

# Reporting Out

This activity will allow members to:

- Explore K-Kids opportunities and responsibilities.
- Improve communication skills.
- Practice active listening.

Materials needed:

- Talking Points worksheet

How to lead this activity:

Your club has now decided on a service project and developed passion and excitement for it. There is just one last thing you need to do: talk to your school and your sponsoring Kiwanis club about it. Before scheduling meetings, ask your faculty advisor and Kiwanis advisor for guidance about what should be shared.

This activity is for club officers only. However, you can make it a club activity if you choose. Decide whether this activity should be done by the club officers, or by the whole club.

Meeting with school leaders:

1. Work with your faculty advisor to schedule a meeting with your principal (or other school leader). Let the principal know your K-Kids club has chosen a service project—and now you would like his/her opinion.
2. Use your Talking Points worksheet to describe the service project and why the club has chosen to make a difference in this way. Be sure to:
  - a. Explain when your club expects to complete the service project.
  - b. Describe how the service project will benefit the school.
  - c. Ask if the school can provide ideas or connect the club to others who can help make the service project a success.
  - d. Ask how your club can encourage other students, teachers and staff to get involved.
  - e. Ask for approval to hang posters around the school—so your club can share information about the service project and invite others to join K-Kids.
  - f. Ask what school policies you need to know about before starting the project.
3. Ask the principal for approval.
4. Thank the principal for meeting with you and for his/her continued support. Explain that the club will provide regular progress updates.

## Reporting to the Kiwanis club:

1. Work with the Kiwanis advisor to determine a time for K-Kids club officers to meet with the sponsoring Kiwanis club.
2. Use your Talking Points worksheet to describe the service project and explain why the club has chosen to make a difference in this way. Be sure to:
  - a. Explain when your club expects to complete the service project.
  - b. Describe how the service project will benefit the school and community.
  - c. Ask if the Kiwanis club can provide ideas or connect the club to others who can help make the service project a success.
  - d. Invite the Kiwanis club to join your efforts by working on the project or creating one of their own.
3. Thank the Kiwanis club for meeting with you and for supporting K-Kids.
4. Explain that your club will provide regular progress updates.

