



# *Identify the need*

Every school and community can be improved through service. But how do you know what to do? The first step in IDEA is Identify the Need.

As your club explores community needs and issues, get the K-Kids Meeting Kits at [kkids.org/meeting-kits](http://kkids.org/meeting-kits). These kits have step-by-step agendas for meetings about Club Operations, Needs and Causes, and Service.

## Here are the four things to accomplish with members through this section's activities:

1. Do research to find out what needs exist in your school or organization and community.
2. Create a map of your community that shows its important places (organizations, government agencies, businesses and historic and public sites).
3. Investigate and brainstorm how your club can help with needs that interest members.
4. Create a list of service projects you might do this year — and then choose a need to plan your first project to address! After the first project, your club will have a list of needs and ideas to use all year long!

**Advisors and club officers, be prepared to lead "Identify the Need" activities by reviewing the completed Our Club IDEA Service Plan (on page 3).**

## EXPLORING WITH INTERVIEWS

Start with interviews to find out about real needs and issues in your school (or organization) and your community! Your club will use information you gather to decide on a need or issue that your club wants to help with.

**In this activity: Members will decide who they will interview. Then members will interview those people about the needs and issues they have seen and experienced.**

### How to lead this activity:

1. Explain that this activity is for members to gather information about real needs and issues in the school and community from people who have seen or experienced them.
2. As a group, brainstorm the names of staff and students that you want to interview. This list can include teachers, coaches, counselors, administrators, librarians, cafeteria workers, student government leaders and student leaders of clubs.
3. Ask for volunteers or assign members to interview each person listed.
4. Give each member a **Service Needs Interview Notes form**. Ask them to write the name of any person they will interview.
5. Have members work in pairs or teams to talk about which friends, family, neighbors and other people they will interview outside of school. Ask members to write these names on their forms.
6. Share these interview tips with members:
  - Practice your questions with someone.
  - Smile and maintain eye contact.
  - Take notes on what the person says.
  - Ask more questions if you don't understand what the person is saying.
  - Thank the person for their time.
  - Stay on topic. Stick to your prepared questions.
7. Choose a deadline for members to complete their interviews and write their notes on their forms. Your club will need the information they gathered for several club activities, so the advisor or club secretary should collect these forms and use them for future meetings.

**Connection:** Do this activity *before* members complete "Creating a Needs Inventory" in the *K-Kids Member Guide*.

### Supplies needed:

One Service Needs Interview Notes form for each member.



# SERVICE NEEDS INTERVIEW NOTES

Member: \_\_\_\_\_

## Interview questions

1. What needs and issues have you experienced or seen others experience in our school or community?
2. Can you tell me about places and people in our school and community that help with any of the needs or issues you mentioned?

## People you'll interview

Name of person	Who they are	Email & phone number	Date & time of interview

## Interview notes

Person interviewed	Needs or issues they have experienced or seen	Places and people that help with the needs and issues

Share the completed form with your club advisor or secretary after your interviews and meetings when you use it.