



cnh key club's

STEP-BY-STEP

SERVICE

PROJECTS

manual



★ INTRODUCTIONS ★

WHAT'S SERVING, CNH!

Service is at the center of Key Club's purpose; we exist to serve our homes, schools, and communities!

Each term, clubs should prioritize finding and creating service opportunities for their members. However, at times, it can be difficult to find new and innovative service projects that meet community needs.

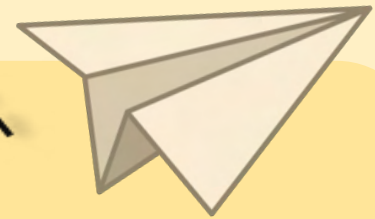
Now presenting: the Step-By-Step Service Projects Manual! With 75+ service projects and instructions on how to complete them, including steps, supplies needed, focuses, and resources for each project!

We hope this manual helps your club serve your community better. Thank you for your hard work and best of luck serving!

Serving with a Latte Love,
CNH Service Projects Committee



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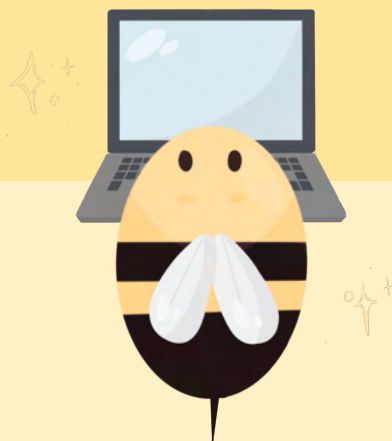


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SECTION 1

SERVICE PROJECTS 101



INTRO TO SERVICE PROJECTS

Service develops and improves our homes, schools, and communities. A service project can take place in a variety of forms, as shown in this manual. By serving, we also promote leadership, inclusiveness, caring, and character building – the core values of Key Club. To host a successful service project, it takes 7 basic steps.

Steps:

1. Analyze your community and find a location that could best be benefitted from this event.
2. Create a project outline with a clear end goal and focus on the event.
3. Work with your advisor(s) to get approval and proper permissions for your event.
4. Confirm plans and collect materials.
5. Advertise the event. Promote it via social media and at club meetings!
6. Facilitate the event
7. Reflect

Note: Activities such as paid work/jobs, homework, and personal projects/tasks (for ex. cleaning room, filling out forms, etc) do NOT count as Key Club service hours.

Resources: [Various Service Project Resources](#)

COMMUNITY ASSESSMENTS

Before starting a service project, you should assess your community to get to know and understand their needs. Completing a community assessment will help you host more meaningful, impactful, and deliberate service, discover different points of view, and learn about organizations that are already making a difference.

Steps:

1. Contact local school and community leaders about current issues. This can include but is not limited to:
 - School District Board
 - Local School Principals
 - Parks and Rec Directors
 - Nonprofit Directors
 - Charity Work Organizers
 - Church/Religious Leaders
2. Collect data on community issues by finding data online or creating surveys. Public information is available on the city or school website. If conducting your own survey, keep the survey simple and specific to a targeted audience to ascertain their needs.

After assessing your community and confirming a need in the community, you can start brainstorming service projects!

Resources: [Community Assessment](#), [Community Needs Assistance Guide](#)

SELECTING A PROJECT

After you have done a community assessment and identified a need, the next step is to select a project.

1. Narrow down service project ideas based on what will address your community's needs best. Some examples of community problems found most commonly include littering, houselessness, lack of educational resources, etc. YOU can address these concerns using service projects listed in this manual!
2. Next, pick a service project idea that you believe will best aid your community. Choose a project that will address a problem effectively. Ensure you have sufficient resources to carry out the event.
3. Then, determine the logistics of the event (ex: date, time, location, supplies). Ensure you have the funds and resources to complete the project - including sufficient members, which is why advertising is so vital. If you need a venue to carry out your event, be sure you make those accommodations beforehand.
4. Lastly, plan accordingly; obtain all of the required materials, promote the event to members. Ask your advisors for help if necessary!

DISTRICT SERVICE INITIATIVES

CNH Preferred Charities

- [Pediatric Trauma Program \(PTP\)](#)
 - The Pediatric Trauma Program is focused on developing local projects to reduce the number of children who are killed or injured by trauma. They also recognize the serious need for education in areas of pediatric trauma and injury prevention.
- [YES! Initiative](#)
 - YES, standing for Youth Education Support, helps to run programs that directly benefit children and families. The YES! Initiative is focused on leadership development training, providing scholarships, and providing grants for varying service projects.
 - [Initiative Guide](#)

KCI Preferred Charities

- [March of Dimes \(MOD\)](#)
 - March of Dimes is focused on ending preventable maternal health risks and deaths, ending preventable preterm birth and infant death, and closing the health equity gap.
- [Children's Miracle Network \(CMN\)](#)
 - Sticking to the motto "Change Kids' Health, Change the Future", the Children's Miracle Network works to raise money to fund local hospitals for life-saving treatments and healthcare services.

DISTRICT SERVICE INITIATIVES

KCI Preferred Charities

- [UNICEF Zambia Project](#)
 - Three out of four first-grade students in Zambia do not receive proper health care, nutrition, or learning opportunities, preventing them from being able to be ready for school. The UNICEF Zambia Project works to combat this by building community centers, training health care providers, and providing age-appropriate toys for the children in Zambia.

KCI Service Partners

- [Thirst Project](#)
 - The Thirst Project is an organization that works to end the global water crisis by building freshwater wells in developing communities that need safe, clean drinking water. They currently are working in Uganda, Kenya, Eswatini, and El Salvador.
- [Erika's Lighthouse](#)
 - Erika's Lighthouse focuses on education on mental health in schools, and promote inclusive school cultures around mental health. They provide resources and curriculum surrounding classroom education, teen empowerment, family engagement, and school policy.

DISTRICT SERVICE INITIATIVES

Key Club International Major Emphasis

- “Children: Their Future, Our Focus”
- In 1946, the organization was challenged to build a program to bring together all Key Clubs to focus on making international impact. This program is still followed today through the Major Emphasis. By working with KCI's partners, we serve children with other organizations committed to the same cause.
- Visit cnhkeyclub.org > Projects > [Major Emphasis](#)

CNH Governor's Project

- “Empowering Minds, Building Futures”
- The CNH Governor's Project is a 2-year focus selected by the District Governor and Service Projects Committee. The Governor's Project theme for 2023-2025 is “Empowering Minds, Building Futures” and focuses on youth mental health awareness and education. This includes promotion of Key Club International service partner, Erika's Lighthouse.
- Visit cnhkeyclub.org > Projects > [Governor's Project](#)
- Additional Resources:
 - [Governor's Project Ideas Guide](#)
 - [Governor's Project Slideshow](#)
 - [Erika's Lighthouse Donation Guide](#)

DISTRICT SERVICE INITIATIVES

Spotlight on Service Program (SOSP)

The CNH [Spotlight on Service Program](#) is a District project that promotes different District and International initiatives every month. The Service Project Committee provides monthly guides that include information and tips on how clubs can complete the monthly service initiatives. This program enables clubs to showcase their unique service projects and even have the chance to receive recognition on the District Newsletter. Send in submissions at [tinyurl.com/SubmitSOSP!](https://tinyurl.com/SubmitSOSP)

SOSP Focuses

- ★ June “Health & Safety”
- ★ July “BEE Clean, CNH”
- ★ August “Children’s Education”
- ★ September “Pediatric Trauma Program”
- ★ October “UNICEF”
- ★ November “Kiwanis Family”
- ★ December “Providing Basic Needs”
- ★ January “Children’s Miracle Network”
- ★ February “Thirst Project”
- ★ March “March of Dimes”
- ★ April “Community Outreach”
- ★ May “Mental Wellness”

IMPORTANT FORMS

Event Request Form (ERF)

An Event Request Form, known as an ERF, is a form to fill out to ensure that proper advisors and authority know of events taking place. It also assists in the planning process of an event, outlining event promotion, adequate event planning, and communication between sponsorships and advisors. ERF submissions rules differ by region but the form is typically mandatory for all interclubs, especially ones with clubs from multiple divisions. You can find the ERF form linked [HERE!](#)

Preferred Charity Donation Forms

- [PTP and YES! Initiative Donation Form](#)
- [UNICEF: Start Strong Zambia Donation Form](#)
- [Money Handling Form](#)

Youth Opportunities Fund (YOF) Grants

Key Club International has a grant program that seeks to address community needs through the initiatives of Key Clubbers by funding YOUR service projects. In order to qualify for grants used to make your service project possible, you will need to take a community needs assessment to demonstrate a significant community issue. Find more info and apply [HERE!](#)

PROMOTING YOUR PROJECT

Social Media

Make a post to promote your project! Be sure to include, what the project is, when it is taking place, where it is taking place, and how to sign up. You can find resources on graphics and marketing on the Cyberkey [HERE!](#)

Outreach Emails

Send out emails to all your members and advisors to make sure they know all the events! You can find email templates for reminders or events in the Intro to Service Projects Kit.

Club Meetings

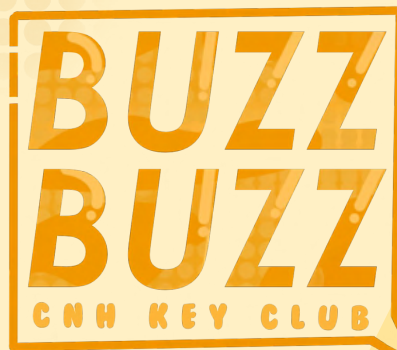
Promote service events at general meetings with all your members. Have someone announce the event, present a slide with KEY information, and create hype around the event.

Always be sure to include the following:

- When and where the event is taking place
 - Include date, time, location name, and address
- What the event is for/the purpose
 - What will they be doing at the event, who is it for
- Logistics - sign up and contact info

SECTION 2

INDEPENDENT EVENTS



INDEPENDENT EVENTS

Welcome to the Independent Events Section!

Independent events are club run events not partnered with another organization that directly make an impact.

Independent events are larger scale club run events that require extensive planning of at least 2 weeks to a month, depending on the event.

Independent Events

[Back to School Backpacks](#)

[Book Drive](#)

[Canned Food Drive](#)

[Car Wash](#)

[Community Garden](#)

[Decorating Duffle Bags](#)

[Literacy With Little Ones](#)

[Lunch Bagging](#)

[Mural Project](#)

[Nature Clean-Up](#)

[Painting Park Benches](#)

[Reading to Senior Citizens](#)

[Recycling Drive](#)

[Second Hand Shop](#)

[Senior Citizen Prom](#)

[Tree Planting](#)

[Tutoring](#)

BACK TO SCHOOL BACKPACKS

Purpose: To provide students with school supplies.

Focus: Major Emphasis, August SOSP “Children’s Education

Supplies:

- Backpacks
- School supplies such as:
 - Pencils/pens
 - Notebooks
 - Coloring supplies



Steps:

1. Set up a date, time, and location for the project
2. Purchase or hold a drive for backpacks.
3. Collect school supplies to include in the bag.
4. Put the supplies in the backpacks.
5. Distribute the backpacks.

Tips:

- Organizing an assembly line would be a great way to get this project done efficiently!
- Partner with a local organization to distribute the backpacks or find a school that needs them.

BOOK DRIVE

Purpose: Provide books for children in need.

Focus: Major Emphasis, August SOSP “Children’s Education”

Supplies:

- Donation Booth or Boxes
- Books



Steps:

1. Determine the date, time, and location of the drive.
2. Find and contact local organizations (libraries, schools, community or foster care centers, food pantries, hospitals, etc) to donate the books to.
3. Publicize the drive via meetings, social media, flyers.
4. Collect the books. This can be done through:
 - a. A booth during or after school
 - b. A box in a specific classroom
 - c. During a club meeting
5. Donate the books to the organizations. Sort if necessary.

Tips:

- Make sure the books are in new or good condition.
- Ensure books are appropriate for age/reading level.
- Open out it out to your school for other students or staff to donate

Resources: [How to Set Up a Book Drive](#)

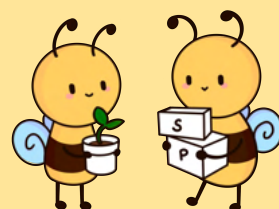
CANNED FOOD DRIVE

Purpose: Host a food drive to donate to people in need.

Focus: December SOSP “Providing Basic Needs”

Supplies:

- Nonperishable food items
- Containers for the food that is collected
- Promotional Material (Flyers, posts, etc.)



Steps:

1. Set up a date, time, and location for the project.
2. Choose where you want to donate the food that you collect. Homeless shelters, food banks, churches, and other similar organizations likely all accept donations.
3. Advertise the food drive, and be sure that your school administration is aware of the food drive taking place.
4. Set up boxes around your school for people to drop off the food, OR select certain dates and times where people can drop of their nonperishable foods.

Tips:

- Be sure to advertise effectively so you can collect as much food as possible!

Resources: [What to Donate](#)

CAR WASH

Purpose: Wash people's cars in your community to raise money for a good cause!

Focus: April SOSP "Community Outreach", various preferred charities

Supplies:

- Soap, Towels, Hose, Water, Buckets, Sponge
- Signs to Spin



Steps:

1. Choose a date, time, and location. Schools or possibly parks, with proper permits, are good places to host.
2. Ensure that your location has a hose or some form of running water to wash the cars off of.
3. Set a price and make posters/signs beforehand for promotion day of.
4. Host your car wash! Make sure that you have volunteers and that their needs are met as well.

Tips:

- You could turn this into a fundraiser (for PTP, the YES! Initiative, etc.) if you wanted to!

COMMUNITY GARDEN

Purpose: To promote eating fresh produce and to build gardening skills.

Focus: June SOSP “Health & Safety”, April SOSP “Community Outreach”

Supplies:

- Wooden Planting Boxes
- Soil and seeds, general plant tools



Steps:

1. Set up a date, time, and location for the project. School parking lots, a park, etc. are all good locations!
2. Take into consideration what plants you want to grow. Some are much higher maintenance and require daily care while some require only weekly care. Choose the right plants for your service group. After you've decided, start planting!
3. Be sure to care for the plants all throughout the year. Make it a weekly thing to water them and do weed maintenance, and make it a seasonal event to plant different things every season.

Tips:

- Make raised garden beds to plant in so it's easier to control things so your plants can grow better!
- You can plant fruits or vegetables to later donate when it's fully ripe

Resources: [How to Build a Garden Bed](#), [Sustainable Gardening Tips](#)

DECORATING DUFFLE BAGS

Purpose: Many children in foster care carry their belongings around in trash bags. Give them a nicely decorated duffle bag instead!

Focus: Major Emphasis, April “Community Outreach”

Supplies:

- Duffle bags
- Fabric paint
- Paint brushes



Steps:

1. Set up a date, time, and location for the project. An advisor's classroom or a park would all be nice.
2. Choose what part of the duffle bag you would like to paint. You can decorate with flowers, animals, or other age-appropriate decorations. Start painting!
3. Allow duffle bags to dry thoroughly before transporting them. Donate them to organizations such as [Bags4Kids](#) or [Day 1 Bags](#), or to local shelters.

Tips:

- Make sure you know what you want to paint so you do not mess up the bag.
- If you have the resources, you could also fill the bags with gifts or clothes that will help out children in need.

LITERACY WITH LITTLE ONES

Purpose: This helps little ones build bonds and get better at reading!

Focus: Major Emphasis, August SOSP “Children’s Education”

Supplies:

- Books



Steps:

1. Set up a date, time, and location for the project
2. Choose an organization or school where you can read with little kids.
3. Choose a book to read.
4. Find a reading partner and start reading with them!

Tips:

- Partnering with schools that your members may have went to will create stronger bonds in your community!
- If your club is a co-sponsor of a K-Kids or Builders Club, visit them and create a stronger bond with branches of the Kiwanis Family
- Reach out to teachers or principals and work with them to arrange certain days to read with students!

LUNCH BAGGING

Purpose: Help feed your community by making lunch bags!

Focus: August “Children’s Education”, April “Community Outreach”

Supplies:

- Brown paper bags (optional: markers to decorate)
- Sandwich bread
- Nut butter and jam
- Extra snacks (apples, oranges, cookies, etc.)
- Water bottles



Steps:

1. Set up a date, time, and location for the project.
2. Choose a place to donate the lunches to. Reach out to City Hall, churches, food banks near you, etc.
3. Advertise to gain volunteers.
4. Optional: decorate the brown bags with markers.
5. Set up an assembly line to make the sandwiches and to put each item into the bags.
6. Seal the bags.
7. Donate!

Tips:

- Make the bags the day you want to donate the food or a day before so the food doesn't spoil.

MURAL PROJECT

Purpose: Create a community mural with vibrant images and positive messages to bring positivity to communities

Focus: Governor's Project, May SOSP "Mental Wellness"

Supplies:

- Location (school wall, park wall, etc.)
- Design
- Paint



Steps:

1. Set up a date, time, and location for the project. A wall of your school or of a local elementary school, a park, etc. are all good locations for this project.
2. Choose what you want your mural to be. Work with artists (art students, clubs, etc.) to draft the mural.
3. Brainstorm and sketch out the idea as a club.
4. Get the mural approved by whichever entity you will need approval from. A school board, city council, etc. may need to approve the project, as it is a large project and will be on property that is not your own.
5. Recruit help, consider working with other clubs/schools.
6. Paint and let dry.

Resources: [How to Paint a Mural Step-by-Step](#)

NATURE CLEAN-UPS

Purpose: To promote a cleaner environment, your club can remove trash from your school, park, local trail, or any other location with litter.

Focus: July SOSP “Bee Clean, CNH!”

Supplies:

- Trash Bags
- Gloves
- Reach Extenders



Steps:

1. Set up a date, time, and location for the project
2. Analyze your community and find a location that could best benefit from this event.
3. Ensure that the area is a public space or that the proper permissions have been granted.
 - a. Check in with advisors about this
 - b. Complete permits if necessary
4. Split up into groups and start collecting trash.
5. Dispose what you collect in the appropriate area.

Tips:

- Consider making it a fun competition between groups to see who can collect the most trash.

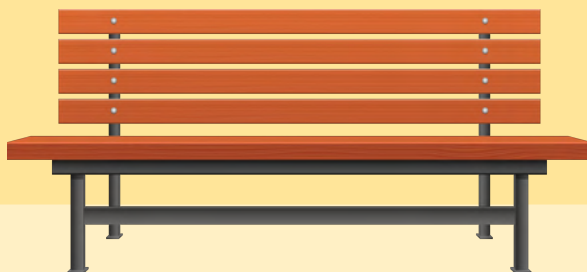
PAINTING PARK BENCHES

Purpose: To create nicer places to sit and relax in the community.

Focus: July SOSP “Bee Clean, CNH!”, April SOSP “Community Outreach”

Supplies:

- Paint
- Brushes



Steps:

1. Set up a date, time, and location for the project
2. Look for worn out benches that have chipped or peeled paint and are in need of work. Schools, parks, sidewalks, bus stops, and more are good places to start.
3. Get permission to be able to paint the park benches.
 - a. Work with your advisor and ensure that the proper paperwork is filled out with the park.
4. Choose the right paint for the benches.
5. Get to painting!

Tips

- Invite Kiwanis Family branches to paint and contribute to the artwork go grow a stronger KFam connection

READING TO SENIOR CITIZENS

Purpose: To spread some cheer and bond with community members!

Focus: April SOSP “Community Outreach”

Supplies:

- Books, short stories, novels, etc

Steps:

1. Email your local senior center to develop the project. Be sure to introduce yourself and your plan.
2. Organize logistics such as date, time, place, and location to do the project.
3. Advertise and gather volunteers.
4. Pick some books/stories to read and review the contents to ensure all content is safekey.
5. Go read to the senior citizens!

Tips:

- Work with a local elderly home so you really get to know seniors in your community.



RECYCLING DRIVE

Purpose: To put recyclable items to good use.

Focus: July SOSP “Bee Clean, CNH!”

Supplies:

- Flyers with different types of recyclables
- Collection containers

Steps:

1. Set up collection boxes around your school's campus.
2. OR set up certain dates and times for collection.
3. Sort the recyclables based off of what your local center wants.
4. Take the recyclables to a local recycling center.

Resources:

[How to Host a Recycling Drive](#)

[Plastic Sorting Guide](#)



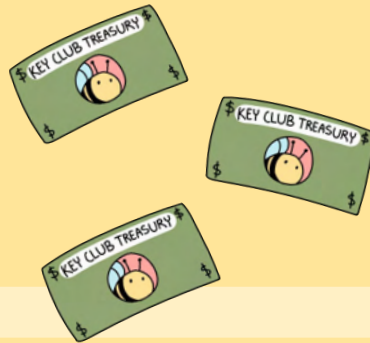
SECOND HAND SHOP

Purpose: To organize a second hand or thrift shop at your school to reduce waste and raise money.

Focus: July SOSP “Bee Clean, CNH!”

Supplies:

- Signs
- Tables
- Donations
- Price Tags



Steps:

1. Choose a time and place to host your shop.
2. Collect donations from students.
3. Sort through donations and price items accordingly.
 - a. Be sure all items are in good condition.
 - b. Make note of original prices.
4. Put price tags/stickers on all items.
5. Organize volunteers to help run the shop.
6. Advertise, advertise, advertise!
7. Set up your “shop” and start selling.
8. Donate all proceeds to charity and donate any unsold items to a local thrift store.

Tips:

- If you have time, make a binder or PDF of all items available including photos, original price, etc, so students can easily see what is available.

SENIOR CITIZEN PROM

Purpose: Help create a festive atmosphere and create a fun evening for senior citizens!

Focus: April SOSP “Community Outreach”, November SOSP “Kiwanis Family”

Supplies:

- Decorations
 - Streamers, balloons, backdrops, etc.
- Activities
 - Photo booth, bingo, flower crowns, etc.
- Food and drinks
- Speakers/music



Steps:

1. Choose a senior home or senior center to host your event. Coordinate with the center to choose a date and time.
2. Advertise the event and gather volunteers.
3. Set up the area you are hosting the “prom.”
4. Be enthusiastic and engaged when carrying out entertaining activities

Tips:

- Make sure that everyone is clear on the details and to have a backup plan in case something goes wrong.

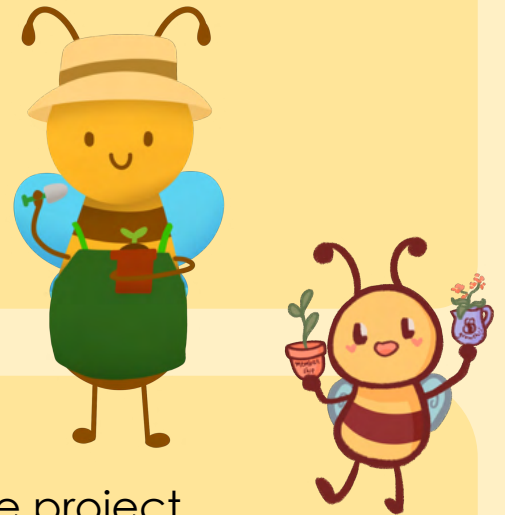
TREE PLANTING

Purpose: To add more greenery and to produce cleaner air.

Focus: July SOSP “Bee Clean, CNH!”

Supplies:

- Tree saplings
- Gardening tools



Steps:

1. Set up a date, time, and location for the project
2. Choose where to plant the trees by finding places with suitable conditions. Find places that need shade and won't be in the way of any playing fields. Do proper research of native trees in your area, and what type of environment the trees need to grow.
3. Get permission to plant trees by contacting authorities. For example, reach out to your local Parks & Recreation center to request permission to plant a tree in a park.
4. Plant the trees and set up protection for them as they grow.

Tips:

- Make sure to set up effective protection for the trees as they grow and to check up on them!

Resources: [How to Plant a Tree](#)

TUTORING

Purpose: To help educate children.

Focus: Major Emphasis, August SOSP “Children’s Education”

Supplies:

- Pen
- Paper
- An open mind



Steps:

1. Set up a date, time, and location for the project
2. Find a school or local organization with kids your club can help tutor.
3. Choose a date and time to meet with them. Work with the school or organization and set up times afterschool, and have a consistent schedule. For example, meeting every Tuesday and Thursday from 3:30-4:30 helps create a schedule for the kids and the volunteers.
4. Gather volunteers.
5. Start tutoring!

Tips:

- Find out what topics the kids need help with and what topics your volunteers are knowledgeable about. Use that information to pair them up!

SECTION 3

INDEPENDENT PROJECTS



INDEPENDENT PROJECTS

Welcome to the Independent Projects Section!

Independent projects are service projects that are generally easier to plan and can be done in a number of different formats. These projects can be hosted:

- Individually at home
- During club meetings
- At DCMs, socials, interclubs, etc

Independent Projects List

Activity Booklets

Bracelets for Charity

Cards for RecoverED

Care Packages

Color-A-Smile

Craft Kits for Kids

Cranes for Cancer

Crayon Initiative

Dog Toy Making

Flashcards for Preschoolers

Hygiene Kits

Knit/Crochet Projects

Lei Making

Meals on Wheels

No Sew Blankets

Origami & Paper Flowers

Plarn

Poster Making

Rice Heat Packs

Rock Painting

Sidewalk Chalk

Stress Ball Making

Testing Survival Kits

Yuda Bands

ACTIVITY BOOKLETS

Purpose: To entertain and stimulate kids, and to give them some fun, free activities to do.

Focus: Major Emphasis, August SOSP “Children’s Education”

Supplies:

- Paper
- Markers
- Hole punch
- Glue
- Ribbon/string



Steps:

1. Choose a date, time, and location.
2. Choose a place to donate the booklets, such as libraries or your local elementary schools.
3. Advertise so you have volunteers.
4. Decide on a theme for the booklet. For example, it could be Superhero or Dinosaur themed.
5. Choose activities (crosswords, coloring pages, etc.).
6. Put the booklets together.
7. Donate them!

Resources: [Different Ways to Make Booklets](#)

BRACELETS FOR CHARITY

Purpose: Choose a charity you would like to donate to, make bracelets that raise awareness for their cause, and sell bracelets as a fundraiser for them!

Focus: CNH and KCI Preferred Charities

Supplies:

- Beads
- String
- Scissors



Steps:

1. Choose a date, time, and location for the project.
2. Make the bracelets with club members and have it be a great bonding experience too.
3. Raise awareness for specific causes or charities by choosing representative colors, spelling related phrases with letter beads, etc.
 - a. Ex. pink bracelets with “hope” or “strength” for Breast Cancer Awareness as seen above
4. Sell the bracelets!
5. Donate money to a charity related to the cause.

Tips:

- Use superglue to secure your bracelet knots!

CARDS FOR RECOVER-ED

Purpose: Write cards to support eating disorder patients, partner with The RecoverED Project for their Card Project.

Focus: Governor's Project, May SOSP "Mental Wellness"

Supplies:

- Scissors
- Paper
- Writing utensils



Steps:

1. Reach out to The RecoverED organization [HERE](#), and work with them to set up a card collection and to receive further instructions.
2. Choose a date, time, and location for the project.
3. Make the cards with club members, and have it be a great bonding experience too. The cards should be encouraging, and also be mindful of eating disorders.
4. Send the cards to RecoverED!

Tips:

- Read through the cards before they're sent to make sure that they're all appropriate!

Resources: [The RecoverED Website](#)

CARE PACKAGES

Purpose: Care packages can contain useful necessities for hospital patients, frontline workers, elderly folks, and others in need of support.

Focus: December SOSP “Providing Basic Needs”

Supplies:

- Toiletries
- Snacks
- Cards with Positive Messages
- Other Necessities and Supportive Items



Steps:

1. Set up a date, time, and location to host a care package making event.
2. Gather supplies. Make sure there are enough supplies for every volunteer and for lots of care packages. You could host a donation drive for this as well.
3. Host the event. Volunteers will take various bags and pack them with different things to build the care package. Ensure that each package has the same amount of things in them, and be sure to announce to your volunteers what to put in each package.
4. Send the care packages to locations in need of them, such as hospitals, senior homes, homeless shelters, etc.

Tips:

- Make sure to plan ahead and determine who the care packages are being sent to. Gather all the necessary supplies.

Resources: [How to Build the Perfect Care Package](#)

COLOR-A-SMILE

Purpose: Decorate coloring pages for senior citizens, our troops overseas, and anyone else needing positivity.

Focus: Governor's Project, May SOSP "Mental Wellness"

Supplies:

- Crayons, Colored Pencils, and/or Markers
- Color-A-Smile coloring pages (colorasmile.org)
- Envelopes (to mail the coloring pages)

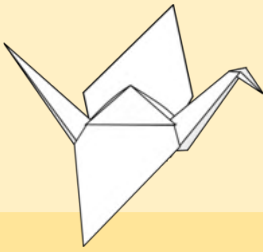


Steps:

1. Set up a date, time, and location to host the event, or publicize the event as an asynchronous and ongoing service for a week or so.
2. Gather supplies. (Make sure there are enough supplies for every volunteer)
3. Publicize the service opportunity (meetings, social media, etc).
4. Host the service event! Make sure that all the images and the coloring are in the lines and are good quality.
5. Mail the coloring pages to the Color-A-Smile office.

Resources: [Color A Smile Website](http://colorasmile.org)





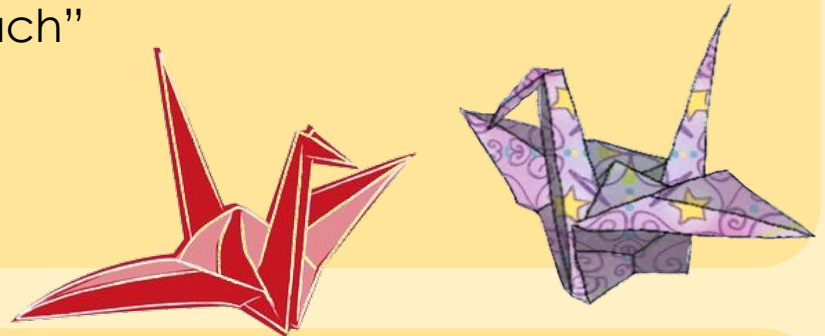
CRANES FOR CANCER

Purpose: Create paper cranes for those fighting cancer as a sign of hope and resilience.

Focus: January SOSP “Children’s Miracle Network”, April SOSP “Community Outreach”

Supplies:

- Origami paper



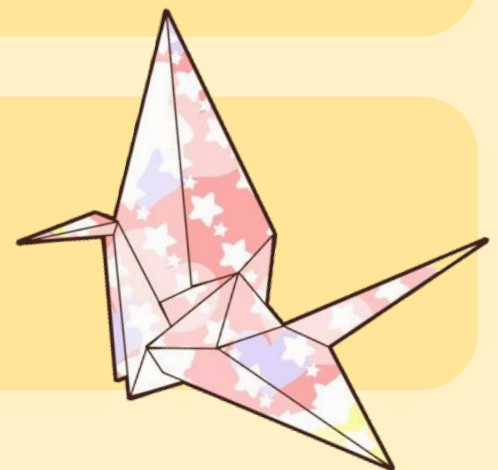
Steps:

1. Select a time frame for the event to take place and to create cranes.
2. Reach out to local hospitals and find a place to donate the cranes to.
3. Gather resources on how to make paper cranes.
4. Host the crane-making events and donate them!

Resources: [Crane Making Tutorial](#)

Organizations to Donate to

- [The Paper Crane Project](#)
- [Joey’s Wings - Cranes for a Cure](#)



CRAFT KITS FOR KIDS

Purpose: To spread creativity and make it easier for kids to do crafts.

Focus: Governor's Project, August SOSP "Children's Education"

Supplies:

- Craft items
 - Pipe cleaners, stickers, etc
- Paper for instructions



Steps:

1. Set up a time, date, and location to make the kits
2. Advertise in advance so you have volunteers
3. Choose a place to donate the craft kits, such as your local elementary school or public library.
4. Choose a craft and gather all the supplies needed
5. Have slips of paper with instructions
6. Put the kits together
7. Donate to wherever you decide, such as elementary schools, your public library, a local after school program, and more.

Resources: [Project Ideas](#), [Crafts for Kids](#)



CRAYON INITIATIVE

Purpose: Sends crayons to children's hospitals in the US using recycled ones!

Focus: August SOSP "Children's Education", Children's Miracle Network, Major Emphasis

Supplies:

- Donation boxes
- Promotional Materials
- Crayons



Steps:

1. Collect crayons! Set them boxes outside of classrooms or have a set time for people to drop off used crayons.
2. If possible, you could also host a sorting service event, where members sort through the crayons and separate them into boxes by color! This is optional, but helpful to the organization!
3. Ship them off to the Crayon Initiative, or drop them off at a local Staples to get them shipped off for you.

Resources: [Crayon Initiative Website](#)

DOG TOY MAKING

Purpose: Create dog toys using discarded shirts and other items and donate the toys to animal shelters.

Focus: April SOSP “Community Outreach”

Supplies:

- Old T-shirts
- Scissors



Steps:

1. Set up a date, time, and location to host the event.
2. Gather supplies. (Make sure there are enough supplies for every volunteer)
3. Publicize the event (meetings, social media, etc)
4. Host the event.
5. Give the dog toys to a local animal shelter.

Tips:

- To obtain shirts, ask members to bring them or go to thrift stores.

Resources: [Dog Toy Making Tutorial Video](#)

FLASHCARDS FOR PRESCHOOLERS

Purpose: Teach some new things or help strengthen their knowledge on what they are learning in class!

Focus: August SOSP “Children’s Education”, April SOSP “Community Outreach”

Supplies:

- Index cards
- Pens, pencils, etc.



Steps:

1. Choose a school or daycare to go to!
2. Set a date and time for volunteers to go.
3. Form small groups or partner up volunteers with kids and help them memorize and understand the flashcards.

Tips:

- Work with elementary schools members may have gone to so that you can bond with the community members more.

HYGIENE KITS

Purpose: Create kits with hygienic items for hospitals, senior homes

Focus: June SOSP “Health & Safety”, April SOSP “Community Outreach”

Supplies:

- Box or Bag
- Hand Sanitizer
- Sanitized wipes
- Gloves
- Toiletries



Steps:

1. Set up a date, time, and location to host the event.
2. Gather supplies. Make sure there are enough supplies for every volunteer to use and to make kits with.
3. Publicize the event through meetings, social media, etc.
4. Host the event.
5. Send the hygiene kits to locations in need of them, such as hospitals, senior homes, etc.

Tips:

- Make sure the hygiene kit has enough supplies that can last around a week or month.

Resources: [How to Make a Hygiene Kit](#)

KNIT/CROCHET PROJECTS

Purpose: Make cute plushies or blankets to donate to kids!

Focus: September SOSP “Pediatric Trauma Program”, April SOSP “Community Outreach.” Major Emphasis

Supplies:

- Yarn
- Knit/crochet needle
- Sewing needles
- Plushie Stuffing



Steps:

1. Choose where you want your items to go.
2. Choose a date, time, and location for the project.
3. Teach members how to crochet or knit, and gather supplies.
4. Knit or crochet your heart away, and donate everything to a local hospital or shelter!

Tips:

- Knitting and crocheting are difficult to learn and to teach, so be sure you are properly investing resources and time into this project.
- You could have this be an ongoing project where you collect donations throughout a semester, and then donate it all to a local hospital or shelter at the end.

Resources: [Great Crochet Tutorials](#)

LEI MAKING

Purpose: Create leis that can be sold at club and school events. Donate funds to preferred charities like PTP.

Focus: April SOSP “Community Outreach,” PTP, UNICEF, other preferred charities

Supplies:

- 2 different colors of ribbon (3/8 inch in width)
- Scissors



Steps:

1. Set up a date, time, and location to host the lei making event.
2. Gather supplies, and ensure there are enough supplies for every volunteer.
3. Publicize the event.
4. Host the event and teach members how to make leis.
5. Sell the leis at club and school events
6. Donate the funds raised to a preferred charity (Ex: PTP/YES! Initiative, UNICEF)

Resources: [Lei Making Tutorial Video](#), [How to Make Ribbon Leis \(WikiHow\)](#)

MEALS ON WHEELS PLACEMATS

Purpose: To make people's meals feel more homey and heartfelt.

Focus: December SOSP "Providing Basic Needs", April SOSP "Community Outreach,"

Supplies:

- Cardstock or construction paper
- Markers or paint



Steps:

1. Set up a date, time, and location to host the event.
2. Have volunteers decorate the placemats. Choose certain patterns so there is uniformity within the placemats. For example: flowers, lines, dots, etc.
3. Coordinate with your local Meals on Wheels to donate the placemats! If there is not a Meals on Wheels near you, donate the placemats to a local shelter for the homeless or a local food bank to be distributed.

Tips:

- If possible, laminate the placemats once completed!

NO SEW BLANKETS

Purpose: To create blankets for those in need.

Focus: December SOSP “Providing Basic Needs”

Supplies:

- Fleece fabric
- Scissors
- Ruler



Steps:

1. Set up a date, time, and location for the project.
2. Measure out two pieces of fabric that are the same size.
3. Stack the fabric pieces on top of each other.
4. Cut fringes in the fabric pieces.
5. Tie knots to connect the fabric together.

Tips:

- Read the tutorial in the link below for more specific information about measurements.

Resources: [DIY No-Sew Fleece Blankets](#)



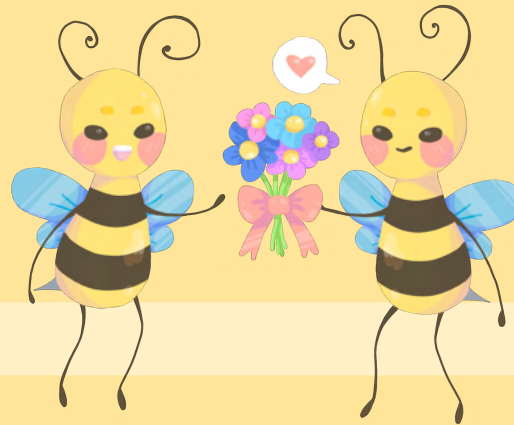
ORIGAMI & PAPER FLOWERS

Purpose: Create some pretty origami and paper flowers to brighten up someone's day!

Focus: April SOSP "Community Outreach," Governor's Project

Supplies:

- Origami paper
- Tissue paper
- Pipe cleaners



Steps:

1. Choose where you want to donate the origami and flowers.
2. Choose a date, time, place, and location to do the project
3. Advertise and gather volunteers.
4. Make some origami and flowers.
5. Donate your creations!

Resources: [Origami Tutorials](#), [Tissue Paper Flower Tutorial](#)

PLASTIC YARN (PLARN)

Purpose: Create plastic yarn that can be used to make plastic mats, bed rolls, and other useful items.

Focus: July SOSP “BEE Clean, CNH!”, December SOSP “Providing Basic Needs”

Supplies:

- Plastic Bags
- Scissors



Steps:

1. Collect clean plastic to use.
2. Host a plarn making event and teach members how to make plarn.
3. Members can then crochet or knit with the plarn to make rugs and other crafts that can be donated to people in need at different shelters!

Resources: [How to Make Plarn](#)



POSTER MAKING

Purpose: Make posters to be put up around the school. The posters can have educational topics, awareness, and/or positive messages

Focus: April SOSP “Community Outreach”

Supplies:

- Poster Paper
- Coloring Supplies (colored pencils, markers, pens)



Steps:

1. Choose a date, time, and location (e.g. school cafeteria, park) for the poster making event
2. Publicize the event via meetings and social media
3. Host the event. (Create the posters. Put them up around the school.)
4. Take pictures of the posters

Tips:

- Add doodles, drawings, or images.
- Feel free to create digital posters as well! You can use platforms like Canvas and Google Slides.

Resources: [Motivational Poster Ideas \(Pinterest\)](#)

RICE HEAT PACKS

Purpose: Create homemade heating packs to help comfort people in their time of need.

Focus: September SOSP “Pediatric Trauma Program,”
December SOSP “Providing Basic Needs”

Supplies:

- Fabric (preferably patterned)
- Sewing materials (needles, thread, pin cushion, etc)
- Scissors
- Rice



Steps:

1. Choose where you want to donate your items.
2. Choose a date, time, place, and location to do the project
3. Advertise and gather volunteers.
4. Follow the instructions in the links provided.
5. Donate what you make!

Resources: [Tutorial 1](#), [Tutorial 2](#)





ROCK PAINTING



Purpose: Paint some rocks with positive messages and/or silly drawings and scatter them around as little treasures for people to find.

Focus: April SOSP “Community Outreach”, May SOSP “Mental Wellness”

Supplies:

- Rocks
- Paint
- Brushes



Steps:

1. Choose a date, time, and location (e.g. school cafeteria, park) for the rock painting event
2. Publicize the event via meetings and social media
3. Host the event. (Paint the rocks. Place them around parks, school, etc.)
4. Take pictures of the rocks.

Tips:

- Add images and drawings that will capture people’s attention

Resources: [Rock Painting Tutorial Video](#)

SIDEWALK CHALK

Purpose: Draw positive messages on sidewalks using chalk to brighten people's days.

Focus: April SOSP "Community Outreach", May SOSP "Mental Wellness"

Supplies:

- Chalk
- Sidewalk (in permitted area)



Steps:

1. Choose a date, time, and location for the event
 - a. Some ideas include on school grounds, at a park, or around children's hospitals or senior centers.
 - b. Once the location is chosen, email the proper authorities and submit necessary info for approval.
2. Have volunteers write various positive messages and drawings at the event. Make sure to check that all messages and drawings are safekey.
3. Take pictures of the chalk drawings

Tips:

- Bring a list of message suggestions or photos from online to help inspire volunteers
- Add fun decor and cater to the location, if possible

Resources: [Sidewalk Chalk Kindness Ideas \(Pinterest\)](#)

STRESS BALL MAKING

Purpose: This simple service project can help a lot of people with their stress!

Focus: Governor's Project, Major Emphasis

Supplies:

- Balloons
- Rice



Steps:

1. Choose a date, time, and location for the project
2. Choose a place to donate them
3. Advertise so you have volunteers
4. Put a handful worth of rice into each balloon
5. Tie the balloon

Tips:

- Use a funnel to put the rice in the balloon or cut up a water bottle and use that as a funnel.

TESTING SURVIVAL KITS

Purpose: Help students deal with testing season by creating testing survival kits!

Focus: Major Emphasis, August SOSP “Children’s Education”

Supplies:

- Ziploc bags/goody bags
- Candy
- Stress balls, homemade cards, etc.



Steps:

1. Choose a date, time, and location for the project
 - a. Around finals/AP testing or other stressful times
 - b. Keep in mind AP/IB testing season is in Mid-May
 - c. Finals are often towards the end of semesters (late December / late May)
2. Coordinate with a school to donate the kits to.
3. Assemble the kits!



YUDA BANDS



Purpose: Raise money for students in developing countries so that they're able to go to school by selling bracelets!

Focus: December SOSP "Providing Basic Needs"

Supplies:

- Yuda Bands (Purchased from the organization)

Steps:

1. Get your advisors help getting approval to sell bracelets. The website has a teacher request letter template.
2. Complete the [Google Form](#) linked for Yuda Bands.
3. Start planning and advertising.
4. Meet your International Student that you are supporting. Your project manager will help you organize a video call.
5. Sell bracelets and raise money!
6. Finalize your project! When your sales weeks are over, you'll send them your final numbers using their [Project Finalization Form](#)! After submitting your info, your project manager will email you a prepaid return shipping label.

Tips:

- Make sure to get proper permission from your Student Council and to fill out the right forms!

Resources: [Yuda Bands Website](#)

SECTION 2

COMMUNITY EVENTS



COMMUNITY EVENTS

Welcome to the Community Events Section!

Community events are projects that partner with local organizations to make an impact. These can be very impactful and beneficial as you are working with organizations that know the cause/issue well!

Community Events typically last one day. However, they require weeks of planning, outreach, and communication, so plan ahead and be proactive!

Community Events

[Birthday Parties](#)

[Blood Drive](#)

[Festivals/Parades](#)

[Float Building](#)

[Food Bank/Distribution](#)

[Habitat for Humanity](#)

[Little Free Library](#)

[Math Festival](#)

[Marathons](#)

[Relay for Life](#)

[Special Olympics](#)

[Walk for Water](#)

[Voter Registration](#)

BIRTHDAY PARTIES FOR UNHOUSED

Purpose: Everyone deserves to celebrate their special day, even in difficult times. Work with your community to hold birthday parties for the unhoused and the homeless in your local area.

Focus: January SOSP “Community Outreach”

Supplies:

- Birthday Party Decor
 - Banners, streamers, confetti, party hats



Steps:

1. Get into contact with local homeless shelters or non-profits that work with housing/unhoused community members
2. Create a roster with citizens that you could surprise on their special day
3. Work with volunteers/your division members to hold a birthday party supplies drive
 - a. OR you can fundraise to purchase these supplies
4. As a group, go and surprise the citizens at the homeless shelter or where they currently reside

Tips:

- To ensure safety, make sure you always work with a local housing organization as your medium for this event

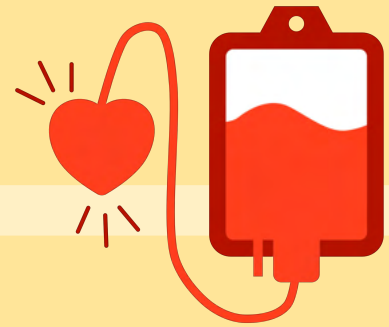
BLOOD DRIVE

Purpose: To put an emphasis on caring for health and to help save lives all around the world, your club could help volunteer at a blood drive.

Focus: April SOSP “Community Outreach,” June SOSP “Health and Safety,” Children’s Miracle Network

Supplies:

- None



Steps:

1. Reach out to an on campus Red Cross club or the Red Cross organization to see if they’re hosting any blood drives in your community soon.
2. Work with the organizers to determine amount of volunteers needed, and their purpose during the event.
3. Promote the event and recruit volunteers.
4. Successfully help save lives and serve your community.

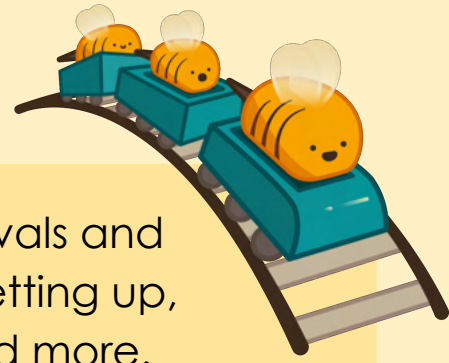
Tips:

- Keep in constant communication with the organizers to ensure the event runs smoothly for everyone involved.

Resources: [Red Cross Volunteer Page](#)



FESTIVALS & PARADES



Purpose: Your club can get involved in local festivals and parades by helping out community organizers, setting up, cleaning up, running booths, guiding people, and more.

Focus: April SOSP “Community Outreach”

Supplies:

- If you’re hosting a booth, make sure to have all the proper materials you need for the booth you’re hosting.
- If you’re volunteering at the event in general, none.

Steps:

1. Find a local festival or parade. Great resources for these are your city’s Parks and Recreation Department, or schools.
2. Get in contact with the organizers and ask about volunteering or hosting a booth.
3. Determine whether your club wants to host your own booth (activities, fundraising, educational, etc.) or just help out at the event.
4. If hosting your own booth, be sure to gather all materials.
5. Promote your event and recruit volunteers needed.
6. Have a successful service event.

Tips:

- Maintain consistent communication with the event organizer to ensure that the event goes smoothly.



FLOAT BUILDING



Purpose: Participate in a local community parade by building your own float or helping another organization with their float. Get your club involved in community parades!

Focus: April SOSP “Community Outreach,” November SOSP “Kiwanis Family”

Supplies:

- If making your own float, a base, decor materials, and other construction materials are needed. Possible materials include white or oasis glue, wood, flowers, leaves, and cardboard.
- If volunteering with another organization, none!



Steps:

1. Find a local parade that has floats. Great resources for these are your city’s Parks and Recreation Department.
2. Determine whether your club wants to make your own float, or help another organization with their float.
3. If building your own float, be sure to gather all needed materials and develop a game plan. If working with another organization, stay in contact with them to determine dates and times volunteers are needed.
4. Promote your event and recruit volunteers needed.
5. Have a successful service event.

Tips:

- Building a float can be expensive. Be sure to budget well.

FOOD BANK/DISTRIBUTION

Purpose: Food insecurity is a prominent threat in so many communities. Your club can help out by volunteering at a Food Bank.

Focus: April SOSP “Community Outreach,” June SOSP “Health and Safety,” December SOSP “Providing Basic Needs”

Supplies:

- None



Steps:

1. Find a local food bank or organization near you. Churches may also host some food distributions as well.
2. Reach out to the organizer and see how your club can contribute, whether it be by sorting through groceries, putting together boxes of food, or even giving out food.
3. Promote the service event and recruit volunteers.
4. Host a successful service event.

Tips:

- Be sure to build a good relationship with the organizations and food banks you’re volunteering with to ensure that your club is welcomed back.
- Keep in constant communication with the organizers to ensure that the event runs smoothly for everyone involved.

HABITAT FOR HUMANITY

Purpose: Provide and assist homes for families in need of a safe place to live.

Focus: December SOSP “Providing Basic Needs”

Supplies:

- Time!

Steps:

1. Research about projects near you on the Habitat for Humanity website.
2. Reach out to the project leaders and arrange events with them for your members to help out!
3. Work with the project leaders to find projects near you, and set up dates with them for your members to volunteer and help out.
4. Serve and build or restore homes for your community.

Resources: [Habitat for Humanity Website](#)



LITTLE FREE LIBRARY

Purpose: Encourage literacy and provide books for those who may not have access to such resources.

Focus: August SOSP “Children’s Education,” December SOSP “Providing Basic Needs”

Supplies:

- Books
- Construction Materials



Steps:

1. Find a location to put the Little Free Library. Be sure you have proper permission and clearance to put it there!
2. Start constructing the library and gather books to put in. Use wood, glue, and other materials to construct it!
3. Place the Little Free Library in the previously determined spot, and check back in with it often to ensure that it’s being stocked with books!

Tips:

- Put the Little Free Library somewhere you’re sure it will be used (near schools, in public parks, near children’s hospitals, etc).

Resources: [Start A Little Free Library](#)

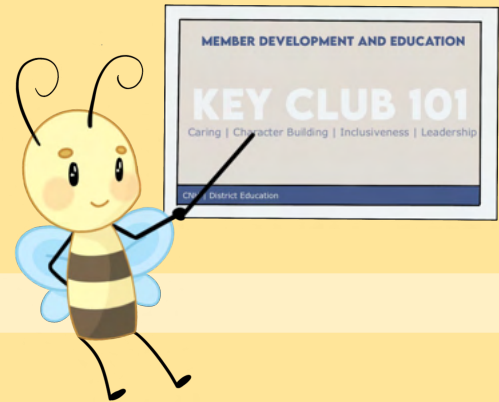
MATH FESTIVAL

Purpose: A Math Festival is the perfect way to get involved with your community, which can be a fun and interactive event for elementary and middle schoolers. It is essentially a math competition, holding Common Core math-related activities for an incentive.

Focus: April SOSP, "Community Outreach," Major Emphasis

Supplies:

- Tables/Chairs
- Math Activities
 - Print-outs, cubes, shapes



Steps:

1. Contact local venues, gymnasiums, or schools to see if you can hold the festival there
2. Gather all materials needed. See if you can rent out tables and chairs for the day of the event.
3. Hold the event, and see if you can find sponsors to help out with funds.
4. See if local organizations or businesses want to hold food fundraisers at the event (ex. Taco truck).
5. Find and award incentives to those who participate.

Resources: [DIY Math Festival Planner](#)

MARATHONS

Purpose: Marathons are everywhere, and they always need volunteers. Your club could volunteer to help pass out water, pass out medals, or guide participants in marathons.

Focus: June SOSP “Health and Safety”

Supplies:

- None



Steps:

1. Go to titanvolunteers.com and register your group to volunteer at a local marathon. You could also email local marathon organizers and work with them to figure out how you could help them put on their event.
2. Ensure your volunteers will be there in a timely manner and do their best to serve.

Tips:

- Titan Volunteers isn't the only website you have to go through, and you can find smaller marathons who need volunteers around you too!

Resources: [Titan Volunteers](#)



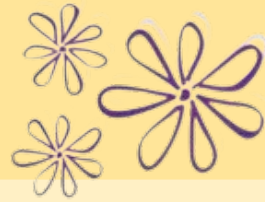
RELAY FOR LIFE

Purpose: Relay for Life is essentially a walk to honor cancer survivors and loved ones currently fighting cancer. This is an opportunity to work alongside the American Cancer Society and to fundraise money for those battling cancer.

Focus: April SOSP “Community Outreach,” June SOSP “Health and Safety”

Supplies:

- Varies based on Relay



Steps:

1. Reach out to the American Cancer Society and check when the next relay race closest to your division is
2. Ask to volunteer at the relay. You may be asked to:
 - a. Give out water cups to participants
 - b. Help with the honoring ceremony
 - c. Decorate for the event
3. Be sure to promote this event to your members! After the event, thank any organizations and sponsors.

Tips:

- Be respectful and compliant with all participants!

Resources: [Relay for Life](#)



SPECIAL OLYMPICS

Purpose: Special Olympics is an organization that organizes year-round training and activities for children and adults with intellectual disabilities. Helping hold one of can help you become more involved with your community.

Focus: April SOSP “Community Outreach,” June SOSP “Health and Safety”

Supplies:

- Varies based on Olympics
- Sports Supplies: Balls, Cones, Jerseys



Steps:

1. Check on the Special Olympics website when the next competition closest to your division is.
2. Ask to volunteer at the Olympics. You may be asked to:
 - a. Give out water cups to participants
 - b. Sign-in/prepare athletes
3. Be sure to promote this event to your division members! Another way you can do so is by helping potential participants sign-up to compete in the Olympics. This can be a form of effective outreach.
4. After the event, thank any organizations and sponsors.

Tips:

- Be respectful and compliant with all participants!

Resources: [Special Olympics](#)

WALK FOR WATER

Purpose: Walk for Water is an initiative started by Water Mission, where members walk to raise awareness on the international clean water crisis. There are certain dates annually where citizens can participate in this event.

Focus: February SOSP “The Thirst Project”, April SOSP “Community Outreach”, June SOSP “Health and Safety”

Supplies:

- Varies based on event

Steps:

1. Check on the Water Mission website when the next event closest to your division is
2. Ask to volunteer at the Walk. You may be asked to:
 - a. Give out water cups to participants
 - b. Sign-in/prepare athletes
 - c. Promote the event
3. Reach out to your division and verify if there are any members willing to participate in the walk, or volunteer.
4. After the event, thank any organizations and sponsors.

Resources: [Walk for Water](#)



VOTER REGISTRATION

Purpose: A huge part of community involvement is voter registration. This is especially crucial as the 2024 election grows closer. You can work with Kiwanians and adults/volunteers to help citizens register to vote - as long as it's 15 days before Election Day!

Focus: April SOSP "Community Outreach", November SOSP "Kiwanis Family"

Supplies:

- Voter Registration Distribution Cards (provided by the state)



Steps:

1. If in need of over 50+ Registration Distribution Cards, contact the Secretary of State (info in **resources**).
2. Contact your Local Elections Office as they can provide you with Distribution Cards and more information with the law when holding a Voter Registration Drive.
3. Train your volunteers with the information given to you by your Local Elections Official.
4. If volunteering at a Voter Registration Drive (not hosted by your division), then be sure to be compliant with the hosts and their regulations!

Tips:

- ALWAYS abide by the law when it comes to voting!



Resources: [CA Voter Registration Guide](#) [HI Voter Registration Guide](#) [NV Voter Registration Guide](#)

SECTION 4

SEASONAL EVENTS



SEASONAL EVENTS

Welcome to the Seasonal Events Section!

Seasonal events are club-hosted events/projects that occur during specific times of the year, typically in coordination with holiday seasons.

From Easter to Juneteenth, there's a project for all times of the year! Be sure to stay connected to your community during these times as they will likely also host events your club can volunteer for.

Seasonal Events

[Easter Eggstravaganza](#)

[Juneteenth Infographics](#)

[Pride Month Art](#)

[Socktober](#)

[Trick or Treat for UNICEF](#)

[Haunted Maze/House](#)

[Halloween Goodie Bags](#)

[Veteran's Day Care Packages](#)

[Holiday Cards](#)

[Operation Christmas Child](#)

EASTER EGGSTRAVAGANZA

Purpose: Create a memorable Easter experience for your community by throwing an Easter Eggstravaganza!

Focus: April SOSP “Community Outreach”

Supplies:

- Plastic easter eggs
- Candy or prizes to fill the eggs with



Steps:

1. Choose a date, time, and location to host the event
2. Gather some volunteers and spend some time filling up eggs for participants to find
3. Choose locations to hide the eggs at your event location and let the fun begin!

Tips:

- Your local Parks & Recreation Department may also be putting on a city-wide Easter Eggstravaganza! Be sure to reach out to them and see if they need any help.

JUNETEENTH INFOGRAPHICS

Purpose: Create educational Juneteenth infographics to spread information and awareness about the significance of the platform.

Focus: April SOSP “Community Outreach”

Supplies:

- Phone or computer
- Canva or similar platforms
- OR a poster and markers



Steps:

1. Choose a place or social media platform to upload your infographics on.
2. Make the infographics. Be sure to do proper research!
3. Share the infographic to your community!

Tips:

- Be sure to be careful on your wording and how you choose to talk about Juneteenth.

Resources: [What is Juneteenth?](#), [The Historical Legacy of Juneteenth](#), [How to Celebrate Juneteenth](#)

PRIDE MONTH ART

Purpose: Create some Pride Month related art and share it!

Focus: April SOSP “Community Outreach”

Supplies:

- Art supplies such as paint, canvases, markers, paper, etc.



Steps:

1. Decide what medium of art you will be having your members create, whether digital or physical.
2. Make some pride art! The art could include some small drawings of pride flags and education on the LGBTQ+ community!
3. If you're doing physical art, you could choose a place you would like to give your art to, such as a local school or safe shelter for LGBTQ+ youth and people. You could even arrange to create an art display where all the art could be put up! If the art is digital, you could display it on social media or in newsletters.

Resources: [Pride Art Examples](#)



SOCKTOBER

Purpose: Provide the homeless with socks as the months get colder and encourage your community to help others out!

Focus: December SOSP “Providing Basic Needs”

Supplies:

- Collection boxes
- Promotional Material (posters)



Steps:

1. Find a local homeless shelter to donate the socks to.
2. Collect new, clean socks throughout the month of October throughout your school and community.
3. Donate the socks!

Tips:

- Set up several collection boxes around schools and get other clubs involved too!

Resources: [Socktober](#)



TRICK OR TREAT FOR UNICEF

Purpose: Fundraise through Trick or Treating for UNICEF, and raise awareness on UNICEF's mission.

Focus: October SOSP "UNICEF"

Supplies:

- A small orange box to collect donations



Steps:

1. Get involved through the website and sign up to Trick or Treat for UNICEF. You can also sign up to order boxes during October!
2. If unable to order orange boxes, you could also have members decorate their own boxes with cardboard and markers, paint, stickers, and more.
3. Be sure to promote the event to your community, so that they're aware and can participate. Additionally, make sure participating members are educated on the cause so that they can talk with people they meet to get them involved!
4. Go Trick or Treating and get your community involved to be able to raise lots of money.
5. Donate to UNICEF!

Resources: [Trick-or-Treat for UNICEF](#)

TRICK-OR-TREAT
FOR UNICEF

HAUNTED MAZE/HOUSE

Purpose: Create a fun event for your community and for your members/club to participate in!

Focus: October SOSP “UNICEF”

Supplies:

- Candy
- Decorations
- Makeup/Costumes



Steps:

1. Choose a date, time, and location.
2. Recruit volunteers and scare actors.
3. Publicize and promote the event!
4. Set up the maze with the help of volunteers.
5. Pass out candy and prizes and make sure the event runs smoothly throughout the day.

Tips:

- This event may generally be more difficult to fund, so see if your city may be hosting a haunted maze and if they need any assistance with it!

HALLOWEEN GOODIE BAGS

Purpose: Help spread some Halloween spirit by making goodie bags to pass out to kids!

Focus: October SOSP “UNICEF”

Supplies:

- Goodie bags and ties
- Different types of candies
- Small toys (optional)



Steps:

1. Choose a place to give the goodie bags to.
2. Choose a date, time, and location.
3. Publicize the events!
4. Bring different types of candy (chocolates, lollipops, etc.)
5. Set up an assembly line and start filling up the bags, and donate them!

Tips:

- Try to avoid candies with common allergens like peanuts, etc.

VETERAN'S DAY CARE PACKAGES

Purpose: Create some care packages for troops serving in the army in honor of Veteran's Day!

Focus: April SOSP "Community Outreach"

Supplies:

- Shipping boxes
- Hygiene products
- Other gifts on their wishlist



Steps:

1. Set up a time, date, and location for the project.
2. Gather all necessary supplies for the care packages. Be sure to appropriately budget for everything, or even apply for a grant to be able to do this project!
3. Organize boxes by goods. For example, have all magazines in one box and all hygiene products in a different box. Sort through everything with volunteers.
4. Write nice cards with nice messages, jokes, and/or drawings to include in the care packages too!
5. Ship the boxes out to the address provided on the website.

Resources: [Support Our Troops - Care Packages](#)

HOLIDAY CARDS

Purpose: Spread some holiday cheer by creating holiday cards for people in need.

Focus: April SOSP “Community Outreach”, November, “Kiwanis Family

Supplies:

- Construction or cardstock paper
- Markers, colored pencils, crayons, etc.
- Other crafting materials:
 - Ex. washi tape, patterned paper, stencils, stamps



Steps:

1. Set up a time, date, and location for the project
2. Advertise the project.
3. Make nice cards with nice messages, jokes, and/or drawings. Ensure the cards have diversity in the holidays they focus on. Some winter holiday ideas include:
 - a. Christmas, Hanukkah, Kwanzaa, Lunar New Year
4. Donate them to your local shelter, hospitals, or local organizations!



OPERATION CHRISTMAS CHILD

Purpose: To spread Christmas cheer to little ones.

Focus: December SOSP “Providing Basic Needs,” Major Emphasis

Supplies:

- Shoebox
- Gifts
- Hygiene products
- School supplies
- Card-making supplies



Steps:

1. Set up a time, date, and location for the project
2. First, gather all the necessary supplies to put the boxes together. You can use donations, have your club purchase the items, or both.
3. Organize everything that gets donated.
4. Have volunteers put items in the shoe boxes.
5. Write notes and add them to the boxes.
6. Send the boxes!

Tips:

- Organize an assembly line to make packing the shoeboxes more efficient!

Resources: [How to Pack a Shoebox](#)

SECTION 5

ONLINE EVENTS



ONLINE EVENTS

Welcome to the Online Events Section!

Online events are club-run events, typically projects partnering with other organizations to directly make an impact. These projects can be asynchronous or completed together online via Zoom and are typically a more accessible form of service, especially for physically distanced clubs, divisions, regions, etc.

Online Events List

[Amnesty Decoders](#)

[Be My Eyes](#)

[Bookshare](#)

[Charity Miles](#)

[MapSwipe](#)

[Ocean Conservancy](#)

[Operation Gratitude](#)

[Quiz Games](#)

[Schoolhouse](#)

[Serveathon](#)

[St. Jude's Letters](#)

[Translators Without Borders](#)

[Zooniverse](#)

VIRTUAL SERVICE HOURS

The virtual service hour guidelines are recommendations developed by the SP Committee to help regulate virtual service in CNH. They work to maintain the integrity and value of service throughout our District.

- 1. Service hours cannot be quantified. This means hours are counted based on duration not quantity.**
 - a. Ex. 100 questions answered \neq 1 hour
 - b. Instead, have members record the amount of time spent on a specific task or service
- 2. A member's virtual service hours should not exceed their in-person service hours.**
- 3. A member's virtual service hours should not exceed 5 hours a month.**

We discourage heavy reliance on virtual service as it is often vague and does not make as direct of an impact on our communities. However, it can be helpful to physically distanced or financially struggling divisions/ clubs. If you decide to host a virtual service project, be sure to choose the project carefully. Virtual service should still be serving communities and making an impact in some way. Additionally, follow the guidelines above to maintain a fair implementation of virtual services.

AMNESTY DECODERS

Purpose: Amnesty International's global network of digital volunteers, contributing real-time to ground breaking human rights research. The vision for us would be to inspire a new generation of tech-savvy activists to become human rights monitors and help document human rights violations using technology.

Focus: September SOSP “Pediatric Trauma Program”

Supplies:

- Internet, Online device



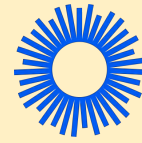
Steps:

1. Advertise this opportunity.
2. Register to become an official volunteer.
3. Have volunteers verify their hours through screenshots and/or a log.

Resources: [Amnesty Decoders Website](#)



BE MY EYES



Purpose: Be My Eyes is a Danish mobile app that aims to help blind and visually impaired people to recognize objects and cope with everyday situations.

Focus: December SOSP “Providing Basic Needs,” Children’s Miracle Program

Supplies:

- Mobile device
- Audio available



Steps:

1. Click download and choose your preference of online device.
2. Download the app.
3. Click “I’d like to volunteer”.
4. Put down your email and a link will be sent to you.
5. Complete the confirmation codes.
6. Wait until a call comes in!

Tips:

- Have your notifications on so you never miss a call!

Resources: [Tips to Help Volunteers](#)



BOOKSHARE

Purpose: Contribute your skills and passions to help people with print disabilities read. From scanning and proofreading, to describing images, to providing support for Bookshare teachers and families.

Focus: August SOSP “Children’s Education,” December SOSP “Providing Basic Needs,” & UNICEF

Supplies:

- Computer



Steps:

1. Review volunteer opportunities.
2. Register to volunteer.
3. Within 24 hours you’ll receive an email from BookShare team to learn how to get started.

Tips:

- Be patient with the person you’re assisting and also yourself! You both are learning something about each other!

Resources: [Bookshare Website](#)

CHARITY MILES

Purpose: Charity Miles is an app where you can raise money for charity by walking or running long distances. You raise up to 25 cents per mile.

Focus: October SOSP “UNICEF”

Supplies:

- Your mobile device to track your miles
- Sponsors to help support you and the cause! Simply recording oneself running does not actually contribute to anything – a sponsor necessary for raising funds.



Steps:

1. Download the app.
2. Get moving to help support the causes that you're raising money for. You can bike, walk, run, and more!
3. Make an Impact! Get sponsorships from friends or family to help support and raise awareness.

Tips:

- Stay hydrated!
- Make sure you're tracking your steps on the app!
- Run, Walk, Jog with a friend! Make it fun!

Resources: [Charity Miles Blog](#)



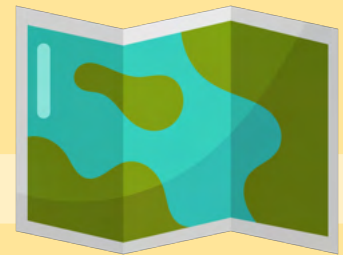
MAPSWIPE

Purpose: MapSwipe utilizes volunteers to actively contribute to geospatial data projects. From identifying infrastructure to tracking environmental changes and validating map data, MapSwipers help improve map data across the world.

Focus: April SOSP “Community Outreach”

Supplies:

- Mobile device with working camera



Steps:

1. **Find:** Swipe through satellite images to identify & select those that contain the requested features such as buildings, roadways, waterways and more.
2. **Compare:** Review before and after satellite images to detect changes in the environment that help inform damage assessment, climate change, or inaccurate data.
3. **Evaluate:** Assess building footprints for accuracy where buildings have been previously traced by remote mappers or through AI to identify where remapping is needed.

Resources: [Mapswipe Website](#)

OCEAN CONSERVANCY

Purpose: Ocean Conservancy promotes healthy and diverse ecosystems and opposes practices that threaten ocean life and human life.

Focus: July SOSP “BEE Clean, CNH!”

Supplies:

- Online device
- Personal Email (Submit to Take Action)



Steps:

1. Search Ocean Conservancy volunteer.
2. Click “Join us”.
3. Scroll down and click take action button on whichever subject interest you most.
4. Enter your contact information.
5. Choose the letter to send to recipient!

Tips:

- Explore the website and see what subject/subject is most interesting to you.
- See the types of ways you could help out the ocean.

Resources: [Ocean Facts](#), [Ocean Conservancy Website](#)

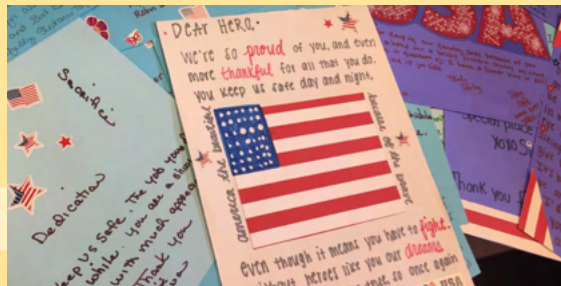
OPERATION GRATITUDE

Purpose: Writing a letter is a meaningful way for Americans to show support for all who serve. Operation Gratitude sends thousands of handwritten letters of appreciation, love and support to military and frontline responders.

Focus: December SOSP “Providing Basic Needs”

Supplies:

- Online Device



Steps:

1. Search Operation Gratitude, click on “writing a letter”.
2. Scroll down and click on whichever type of letter you desire.
3. Read the formats or layouts preferred and start writing.
4. If you write the letter print it and sent to the location provided in the instructions.

Tips:

- If you need help starting look at the pdf’s that are filled with information on sentence starters. etc.

Resources: [Operation Gratitude Website](#)

QUIZ GAMES

Purpose: Host various quiz games and make it an interactive experience for members!

Focus: Various SOSP Focuses, Major Emphasis, Governor's Project, Preferred Charities

Supplies:

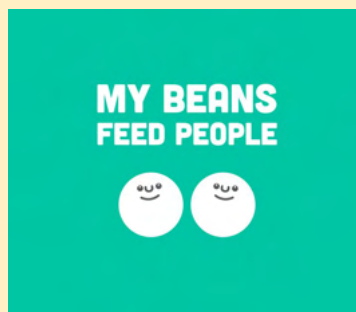
- An electronic device (phone, computer)

Steps:

1. Choose what games you want members to do (beanbeanbean, Freerice, Math for UNICEF, etc).
2. Be sure to cap the event at 5 hours per member.
3. Make it a competition by having members compete to see who can do the most problems in those 5 hours.

Tips:

- Make this a single event instead of an ongoing project.



SCHOOLHOUSE

Purpose: Schoolhouse.world is a free tutoring platform where anyone, anywhere can receive live help, build their skills, and tutor others.

Focus: August SOSP “Children’s Education,” Major Emphasis

Supplies:

- Computer
- Schoolhouse Account



Steps:

1. Click “become a tutor”.
2. Complete application provided.
3. Complete the trainings (you can do them on your own time).
4. Once everything is done, you will be connected with other tutors to help you connect to student who need assistance!

Tips:

- Tutor the subject you are strongest in!

Resources: [10 Tips to Become an Effective Tutor](#)

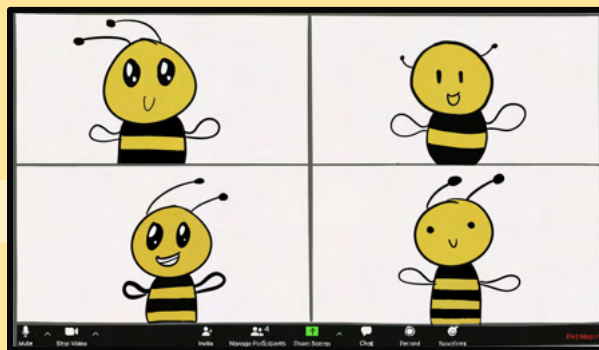
SERVE-A-THON

Purpose: Serve-A-Thons allow members to participate in service if in person events are not possible at the moment in a free and easily accessible way.

Focus: April SOSP “Community Outreach”. KCI and CNH Preferred Charities, Major Emphasis, Governor’s Project

Supplies:

- Mobile Devices
- Zoom



Examples:

Free Rice, Math for UNICEF

Schoolhouse.world is a peer-to-peer tutoring platform. You can volunteer as a tutor. Before you become a tutor, you must complete tutor training.

In UNICEF’s Math for Good Challenge, you can answer math problems to raise money that funds primary education in developing countries. Every problem solved will unlock a \$0.25 gift to UNICEF.

Resources: [Free Rice](#), [Schoolhouse](#), [Math for UNICEF](#)

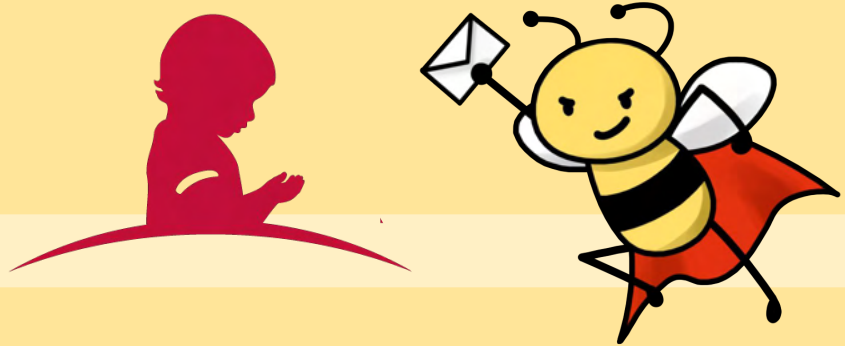
ST. JUDE'S LETTERS

Purpose: St. Jude's Letters is an online form where you can send online cards with supportive messages to St. Jude Children's Research Hospital patients.

Focus: May SOSP "Mental Wellness", September SOSP "Pediatric Trauma Program"

Supplies:

- Online device
- Internet



Steps:

1. Choose a card on the website that is provided.
2. Create your message or choose the prewritten option.
3. Click Send!
4. Take screenshots of the cards as proof.

Tips:

- Create a message that comes from your heart! Think of something that would brighten their day and make them smile!

Resources: [Inspiration for Messages](#), [St. Jude Letters Website](#)

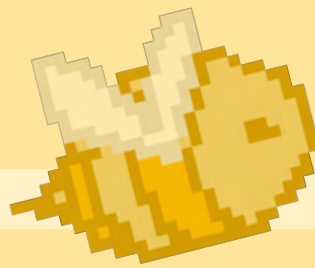
TRANSLATORS WITHOUT BORDERS

Purpose: Translators without Borders is a non-profit organization set up to provide translation services for humanitarian non-profits.

Focus: December SOSP “Providing Basic Needs”

Supplies:

- Computer
- Personal Email



Steps:

1. Register with your email or google account.
2. Once you register they will send an email to your account with distinctive steps on how to create your profile.
3. Read the Translator’s Manuel sent to you & the introduction they provide with information.
4. You will then start to receive notifications every time there is a translation project in your language pairs.

Tips:

- If you need help, refer to the Translators Manual with all the information to your questions!

Resources: [Tips for Interpreters](#), [Translators Without Borders Volunteer Application](#)

ZOONIVERSE

Purpose: Zooniverse is an online platform that enables everyone to take part in real cutting edge research in many fields across the sciences, humanities, and more.

Focus: April SOSP “Community Outreach”, December SOSP “Providing Basic Needs”

Supplies:

- Computer
- Zooniverse Account



Steps:

1. Register at [Zooniverse.org](https://www.zooniverse.org)!
2. Insert Background Info.
3. Choose your project.
4. Learn a little about the project before diving in.
5. Participate!
6. Reflect!



Tips

- The research tasks are simple and repetitive. For example, some tasks involves identifying species of animals captured on live cams.
- You don't need any specialised background, training, or expertise to participate in any Zooniverse projects.

Resources: [Zooniverse Website](https://www.zooniverse.org)



RESOURCES



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CNH Cyberkey

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Instagram: @cnh_keyclub

Key Club International

Website: keyclubint.org

Instagram: @keyclubint

CNH Service Projects Database

tinyurl.com/CNHSPDatabase

Spotlight on Service Program (SOSP)

tinyurl.com/SubmitSOSP



Feedback, suggestions, or additional project ideas?

Complete the feedback form linked [HERE](#)



THANK YOU

+ for reading

The CNH Key Club District would like to acknowledge the following individuals who have contributed to this guide.

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