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K-Kids 101

**K-Kids Pledge**

“As a K-Kid, I promise to serve my neighborhood and my school; I will show respect toward my environment; and I will try to make the world a better place in which to live.”

**K-Kids Motto**

“We Build“

**K-Kids Vision**

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

**K-Kids Core Values**

Character Building
Leadership
Inclusiveness
Caring

**Key Facts**

- 13 Countries
- 1,200 Clubs
- 42,000 Members
- First K-Kids founded 2000
## Ways to Get Involved with K-Kids

| Service          | • Invite K-Kids to your projects  
                  | • Help with projects hosted by K-Kids |
|------------------|-----------------------------------|
| Social           | • Host a K-Family social or appreciation event and invite a local K-Kids group |
| Leadership       | • Attend K-Kids club meetings  
                  | • Speak to K-Kids members about leadership values |
| Clubs            | • Work with a Kiwanis Club to co-sponsor a K-Kids club |
Reasons to Get Involved with K-Kids

**Inspiring Future Leaders:** Involvement with a local K-Kids club enables CKI'ers to help inspire future generations. By working closely with youth, we are able to promote values such as leadership development and community engagement.

**Increased K-Family Relations:** Working with K-Kids enables CKI clubs to strengthen K-Family bonds and increase their number of KFR events.

**Increased Service Hours:** Working with K-Kids also allows CKI clubs more opportunities for service hours.

**Develop New Communication Styles:** By collaborating with K-Kids Clubs, CKI members will gain valuable experience in different communication styles as members learn to work effectively with different age groups.

**Professional Development:** Working with K-Kids also allows members to gain valuable experience and skills they can add 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/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 K-Family to show through enthusiastic language or a fun subject line/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/overview
  o Include the goals/outcomes of a project
  o Provide the date/time of a project if it is established
  o If no date/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 trying to organize a new K-Kids club:
  o Introduce yourself/your connection to Kiwanis
  o Explain Kiwanis, CKI, and K-Kids
  o Detail why your audience will be a valuable asset in forming a new K-Kids
  o Politely invite them to join the sponsorship process
10 Tips for Working with Kids

Be kind and genuine
Children can tell when you are not enjoying your time with them – be sure to show genuine kindness and energy for your work.

Tell children the goal they will be achieving
If children know what goal they should be striving for, they are more willing/able to work towards it.

Give clear directions
Ambiguity will only cause confusion – be precise and detailed in your directions.

Allow room for mistakes
Understand that children will make mistakes, and that is okay! Do not assign them tasks/activities that do not allow for mistakes or may lead to frustration easily.

Let children be creative
Children are naturally creative and innovative – plan projects/activities that can pull out their creativity rather than suppress it.

Encourage questions
If working with children, there is a high probability of being asked questions – embrace it! Allow children the
opportunity to process their thoughts and grow from an experience.

**Provide several activities for children to engage with**
Children often have short attention spans. Noting that, it is best to provide alternative activities for children who lose interest in the original task.

**Reward good behavior**
Develop a reward system (such as stickers or candy) for children who work hard and accomplish the task at hand – it will give them something to look forward to and help them stay focused.

**Be patient with bad behavior**
Do not punish children for poor behavior. Understand that everybody has bad days and try to work with kids even if they are a bit grumpy.

**Show authority when needed**
While it is important to be patient with children, it is also okay to tell them when their behavior needs to change (especially if it is affecting those around them). However, instead of simply scolding them, try working through specific ways they can demonstrate improved behavior.
Sponsoring a K-Kids

Did you know that a CKI club can help sponsor a K-Kids club? This is a great way for your club to promote the K-Family Way!

Tips to Get You Started

- **Determine a meeting place:** It is vital that you determine where your K-Kids group will be meeting. This location will most likely be an elementary school. Find a teacher/administrator to serve as an advisor for this site.

- **Find a Kiwanis Co-Sponsor:** CKI clubs cannot sponsor K-Kids alone – you need a Kiwanis group to help you! Try reaching out to your sponsoring Kiwanis Club or other local clubs to co-sponsor with you. Once you find a Kiwanis club willing to help you out, find a Kiwanian to serve as the Kiwanis Advisor.

- **Recruit Members:** To get started, find a group of devoted student leaders willing to help charter the club. Reach out to teachers or students in other extra-curricular activities for recommendations.

- **Recruit More Members:** After finding a group of students willing to lead the club, amp up your advertising to find more members! Create flyers for around the school, reach out to teachers and administrators, and volunteer to give brief recruitment speeches when possible.
Host an Informational Meeting: Host a meeting or two for students and parents to attend. These meetings should cover basic information about K-Kids and the Kiwanis family. You can also use these meetings to collect ideas and determine a time for general meetings.

Conduct a General Meeting: Invite everybody and develop your established membership! General meetings may feature service projects, idea planning, social events, or anything else your club deems fit.

Officially Charter Your Club: After hosting a general meeting or two and determining who your official members are, charter your club! Reach out to the co-sponsoring Kiwanis Club and/or the Kiwanis website for information about this process.

Next Steps

Train Your Officers: After officially chartering a club and electing your officers, provide general leadership training to those officers. Be sure to cover their responsibilities for the term.

Celebrate Your Success: Work with the recently trained officers to host a celebratory social for your new club members and their parents. You can also use this celebration as an induction ceremony where you present membership items to members.

Create a Yearly Cycle: Work with the first club to establish a yearly cycle for important events such as inductions and new officer elections. Use this cycle to maintain club success!
Reasons to Sponsor

- **Help Young Leaders Grow:** K-Kids is designed to help future generations grow through servant leadership. By co-sponsoring a club, you are helping young leaders reach their full potential and give back to their communities.

- **More KFR Events:** By co-sponsoring a K-Kids club, your club will increase their number of Kiwanis Family Relations events. This is a great way to work with another branch of the Kiwanis Family that your club otherwise may not frequently work with.

- **More Service Events:** If your club co-sponsors a K-Kids club, your members can attend any of their service events! This is a great way for your club to increase its service hours while providing members an opportunity for further community engagement.

- **Professional Development:** Co-sponsoring a K-Kids club is also a great way for your club members to grow professionally and develop transferable skills. By working with a K-Kids club members will learn how to manage their time, help coordinate programs with other groups, communicate with others, and serve in an advisory capacity.

- **Spread the K-Family Way:** Co-sponsoring a K-Kids club is a wonderful way to spread your passion for service and love for the Kiwanis Family!

Service Events

Campus Clean Up

Project Overview
Plan a day for K-Kids to help clean up their school campus! This is a great hands-on service project where members can directly see the impact of their work! Have a pizza or ice cream social after to celebrate hard work!

Materials Needed
- Trash bags
- Work gloves
- Trash grabbers

Estimated Time
1-2 hours for the project
1 hour for a social

Making Dog Toys

Project Overview
During a regular meeting day, help your K-Kids craft dog toys for dogs in local animal shelters from old t-shirts. This project is easy to incorporate into meetings and a great way to help furry friends in need! The rest of the meeting can be used for club business.

Materials Needed
- Scissors
- Old t-shirts

Estimated Time
30 minutes to an hour for the project
Leadership Events

Building a Leader

Project Overview
Using an outline of a human body, work with children to draw/write out qualities of a strong leader. For example, they could include a large heart to indicate that leaders must care about the people around them.

Materials Needed
- Large butcher block paper
- Markers

Estimated Time
30 minutes to an hour for the project

Leader vs. Boss

Project Overview
Use a whiteboard or large piece of paper to create a venn diagram for a leader/boss. Coach children into understanding the difference between the two by listing out potential actions or characteristics each person may hold.

Materials Needed
- Large butcher block paper or whiteboard
- Markers

Estimated Time
30 minutes to an hour for the project
Social Events

Appreciation Social

Project Overview
To show your appreciation for your K-Kids, plan a fun meal for members to enjoy! This meal can be pizza during a regular meeting time, an ice cream social after school, or even something like a picnic in a nearby park. You can also invite parents to display the club efforts!

Estimated Budget
$20-$50 depending on the scale of the social and number of attendees

Crafting Social

Project Overview
During a regular meeting, you can bring a bunch of arts and crafts supplies to let your K-Kids have creative fun! You can either let the students create their own idea or come in with creative projects for them to complete! (Ex: draw your day in terms of weather) You could also make this a service project to create cards for soldiers or kids in hospitals.

Estimated Budget
$20 or less
Other Youth Programs

Kiwanis Terrific Kids

- Student-recognition program
  - Students set goals and work with their teachers to accomplish them
  - If met, goal achievement is rewarded with celebratory activities and certificates/giveaways

- Terrific: Thoughtful, Enthusiastic, Respectful, Responsible, Inclusive, Friendly, Inquisitive, and Capable

Kiwanis Bring Up Grades

- Academic achievement program
  - Students work to raise and maintain high grades
  - If grades are met, students are rewarded with celebratory activities and certificates/buttons
Youth Protection Guidelines

To protect members of Kiwanis’ Youth Programs, all adults working with youth under 18 years of age must abide by Kiwanis Youth Protection Guidelines.

YPG Overview:

- Youth members MUST be accompanied by an approved chaperone at all events

- All youth program advisors must undergo a background check through Kiwanis International

- An appropriate number of male/female chaperones must attend all events requiring overnight stays.

- With the exception of parents/guardians, adults may not share a sleeping quarter with a youth.

- 3 people should be present in vehicles transporting youth at all times.

- Youth transportation must be accompanied by documented parent/guardian approval
• Youth must have parent approval to possess medication at any Kiwanis event

• Adults are expected to report any troubling behavior involving youth that is observed

• All personal information is considered confidential

• Adults should not initiate social media connections with youth; they may respond if youth initiate the connection

• Although seen as advisors, Kiwanians should not provide counseling to youth. Instead, Kiwanians should assist the youth in finding appropriate resources

For more information and specific policies regarding Youth Protection Guidelines, please refer to the Kiwanis website or: http://www.kiwanis.org/docs/default-source/club-administration/risk-management/october-2016-youth-protection-guidelines-updated.pdf?sfvrsn=18
Master Project Checklist

☐ Contact groups involved in project-planning process

☐ Work collaboratively with K-Kids club to organize a project

☐ Establish project date/time

☐ Delegate tasks
  
  ○ Assign individuals to oversee logistics, budgeting, and advertising

☐ Advertise your project! Try to get as many K-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 K-Kids 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: