

## END-OF-YEAR CELEBRATION

Congratulations! You've held meetings, served your school and community and elected new officers. After a successful year, it's time to celebrate! Your end-of-the-year celebration might include the installation of new officers, or that ceremony can be held separately. Installation details can be found in the [Builders Club Advisor Guide, starting on page 31](#).

Before the meeting:

- Invite guests, including members of the sponsoring Kiwanis club, parents, high school faculty and staff and club members.
- Have officers and other speakers prepare comments.
- Consider purchasing gifts or mementos for retiring officers and eighth graders from the [Kiwanis Family Store](#).

### 1. Welcome

- a. Introductions.
  - i. Introduce officers.
  - ii. Introduce advisor.
  - iii. Introduce guests.
- b. Icebreakers — [Check out these ideas to kick off the meeting](#).

### 2. Opening reflection

- a. As you begin to plan your club celebration or celebrate during this meeting, ask the group to reflect on the events of this year.
- b. Allow outgoing officers a final word to the club. One suggestion is showing the videos: "[Love is all — Playing for change](#)" and "[Everyday People](#)."
- c. After watching the video(s) and listening to the outgoing officers' remarks, invite members to share celebratory comments about the club during the past year.
- d. Have outgoing officers share a year-in-review about the club's projects and impact. Share some poignant stories of your club's joint service throughout this. Afterward, thank all members for their service. Here is a possible source of [thank-you messages](#).
  - i. Before or after the meeting, update the yearly record of service hours that must be reported to the Kiwanis district and Kiwanis International.

### 3. Optional: Officer installation (Refer to Builders Club Advisors Guide for details.).

### 4. Recognition of retiring officers and graduates

- a. This section can be led by the new club officers and the advisor.
- b. Honor the retiring officers for their service. Your club might have traditional gifts to present — or you may consider starting a new tradition this year.
- c. Highlight members going on to high school. Consider presenting them with special gifts created by club members or purchase special Builders Club items from the [Kiwanis Family Store](#).

**5. Club announcements**

- a. Any remaining service projects should be noted, especially if any will be done during the upcoming school break.
- b. Check in with new officers to see how their training meetings are going.
- c. Discuss any general plans for membership drives next semester.
- d. Announce the next club meeting time and place — if that has been determined.

**6. Additional resources**

- a. Support your mental health and raise awareness about the issue by using the resources available through [Erika's Lighthouse](#). This Builders Club partner has educational resources to encourage good mental health in high school students.
- b. Encourage members entering ninth grade to continue their Kiwanis family journey by checking out [Key Club](#) in high school.

*Have a great school break!*