



# SERVICE EXPO MANUAL



# table of contents

Introduction .....	<b>3</b>
Interest Form Template .....	<b>4</b>
Email Templates .....	<b>5</b>
Service Projects Ideas. ....	<b>6</b>
Recommendations .....	<b>7</b>
How to Make a Board .....	<b>8</b>
What to Include .....	<b>9</b>
Board Examples .....	<b>10</b>
Resources .....	<b>11</b>

# *what is a service expo*

A Service EXPO provides Key Club members with the opportunity to showcase their achievements, projects, and any other information on service events. It is a great way for clubs to spread their ideas! Clubs, divisions, and regions traditionally prepare display boards and sample projects to show others their service projects and fundraisers.

# *why should you participate*

It allows members to learn how to plan and execute new service projects by seeing the various examples of successful service events and projects. In addition, members also learn more information about other nonprofits and our preferred charities, such as the Thirst Project, Children's Miracle Network, and UNICEF, as well as CNH Foundation projects, including PTP, grants, scholarships, and our Governor's Project.

# interest form template

When you are making your interest form, make sure you ask them for details regarding their service project they would like to present at the service expo.

Similar to a lot of other interest forms, you want to ask for their contact information so you can give them more details on how to complete a poster board to showcase at the service expo.

Here is an example of a Service Expo Interest Form and you can reference to make yours.

**<https://forms.gle/rfDQvA1zsLVK9YCF7>**

Depending on your audience, make sure you add more questions and fix the information in the beginning of your form when you're introducing the service expo.

# email templates

There are many ways you can format an email and each club and division is different. You can access an example used by the district in the past **HERE**. Bellow are a few things you may or may not want to include in your email.

Make sure you introduce what a Service Expo is and how members can benefit from participating in the expo and projects presented.

Include how clubs or members can participate in showcasing a project and make a booth along with the deadlines for forms and submissions.

If you already have the projects planned and just need to promote it. Have a donation drive so the budget spent on your Service Expo doesn't go beyond unreasonable numbers.

# service project ideas

## care packages

Have a donation drive for people to donate materials to include in the care packages like toothbrushes, toothpaste, soap, socks, etc. You can then provide jaw strings or disposable bags make the care package to later donate to the cause your promoting.

## no-sew blankets

Provide pieces of fabric or old blankets. Line two pieces of the fabric on top of each other and cut roughly 2-inch wide fringes to both of the fabric. You can then take a piece of the top and bottom fabric to make a knot on each cut fringe to make a blanket

## letters to visitors

Have someone provide paper, writing materials, envelopes, and if wanted stickers. You can then hand out paper and writing materials out to every participant to write thoughtful messages to people who mean most to them, thanking them for all their gratitude and hard work.

# recommendations

You can hold a local service expo during lunch or after school. If these times don't work, you can coordinate a service expo by booking a room in the weekend. Invite Key Club members and other students at your school to promote your club's community service efforts and inform other students about ways they can volunteer.

You can also hold service expos at large-scale Key Club events, such as Officer Training Conference, Region Training Conference, and Division Council Meetings. At these events, you can present service projects to members from many different clubs.

Promote attendee engagement by providing stamp cards for service project booths. Attendees can collect stamps from each booth's presenters. Upon collecting all stamps, attendees can redeem their completed cards for prizes.

# how to make a board

A board will be a Tri-fold presenting information about the service project and how to start, promote, execute, and donate the project.

Start by explaining the service project your are presenting and who benefits from this project. For example: Care-packages can benefit whoever you plan to donate it to, so specify who it's being donated to.

Start collecting materials needed for your project and make sure you are not short and you bring enough for everyone present to take part in your project.

Make sure you are communicating with the host of the service expo and making sure all the information on your board is accurate and appropriate for the service expo.



# what to include

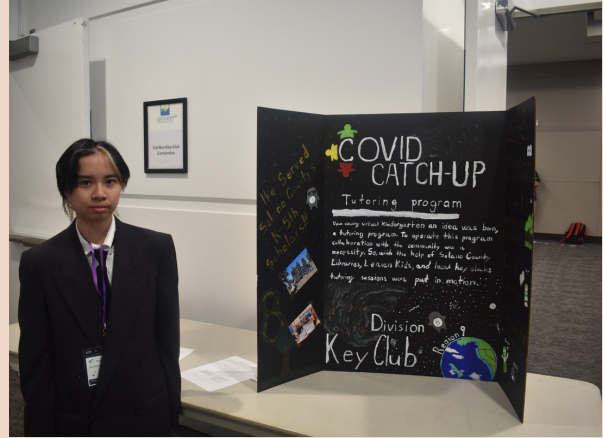
A board will be a Tri-fold presenting information about the service project and how to start, promote, execute, and donate the project.

Start by explaining the service project your are presenting and who benefits from this project. For example: Care-packages can benefit whoever you plan to donate it to, so specify who it's being donated to.

Start collecting materials needed for your project and make sure you are not short and you bring enough for everyone present to take part in your project.

Make sure you are communicating with the host of the service expo and making sure all the information on your board is accurate and appropriate for the service expo.

# board examples



# resources

Visit [cnhkeyclub.org](http://cnhkeyclub.org) > Projects

- [tinyurl.com/CNHStepByStepSP](http://tinyurl.com/CNHStepByStepSP)
- [tinyurl.com/CNHSPDatabase](http://tinyurl.com/CNHSPDatabase)
- [tinyurl.com/SubmitSOSP](http://tinyurl.com/SubmitSOSP)

# acknowledgements

The California-Nevada-Hawai'i Key Club District would like to acknowledge the following individuals who have contributed to this guide.

**Sydney Lin**, D16S Lieutenant Governor 2023-24

**Anthony Tom**, D39 Lieutenant Governor 2023-24

**Enya Tran**, D44S Lieutenant Governor 2023-24

**Annabel Lee**, Service Projects Chair 2023-24