



The logo features the text "ElemMates" in red with yellow stars above it, "KISC" in large blue letters, and "KIDS IN SCIENCE CLUB" in smaller blue letters below. The word "Handbook" is written in a large, bold, black font below the logo.

Handbook

1. Create **recruitment materials**. Customize your Club materials to your target audience. Publicize at school activity/clubs fairs and in the school newspaper. Include information on when and where your Club meets!
2. **Structure Your Club**. Hold elections or assign [leadership roles](#) to divide responsibility and promote active involvement. Examples: prez, v.p, secretary, treasurer, webmaster, photographer, project manager, publicity manager.
3. **Create Committees**. Divide up Club members into committees(i.e. events, publicity, membership). People will feel more invested if they have a specific responsibility that matches their interests and skills.
4. **Involve the greater community**. Partner with local businesses or restaurants. The store could offer discounts to volunteers and will love supporting community action, and you'll be able to thank your volunteers.
5. **Get involved with a KISC Campaign**. Use Club information, posters, flyers, and stickers for upcoming campaigns, projects, events.
6. **Have food at your meetings!** This is a simple but effective strategy to make sure Club members attend meetings. It might even help with recruitment! Read more [meeting tips](#).
7. **Involve all members in project decisions**. Make sure you take a vote and ask for feedback before deciding which projects to take on. It's important that all of your Club's members have a say in what you work on.
8. **Set up a communication system**. Create a facebook group, weekly e-mails, or group messaging. Keep all of your members in the loop and give them a place to discuss Club business. Post on the KISC ElemMates Blog.

9. **Recognize your volunteer's efforts.** Honor a volunteer or member of the month. Thank him or her in newsletters or emails. Maybe give that person a gift certificate for a job well done.

Create a succession plan. Are you a graduating senior? Hold elections for next year's officers and have them shadow you to feel prepared to take over.
Makesure your Club stays active.

FAQ

Does my club have to be school based?

Nope! You can start an ElemMates Kids In Science Club in your living room, your church basement, wherever - just as long as your club does something!

Do I need a Grown Up to start a club?

Your school might. If your school requires a teacher, parent, or faculty advisor, pick someone you like. Choose someone who is excited about the Arts and Sciences and the projects that you want to do. It's not about adults! You might need their advice and help in planning events or learning more about a topic, but they shouldn't impose or take control. You lead, they support.

What's the best way to get our school administration excited about ElemMates KISC?

We have a sample letter that you can use for this situation! Give it to your principal or the appropriate people in charge. It has info about ElemMates KISC, the purpose of KISC and why a club will be a great contribution to the school community and more. You can also direct them to our website: www.elemmates.com or ask them to e-mail: contact@elemmates.com.

Show them your stuff. Show your passion about your club. Get together with the members to write up proposals for the projects you want to do. Present them to the administration and they can't help but take you seriously. Ask a mentor to send a memo to the rest of the faculty explaining the club's projects and asking for their support.

We can't find a teacher to be our advisor. What should we do?

We also have a letter that you can give to potential advisors. Let them know that they won't have to do too much work, since teachers tend to be pretty busy. They just need to be there to support your initiatives. If all else fails, see if there are other old people at the school, like a coach, who could be your advisor.

How often do I need to host meetings?

There's no one way to organize an ElemMates Kids In Science Club. You decide what works best. As long as you can successfully run your projects – go for it. Weekly meetings are a good way to keep everyone engaged and excited about upcoming events.

What exactly do we need to do?

Try to do at least two activities of your own [projects](#). Try to complete them over the course of one school year, and create a profile to post on our website for each completed project. Club profiles are just for you! Update them with upcoming meetings and events and keep in contact with club members. That's it! The rest is up to you. Be creative and spread the KISC spirit in your own way.

Can we work on more than 2 projects?

Sure! You can absolutely work on short-term projects along with your ongoing projects. Just make sure that you have enough people in your club to successfully run the projects. If you only have 10 club members and you are working on 15 projects, you are probably not giving each project the proper attention it deserves. Don't spread yourselves too thin. Sometimes working on one or two projects has a greater impact!

What should I put in my project posts for the ElemMates KISC website?

You should absolutely include photos, videos, and links to websites with even more info.

Here's a bit more on the most important items:

1. See it: Which ideas, interests, problems or needs did your club decide to address with your project? Give facts and examples.
2. Believe it: Explain your project and describe how it accomplishes your aims.
3. Build it: What steps did you take to plan your project? (For example: Did you create a timeline or list of tasks? How did you publicize? How did you collect materials? What information did you need, and how did you get it?) Outlining these steps will help other people replicate your great work and expand your impact.
4. How did it go?: Describe how actual project/event went and fill in all the vital stats. How many people were involved? How many were impacted? What roles did your club members take on? What are the next steps you're going to take?

What if a Science club already exists at my school? Can I start my own ElemMates Kids In Science Club?

Sure! KISC is different from lots of clubs. It is multi-discipline Arts and Science oriented club. This allows you to take the lead, to integrate all STEAM (Science, Technology, Engineering, Arts and Math) components in your own way. Your work could be a really great addition to your school and community. You can even work with the existing club to lead school-wide projects in your school. Make sure you think about the pros and cons before you register. Will you be able to recruit enough members? Will you be able to offer something unique? ElemMates KISC is all about young people working together and inspiring others. Two small clubs may both be effective, but one large club can become an unstoppable force.

RECRUITING MEMBERS

In order for your club to be successful, you'll need to recruit dedicated members.

In general we suggest clubs have at least five members in total, but obviously the more the merrier. Here are tips on recruiting the initial four plus other members.

Reach out to people personally!

Even if you only have 5 people in your club right now, if everyone talks to 5 other people and gets them to join, you'll have 25 members! Talk to people in person. Let them know what your club is about—your passion and energy can really show through and inspire them!

Recruit people with specific talents.

People are more likely to get involved if they have a specific role. Reach out to students with different viewpoints: student government, athletes, artists, and so on. Even if they don't join, you'll build a stronger community that can collaborate on future projects.

Offer different levels of involvement.

Some people might want to be leaders while others might just want to help out at big events. Make sure you have options for everyone. Committees are a great way to let people get involved in the stuff they're interested in.

Set up a table where you can hand out flyers and talk to people.

Find someone who has artistic interests to decorate the table and hang your ElemMates KISC banner. You might also want to offer free stuff, like snacks, to attract people to your table.

Flyers.

Put up flyers advertising your club.

Newspaper ad.

Put an ad in the school newspaper or even local e-news.

PA system announcement.

For those in high school, make an announcement over the school PA system.

Facebook.

Make a Facebook group or event and invite friends to join!

Host a fun event.

Like a kickball game or pizza party! Whatever you can do to get a bunch of people together and then talk about the goals of your Club!

TIPS FOR HOSTING YOUR FIRST MEETING

Before the First Meeting

- Get the word out! Invite as many people as possible to the meeting and use the above recruiting tips.
- Arrive at the meeting armed with 2-3 great project ideas. What will really keep people coming back isn't the free food or the music - if your Club is action-oriented, people will want to join and stay.
- Have an agenda ready so things run smoothly. Discuss what projects your Club wants to take on, brainstorm project ideas, plan ways to get people involved, etc. People will be more likely to join if the leadership is organized and prepared.

Introductions

- Think outside the box for introductions – play different ice-break games
- Our personal favorites are first song you ever downloaded, favorite movie, or cause you care about the most.

Decide on a Structure that works for YO U

- Pick a structure that will support your Club's philosophy.
- Will you vote on positions or let newcomers run to be officers?
- Let members know the responsibilities of each position as well as what is expected of all members.

Keep the Club Fun!

- There's a lot of information to go over at the first meeting. Keep it engaging enough so people want to come back.
- There is so much you can do to make meetings exciting! You could...

Have Members rotate bringing snacks

Invite guest speakers

Have a themed meeting

Have the meeting outside

Throw Club parties after finishing up a project.

How about finishing your first meeting up with a spontaneous Dance Party!

That'll keep people talking about your Club for sure!

Stay Organized:

- Be prepared for your first meeting. You only have one chance to make a first impression.
- Make sure you end the first meeting (and every meeting) with specific next

steps.

- Make sure to set a date and time for the next meeting. To make it easy, decide on a set time and day to meet every week.
 - Get everyone's contact information so that you can follow up and send reminders.
 - Send everyone a recap of the first meeting and remind everyone of the next steps you decided on. Then send out regular e-mail updates to your club members to keep everyone posted on upcoming events.
- Keep in mind that these are suggestions and tips that have worked in the past. Feel free to modify these anyway you like.

CLUB ORGANIZATION

There is no right way to organize your Club; pick the structure that works best for you. Here are some potential positions and their responsibilities. However you decide to structure your club, just make sure to divide tasks and utilize everyone involved. You might choose to make these positions last a semester, a year, permanently, or rotate with each project. They may be decided by group vote, application process or hand-picked by club leaders. No matter what, you should make sure that people get a chance to work on things they're good at and/or interested in.

- President – Plans and leads meetings, starts discussions, and creates an agenda while taking input from other members. This person should read all emails, mailings, and texts. Share the information with the rest of the Club and encourage other people.
- Vice President – Co-leads several of the projects and is the President's right hand-man/woman.
- Secretary – Keeps the Club organized. Manages lists of contacts and is responsible for bringing supplies to meetings.
- Public Relations – Gets the word out. Posts flyers and makes announcements about meetings in addition to informing the community about club events.
- Photographer - Takes pictures of your club and projects. Pictures are great for posters, fundraising and to post on our site.
- Webmaster – Manages club profile on ElemMates.com: uploads pictures, projects, and videos.
- Committee Leaders – Works hand-in-hand with the other members to help guide specific projects and to delegate tasks to other members working on the project. This project gives everyone in the club a chance for leadership, and helps your club take on multiple causes and projects.

How to Retain Members

So you had 35 members at the beginning of the school year, but the numbers have dropped. How do you make sure people keep coming back?

Set rules and guidelines for membership

Set guidelines at the beginning of the school year so that everyone knows what's expected of them.

Meeting Time

Make sure you have a meeting time that works for most people. If you can't find a meeting time that works for everyone, then you can try having more frequent meetings at different times. This way everyone will have the opportunity to stay engaged and active!

Follow up regularly with people

Some people might not come anymore because they feel like they don't have a say in the club or want to do different projects. Make sure that people's opinions are heard and respected.

Schedule social time outside of meetings and projects

People who don't have as many friends in the club might feel shy, so help build friendships by going out for ice cream after an event, for example. Giving yourselves outside time to goof around can also help make the meetings more efficient.

Offer incentives

Like free food at the meetings!

Structure your meetings to make them most efficient for people.

For example, if there are a lot of people in your club and only some of them are involved in most of the planning, you can have separate meetings for the planners. That way, other people don't have to spend time talking about details they don't know anything about.

HOW TO MAKE YOUR CLUB SURVIVE

Are you a senior who just started an ElemMates Kids In Science Club? Are you worried that your club might fall apart when you leave? Don't worry; here are some ways that you can lay a good foundation for a long-lasting club.

Draft a statement of purpose.

Make it flexible and open for change by future members. This will help your members remember why you started this club in the first place. What are the subjects that your club is passionate about?

Make sure that underclassmen are set in leadership positions.

Seniors can still be leaders, but you should actively encourage the younger students to run for positions and get more involved.

Make sure that the younger members start developing the skills to run the club

Give them more responsibilities during the year, like making flyers, recruiting members, and facilitating meetings.

Have a skill-share session.

By giving the underclassmen responsibilities, you'll see which skills they have and which they don't. Set aside times where people can teach other skills.

Try out a new timeline.

For example, hold elections in December, so officers stay in place for the calendar year instead of the school year. That way seniors are still around for a semester to give new officers advice.

Take care of as much necessary stuff as you can before you leave .

For example, if your club has to reserve space, get an advisor, and create a budget by the end of the school year in order to stay active for the following school year.

Have newly elected/selected officers run a meeting.

This will let them get used to leading while you and other experienced officers are available to assist.

Share past materials.

This may include past agendas, to-do lists, and any other materials that would be helpful for the next leadership team. You might consider writing an official guide for the next individual in your position or general team, complete with information on how to run things that they might not know and tips that you have for them.

ACTION STEPS

Any long term project is going to have many steps. What will need to happen and what will you need to make these steps happen? While planning, you should also figure out the challenges you may have in the future. The more details you cover, the more prepared you'll be for obstacles that arise.

Break It Down (Action Step)

- Logistics can be a pain! But once you break it into steps, everything will seem much more doable.
- Brainstorm all the things you need. For example, for a conference you might need: a venue, speakers, supplies such as technical equipment for the speakers, food, materials for publicity, and programs.

Brainstorming Project Ideas

- Take a walk around your community and observe good things as well as things that you would like to learn about or change. List all the things you observed.
- Conduct a survey of students at your school or through a local community center (i.e. YMCAs, Boys and Girls Clubs, religious centers, etc). What subjects and issues do your community and peers care about?
- Watch the news and read the newspaper (local and/or national). What stories make you feel excited, interested, happy, angry or anxious?
- Read up

How are you going to change, improve or add to what's out there?

- Some ideas and tips for brainstorming project ideas:
- Research the issue! Use the internet, libraries, newspapers, documentaries, etc. to find out all you can. The more you know, the better prepared you'll be educate others.
- Research how other people are tackling the same issue. What programs and resources already exist?
- Ask the people or community for their ideas. This dialogue can take the form of an informal discussion or a more formal survey.
- Ask your friends and neighbors for ideas, the earlier they get involved the more likely they are to help later on.
- Think outside the box: Crazy ideas are good for getting the creative juices flowing. Don't be afraid to think outside the box.
- Take that list and turn them into steps you need to take to get those things. Sometimes you can order them chronologically. Sometimes there are steps that can be taken at the same time. For example, for a conference some steps would be: find a venue, contact speakers and confirm that they are speaking, arrange speakers in a schedule, find out what supplies they need, get supplies,

order food, make flyers and get posters for publicity, send out emails and put up flyers, and make programs.

REFLECT: What happened? And what's next?

Here is where you think about the goals you set up in the BELIEVE IT step. Did you reach your goals? What would you do differently going forward or next time? Did you achieve so much that you want to repeat the project again or keep it going?

Even if you decide to keep growing your project past your original goals, it's important to regularly stop and reflect on your goals, celebrate your accomplishments and set new ones. If you don't reach all your goals, don't worry, that's what "next time" is for. Reflecting is all about asking questions.

Timeline (What is the Deadline?)

- Set deadlines for the steps. It might help to set some deadlines earlier than you actually think is necessary just in case any unexpected challenges come up. Some tasks (such as arranging a schedule of speakers) can only be completed after another task, such as confirming the speakers. You don't want everything to be slowed down because someone didn't do his/her part.

Delegate (Who Does It?)

- Assign people different tasks. Everybody in the club has different skills and brings something valuable to the table, so if nobody's stepping up to the plate, just remind them: 'Hey ____, you're a really great artist. You would do an awesome job at making the flyers. Would you mind doing that?' Some tasks might only require one person, whereas some will require more or even everyone (for example, publicity).
- For tasks with multiple people, you might also want to delegate what each person is in charge of exactly. For example, if everybody's working on publicity, then you can assign people to different places to put up flyers, different groups to email, etc.
- If it's a huge project and you have a lot of people in your club, you might also have committees: for example, publicity, speakers, and food committees.
- Keep in mind that some people are very busy and might need a lot of reminders. Leaders in the club should be responsible for making sure that everyone's doing their job. If people have problems with their tasks, then the leaders should help them figure out possible solutions.
- Remember that you'll need to delegate tasks for the day of the event. Make

sure you have plenty of volunteers to help. You may need people to set and clean up, sell food or merchandise, or direct attendees. Different events require different help; if you are holding a car wash you need people to wash cars while others direct cars into the place, while a concert may require an MC and ticket-takers. Make sure you assign everyone a specific task.

- Do not be surprised if challenges arise. For example, transportation: you might lack access to transportation or have a lot of students who can't drive. Don't worry—there's a ton of stuff you can do without driving. You can do projects at school, such as tutoring, mentoring, education programs, conflict mediation, conferences, and other programs. You can also use school resources to ask for money for field trips. You might ask parents or older students to drive. You could contact local organizations like the Kiwanis and Lions Club. Many are retired and can help.

Budget (What does it Cost/ How much will it make?)

- Figure out how much money in general you have to work with.
- Be as specific as possible on how much money you want to spend on each part of the event. For example, how much for food? printing programs? speakers?
- Estimate how much money you will raise (revenue). For example, will you be selling food? Are you asking for sponsorships from businesses? Do you have grant money? Estimate how much money will come from those sources. (see the fundraiser section for ideas on how to raise some money at your events).

Publicize!

- Personally invite people by Facebook, email, phone, or in person. Let them know how much it will mean for you if they participate.
- Have your school newspaper advertise and cover the actual event
- Email blurbs out on listservs
- Put information in community (church, clubs) newsletters and calendars.
- Design a flyer or poster. Put them up in coffee shops, libraries, community centers, stores, and other places that people go in your neighborhood
- Reach out to media: local newspapers, radio stations, TV's. First, if you don't have media contacts, compile a list of contacts (reporters who cover student and educational issues might be more receptive). Write down the names, titles, telephone numbers, and emails of reporters who might cover your events. Call them or email them and introduce yourself. There's a sample email that you can send out included in these resources. Keep these contacts with your club!
- If you're contacting media, you should send them a press release. A press release should have: your contact information, a headline, and the who/what/

where/when/why/how of the event. Fax, email, or mail copies of the release.

- Let a local elected official know about your project!

Record your progress!

- Keep all your papers, flyers, and letters, so you can write a summary at the end of the event.
- What are your next steps? How will you reach more people with your project? What else can you do?

Action Steps

After you have the parameters for your overall project fleshed out, the next step is to break the goals you came up with in the first step into action steps. For example:

Goal: Get the local news to do a story on my project

- Invite someone, like a local politician, who is likely to draw a crowd and the media to an event you're holding.
- Make a list of all your local news outlets and research the best person to contact at each.
- Write a press release and send it out to all the outlets on your list
- Create a packet of materials on your project (a Media Kit) that you can give to any media that attends your event.

Map It Out

Give your project some structure.

- Timeline for the project
- Resources you will need and where you will obtain them.
- Challenges you may face.

Other important things to think about in the BUILD IT stage:

- Creating a Budget
- Creating a Marketing and PR Plan- Make a plan to get the word out.
- Recording your progress-Keep all your papers, flyers, and letters, so that you can write a summary at the end of the event.

DO IT: Put your plan into action

Go out there and get moving! Keep your plan in mind, but stay flexible. Unplanned things are bound to happen.

PATH TO CHANGE WORKSHEET

SEE IT: What is the problem or interest?

BELIEVE IT: Why is it important?

Sum up your project idea in a paragraph to get others excited.

Your message: Key people and organizations that I want/need to believe in my project:

BUILD IT: What is the plan?

Step One: Set up Goals

Your long term goal may be to end create sustainable energy, or use the power of music to help sick children, but if you think about your project in terms of measurable short term goals, you'll have an easier time making change.

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

Step Two: Action Steps

The next step is to break the goals you came up with into action steps.

Goal 1:

Action steps:

1.

2.

3.

4.

5.

6.

22

Goal 2:

Action steps:

1.

2.

3.

4.

5.

6.

Goal 3:

Action steps:

1.

2.

3.

4.

5.

6.

Goal 4:

Action steps:

1.

2.

3.

4.

5.

6.

23Step Three: Map It Out

RESOURCES you will need and where you will obtain them.

People (i.e. staff & volunteers):

Role & Responsibility :

Potential Resources:

1.

2.

3.

Role & Responsibility:

Potential Resources:

1.

2.

3.

Role & Responsibility :

Potential Resources:

1.

2.

3.

Role & Responsibility:

Potential Resources:

1.

2.

3.

Things & Services (i.e. supplies, food, transportation):

Need :

Potential Resources:

- 1.
- 2.
- 3.

Need :

Potential Resources:

- 1.
- 2.
- 3.

Need :

Need :

Potential Resources:

- 1.
- 2.
- 3.

CHALLENGES

- 1.
- 2.
- 3.

POTENTIAL SOLUTIONS

- 1.
- 2.
- 3.

DO IT: Put your plan into action

Go out there and Do Something! Keep your plan in mind, but stay flexible. Unplanned things are bound to happen.

REFLECT: What happened? And what's next?

Reflect on your event:

- What went well? Why?
- What could have gone better? How could you have improved it?
- Did you achieve your goals?
- Was everybody involved? How can people get more involved next time?

Here is where you think about the goals you set up in the BELIEVE IT step. Did you

reach your goals? What would you do differently going forward or next time? Did you achieve so much that you want to repeat the project again or keep it going?

Even if you decide to keep growing your project past your original goals, it's important to regularly stop and reflect on your goals, celebrate your accomplishments and set new ones. If you don't reach all your goals, don't worry, that's what "next time" is for. Reflecting is all about asking questions.

Think about the goals you set-up in the BUILD IT section. Do you reach them? What were three things that went well?

- 1.
- 2.
- 3.

What were three things you would change?

- 1.
- 2.
- 3.