

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 Shorewood).

Commitment: Every Friday except the 1st, about 1 hour over noon hour (6-10 meals); sign up per time.

Misc: Day Makers do Route K every Friday except the 1st Friday of the month. Also can sign up as a substitute.

Activity: *Food for Kidz*

Description: Assist Stewartville Kiwanis Club and Sub-Division 7 in raising funds to meet our club financial responsibility.

Commitment: Sign up when requested for a two-hour shift on the day of the event in Stewartville.

Activity: *Habitat for Humanity Re-Store*

Description: Cashier/Customer Service: Assist customers with their purchases at the cash register or in the store, answer customer questions; Donation Acceptance: Processing, pricing of incoming donations; Merchandising: laying out merchandise, assisting customers in locating items; Recycling/Demo/Scrap: Some mechanical aptitude desirable but not mandatory.

Commitment: Any position during the following hours: Tuesday 9am to 5pm, Wednesday-Friday 9am to 6pm, Saturday 8am to 4pm.

Misc: Can do together as a family. Opportunities are on a flexible time schedule. Can volunteer in bite-size pieces - some options can be done in 2 hours or less - or for a recurring position for a minimum of 4 hours/week for at least 3 months.

Activity: *Heritage House*

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

Commitment: As requested by sign-up, 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.

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Community Services Committee, cont'd

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: *Performing Arts (Civic Music, Rochester Music Guild, RSOC, etc)*

Description: Filling needs of the Rochester Symphony Orchestra & Chorale and other civic music organizations, such as performing, ushering, helping with fundraisers, serving on Board, 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. On the 1st Tuesday right after Kiwanis, assemble packets for newborns containing the book "Read to Me" - delivered to the two hospitals by our Early Childhood Committee.

Commitment: 2-3 hours per event.

Activity: *Services for Veterans*

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, Wounded Warrior

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

Activity: *Special Olympics*

Description: Provide volunteer support for an average of three athletic events.

Commitment: 4-5 hours per event. Sign up if desired when list put out.

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.

Early Childhood Development Committee

Activity: *Channel One*

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

Commitment: 2 hours, 1st and 3rd Tuesday, 11:00-1:00.

Activity: *MN-DAK Book Project/Reading Around the World*

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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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.**Activity: ***Family Promise (previously Interfaith Hospitality Network)*******Description:** Family Promise 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 Support*******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: ***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:** Local store as outlined in sign-up.**Activity: ***Saturday Noon Meals – Christ United Methodist Church*******Description:** Prepare and serve a sit-down meal for 70 to 80 needy people.**Commitment:** Quarterly on a Saturday. Prep/cook, 9-11 am; serve/clean-up, 11-1:00.

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Youth Services Committee**Activity:** *Bike Repair Project*

Description: Collect bicycles donated to Christmas Anonymous and repair them. Most distributed in December by Christmas Anonymous, 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: *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 (SLP - sponsored club)*

Description: Usually meets 2x/month; sign-ups for & awareness of potential projects. Day Makers 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 \$1000 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 – Gage Elementary: Reading Oasis*

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

Commitment: Pick a day and time to help (notify Kiwanis contact); about 1 hour/week or more.

Activity: *Rochester Area Schools – Harriet Bishop Elementary: K-Kids (SLP - sponsored club)*

Description: Meets 1st and 3rd Tuesday, 3:40-4:30, in the library. Two 4th grade teachers help sign up 4th and 5th 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: Kindergarten Support, Reading 1-4*

Description: Work with Kindergarteners who do not know the alphabet. Help them to recognize and write the letters, starting with their names. When they are known, work on the 81 sight words required by the end of the Kindergarten year. Work individually with student, assigned by the teacher, for 12-15 minutes (October through April). Also reading with 1st and 4th graders and 2nd grade penmanship.

Commitment: 1:00 - 3:30, alternating 2 days one week and 3 days the next. Sign up as desired.

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Youth Services Committee, cont'd

- Activity:** *Rochester Area Schools – Riverside Elementary: K-Kids (SLP - sponsored club)*
Description: 1st & 3rd Monday, 3:45-5:00, in the art room. School Advisor facilitates signup of 4th & 5th graders and helps plan activities. Kiwanians help with craft projects for residents at a care center and Ronald MacDonald House. 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: Boxtops for Education*
Description: Encourage and collect Box Tops for Education from members and deliver to school periodically as a sufficient amount is collected.
- Activity:** *Rochester Area Schools – Riverside Elementary: Popcorn Party*
Description: Class recognition
Commitment: 1 day a month during the school year. About 2 hours. 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.

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Fund Raising, Finance and 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 Treasurer.

Activity: *Fund Raising – RochesterFest Support*

Description: Support RochesterFest activities; generate funds for our service projects by selling RochesterFest buttons.

Commitment: Sign up when requested for support 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 selling KwikTrip Ultimate Car Wash cards which club purchases for \$20 and resells for \$35 or 5 washes, or KwikTrip Scrip Gift Cards which club purchases for 5% off and from which club receives a 10% rebate when card holder purchases in-store merchandise, and Stewartville Pizza Ranch "Tip Night" where the club receives all tips and 10% of night's profits.

Commitment: Sign up to assist or 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.

Commitment: Our club has fulfilled its pledged amount.

Activity: *Public Relations*

Description: Be alert to ways of promoting knowledge of Kiwanis in the community.

Commitment: Contact newspaper or other media regarding special events and club activity highlights.

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, 25th of month preceding.

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Membership Committee - Chair is President-Elect, if appointed

Activity: *Birthdays/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 a member of the committee.

Activity: *Greeter at Meeting*

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

Commitment: The member who signed up to be the greeter arrives 30 minutes before the meeting starts.

Misc: A member of the committee is assigned to place a sign-up sheet on a clipboard.

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

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

Commitment: Member who signed up arrives 30 minutes before the meeting and stays 10-15 minutes after to clean up.

Misc: A member of the committee is assigned to place a sign-up sheet on a clipboard.

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. Responsibility of all club members.

Activity: *Member Retention*

Description: Keep in touch with members and encourage the "circle of three".

Commitment: Ongoing as needed. Assigned to committee member to recommend retention activities.

Program Committee - Chair is First Vice President, if appointed

Activity: *Program Arrangements*

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

Commitment: Weekly. Oversight is assigned to a committee member. Responsibility of all Kiwanis members to forward suggestions, help recruit speakers and host them at the meeting.

Activity: *Social Events*

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

Commitment: Periodic. Assigned to committee member.

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 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.