

Maquan School



**Sponsored by Rockland Hanson Rotary Club
Rotary International District 7950**

◆ **What Is Early Act?**

EarlyAct™ is a Rotary International youth program, sponsored by the Rotary Club in the school's community. It is a self-supporting, school-wide service club in which all students are members. It can be an effective vehicle for fostering Character Education in the school without adversely impacting standard curriculum. Its main mission is to carry out at least three service projects annually—one each for the school and the local community, and one that furthers international understanding. EarlyAct builds leadership skills and helps children understand that they can make a positive difference. It can be integrated with current community service clubs already established within the school. EarlyAct's aim is to help the school promote the high ethical standards upon which Rotary is based. The local Rotary Club works with the school and serves as a resource for the club's needs and activities.

◆ **When Does EarlyAct Meet?**

EarlyAct™ Club meeting schedules are flexible and vary with the needs and time constraints of the school. The club can meet as often as once a week or as seldom as once a month. Meetings usually last thirty minutes. The EarlyAct™ officers, who are chosen by teachers/ advisors, conduct the meetings. Two rotating representatives from every class in the school attend the meetings discussing projects and voting when necessary. Meetings are conducted using parliamentary procedure, under the guidance of an attending faculty or selected adult volunteer. Rotarian advisors often attend meetings, and can offer assistance with procedure. The Rotary Club does not run the EarlyAct club, but, when asked, will work to help it succeed.

◆ **Who Leads EarlyAct?**

Officers of EarlyAct™ are selected from the two senior classes of an elementary school. For example, in a Kindergarten through fourth Grade school, the President, Vice President, Recording Secretary, Treasurer, Second Vice President and Corresponding Secretary are assigned from the third and fourth grade classes. Officers are appointed by faculty advisors based on leadership assessment and teacher recommendation. Student Committees can be formed for specific projects either by faculty appointment or by vote during a meeting. The complexity and the type of activities an EarlyAct club conducts will depend on the maturity level of the school population, and the time/personnel commitments available in each setting.

◆ **How Is EarlyAct Funded?**

There are no dues. Monies for projects and activities are raised through EarlyAct™ Club activities. EarlyAct Clubs choose their own service projects, but, if asked, the Rotary Club can connect the EarlyActors with ongoing worthwhile projects in all areas of service. Amongst other things, Rotarians are involved in activities to improve health, literacy and conflict resolution throughout the world. In our Rotary area, called District 7950, there is a program called "**40 Good Deeds**" that fits the EarlyAct guidelines and offers a complete package of fundraising and character education activities. Information on this program is available by contacting local Rotarian Paul Nicol at majanicol@comcast.net

◆ **How Does the Local Rotary Club Support EarlyAct?**

An EarlyAct™ Club receives a charter and a banner from the local Rotary. It is eligible for recognition within the Rotary District, and will be given access to the district's website where student achievements can be showcased. EarlyAct Clubs are expected to submit an annual report to the sponsoring Rotary Club. Forms and support materials will be made available to the EarlyAct Club. Rotarian advisors will attend most meetings, serve as a resource, and offer advice when asked. When possible, Rotary clubs do offer financial and other support to assist EarlyAct clubs achieve their goals.

◆ What Are The Actual Steps For Establishing An EarlyAct Club?

- Get Support for the concept of an EarlyAct/ community service club from school administration
- Contact your local Rotary Club and ask for their assistance in creating an EarlyAct Club
- Identify a Faculty Advisor and line up volunteer assistance to help her/ him run the club activities
- Have those who will be serving as advisors carefully read the Guidelines for EarlyAct Clubs, which are available from your Rotarian contact. (A 20 page easy read document)
- Meet with the Rotarian contacts to go over those guidelines and address your questions and concerns. Get supportive materials from the Rotary contacts.
- Establish a time/ schedule and space for your EarlyAct Club to meet. (Some schools will choose their initial project at this time also. If you think you may want to do that, explore the idea of the "**40 Good Deeds**" program, which is available from Paul Nicol at majanicol@comcast.net)
- Meet with the faculty and staff to thoroughly explain the program and how it will work in your school. Address their concerns about its impact on them. A Rotary advisor will be available for this meeting if you want their involvement.
- Distribute materials to promote the concepts behind EarlyAct to your students and their families. Solicit their support. (Your Rotary contact will have some of these materials for you.)
- Hold a school-wide assembly to introduce the new club and its purpose to the students. A Rotarian Advisor will be available to help you run this program.
- Identify the students who will be your EarlyAct officers. Have a meeting with those students to go over their responsibilities and teach them what they will need to begin their jobs.
- Have teachers choose two representatives who will attend the first meeting (in addition to the club officers). Be sure to clarify that there will be two different students from every classroom at each meeting so that everyone can participate, and that project committees will be formed, which an individual student can ask to be selected for.
- Hold the first meeting. Choose and begin the first project, establishing an on-going student committee to handle the necessary tasks.
- Have a "post-Meeting" meeting with the EarlyAct officers to go over what they need to prepare for the next meeting. Establish a method to support and check with them.
- Foster enthusiasm. Have your Faculty/Adult Advisor inspire the adult volunteers, faculty, staff, club officers and committee members to rally the students to work on the chosen project. Enthusiasm is a key to success.

