



EARLY ACT FIRST KNIGHT

Building Tomorrow's Leaders

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www.eafk.org



2011-2012

Handbook for Rotarians

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✠ WHAT IS EARLYACT FIRSTKNIGHT?

Sponsored by Rotary Clubs, EarlyAct FirstKnight (EAFK) is a year-round character and service education program for elementary and middle schools that, for the first time, puts Rotary into mainstream public education everyday.

More than a campus club participated in by a few, EAFK is a daily, mandatory course of study for the entire school, starting from the first day of Kindergarten and continuing through the last day of 8th grade. Designed as a legacy service project for the sponsoring Rotary Club, EAFK assimilates into the tapestry of campus life through five integrated components that constantly motivate, teach, reward, apply, and build parental support for high ethical standards and an ethos of "service above self". Through EAFK, the pursuit of excellent personal character, social skills and service orientation rejoins academic achievement as the measure of a well-rounded education.

EAFK is research-based, meaning that each facet of the program is scientifically evaluated to validate its effectiveness upon student behavior and academic performance at each participating campus. We also gather

data from schools that helps us maintain a strong, positive relationship with administrators, faculty members and parents. With multitudes of children now participating in EarlyAct FirstKnight everyday, all of our campuses report student academic performance going up, and discipline problems coming down. This translates into buying teachers up to an additional 30 minutes of classroom instruction time each day.

Of extra benefit to Rotary Clubs, literally thousands of young parents are discovering Rotary at student Knighting Ceremonies and parent education events. Entire campuses recite the Four Way Test daily by memory, students learn who Paul Harris is in the 3rd grade. 5th graders can provide the latest news on Polio Plus, and local communities as well as countries around the world are benefitting from the Rotarian-led service initiatives of 5 to 12 year-olds.

EarlyAct FirstKnight was conceived by Dr. Sir Randall Parr, KTJ and J. Christopher Byrd, Esq. Sir Randall is the CEO of Knights of The Guild, and Chris is a prominent attorney and former juvenile court judge. Both are members of The Rotary Club of Boerne, Texas, which sponsored the first EAFK programs and hosts EAFK's Annual Convention.

✠ DEVELOPERS

Knights of The Guild is a nonprofit educational services organization and national award-winning creator of character education programs for schools. Established in 1997, we provide character and service education to children, helping them evolve into noble, service-oriented people.

EAFK's unique approach of teaching ethics to young people creatively integrates the live-action theme of noble knights and chivalry with Rotarian service ideals. Highlighting the exciting theme of knightly champions, EAFK instructs, motivates and equips students to seek high knightly standards and personal excellence, through which they can better serve their communities through knowledge, wisdom and compassion.

✧ WHY WAS EARLYACT FIRSTKNIGHT CREATED?



Herbert J. Taylor
RI President 1954-1955
Author of *The Four Way Test*

Rotary tradition.

Herb Taylor, past RI President and author of the Four Way Test said, *"I believe that the great **opportunity** and the great **responsibility** of Rotary rests in the field of building character, in the building of men."* EAFK offers Rotary the opportunity to relevantly and effectively assume this important role in a way never before possible.

The need for character education.

Ethical impairment reveals itself through symptoms like dishonesty, irresponsibility, disrespect, hatred, jealousy, greed, and indifference to others. Studies show these symptoms to be afflicting young people today at an unprecedented level. Ethical impairment also leads to antisocial behaviors and conditions such as crime, poverty, substance abuse, deception, ignorance, dependency, and immorality. EAFK is a proactive strategy that endeavors to prevent many of these potential outcomes before they occur.

Early action.

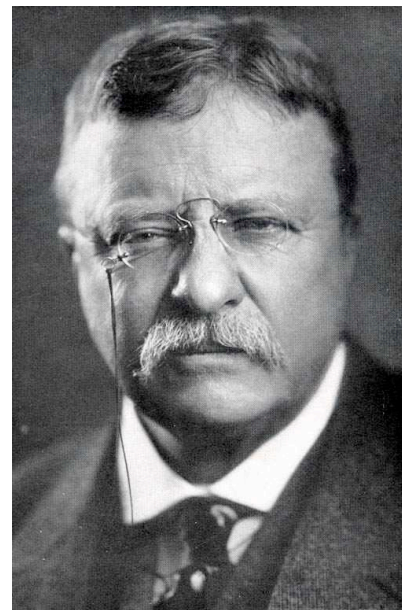
With the breakdown of the traditional family, research indicates that children of all backgrounds and cultures learn character through environmental influences like progressive cultural trends, personal associations, popular celebrities, and social messages conveyed through music, television, movies, and video games. A child's character matrix is formed by the time they are about 12 years old, so consistent ethics education is needed earlier rather than later. EAFK integrates this education into elementary and middle school classroom at the highest level of quality and interest for kids, strategically motivating maximum participation and results.

What lawmakers think.

36 states, including Texas through HB 946 in 2001, have found character education important enough to enact legislation that either mandates or encourages it in public schools. 7 more states support character education, but without legislation. In tandem, EAFK developed its academic content around the broad consensus of these guidelines, thereby becoming tailor-made to the standards set forth by each respective State Department of Education.

Timely opportunity.

Edmund Burke aptly stated that, "The only thing necessary for evil to triumph is for good men to do nothing." A addendum to this might be that there would be less evil to worry about if more people were wired to make good choices. We believe that education without character can be dangerous (remember Enron and other high profile breaches of public trust), and offer EAFK as Rotary's proactive chance to do something great for the future by shaping the hearts and minds of those who will inhabit it.



"To educate a man in mind, and not in morals, is to educate a menace to society."

- Theodore Roosevelt

✧ EAFK PREMIUM & BASIC VERSIONS, WITH COMPONENT DESCRIPTIONS

EAFK is a comprehensive, proprietary character education program with very specific integrated ingredients working together to make it successful. This “Premium” version of EAFK is the gold standard, combining outstanding classroom academics, onsite Rotarian mentorship, and unprecedented live-action components produced by the Knights of The Guild, which highly motivate student participation. Some Rotary Clubs, however, may be geographically or financially prohibited from using the full-scale program, so we created a smaller-scale “Basic” version of EAFK for them to use, instead. A comparison between the two versions is offered below on pages 5 and 6.

PREMIUM COMPONENTS



1. Student Orientation - “Tournament of Champions”

Students start of the school year with a spectacular, outdoor media event complete with armored knights and live warhorses called, The Tournament of Champions. Here they are introduced to EAFK, the Four Way Test, their Rotary sponsors, and all of the exciting opportunities awaiting them in this adventure in service.



2. Daily Classroom Curriculum

A centerpiece of EAFK is The Code Curriculum, designed exclusively for EarlyAct FirstKnight. The Code teaches daily, age appropriate lessons on ethics, life skills, and service, including regular studies on Rotary International. Daily lesson plans start with a child’s first day of Kindergarten and continue through the last day of 8th grade. Faculty training is provided.



3. Campus Knighting Ceremonies

Each four to six weeks in elementary campuses, and usually each 9 weeks in middle schools, students demonstrating noble virtues and service will be selected to receive beautiful medallions and earn regal titles. K-5 students can become Pages, Squires or Knights in school-wide ceremonies attended by hundreds of parents and family members. Middle schoolers have different medals and titles to earn. Multitudes of young parents are also introduced to Rotary through these elaborate celebrations of chivalry.



4. Student Service Clubs

While the academics of EAFK teach children *why* we serve, the program’s Rotarian-led Student Service Clubs teach them *how* it’s done. Convening twice monthly for 30 minutes and conducted like a traditional Rotary meeting, the service club consists of student officers and class reps who identify philanthropic needs, plan solutions, and then direct the entire school in facilitating one local and one global service project per year.



5. Parent Education (Optional)

EAFK’s Parenting Seminars introduce parents to their Rotarian sponsors of the program, and show them how to participate in EAFK at home. The seminars also teach family relationship skills and help young moms and dads discover how to assume a more active role in the overall character building process.

EAFK Basic substitutes some of the live-action components performed by Knights of The Guild with abated elements, thereby reducing the cost of EAFK by 50% or more. Although less lavish than EAFK Premium, the scaled-down version is still better than other character education programs most schools have access to due to its curriculum and service club components, **EAFK BASIC SHOULD NOT BE EXPECTED TO YIELD THE SAME DRAMATIC RESULTS AS THE PREMIUM VERSION.**



EAFK “BASIC” COMPONENTS

When to opt for EAFK Basic:

- Consider EAFK Basic if your Rotary Club is located too far from a Knights of The Guild hub to make the premium live-action components cost-effective; or,
- Consider EAFK Basic if your Rotary Club wants to start EAFK in a school, but cannot yet afford the Premium version.

1. Indoor Student Orientation (no “Tournament of Champions” with knights and horses)

Identical in purpose to the Premium version, this 45-minute Knighting Ceremony assembly acquaints students with EAFK and entices their participation. It is different from the Premium Student Orientation in that it is conducted by one or two of our armored knights indoors, and does not involve the “Tournament of Champions” show.

2. Daily Classroom Curriculum

Same as the Premium version.

3. Award Assemblies

As an alternative to Premium Knighting Ceremonies led each 4-6 weeks by our armored knights, EAFK Basic uses faculty and Rotarian-led award ceremonies to recognize students for their achievements in service. The same student award medallions are used as in the Premium version, but the assemblies are structured differently, allowing for the inclusion of one mid-term and/or end-of-year Premium Knighting Ceremony during the year, which will be led by one of our armored knights as a treat for the students. Simply call us in advance to arrange these special visits. Additional travel expenses may apply.

4. Student Service Clubs

Same as the Premium version.

5. Parent Education

Reserved as an option, these seminars are conducted by a trained subject matter expert from Knights of The Guild and can be scheduled anytime. One seminar per campus, per year is the recommended application, and additional travel expenses may apply.

As with the Premium version, all training for faculty and Rotarians, plus all year-round program support for the campus and Rotary Club are included. Additional travel expenses may apply.

✧ RESPONSIBILITIES OF THE SPONSORING ROTARY CLUB

Three groups will be working together to make EarlyAct FirstKnight successful: Knights of The Guild; the school(s) you sponsor; and your Rotary Club. Each group has the following responsibilities:

*Knights of The Guild is the **program developer**.* We own EarlyAct FirstKnight, and lease it to Rotary Clubs to use for the benefit of their sponsoree(s). Once we lease EAFK to your Rotary Club, our role is to provide excellent support to insure the program's success for as long as you use it. We also provide all of the live-action premium options with real armored knights and live horses that make EAFK so exciting for the students.



*The school you sponsor is **the beneficiary**.* Please note that EAFK is not suitable for all schools, and choosing the right campus to sponsor is crucial. Administrative leadership, commitment and faculty buy-in is essential. The school's responsibility is to use EAFK in strict accordance with our application guidelines and cooperate fully with the program developers and sponsors.

*The Rotary Club is **our client, as well as the program sponsor and local custodian**.* Directed by your EAFK subcommittee and designated program advisors, your Rotary Club will be responsible for:

1. Maintaining operational integrity of the program. Regular communication and a good cooperative relationship with the school administration and Knights of The Guild is vital to successful EAFK implementation.

Communication with the school. Because EAFK a new type of program designed to be a permanent fixture on campus, it has to grow into the "fabric" of a school's daily routine and culture over time. Until administrators and faculty members fully comprehend the dynamics of EAFK, we must be watchful for subtle compromises in program implementation made in the name of convenience. We may see these compromises, for example, in the areas of EAFK's curriculum usage, frequency and prioritization of Knighting Ceremonies, the number of students allowed to attend the Knighting Ceremonies, staff preparation for Knighting Ceremonies, and sometimes in making room in the school calendar for our annual Student Orientation events. There may even be other corners cut, especially within the first year or until the affects of EAFK on student discipline, academic performance, and teacher workloads become evident. Only through proactive situational awareness, regular communication and building relationships with administrators can these compromises be anticipated and dealt with before they occur. For EAFK to deliver high-level results, all program components **MUST** be implemented exactly as directed unless previously approved by the developers. If a school is unable to comply with our guidelines, then their EAFK program may be subject to immediate suspension and curriculum must be returned. In that event, the sponsoring Rotary Club will have the option of selecting a new campus.

Communication with Knights of The Guild. We want to create a strong relationship with your Rotary Club and continually work with you to help keep EAFK successfully thriving in your community. Through staying in regular contact with us, we can learn about and respond to problems, answer questions, and share program enhancement innovations from our network. When new program modifications are discovered, we disseminate that information to all. When curriculum is updated, all campuses receive it. Staying in communication with us is the way to keep your EAFK program on the vanguard.

- 2. Attending the annual EAFK Student Orientation component.** Whether you are using EAFK Premium or must start with EAFK Basic, it is mandatory for each school to hold an annual EAFK Student Orientation at the beginning of every school year and have Rotarians present. This is so that new students can be briefed, returning students can be motivated, everyone can meet their sponsors, and all can learn about any new program innovations. The Student Orientation is also a high-profile, newsworthy opportunity to keep your EAFK program and Rotary Club in local news headlines. Exposure is an important outreach tool for recruiting new Rotary Club members. One idea EAFK Premium clients use after a couple of years is arranging for their schools to have an indoor Student Orientation in the Fall to get things rolling, then saving the big Tournament show as a student treat for later on in the year. The Tournament is a spectacular event that should become a solemn, knightly tradition to build upon at each EAFK campus.
- 3. Participating in the regular EAFK Knighting Ceremonies.** EAFK Knighting Ceremonies (of the Premium version) or Award Assemblies (of the Basic version) serve as the important reward component of the program and must take place on campus every four to six weeks. The first of these takes place about one month after the annual Student Orientation kickoff. The school will be tasked to set the stage and prepare for the Knighting Ceremonies, but a Rotarian advisor must always be in attendance. Hundreds of people will be there, and parents of the awardees will be secretly invited. On the designated ceremony days, two consecutive ceremonies will actually take place. At an elementary campus, the first one will be for grade K-2 students, followed immediately by a second presentation for grade 3-5 students. At a middle school, grades 6 and 7 are typically held together, followed by a second for the 8th graders. The combined time for the two ceremonies is about ninety minutes. **NOTE: *It is strongly recommended that your Rotarian advisors and faculty representatives attend an existing EAFK ceremony at another school for reference before commencing the program.***
- 4. Having at least one advisor present to lead the bimonthly Student Service Club meetings.** Rotarians will facilitate the formation of provisional members and officers of the EAFK Student Service Club, followed by a chartering ceremony, officially granting authority for the club to exist and operate as a Rotary entity. The Rotarians will offer guidance on club form and function, and have the club fully operational as soon as possible after EAFK commences at the sponsored campus. At the inception of the service club component, they will organize an EAFK Charter night. This can be a low-key event involving just the student officers, faculty/Rotarian advisors and your DG, or a more elaborate affair. It is recommended that chartering documents be executed by your DG, but may also be executed by your Club President. Be sure that new EAFK student officers are appointed at the end of each year so that they may receive the appropriate orientation. At least one Rotarian should attend each meeting.
- 5. Promoting your EAFK events to the community.** Use the program's annual Student Orientation and student Knighting Ceremonies to expose EAFK to the public. Your Rotarian advisors should promote these EAFK events to the community through press releases and by inviting VIP's and community leaders to attend them. Great public support for Rotary and EAFK will be generated as people witness the positive influence of the program upon students. Such enthusiasm can also be converted into financial assistance to carry on the program at existing campuses and expand it to new ones.
- 6. Making monthly progress reports to your Rotary Club.** Arrange for the EAFK Rotarian advisors to make a brief monthly report on your program's progress to the Rotary Club.
- 7. Helping your EAFK student officers make an annual media report to the Rotary Club.** Toward the end of each school year, task your EAFK Student Service Club officers to create a report of their year's service projects and arrange for them to present it at your regular Rotary meeting. With the help of their Rotarian and faculty advisors, an effective PowerPoint display can be created to show your members the fruits of their investment. Some Rotary Clubs even have the student officers run the entire Rotary meeting at which their report is made. They are well able to do it, and your members will be very impressed.

8. Insuring the legacy of your EAFK program. The decision to embark on EAFK by your Rotary Club should be considered an ongoing, legacy commitment. The goal of this program is to see it eventually integrated into the fabric of mainstream education, thereby giving Rotary an unprecedented opportunity to influence new generations.

✧ **FIRST STEPS: HOW TO GET STARTED WITH EARLYACT FIRSTKNIGHT**

Things you should know:

- EarlyAct FirstKnight is exclusively designed to support, advance and benefit local Rotary Clubs. EAFK doesn't happen in a school without a sponsoring Rotary Club.
- EarlyAct FirstKnight and Knights of The Guild are non-Rotary entities working in a cooperative relationship with participating Rotary Clubs and Districts.
- EarlyAct FirstKnight is owned by Knights of The Guild and leased to your Rotary Club. It is fully integrated, and one component cannot be employed without the others. The use of EarlyAct FirstKnight, including The Code curriculum, is licensed to participating Rotary Clubs and any unauthorized use of our program or deviation from our prescribed practices without the express written consent of Knights of The Guild is strictly prohibited and may be grounds for license revocation and/or other remedy as may be allowed by law. Please see Copyright Notice on page 13.
- While EarlyAct FirstKnight can be custom-configured by the developers to fit a variety of applications (such as children's homes, scouts, camps, youth groups, etc.), its primary application for schools **requires specific, annual components that are mandatory**. These are: Rotarian training, faculty training, Student Orientation, curriculum usage, school-wide Knighting Ceremonies (every 4-6 weeks), and Student Service Club operations. The Parent Education Seminar is optional, but recommended.

✧ **STARTING AN EARLYACT FIRSTKNIGHT PROGRAM IN YOUR ROTARY CLUB**

- 1. EAFK Subcommittee Formation.** Set up an EAFK subcommittee, consisting of at least two Rotarians who will serve as advisors to the school(s) you sponsor. Their primary role of leading the EAFK Student Service Club is described ahead. The total time commitment for this team is about 4-6 hours per month, which can be shared. The school and Knights of The Guild will handle everything else.
- 2. Arrange Subcommittee Training Session with Knights of The Guild.** Schedule a one-hour training meeting between our Knights of The Guild representative and your EAFK subcommittee member team. At this training session, your team will be shown how EAFK works and be given an implementation timeline to follow. If it is impractical for a Knights of The Guild representative to meet with your Rotarians, then a tele-conference can be arranged.
- 3. Select a school to sponsor.** Once your Rotarian team is trained, identify a qualified school for your Rotary Club to sponsor through interviews with Principals or Superintendents. A qualified school is any elementary or middle school campus willing to implement EAFK exactly as directed. The interview should reveal a cooperative, proactive Principal who understands the EAFK program, is willing to use it wholly as directed (not in bits and pieces), is in full command of his or her faculty, and clearly appreciates the sponsorship of your Rotary Club. Once a school is selected, then we will arrange a one-hour faculty training session with them, at which time they will be tasked to select two faculty advisors to serve as liaisons with your Rotary Club. We recommend starting with an elementary campus, then adding the feeder middle school later.



4.Startup and Lead Time. EAFK can be started anytime during the school year. Most schools start in the Fall, a few start in January, but we also have programs that commenced in April. As to lead time, we can get a school ready to go in as little as one month in advance.

5.Planning Meeting with School Administration. Once a qualified school is found and agreed upon, then arrange a meeting between your EAFK Subcommittee Chair, a Knights of The Guild representative (in person or by conference call), the school Principal and his or her counselor. At this meeting, the Principal will be fully briefed on EAFK and the school's responsibilities. We will then make training arrangements for the school faculty, request two EAFK faculty advisors along with

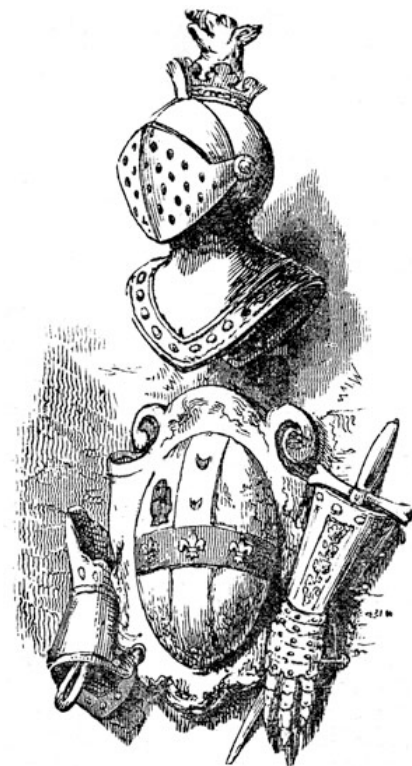
student officer recommendations for the Student Service Club component, and schedule dates for their Student Orientation, Knighting Ceremonies, and Service Club meetings.

6. Curriculum ordering. The most time-sensitive item for startup is to order a set of The Code curriculum for your sponsored school, which will be delivered to them in digital format. The curriculum must be printed before the scheduled faculty training session, so the earlier they have it, the better.

7. Funding. Funding for EAFK can come from a combination of sources, including your Rotary Club, District simplified grants, the sponsored school or school district, Title 1, PTA,/PTO fundraising events, grants from Foundations, and individual/ corporate donations. Some schools are raising next year's EAFK program costs through fund raisers organized by their Student Service Clubs. Another new possible funding resource for Rotary Clubs is the Knights in Training Foundation, a nonprofit organization intending to provide EAFK scholarships. Visit www.knightsintraining.org for more information.

8. Effectiveness Validation. At no charge, your sponsored school will be surveyed at various intervals to gather and compile empirical data on the effectiveness of EAFK on campus. This data will be supplied to you in report format, which can be used for benchmarking, goal setting and grant writing.

9. Future Strategies. Once your first EAFK school is going strong, consider adding more campuses each year. The logical questions then become, "How do we pay for all that?" and "How can we get enough Rotarian advisors to work with all the schools?". Think about putting together Community Partnerships. Some Rotary Clubs are teaming up with other Rotarians in their communities and going after every public school in their area. Also team up with local businesses and the school district to underwrite the costs of multiple programs. Your Club might start EAFK in one or more elementary schools, and then add the middle school(s) those elementary campuses feed into. Top that off with an Interact program at the high school(s) and you will soon be facilitating a complete Rotary adventure in service in your community from Kinder through the 12th grade. To get more advisors working with the schools if you run out of Rotarians, consider tapping Interactors and Rotaractors to fill in. Also recruit local community leaders to assist and make them honorary Rotarians in your Club.





✧ **SETTING UP THE EAFK STUDENT SERVICE CLUB**

One major task of the Rotarian advisors is to setup and guide the EAFK Student Service Club component. Made operational within the first two months of program inception, the Service Club component is a school-wide opportunity for students to apply the ethical principles being taught through our curriculum in the classroom. The Service Club is self-supporting and carries out two service projects annually—one for the local

community, and one for the global community. As previously mentioned, some Service Clubs choose to help raise their school's EAFK program costs for the following year through fund raising events.

The Student Service Club meets twice monthly for thirty minutes, usually during lunch. Meetings are directed by student officers. Two rotating representatives from each class also attend the meetings, along with Rotarian advisors, faculty advisors and interested parents. Meetings are conducted using parliamentary procedure, under the guidance of attending faculty and Rotarian advisors. They are fashioned to function like a regular Rotary meeting.

Officers of the EAFK Student Service Club are selected from the two senior classes of the sponsored school. For example, in a grade K-5 school, the President, Vice President, Recording Secretary, Treasurer, Second Vice President and Corresponding Secretary are assigned from the fourth and fifth (or sixth on some campuses) grade classes. In middle schools, 7th and 8th graders are selected. Officers are appointed by faculty advisors based on leadership assessment and teacher recommendation. School administrators may note the similarity between the EAFK officer structure and the traditional student council. We recommend that the EAFK service club officers simply replace student council altogether.

There are no dues. Monies for projects and activities are raised through EAFK Club activities. The activities of EAFK are reported to the Rotary Club monthly by Rotarian advisors, with a more detailed annual report submitted in an annual report to the Rotary Club by the Student Service Club officers.

To get things started for the service club component:

- Select provisional student officers and charter members (class representatives who will attend the meetings and report back to their class).
- Arrange a Chartering Event (see attached Appendix on Conducting The EarlyAct FirstKnight Chartering Event in this handbook). **There are supplemental EAFK artwork and sample materials available by email upon request.** You may opt for a smaller, less elaborate Chartering Event if funding is a concern.
- Invite parental attendance at meetings and involvement in service projects.
- Confirm club meeting dates and times.
- Provide guidance to students on meeting procedures.
- Establish goals and objectives of the EAFK service club including service areas.

- Plan and organize service projects and activities, using student committee chairs for the local and global projects.
- Choose activities that encompass service areas and involve the student body and Rotary Club.

✧ **EAFK SERVICE CLUB STUDENT OFFICER RESPONSIBILITIES**

Rotarian advisors will help students understand and enact specific roles. It is helpful for the designated student officers to meet their Rotarian counterparts from the Rotary Club, and invite parents or teachers to bring the students to visit a regular Rotary Club meeting to observe their adult Rotarian counterparts at work. Students should fill the following roles:

President

- Plan the agenda for the meeting
- Run the meeting using Parliamentary Procedure

Vice President

- Plan the agenda for the meeting
- In the absence of the President, you will run the meeting
- Read the Four Way Test and Inspirational Quote at each meeting

Recording Secretary

- Take the minutes at the meeting
- Type up the minutes
- See your advisor to copy the minutes before the next meeting
- Distribute the minutes at the meeting
- Send a copy of the minutes to the faculty advisor

Corresponding Secretary

- Send invitations and thank you notes to speakers and special guests for EAFK meetings or events

Treasurer

- Collect and record monies from EAFK fund raising events and activities
- Report on the current balances at meetings

Head Chairperson

- Assist Committee Chairpersons with school, community, and global projects
- Assist chairpersons with committee meetings to discuss how to accomplish projects
- Make presentation to classes concerning the projects

A rewarding experience.

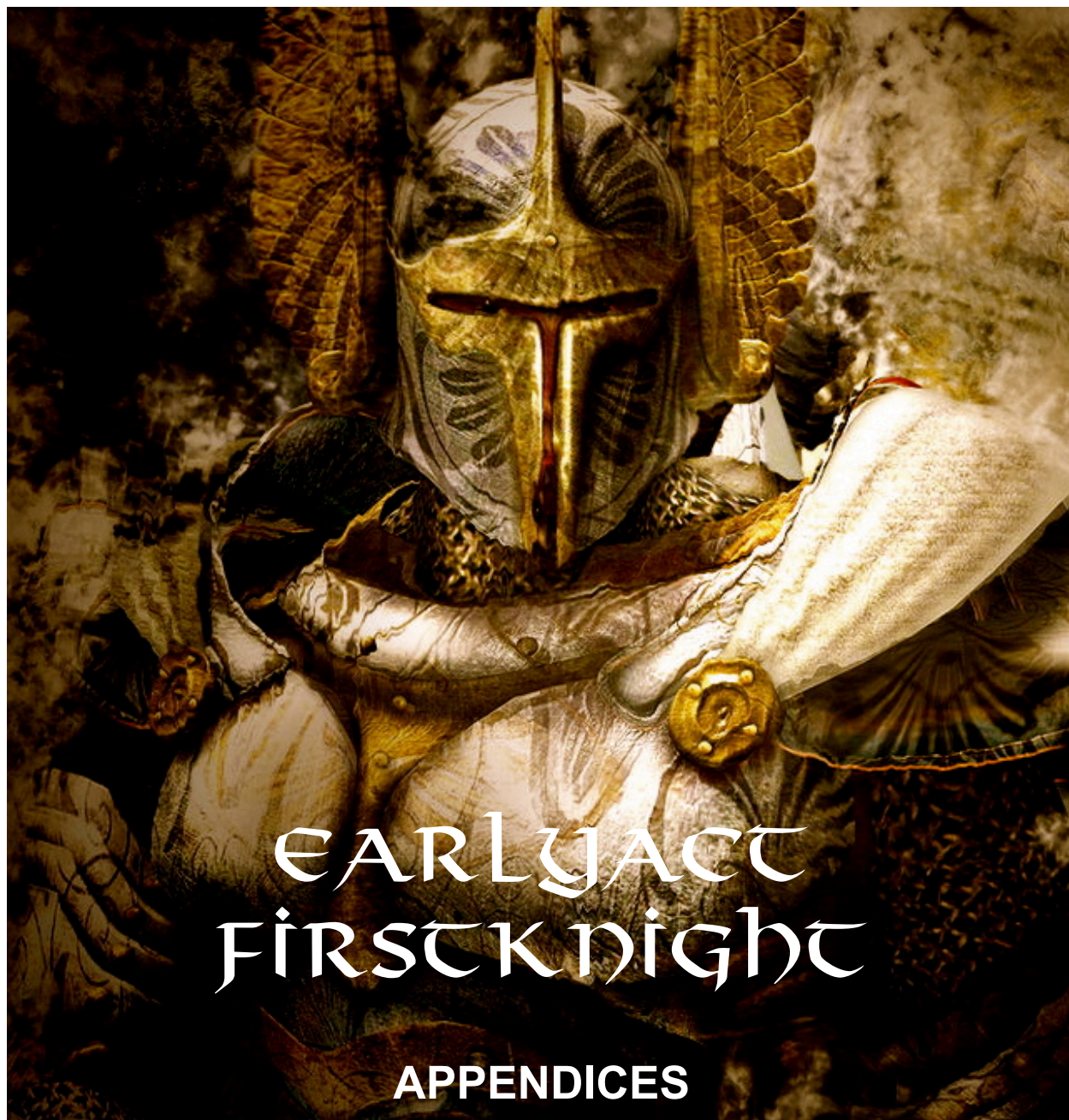
The Student Service Club is the tactile component of EAFK. While the academic portion of the program helps students develop the ethos of service, the Service Club helps them develop the habit of service through regularly repeating opportunities to experience the positive feeling of making a difference in the lives of others. We hear it time and time again: Witnessing the organized service accomplishments of a group of dedicated, compassionate children will change your life.

✧ EAFK TIMELINE CHECKLIST

✓	EAFK Program Pre-Launch Sequence (Minus 1 month)
	Rotary Club forms EAFK subcommittee
	Subcommittee receives EAFK training by Knights of The Guild (KoG)
	Rotary Club interviews and selects qualified school to sponsor
	KOG and Rotary reps meet with school administration for planning and sets all EAFK event dates
	Rotary Club orders EAFK curriculum and first semester award medals; shipped to campus
	School faculty receives EAFK training by KoG
	Rotary Club promotes upcoming Student Orientation to media and Rotary District
✓	EAFK Program Launch Sequence (First month)
	KoG conducts Student Orientation on campus
	Faculty implements curriculum in classes
	Rotarian advisors commence EAFK Service Club component
	Rotarian advisors plan and conduct District Chartering event
✓	EAFK Program Launch Sequence, (Second month)
	First EAFK Knighting Ceremony is held on campus
	First of two bimonthly EAFK Student Service Club meetings is held on campus, attended by Rotarians, faculty advisors, parents, student officers, and class reps. Establish meeting rules, then determine first service project when ready.
✓	Subsequent Months
	Curriculum instruction continues daily in classes
	EAFK Knighting Ceremonies continue on 4-6 week schedule
	Service Club meetings continue bimonthly; will do first-semester local project, second-semester global project and possible EAFK program fund raiser for following year.

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EARLYACT FIRSTKNIGHT

APPENDICES

✧ APPENDIX I -

WHAT AN EAFK KNIGHTING CEREMONY LOOKS LIKE

Scenario: The Knighting Ceremony is the required reward component of the EarlyAct FirstKnight program. Attended by all students (not just awardees), faculty, Rotarian advisors, special guests and parents of student awardees, this presentation honors select students who excel in EAFK academics and service, while encouraging all students to participate in the EAFK service club.

On a typical ceremony day, usually two separate ceremonies take place, one immediately following the other. At an elementary school, the first ceremony is a shorter version for grades K-2, followed by the second assembly for grades 3-5. Middle schools have two, as well: the first for grades 6-7, and the second for grade 8. These assemblies should take place every four to six weeks throughout the school year at elementary campuses, and usually every nine weeks at middle schools. All assemblies for the entire year are scheduled in advance. Making this happen at a high level of excellence builds camaraderie, illustrates reward for well-doing and allows children to experience the positive feeling that comes from making good choices and serving others above themselves.



EAFK stage set at Fabra Elementary in Boerne, TX

stage decorations for each assembly. We have seen, for example, the PTA/PTO, art department or Gifted and Talented program do a great job with this.

Logistics can be creative. For instance, red carpets can be donated remnants from local carpet companies. Banners can be felt projects obtained from craft stores. Archways can be obtained from the garden center of Home Depot or Lowe's. Stage chairs can be the folding metal variety, which one school draped with borrowed seat covers from a local funeral home.

PRE-ASSEMBLY PREPARATION

Stage set: The assembly takes place in the school auditorium or “cafetorium”, with proceedings on stage. The stage, therefore, should be decorated during each assembly to reflect the theme and excellence of the program. The theme is “medieval” so a reusable stage set should be obtained or created that looks royal or castle-like. For this to happen satisfactorily each time, the school Principal should task a school faculty member or committee to take responsibility for setup and teardown of the



EAFK stage set at Torres Elementary in Victoria, TX



Student awardee selection: The EAFK curriculum teaches a different ethical principle or life skill each 4-6 weeks, concluding with the Knighting Ceremony. At every ceremony, a select number of students (typically one or two from each class) will have been chosen by their teachers to be publicly honored during the event. In elementary school, there are rankings of Bronze Medalist (K-1st graders); Silver Medalist (2nd-3rd graders); Gold Medalist (4th graders); and Gold Medalist /Order of The Black Prince (5th graders). Middle schoolers earn Bronze, Silver, and Gold medals as well, but they are of more elaborate design. Their rankings also feature different titles, such as The Order of William Marshal, Knight

Commandeur, and Grand Croix. By the end of a full school year, about one-third of the student population earn the awards. All students, however, receive certificates for completing EAFK classroom studies.

One week before the assembly, names of awardee candidates should be submitted by their teachers to the Principal and validated by an “accolade”. The accolade is a brief paragraph written by the teachers, describing why the student was chosen. This will be read aloud during the award assembly, as the student name is called and they come forward to the stage. Awardees are not informed of their selection and will not know until they are called to the stage during the ceremony. Immediately after the selectees are nominated, their parents should be discreetly called by the administration, invited to attend the award ceremony and asked to keep the good news secret from their children. An alternative method of student selection at schools where an individual teacher could take heat from over-competitive parents for their awardee choices is the use of a selection committee, consisting of teachers and Rotarians. With this option, teachers submit anonymous accolades to the committee, which then selects the awardees based on the merit of their accomplishments alone to avoid any appearance of favoritism.

Rotarian guest invitations: All Rotarians and their guests are invited to attend the assemblies. Rotarian advisors are strongly encouraged to invite members of other Rotary Clubs, potential financial partners for the program, and members of the media. It is our experience that few people understand the powerful impact of EAFK until they see it in action.

ASSEMBLY DAY

Receiving parents and guests: Guests and parents of awardees should arrive early to the ceremony for campus check-in. Parents will be directed to a “hospitality room” until the assembly begins. This is a good opportunity for Rotarians to meet them and distribute Rotary literature, if desired. Then, parents will be escorted to a designated seating area in the audience or, as an option, wait backstage until their child’s name is called. Parents may join their child onstage to share in the award presentation, and then be directed by the Principal to a designated area seating for the remainder of the event.

Sequence of Events

❖ **Prelude music (10 minutes prior):** The school will play prelude music as students enter the auditorium to be seated. Depending on the auditorium sound system, a CD deck or iPod can be plugged into the sound board. With less sophisticated systems, music can be played through a CD player/boom box with the auditorium microphone held next to the speakers. Movie soundtracks from films like “Gladiator” or “First Knight” work well, or we can supply the school with a CD. When it is time for the assembly to start, the music is faded down to silence.



A Principal makes her opening remarks.

❖ Ceremony begins:

1. Introduction of the ceremony by Principal (2 minutes).

Principal quiets the students, calls the assembly to order, makes opening remarks and introduces an EAFK advisor from the sponsoring Rotary Club.

2. Rotary welcome (2-3 minutes).

The attending Rotarian advisor will then take the microphone and, in their own words, welcome the audience, give a brief

summary of Rotary, say a word about EAFK, lead the students in the Four Way Test, and introduce the armored Knight of The Guild in attendance.



Rotarian Steve Driskill speaks.

3. Knight of The Guild (3 minutes).

Our armored knights are specially trained people with clean backgrounds, usually assigned to a school for an entire year so that familiarity can be established with the students and staff. In addition to ceremonial duties, they are also trained to assist faculty in overcoming problems and helping with disciplinary issues, if needed. The knight will take the stage to explain the traditions of the ceremony, relate a historical account of how the day's character value was used by a hero to make a difference in their society, and then get the students ramped up and ready for the awards.



Sir Timothy, who works with our schools on the east coast.

4. Calling of the awardees (about 20 minutes).

The awardee names can be called by either the Principal or, if preferred, the classroom teachers. At some EAFK schools, the Principal will emcee this entire segment, reading both the names and accolades. At others, the Principal will call up the teachers from the grade level being awarded. Each teacher, in turn, will step to the microphone to call their student and read the accolade, themselves. Whichever method is used, the process begins by calling one student name at a time. Students in the lowest grade levels are called up first, followed by the next higher, etc. After the initial cheer and the child comes forward, the accolade is read. As the student approaches, their parents come onto the stage and stand next to Rotarian and Knight of The Guild emcee. When the student reaches the proper position, a ribboned medallion is placed around their neck, the officials shake their hands, let them hug their parents, and then direct them to the Gallery of Champions, which is a special seating section for medal recipients. Parents are then guided toward their designated seating area, and we prepare for the next student's name to be called. This process is repeated until all student awardees have been called forward.



5890 DG Sunny Sharma onstage with Sir Cass and EAFK awardee family in Houston.

❖ **Ceremony concludes:**

Principal Wrap-Up (1 minute). After the last child has been awarded, the Principal will make closing remarks, close the ceremony and invite parents forward for photographs. Recorded music will play again until the auditorium clears. The school photographer will take a group picture first. Then, parents will usually want to take their child's picture with the Knight of The Guild and Rotarian advisors present. After photos with the first group, students for the second ceremony will be brought in and the evolution will repeat. The total time allocated for both ceremonies is about ninety minutes.

✂ APPENDIX II -

CONDUCTING THE EARLYACT FIRSTKNIGHT CHARTERING EVENT

How To Prepare.

- Pick an evening toward the program's inception that will be convenient for the school, a Knights of The Guild representative, and your Rotary Club;
- Invite your DG or his or her designated representative to officiate the ceremony, or your Rotary Club president may wish to do this. The Chartering Event will last approximately 45 minutes. Coordinate this date first with the officiating person;
- Next, decide where the event will be held and reserve the location. It can take place on campus during the early evening, or at another suitable location that you may have access to, such as a Country Club;
- Prepare and distribute a press release to your local media and then followup on it to insure coverage;
- Your Rotary Club should invite all Club members to attend, as well as community leaders and anyone else you wish to have present. This is a great PR opportunity for your Rotary Club;
- Ask the EAFK school faculty advisors to arrange attendance on their side, including involved students/parents, faculty members, and school district officials, including the Superintendent.

Logistics.

EAFK logo art and other sample materials are available from us upon request. You may request this material, if desired, through Knights of The Guild. Contact us at randall.parr@mac.com or 210-216-2217 and we will email it to you.

Create and print the following items using provided samples as guides, and either mail in advance (i.e., invitations), or have ready to bring to the Chartering Event:

- **EAFK Club Charter**, signed and framed.
- **EAFK Club membership certificates** for charter members.
- **EAFK Club Banner and Four Way Test Banner**, with aluminum tripods. Pocketed banners are about 2'x3', made of vinyl and can be mounted on the tripods or other suitable stand, which can be obtained inexpensively from the office supply store of your choice.
- **An official congratulatory letter from your Rotary Club** for each charter member of the new EAFK service club.
- **Formal VIP invitations to the event.** To be mailed to your VIP list.
- **Ceremony outline.** If you wish, we will email you a sequence of events for the Chartering Event, to be handed out to each person in attendance that evening. You may also make your own.

Order the following, and have ready to bring to the Chartering Event:

- **Single-layer, full-sheet EAFK white cake** from your local supermarket (HEB or Walmart) for ~50 people. Supply bakery with EAFK Logo and the text, "Congratulations (name of school) EarlyAct FirstKnight Program!";
- **Rotary Bell, President's gavel (optional)**. Either order a new bell from Russell Hampton Company, (www.RUH.com), or perhaps your Rotary Club or another has an old bell that can be donated to the program;
- **EAFK Club Tee shirts**. To insure consistency, excellent quality and service, we have only one licensed vendor for EAFK logo tee shirts:

Gandy Ink
Contact: Natalie DeBorde
ndeborde@gvtc.com,
office number: (210) 587-2157, or cell:
(210) 379-8574

Natalie will help you through the ordering process, including sizing selections, options for placement of the school name, sponsoring Rotary Club name, etc., as you wish. They have special pricing for Rotary Clubs.

NOTE: The EarlyAct FirstKnight name and images are the trademarked property of Knights of The Guild. The use of any vendors other than those licensed by Knights of The Guild to manufacture EAFK products is an infringement of copyright.

Insure that all orders are placed with ample advanced notice for turnaround time.

Conducting the District Chartering Event.

Arrive early to prepare. Use the ceremony outline in this manual as the sequence of activities for the Chartering Event.

✧ **APPENDIX III -**

(SAMPLE) EARLYACT FIRSTKNIGHT CLUB BYLAWS

By-Laws of the EarlyAct FirstKnight™ (EAFK) Club of Oak Hills Terrace Elementary School.

ARTICLE I

Selection of Officers

Election of the offices of president, vice president, recording secretary, corresponding secretary, treasurer and head chairperson shall be made annually by the members of the Club.

ARTICLE II

Duties of Officers

1. President - The president shall:
 - Plan the agenda for the meeting.
 - Run the meeting using Parliamentary Procedure.
2. Vice President - The vice president shall:
 - Plan the agenda for the meeting.
 - In the absence of the President, will run the meeting.
 - Read the Four Way Test and inspirational quote at each meeting.
3. Minutes Secretary - The recording secretary shall:
 - Take the minutes at the meeting.
 - Type up the minutes.
 - See your advisor to copy the minutes before the next meeting.
 - Distribute the minutes at the meeting.
 - Send a copy of the minutes to the parent and Rotary advisors.
4. Corresponding Secretary - The corresponding secretary shall: Send invitations and thank you notes to speakers and special guests for EAFK™ meeting or events.
5. Treasurer - The treasurer shall:
 - Collect and record moneys from EAFK™ fund raising events and activities.
 - Report on the current balances at meetings.
6. Committee Chairperson - The committee chairperson shall:
 - Assist committee with school, community and global projects.
 - Chairpersons with committee meetings to discuss how to accomplish projects.
 - Make presentations to classes concerning the projects.

ARTICLE III

Meetings

1. Meetings of the club shall be held not less than twice per month at a time and place suited to the convenience of the membership and faculty.
2. A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the club.

3. Meetings are to be conducted under the guidance of the teacher advisor.
4. Sponsoring Rotary club should have a representative at each meeting.

ARTICLE IV Committees

- I. The president shall appoint the following standing committees:
 - A. School Service
 - B. Local Community Service
 - C. Global Community Service
2. It is the primary responsibility of the committees to recognize real life problems, reason effectively and make logical connections as they select projects to improve the quality of life for their school, local community or global community.
3. All projects undertaken in their respective areas of service are chosen and managed by the students, and facilitated by the educators and Rotarian advisors.
4. No committee shall take any action to carry out its plans until those plans have been approved by a majority of the club membership and advisors.

ARTICLE V Amendments

1. These by-laws may be amended by majority vote of the members in good standing at any regular or special meeting of the club at which a quorum is present.
2. Nothing in these by-laws shall contravene any provision of this club's constitution.

✂ **APPENDIX IV -**

(SAMPLE) EARLYACT FIRSTKNIGHT™ CLUB CONSTITUTION

ARTICLE I

Name

The name of this organization shall be the EarlyAct FirstKnight™ (EAFK) Club of Oak Hills Terrace Elementary

ARTICLE II

Mission

The mission of EAFK™ is to promote goodwill, understanding and peace through the active participation of its student members so that with committed citizenship and effective leadership they may improve the quality of life of their school, local and global communities.

ARTICLE III

Sponsorship

The sponsor of this EAFK™ Club is the Rotary Club of Oak Hills Terrace Elementary which shall exercise supervision over all activities, programs and policies of this EAFK™ club. The continued existence of this EAFK™ club shall depend upon the continued active personal participation of the sponsoring Rotary club.

ARTICLE IV

Membership

1. EAFK™ is a school-wide service club for elementary students in Years 3-5.
2. The club is comprised of the entire student body as members with volunteer representation attending meetings.

ARTICLE V

Meetings

The club shall meet not less than twice per month, as provided in the bylaws, at a time and place suited to the convenience of the member, with due regard for their school obligations.

ARTICLE VI

Officers

1. The officers of this club shall be president, vice president, recording secretary, corresponding secretary, treasurer, and such additional officer(s) as may be provided in the by-laws.
2. This club shall be subject to the same regulations and policies established by the school for all student organizations and extracurricular activities of the school.
3. Officers are elected from the senior classes of the primary school by the members of the club
4. The term of each officer will be one year.

ARTICLE VII
Activities and Projects

1. Within the limits prescribed in Article III, this club shall be responsible for planning, organizing, financing and conducting its own activities and shall itself supply the money, manpower and creative imagination necessary thereto, except that in the case of joint projects or activities undertaken in cooperation with other organizations, such responsibility shall be shared with such other organization(s).
2. The activities of the club should encompass three areas of service; school, local community and global community.
3. It is the responsibility of the club to raise the funds necessary to carry out its programs.

ARTICLE VIII
Committees

1. Committees should represent the three areas of service.
2. The president may appoint such special committees, as he/she may deem necessary.

ARTICLE IX
Fees and Dues

1. There will be no fees or dues assessed on the membership of the club.
The club shall raise funds for activities and projects undertaken by the club.
2. The sponsoring Rotary club may assist with startup costs and other minimal administrative expenses.

ARTICLE X
Acceptance of Constitution and By-Laws

With membership is acceptance of the constitution and by-laws.

ARTICLE XI
By-Laws

This club shall adopt the standard EAFK™ club by-laws, together with such amendments as are not inconsistent with this constitution and which may be deemed necessary or convenient for the government of the club, provided that such amendments are adopted in accordance with the amendment procedure prescribed in the standard EAFK™ club bylaws.

ARTICLE XII
Logo

The logo of EAFK™ shall be preserved for the exclusive use and benefit of EAFK™ members. Each member of this club shall be entitled to wear or otherwise display the EAFK™ logo in a dignified and appropriate manner during the period of his/her membership.

ARTICLE XIII
Duration

This EAFK™ club shall exist so long as it continues to function in accordance with the provisions of this constitution and policy or until it is terminated:

- A) by this club upon its own determination and action;
- B) by the sponsoring Rotary club upon withdrawal of its sponsorship. Upon termination of this club, all rights and privileges relating to the EAFK™ name and logo shall be relinquished by the club and by its members individually and collectively.

✠ APPENDIX V -

(SAMPLE) EAFK™ Club Meeting Script

President:

"The meeting will come to order." (Rap the gavel). "The Vice President will lead us in Rotary's Four Way Test and an inspirational quote.

Vice President:

"Thank you _____. The recording secretary will read the minutes of the last meeting."

Recording Secretary:

(Read the minutes)

President:

"Are there any corrections to the minutes?" (Pause for about five seconds) "If there are no corrections, the minutes are approved as read. We will now have the Corresponding Secretary's Report."

Corresponding Secretary: (Read any letters you sent or received)

President: "The next order of business is the Treasurer's Report.

Treasurer: (Read report)

President: "At this time the special committee reports will be read."

"School service"

"Community service"

"International service"

"Advisors message"

"Is there any unfinished business?"

"Are there any announcements?"

"If there is no objection and no further business the meeting will be adjourned." (Rap the gavel)

✂ **APPENDIX VI -**

20_____ ROTARY DISTRICT #_____

EarlyAct FirstKnight

“Best in District” Application

Name of EarlyAct FirstKnight Club: _____

Date Chartered: _____ Club Motto: _____

Number of Club Members (as of April 15): _____

Name of Sponsoring Rotary Club: _____

Name(s) of Faculty Advisor: _____

Name of School Administrator: _____

Number of times your club meets regularly: _____

Number of significant service projects completed this year: _____

Did you have parent/guardian support for your projects: _____

Service Projects completed: _____ (include photographs if possible)

School Service Project – Describe a project that most benefited your school:

What was the need for the project?

What were the results of the project?

What was the cost of the project? _____

How many club members were involved? _____

Community Service Project – Describe a project that most benefited your community.

What was the need for the project?

What were the results of the project?

What was the cost of the project? _____

How many club members were involved? _____

International Service Project – Describe a project that most benefited the international community.

What was the need for the project?

What were the results of the project?

What was the cost of the project? _____

How many club members were involved? _____

Did your club promote Rotary's Four Way Test during the year? If so, how?

For example, did your club recite Rotary's Four Way Test during each club meeting?

Did your club work with your sponsoring Rotary club during the year? If so, how?

Did your club promote Rotary's Motto: "Service Above Self" to your club members, student body and community? If so, how?

Did your club submit a final report to your sponsoring Rotary Club for this year?

Date: _____

Submitted by: _____

President, EarlyAct FirstKnight Student Service Club

Faculty advisor: _____

President of Sponsoring Rotary Club: _____

Note: If your Rotary District is new to EAFK, then you should seek to have the program organized as an official program within your District's infrastructure and request that your DG appoint an EAFK District Chairperson. As more than one EAFK program develops in your District, have the sponsoring Rotary Clubs complete the EAFK Best In District applications toward the end of each school year and submit them to the District Chair for review and selection.

✧ APPENDIX VII -

Rotary District # _____
EARLYACT FIRSTKNIGHT PROGRAM
Registration Form

Part 1

This registration form will constitute an official notification to Rotary District _____ of the organization of an EarlyAct FirstKnight Program.

Name of EAFK Program	
Address of EAFK Program	
Contact info of school Principal	
Contact info of Staff Advisors	1. 2.
Sponsoring Rotary Club	
Contact info of Rotarian Advisor(s)	1. 2.

Three Proposed Charter Ceremony Dates and Times (must be after club officers and projects have been selected). District Committee will confirm date.

Preferred _____
Alternate _____ Alternate _____

Part 2

The EAFK service club members listed below are all of good character and leadership potential:

Officer Title	Name
President	
Vice President	
Recording Secretary	
Corresponding Secretary	
Treasurer	

Scheduled Service Projects (projects to be determined by EAFK Club Board):

School: _____

Community: _____

International: _____

This club understands Rotary's Four-Way Test and Motto and accepts the objective of EarlyAct FirstKnight: The object of EarlyAct FirstKnight is to promote goodwill, understanding and peace through the active participation of its student members so, that with committed citizenship and effective leadership, they may improve the quality of life of their school, local and global communities.

Officer Title	Acceptance Signature	Date
President		
Vice President		
Recording Secretary		
Corresponding Secretary		
Treasurer		

Note: Once you have EAFK organized as an official program within your District's infrastructure, then each new EAFK program should make application with the District to be formally approved with this form. If you do not have an EAFK chairperson in your District, then you might suggest that they appoint one.

✂ APPENDIX VIII -

PROGRAM COST AND BILLING

EAFK costs are charged by campus and grade level, not by the number of students enrolled. There are slight variations in some component costs, which are affected by distance from a Knights of The Guild hub. Multi-school discounts are available. Additional travel expenses may apply. Pricing is subject to change without notice.

EAFK Component Pricing Menu for 2011-2012

Component	Units	Unit Price	Hypothetical Price
Faculty and Rotarian training	1	Travel only	Travel and accommodations only
Premium Student Orientation "Tournament of Champions"	1 per year	Average \$2,500	\$2,500 per school
Basic Student Orientation Option Indoor presentation	1 per year	\$1,000	\$1,000 per school
Curriculum (First year lease)	1 per grade level	\$250	Per elementary - \$1,500 Per middle school - \$750
Curriculum (Subsequent year lease)	Each grade level	\$100	For a K-5 school: \$600
Knighting Ceremonies	6-8 for elementary 4 for middle school	\$400-\$800	Per elementary - \$2,400 Per middle school - \$1,600
Student Award Medallions	Factor 1/3 of student population	\$2.75	For a school w/600 kids: \$550
Parenting Seminar (optional)	1 per year	\$800	\$800

Billing schedule:

Invoices for each school year are sent out in July for first semester, and in December for second semester. Payment is due immediately upon receipt. For first-year startups, a separate invoice for curriculum payment may be due by the end of the previous school year to insure early delivery.

✧ **APPENDIX VIII -**

THE VALUES WE TEACH

At the K-5 grade level, we teach:

Tolerance
Responsibility
Confidence
Perseverance
Discipline
Respect
Honesty
Compassion
Friendliness
Service
Rotary Lessons with Worksheets

At the 6-8 grade level, we teach:

Prowess (personal excellence)
Justice
Loyalty
Defense
Courage
Faith
Humility
Largesse (generosity)
Nobility
Franchise (emulation of the highest ideals)
Rotary Lessons with Worksheets

Upon completion of each section, every student is acknowledged with a Certificate of Knightly Character for the value studied, and one or two outstanding performers from each class are selected by their teachers to receive a medallion in their next Knighting Ceremony. This is akin to making "The Honor Role" in academic circles.