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

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**Builders Club members**

- Board of directors
- Club officers: President, Vice President, Secretary, Treasurer
- Advisors: faculty and Kiwanis
- Kiwanis club and school or community location
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
Initial Planning