Aktion Club Toolkit

Circle K International
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AKTION CLUB Pledge

“I pledge on my honor to follow the Objects of Aktion Club. To better my community, my country and myself. To help those in need.”

AKTION CLUB Motto

“Where development has no disability.”

AKTION CLUB Vision

“To develop competent, capable, caring leaders through the vehicle of service”

AKTION CLUB Core Values

Character Building
Leadership
Inclusiveness
Caring

Key Facts

8 Countries
500 Clubs
12000 Members
First AKTION CLUB founded 1987
Ways to Get Involved with AKTION CLUB

**Service**
- Invite your local Aktion Club to your service projects
- Ask Aktion Club members about their favorite project and then co-host it with them

**Social**
- Plan a joint party with your Aktion Club
- Plan a social for the whole Kiwanis Family and invite Aktion Club

**Leadership**
- Host a leadership Workshop for your Aktion Club
- Attend their meetings and invite them to yours!

**Clubs**
- Work with Kiwanis and Key Club to make Aktion Club feel included
Reasons to Get Involved with AKTION CLUB

**Be Role Models:** Aktion Clubbers look up to CKI’ers and CKI members can make an impactful difference in their life by being positive mentors in their lives.

**Increased Kiwanis Family Relations:** Working with Aktion Club enables CKI clubs to strengthen their connections within the Kiwanis Family as well as increase the number of events participated.

**Develop New Communication Skills:** Involvement with Aktion Club gives CKI’ers the chance to learn how to interact and collaborate with a range of different people with various disabilities.

**Increase the Amount of Service for the Community:** Working with Aktion Clubs gives CKI members more chances to make a positive impact in their communities through service.

**Gain Experience:** Working with Aktion Clubs gives CKI members the chance to add their experience with adults with disabilities to their resumes.
Communication Resources

When communicating with Kiwanians, Advisors, or anybody else involved in the project planning process, it is important to be clear and professional in your communications.

Courteous Communication Tips

- Aim to respond to emails within 24-36 hours.
- Double check your emails for correct grammar and spelling.
- Be friendly – do not just demand that others help you, ask politely and be respectful of their other obligations.
- Try to coordinate events early in advance – a lack of planning on your part does not guarantee the other party will treat a situation as an emergency.
- Let your passion shine! Many times, emails come across as boring busywork for audiences to dismiss immediately. However, if you allow your love for service and the Kiwanis Family to show through enthusiastic language or a fun subject line or opening statement, your audience may be more willing to read your email.
- Keep it short! Remember that your audience likely has a busy schedule and will not want to read a long email. Try to say what you need to in as few words as possible.

Important Information to Include
• If establishing contact with somebody for the first time:
  o Introduce yourself
  o Explain how you know of the individual you are contacting (shared connection, referrals, website research, etc.)
  o Provide background information on yourself and any projects you are trying to plan

• If planning a project:
  o Detail project plan and overview
  o Include the goals and expected outcomes of a project
  o Provide the date and time of a project if it is established
  o If no date or time is established, offer your audience a few choices so they can select times they are available
  o Invite audience for participation in your project
    ▪ If audience agrees to participate, give them a reasonable task list to accomplish (if appropriate)

• If meeting an Aktion Club member for the first time
  o Introduce yourself
  o Explain the Kiwanis Family organization you are a member of
  o Prepare some questions to ask them to keep the conversation going
    ▪ What is your favorite service project?
    ▪ How long have you been in Aktion Club?
    ▪ What position do you hold?
10 Tips for Working with Adults with Disabilities

Be kind and gentle

Adults with disabilities can tell when you’re not having fun or when you are frustrated so try to be as positive and excited as possible.

Give clear directions

Adults with disabilities may need extra instructions but it is always a good start with a clear explanation of the tasks.

Make eye contact and speak to the person directly

Adults with disabilities should be spoken to directly even if a caregiver is present.

If you think someone needs assistance, always ask before helping them

It is good manners to not assume that someone needs assistance unless they explicitly asked for it.

Speak using your normal volume and pace, unless you are asked to speak louder or slower.

Adults with disabilities should be treated the same as any other person, and that includes the way you communicate.
Be Patient

Adults with disabilities may need extra help so it is best to stay calm and be understanding.

Use plain language

Adults with disabilities may get confused so it is best to not use jargon.

Allow room for mistakes

Adults with disabilities may make mistakes or misunderstand, so assign them tasks that leaves room for mistakes.

Provide several activities

Adults with disabilities may get distracted easily, so plan multiple activities to keep them engaged.

If you don’t know what to do or what something means, ask the person!

Remember that every person is different, and it is also best to ask to make sure the other person’s needs are met.
Service Events

**Park Clean Up**

**Project Overview**
Plan a fun day at the park with your local Aktion Club cleaning up trash and then take some time to enjoy the hard work by having a fun picnic social.

**Materials Needed**
- Trash bags
- Gloves
- Trash Grabbers
- Picnic Supplies

**Estimated Time**
1-2 Hours for service
1 Hour for social

**Host a Car Wash**

**Project Overview**
On a weekend, find an empty parking lot and set up a car wash with your local Aktion Club. Together decide a charity for the funds to go to.

**Materials Needed**
- Water Hose
- Buckets
- Soap
- Sponges
- Towels

**Estimated Time**
2-3 Hours
Leadership Events

What Does a Leader Look Like?

**Project Overview**
Host a project with your local Aktion Club and ask them “What does a Leader Look Like” and provide them with paper and markers to draw what they think a leader looks like. Have volunteers walk around and ask Aktion Clubbers to explain their drawings. At the end of the drawing session, have volunteers explain their drawings to the group.

**Materials Needed**
- Blank Paper
- Markers

**Estimated Time**
10-15 mins for Drawing
5-10 mins for Debrief

What Do Officers Do?

**Project Overview**
Host an interactive workshop with your local Aktion Club explaining what exactly do the executive officers positions entail. Start off with small groups dedicated to each executive position and then have each small group present to the main group.

**Materials Needed**
- Blank Paper
- Writing Utensils

**Estimated Time**
10-15 mins for Brainstorming and Explaining
10-15 mins for presentations
Social Events

Crafting Social

**Project Overview**
Plan a fun afternoon with your local Aktion Club full of crafts. Bring a variety of projects so that everyone can be engaged and have a good time. Some examples include painting rocks and making no slip socks for hospitals.

**Estimated Budget**
$20 or less

Holiday Dance Party

**Project Overview**
Plan a fun party with your local Aktion Club to celebrate a holiday together. Bring cake, decorations, and a great playlist and everyone is sure to have a great time.

**Estimated Budget**
$20-$40
Contact groups involved in project-planning process.

Work collaboratively with Aktion Club to organize a project.

Establish project timeline

Delegate tasks

Assign individuals to oversee logistics, budgeting, and advertising

Advertise your project! Try to get as many Kiwanis Family members involved as possible

Make sure your project and its participants comply with Youth Protection Guidelines

Utilize a “Stop. Start. Continue.” form
Start. Stop. Continue.

After hosting a project with a Aktion Club, review the project planning process and go over what went wrong, what went right, and what could be done in the future!

Start:

Stop:

Continue: