

THE OFFICIAL

# Member Handbook



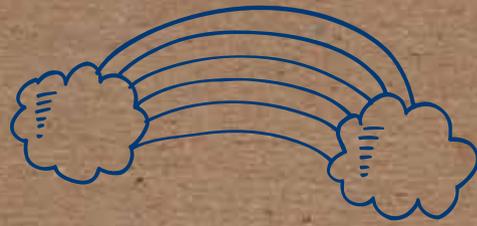
MEMBER NAME

CLUB NAME

MEETING TIME & LOCATION



**3** *Welcome*



**4** *Leadership*

**6** *Serving others*

**7** *Respect*



**8 & 9** *Taking care of  
you & others*

**10** *Personal goals*

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# Welcome to Builders Club

Congratulations! As a Builders Club member, you'll work with other club members to help people in your school and community. You'll learn how to lead, follow, help create change and to care for others. You'll make lifelong friends too — people who are as passionate about service as you are.

We know you are busy. You have homework to finish, chores to tackle and friends to hang out with. Thank you for making time for Builders Club. You are making your community better — and making the world a better place.



## Motto

Building leaders

## Pledge

I pledge on my honor to uphold the objects of Builders Club. To better my school, my community, my nation and myself. To aid those in need while enhancing leadership capabilities, and to encourage the fellowship of all mankind.

## Values

**CHARACTER BUILDING:** The ability to do the right thing, even when it might be the unpopular choice.

**LEADERSHIP:** The ability to listen, communicate, serve and guide others.

**INCLUSIVENESS:** Accepting and welcoming differences in other people.

**CARING:** The act of being concerned about or interested in other people or situations.

## KEEPING EVERYONE SAFE

We care about Builders Club members like you. And we want to help you stay safe. Kiwanis International has a phone number you can call if you ever feel unsafe as a Builders Club member. The helpline is answered 24 hours a day and is private. It can be used by Kiwanis members and advisors, Builders Club faculty advisors, you, your parents or anyone who thinks a youth involved in Builders Club is at risk. The helpline is staffed through our partnership with Praesidium, one of the leading safety experts in the United States.

**Youth Protection Helpline 866-607-SAFE (7233)**

# Discover your *inner leader*

Everyone has a leader inside of them, and we all have our own leadership style. We can learn how to lead by watching others and noticing what works and what doesn't. Every leadership position also uses different skills. Skills can be learned so don't let the lack of a skill stop you from running for a position that interests you.

## Duties of a president

- Calls meetings to order.
- Leads the meeting.
- Guides the club through planning and executing service projects.

What skills could you bring if you were the president?

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## Duties of a secretary

- Takes attendance.
- Takes notes of what happens at the meeting.
- Shares those notes at the next meeting.
- Completes reports.

What skills could you bring if you were the secretary?

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## Duties of a vice president

- Leads the Builders Club pledge.
- Helps the president lead meetings.
- Supports the club officers and helps members voice their ideas.

What skills could you bring if you were the vice

president? \_\_\_\_\_

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## Duties of a treasurer

- Keeps track of the club's money.
- Share's information about the club's money.

What skills could you bring if you were the secretary?

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Even if you aren't a club officer, there are lots of ways to use and improve your leadership skills. You can volunteer to help lead a project or to run an important committee. Just showing up with a great attitude and a willingness to do any job is a great way to show you are a leader. List some of the strengths you bring as a member of your club.

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## OUR CLUB'S LEADERS

Now that the final choices have been made, write down the names and contact information you need to know.

President \_\_\_\_\_

Vice president \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

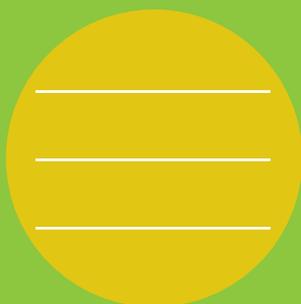
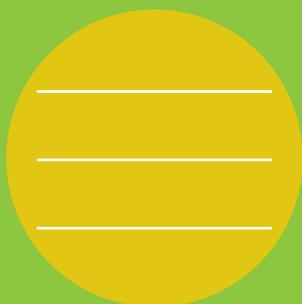
Faculty advisor \_\_\_\_\_ email \_\_\_\_\_

Kiwanis advisor \_\_\_\_\_

Sponsoring club \_\_\_\_\_

## OUR CLUB'S MEMBERS

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



# Serving others

There are three main ways Builders Club serve others.



## Hands-on service

This is physical service such as cleaning up a park, creating a community garden or making meals for homeless shelters.

What are some hands-on projects that your school or community could benefit from?

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How could your club help?

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## Fundraising and philanthropy

This is when you raise money or items to help a community, organization or cause. You might sell trees so you can use the money to buy computers for your school or raise money to help pay for a local student's cancer treatments.

Which people or organizations could your club raise money for?

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How would you raise the money?

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## Advocacy

This is when you make others aware of an issue and encourage them to take action. You might put up posters in your school reminding people to be kind to one another, or you might start a letter-writing campaign to make your local mayor aware of a need in your area.

Who or what would you like to advocate for?

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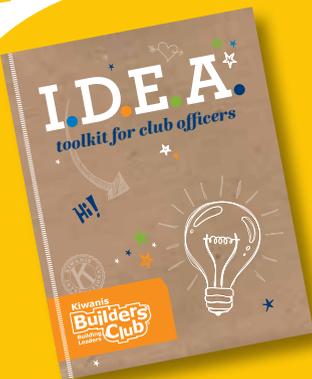
How could your club make people aware of this?

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This resource can help you take your service projects to the next level.  
[buildersclub.org/IDEA](http://buildersclub.org/IDEA)

# RESPECT

When you respect someone, you act in ways that show you care about that person's feelings. You do things like listening when they speak, thanking them when they are kind to you, and being honest with them. Respecting someone also means you accept them for who they are. They can be different from you or have opinions you disagree with, but that doesn't change how you treat them.

To work with and lead others, you need to earn their respect. Here are a few things you can do.

## **BE AN EXAMPLE FOR OTHERS.**

To get respect, give respect.

## **BE FOCUSED ON OTHERS.**

If you are always worried about how people see you, you are not thinking about others. Focus on them and what you want to do.

## **BE CONSISTENT.**

Show people that you are responsible and reliable. When they know they can count on you, they will learn to trust and respect you.

## **BE TRUSTWORTHY.**

Do the right thing, even when it is the harder thing to do. People admire people who are courageous and who look out for them.

## **BE POSITIVE AND KIND.**

When you speak with others, listen to your voice. Is it welcoming and open? If you communicate with respect, people will communicate the same way with you.

## **BE PRESENT.**

When you focus on the moment and give others your full attention, they feel valued and heard.

## How can you show respect...

At home? \_\_\_\_\_

\_\_\_\_\_

At school? \_\_\_\_\_

\_\_\_\_\_

To your friends? \_\_\_\_\_

\_\_\_\_\_

To your teachers? \_\_\_\_\_

\_\_\_\_\_

To strangers? \_\_\_\_\_

\_\_\_\_\_

# TAKING CARE OF *you*

You need to take care of yourself before you can lead or serve anyone else. Learning positive self-talk and how to be caring and kind to yourself helps us feel good. Anger, sadness and fear can make us feel anxious when we think about the future. We can also make ourselves feel bad when we allow our inner voice to tell us unkind and untrue things. (Example: *I can't do this, I'll never be good enough, no one cares.*)

Being aware of where you are and what you are feeling right now is a good way to avoid getting lost in negative feelings. Try using these Mindful Awareness exercises to tune in to the present moment through sight, sound, touch, smell and taste.

## Stand strong like a tree

Before beginning your day, take a few minutes to feel the strength and flexibility you have within. Try this visualization.

1. Stand tall and straight, with your feet apart by the width of your shoulders. Pretend that your legs are the roots of a tree firmly planted in the ground.
2. Reach up to the sky and imagine your arms are the branches of the tree.
3. Sway side to side as if the wind is blowing your branches.
4. Notice your legs are not moving, but firmly rooted to the ground.
5. Close your eyes, take a deep in-breath and a long slow out-breath through the mouth.
6. Imagine yourself as a strong, solid, rooted tree flexing and moving in the windy storms of life.

## 5, 4, 3, 2, 1 senses

Sometimes we keep reliving the same upsetting moment over and over in our minds. Let it go by coming back to the present moment through your senses. To do this, make a list of:

- Five things you see.
- Four things you hear.
- Three things you feel.
- Two things you smell.
- One thing you taste.

## Self-compassion

We're great at comforting a friend who is having trouble, but what if we're having an awful day? Instead of making yourself feel bad about something that went wrong, offer yourself compassion.

1. Acknowledge your suffering. Example: "I feel really awful about what's happened."
2. Acknowledge that suffering is part of life, and that others experience it too. "I know others have gone through this too."
3. Be kind to yourself. Place your hand over your heart and say comforting words silently. "It's all right, I learned from this and will do better."



SEE MORE GREAT EXAMPLES AT  
[buildersclub.org/MindfulLeader](http://buildersclub.org/MindfulLeader).

# TAKING CARE OF



# others

Most of us stick up for our friends when people pick on them. But we don't always do the same thing for strangers. If you've ever joined something new you know how it feels to be the stranger. Answer the questions below and come up with a plan for how Builders Club can be accepting and welcoming of others.

What is the first thing you notice about another person? \_\_\_\_\_

\_\_\_\_\_

What are important things to know about people before you form an opinion about them? \_\_\_\_\_

\_\_\_\_\_

What qualities do you look for in your friends? \_\_\_\_\_

\_\_\_\_\_

How do you react to people who look or speak differently than you do? \_\_\_\_\_

\_\_\_\_\_

How would you feel if people only judged you by how you look or the way you speak? \_\_\_\_\_

\_\_\_\_\_

If a new person wants to join Builders Club, what should you do to make them feel welcome? \_\_\_\_\_

\_\_\_\_\_

# Setting a personal goal



## EXAMPLE GOAL

I will make new friends  
by the end of the semester

What do you want to get out of being in Builders Club? Are you hoping to make new friends? Do you want to learn more about community service? Do you want to discover your leadership abilities or help make your school better?

Just by setting a goal you are making your brain aware of what you want. When your brain knows what you want, it looks for ways to help you get it.

## Set your goal

Ask yourself two questions:

1. What do I want to accomplish?
2. When do I want to accomplish it?



Use this formula to write your goal.

I will \_\_\_\_\_ by \_\_\_\_\_.

## Plan

Once you have a goal, you need to plan the steps you can take to get it.

## Keep track

Monitor your progress. If your steps aren't working, bounce your ideas off a friend, parent or sibling and come up with some new ideas on how you can reach your goal. And remember, it's your goal. You can change it.

## Celebrate!

When you reach your goal, do something that makes you feel good. It doesn't have to be a big celebration. Watch your favorite movie, call your favorite person or film yourself doing a happy dance and post it. You deserve to feel fantastic for your accomplishment.



## STEPS

I will introduce myself to one new person a week.

I will offer to help someone I don't know very well once a month.

I will speak up in class tomorrow so people can get to know me better.

I will compliment three people this week.



# The Kiwanis family (our clubs)



## K-Kids

Have a younger sibling? Get them involved in K-Kids. K-Kids is a student-led community service club for elementary school students. Through service to others, students begin to understand the impact they can have on their school, community and world. [kkids.org](http://kkids.org)



## Builders Club

This is you! You're part of an international student-led service organization for middle school/junior high students. Builders Clubs focus on leadership skills through service to others. [buildersclub.org](http://buildersclub.org)



## Key Club International

This is next. Hang with the people who share your same passion for helping others and giving back to the community. Key Club is the largest student-led service organization for high school students. [keyclub.org](http://keyclub.org)



## Circle K International

Are your sights set on attending college? Circle K, also called CKI, is for college/university students. It is the world's largest student-led collegiate service organization. [circlek.org](http://circlek.org)



## Aktion Club

Do you know an adult with a disability who would benefit by meeting new people and giving back to the community? Aktion Club is the only service club for adults with disabilities. Members gain a sense of purpose while discovering their own talents. [aktionclub.org](http://aktionclub.org)

## Kiwanis International

Kiwanis is the reason Builders Club exists! Kiwanis clubs are the No. 1 sponsors of our clubs and the other clubs listed here. It's an organization for adults who want to serve, improve their communities and share goodwill with others. [kiwanis.org](http://kiwanis.org)



## Key Leader

Key Leader is an inspirational weekend leadership experience for emerging high school leaders and eighth graders. Students gain self-confidence and learn the power of servant leadership and the joy of community involvement. [key-leader.org](http://key-leader.org)





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**WHAT'S NEXT?**

# Key Club

Check it out at [keyclub.org](http://keyclub.org)



f **Kiwaniis Builders Club**

t **@BuildersClub**



# Kiwaniis

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