

MEMBER HANDBOOK



 **Kiwaniis**
ACTION CLUB

Where development has no disability.

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Heart to serve
Call to lead
+ Courage to engage
Service leadership



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. To demonstrate loyalty to our community and nation. And to encourage others to do the same.

A GROWING MOVEMENT

You're on an exciting journey. You're one of more than 12,000 Aktion Club members—and growing—around the world. You're also part of a local club that serves the community. You're discovering the heart to serve, answering the call to lead and igniting the courage to engage. And you're about to have a lot of fun.

SO . . . WHAT'S AKTION CLUB ALL ABOUT?

MISSION

To provide adults with disabilities an opportunity to develop initiative, leadership skills and to serve their communities

VISION

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

CORE 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

YOU

MOST OF ALL, AKTION CLUB IS ABOUT MEMBERS LIKE YOU. MAKE THE MOST OF YOUR EXPERIENCE WITH YOUR FELLOW MEMBERS!





HISTORY OF AKTION CLUB

Aktion Club has more than **12,000 MEMBERS** around the world. Part of the Kiwanis family, it's the only community service club for adults with disabilities. Aktion Club was **STARTED IN 1987**, when Kiwanis-club member Jake Swartout organized the first club in Putnam County, Florida. Aktion Club became an official Service Leadership Program of Kiwanis International on October 1, 2000. Today, there are over **500 AKTION CLUBS**. Members are making a difference in Austria, Canada, Barbados, Malaysia, Jamaica, Bahamas, Philippines, Australia and the United States.

THE HEART TO SERVE

You improve people's lives. You serve your community. To do service right, you have to prepare. There are five key steps to making a good service project:

- 1. DECIDE WHAT TO DO.** Think about how you can make an impact. Does someone need items or fundraising? Does an area need to be cleaned up? Ask people in town. Talk about it in your club.
- 2. FORM A TEAM.** Figure out who in your club will work on the project. You'll need different people to do different things.
- 3. ASK QUESTIONS.** Talk to the people where you want to do something. They know what's needed better than anybody. And they'll be glad to tell you.
- 4. START PLANNING!** Assign different jobs to different club members. Talk about it at a meeting—and make sure to write down the results.
- 5. EVALUATE.** After the project's done, talk about what went well. Talk about what could have gone better. Think of things you could do better next time.



PARTNER UP FOR SERVICE

SLEEPING CHILDREN AROUND THE WORLD

Aktion Club has an international service initiative: Sleeping Children Around the World. Thanks to a partnership with Aktion Club, you can help SCAW provide bed kits to children—with things like mattresses, pillows, blankets and more. When your club gets donations, you help SCAW send bed kits to kids all over the world.

AKTIONCLUB.ORG/SCAW

TRICK-OR-TREAT FOR UNICEF

Every October, Aktion Club joins Key Club in another partnership with UNICEF. (Key Club is the Kiwanis program for high school students.) By participating in Trick-or-Treat for UNICEF, members collect donations instead of candy. Sometimes they even have a Halloween-themed service event or party to make it fun. All the money that's collected then goes to help children through the work of UNICEF.

THEELIMINATEPROJECT.ORG/TRICKORTREAT



SERVICE MATTERS

A great service project serves a need in the community. But it also fits members' interests. Every Aktion Club will have its own "perfect projects." Talk to your fellow members about what everyone would like to do.

NEED SOME IDEAS? TRY THESE:

- **AKTION CLUB "SNACK SHACK"**
- **ALUMINUM CAN RECYCLING**
- **BAKE SALE**
- **BASKET RAFFLE**
- **BLANKET SALE**
- **BOOK SALE**
- **BOWL-A-THON**
- **CALENDAR SALE**
- **CANDY BAR AND/OR CHEESE SALE**
- **COMMUNITY DINNER (WITH TICKET SALES)**
- **CONCESSION STAND VOLUNTEERISM**
- **COOKBOOK SALE**
- **DANCE FUNDRAISER**
- **DESIGN MAGNETS**
- **DOG TOY SALE AT LOCAL DOG PARK**
- **GATHER "HAPPY PENNIES" AT MEETINGS**
- **ICE CREAM SOCIAL**
- **PANCAKE BREAKFAST**
- **PEN SALE**
- **PIZZA AND/OR POPCORN FUNDRAISER**
- **PREPARATION AND SALE OF PACKED LUNCHES TO FRIENDS**
- **ROOT BEER FLOAT SALE**
- **RESTAURANT FUNDRAISER**
- **SALVATION ARMY PENNIES**
- **SPARE CHANGE COLLECTION**



A CLUB MEETING IS ALSO A GREAT TIME TO DO A SERVICE PROJECT, OR EVEN PREPARE FOR A FUNDRAISER!

SOME IDEAS:

- Make holiday cards for nursing home residents. Don't forget holidays like Veterans Day and Presidents Day.
- Make items to sell as fundraisers. For example, beaded necklaces or fleece blankets.
- Decorate or paint flower pots. Plant flowers in them and deliver them to hospital patients.
- Tie-dye canvas totes. Then sell them to raise money for a local charity.
- Collect cans and recycle with your club. Cash in and donate funds to Sleeping Children Around the World.
- Create an Aktion Club calendar and sell copies to local business.*
- Create an Aktion Club cookbook. Bring in favorite recipes, and then sort and organize.*

**FOR MORE IDEAS AND INSPIRATION,
GO TO AKTIONCLUB.ORG/SERVICE.**

***USE A LOCAL PRINTER TO GET THE BEST PRINTING PRICE.**

YOUR CALL TO LEAD

Your own club is a great place to lead. Every year, each Aktion Club should elect a member to each of the following positions. These are the club's officers. Here's what each one does:

PRESIDENT

- Calls the meeting to order
- Leads the meeting
- Introduces guests

VICE PRESIDENT

- Helps the president lead meetings
- Performs president's duties in his/her absence

SECRETARY

- Takes notes at meeting
- Shares notes at next meeting

TREASURER

- Keeps track of money the club raises
- Shares information about money



MEETING AGENDA

HERE'S A SUGGESTION ON HOW TO RUN YOUR CLUB MEETINGS—
AND MAKE EACH ONE PRODUCTIVE.

1. CALL TO ORDER
2. SINGING OF THE NATIONAL ANTHEM
3. PLEDGE TO THE FLAG
4. SPECIAL REFLECTION
5. INTRODUCTION OF VISITORS
6. WELCOME (MEMBERS PARTICIPATE IN AN “ICEBREAKER” OR TEAM-BUILDING ACTIVITY.)
7. THE SECRETARY READS THE PREVIOUS MEETING’S MINUTES—THE NOTES HE OR SHE TOOK OF THE CLUB BUSINESS DISCUSSED.
8. OFFICERS’ REPORTS
9. COMMITTEE REPORTS (THE CHAIRMAN OF EACH CLUB COMMITTEE TELLS WHAT THE COMMITTEE HAS BEEN DOING.)
10. UNFINISHED BUSINESS - THE PRESIDENT PRESENTS ITEMS DISCUSSED AT THE PREVIOUS MEETING THAT NEED TO BE DISCUSSED FURTHER.
11. NEW BUSINESS – THE PRESIDENT PRESENTS NEW TOPICS FOR DISCUSSION. NEW BUSINESS SOMETIMES IS REFERRED TO AS “SPECIAL ORDER.”
12. CLUB PROGRAM – A SPECIAL GUEST IS INVITED TO SPEAK ABOUT A TOPIC OF INTEREST.
13. ANNOUNCEMENTS – THE PRESIDENT OR ANOTHER CLUB MEMBER SHARES INFORMATION WITH CLUB MEMBERS ABOUT UPCOMING EVENTS AND ACTIVITIES.
14. ADJOURNMENT – THE PRESIDENT MOVES TO ADJOURN THE MEETING AND CLOSES THE MEETING

KEEPING TRACK

Make it easier to complete your club report each month. **HOW?** By keeping track of club activities, service projects and fundraisers.





KEEP TRACK OF THE FOLLOWING THINGS:

- SERVICE PROJECTS
- SERVICE HOURS
- FUNDRAISERS
- KIWANIS-FAMILY EVENTS
- CLUB DONATIONS GIVEN
- DONATIONS RECEIVED
- BIGGEST CHALLENGE

CALENDAR

Plan your events and projects for the year. We'll help get you started, with tips and ideas for each month.

OCTOBER

Pay dues. Plan the year's fundraisers and service projects. Create an activity calendar. **AND REMEMBER:** Kiwanis One Day is this month!

PROMOTE CIRCLE K WEEK DURING THIS MONTH!

Plan a joint service project with your local Circle K.

NOVEMBER

Attend a Kiwanis club meeting and present your club's plan for the year.

PROMOTE KEY CLUB WEEK DURING THIS MONTH!

DECEMBER

Review the Annual Achievement Report—and start planning!

Organize a club social event, such as a holiday party.

JANUARY

Invite people to join your club.

Summarize your club activities so far.

FEBRUARY

Review your club fundraising and service project plan. How's it going?

And start planning for the Aktion Club Training and Leadership Conference.

PROMOTE K-KIDS WEEK! Plan a service project with your local K-Kids club.

MARCH

AKTION CLUB WEEK IS THE FIRST FULL WEEK OF THIS MONTH!

Plan to participate in each day's activities.

Promote Builders Club Week during the third week of this month.

APRIL

Check out the contest page on the website—decide the contests in which your club and members will participate.

MAY

Make a plan to attend the upcoming Aktion Club Training and Leadership Conference. Find information at AKTIONCLUB.ORG/TLC. Hold officer elections. Raise money for SCAW.

JUNE

Plan a Kiwanis-family event with local K-Kids, Builders Club, Key Club and Circle K clubs.

JULY

Work on plans to attend the Aktion Club Training and Leadership Conference.

AUGUST

Does your district have a convention? If so, help plan it. And don't forget to start finalizing contest entries.

SEPTEMBER

EARN A BANNER PATCH—submit your annual achievement report. Turn in contest entries. Start training new board members. And plan your Kiwanis One Day event for October!



CONTESTS!

Aktion Club has contests every year, for every club and member. There are five categories—three for individuals and two for clubs. Plan ahead! Find the contest theme at aktionclub.org/contests. You'll also find links to the contest booklet and forms.

INDIVIDUAL

Poster, speech, t-shirt

CLUB

Scrapbook and single service

REMEMBER

- All contest/award entries should be submitted to the district administrator by September 15.
- The District Committee on Aktion Club judges all entries. The district administrator forwards district winners to Kiwanis International for international judging by September 30.
- All entries except scrapbook entries become the property of Kiwanis International. Scrapbooks will be returned to the person indicated on the Scrapbook Information Sheet adhered to the inside cover of the scrapbook entry.
- Signatures on the contest entry form grant permission for Kiwanis International to promote and publicize submitted materials in Kiwanis-family publications and on Kiwanis-family websites.





CLUB ACHIEVEMENTS

For what your club achieves during the year, you could earn honors from Aktion Club. Get a Distinguished Club patch or an Honor Club patch by earning points throughout the year for all that the club has achieved.

How does your club get a patch? By submitting the Annual Achievement Report. Your Aktion Club can submit this report online at the Aktion Club website. Or you can download it and send it in.

Reports are due by October 15 to Kiwanis International. Patches will be mailed by mid-November to the Kiwanis advisor.

THE COURAGE TO ENGAGE

You have the courage to engage. What does that mean? It means you live your life working and serving with others. As an Aktion Club member, you have a lot of ways to engage others. Here are a few to try in your club:

WHAT IF?

- Develop a list of 20 “if” questions (example: If you could go anywhere in the world, where would it be?), and number each question.
- Have the group stand in a circle.
- Throw a beach ball to one member and have him or her choose a number from 1–20.
- Have the member answer the question that corresponds to the number.
- The member with the beach ball then throws the ball to another member.

FLAG FUN

- Provide blank sheets of paper, markers and colored pencils.
- Have each member create his or her own “flag” to symbolizes who they are, what they like and what is important to them.
- Give members at least 10 minutes to create their flags.
- Ask members to volunteer to share what they have created.





STORY-BUILDING

- Put items in a bag: pencil, book, phone, cup, photograph, wig and anything else you want.
- Give the bag to a member, who will take out an item without looking.
- Have the member tell a 20-second story relating to the item.
- Pass the bag to the next member, who will randomly choose a different item.
- Have that member tell a 20-second story that builds on the previous member's story.
- Pass the bag and tell stories until all members have participated.

SKITTLE SCATTER

- Have members form pairs or groups of three.
- Give each pair/group a small pack of Skittles.
- Tell each member to dump out five pieces at random.
- Have each member answer the statements that relate to each color:
 - RED:** Tell one strength that you have.
 - YELLOW:** Give a compliment to your partner (or member of your group).
 - GREEN:** Talk about something that makes you happy.
 - PURPLE:** Describe yourself in one word.
 - ORANGE:** Talk about your favorite memory.

AKTION CLUB TRAINING AND LEADERSHIP CONFERENCES

Every year, Aktion Club international hosts regional leadership conferences for Aktion Club members. Approximately 300 members, caregivers and advisors gather to attend educational workshops, perform service and enjoy fellowship. Aktion Club TLCs have something for everyone. Every Aktion Club is encouraged to send at least two members and advisors—but many clubs send all their members. Here's an overview of what's available:

- **AMAZING SPEAKERS.** We focus on speakers who have knowledge and experiences that members can relate to—and an inspiring story to share.
- **FELLOWSHIP.** Yes, there's time to hang out with friends—old and new. We also conduct fun activities such as bonfires, dances, games and activities.
- **LEADERSHIP TRAINING.** Members' leadership skills are a part of Aktion Club's purpose. So we take time to offer education, tips and insights. Members with roles as club officers get hands on experience at running meetings and leading their clubs. Advisors benefit too—with updates from Kiwanis International and tips for improving the club experience.
- **SERVICE PROJECTS.** Service is at the heart of Aktion Club, so it's part of TLC as well—including fun projects that make a difference in the host community.
- **AMAZING FOOD.** What's a get-together without great stuff to eat? Dig in!
- **ARTS AND CRAFTS.** Take some time to relax . . . and create!
- **CLUB PRESENTATIONS.** On the last day, share your best service and fundraising projects with everyone. If you've never given a presentation, that's okay—you'll learn some techniques during the TLC!
- **AWARDS.** We're all winners when we attend the TLC. So an awards ceremony will recognize all the learning, sharing and growing we've done during the weekend!

For more information, visit aktionclub.org/TLC.



OTHER SPECIAL EVENTS

It's not just TLC! Each year, Aktion Clubs participate in various special events. For more information on each one, visit aktionclub.org/events.

DISTRICT CONVENTION

Each district may conduct a convention during the year for all the Aktion Clubs within a region. At district conventions, club officers are trained, and individual clubs are rewarded for their dedication to service. For more information about your district convention, contact your district governor or visit your district's webpage.

KIWANIS ONE DAY

On Kiwanis One Day—generally the last Saturday in October—Kiwanis-family clubs join forces for a united day of service. Think of the impact more than 600,000 Kiwanis family members can make together in one day. For more information, visit kiwanis.org/oneday.

AKTION CLUB WEEK

Aktion Club Week is celebrated during the first full week of March each year to promote the service Aktion Clubbers do within their homes and communities. For more information and ideas, just turn the page!

AKTION CLUB WEEK IDEAS

Here are some fun ideas you may want to consider when planning Aktion Club Week, which is the first full week of March each year.

MONDAY

SHOW YOUR K IN EVERY WAY

- Wear Aktion Club apparel such as T-shirts, buttons, pins, etc.
- Place posters around the community advertising Aktion Club and Aktion Club Week.
- Get your local media involved! Schedule an interview with your local radio or television station talking about the service that Aktion Club does. Write an article and publish it in your local newspaper.

TUESDAY

KUDOS TO THE AKTON PLAYERS

- Host an appreciation party for your Aktion Clubbers. Have their favorite foods, music and games at the party. Don't forget the pizza!
- Honor significant members of your club who always go the extra mile with certificates of appreciation or even awards such as trophies.
- Give thank-you notes to your club advisors, Kiwanians and members.
- Use social media. Give a shout-out to Aktion Club members who go above and beyond. Create an album on Facebook highlighting members with pictures and a synopsis of their hard work.

WEDNESDAY

DARE TO CARE

- Conduct fundraisers to support Sleeping Children Around the World. Sell baked goods such as cupcakes, cookies and cakes.
- Make support cards for premature babies and their families who are in the neonatal intensive care unit of your local hospital.
- Make nonslip socks or capes for your local Children's Miracle Network Hospital.

THURSDAY

AKTIONS OF KINDNESS

Challenge every member to complete one act of kindness. Examples include:

- Smile at everyone you see today.
- Leave sticky notes with compliments to those you know.
- Bring your club advisor an apple.
- Write a thank-you note to someone who has made a positive impact on you.
- Hand out candy to friends.
- Give up your seat to someone on the bus or subway.
- Open the door for someone.
- Start a conversation with someone who is standing alone.

Keep track of what your club members do, and share what they've done on social media, or by sending an email to your district leaders and Kiwanis International.

FRIDAY

CONNECT THE K'S

- Organize a "social" with other Aktion Clubs in your district. Have games, activities and, of course, food! You can also invite other members of the Kiwanis family in your area.
- Conduct a joint service project with other Kiwanis-family members. There are a number of things you could do, from renovating a children's home to simply cleaning up a park.
- Have a day of play with local Builders Club or K-Kids members. Conduct fun activities such as jumping rope and playing Frisbee—or playing sports like soccer and basketball.





THE KIWANIS FAMILY

As an Aktion Club member, you're a part of the Kiwanis family. Kiwanis-family clubs are all over the world. Find out about each one. Visit their websites. Maybe even partner with one or more of them in your area. Their members are a lot like you—they have the heart to serve, the call to lead and the courage to engage.

Kiwanis

K-Kids

Young Leaders Helping Others

for elementary school students

www.k-kids.org

CKI Circle K International

for college students

www.circlek.org



Kiwanis

for adults

www.kiwanis.org

KEY CLUB

for high school students

www.keyclub.org

Kiwanis
Builders Club
Building Leaders

for middle school students

www.buildersclub.org