

Membership Activities^{1/22/08}
Kiwanis Day Makers of Rochester

Community Services Committee

Activity: *American Cancer Society – Daffodil Sales* - <http://kiwanisrochester.org/Daffodil.htm>

Description: Annual five day event selling daffodils at local grocery stores (Hy-Vee N).
All monies raised go to the American Cancer Society.

Commitment: Each volunteer will work two hours on one of the days.

Activity: *American Cancer Society – Volunteer Drivers*

Description: Volunteers drive cancer patients to and from chemotherapy or radiation treatment – part of the American Cancer Society’s Road to Recovery program.

Commitment: Initial training session (1-2 hours); driving as needed (2-4 times/month).

Activity: *American Red Cross* – <http://kiwanisrochester.org/redcross.htm>

Description: Assist with the quarterly newsletter mailing.

Commitment: Three hours per quarter.

Activity: *Bear Creek Bike Path Clean-Up*

Description: Pick up papers and trash that may be left on Bear Creek bike path.

Commitment: About 1 to 2 hours for a team of 2; sign up as requested at various times.

Activity: *Christmas Anonymous*

Description: Furnish all transportation required by Christmas Anonymous for moving food, toys, clothing and bikes.

Commitment: 9 major days in December. Requires from 4 to 6 hours per day.

Misc: Detailed schedules and daily descriptions available mid-October.

Activity: *Community Food Response (CFR)* – <http://rochesterusa.com/kiwanis/CFR.htm>

Description: Collect food from identified hospitals, schools, stores and restaurants for people in need. Sort and distribute food.

Commitment: Drivers 1 or 2 days a month, about 2 hours a day.

Sort and distribute food 1 or 2 days a month, about 4 hours a month.

Misc: May require a 2-person team. Also can sign up as a substitute.

Activity: *Family Service Rochester – Meals on Wheels*

Description: Deliver noon meals to homebound (pick up at Olmsted Community Hospital).

Commitment: 1 day a month, about 1 hour over noon hour (6-10 meals); sign up per time.

Misc: May require picking up Key Clubbers at Century High.

Day Makers do first full week of each month. Also can sign up as a substitute.

Activity: *Habitat for Humanity*

Description: Building affordable housing for people in need.

Commitment: Help with building (sign up as desired) or on committee (monthly commitment).

Activity: *Heritage House/Eden Garden Club*

Description: Provide physical assistance to groups in maintaining Central Park house/gardens.

Commitment: As required, average 2 to 3 days per year.

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Community Services Committee (Continued)

Activity: *Olmsted County History Center*

Description: Assist where needed with building (cabin roof, steps, display).

Commitment: Volunteer for a one-time project or ongoing, 2-4 hours per month

Activity: *Rochester Public Library – Hosts*

Description: Assist library staff and security in daily operations of the library.

Commitment: 3 people on second Tuesday from 6:00pm to 9:00pm.

Activity: *Rochester Public Library Friends – Bookstore*

Description: Assist with set-up and break-down for annual Bookstore sale during Rochesterfest. Volunteer in Bookstore and as a book sorter after orientation and training by staff.

Commitment: 2-3 hours per event.

Activity: *Rochester Senior Center – Chili Feed* - <http://kiwanisrochester.org/ChiliFeed.htm>

Description: Work at annual chili feed as servers, dining room help, etc.

Commitment: 2 hours on the day of the feed.

Misc: Work with members of five other clubs.

Activity: *Rochester Senior Center – Computer Instruction*

Description: Assist with computer classes for seniors through SeniorNet.

Commitment: As available – participate as a coach or instructor for one or more classes (4-8 sessions per class.

Misc: Side benefit - learn more yourself.

Activity: *Rochester Senior Center – Tax Program*

Description: Assist seniors, low-to-middle income, with their tax returns.

Commitment: February 1 to April 15 plus pre-season training. Tax counselor: 40 hours in tax season (4-hour sessions); receptionists: 4-hour sessions, sign up one week/time.

Misc: Side benefit - learn some more about your taxes.

Activity: *Saturday Noon Meals – Christ United Methodist Church*

Description: Prepare and serve a sit-down meal for 70 to 80 needy people.

Commitment: 1-2 Saturdays a year. Cooking starts at 9:00 am, cleanup finished by 1:30.

Activity: *United Way Allocation Panel*

Description: Panel is responsible for assessing requests for funding from United Way agencies and recommending United Way allocations accordingly.

Commitment: Attend planning meetings, read/analyze requests, attend agency visits.

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Community Services Committee (Continued)

- Activity:** *University Center Rochester* (RCTC, University of Minnesota and Winona State)
- Description:** Current ongoing volunteer activity is 2-5 Kiwanians repairing and organizing equipment in the physics laboratory (Mad Scientists).
- Commitment:** Sign up per time for 2-3 hours on a Wednesday morning at the physics laboratory.

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Young Children Priority One Committee

Activity: *Bundles of Love*

Description: Sew layettes to be donated to indigent families of newborns.

Commitment: Sewing time plus 1½-hour meeting per month.

Miscellaneous: Providing own fabric, sewing notions optional.

Activity: *Channel One* – <http://kiwanisrochester.org/ChannelOne.htm>

Description: Assist clients with food selection, pack boxes of food for MAC/NAPS programs, stock food shelves, check in clients, and distribute boxes to MAC/NAPS clients.

Commitment: 2 to 3 hours a month.

Misc: MAC = Mothers and Children, NAPS=Nutritional Assistance Program for Seniors.

Activity: *Child Care Resource and Referral* – <http://kiwanisrochester.org/CCR.R.htm>

Description: Provide support for special events such as Family Fun Night, Souper Bowl, etc. Respond to special request as they arise, such as office moves or office painting, Child Car Seat Safety Program and attaining funds to support the Crisis Nursery and Head Start Programs.

Commitment: Usually involves transporting items such as bowls and supplies or tables and chairs, and may include setup and cleanup activities on days of events.

Misc: Sign up requested when required.

Activity: *Rochesterfest Parenting Fair* – <http://kiwanisrochester.org/PCFair.htm>

Description: Plan, develop, and implement the Parent/Child Fair and assist on the Wednesday evening of Rochesterfest (joint activity with other clubs).

Commitment: Attend planning meetings. Arrange for rides and other events and activities; provide staffing for each, and do setup and cleanup.

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Youth Services Committee

Activity: *Adopt a Family* – <http://kiwanisrochester.org/AdoptFamily.htm>
Description: Provide support to a family whose needs are not covered by public support.
Commitment: Remember and help celebrate birthdays and holidays, collect clothing and meet other needs as identified. Time as needed to do shopping and visiting.

Activity: *Bike Repair and Bike Helmet Project* – <http://kiwanisrochester.org/Bikes.htm>
Description: Collect donated new and used bicycles and repair the used bicycles. Bikes are given to Christmas Anonymous for distribution. Some are also donated to other service groups that may require bikes. Helmets are fitted to children who received bikes through Christmas Anonymous.
Commitment: Every Tuesday during warm weather. About 3 hours a day, 2 or 3 skilled repair people. All others need not be skilled, just willing to get hands dirty.
Misc: Operated by Rochester Day Makers and Rochester Golden K Kiwanis Clubs.

Activity: *Hockey Festival* – <http://kiwanisrochester.org/hockeyfestival.htm>
Description: Annual Rochester Kiwanis Clubs Fund Raiser (joint with other clubs).
Commitment: 1) Planning Committee, 1 hour a month. 2) Ads and Sponsorship. 3) Event work, 2 to 4 hours. Web site development and maintainance of:
<http://kiwaniswellsfargohockey.com>
Misc: Portion of funds returned to Kiwanis clubs and more than \$38,000 to community youth programs in 2003.

Activity: *Quarry Hill Nature Center*
Description: Assist in teaching about weather and at the waste facility.
Commitment: In fall and late winter, 2-3 hours per week.
Miscellaneous: In the fall – 4th graders; late winter – 5th graders.

Activity: *Rochester Area Schools – Century High School After-School Tutoring*
Description: Kiwanis members work with students (mainly English as a second language students) to complete their homework assignments in a wide range of subjects.
Commitment: Tuesdays, 3:15pm to 4:30pm; meet in the media center.
Misc: Commitment is by weekly sign up.

Activity: *Rochester Area Schools – Pinewood Elementary Homework Club*
Description: Meets Wednesdays and Thursdays, 3:30 pm to 4:35 pm. Work with 1 or 2 students in lower elementary grades with reading, math, spelling, writing, etc.
Commitment: Work with 1 or 2 students for an hour. Weekly sign ups.
Misc: Can show up even if you did not sign up

Activity: *Rochester Area Schools – Riverside Elementary: Junior Achievement*
Description: Third grade program focused on municipal government
Commitment: Half-hour session once a week for 8 weeks.

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Youth Services Committee (Continued)

Activity: *Rochester Area Schools – Riverside Elementary, Elton Hills: Popcorn Party*
Description: Class recognition
Commitment: 1 day a month. About 1 hour. Need at least 3 Kiwanis members to make popcorn and distribute to the class receiving monthly recognition.
Misc: Volunteers should like popcorn – not required but is a plus.

Activity: *Rochester Area Schools – Riverside Elementary: Terrific Kids*
Description: Student awards program
Commitment: 1.5 hours monthly
Misc: Need 3 Kiwanis members to participate in handing out awards.

Activity: *Rochester Area Schools – Riverside Elementary: Vision and Hearing Screening*
Description: Assist with vision and hearing screening of approximately 200 second graders.
Commitment: 2-3 hour shift, once a year.

Activity: *Rochester Area Schools – Scholarship (to Century High School Senior)*
Description: Annual \$500 scholarship awarded to graduating Century High School senior
Commitment: Assist in reviewing criteria, advertising scholarship and selecting winner.
Misc: Criteria include Key Club membership, academics, community service, need.

Activity: *Sponsored Club: Key Club – Century High School*
<http://kiwanisrochester.org/keyclub.htm>
Description: Kiwanis Club for Century High School. Meets 1st and 3rd Tuesday at 7:15 am. Kiwanis member should be present. Sign-ups for projects, etc. accomplished.
Commitment: Attend meetings to help with transportation and other needs as required.
Misc: Day Makers and Golden K clubs each provide a \$500.00 scholarship; service is one of the criteria for student selection. Funds are also provided for students to attend Key Club conferences.

Activity: *Y Mentors*
Description: One-to-one mentoring relationship between caring adult and youth, age 5-18
Commitment: 2+ hours per week for minimum of a year
Misc: Rochester Family Y put together the matches and provides help and support. Temporary mentors (6-week commitment) also needed for youth on waiting list.

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Human and Spiritual Values Committee

Activity: **Invocations for Meetings**

Description: Give invocation at the beginning of the meeting.

Commitment: By the time, as often as choose to sign up.

Misc: Contact person circulates sign-up sheet and posts on bulletin board.

Activity: ***Interfaith Hospitality Network***

Description: Answer phone/be available while Director does errands/goes to lunch

Commitment: 1-2 people once a week for 2 hours; sign up by the time.

Misc: IHN provides shelter, meals and comprehensive assistance to homeless families.

Activity: ***Mayo Clinic Volunteers***

Description: Assist patients, staff and visitors at RMH, SMH, and Mayo Clinic.

Commitment: Usually about 3 hours a day one day a week.

Misc: Wide range of work assignments available.

Activity: ***Nursing Home Support***

Description: Entertain at nursing homes or provide other help as requested.

Commitment: 1-2 hours per time as little or often as desired.

Activity: ***Salvation Army – Bell Ringing***

Description: Ring bells for Christmas contributions.

Commitment: 2 hour time periods in December at a local department store.

Misc: Shopko North entryway.

Activity: ***Salvation Army – Tax Program*** – <http://kiwanisrochester.org/TaxAid.htm>

Description: Assist low-to-middle income families with their tax returns.

Commitment: February 1 through April 15 plus pre-season training.

Tax counselor: 40 hours during tax season (4-hour sessions);

receptionists: 4-hour sessions, sign up one week at a time.

Misc: Side benefit - learn some more about your taxes.

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Membership Committee

Activity: *Birthday/Anniversary Recognitions*

Description: Announce birthdays and anniversaries for the week to promote feeling of fellowship and contribute to member retention.

Commitment: Weekly; arrange for substitute when unavailable.

Misc: Assigned to member of committee.

Activity: *Greeter at Meeting*

Description: Greet members and guests; list guests for recognition at beginning of meeting.

Commitment: Sign up by the time. If greeter, arrive 30 minutes before meeting starts.

Misc: Member of committee assigned to circulate sign-up sheet/post on bulletin board.

Activity: *Meeting Set-Up and Take-Down*

Description: Hang banners; set up flag, loud speaker, picture board, etc.

Commitment: Sign up by the time. If signed up, arrive 45 minutes before the meeting; stay 10-15 minutes after to clean up.

Misc: Member of committee assigned to circulate sign-up sheet/post on bulletin board. Additional information posted on bulletin board.

Activity: *Member Recruitment, Orientation and Induction*

Description: Encourage members to invite visitors/recruit new members, oversee orientation for new members prior to induction and arrange for induction.

Commitment: Ongoing as needed.

Misc: Responsibility of committee members.

Activity: *Social Events*

Description: Organize events to promote fellowship and contribute to member retention.

Commitment: Periodic.

Misc: Assigned to committee member.

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Operations Committee

Activity: *Finance*

Description: Oversee income and disbursements, maintain financial records, and prepare budgets and financial reports.

Commitment: Ongoing, spend time as needed; responsibility of Secretary-Treasurer.

Activity: *Fund Raising – Century High School Calendar*

Description: Sell ads to local merchants for the calendar; prepare calendar; mail calendar.

Commitment: Contact merchants you know and sell ads, one time per year.
One time per year, prepare data in calendar or help assemble and label calendars for mailing to Century High School families.

Misc: Committee oversees, but all interested club members asked to help.

Activity: *Fund Raising – Other – <http://kiwanisrochester.org/RochFestButtons.htm>*

Description: Generate any fund raising activities the club wants to be involved in, such as selling *RochesterFest* buttons.

Commitment: Ensure club has enough money to fulfill obligations as a service organization.
Club must have money for both service and administrative funds.

Misc: Events as requested through the Board.

Activity: *Historian*

Description: Take photos of club members and speakers and of club events.
Maintain archival books covering the history of the club.

Commitment: Weekly photos (can delegate) and annual book assembly.

Activity: *Inter-Club Visits*

Description: Attend other Kiwanis Club meetings.

Commitment: Drive time to meetings and meeting time. Sign up per time.

Misc: Carpool as appropriate. Committee member assigned to organize sign-ups.

Activity: *International Projects*

Description: Support and participate in Kiwanis international projects, currently the elimination of Iodine Deficiency Disorder around the world.

Commitment: Periodic presentation of information to club and focus on raising funds for project.

Activity: *Newsletter and Day Maker Website - <http://kiwanisrochester.org/Newsletter.htm>*

Description: Assemble articles from officers and committee chairs for monthly newsletter and web site posting. Newsletter provides monthly treasurer's report and other topics. Web site provides electronic access to monthly newsletter, member and event photos and links to other sites.

Commitment: Monthly.

Misc: Any member is welcome to submit an item; deadline, 25th of month preceding.

Activity: *Records and Reports*

Description: Maintain all necessary records and prepare all required reports.

Commitment: Ongoing, spend time as needed. Responsibility of Secretary-Treasurer.

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Activity: *Regional Representative*

Description: Liaison between the club and the region, responsible for keeping the club informed of items of interest from the Kiwanis Region or District.

Commitment: Regular report to the club and the board, as pertinent.

Program Committee

Activity: *Program Arrangements*

Description: Confirm and make arrangements for weekly program (speaker or activity).

Commitment: Weekly.

Misc: Oversight is responsibility of President-Elect (Program Chair).