



EarlyAct – A School-Wide Service Club for Elementary Students Ages 5 -13

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# EarlyAct Handbook

“earlyact rotary”

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or

It may be found on our District Website:

[www.rotarydistrict7305.org](http://www.rotarydistrict7305.org)

“Youth Services” - EarlyAct

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“Community Service for Kids”

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*It is stated in the national goals concerning education that “every school in America will ensure that all students learn to use their minds well so that they will be prepared for responsible citizenship.”*



## MISSION STATEMENT

*The mission of EarlyAct™ is to promote goodwill, understanding and peace through the active participation of its student members so that with committed citizenship and effective leadership they may improve the quality of life of their school, local and global communities.*

### EarlyAct™ Teaches...

Caring

Respect

Empathy

Responsibility

Tolerance

Citizenship

Compassion

Friendship

Leadership



*"The greatest natural resource any country can have is its children."*

*Danny Kaye*

## EarlyAct™ in Action



## DESCRIPTION OF EarlyAct™

*EarlyAct™ is a school-wide service club for elementary students from ages 5 to 13. It is sponsored by one of the local Rotary clubs in the township in which the school is located.*



*The mission and operation of EarlyAct™ are closely linked to the ideals of Rotary and provide the foundation and natural succession into Interact.*

*EarlyAct™ provides young students the opportunity for gaining an increased awareness and knowledge of their community and the world.*

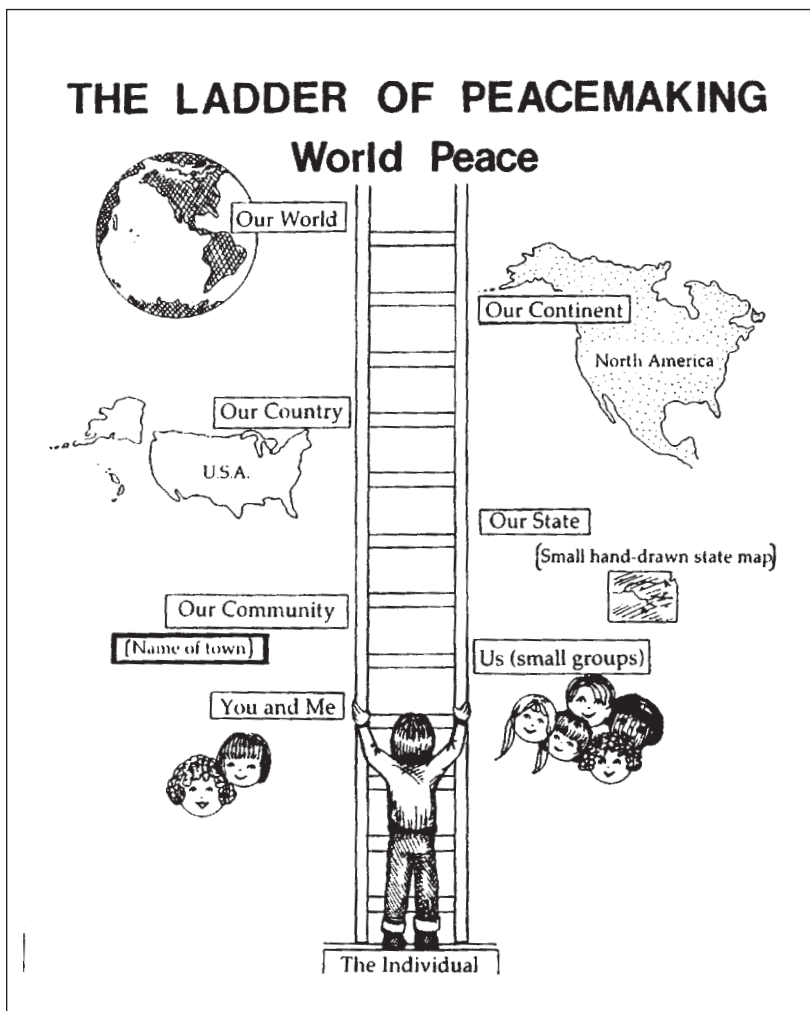
*At a young age, all students can easily be encouraged to be caring and helpful. Their minds are open to recognize the dignity and worth of each individual which builds respect for others. EarlyAct™ also promotes understanding and the building of friendships among the club members.*

*EarlyAct™ also engages students in character-building activities and prepares them for leadership roles to identify and carry out projects which benefit their school, local and global communities.*

*“The future belongs to those who believe in the beauty of their dreams.”*

*Eleanor Roosevelt*

*Through EarlyAct™ students learn to take responsibility for real-life problems and to realize the significant impact of their involvement. Naomi Drew's Ladder of Peacemaking, shown below, illustrates how a young individual can make a difference.*



*"It isn't enough to talk about peace. One must believe in it. And it isn't enough to believe in it. One must work at it."*

*Eleanor Roosevelt*



## OBJECTIVES OF EarlyAct™

*The purpose of EarlyAct™ is to provide young students with the opportunities to participate in active citizenship in a culturally diverse democratic society within an interdependent world.*



*EarlyAct™: Partners in Character Education addresses the following objectives:*

- 1. The students develop committed citizenship and leadership qualities by identifying and taking responsibilities for real life problems within their school, local and global communities.*
- 2. The students realize the importance of respect, dignity and caring for all people by promoting good will and understanding through their active participation at school, local and community levels.*
- 3. The students develop high student achievement by actively participating in various projects to improve the quality of life for their school, local and global communities. They work with the sponsoring Rotary club members as facilitators, mentors and role models.*





## GUIDELINES OF EarlyAct™

*EarlyAct™ is a school-wide service club in which all students are members. The EarlyAct™ Club is self-supporting and carries out three service projects annually—one each for their school and local communities, and one which furthers international understanding.*

*The EarlyAct™ Club meets twice monthly for thirty minutes. Meetings are conducted by the EarlyAct™ officers. Two rotating representatives from each class attend the meetings. Meetings are conducted using parliamentary procedure, under the guidance of attending faculty and Rotarian advisors.*



*Officers of EarlyAct™ are selected from the two senior classes of an elementary school. For example, in a Kindergarten through fifth Grade school, the President, Vice President, Recording Secretary, Treasurer, Second Vice President and Corresponding Secretary are*

*assigned from the fourth and fifth grade classes. Officers are appointed by faculty advisors based on leadership assessment and teacher recommendation.*

*There are no dues. Monies for projects and activities are raised through EarlyAct™ Club activities. The EarlyAct™ Club submits an annual report to the sponsoring Rotary Club.*



## HOW TO START AN EarlyAct™ CLUB

*If a Rotary Club has an interest in sponsoring an EarlyAct™ Club, it can begin by appointing an EarlyAct™ subcommittee. One committee member can agree to act as the Rotarian advisor to the EarlyAct™ Club which involves attending meetings and offering guidance on service projects. Once the EarlyAct™ subcommittee has become familiar with all the elements of the EarlyAct™ program, it can make a presentation to its Rotary Club.*



*Plan an inaugural "kick-off" event. Invite the District Governor, the mayor, and any other special guests. Prepare a press release. It is critical to contact the press and news media to publicize the event.*

*After the Rotary Club has approved sponsorship, the EarlyAct™ subcommittee can contact the appropriate school official or principal to discuss plans for an EarlyAct™ Club. The EarlyAct™ subcommittee can schedule a presentation to the executive board of the P.T.A., then the subcommittee and the principal can discuss the meeting time, place and faculty involvement. It is optimal to have several faculty advisors. The faculty advisors are the driving force behind EarlyAct™ because they are there, on site, to guide the students in carrying out the day-to-day activities of the club.*

*The initial meeting of the EarlyAct™ Club establishes the goals and objectives of the club. EarlyActors plan service projects which benefit their school and local communities, and those which promote international understanding.*

*"Never doubt that a small group of thoughtful citizens can change the world. Indeed, it is the only thing that ever has."*

**Margaret Mead**

# GUIDELINES FOR ESTABLISHING EarlyAct™

## ***I. Rotary Club Responsibilities***

### ***A. Formulate EarlyAct™ subcommittee within your club***

#### ***1. Appoint chairperson***

- a. Act as liaison between Rotary Club, EarlyAct™, school and PTA***
- b. Meet with Principal or school official to discuss plans for EarlyAct™***
- c. Presentation to PTA and/or Executive Board to discuss plans***
- d. Invite District Governor to kickoff event***
- e. Prepare press releases for kickoff and other activities***

#### ***2. At least 2 committee members act as Rotarian Advisors to EarlyAct™ Club***

#### ***3. Administer Leadership Assessment\* to select officers from upper two grades and/or act upon teacher recommendation***

### ***B. General Club membership***

- 1. Attend EarlyAct™ kickoff event***
- 2. Act as facilitators, role models and mentors to EarlyActors.***
- 3. Participate in EarlyAct™ activities and projects***
- 4. Attend EarlyAct™ meetings when possible.***
- 5. Assist in Leadership Assessment review and selection of officers.***

### ***C. Financial commitment***

- 1. Start-up seed money***
- 2. Donations of supplies or equipment i.e., tape recorder, video camera***

### ***D. Recognize EarlyAct™ members achievements***

- 1. Leadership and citizenship awards to EarlyActors***
- 2. Parent and faculty advisor recognition***
- 3. Invite EarlyAct™ officers to your Rotary Club meeting.***

## ***II School/PTA responsibilities***

- A. Select EarlyAct™ faculty and parent advisors***
  - 1. Attend EarlyAct™ meetings***
  - 2. Offer assistance and guidelines in service projects***
  - 3. Guide officers in Parliamentary Procedures***
- B. Set EarlyAct™ meeting schedule***
  - 1. Meet at least bi-monthly***
  - 2. One half hour meeting***
  - 3. Suggest meeting during lunch time or other in school activity period***
- C. Classroom teacher selects 2 representatives for each meeting, rotating selection***
- D. Support by participation in EarlyAct™ activities and service projects***

## ***III. EarlyAct™ Club responsibilities***

- A. Officers***
  - 1. President – senior class \****
  - 2. First Vice President – senior class \****
  - 3. Second Vice President – junior class***
  - 4. Recording Secretary – senior class \****
  - 5. Corresponding Secretary – junior class***
  - 6. Treasurer – either class***
- B. Class representatives – 2 from each classroom, rotating to give more children an opportunity to participate***
- C. Establish goals and objectives of EarlyAct™ Club including Service Areas***
  - 1. School***
  - 2. Local***
  - 3. Global***
- E. Plan and organize projects and activities***
  - 1. Select student chairs of committees***
    - a. School community***
    - b. Local community***
    - c. Global community***
  - 2. Choose activities that encompass service areas and involve the student body and Rotary Club***

***\* Selected from the oldest class of the Elementary School.***

## RESPONSIBILITIES OF THE SPONSORING ROTARY CLUB

*There is a close relationship between the EarlyAct™ Club and the sponsoring Rotary Club. The following are the responsibilities of the Rotary Club.*

- 1. The sponsoring Rotary Club members act as facilitators, role-models and mentors to the Early-Actors.*
- 2. The sponsoring Rotary Club assists EarlyActors to develop activities and projects which promote citizenship, leadership and vocational awareness.*
- 3. Whenever possible the sponsoring Rotary Club participates in EarlyAct™ activities and projects.*
- 4. At least two members of the Rotary Club will attend every EarlyAct™ meeting as Rotarian advisors.*
- 5. Invite EarlyAct™ officers to your Rotary Club meeting.*
- 6. Encourage EarlyActors by recognizing their achievements, such as presenting outstanding leadership and citizenship awards.*
- 7. Be sure new EarlyAct™ officers are appointed at the end of each year so that they may receive the appropriate orientation.*

## EarlyAct™ CLUB Meeting Script

1. **PRESIDENT:** *“The meeting will come to order.” (rap the gavel)  
“The Vice-President will lead us in Rotarys Four Way Test and an inspirational quote.*
2. **VICE PRESIDENT:** *(Read the Four Way Test and inspirational quote)*
3. **PRESIDENT:** *“Thank you \_\_\_\_\_ The recording secretary will read the minutes of the last meeting.”*
4. **RECORDING SECRETARY:** *(Read the minutes)*
5. **PRESIDENT:** *“Are there any corrections to the minutes?” (Pause for about 5 seconds) “If there are no corrections, the minutes are approved as read. We will now have the Corresponding Secretary’s Report.”*
6. **CORRESPONDING SECRETARY:** *(Read any letters you sent or received)*
7. **PRESIDENT:** *“The next order of business is the Treasurer’s Report.”*
8. **TREASURER:** *(Read report)*
9. **PRESIDENT:** *“At this time the special committee reports will be read.”  
“School Service”  
“Community Service”  
“International Service”  
“Advisors Message”  
“Is there any unfinished business?”  
“Is there any new business?”  
“Are there any announcements?”  
“If there is no objection and no further business the meeting will be adjourned.” (Rap the gavel)*



# **SAMPLE EarlyAct™ CLUB CONSTITUTION**

## **ARTICLE I - Name**

*The name of this organization shall be the EarlyAct™ Club of \_\_\_\_\_*

## **ARTICLE II - Mission**

*The mission of EarlyAct™ is to promote goodwill, understanding and peace through the active participation of its student members so that with committed citizenship and effective leadership they may improve the quality of life of their school, local and global communities.*

## **ARTICLE III - Sponsorship**

*The sponsor of this EarlyAct™ Club is the Rotary Club of which shall exercise supervision over all activities, programs and policies of this EarlyAct™ club. The continued existence of this EarlyAct™ club shall depend upon the continued active personal participation of the sponsoring Rotary club.*

## **ARTICLE IV - Membership**

- 1. EarlyAct™ is a school-wide service club for elementary students ages 5 to 13.*
- 2. The club is comprised of the entire student body as members with representatives from each class attending meetings on a rotating basis.*

## **ARTICLE V - Meetings**

*The club shall meet not less than twice per month, as provided in the by-laws, at a time and place suited to the convenience of the member, with due regard for their school obligations.*

## **ARTICLE VI - Officers**

- 1. The officers of this club shall be president, vice president, recording secretary, corresponding secretary, treasurer, and such additional officer(s) as may be provided in the by-laws.*
- 2. This club shall be subject to the same regulations and policies established by the school authorities for all student organizations and extracurricular activities of the school.*
- 3. Officers are selected from the two senior classes of the elementary school by the school faculty.*
- 4. The term of each officer will be one year.*

## **ARTICLE VII - Activities and Projects**

- 1. Within the limits prescribed in Article III, this club shall be responsible for planning, organizing, financing and conducting its own activities and shall itself supply the money, manpower and creative imagination necessary thereto, except that in the case of joint projects or activities undertaken in*

*cooperation with other organizations, such responsibility shall be shared with such other organization(s).*

- 2. The activities of the club should encompass three areas of service; school, local community and global community.*
- 3. It is the responsibility of the club to raise the funds necessary to carry out its programs.*

#### **ARTICLE VIII - Committees**

- 1. Committees should represent the three areas of service.*
- 2. The president may appoint such special committees, as he/she may deem necessary.*

#### **ARTICLE IX - Fees and Dues**

- 1. There will be no fees or dues assessed on the membership of the club. The club shall raise funds for activities and projects undertaken by the club.*
- 2. The sponsoring Rotary club may assist with startup costs and other minimal administrative expenses.*

#### **ARTICLE X - Acceptance of Constitution and By-Laws**

*With membership is acceptance of the constitution and by-laws.*

#### **ARTICLE XI - By-Laws**

*This club shall adopt the standard EarlyAct™ club by-laws, together with such amendments as are not inconsistent with this constitution and which may be deemed necessary or convenient for the government of the club, provided that such amendments are adopted in accordance with the amendment procedure prescribed in the standard EarlyAct™ club by-laws.*

#### **ARTICLE XII - Logo**

*The logo of EarlyAct™ shall be preserved for the exclusive use and benefit of EarlyAct™ members. Each member of this club shall be entitled to wear or otherwise display the EarlyAct™ logo in a dignified and appropriate manner during the period of his/her membership.*

#### **ARTICLE XIII - Duration**

*This EarlyAct™ club shall exist so long as it continues to function in accordance with the provisions of this constitution and policy or until it is terminated:*

*A) by this club upon its own determination and action; B) by the sponsoring Rotary club upon withdrawal of its sponsorship.*

*Upon termination of this club, all rights and privileges relating to the EarlyAct™ name and logo shall be relinquished by the club and by its members individually and collectively.*

# **SAMPLE EarlyAct™ CLUB BY-LAWS**

**By-Laws of the EarlyAct™ Club of \_\_\_\_\_**

## **ARTICLE I - Selection of Officers**

*Selection of the offices of president, vice president, recording secretary, corresponding secretary, treasurer and head chairperson shall be made annually by the school faculty.*

## **ARTICLE II - Duties of Officers**

- 1. President - The president shall:**
  - *Plan the agenda for the meeting.*
  - *Run the meeting using Parliamentary Procedure.*
- 2. Vice President - The vice president shall:**
  - *Plan the agenda for the meeting.*
  - *In the absence of the President, will run the meeting.*
  - *Read the Four Way Test and inspirational quote at each meeting.*
- 3. Recording Secretary - The recording secretary shall:**
  - *Take the minutes at the meeting.*
  - *Type up the minutes.*
  - *See your advisor to copy the minutes before the next meeting.*
  - *Distribute the minutes at the meeting.*
  - *Send a copy of the minutes to the parent and Rotary advisors.*
- 4. Corresponding Secretary - The corresponding secretary shall: Send invitations and thank you notes to speakers and special guests for EarlyAct™ meeting or events.**
- 5. Treasurer - The treasurer shall:**
  - *Collect and record moneys from EarlyAct™ fund raising events and activities.*
  - *Report on the current balances at meetings.*
- 6. Head Chairperson - The head chairperson shall:**
  - *Assist committee chairpersons with school, community and global projects.*

- *Assist chairpersons with committee meetings to discuss how to accomplish projects.*
- *Make presentations to classes concerning the projects.*

### **ARTICLE III - Meetings**

- 1. Meetings of the club shall be held not less than twice per month at a time and place suited to the convenience of the membership and faculty.*
- 2. A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the club.*
- 3. Meetings are to be conducted under the guidance of the faculty advisor.*
- 4. Sponsoring Rotary club should have a representative at each meeting.*

### **ARTICLE IV - Committees**

- 1. The president shall appoint the following standing committees:*
  - A. School Service*
  - B. Local Community Service*
  - C. Global Community Service*
- 2. It is the primary responsibility of the committees to recognize real life problems, reason effectively and make logical connections as they select projects to improve the quality of life for their school, local community or global community.*
- 3. All projects undertaken in their respective areas of service are chosen and managed by the students, and facilitated by the educators and Rotarian advisors.*
- 4. No committee shall take any action to carry out its plans until those plans have been approved by a majority of the club membership and advisors.*

### **ARTICLE V - Amendments**

- 1. These by-laws may be amended by majority vote of the members in good standing at any regular or special meeting of the club at which a quorum is present.*
- 2. Nothing in these by-laws shall contravene any provision of this club's constitution.*

## EarlyAct™ CLUB OFFICER RESPONSIBILITIES

- PRESIDENT**
- *Plan the agenda for the meeting.*
  - *Run the meeting using Parliamentary Procedure.*
- VICE-PRESIDENT**
- *Plan the agenda for the meeting.*
  - *In the absence of the President, you will run the meeting.*
  - *Read the Four-Way Test and Inspirational Quote at each meeting*
- RECORDING  
SECRETARY**
- *Take the minutes at the meeting.*
  - *Type up the minutes.*
  - *See your advisor to copy the minutes before the next meeting.*
  - *Distribute the minutes at the meeting.*
  - *Send a copy of the minutes to the PTA advisor.*
- CORRESPONDING  
SECRETARY**
- *Send invitations and thank you notes to speakers and special guests for EarlyAct™ meetings or events*
- TREASURER**
- *Collect and record monies from EarlyAct™ fund raising events and activities.*
  - *Report on the current balances at meetings.*
- HEAD  
CHAIRPERSON**
- *Assist Committee Chairpersons with school, community, and global projects.*
  - *Assist chairpersons with committee meetings to discuss how to accomplish projects.*
  - *Make presentation to classes concerning the projects.*