

Builders Club

Faculty advisor manual

What is Builders Club?

Builders Club is an international organization for middle school students imbedded in the philosophy of building character and developing leadership through service. The vision is “to develop competent, capable, caring leaders through the vehicle of service.”

These young students develop and carry out service projects for their school and community. They also can participate in fundraising projects and use the money earned to support a local charity or school concern.

Builders Clubs elect their own officers, conduct regular meetings, and establish their own committees. Projects suggested by members are conducted under the supervision and cooperation of the faculty advisor, school administrator, and sponsoring Kiwanis club.

The history of Builders Club

Kiwanis clubs have dedicated themselves to community service for more than 90 years. Schools have been a vital part of that interest, and much concern focuses on the development of youth and the direction of their energies into worthwhile activities.

In 1975, Kiwanis International expanded its family of youth programs to include Builders Club. Builders Club is the middle/junior high school member of the Kiwanis family, which includes K-Kids for elementary school students, Key Club for high school students, Circle K for college students, Aktion Club for adults with disabilities, Kiwanis Junior (European young adults), and Kiwanis.

Kiwanis International considers Builders Club an important service organization. The support provided to these youth members by Kiwanians is a practical extension of the objectives of the International organization.

Currently, more than 1,300 Builders Clubs have been established, with an estimated membership of more than 36,000. Builders Clubs exist in Antigua, Aruba, Australia, Bahamas, Barbados, Canada, Iceland, Italy, Jamaica, Korea, Malaysia, Martinique, the Philippines, Suriname, Trinidad and Tobago, and the United States.



Objectives, core values and motto of Builders Club

The following Objectives are stated in the Standard Form for Builders Club Bylaws:

- ◆ To provide opportunities for working together in service to school and community.
- ◆ To develop leadership potential.
- ◆ To foster development of a strong and moral character.
- ◆ To encourage loyalty to school, community, and nation.

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 the differences in other people
- ◆ **Caring:** the act of being concerned about or interested in another person or situation

The motto of Builders Club is “Building Leaders.”

What is Kiwanis International?

Kiwanis is a worldwide organization of men and women whose clubs serve children, develop youth leadership, and provide for social and business networking. Kiwanians participate in projects that provide assistance to local charities, hospitals, schools, shelters, other community organizations, and individuals.

There are more than 600,000 Kiwanis-family members in 16,000 clubs in more than 70 nations.

The structure of Kiwanis International

Kiwanis International is managed by a 19-member Board of Trustees, who are volunteers elected by Kiwanis club delegates to represent the organization. These International officers reside in all regions of the Kiwanis world. They gather several times each year at the Kiwanis International Office in Indianapolis, Indiana, to set policy and make decisions that guide the organization.

Kiwanis International is divided into 48 districts. These districts are organized geographically, typically by state, region, or nation. The official elected to oversee the activities of the district is the governor. The district governor also leads the district board comprised of a secretary and several lieutenant governors. The lieutenant governor is the chief elected official of a division, which is a group of clubs within a district. Divisions also are organized primarily along geographic or demographic boundaries. There are typically 10 to 15 clubs in a division.

The local Kiwanis club is the backbone and building block of the International organization. It is the members of the local clubs who provide the time and resources to assist individuals and communities. The members of each Kiwanis club elect a president and a board of directors to guide the club in its activities.

International and district support of Builders Club

Three groups of individuals support the Builders Club program on the International and district levels. Each Kiwanis district governor, prior to his or her term in office, appoints an individual to serve as the Builders Club district administrator. This individual has the responsibility for the maintenance and growth of the Builders Club program in the district. Specific duties include but are not limited to the following:

- ◆ Building new Builders Club in the district, in cooperation with Kiwanis club sponsors.
- ◆ Devising and initiating, in consultation with the district governor, such promotion as is valuable and practical for clubs within the district.
- ◆ Communicating with the International Office about the status of the Builders Club program in the district.
- ◆ Assisting the International Office, when necessary, in determining the actual status of individual Builders Clubs within the district.

Individual Builders Club advisors are encouraged to contact the district administrator for assistance and guidance. A listing of district administrators is distributed to the clubs annually.

Each year, the Kiwanis International President-Elect appoints individuals to serve on the International Committee on Builders Club. The purpose of this committee is to promote and encourage the growth of the Builders Club program on the International level. This promotion takes the form of correspondence with Builders Club district administrators, publication of articles in various Kiwanis and Builders Club newsletters, and communication with the Kiwanis International Board. This committee often reviews current programs related to Builders Club and offers suggestions for change. The names and addresses of individuals on the International committee are distributed to the clubs annually.

Administration of the Builders Club program is the responsibility of the Builders Club Department at the Kiwanis International Office. This area is responsible for maintaining information on individual clubs and statistical information on the entire program, producing and distributing the Builders Club Newsletter and semi-annual mailings, and providing support materials upon request.

The Builders Club Department also provides program development functions for Builders Club, such as creating new support items, preparing the annual budget for Builders Club, and coordinating award programs. Though International Office staff develops these programs and materials, the Kiwanis International Board must approve all new initiatives prior to implementation.

Structure of Builders Club

The Builders Club program was specifically designed to operate on a local club basis with no district or International structure. The sponsoring Kiwanis club, in conjunction with the school administration, is responsible for the direction and functioning of the Builders Club.

The Kiwanis International Board has set some operational guidelines. These guidelines are outlined in the Standard Form for Builders Club Bylaws. This document covers such topics as election and duties

of club officers, meetings, membership, Objects and activities, dues, and committees.

Each Builders Club should adopt bylaws that adhere to the standard form. The Builders Club, sponsoring Kiwanis club, and school administration must approve these bylaws. A copy of the approved bylaws should be kept in the sponsoring Kiwanis club's and Builders Club's files. A copy should also be forwarded to the International Office.

Financial and reporting obligations

Upon the initial organization of a Builders Club, a chartering fee (please see the Builders Club Web site for current amounts) must be submitted to the Kiwanis International Office along with the completed petition for charter. Each sponsoring Kiwanis club is requested to ensure the member fees submitted annually.

There is no dues structure for Builders Club, unless adopted by the local club. Any dues collected from Builders Club members at the club level should be used by the members in the administrative operation of the club.

Local clubs are encouraged to conduct their own fund-raising activities as needed. Funds raised from the community, including the school community, should be used to provide service—not for the administrative operation of the club. This is in compliance with the policies governing Kiwanis clubs. Of course, the administration of all Builders Club funds should comply with school policies. It is recommended that the school handle Builders Club funds, with the assistance of the Builders Club treasurer.

Kiwanis Club support of a Builders Club

The responsibilities of a Kiwanis club sponsoring a Builders Club are many. The Kiwanis Club is responsible for annual sponsorship fee of \$150 but more importantly the dedication and effort of the sponsoring Kiwanis club will determine the success of the Builders Club.

The Builders Club is the responsibility of the entire Kiwanis club, but ultimate responsibility of program coordination lies with one person: the Kiwanis Advisor for the Builders Club. Members of the committee can assist him or her, but the overall responsibility rests with the committee chairman or Kiwanis Advisor.

An effective advisor understands not only the Kiwanis club's responsibilities but also the total operation of the Builders Club itself. The advisor offers suggestions, advice, and counsel from past experience but does not force ideas upon the group. It also is the chairperson's responsibility, in conjunction with the faculty advisor, to make sure the Builders Club operates within the guidelines of the school administration.

The advisor also is responsible for ensuring that the members of his or her committee are interacting with and assist the Builders Club. Attendance at regular Builders Club meetings should be arranged, and a working plan for each member should be established.

Following are tasks the committee on Builders Club should pursue. As faculty advisor, you may want to follow the committee's progress and assist where needed.

1. **Establish a plan:** Soon after the election of Builders Club officers, the Kiwanis Builders Club advisor should encourage them to meet and set up a tentative plan for the entire school year. Exact dates are not necessary, but basic time periods should be outlined for special service projects, programs, and fundraising. This ensures that activities are not scheduled too close together and offers the club a plan to follow in carrying out its responsibilities.
2. **Schedule new officer training:** A training session should be conducted annually to acquaint the newly elected Builders Club officers with their duties. This also is an excellent time to develop a plan for the coming school year. It is the responsibility of the sponsoring Kiwanis club to ensure this training takes place. For complete training curriculum, officer guides and PowerPoint, check out [STEP 6: Make sure SLP club officers receive proper training](#) at www.kiwanisone.org/advisor.
3. **Make sure the Builders Club:**
 - ◆ Meets regularly.
 - ◆ Follows the Standard Form for Builders Club Bylaws.
 - ◆ Elects club officers and offers them opportunities to preside at meetings.
 - ◆ Has some social functions.
 - ◆ Understands and uses correct parliamentary procedure.
 - ◆ Forwards project reports and photos to the district administrator for publication in the district bulletin.
4. **Make sure the Kiwanis Builders Club committee:**
 - ◆ Periodically invites Builders Club members to attend Kiwanis club meetings. For help with including Builders Club members at a Kiwanis meeting, refer to [STEP 9: Invite SLP club members to attend Kiwanis meetings](#) at www.kiwanisone.org/advisor.
 - ◆ Publicizes Builders Club activities throughout the school and community and to Kiwanis International at buildersclub@kiwanis.org.
 - ◆ Encourages Kiwanis club members—several at a time—to attend Builders Club meetings.
 - ◆ Assists Builders Club members with projects and requests their assistance on Kiwanis club projects.
 - ◆ Ensures the Builders Club has well-run meetings.
 - ◆ Attends all Builders Club board meetings and general membership meetings.
 - ◆ Ensures that the membership fees are submitted to the International Office.

It is advisable, if possible, to budget some extra money each year to assist the Builders Club in its activities. These funds might be used to help the club begin a project or to fund attendance at a Kiwanis-family function. For budgeting information check out [STEP 3: Maintain an expense line item in the service account](#) at www.kiwanisone.org/advisor.

Faculty advisor's role

Each Builders Club is required to have a faculty advisor chosen from the faculty or administration of the school. In practice, you, as the faculty advisor, usually will work more closely with the Builders Club than the Kiwanis committee. You are familiar with the procedures for clubs within that school and should act as liaison between the Builders Club and Kiwanis club and the school administration. Because you are easily accessible to the students, you will be called upon often to assist in the day-to-day operation of the club. Your experience with students is invaluable. You are the glue that holds the club together. The student population changes each year, but a consistent faculty advisor ensures the continuation of the Builders Club.

Faculty advisor's responsibilities

To the School and Principal:

- Make certain that all Builders Club bylaws, financial records, projects, and fundraising activities are acceptable to the school and in accordance with regulations.
- Work with the advisors of other student groups to form possible joint service projects that promote a cooperative spirit in the school.

To the Builders Club membership:

- Attend all regular membership meetings and all board meetings.
- Assist the Builders Club in obtaining meeting room space for regularly scheduled club and board meetings.
- Assist in securing additional members for the club through contacts with other members of the faculty and students. Membership should be open to all grade levels and to all students who have a desire to serve.
- Help obtain proper and adequate publicity for the Builders Club in school publications.
- Seek ideas and suggestions for Builders Club service projects from the faculty, the administration, and other groups.

In many instances, the faculty advisor can do more in the school for the Builders Club than can be done by the sponsoring Kiwanis club, because you already are an accepted member of the school community. You will be more familiar with school regulations and resources available.

To the sponsoring Kiwanis Club:

Discuss Builders Club problems with the Kiwanis club advisor, perhaps away from Builders Club meetings, on a regular (monthly) basis.

Reach a mutual understanding with the Kiwanis club advisor regarding proper sharing of responsibility for guidance, training, and supervision.

Your primary responsibility is to consult and advise. It is recommended that you do this as often as you deem necessary. This will, in turn, encourage the president to seek advice from you.

A good Builders Club will be reflected in the relationship you have with the president. Work with him or her closely in planning the year's activities. Point out to him or her that you are there to help operations. Give the president suggestions that you have gathered from your years of experience. If you object to something, explain your reasoning.

Builders Club officers' duties

The Standard Form for Builders Club Bylaws states that the officers of a Builders Club shall be president, vice-president, secretary, and treasurer. Election of new officers should be conducted at the

end of the previous year, but is encouraged to be completed within one month of the new year. No other limitations or restrictions should be placed on these officers.

For complete training curriculum, officer guides and PowerPoint, check out [STEP 6: Make sure SLP club officers receive proper training](#) at www.kiwanisone.org/advisor.

Additional Information

Several literature items pertaining to Builders Club are available from the International Office. These materials are free of charge to interested individuals.

To order support materials, receive answers to questions, or discuss a specific Builders Club situation, please feel free to contact Membership Services at 317-875-8755 (worldwide) or 800-KIWANIS, ext. 411 (USA and Canada) or e-mail MemberServices@kiwanis.org.