

# Welcome

Club officers, welcome to K-Kids. Thank you for volunteering to lead! You have an important role: learning to lead club meetings and activities. Working with your advisor, you will help members:

- Learn about places and people in your community.
- Decide which needs in your school and community your club will help.
- Plan and carry out service projects that make a difference.
- Feel the power of service.

That's a big responsibility!

## START THE YEAR WITH A SERVICE PLAN

**Get organized for service at the beginning of the year. Officers and advisors will meet to create a service plan. While you're planning, work together to do these things:**

1. Review officer responsibilities (found in the officer guides).
2. Figure out what committees your club will have. A committee is a smaller group of club members who are responsible for specific activities. For example, they can help lead fundraising for your club.
3. Look through this guide (the *K-Kids Service Guide*) together. Decide answers to the questions below *for each activity your club will do*. **Write your decisions in the Our Club IDEA Service Plan on page 3:**
  - Will the club do the activity together, in a committee or as members on their own?
  - Who will lead the activity?
  - Which forms do you need to photocopy for members?
4. Look through the *K-Kids Member Guide* together. Decide answers to the questions below *for each activity your club will do*:
  - Which activities will your club do this year?
  - Will the club do it together or will members do it on their own?

When you have your service plan completed, use this guide all year to do service that is meaningful for your members and makes a difference for your community!

**Check it out!**  
Activities in the *K-Kids Service Guide* and *K-Kids Member Guide* are connected!

## OUR CLUB IDEA SERVICE PLAN 20\_\_\_\_\_ (Fill in the year)

| Activity name                           | When to do the activity | Do the activity together, in a committee or by members at home? | Person to lead the activity? | Form(s) to print for the activity? |
|---|-------------------------|---|------------------------------|------------------------------------|
| Exploring with interviews               | Beginning of year       |   |                              |                                    |
| Mapping the community                   | Beginning of year       |   |                              |                                    |
| Brainstorming service ideas             | Beginning of year       |   |                              |                                    |
| Choosing a need                         | All projects            |   |                              |                                    |
| Investigating the need                  | Most projects           |   |                              |                                    |
| Interviewing an expert                  | Most projects           |   |                              |                                    |
| Choosing a way to do service            | Most projects           |   |                              |                                    |
| Deciding on a project                   | Most projects           |   |                              |                                    |
| Planning hands-on service               | As needed               |   |                              |                                    |
| Planning a donation drive               | As needed               |   |                              |                                    |
| Planning a fundraiser                   | As needed               |   |                              |                                    |
| Creating project goals                  | All projects            |   |                              |                                    |
| Marketing the need                      | Most projects           |   |                              |                                    |
| Making a task list and project calendar | All projects            |   |                              |                                    |
| Making a supply list                    | Most projects           |   |                              |                                    |
| Making a budget                         | Most projects           |   |                              |                                    |
| Day of service activity or event        | As needed               |   |                              |                                    |
| Reflecting on the experience            | Most projects           |   |                              |                                    |
| Evaluating for greater impact           | All projects            |   |                              |                                    |
| Sharing the story and thanking people   | All projects            |   |                              |                                    |

## IDEA: THE FOUR STEPS OF HIGH-IMPACT SERVICE

Doing service is the most meaningful part of being a K-Kid. By doing service, you will make a difference in your school and your community. There are ways to do service really well. These are the four steps of high-impact service that we call **IDEA**.



### *Identify the Need*

First, find out the real needs of your school and community. Then choose a need for your service project.



### *Develop the Understanding*

Do research to learn about the need and discover places and groups in your community who can be a partner for your service project.



### *Execute the Plan*

Create and carry out a plan and complete your service project.



### *Aim for Impact*

After your project is over, think about what your club accomplished. Also think about what you learned and what you would do differently next time. Share the story with others and thank those who helped!

You'll learn to do IDEA as you lead *K-Kids Service Guide* activities and as members complete the matching activities in the *K-Kids Member Guide*. Enjoy planning and doing service with your club!

