

Tips for successful club operations during COVID-19

CKI members don't stop. We adapt, even in the midst of a pandemic. Be sure you are meeting, either online or in-person if your college and community allow it and members are comfortable in that setting. Kiwanis International offers [tips and guidelines](#) to help the Kiwanis family meet and serve safely.

Ask yourself and your board the following questions when planning club operations during COVID-19:

1. What are our members comfortable with?
2. How can we make online meetings fun and engaging?
3. How do we keep doing meaningful service?
4. How do we retain members and gain new ones?

Here are a few resources to help answer those questions:

Sample Meeting Agenda

Meetings should revolve entirely around engagement. Any updates that would have been covered during club meetings should be incorporated into events to be more marketable to prospective and current members.

Socials

Provide opportunities for club members to bond and feel less isolated in these trying times. There are endless ideas accessible online, from online games and movie nights to get-to-know-you activities and conversation starters. Here are a few ideas:

Virtual:

- Meet people in 1:1 round robin calls in your club with [Glimpse- Be Present!](#)
- Hold [icebreakers](#) or fun [discussions](#) in Zoom breakout rooms of no more than six people during meetings.
- [Virtual murder mystery](#)
- [Virtual museum tours](#)
- [Virtual trivia](#)
- [Virtual theme park rides](#)
- [Play Jackbox games](#)
- [Cards Against Humanity](#)
- [Virtual breakout room](#)

Socially distanced:

- Make holiday crafts or have an art night outside
- Picnics
- Create small groups or "families" among club members for small scale socials and events.

Service projects and advocacy

Campuses and communities need CKI more than ever. Your club can virtually tutor children, accept the [WASH 6K challenge](#) or advocate for vulnerable populations. Consider competitions or challenges to see who can donate the most rice at [Freerice.com](#). Be sure to [assess what your community needs](#) with our CKI community needs assessment tool. Here are a few ideas:

Virtual:

- [Catchafire](#): An online database that matches volunteers with certain skills and interests with nonprofit organizations that need help online.
- [VocaliD](#): Volunteers lend their voice for text-to-speech software, giving those without speech a sense of identity.
- [United Nations Volunteers](#): This program allows you to be matched with nonprofit organizations aligning with the sustainable development goals to achieve their missions.
- [Digital Smithsonian Volunteer](#): Volunteers can take on important assignments to expand access to the Smithsonian's massive collections and participate in a variety of research programs. Some roles require special knowledge or skill, but many do not.
- [Crisis Text Line](#): Crisis Text Line is the free, 24/7 text line for people in crisis in the United States. The service is powered by volunteer counselors who work remotely — anywhere with a computer and secure internet connection. You will receive free training on how to handle crises and be an effective volunteer.
- [Between the Bars](#): This organization needs volunteers to transcribe prisoners' letters to be posted on the website. The blog allows people in prison to have their stories heard.
- Here is a list of even [more service opportunities](#).

Socially distanced:

- Create motivational signs to put around campus.
- Rake leaves, mow lawns or shovel driveways for nearby neighborhoods. Assign members working on each yard based on its size so they can be socially distanced at all times.
- Build a [Free Little Library](#) or garden box. Try to have two to three people working outside at a time.
- Hold a sidewalk chalk decorating party (thank health care workers, teachers, etc.)
- Clean up a park, trail or alongside a highway.

Professional development

Provide prospective and current members with the opportunity to develop skills. Sessions on networking, resumes and LinkedIn are being offered by CKI. Get creative by asking CKI alumni or community leaders to offer tips about life after college or sit on a career fair panel.

Virtual:

- Organize a networking night with Kiwanians, alumni and area professionals.
- Use [these presentations](#) to teach your club valuable professional skills.
- Invite speakers to your meetings. With Zoom, they could be from anywhere!

Collaborative events

Any of the above events can be held with one or more clubs. Distance is no longer a barrier for interclub or Kiwanis family events. This is a great opportunity to introduce prospective and current members to the international aspect of CKI.

Connect with other clubs:

- Connect with CKI clubs on social media. Search the #ChooseCKI hashtag.
- Use the [club finder tool](#) to find club websites and meeting times.
- Host events with your local Key Club and Kiwanis club. Contact your district governor if you need help connecting with them.
- Host joint meetings, networking sessions or competitions with other clubs on your campus.

Recruiting and retention tips

- Post your event on social media pages for incoming students; ex: "Class of _____"
- Get phone numbers and emails from guests or new members and send a follow-up letting them know you're thankful they came!
- Use a form to ask members what issues they're passionate about and focus service events around these causes.
- Create club CKI stickers to give to new members to welcome them to the club.
- Sign up for virtual student organization fairs hosted by your university.
- Ask members and officers to post about the first meeting on their personal page (if they're comfortable with it).
- Use sidewalk chalk and flyers to get the word out about CKI on your campus. This can be done any time during the school year.
- Host themed meetings for potential new members. Ask members to dress up and plan activities around the theme.
- Ask members to put CKI in their university email signature for more name recognition. If any members work on campus, ask if their job would allow them to put CKI on their nametag (i.e. "My name is ___ and my favorite activity on campus is CKI")
- Host membership challenges by encouraging members to bring two friends to the next event/meeting and give prizes to participants.
- Recognize new members at club meetings and/or social media.
- Describe CKI member benefits and opportunities they can't get anywhere else.
- Use the [GooseChase App](#) to create a virtual scavenger hunt.
- Ask members to record a 15-30 second testimonial of what they love about CKI and share it on the club social media accounts (or personal social media if members are comfortable with it).
- Look for majors within your college that have community service requirements. Ask if you can speak (online) at a meeting or class.
- Find projects or leadership opportunities to entice other majors. For example, graphic design majors can design t-shirts and social media posts and finance majors can help with fundraising and dues.
- Host interactive meetings (i.e. yoga session, cooking class, Scribbl.io, etc.). Ask your members what they're interested in
- Open your events to everyone on campus.

General tips for virtual facilitation.

1. Get creative! There are endless ways to engage prospective and current members and showcase your ability to adapt and thrive as a leader.
2. Have fun! The more natural you are, the more comfortable participants will be.
3. Do not look at yourself when speaking, look at the camera.
4. If it is a session that requires active engagement, set an expectation for all cameras to be on.

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