



# Service Project Manual

**A resource guide for clubs looking for new  
and different ways to serve their  
communities, their schools, and their world!**

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# What is Service?

Service is a keystone of the Circle K experience. Beyond that, it is a fun way to meet and get to know other great people that enjoy it too! Another plus about service it draws people to this organization. Always invite others outside the organization to participate in every service you participate in.

Events that DO count towards CKI service Hours:

- Service project preparation time--This includes the time spent coordinating a particular service project, including setup
- Travel Time-For a project which is mainly service in nature, FULL travel time may be counted for a project which is service and social in nature , ONE-WAY travel time may be counted.
- Fundraisers for which funds are donated to a charity
- Any CKI-sponsored service project (hosted by a CKI club, district, or international) or a service project not directly sponsored by CKI but which has been pre-approved by the CKI club board of officers and is promoted to and/or is open to the entire club for participation

Events that DO NOT count towards CKI service hours:

- Travel time or time spent at any non-CKI service events
- Administrative hours: 60 minutes of work performed by a dues-paid member of a CKI club on behalf of that club. This includes fundraising for the club, preparing for club meetings, working on club publicity and promotion, or even district or international publicity and promotion, etc.
- Projects which are not open to the entire CKI club or which are not pre-approved by the CKI club board of officers

According to Circle K international, a service hour is 60 minutes of work performed by a dues-paid member of a CKI club on a service project approved by the club or club board of officers.

Voluntary Act: an act for which no payment is received for the service rendered

Service Project is a voluntary act by one or more dues-paid members of a CKI club for the sole benefit of an individual or group of individuals who possess a need for said services.

# The Tomorrow Fund

Is your club lacking funds to perform a special service project? You can apply for a grant from the Tomorrow Fund to support your club service project. The Tomorrow Fund can only be granted to Circle K International clubs/districts. The grants must conform to the policies and procedures of Circle K International.

The Tomorrow Fund is an endowed fund for clubs and districts within Circle K International that is held within the Kiwanis International Foundation. The endowment is partially funded through international dues and donations. This means you are paying for this service through your dues, so why not get some of that money back to help the community?

Clubs may request \$200-\$2000 funding assistance. The Tomorrow Fund is not intended to fully fund a club/district service project; Circle K clubs must also seek other funding options for the service projects.

The club can be awarded the grant in one of three ways:

- Reimbursement
- School/Club/District Foundation
- Payment to designated vendor

\*Tomorrow Fund applications must be received by the Kiwanis International Office by December 1<sup>st</sup> of each year. Applications must be submitted to the Youth Funds Specialist at Kiwanis International, 3636 Woodview Trace, Indianapolis, Indiana 46268; or via fax at 1-317-879-0204.

# Service Partners: Better World Books

“Better World Books sells books online to raise funds for global literacy and in doing so, saving books from landfills. The goals of the business are to promote literacy of all ages around the world. The donated books are converted through online sales into the funding for literacy and education across the globe. The books are donated to 85 partner organizations, five of which are: Books for Africa, Room to Read, Worldfund, the National Center for Family Literacy, and Invisible Children.” Because of these well-know programs, people will be willing to donate to your cause because they are comfortable with where the funds are going.

The following projects support BWB:

Host a book drive on your campus. This is a win-win situation for your club. Simply go on-line to [www.betterworldbooks.org](http://www.betterworldbooks.org), then click on “have a drive”. They send you the boxes and promotional materials you need, all you have to do is get the word out around campus. This is a great project to have at the end of every semester, because we all know people who send unwanted books straight to the dumpster every semester. Professors get lots of books from companies, but these books just sit on their shelves in already cluttered offices. Find these people and take their books! And maybe tell them its for a good cause.

Purchase textbooks from Better World Books. You actually get a discount by being a Circle K member, and the books are already much cheaper than any other site because they are donated.

Not only can your club get service hours for putting on a book drive, but your club can also receive money from the books donated to Better World Books. The amount received per book varies depending on the book and the condition.

Contact: Roselle Agner  
Account Representative  
Better World Books  
Mobile: 678-939-7132  
Office: 800-894-0242 ext. 791  
[roselle@betterworldbooks.com](mailto:roselle@betterworldbooks.com)  
[www.BetterWorldBooks.com](http://www.BetterWorldBooks.com)

# Service Partners: March of Dimes

For more than 70 years, the March of Dimes has improved the lives of babies. Founded by President Franklin D. Roosevelt to fight polio, the March of Dimes funded research that led to the vaccines that eradicated polio in the United States. Today, by funding and research, advocacy, education and community services, the March of Dimes is working to prevent birth defects, premature birth and infant mortality.

The following projects support this service partner:

Recycle cell phones: Instead of throwing them away, you can set up collection boxes for used cell phones across campus. Each phone generates an average of \$1-\$2.

Having a penny war across your campus in a fun and competitive way to raise money for this noble cause. Pit organizations against one another to see who can raise the most for babies!

March for Babies is the March of Dimes' largest fundraiser and typically takes place in April. Sign up online, set your goal, invite people to walk with you and ask for donations towards the cause. Visit [www.marchforbabies.org](http://www.marchforbabies.org) to sign up online and find the date and location in your area.

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# Service Partners: Unicef

## Six Cents Initiative: a CKI exclusive!

While the earth's surface is 70% covered in water, only about .5% is drinkable! We all know that drinking safe water is fundamental to human life, yet more than 1 billion people do not have access to it. Despite dehydration ranking as one of the most common, but deadly, threats to child survival, it is also one of the most preventable with the help of an inexpensive mixture of sugar, salt and water known as oral rehydration salts (ORS). Oral rehydration salts (ORS) are the simplest, most effective and cheapest way to keep children alive during severe episodes of dehydration. One sachet of ORS only costs 6 cents. Donate just SIX CENTS and you can save a child from severe dehydration.

The following service projects support UNICEF:

**Trick-or-Treat for Unicef:** Contact UNICEF and ask bags for you to use. Divide into groups and go trick-or-treating (in costume if you wish) on whichever night your community hosts this event, and go from door to door around different neighborhoods explaining what you are doing and who it's for. At the end of the evening, consolidate your bags, and have a representative to deliver them to UNICEF.

**Penny Wars:** Pit campus organizations against one another who see who can collect the most pennies. Have jars out in student union for one week (Circle K members get service hours for sitting to watch the cans) At the end of the week, announce the winning group (maybe with a cheesy hand-made trophy or pizza party)

For more information, check out [www.unicef.org](http://www.unicef.org), [www.unicefusa.org/circlek](http://www.unicefusa.org/circlek).

Contact: Kristi Burnham  
Director, Volunteer and community Partnerships  
U. S. Fund for UNICEF  
Telephone (404) 881-2700 ext. 203  
email: [kburnham@unicef.org](mailto:kburnham@unicef.org)

# Service Partners: STUFH

## Students Teaming Up to Fight Hunger

This program was started at Cornell University in Ithaca, NY in 1999. It involves campus-wide food drives that combat hunger and increase awareness of hunger in local communities amongst college students.

To get started, contact program director Dan Kahn (contact information below). List your college, geographic location, and dates of your final semester week. Arrangements will be made to connect you and your college with your local food bank. Time and location will be set for drop-off and pick-up of food bins.

The following project ideas support STUFH:

**Host a CANpetition:** Work with your local food bank to host a “canpetition” amongst groups on campus. The competition can focus on collecting cans of food to benefit STUFH as well as seeing which group can put together the most creative structure made out of cans. Check out some amazing sculptures at:

**A (Less messy) Food Fight:** Before your next big football or basket ball season, challenge another university to raise the most pounds of food. Place donation bins around your campus and at major sporting events. Try and get the local community involved. After the food fight, arrange for the food collected dropped off or picked up for the benefiting food bank. Write a letter to the editor of your local newspaper and campus paper to thank everyone who participated.

**Trick-Or-Can:** Walk around during neighborhood trick or treat hours (or any time during the fall months) and collect canned good items. Post flyers around the neighborhood the week before so that neighbors know you will be collecting. Have club members wear costumes, and have a prize for the best one. Bonus!! Do this while on Halloween Patrol (See Service Project Ideas page XX)

Contact: Toby Markham  
STUFH Service Ambassador  
[toby.buckeyetrails@gmail.com](mailto:toby.buckeyetrails@gmail.com)

Dan Kahn  
President, STUFH  
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# Planning a Project

## Prior Proper Preparation Prevents Poor Performance

1. Assess the Community Need
  - a. Ask other members and families
  - b. Ask other community groups
  - c. Ask social agencies
  - d. Talk with community Officials
  - e. Find out what projects have been done by other groups
  - f. Ask the schools
2. Determine what type of activities your members have interest and the ability to do.
  - a. Consider the size of the club and the ages of the members
  - b. Consider the skills possessed by the members
  - c. Determine how much time your members are interested in devoting
3. List all of the activities that have been suggested
  - a. Get your club to think about what would have the most impact
  - b. What would impact your community?
  - c. What are the members' passions?
4. Ask your club members to rank the activities in order of importance and interest, based on what was considered in steps 1 and 2.
  - a. Reach consensus or use a vote by majority rule to determine the activity your club will do.
  - b. If this isn't practical (especially if your club is large), consider forming a committee to develop priorities.
5. Form a committee or team
  - a. Choose the people who share your interest in the project and will stay involved
  - b. Team members do not have to be Circle K'ers!
  - c. Select people that have different points of view--diversity can be a strength

- d. The team doesn't have to be everyone who volunteered
  - e. Approach qualified people who are reluctant to volunteer.
6. Plan the event:
- a. Overall Goal
    - i. Is the goal achievable by your club?
    - ii. Is the goal sizable enough to be worthwhile? Make a difference?
  - b. Tasks Involved
    - i. Are the tasks thought out?
    - ii. Are all angles explored
    - iii. Utilize brainstorming groups
    - iv. Delegate
  - c. Time Commitment
    - i. Is there a reasonable time frame?
  - d. Permission
    - i. Permits from the government
    - ii. Permission from the recipient
  - e. Budget
    - i. How much has been allocated from the club?
    - ii. What are the other sources of funds?
      - 1. The Tomorrow Fund
      - 2. Other local Circle K groups
      - 3. Sponsoring and local Kiwanis
  - f. Insurance
    - i. Have each member fill out a form with medical information, contacts, etc.
    - ii. File the liability insurance with Kiwanis for your event
    - iii. Contact [Jenny.Merica@hylant.com](mailto:Jenny.Merica@hylant.com)
  - g. Equipment and Supplies
    - i. Are they secured or donated?

- ii. What is the cost?
- iii. Will they be enough?
- h. Volunteers and duties
  - i. Are there the right amount of volunteers?
  - ii. Are the duties well explained

## 7. Publicity

- a. Local newspaper, websites, Chamber of Commerce, Bulletin
- b. Mailers and flyers
  - i. Give it a title
  - ii. Describe the problem or issue
  - iii. Describe the project
  - iv. Include the dates and location
  - v. Include contact information
  - vi. What is in it for them-Food, prizes, etc
  - vii. Include a graphic and/or logo
  - viii. Vary size of words
- c. Public Service Announcement
  - i. Give the name and address of your club
  - ii. Describe the target audience
  - iii. Specify dates for the announcement to air-both start and end
  - iv. Briefly state the topic/purpose of the announcement
  - v. Time your announcement-10, 20 or 30 seconds
  - vi. Write "End" at the bottom of the announcement
  - vii. Radio stations may accept a tape
- d. Press Releases
  - i. Give it a headline
  - ii. Include the name and telephone number of a contact person

- iii. Add details that are interesting
  - iv. Keep it short: One page or less
  - v. Follow the five “W’s”:
    - 1. Who will be involved
    - 2. What will happen
    - 3. When will it happen
    - 4. Where will it happen
  - e. TV free community ads
  - f. Word of mouth
  - g. “Rule of Halves”
    - i. Start by setting your goal: Our goal is to have 50 volunteers building houses with Habitat for Humanity on this date and time
    - ii. To get 50 to show up, 100 will have said definitely “Yes” after being contacted through the phone bank.
    - iii. To get those 100 “Yes’s”, 200 students will have to be actually reached through the phone bank
    - iv. To get 200 students to reach through a phone bank, 400 students will have to be signed up through:
      - v. 200 at a table in the Student Union
        - 1. One volunteer at a table can sign up 20 per hour
        - 2. 10 volunteer hours are needed.
        - 3. Five volunteers are needed to give two hours
      - vi. 200 through class presentations, flyers, and other promotions
        - 1. 50 students in each class-15%sign up (8-10 per class)
        - 2. Need to make 15-20 class presentations
8. Carry out the project as planned!
9. Document your club’ s efforts with video tape, photos, or written notes.
- a. Maintain a scrapbook
  - b. Provide follow-up report to the newspaper

- c. Share the project with members who were not in attendance

10. Evaluate the finished product:

- a. What did you learn?
- b. What did you accomplish?
- c. What were your feelings, fears, joys?
- d. Would you do it again?
- e. How would you improve it?
- f. What went wrong with our project?
  - i. Members didn't show up
  - ii. Recipients didn't show up or did not respond to the project
  - iii. Not enough funding
  - iv. Project had to be cancelled
  - v. Club lacked enthusiasm
  - vi. Members were not engaged
- g. Will you repeat it? When? How soon?

Tips and Hints:

Offer a variety of projects through out the year. If a dog lover doesn't particularly like playing Bingo with old people, they won't become involved. Consider the chapter headings as ways to keep the variety.

DO: Send out reminders a month, week, and evening before an event

DON'T: Schedule more than one than one event in a single day unless you have strong interest in more than one event. Otherwise members will be spread to thin and both projects will flop.

DO: Advertise EVERY project to the entire campus; this will serve as a way to constantly recruit new potential members throughout the school year

Always work as a team!

Have fun with it: there may be stress planning or executing the project, but keep a smile on your face

DO: keep track of service hours

DO: include a sign-in sheet at the event, make sure everyone signs it!

# Project Ideas

## A. Seasonal

### 1. Trick-or Can (See STUFH, page 8)

### 2. Trick-or-Treat patrol

Walk in pairs around the neighborhood during trick-or-treat hours. Help kids who are lost find their parents, and break up any shady activities.

Be Careful! Always stay in pairs, in well-light areas.

Bring a flashlight and cell phone

Contact your local police department to see if a program is already established.

Residential communities like having patrol persons during trick-or-treat hours, as kids have a tendency of running of and crime rates are high.

### 3. Caroling

A way to spread joy and cheer is to visit those who can't go home and either sing with them, or put on a skit or show.

Check on the visitation policy at the nursing home/hospital before showing up.

For singing, you print of several lyrics and staple them together, most people are familiar with these songs, so practice and music are not necessary.

If you chose to perform a mini-play/skit a few practices might be in order! Stick around after the skit and visit with the audience for awhile.

Bonus! Turn it into a fundraiser (or canned food raiser) By going door to door in a neighborhood and singing for a fee (advertise first)

Contact:

### 4. Salvation army bell ringing

Take a several hour block as a group.

Have those interested sign up for a one hour time slot with a friend

This is easy to do at home during winter break as well

Contact:

### 5. Easter Egg Hunt

Host for disadvantaged youth, special ed kids, those with parents in jail, etc.

Send out invitations through elementary schools

Have an age group and hide eggs appropriately!

Invite parents to come

### 6. Rake-n-Run (or shovel-n-run)

Ideal if your campus is in a rural/suburban community

Need rakes/shovels

Judge time when leaves will be mostly on the ground

Week before, hang up fliers, go door-to-door in pairs or post ad in community paper-- include a number to call if interested and take "orders", or addresses who would like to have yard raked

On decided date, grab a rake and walk the neighborhood offering to rake yards. Make a map and divide into groups of 4 or 5

Bonus! Advertise as a fundraiser/donations accepted

7. Answering Letters to Santa

<http://www.operationlettertosanta.com/>

Contact your local post office and see what they do with letters to Santa

8. Host a seasonal party for disadvantaged kids (Halloween, Valentine's Day, St. Patty's)

Have drinks, snacks, games, and music

9. Package meals for families during Thanksgiving

Shelters and agencies such as Salvation Army package canned goods into meals to donate to families

Contact your local food pantry or Salvation Army to see if they need help

## B. Working with Kids

10. Reading to kids

Ask your local library or elementary school if they have an established reading program

If they do not, consider asking them to set up one.

Have members sign up for times to meet with a student each week (the library is the best meeting place)

Read them your favorite childhood stories, or check out online resources such as <http://www2.scholastic.com> for age-appropriate reading lists

Be exciting to listen to-use voices, props.

Engage the child by asking them questions about the plot or pictures

11. Backpacks/School Supplies

Contact your local elementary school, soup kitchen, or church to locate a family or group of children in need of school supplies.

Give your club, professors, family, other organizations, and campus involved by collecting donations so that you can buy supplies in bulk. Buying in bulk is a more cost effective way to buy school supplies--more kids can benefit this way. You can also ask each person or organization to sponsor a particular item. Also be mindful to look for back to school sales at major office supply outlets that offer deals on some of these supplies.

Go to the website of the child's school and see if a list of supplies for each grade level is posted. if not, email a teacher in that grade level to request guidance

If nothing is listed or you are still not sure what to include fill a back pack with these items:

6 #2 pencils and ballpoint pens

1 pkg of colored pencils, markers, crayons, and a pencil sharpener in a pencil box

Two-pocket paper folders, wide-ruled spiral notebooks and notebook paper

1 12-in ruler and calculator

Select backpacks and school supplies that are fun and colorful

Print out a fun piece of paper saying “Donated by the Circle K Club of \_\_\_\_\_” and deliver the backpacks with a smile!

If your club is pressed for funds, team up with your sponsoring Kiwanis—have them donate the funds and have club members buy the supplies and assemble the packs. Be sure to take pictures to share with Kiwanians after the packs are delivered!

#### 12. Birthday Bags >

Have each member of the club bring one item used in a birthday party

Candles

Balloons

Party hats/favors

simple board games

Cake mix and frosting

Decorate large paper bags with happy Birthday wishes and distribute the donations amongst the bags.

Ask local schools, children’s health centers, or abuse recovery homes for the children that need them most and donate the bags to the appropriate location.

#### 13. Children’s Library Program

Lesson, book reading, craft, snacks

Theme: “Spring” read the Hungry Caterpillar

#### 14. Adopt-a-Freshman

Try this at the college or high school level to connect with students as a mentor and resource

Offer to eat lunch with their group of friends and invite them to eat with yours

Bring them to a Circle K meeting or any other activities you participate in around campus

Remember to keep in contact with them throughout the year

#### 15. Visit sick children in the hospital

Check with the hospital about visitation policy

Bring toys, games, and books to read/ play with the kids

#### 16. Free tutoring

Offer to elementary or high school students in English, Spelling, math, etc.

Match club members with skills with kids that need help

17. Safety Play

Create a play that teaches young children how to stay safe at home, properly wear a bike helmet or seatbelt, fire safety, etc.

Present to classrooms at a local elementary school

Be creative with costumes, voices, etc.

18. Set up a Storyline Phone

Children love to hear stories over the phone.

For a child whose parents cannot read to him or her, this may be the only way to hear a story each day.

Find a local library that will agree to cooperate.

The club purchases a phone machine that plays a tape over and over, pays the monthly charge for the phone line, and promotes the new "Storyline."

If there are club members in good voice, they can help record the stories.

Make sure new stories are on every 24 hours

19. Babysit during holiday shopping hours

Post signs in the community or place an add in the community paper.

Match interested families with a club member who is available

20. Create Neighborhood Carnival or Fair

Offer games, snacks, prizes, and music

Advertise to the whole community

21. Kisses for Kids

Decorate bundles of chocolate candy kisses in bundles of fabric and tie them with ribbon.

Your club can donate these to the local NICU for nurses to give to the siblings and family of some of the babies staying in the NICU.

Your club can also donate coloring books, crayons, unopened toys and holiday decorations to make the NICU experience better for families.

22. After School Programs

Crafts, tutoring, talking

Most schools and churches already offer some form of activity; contact ones near you to see if they would like some extra help

23. Coloring Books

create coloring books by drawing shapes and objects on white paper with black markers

Donate to local libraries, daycare centers, abused children homes, or hospitals

## C. On Campus

24. Assist in Move-In Day

- Have Circle K'ers who will be moving in early offer to help move in freshman or upperclassmen as needed.
- Assign at least four members to each dorm on campus
- Plug Circle K! Give them a flyer or write a note telling those you helped the first meeting time and place
25. Paint Campus trash cans
  26. Present Service awards to non-CKI members
    - Look out during the year for students around campus who you see helping the campus, fellow students, or the community.
    - Present them with an award for service (typed up on nice paper)
    - Invite them to a Circle K meeting
  27. Provide babysitters for faculty/students
    - Hang up flyers offering your services with contact information
    - Create a spreadsheet of those interested and times needed
    - Assign a circle K member to each family as needed
  28. Exam Treats/Survival Kits
    - During finals week, cook breakfast for other students as a break from studying
    - Offer the meal starting at 11pm until finals start the next day
    - There are also companies where parents can order kits--volunteer to organize the kits and distribute them once they are sent to the school
  29. Offer "how to" programs
    - If any club members have special skills or interests
    - ex. Origami, knitting, photography, yoga, weight training, etc.
    - Advertise free weekly classes to all of campus
  30. Music Exchange program
    - Post flyers about a music exchange program
    - create a "Master list" for those willing to trade in a high traffic area--Student Union, dining hall, dorm lobbies, or music buildings
    - Organize the exchange--maybe one night a week everyone switches, or on an individual basis as needed
  31. Organize a siblings weekend
    - Little brothers and sisters are always excited to spend time with older siblings and learn about college life.
    - Plan a weekend for siblings to come to the school
    - Make sure to include meals and entertainment for the whole weekend
    - ex. an amusement or water park, art or history museum, lasertag or arcade, movies, bowling, science center, etc.

## D. Working with Older Folk

### 32. Bingo with Older Folks \$

Purchase some felt for the bingo chips and for the cards, as well as yarn (glue if decide on yarn) and markers to make lines and mark the numbers and letters.

Cut he felt into 1x1 inch squares for the bingo chips and 6x5 inch rectangles for the B-I-N-G-O and the 5x5 numbers below, and don't forget the free space!

### 33. Take them to Walmart

Use a school van or any transport vehicle the care home uses to take a group to Wal\*Mart or any other local grocery store/supermarket.

In pairs, do some shopping!

### 34. Adopt a Grandparent

If you club decides they want to regularly visit an older folks home, consider adopting a grandparent.

Find someone with whom you connect and can talk easily.

Make sure to visit/call/send them a note or card frequently to know you are thinking of them.

During your group visits, take time to talk with them and share stories (I'm sure they will have lots of them!)

### 35. Write or read letters

Offer to do this for those that have bad vision or are too shaky to write themselves

### 36. Visit shut-ins

### 37. Errands for the elderly

Pick up medications

Grocery Shopping

Dry cleaning

### 38. Computer lessons for the elderly

Bring your laptop to a nursing home and offer to show them how to use word processing, email, or the internet

### 39. Dance Lesson

Ask them to teach you the dances from their era, show them some moves from yours!

Hold "lessons" for a few weeks, the host a dance

### 40. Decorate for the seasons

Often retirement homes have decorations, but no one to put them up.

Make decorations during a meeting and bring them to the home

## D. Working with Animals

### 41. Walk a dog

Be Aware: Some shelters have very strict policies with regards to who can walk the dogs.  
Be sure to check with your local agency before showing up.

42. Help at a local shelter
43. Dog Wash
  - Advertise in the community
  - Get permission for a good location
  - Offer treats for good pet behavior
44. Dog Toys
  - Materials: Old t-shirts
  - Cut the collar and sleeves off the t-shirt
  - Cut the rest into 1" thick strips
  - Put nine strands together with a knot at one end
  - Braid down the length of the strips
  - Knot other end
  - Donate to a local animal shelter

## E. Working with your Sponsoring Kiwanis

45. Pancake breakfast for children with parents in jail once a month.
46. Babysit during Kiwanis meetings
47. Key to Kollege
48. Help with fundraising dinners
  - Especially for kiwanis clubs with mainly older members, your help is greatly appreciated
  - Sign up for time slots and make sure to show up!
  - Have a sign in sheet ready with names and times
49. Help with sales
50. Serve meals during meetings
51. Tutor Key Clubbers
52. Help revive a Key Club or create a Builders Club or Key Club
53. Backpack Project (See #11)
54. Make a "Welcome to..." sign for your community/campus
  - Check with local authorities to find a good location
  - Have sponsoring Kiwanis pay for the building materials

## F. Crafty Projects

55. Linus Blankets \$
  - Materials: Cloth or fleece, scissors, yardstick
  - Measure two rectangles with the same measurements.
  - Cut 2 inches in from the side of the material all the way around in 1 inch increments.

After you have cut both pieces of the material all the way around, tie one piece from one of the materials to one piece of the other material into a knot, and then repeat all the way around the blanket.

For more information, go to: [www.projectlinus.org](http://www.projectlinus.org).

56. Puff Paint Socks

Decorate the soles of socks with puff paint to create safety grips.

Give them to senior citizens in nursing homes

57. Neck Pillows \$

Materials: Fabric, sharpie markers, needle and thread, scissors, filling

Cut fabric into to equal U shaped sections (look online for pictures)

With the right sides of the fabric touching each other, sew around the edges, leaving a two or three inch hole.

Turn the project inside out

fill with stuffing, sew up the hole

Donate to children's' hospitals for parents who stay at the hospital

58. Chia Pets

Materials: empty yogurt containers, knee-high stockings, grass seed, soil, white out

Place some grass seed in bottom of one knee-high stocking, fill with soil until rounded shape, and tie knot.

Flip over and place round shape on top of yogurt container with excess stocking inside container.

Paint a face onto the yogurt cup using white out.

Water can be added to the yogurt container and in no tie grass will begin to grow acting as the hair of the head.

This is a great project to donate to nursing homes.

59. Craft dough

Make and mix homemade modeling clay and donate it to your campus day care center or children's library

Recipe: 3 cups flour, 1 cup salt, 6 teaspoons cream of tartar, 3 cups water, 3 tablespoons vegetable oil, food coloring.

Mix flour, salt, and cream of tartar in a large saucepan.

Blend water and oil together in a bowl.

Add to the saucepan and cook over medium heat, stirring constantly until it thickens.

Add several drops of food coloring until you get a desired color.

Cook for about five minutes.

Take the play dough out of the saucepan and put it on a cutting board or counter and knead for a few minutes. Add flour if it's too sticky.

This dough should last around three months if you keep it sealed in an airtight container or plastic ziplock bag.

60. Door stoppers

Paint holiday themed door stoppers to give to your local nursing home or hospital  
Use found rocks or bricks

61. Pillow Hugs

Decorate plain white pillow cases using wash-proof markers with sunshine and flowers for your local hospital or kid's camp.

62. Trauma Dolls \$

Materials: Fabric (should be plain white or off white, may use clean gently used bed sheets), thread and needles, doll pattern, stuffing.

Go to <http://community.kiwanisone.org/media/p/240.aspx> to find the pattern for the dolls.

Trace the pattern onto material and cut out with scissors.

Put two back to back and sew around outside, leaving a 2-3 in. hole.

Turn inside out, fill with stuffing, and sew up hole.

Nurses give the dolls to children who enter the emergency room with injuries from car accidents, falls, physical abuse and other traumatic experiences.

To alleviate the fear and apprehension most kids have of hospitals, nurses use the dolls to explain treatments. For example, when a child requires an intravenous shot, nurses give a trauma doll the shot first. When a child needs an arm or leg cast, the nurses put a paper mini-cast on the doll.

63. Paint Ceiling tiles for hospitals

Talk to your local hospital and see if they would like a beautification project.

This works best for the grid type ceilings where the tiles are removable.

Offer to take one tile for each club member.

Be sure to prime the tiles first with a latex-based primer, this ensures that the tile will keep its acoustic properties and not stick to grid.

Keep it simple, sunshine, flowers, animals, and people with happy faces are best.

Include your member's initials and the year in the corner of the tile.

Return to the hospital; usually they will hang them directly over patient's beds so they have something more interesting to look at during their stay.

Visit <http://www.hospitalart.org/> for more ideas and details

64. Community Bake-Off

Include age groups. ex. 5-7 years old, 8-11, 12-16, 17-21, 21 +

Organize tables and a location for the event

Club members or faculty can serve as judges.

Create a flyer that goes out to community members

Sell all entries following the competition and donate profits to one of our service partners or a cause of your choice

65. Needlework for the Needy

Teach members to knit/crochet and make winter hats, mittens, scarves, blankets donate to homeless shelter

## G. Good for the Environment/Community

66. Pinecone Bird Feeders \$

Collect pine cones that have already fallen off the tree

Spread peanut butter on cones

Cover in birdseed

Hang in a local park

67. Collect bottles or pop tabs

have club members hang a walmart bag on the outside handle of their doors and post fliers saying a collection will be going on.

Ronald McDonald house accepts pop tab donations, they will send collection boxes if you would like.

Turn in collected materials to a recycling center

68. Start a recycling program

See if your college has a recycling program In the dorms.

Volunteer to have plastic, glass, and paper recycle bins stationed somewhere conveniently in these buildings

have students volunteer to pick-up the recycling and drop it off at recycling collection point.

Need permission from the university and money to buy recycling bins.

Check with the University and see if they have a recycling station on campus first, otherwise you would have to travel somewhere

69. Roadside cleanup/Adopt-a-highway

Visit Ohio's department of transportation website

Contact Joyce Renner, ODOT's Adopt a Highway Program Coordinator at

[Joyce.Renner@dot.state.oh.us](mailto:Joyce.Renner@dot.state.oh.us) or (937)497-6712

70. Make Notebooks

Save empty boxes of cereal and recycle used printer paper (must have one side blank)

cut boxes to make the front and back cover of the book, bind 50-100 sheets of paper inside

Donate to disadvantaged youth centers

71. Clean trails/Trail Maintenance

Look online for trail associations in your area

Volunteer to trip trails, pick up trash, etc.

72. Park/ Playground cleanup

This is great to do during the spring, as winter clean up is usually necessary.

Team up with your sponsoring Kiwanis to donate a new piece of equipment.

73. Start a flower/vegetable garden

Start for the community, a school or nursing home.

Make sure to check up and keep up with weeding, watering, etc.

74. Collect old denim >

Put up signs for a denim collection

Include a drop-off location.

Set out clearly marked collection boxes.

Denim is collected and turned into UltraTouch Natural Cotton Fiber Insulation.

This is used in the restoration and construction of houses destroyed by hurricanes, tornadoes, and other natural disasters.

Check out [www.CottonFromBluetoGreen.org](http://www.CottonFromBluetoGreen.org) for more information

75. Collecting Seeds

Local nature centers may collect seeds during the fall months to grow gardens during the rest of the year

76. Start a neighborhood watch program

Recruit and organize as many neighbors as possible

Contact your local law enforcement agency and schedule a meeting

Discuss community concerns and develop an action plan

Hold regular meetings and train

Implement a phone tree and take action steps

Visit [www.USAonWatch.org](http://www.USAonWatch.org) for more details

77. Bulb Planting

Have supporting Kiwanis donate shovels, bulbs, and dirt.

Members go out to plant bulbs in local gardens

## H. Get your hands (a little) dirty

78. Bake cookies for homeless shelters \$

This can be as simple as picking up cookie dough at the super market and following package directions; or have a club member bring a recipe from home to share with the group

Package cookies in twos in individual plastic baggies

Include a note with a positive saying and "Greetings from the Circle K of \_\_\_\_\_"

79. Prepare PB&Js for Homeless shelters \$

A great Friday night social

Have each club member bring a jar of peanut butter, jelly or a loaf of bread

Use all the materials to make as many sandwiches as possible

Package in wax paper or sandwich baggies

Donate to a local food shelter on Saturday morning

Or have members stay and help hand them out at the food shelter

80. Build a house

Work with Habitat for Humanity

Go to [www.habitatforhumanityofohio.org](http://www.habitatforhumanityofohio.org)

Find your area on the map for contact information

They will match the size and skill level of your group with an appropriate project.

81. Paint a fence

Many homeowners have a list of projects but lack the time to complete them.

Post flyers or go door-to-door in groups and offer your groups manpower in completing a project.

Homeowners should donate the materials, if they are unable consider approaching your supporting Kiwanis

82. Make garden tiles

Supplies Needed: Molds/ Roasting Pans, Stirring Stick, Baking Pans, Measuring Cups, Measuring Spoons, Buckets, WD40, Cements, Acrylic Paints, Clear-coat Spray Paints, Paintbrushes, shells, marbles, other materials for decoration

Prepare your work surface for the task, by covering it with layers of old newspaper.

Take a bucket and put 2½ cups water in it, followed by 5 lbs. gravel-free cement or mortar, while stirring constantly with a paint-stirring stick.

After the cement gets well mixed, add another 5 lbs. of it to the bucket and stir well. Keep on mixing, till the mixture attains a smooth and thick consistency.

If you feel that the mixture has become too dry, add a bit of water, one tbsp at a time. In case it seems too runny, add more concrete, but not more than ¼ cup at a time.

Place the stone mold on a flat surface and lightly spray it with WD40. You can also use a roasting pan for the purpose.

Now, take the cement mixture and put it in the mold, filling the latter halfway only.

Using minimal effort, shake the mold gently, so that the bubbles, if any, get released.

Now, fill the mold completely with the cement, making sure to shake it gently once again.

After letting the cement set in, for a few minutes, you can decorate it. Thereafter, you need to keep it in a dry place, undisturbed, for at least 48 hours.

Place a thick towel on a flat surface. Above the towel, turn the mold upside down and tap on its back, till the time the stone gets released.

Finally, you can paint the stone and finish it with a clear acrylic over-spray

### 83. Golf Ball Pickup

Many local community golf courses or driving ranges do not have the equipment to pick up golf balls

Contact your local course to see if they would like this done

### 84. Clear a trail

This happens most often in the Spring

Weedwackers, hedge trimmers, or other lawn materials may be needed

Contact your local trail association for their specific needs

### 85. Curb Address painting

This makes it easier for emergency services to find the right house

Check out <http://uscurbaddress.com/>, the official website for the government project.

Guidelines for the project are outlined here.

### 86. River Sweep

Pick up trash

Contact a local canoe rental agency; sometimes they will donate canoes to help with this or offer a discount rate

### 87. Adopt a highway/roadside trash pick-up

Your group can adopt a section of roadway that you clean up

Visit <http://www.dot.state.oh.us/Divisions/HighwayOps/Maintenance/Pages/AdoptAHighway.aspx> for program specifics and details for application

### 88. Clean community shelters

Salvation Army

Good Will

Contact the location and offer to help with clean-up

Clean windows, paint, vacuum

## I. During a meeting

### 89. Panty Party >

Games and food

Admission is a package of women's underwear

Donate to Rape Crisis Center near you

Contact a member of the University of Akron club for more information

### 90. Linus Blankets (See above #55)

### 91. Neck Pillows (See above #57)

### 92. Dog toys (see above #44)

### 93. Boo-Boo Bunnies \$

Materials: Washcloths, google eyes, rubber bands, hot glue gun

Roll the towel diagonally from either side into the center.

Fold the rolled length in half.

Half way down this folded length place the elastic around it to secure it in place. This rounded section forms the body.

The two loose ends that are remaining form the ears. Fold the ear section back onto the body forming the head.

Secure with elastic.

Finish the bunny off by tying the ribbon around the head.

Add the wobble eyes with glue.

### 94. Cards

For Soldiers, shut ins, hospitalized.

For appreciation, the club makes cards for faculty and staff on campus (or email appreciation letters if the club doesn't have funding for materials).

Other cards that clubs can make are: letters to troops, holiday cards to people in nursing homes, "feel good cards" to send to hospitalized children—check out

[www.makeeachildsmile.org](http://www.makeeachildsmile.org) to find terminally ill children who could use a smile or two.

### 95. Care packages for soldiers

Include a thank you note for their service

Check out <http://thefuntimesguide.com/2005/09/soldierpackages.php> for a complete list of items to include in a care package

### 96. Clip coupons

Ask members' parents to send ads from the newspaper

Give them to your local food pantry or homeless shelter

### 97. FreeRice.com:

To do this project, have anyone with laptops meet together and log onto the website FreeRice.com.

Each person chooses a topic and answers different questions and donates 10 grains of rice for each correct answer.

The rice is donated by the website to the United Nations World Food Program.

## J. With outside organizations

### 98. Set up for a major event:

- Chairs for a speaker, water for a marathon, lights for a walk
99. Habitat for Humanity Restore
  100. Soup Kitchens
    - Cook food
    - Serve a meal
    - Talk with customers
    - Clean up
  101. Big Brothers Big Sisters Spring Fling
  102. Into the Light Suicide Prevention Walk at Cleveland Metropark Zoo.
  103. Mary Lee Tucker Clothe-a-Child
    - 440-245-6901 x615 or 1-800-765-6901 x 615
    - Primarily collects donations of money and clothing to help give children something warm to wear during the winter months.
    - Clothe-a-Child volunteers take children shopping for winter coats, scarfs, hats, gloves, and other warm clothes.
  104. Feed Dayton (local garden)
    - Fall leaf cleanup and removal service
    - Harvest
    - Pest Control
    - Composting
    - Gardening
    - <http://www.feeddayton.org/volunteer> for more opportunities
  105. Tomsshoes.com:
    - Day without shoes/Shoe Drive
    - April 8th world wide
  106. One Way Farm
    - children's home
    - [www.onewayfarm.org](http://www.onewayfarm.org)
    - Email: [onewayfarm@fuse.net](mailto:onewayfarm@fuse.net)
    - Contact the Volunteer coordinator to find needed projects
  107. Great American Bake Sale
    - Host a bake sale on your campus or for the community
    - [www.greatamericanbakesale.org](http://www.greatamericanbakesale.org)
  108. Outside organizations: Ask about Volunteer opportunities
    - A. Volunteer centers
    - B. Neighborhood Organizations
    - C. Nursing Homes
    - D. Boys and Girls Clubs

E. Prisons  
F. Salvation Army  
G. Recycle Centers  
H. Child and Family Services  
I. Red Cross  
J. Junior Leagues  
K. Public Schools  
L. Libraries  
M. Humane Societies  
N. Non Profit agencies  
O. Department of Human Services  
P. YMCA/YWCA  
Q. Hospitals  
R. Zoo  
S. Food Banks  
T. Museums  
U. Police Department  
V. Lions Club  
W. United Ways  
X. Runaway Shelters  
Y. Fire Department  
Z. City Park and Playground  
AA. Nature Centers  
BB. 4-H  
CC. Sexual Abuse Centers  
DD. Boy/Girl Scout Groups

Find more ideas at the following websites:

<http://lancaster.unl.edu/4h/serviceideas.shtml>

[www.volunteermatch.org](http://www.volunteermatch.org)

[www.servenet.org](http://www.servenet.org)

<http://www.ohiojobs.com/seekers/volunteer.cfm>

<http://www.voa.org/>

<http://www.serveohio.org/>

<http://www.groovejob.com/jobs/volunteer/>

<http://charityguide.org/>

# Volunteer Centers In Ohio

<b>Organization Name</b>	<b>Location</b>	<b>Phone Number &amp; Email Address</b>
United Way of Summit County Volunteer Center	Akron	330-643-5512 pbeals@uwsummit.org
Center for Community Service	Athens	740-593-4028 graybill@ohiou.edu
United Way of Greater Stark County	Canton	330-491-9985 (Kimberly Douce) kdouce@uwgsc.org
United Way Volunteer Resource Center	Cincinnati	513-762-7235 robert.bell@uwgc.org
Volunteer Center - Business Volunteers Unlimited	Cleveland	216-736-7711 (Erica Haskell/Denise O'Brien) dobrien@businessvolunteers.org
Hands On Northeast Ohio	Cleveland	216-432-9390 (Jeff Griffiths) jeff@handsonneo.org
FIRSTLINK	Columbus	614-341-2277/(614)221-6766 marileecz@aol.com,beck@firstlink.org
United Way's Volunteer Connection	Dayton	937-225-3039 nwinner@councilonruralservices.org
Volunteer Connection of Northwest Ohio	Defiance	419-782-3212 vc@defnet.com
Connections - Delaware County Volunteer Center	Delaware	740-363-5000 pmiley@helplinedelmor.org
Volunteer Center - United Way of Hancock County	Findlay	419-423-1775 bphillips@uw Hancock.org
Gallia/Jackson/Vinton County Volunteer Network Center	Jackson	740-286-4918 gfv_rsvp@verizon.net
Licking County United Way	Newark	(740)345-6685 jfedor@lcuw.net
United Way Volunteer Center of Medina County	Medina	330-725-2000 (Danyell Boyd) dboyd@unitedwaymedina.org
Volunteer Resource Center of Middletown Area	Middletown	513-705-1160 mike.sanders@uwgc.org
Volunteer Center of Erie County	Sandusky	419-627-0074 gbeck@thevolunteercenter.com
Volunteer Center of Clark, Champaign & Madison Counties	Springfield	937-322-4262 dlineberger@uwccmc.org

Volunteer Connection of Northwest Ohio	Defiance	419-782-3212 vc@defnet.com
United Way's Volunteer Center	Toledo	419-244-3063 michelle.davis@unitedwaytoledo.org
HandsOn Volunteer Network of the Valley	Youngstown	330-782-5877 mdrummond@hovn.org

# National Organizations

Association of Retarded Citizens	<a href="http://www.thearc.org">www.thearc.org</a>
American Cancer Society	<a href="http://www.cancer.org">www.cancer.org</a>
AIDS Foundation	<a href="http://www.ejaf.com">www.ejaf.com</a>
Habitat for Humanity	<a href="http://www.habitat.org">www.habitat.org</a>
Big Brothers/Big Sisters	<a href="http://www.bbbsa.org">www.bbbsa.org</a>
National Wildlife Foundation	<a href="http://www.nwf.org/nwf">www.nwf.org/nwf</a>
Amnesty International	<a href="http://www.amnesty.org">www.amnesty.org</a>
Ronald McDonald House	<a href="http://www.rmhc.com">www.rmhc.com</a>
Disabled American Veterans	<a href="http://www.dav.org">www.dav.org</a>
Make-A-Wish Foundation	<a href="http://www.makeawish.org">www.makeawish.org</a>
American Red Cross	<a href="http://www.crossnet.org">www.crossnet.org</a>
Save the Children	<a href="http://www.savethechildren.org">www.savethechildren.org</a>
VHi save the music	<a href="http://www.vhi.com/insidevhi/savethemus">www.vhi.com/insidevhi/savethemus</a>
Juvenile Diabetes Foundation	<a href="http://www.jdfcure.com">www.jdfcure.com</a>
SIDS Foundation	<a href="http://www.circsol.com/SIDS/SIDIE.htm">www.circsol.com/SIDS/SIDIE.htm</a>
Muscular Dystrophy Association	<a href="http://www.mdaua.org">www.mdaua.org</a>
Easter Seals Foundation	<a href="http://www.easterseals.org">www.easterseals.org</a>
CARE	<a href="http://www.CARE.org">www.CARE.org</a>
Children's Defence Fund	<a href="http://www.childrensdefense.org">www.childrensdefense.org</a>
Shriner's Hospitals	<a href="http://www.shrinershq.org/hospit.html">www.shrinershq.org/hospit.html</a>
Meals on Wheels	<a href="http://www.snitelecom.com/html/meals">www.snitelecom.com/html/meals</a>
Guardian Angels	<a href="http://www.pgaa.com">www.pgaa.com</a>
Blind Veterans Association	<a href="http://www.bva.org">www.bva.org</a>
Alcoholics Anonymous	<a href="http://www.alcoholics-anonymous.org">www.alcoholics-anonymous.org</a>
Teach the Children	<a href="http://www.teachthechildren.qpg.com">www.teachthechildren.qpg.com</a>
Sunshine Foundation	<a href="http://rapidnet.com/sunshine/welcome.html">rapidnet.com/sunshine/welcome.html</a>
Reading is Fundamental	<a href="http://www.si.edu/rif/start.htm">www.si.edu/rif/start.htm</a>
National Children's Book and Literacy Alliance	<a href="http://www.ncbla.org">www.ncbla.org</a>
Public Interest Research Group	<a href="http://www.pirg.org">www.pirg.org</a>
Sierra Club	<a href="http://www.sierraclub.org">www.sierraclub.org</a>
Parents without Partners	<a href="http://www.parentswithoutpartners.org">www.parentswithoutpartners.org</a>
Christian Children's Fund	<a href="http://www.christianchildrensfund.org">www.christianchildrensfund.org</a>
United Service Organizations	<a href="http://www.USO.org">www.USO.org</a>

Veterans of Foreign Wars  
Hospice Foundation of America  
American Heart Association  
United Way  
Special Olympics  
D.A.R.E  
The Great American Bake Sale  
Family Care Foundation  
Reach Out and Read  
Department/ministry of Education  
Charity Guide  
Volunteer Match

[www.vfw.org](http://www.vfw.org)  
[www.hospicefoundation.org](http://www.hospicefoundation.org)  
[www.amlhrt.org](http://www.amlhrt.org)  
[www.unitedway.org](http://www.unitedway.org)  
[www.specialolympics.org](http://www.specialolympics.org)  
[www.dare-oh.org](http://www.dare-oh.org)  
<http://gabs.strength.org>  
[www.familycare.org](http://www.familycare.org)  
[www.reachoutandread.org](http://www.reachoutandread.org)  
  
<http://charityguide.org/>  
<http://www.volunteermatch.org/>

## Other Resources

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- A. CKI' s Service Committee
  - A. Become a fan or friend of their page on facebook for updates
  - B. <http://www.facebook.com/CKIServiceCommittee>
- B. Circle K International Website
  - A. [www.circlek.org](http://www.circlek.org)
  - B. Click on Service
- C. In Your School
  - A. Check the community service office or its equivalent on your campus
- D. Other Circle K clubs
  - A. Use the directory and contact other clubs in your division and throughout the entire district for new ideas and support in your projects
  - B. Remember if four or more members from one club help out at your club's project, this counts as an interclub!
- E. The District Board
  - A. Use the directory to get in contact with board members: we are here to help you!
- F. Kiwanis International Website
  - A. [www.kiwanis.org](http://www.kiwanis.org)
- G. Local Kiwanis
  - A. Kiwanis website ([www.kiwanis.org](http://www.kiwanis.org)) and click on Find a Club
  - B. On the next page, click Find a Club Near Me
  - C. Enter your club's address
- H. Local Key Club
  - A. [www.keyclub.org](http://www.keyclub.org)
  - B. Click on Join, then Does my school have a key club
  - C. Click on alphabetized official club list
  - D. Download club information Listing
  - E. Scroll through the document until you find the Ohio District