

**Kiwanis Club - Rochester Day Makers**

Committee obtains periodic reports on projects; contacts not necessarily members of the committee.

**Community Services Committee**

**Activity:** *AARP Tax-Aide Program*

**Description:** Assist seniors, lower-to-middle income families, with their tax returns.

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

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

**Activity:** *Bear Creek Bike Path Clean-Up*

**Description:** Pick up trash that may be on bike path from Bear Creek Park (parking) to Pinewood School.

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

**Activity:** *Christmas Anonymous*

**Description:** Furnish required transportation for Christmas Anonymous to move food, toys, clothing, 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)*

**Description:** Collect food from identified hospitals, schools, stores, restaurants. 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 Family Service Rochester).

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

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

**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.

**Activity:** *Hiawatha Homes* (in-home & community-based choices for people with disabilities)

**Description:** Help with Festival of Trees.

**Commitment:** Sign up once a year for 3 hours or more.

**Activity:** *Hockey Festival* <http://kiwanisrochester.org/hockey>

**Description:** Annual Rochester Kiwanis Clubs Fund Raiser (joint with other clubs).

**Commitment:** 1) Planning Committee, 1 hour/month. 2) Ads and Sponsorship. 3) Event work, 2-4 hours. 4) Hockey Festival Web Site Maintenance 20 – 40 hours in Nov, Dec

**Misc:** Portion of funds returned to Kiwanis clubs.

**Activity:** *Mended Little Hearts* (support for parents of children with heart defects & disease)

**Description:** Summer picnic fund raiser with walk, children's activities, grilled meal, silent auction.

**Commitment:** Assist in picnic activities with emphasis centered on grill cookout meal preparation.

Past assistance has been 6-8 Day Makers with two 2 hour shifts.

**Activity:** *Military Organizations*

**Description:** Provide volunteer support for any recognized military organization, e.g., American Legion Post, Beyond the Yellow Ribbon, Ironwood Springs, Korean War Veterans club, VFW Post

**Commitment:** Varies according to group and need or opportunity; volunteer as desired.

**Activity:** *Olmsted County History Center/Mayowood*

**Description:** Assist as needed with projects in the building or at Mayowood (repairs, maintenance), educational tours or events.

**Commitment:** Volunteer for a one-time project or ongoing (2-4 hours per month).

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**Activity:** *Performing Arts (RSOC, Civic Music, etc)*

**Description:** Filling needs of the Rochester Symphony Orchestra & Chorale and other civic music organizations, such as performing, ushering, etc.

**Commitment:** As needed for concerts and events or ongoing responsibilities.

**Activity:** *Quarry Hill Nature Center*

**Description:** Assist with the Park Steward Program, teaching, other events.

**Commitment:** Up to 2-3 hours per week; sign up as needed.

**Activity:** *Rochester Public Library*

**Description:** Volunteer in RPL Friends Bookstore, help with annual book sale during Rochesterfest, and assist with other activities on request.

**Commitment:** 2-3 hours per event.

**Activity:** *Rochester Senior Center – Chili Feed*

**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 four other clubs.

**Activity:** *Rochester Senior Center – Computer Instruction*

**Description:** Assist with computer classes for seniors through SeniorNet.

**Commitment:** Participate as a coach or instructor for one or more classes (4-8 sessions per class).

**Misc:** Side benefit - learn more yourself.

**Activity:** *Rochester Area Special Olympics - Flyers*

**Description:** Day of Volunteers - assist with special events, area and state games for sporting events.

Coaches - take training, then assist with coaching different sporting events during the year.

Board member - handle specific duty on Board (meets once per month).

**Commitment:** Day of Volunteers - commit to a few hours during the competition for area and state games.

Coaches - commit to practice once a week and then games and competitions.

**Misc:** Time is flexible for Day of Volunteers; coaches need to commit to their "season" sport

(talk to Joanne Markee for more detail of when each sporting event season is & duration).

**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:** Come any time on a Monday morning for 2-3 hours at the physics laboratory.

**Activity:** *Vision and Hearing Screening: Riverside and Pinewood Elementary Schools*

**Description:** Assist with vision and hearing screening of approximately 200 second graders.

**Commitment:** 2-3 hour shift, once a year.

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**Early Childhood Development**

**Activity:** *Channel One*

**Description:** Helping Channel One with various projects, most often in the Clean Room repackaging or sorting food.

**Commitment:** 2 hours, 1<sup>st</sup> and 3<sup>rd</sup> Tuesday, 11:00-1:00.

**Activity:** *Child Care Resource and Referral*

**Description:** Provide support for special events such as Family Fun Night. Respond to special requests as they arise and attaining funds to support the Crisis Nursery and Head Start Programs.

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

**Misc:** Sign up requested when required.

**Activity:** *MN-DAK Book Project*

**Description:** Books purchased by the Southern MN Initiative Foundation and given to Kiwanis clubs to distribute to young children (up to and including Kindergarteners). Club members read to the children and then give the books to the children and parents to have at home.

**Commitment:** Sign up to assist with reading and distribution, multiple times if possible. Sign-up sheet circulated.

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**Youth Services Committee**

**Activity:** *Bike Care and Safety for 2<sup>nd</sup> Graders*

**Description:** Discuss basic bike care and safety, including signals, dress, lights, etc.

**Commitment:** Sign up for 30-45 minute sessions, May-June; typically, 3/day/school, 15-20 sessions/year.

**Activity:** *Bike Repair Project*

**Description:** Collect bicycles donated to Channel One and repair them. Most distributed in December by Channel One, but some given out during the year thru other charities or school counselors.

**Commitment:** Every Tuesday and Thursday 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:** *Builders Torch Club @ The Place (sponsored club)*

**Description:** Is a community-based club. Members range from 10 to 15. Meets every Wednesday, 5:00-6:00. Works on a service project most weeks. Key Club members help every meeting.

**Commitment:** Sign up to help on occasion with a special event when one is put on by the club.

**Misc:** Membership comes out of the Boys & Girls Club at The Place.

**Activity:** *Reading Around the World (Kiwanis International) – City-Wide Book Collection*

**Description:** Assist people donating books, placing the Kiwanis sticker on the inside cover and boxing up books by elementary school reading level.

**Commitment:** Sign up for a 2-hour session at one of the area elementary schools in mid-May.

**Misc:** In 2011, nearly 2,500 books were received and distributed to elementary schools.

**Activity:** *Rochester Area Schools – Century High School: Key Club (sponsored club)*

**Description:** Usually meets 2/month; sign-ups for & awareness of potential projects. Day Makers Steering Committee attends Officers' meetings alternate weeks to provide guidance/support.

**Commitment:** Attend meetings, help with transportation and provide other support as needed.

**Misc:** Day Makers provides funds for conferences, retreats and conventions.

**Activity:** *Rochester Area Schools – Century High School: Scholarship*

**Description:** Two annual \$500 scholarships awarded to graduating Century High School seniors.

**Commitment:** Assist in reviewing criteria, advertising scholarship and selecting winner.

**Misc:** Criteria include academics, community service and need, Key Club membership a plus.

**Activity:** *Rochester Area Schools – Elton Hills Elementary: Reading Buddies*

**Description:** Listen and/or read to a child or children assigned by the school representative.

**Commitment:** Sign up for one or more 15-minute sessions, as often as you like.

**Activity:** *Rochester Area Schools – Elton Hills Elementary: Walking School Bus*

**Description:** Escort 10-12 children to/from school.

**Commitment:** Can sign up for days willing to help walk, 8:20-9:00 am and 3:40-4:10 (schools to homes).

**Activity:** *Rochester Area Schools – Franklin Elementary: Reading Buddies*

**Description:** Listen and/or read to a child or children assigned by the school representative.

**Commitment:** Sign up for one or more 15-minute sessions, as often as you like.

**Activity:** *Rochester Area Schools – Gibbs Elementary: Terrific Kids*

**Description:** Student awards program

**Commitment:** 1.5 hours monthly. Need 3 Kiwanis members to participate in handing out awards.

**Activity:** *Rochester Area Schools – Builders' Club of Golden Glory (Alt Learning Ctr) (sponsored)*

**Description:** Club meets 1<sup>st</sup> and 3<sup>rd</sup> Thursday, 8:00-9:15am at the Alternate Learning Center. Two middle school advisors meet with us and help plan the activities for the year. Students make the detail plans of the activities and the service projects they want to work on.

**Commitment:** Sign up for days willing to help with club projects.

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**Youth Services Committee**

- Activity:** *Rochester Area Schools – Harriet Bishop Elementary: K-Kids (sponsored club)*  
**Description:** Meets 1<sup>st</sup> and 3<sup>rd</sup> Tuesday, 3:40-4:30, in the library. Two 4<sup>th</sup> grade teachers help sign up 4<sup>th</sup> and 5<sup>th</sup> graders and help plan activities. Several Key Club members help with activities.  
**Commitment:** Sign up to attend meetings to help with activities as needed – two needed each time.
- Activity:** *Rochester Area Schools – Pinewood Elementary: Reading Buddies*  
**Description:** Listen and read one-on-one to a child assigned by a school coordinator.  
**Commitment:** Sign up for 1 or more 15-minute sessions, usually once per week.
- Activity:** *Rochester Area Schools – Riverside Elementary: K-Kids (sponsored club)*  
**Description:** 1<sup>st</sup> & 3<sup>rd</sup> Monday, 3:45-5:00, in the art room. Volunteer Liaison facilitates signup of 4<sup>th</sup> & 5<sup>th</sup> graders and helps plan activities. Kiwanis members help with craft projects for residents at a care center and Ronald MacDonald. Students also do other helpful activities for school.  
**Commitment:** Sign up to attend meetings to help with transportation and other needs as required.
- Activity:** *Rochester Area Schools – Riverside Elementary: Milk and Cereal Caps/Coupons*  
**Description:** Encourage and collect milk caps/strips and box tops or labels for education from members and deliver to school periodically as a sufficient amount is collected.  
**Commitment:** Members bring milk caps/strips and box tops or labels (indicated as for "schools" or "education") to club meetings.
- Activity:** *Rochester Area Schools – Riverside Elementary: Popcorn Party*  
**Description:** Class recognition  
**Commitment:** 1 day a month during the school year. 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 - students selected by teachers  
**Commitment:** 1.5 hours monthly. Need 3 Kiwanis members to participate in handing out awards.
- Activity:** *Scholarship - Kiwanis District Education Foundation*  
**Description:** Annual scholarship for high school seniors to be attending a school in MN, ND, SD or Superior, WI; our club covers Century High School.  
**Commitment:** Distribute applications and, when returned, send out to judges who make the selection. Foundation board selects the judges.
- Activity:** *UMR Circle K Club (sponsored club)*  
**Description:** Usually meets 2/month (presently getting organized).  
**Commitment:** Attend meetings and provide support as needed.  
**Misc:** Convey schedule of activities that they can participate in.

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

**Commitment:** Periodically throughout the year; sign up by the time.

**Misc:** Volunteer with church group when providing hosting activities. If own church is not a participating church, can sign up to work individually with one of the church groups.

**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:** ***Member Care***

**Description:** Monitor/support members and their families during illness or hospitalization.

**Commitment:** Periodically check with club president and secretary about any communications regarding member well-being and prepare cards to send or take other action as appropriate.

**Misc:** Keep appropriate cards on hand in order to send (with or without members' signatures).

**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 November and December at a local department store.

**Misc:** Shopko North entryway.

**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.

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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, etc.

**Commitment:** Sign up by the time. If signed up, arrive 30 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.

**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).

**Activity:** *Speakers' Certificates*

**Description:** Print up recognition certificates for speakers and give to Program Committee Chair.

**Commitment:** Weekly (or can print up ahead).

**Misc:** Assigned to one member. List of speakers is obtained from the newsletter or from the Program Committee Chair.

**Activity:** *Recognition Books in Honor of Speakers*

**Description:** Purchase books, print up book-plates recognizing weekly speakers and deliver books that have been selected by speakers to Pinewood or Riverside Schools. Give printed book-plates to Program Committee Chair.

**Commitment:** Weekly (or can print up book-plates ahead).

**Misc:** List of speakers is obtained from the newsletter or from the Program Committee Chair.

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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 – Aluminum cans*

**Description:** Generate funds for our service projects by collecting and selling aluminum cans.

**Commitment:** Members bring aluminum cans to club meetings.

**Activity:** *Fund Raising – RochesterFest buttons*

**Description:** Generate funds for our service projects by selling RochesterFest buttons.

**Commitment:** Sign up to sell RochesterFest buttons at different venues, usually 1½-2 hours per shift.

**Activity:** *Fund Raising - Other*

**Description:** Generate any fund raising activities the club wants to be involved in, such as Perkins “no-brainer” days when 20% of receipts are returned to the club as a donation, KwikTrip Ultimate Car Wash cards which club purchases for \$20 and resells for \$36 for 5 washes, or KwikTrip Scrip Gift Cards which club purchases for 5% off and from which club receives a 10% rebate when card holder purchase in-store merchandise.

**Commitment:** Sign up to buy or help sell items for fundraisers.

**Misc:** Ensure club has enough money to fulfill obligations as a service organization.

Club must have money for both service and administrative funds.

Events 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 EliMiNaTe project - eliminating maternal/neonatal tetanus.

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

**Activity:** *Newsletter and Web Site Management*

**Description:** Assemble articles from officers and committee chairs for monthly newsletter and maintain/post articles to web site.

**Commitment:** Monthly. <http://kiwanisrochester.org>

**Misc:** Any member welcome to submit an item; deadline, 25<sup>th</sup> 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.