Builders Club

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 ___________.

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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