

Section 1. Introduction

Time: Ten minutes

Topics:

1. Welcome from the facilitator
2. Brief introductions of attendees
3. Ice breaker or get to know you activity

Section 2. Training purpose and expectations

Time: Five minutes

Topics:

1. What do we want to achieve during the training?
2. Discuss as a group, write and post on the wall to help focus discussions

Section 3. Who we are

Time: Five minutes

Resource: Program website

Instructions: Review program basics that every member and leader should know

Topics:

1. Kiwanis organizations and programs
2. History of program
3. Mission, motto and vision
4. Core Values

Section 4. Our structure

Time: Five minutes

Resource: Program website

Topics:

1. Member-led organization
2. Club structure
3. Membership in the program
4. Sponsoring club or organization
5. District structure (Optional: Division structure-Key Club or Circle K only)
6. International structure
7. Dues

Section 5. Our Service

Time: ten minutes

Resource: Program website

Topics:

1. Selecting service projects
2. Ways to serve
3. International service projects: service partners and service initiative

Section 6. Sponsored Programs/Activities (Key Club and Circle K only)

Time: Two minutes

Resource: Program website

Topics:

1. Key Club- Key Club week
Youth Opportunities Fund
2. Circle K- Key to College
Tomorrow Fund

Section 7. Where to learn more

Time: Ten minutes

Resource: Program website or District website

Topics:

1. Who to call for help
2. Printed resources
3. Online resources and support
4. Conferences
5. Program website
6. Contests and awards
7. Membership supplies

Section 8. Individual Officer Duties

Time: Twenty minutes

Resource Needed: Club Officer Guide or Member Handbook

Optional instructions: This section can be lead as an entire group or individual training, or one on one, if there is an opportunity.

Topics:

1. President/ Vice-President
2. Secretary
3. Treasurer
4. Other program specific officers

Section 9. Managing your club

Time: Twenty minutes

Resource: Club Officer Guides or Member Handbook

Topics:

1. Being a great leader (5 minutes)
2. How to run a meeting/best things to do in a meeting (5 minutes)
3. Club communication (5 minutes)
4. Motivating members (5 minutes)

Section 10. Club Planning

Time: Fifteen minutes

Resource: Program website

Topics:

1. Annual Achievement Report (not valid with Key Club or Circle K)
2. Brainstorm events that should be included on the club's calendar
3. Develop an initial calendar of events for the year
4. Club assessment: Review club strengths and areas of improvement (Key Club & Circle K only)
5. SMART Goals (Key Club & Circle K only)

Section 11. Wrap up

Time: Five minutes

Topics:

Review any questions

Discuss any future planning and/or training needed

Closing activity (could have participants answer some open-ended questions or share what they look forward to most for their year in office)

After the training-

At the end of the training have the club secretary transcribe all discussion notes and distribute to attendees. This valuable information will be used in future planning discussions.

Resources available-

Each program website has training resources available that can be referred to during officer training. Many resources are downloadable documents that can be printed, if needed, and passed out to each officer.

Aktion Club- aktionclub.org

Builders Club- buildersclub.org

Circle K- circlek.org

K-Kids- kkids.org

Key Club- key-leader.org