A minimum of one adult per 50 students must be serving as chaperones during the entirety of a single day event. All chaperones (club members and non-members) participating in any single day Service Leadership Programs event must have a clear criminal history background check and must have completed Kiwanis International youth protection training. Additionally, chaperones must follow all applicable policies and procedures.

Criminal history background checks: Kiwanis International requires clubs to have a clear criminal history background check for any club member serving as an advisor to any Service Leadership Programs club. The check must be conducted and verified by Kiwanis International. Persons without a clear criminal history background check may not serve as the advisor. Approved background checks shall be valid for no more than two years. Kiwanis advisors shall acquire a new criminal history background check upon their initial appointment to the position.

District administrators for Service Leadership Programs: Kiwanis International requires all SLP district administrators to complete an application process, which includes submission of a completed application, having a clear background check conducted and verified by Kiwanis International and completion of Kiwanis International youth protection training and any other elements that may be required by Kiwanis International. After receipt of an individual's application and verification of all required elements, Kiwanis International will review the information and decide, in its sole and absolute discretion, whether the individual is accepted to become an SLP district administrator. Kiwanis has no obligation to allow an individual to become an SLP district administrator based solely on a "clear" background check. Denial may be appealed via the process outlined in Procedure 197.

Overnight events: All adults (club members and non-members) registered for or staying overnight at any Service Leadership Programs event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. However, parents/guardians of participating students who are not chaperones may attend the event for a maximum of one overnight stay without a criminal history background check.

Overnight stays: While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and must include no fewer than one adult male for each 10 or part of 10 youth males, and one adult female for each 10 or part of 10 youth females. Except for a parent sharing a sleeping room or other sleeping quarters (e.g., a tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarters with a youth. In the event that sleeping quarters consist of multiple beds (such as in a bunkhouse or camp cabin), adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

Transportation: When transporting youth, the best practice is the "rule of threes," with at least three people in the vehicle at all times, along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

Use of alcoholic beverages, tobacco, marijuana, and other substances: While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.

Medications: The possession of prescription and non-prescription medications by youth at a Kiwanis event should be permitted only by the written permission of the parent/guardian.

Reporting: If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he/she must immediately contact the appropriate personnel at the event, as well as provide notification to law enforcement personnel as appropriate. All local, state, provisional and federal laws regarding reporting must be followed. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. Kiwanis International offers a 24-hour, confidential helpline at 1-888-607-SAFE. The helpline can be used if you think a youth has been harmed or their safety and well-being are at risk.

Personal information: All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission to treat forms, etc., should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained a minimum of three years or longer, as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

Youth and social media: For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, the Kiwanian should use his/her best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents, for minors) who appear in that media; it could be illegal to do otherwise.

See Kiwanis International Policy B for complete social media guidelines.

Behavioral or health issues: Kiwanians are often seen by a young person as adults to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

Conflicts with other rules: Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.

Advisor role in youth protection

It is essential to equip Kiwanis clubs, districts and Builders Club advisors with the tools and best practices to provide a safe and secure environment for youth. As we serve both youth members and our community, we must hold ourselves and fellow members to the highest standards of conduct and awareness. In addition to new policies, we are introducing new resources for our Service Leadership Programs advisors at kiwanis.org/youthprotection.

We have training from Praesidium, Inc. via their Praesidium Academy training database, plus materials and training for chaperones. Also, we have introduced a 24-hour, confidential helpline at 1-888-607-SAFE which can be used if you think a youth has been harmed or their safety and well-being are at risk.

Outlined in the policies and procedures, all Kiwanis members serving as Builders Club advisors are required to meet the following:

- Complete, be cleared of and maintain a valid Kiwanis background check with our vendor, Safe Hiring Solutions, during their tenure. Checks are good for two years.
- Complete Praesidium Academy child abuse and youth protection training modules for advisors and chaperones.
- Review Kiwanis Youth Protection policies and procedures annually.

KIWANIS YOUTH PROTECTION HELPLINE 1-866-SAFE (7233) Report abuse and policy violations to a trained professional 24 hours/7 days.



Parent / Guardian Permission to Participate Form

Builders Club is a student-led service organization for middle years students. Members in this program are students who are interested in service to school, community and world. The local Kiwanis Club of _____ serves as the Builders Club sponsor. _____ will act as the Builders Club advisor and will attend all Builders Club meetings. Meetings will be conducted at _____.

THE OBJECTS OF BUILDERS CLUB ARE:

- To foster caring, empathy and good character in students.
- To develop students' service and leadership skills.
- To provide opportunities for students to learn, engage, serve and lead to benefit school, community and world.

Youth name: _____ Grade: _____

Advisor's name: _____

Why I want to participate in Builders Club: _____

PERMISSION TO PARTICIPATE:

I hereby give my permission for my child to participate in Builders Club.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian email: _____ Cell phone # _____

Parents/Guardians of interested youth need to complete and return the following form to the Builders Club advisor by _____.



Photograph Release Consent Form

I hereby give Kiwanis International, its employees and those acting with its authorization the right and permission to copyright, use, and/or publish photographic pictures or portraits of me in Builders Club promotional materials, which include video, catalogs, magazines, brochures and the Kiwanis website.

I hereby waive any right to inspect or approve the finished video, photograph, advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that might be applied.

I hereby release, discharge and agree to hold harmless Kiwanis International, its employees, or vendors (including any firm publishing and/or distributing the finished product) from and against any liability as a result of any distortion, blurring or alteration that may occur in the taking, processing or reproduction of the finished product, even should the same subject me to ridicule, scandal or indignity.

I hereby warrant that I am competent to contract in my own name insofar as the above is concerned. A parent or guardian must sign the release if the individual photographed is a minor child.

I have read the foregoing release, authorization, and agreement before affixing my signature below, and warrant that I fully understand the contents thereof.

Name: _____

Address: _____

City: _____ State/Province: _____

Country: _____ Postal Code: _____

Phone: _____

Signature: _____ Date: _____

Parent/Guardian signature: _____
(If subject is a minor child.)

Witness signature: _____

Insurance

Member

The Kiwanis International General Liability Program is designed to protect clubs, members and Service Leadership Programs clubs from claims of property damage and bodily injury to non-Kiwanians when either is caused by a Kiwanis-sponsored event, activity or from a Kiwanian themselves. The program protects every Kiwanis club and foundation, which includes Builders Club.

Coverage

The following coverage is provided: premises, operations and activities, elevator liability, products and completed operations, owners and contractors protective, contractual liability, broad form property damage, personal injury coverage, fire legal liability, incidental malpractice, hired, rented and non-owned automobile liability, liquor liability, medical payments — third parties, members and volunteers: US\$5,000.

This is a legal liability policy. The provisions of the policy apply to most normal liability exposures of Kiwanis clubs and Service Leadership Programs. As with most insurance policies, there are exclusions, limitations and restrictions. For a list of these exclusions and more information, see the Club Insurance Resource Guide available at kiwanis.org/liability.

You may also contact the safety coordinator of your club's sponsoring Kiwanis club, who can help in obtaining a certificate of insurance, filing a claim or finding the answer to a risk management question.

FREQUENTLY ASKED QUESTIONS

- 1. If a Builders Club member sprains an ankle during a fundraiser, is the injury covered?**
Yes, but the coverage is self-insured by Kiwanis International. Limits are US\$5,000 for third parties and US\$5,000 for club members and volunteers. For more coverage information, see the Club Insurance Resource Guide available at kiwanis.org/liability.
- 2. Is an injury caused by a Builders Club member on a Kiwanis project covered?**
Yes, but only if there is legal liability resulting from negligence of a named insured.
- 3. Is coverage provided to a participant in a sporting event or other activity sponsored by Kiwanis?**
Such an individual is covered, but only if there is legal liability resulting from negligence of a named insured. Note that medical payments coverage does not apply to athletic participants.
- 4. Occasionally, our Builders Club has nonmember volunteers assist with our activities. Are these volunteers covered?**
Yes, but only if there is legal liability for injury or damage arising out of their negligence. Medical payments coverage would also apply to volunteers if they are injured while working on a Kiwanis-sponsored activity.

KEY CLUB®



Some members of your Builders Club may move on to high school/secondary school after this school year. Help them continue their Kiwanis family journey by encouraging them to join Key Club. See the information below — and pass it on to graduating members.

WHAT IS KEY CLUB?

Key Club is the Kiwanis family's service organization for students typically ages 14-18 in secondary or high school. Members learn leadership skills while performing acts of service in their communities.

WE ARE GLOBAL.

There are thousands of Key Clubs in more than 38 countries impacting the world for good through service and volunteerism. In partnership with their local Kiwanis club, high school/secondary school students are making a positive impact as they serve others in their schools and communities.

WE LEARN THROUGH ACTION.

As high school/secondary school students, your members can continue to:

- Make friends like them who care about teamwork, service and fun.
- Learn more about challenges in their community and the world.
- Perform service that makes a big difference.
- Develop deeper skills to grow as effective and influential service leaders.
- Hold elected office in their club.

A bonus: In Key Club, there are also opportunities to hold elected leadership positions at the district and international levels!

Learn more at keyclub.org.



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buildersclub.org

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