



2016-2017
OPERATIONAL HANDBOOK

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What is EAFK?

EarlyAct FirstKnight® (or EAFK) is a powerful, daily character education program for elementary and middle schools, made available by The Knights of The Guild and Rotary. Developed by Dr. Randall Parr and sponsored by participating Rotary Clubs and their community partners, EAFK creatively teaches and motivates students to become more civil, service-oriented people during their most formative years.

Themed around the exciting world of gallant knights and chivalry, we use a combination of proprietary educational elements to introduce a new kind of learning experience. These elements include:

- year-round campus visits by our staff knights in medieval armor;
- live-action dramatic presentations at schools featuring jousting knights and real warhorses;
- student service project guidance by local Rotarian leaders;
- an exclusive web-based curriculum with lightning-fast access to daily, ten-minute character-building lessons;
- colorful school-wide knighting ceremonies wherein students earn rankings and rewards toward knighthood;
- parent education;
- faculty training in program implementation;
- excellent client support;
- up to 100% financial sponsorship for qualified schools.

PROGRAM BENEFITS

Better student self management, resulting in:

- ◆ Fewer disciplinary referrals
- ◆ Less bullying
- ◆ Sharper academic focus
- ◆ More quality teaching time
- ◆ Enhanced parent involvement
- ◆ Enriched learning environment
- ◆ Improved attitudes

EAFK is unlike any other character-building program. Bringing together excellent academics with professional theater and practical guidance from one of the largest service organizations in the world makes character education fascinating for young students to learn, easy for busy teachers to instruct, popular with parents, and amazingly effective.



Where Did EAFK Come From?

EAFK is the evolution of a national award-winning character-building program called, *The Knight Life*. Created in the late 1990's by Dr. Randall Parr and his company, The Knights of The Guild, *The Knight Life* is an innovative educational experience for young schoolchildren that reimagined character development as an adventurous journey through time, wherein boys and girls could earn their way toward becoming noble knights by learning and adopting venerable character traits that defined some of the world's most influential people. An adaptation of *The Knight Life* program was later modified to partner with Rotary Clubs in their outreach to young people in 2006, and became known as "EarlyAct FirstKnight®" (EAFK) thereafter.

Why EAFK?

Character education has become imperative. The rationale behind decisions people make to be wise or not; to do good or not; to do what is right or not; to serve others or not, is learned environmentally and established by around age 12. EAFK helps to shape that rationale everyday in the elementary and middle school classrooms, affecting how thousands of children think and relate to the world around them.

State legislatures are becoming serious about character education. Since 1999, thirty-six states have enacted legislation that either mandates or strongly encourages character education in public schools. Why? Because the absence of good character in our society is becoming more evident in today's ever-worsening news headlines. Conscientious lawmakers are realizing that morality cannot be legislated effectively, and that it is easier to build strong children than to repair broken men. EAFK brings powerful people and resources together in support of this mission on a large scale.

EAFK is required for all students on campus, just like core subjects. EAFK is not merely a voluntary service program for a few good kids to sign up for. EAFK recruits and builds more good kids who want to do voluntary service. Using Rotary's Four Way Test as a modern code of chivalry, participation in EAFK is mandatory for every student enrolled in the schools that use our program. From Kindergarten through 8th grade. EAFK gives every child the opportunity and encouragement needed to become an ethically strong, service-oriented person.

EAFK makes a difference. Unfortunately, many character education programs sold to schools are shallow, ineffective wastes of time. Irrelevant platitudes and posters don't modify behavior very much. Busy teachers don't have the time or experience to develop their own character-building lesson plans. Schools that use EAFK as directed, however, report real results, such as: 50-75% fewer disciplinary referrals and bullying incidents; better academic performance; up to 45 minutes per day of reclaimed classroom teaching time; and, stronger relationship skills among their students. All of this culminates in an improved learning environment, better student behavior, enthusiastic parental support, greater student involvement in charitable activities, and a more positive campus culture.

EAFK Component and Pricing Information

For 2016-2017

Preface

The EarlyAct FirstKnight® (EAFK) program is not “sold” as a product, but is, rather, licensed annually for use by our clients to ensure ongoing operational integrity and enduring, positive results. Costs are determined by campus, not by the number of students enrolled. Pricing varies by location, and is subject to change without notice.

EAFK consists of several integrated components that are designed to be utilized together throughout the school year in order to experience optimal effect. These components may not be used independent of one another, and may not be combined with any other character education program. Creative enhancements or minor adjustments to our components for customization over time are encouraged, but we must approve them prior to implementation.

EAFK must be used according to the guidelines in this Handbook. Please contact us with any questions or concerns.

Invoicing

Invoice Recipient Information: It is important that EAFK invoices be emailed to the right person on the first attempt. Roles change, so recipients (Rotary Club, school and/or school district) must provide us with the name and contact information of the proper individual responsible for processing our invoices.

Schedule: Two standard invoices for EAFK products and services will be sent out each year:

1. The first invoice is for the upcoming year’s EAFK component costs. We will send it by email to the recipient around July 1. The recipient may choose between paying this invoice in full right away, or paying half at that time and the remaining half in January of the following year.
2. The second invoice will be for the year’s student award medal costs. It will be sent by email to the recipient near the end of summer when all medallion order needs are finalized and processed.

Payment: All EAFK invoices must be paid within thirty days of receipt. Any outstanding balances not paid by February 1st will be assessed a 10% late fee. New schools and sponsors starting EAFK later in the school year will be invoiced on a different schedule.

Note: If a school receives a medal order and later discovers that more medals will be needed than they originally thought, then additional medals may be ordered from us at any time during the year at \$2.80 per medal plus shipping. Be aware that it takes at least two weeks to process and ship medal orders. We do not usually carry extra medals in reserve, so it is advised that schools keep track of their medal inventory to avoid last-minute emergencies.

Component and Pricing Menu

The following chart provides a menu of EAFK's individual components and pricing for the 2016-17 school year. The pricing represents costs for one academic year of EAFK at a single campus.

Group discounts for multiple campuses are available under certain circumstances. We also offer special discounts and scaled-down versions of EAFK for schools that are unable to afford our regular program.

EAFK Component	Frequency	Price
1. Annual Faculty & Rotarian Training - Respective training for both on same day.	1 per year	\$150 per school
2. Annual Student Orientation - Annual EAFK kickoff event, available in three versions to choose from. Choose each year from one of the three versions described at right	1 per year Versions to choose from: a. Indoor Basic/one knight b. Indoor Premium/multiple knights c. Tournament/knights and horses	Price per school, either: a. \$500 b. \$1,500 or c. \$2,500-\$3,500*
3. "The Code" Curriculum - Daily online curriculum, licensed annually	First-year Subsequent years	\$1,800 \$750
4. Knighting Ceremonies - Recurring reward assembly on campus	6 for elementary schools per year 4 for middle schools per year	\$500 - \$800 * per ceremony
5. Student Award Medallions - Bronze, Silver, Gold and Black Prince styles	Order enough for 1/3 of student population per year	\$2.80 per unit plus shipping
6. Optional Parenting Seminar - Designed to increase parent support for EAFK at home and improve parenting skills.	1 per year, if opted for	\$800 per school
* - Price depends on travel distance		

Not shown in the chart are additional expenses that a Rotary Club may expect for material support of their sponsored EAFK student service club. These expenses might include the cost of Rotary banners, a Rotary Bell for club meetings, tee-shirts, printing, etc., and average \$500 during the first year.

Expanded Component Information



◆ Faculty and Sponsor Training

Generally, EAFK faculty training is required if:

- a campus and their Rotary sponsor are starting EAFK for the first time;
- a campus has been assigned a new Principal since their last EAFK training;
- a campus has added ten or more teachers since their last EAFK training;
- we feel that a campus or Rotary sponsor would benefit from re-training;
- two years has elapsed since your last training event.

For all training events, please provide a video projector and screen. The training will cover subjects such as:

- *familiarization with program integration guidelines;*
- *roles/responsibilities for school, sponsor and EAFK developer;*
- *curriculum: access and procedures for instruction to students;*
- *EAFK events: procedures for scheduling;*
- *how to prepare for knighting ceremonies;*
- *selecting student awardees;*
- *ordering procedure for student award medallions;*
- *how to create the EAFK environment on campus. Decoration ideas;*
- *Organizing the EAFK student service club*



♦ Annual Student Orientation

Most EAFK Student Orientations (except for those held at new campuses starting EAFK later in the year) should be scheduled to take place in August or September of each school year. We start taking reservations for Student Orientations up to one year in advance. It is highly advisable that schools book their Student Orientations with us as early as possible to confirm the most convenient day and time. This is especially true for those wanting the outdoor “Tournament of Champions” version, which is only available in limited time windows. Scheduling requests for Student Orientations, as well as all EAFK event dates, must be made in writing via email. To schedule, email amber.parr@me.com.

More About The Different Student Orientation Versions -

The advantages of Indoor Student Orientations are that they offer a lower cost substitute for the outdoor Tournament version if price is an issue; an alternative for schools that do not have a suitable facility for the Tournament; less chance for cancellation due to inclement weather; and, a different visual experience for students that may be periodically interchanged with the Tournament from time to time. For all indoor versions, please provide a 6-foot draped table and a sound system with microphone.

The Basic Indoor Version features one of our staff knights in armor. He or she will:



- Provide a synopsis of knighthood and its relevance to EAFK;
- Invite controlled student interaction with various equipment used by medieval knights;
- Discuss the ethical codes knights sought to live by;
- Introduce the Four Way Test;
- Describe EAFK to students;
- Familiarize students with the ranks and awards they can earn;
- Acquaint students with the Rotary sponsors of their EAFK program

The Premium Indoor Version features multiple knights in armor. In addition to covering the essential material provided in the Basic Indoor Version, their presentation is built around an augmented story-line that includes an exciting, swashbuckling demonstration of swordplay and other knightly skills.



The Outdoor Tournament of Champions Version -

A favorite among students and faculty, The Tournament of Champions is our professional equestrian stunt show featuring armored knights riding atop live warhorses in a reenactment of an authentic medieval competition. Complete with narration and music soundtrack, the Tournament combines realistic action with a message that introduces EAFK and The Four Way Test.

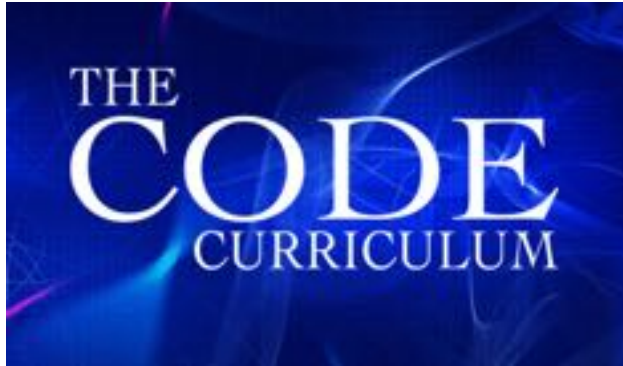
Just as our Tournament of Champions is the most unique school presentation anywhere, it possesses unique restrictions, as well. In order to qualify for a Tournament, a school must either host the event in a covered or enclosed rodeo arena, or in a suitable open field. A large athletic field or playground is acceptable, as long as it is has dimensions of at least 200' x 100' of clear, rectangular performance area. The field should have a flat, dry, grassy surface that is free of large rocks, holes, ground cracks, obstacles and debris. Sprinklers, if any, must be marked for visibility. It should also have a standard electrical power outlet nearby. Our transport vehicles and ground crew need access to the field (or venue) at least two hours before showtime. If we are performing on an open field, students should be led out to the performance area, where we will direct their seating behind one of the 200' sidelines.

Cancellation Risk: For safety reasons, we cannot perform on uncovered fields in the rain, or on wet or muddy surfaces where horses can slip and fall. We also cannot perform in temperatures lower than 50 degrees, which affects horse control; or, higher than 90 degrees, in which horses and performers can become overheated.

Should an open-field Tournament be canceled due to extreme weather conditions, then everyone will go inside the school auditorium and our Premium Indoor Student Orientation will be substituted in place of the Tournament. Our Tournament staff includes professional contract performers who are brought in from other states, therefore makeup dates or refunds are not possible if cancellation is unavoidable. If this risk is unacceptable, then please choose one of the indoor versions of the Student Orientation.

Liability Insurance: Schools usually carry their own liability insurance, but some schools may require extra liability insurance in order for the Tournament to be performed for their students. Single-event liability insurance for the Tournament may be provided at the sponsor's expense through their own provider, or through ours at a very reasonable cost, if needed.





◆ The Code Curriculum

With over 3,000 pages of material, our online curriculum is accessed by campus-specific usernames and passwords, which are changed annually. Access codes are case-sensitive, and must be typed in upon each use, not cut and pasted. All teachers at the licensed campus may use this confidential username and password, and must not share them with any unauthorized

users. While printing reproducible

assignments is allowed, no other material may be copied or stored. Unlicensed use of our copyrighted material is a violation of Federal law.

Curriculum Structure: Each character trait is taught through three aspects: The Castle Connection, Communicate The Code, and Carry Out The Code.

The Castle Connection contains assignments to be done at home, including trait introduction letters to parents, activities and self assessments.

Communicate The Code provides tools for teaching lessons in the classroom, such as trait definitions, ethical case studies, historical profiles, quotations from noteworthy people, challenge puzzles, discussion questions, and literature.

Carry Out The Code is the application and learning assessment section of the character trait study, which includes class projects and learning log response questions. Also included are reproducible Certificates of Knightly Character for each character trait, which should be printed, filled out, and issued to each student completing all assignments.

One-third of the student population should be selected to be honored in EAFK knighting ceremonies throughout the school year, so it is important that all students completing the lesson assignments receive these handsome certificates in recognition of their efforts.

Updates: The Code curriculum website is regularly monitored for functionality and usage by location. It is also updated annually with the addition of new lesson material and literature. Please contact us to report non-working links, and they will be quickly repaired.



Website Interface: Upon login, teachers will be on our homepage, where selections for grade level selections, general help and curriculum overview will be found.

After selecting their grade level, teachers will be directed to a selection of the character traits to choose from. Elementary teachers will notice twelve possible traits available.

*It is important to remember that only **SIX TO NINE** of them should be taught in a year. After deciding upon the six to nine traits you want instructed over the year, then all teachers should instruct only those traits in the same order.*

Once a trait is selected, teachers will be taken to the teaching timeline. This can be projected on a screen or wall in the classroom. For the purpose of this Handbook, let us assume that the character trait of “Citizenship” has been selected.

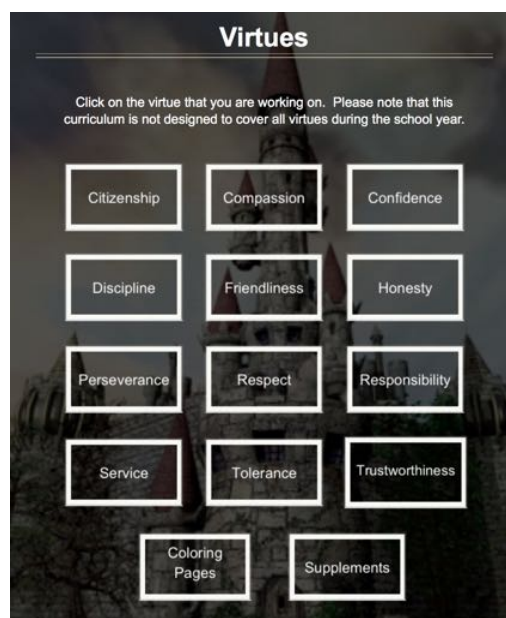
The teaching timeline page is a portal to twenty, ten-minute daily lessons for the character trait chosen; one for each teaching day of the month. Each daily lesson in this sequence progresses through the three perspectives mentioned above in the “curriculum structure”, so they must be taught in the numeric order shown.

Notice that The Four Way Test is shown at the top of this page. Central to EAFK, The Four Way Test is a daily class charge that should be recited everyday by the students at the beginning of each ten-minute lesson period. The Four Way Test should be memorized by each student because each of our knighting ceremonies throughout the year begin with all students reciting it together.

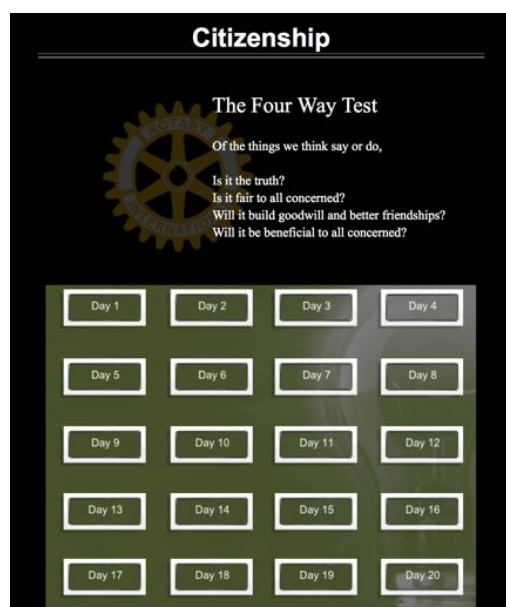
Note: The Four Way Test is commonly used by educators in disciplinary situations. For example, instead of asking a student, “Why did you do that?” (inviting an excuse), the adult selectively asks, “Was what you did the truth? Was it fair to all concerned? Did it build goodwill and better friendships? Was it beneficial to all concerned? This fosters better self-management skills and responsibility as students learn to think before acting.



Curriculum Homepage



Character Trait Selection



Teaching Timeline

Continuing with our example of “Citizenship”, let us assume that we are on the third day of the month and choose “Day 3” in the timeline.

After reciting the Four Way Test class charge, we have a historical profile to examine. The lesson provides a teacher instruction, followed by a brief synopsis of the subject individual.

The synopsis is read to the class, and is then followed by three discussion questions to be posed and discussed by the teacher with his or her students.

This, as well as all lessons and activities found in the EAFK curriculum, can be completed in about ten minutes.

Day 3

Teachers,

After reciting the Rotary Four Way Test, please choose one of the following historical profiles. Read the profile to the class and ask the questions associated with that person.

Mary Harris "Mother" Jones
(1837 - 1930)

Mary Harris Jones was an Irish-American schoolteacher and dressmaker, but after her husband and four children all died of yellow fever in 1867, and her dress shop was destroyed in the Great Chicago Fire of 1871, she began working as an organizer for the Knights of Labor and the United Mine Workers union. From 1897, at around 60 years of age, she became known as "Mother" Jones because of grandmotherly appearance and care for simple people.

In 1902 she was called "the most dangerous woman in America" for her success in organizing mine workers and their families against the mine owners who were only hiring common folk (including children) for very dangerous jobs at very little pay. In 1903, upset about the lax enforcement of the child labor laws in the Pennsylvania mines and silk mills, she organized a "Children's Crusade" from Philadelphia to the home of then president Theodore Roosevelt in New York, with signs and banners demanding "We want to go to school and not in the mines!". Mother Jones magazine, established in 1970, is named for her.

*Sources, information, and quotes from Wikipedia



What did Mary do that was so important?

How did citizenship play into Mary's actions?

What do you think was Mary's greatest act of citizenship?

A Sample 10-minute Lesson



Teaching the curriculum: It is an EAFK requirement that the curriculum be instructed in class each day to every student for approximately ten minutes.

Some schools choose to do this during the first ten-minutes of the day, while others find more convenient times. Whatever time of day you select to teach the curriculum lesson, the important thing is that one lesson is taught daily according to the teaching timeline schedule. Please do not skip around or attempt to

accelerate the schedule by “doubling up” on the lessons because the discipline and pace of instruction is important. Even if you presently feel like you do not have ten spare minutes per day to teach this curriculum, we encourage you to find them and stick to the schedule. We realize that time is premium in the classroom. Our experience has been, however, that teachers will soon discover more time than they thought possible as students begin to respond to the EAFK program.



◆ Knighting Ceremonies

Getting ready for a knighting ceremony requires a few tasks, including student awardee selection, writing accolades, parent notification, stage preparation, and double-checking award medal inventory, and more.

Student awardees. An elementary campus will have at least six knighting ceremonies during a school year. A middle school will have at least four.

Each knighting ceremony marks the conclusion of one character trait study unit in our curriculum. One or two students from each class who have demonstrated that character trait at the highest level will be honored as an awardee at the next knighting ceremony. This process repeats itself throughout the year. By the end of second semester, a total of **one-third** of the student body will have been honored in the knighting ceremonies for that year.

Awardee selection. At least one week before the current character trait study ends, every class at each grade level should *secretly* decide upon one or two students who have excelled in that particular trait. How have they demonstrated it in the way they think, speak, and act toward others? Selection criteria should not be based on the student's past popularity, behavior or grades, but rather on how clearly personal growth in that cycle's character trait can be observed. Awardees can be chosen by the teacher, or even voted on with a secret ballot by the class. Students may be chosen more than once in a year for different character traits if truly deserving, but this practice should be avoided to prevent any appearance of favoritism.

Once awardees have been chosen for the upcoming knighting ceremony, the teacher should write a brief, one-paragraph "accolade" (shown at right), stating the reason(s) why the awardee was chosen. Teachers will then read their accolades aloud at the knighting ceremony when their student awardee is called to the stage to receive the award. Accolades may be given to awardee parents to take home after the ceremony.

If a teacher feels that no student has truly earned the award at the end a particular cycle, then no awardee should be selected from that class. Instead, let the class sit through the knighting ceremony without a nominee. This will produce more candidates in the future. Blank accolade forms are available from the curriculum website.

The Accolade

Date of Award: [redacted]
 Student name: [redacted]
 EAFK Character Trait: Defense
 Accolade written by: Mrs. Lambert

Please provide a few sentences explaining why this student has been selected for an award.

Defense is the virtue by which a person finds the strength inside themselves to stand up for what they believe. Brandon has this inner strength and is not afraid to speak out when someone or something is in the wrong. He tactfully defends himself and others when necessary and stands up for the right thing without resorting to confrontational methods. It is with honor that [redacted] be presented for knighting for the virtue of defense.



Parent notification. Once selected, awardee names should be immediately forwarded to the school office so that their parents can be notified of the honor and invited secretly to attend the knighting ceremony. Parents should be asked not to tell their child about their award, or that they plan to attend the ceremony. On ceremony day, parents will check in early, be hosted in a hospitality room off-stage before the ceremony, and directed backstage during the ceremony. When their child's name is called, then they will step out from behind the stage to surprise the student and stand with them during the award conferral.

The awards. EAFK's reward system allows students to earn ranks with corresponding medals. These rewards are conferred at the knighting ceremonies, and consist of the following:

In elementary schools, Kindergarteners and first graders can become a "Page" and receive a bronze medal. Second and third graders can become a "Squire" and receive a silver medal. 4th and 5th graders can become a "Knight" and receive a gold medal. 5th graders will receive an additional honor with their knighthood, known as "The Order of The Black Prince", which also includes a more elaborate medal. In middle schools, similar bronze, silver and gold medals are used, as well, but come with the titles of Knight Commander (6th graders), Grand Officer (7th graders), and Grand Croix (8th graders), respectively.



Knights and advanced ranks are honored with the traditional shoulder-dubbing with a sword during the ceremony. The ranks are grade-specific. For example, students do not need to be selected as a Page or Squire before becoming a Knight. Award medals are now ordered once per year, Supplemental medal orders are allowed, however, there is a two-week processing time and we do not keep spares on hand.

A caveat on student awardee selection. Everybody does not get a trophy in EAFK, which may result in pushback from those who think they should. Each student completing their EAFK curriculum assignments is congratulated with a Certificate of Knightly Character, but only one-third of students will be honored with ranks and medals in the knighting ceremonies each year. Two-thirds will not. A few parents who feel that their children have been unfairly passed over for a ceremony award may complain. It should be explained to them about the Certificates of Knightly Character, and that knighting ceremony awards are for students who show the greatest improvement in certain character qualities, which may exclude students who may already possess them.

Staging. Knighting ceremonies should be conducted in a regal atmosphere, utilizing props that lend to a knightly ambience.

These illustrations show the basic elements needed for an EAFK knighting ceremony:

- Themed background, which can be a portable castle wall or other festive creation;
- Covered table for awards
- “Red carpet” for stage access
- Kneeling bench or pillow
- Draped seats for awardees

PTA/PTO members, sponsoring Rotarians, and teachers may be tasked to design an appropriate stage set.

Themed backgrounds are usually made of plywood, styrofoam, cardboard or painted canvas. Some schools have purchased professional backdrops from theatrical supply houses, while other have obtained donated materials from local hardware stores and had them built. Regular folding chairs can be adorned with seat covers, banners can be made from materials found at a hobby store and inexpensive tin knight statues can be obtained from local import shops.

Seating sections should be roped off in the audience for awardee families and past student awardees. Past awardees should wear their medals to school on each knighting ceremony day.



The Gallery of Champions. The collective group of Pages, Squires and Knights, etc. that develops over each year is known as The Gallery of Champions. Gallery members are an elite group, but are also called upon to perform various tasks of service around campus when help is needed throughout the year.

Schools often create additional incentives for The Gallery of Champions to show appreciation and broadcast the advantage of potential membership to other students. These might include membership certificates, free homework passes, pizza with the Principal once per month, periodic field trips, and other special privileges.

To recognize the Gallery of Champions, photo boards should be placed in the campus' main entryway. Each photo board is titled by the character trait students were awarded for, with photos of the awardees organized beneath.

Each year's Gallery of Champions is valid for one year only, and will be reformed with new members each year.



Gallery of Champions Photo Boards



A Gallery of Champions Service Team

happening, confiscate their medal, and offer a redemptive challenge to the student so that their rank and medal can be restored in the future.

On that note, Principals should be aware that our staff knights are trained communicators, and may be called upon anytime to visit their campus in armor to assist with disciplinary student counseling, if desired.

Dealing with missteps. It must be emphasized to Gallery members that they should monitor themselves, be an example for others, and act like leaders at all times, at school and at home.

Rarely has it become necessary to “de-knight” a Gallery member for a serious infraction. If, however a school Principal ever decides upon this course of discipline for a student, then the school should arrange a meeting between the Principal, the student's parent(s), the student (with his or her medal in hand), and one of our staff knights. Our staff knight will explain to the student what is

Knighting Ceremony Sequence of Events.

In the interest of time and maturity levels, knighting ceremonies are divided into two consecutive, 30-minute mini-ceremonies for different grade levels. In elementary schools, those groupings are grades K-2 and 3-5. For Middle schools, it is grades 6-7, and 8. This is the order for each mini-ceremony:

Prelude. Start prelude music (10 minutes prior). The school should play recorded, heroic-sounding 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 and overseen by a faculty member. For schools with less sophisticated sound systems, music can be played through a CD player/boom box with an auditorium microphone held next to the speakers. Movie soundtracks from epic films like “Gladiator”, “First Knight”, or “Transformers” work well. When it is time for the ceremony to start, FADE the music down to silence; don’t just cut it off.



1. The ceremony commences with an introduction by Principal (2 minutes). The Principal quiets the students, calls the assembly to order, makes opening remarks and introduces either the EAFK staff knight or an advisor from the sponsoring Rotary Club.

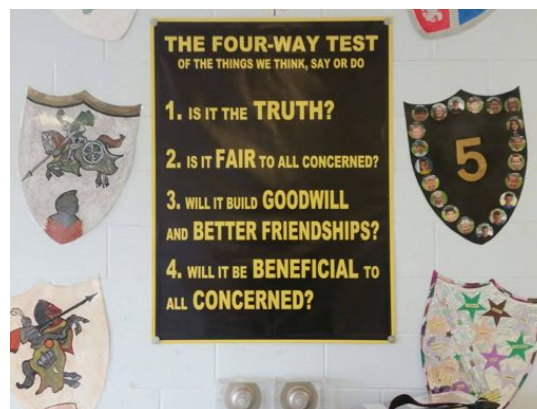
2. Rotary welcome (2-3 minutes). The attending Rotarian advisor will then take the microphone and welcome the audience, give a brief summary of Rotary, say a word about EAFK, lead the students in the Four Way Test, and introduce the EAFK staff knight attending the ceremony.

3. EAFK staff knight (3 minutes). Our armored knight will take the stage to explain the traditions of the ceremony, relate a story about the day’s character trait, and then get the students excited and ready for the awards.

4. Student awards (20 minutes). Awards are conferred by grade level, from lowest to highest. The Principal will call upon the teachers of each respective grade level to approach the podium with their student accolades when it is their turn. Each teacher will announce their student awardee’s name, and read their accolade as the student approaches the stage to be awarded. Awardees should be called forward and receive their awards one at a time. All students in attendance are encouraged to applaud. As the awardee takes the stage, their parent(s) (if present) should be escorted from backstage to stand with their child as he or she is presented a medal by our staff knight. If the parent is not present, then their teacher should stand with them. This process continues until all awardees have been called forward.

5. Closing the ceremony. After the last student has been awarded, the Principal will make closing remarks, close the ceremony, and invite parents to take photographs of their child with our staff knight. The school photographer should also take group and individual awardee photos for The Gallery of Champions photo boards. Recorded music should be played again until the auditorium clears. After photos are done, students for the second ceremony will be brought in and the evolution will be repeated. The total time allocated for both ceremonies is about ninety minutes.

Additional Campus Decorations. While on the subject of staging for knighting ceremonies, we recommend that schools use medieval-styled visuals year-round throughout the campus as a constant motivator for students. From banners and flags to painted wall murals, schools have been very creative in their decorative ideas:



Even more fun. Knighting ceremonies offer the adults a chance to get into the spirit of chivalry, as well. Here are photos of some Principals, faculty members and Rotarians showing off some of their medieval costumes on knighting ceremony day at their schools. Ready-to-wear costuming can be found inexpensively on eBay, or made from patterns obtained at the local fabric store.





◆ EAFK Student Service Club

Rotarians should establish and provide guidance for the EAFK student service club on campus. Designed as the tactile component of EAFK, the student service clubs allows students to develop the habit of service by helping people in need locally, and around the world.

Meetings. The EAFK service club meets twice monthly for thirty minutes, usually during lunch. Meetings are conducted by the EAFK student officers, and resemble a regular Rotary Club meeting in structure. Two rotating student representatives from each class should attend the meetings, along with faculty advisors, interested parents, and your Rotarian advisor(s). 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, and their goal is organize one local, and one international service project each year for all students to participate in.

Student Officers. 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.

Dues. There are no dues. Monies for projects and activities are raised through EAFK service club activities and managed by the school, as their policy allows. 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 EAFK service club officers.

Getting Started: To get started with the student service club:

- Select provisional student officers and charter members (the class representatives who will attend the meetings and report back to their class)
- Arrange a Rotary District Chartering Event for the school's service club
- 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 for the service club
- Plan and organize service projects and activities, using student committee chairs for the local and international projects

STUDENT OFFICER RESPONSIBILITIES

Rotarian advisors will help students understand and enact the following roles. It is also helpful for the designated student officers to meet and/or observe their adult Rotarian counterparts who serve in these positions for the Rotary Club:



President

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

Vice President

- Plan the meeting agenda. In the absence of the President, the VP 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 Rotarian 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

EAFK service club officers should be invited by their Rotarian sponsors to make a presentation on their service projects during a regular Rotary Club meeting at the end of the school year. The student officers will be able to lead the entire Rotary Club meeting, and should be allowed to do so. This is a great experience for Rotarians to witness.

SAMPLE - SERVICE 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)

SAMPLE - SERVICE CLUB BYLAWS

By-Laws of the EarlyAct FirstKnight™ (EAFK) Club of Smith 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

1. 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.

SAMPLE - SERVICE CLUB CONSTITUTION

ARTICLE I

Name

The name of this organization shall be the EAFK Club of Smith Elementary School.

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 Smith 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.

◆ Optional Parent Seminar

The EAFK Parent Seminar is not a required component of EAFK. Nonetheless, we designed it as an available option for schools that might find it helpful toward encouraging a stronger parental support role for their EAFK program.

Character education is more effective when children have a 24/7 positive conditioning environment, wherein the new paradigms they are learning in class can also be seen in action when they go home everyday. It is said that, “character begins at home” and, in many cases, children have good parental role models at home to learn from. In a growing number of situations, however, they may not. Our 45-minute Parent Seminar is for parents or guardians who might like to be more involved with the character-building process and have better relationships with their children, but may not know how.

The seminar is held in the campus cafeteria or library on a weekday evening, and led by one of our senior staff members. Refreshments are provided by the school, which also provides convenient child care for smaller children. The school may also provide a translator, if needed.



An introduction of the seminar leaders is provided by a Rotarian, who explains what Rotary does, why their Rotary Club sponsors EAFK at the school, and introduces the seminar leader.

Our seminar leader then informs parents about EAFK, and what parents, guardians and family members can do to reinforce our objectives of EAFK at home. Simple and effective relationship-building skills for families are also provided, which has helped many people.

EAFK Roles and Responsibilities



◆ The Rotary Club (Sponsor)

-Find a qualified school to sponsor. Qualified schools are those with strong leadership and a motivated faculty that will agree to conduct EAFK as directed

-Decide when to start your new EAFK program. Run-up time to start a program can be as little as one month. New programs usually commence either at the beginning of first semester, or at the beginning of second semester

- Create an EAFK subcommittee in your Club and arrange training for them with us
- Be involved. Rotarian monthly time commitment to EAFK is 4-7 hours per school
- Participate in all EAFK events and knighting ceremonies. Be prepared to assume short speaking roles onstage and assist with student award conferral
- Invite community leaders and media to knighting ceremonies
- Organize and advise an EAFK student service club at your school
- Consider Rotary District chartering of the student service club, just like an Interact Club
- Attend bimonthly student service club meetings on campus to provide guidance
- Arrange for your student service club to make a presentation on their service projects and lead your regular Rotary meeting at the end of each school year
- Invite Interactors and Rotaractors to assist in your EAFK events. This will introduce younger students to these service organizations and help build bridges between them
- EAFK should be a legacy project for your Club, so plan for long-term support
- Consider sponsoring more schools in the future through Club fundraisers, district grants, partnering with other Rotary Clubs, community co-sponsor development and potential school resources, such as Title 1. Multi-campus discounts will apply
- Promote EAFK within your Rotary Club and District through regular reporting to the membership, social media and your District webpage. Future club Presidents and District Governors should be involved with EAFK to ensure their support
- Advocate for appointment of an EAFK Chairperson in your Rotary District
- Promote an annual "Best EAFK Program in District" contest
- Stay in contact with school and EAFK personnel throughout the year



◆ The School (Sponsoree)

-Schedule EAFK event dates, such as faculty training, student orientation, and knighting ceremonies as far in advance as possible. Veteran EAFK schools plan next year's dates during the second semester of the previous year

- Carefully calculate the number of student award medals needed for the school year. All medal orders are placed and invoiced annually in July-August for the coming school year. Order enough medals for **1/3** of your student population. We can order additional medals for you later if you find yourself short, but last-minute orders cannot be accommodated because it takes at least two weeks to process them and we do not keep spares on hand. When ordering medals, we need to know your school colors for neck ribbons. Elementary schools must then tell us how many bronze (K-1st grade - Page), silver (2nd and 3rd grade - Squire), gold (4th grade - Knight) and Black Prince (5th grade - Knight of The Order of the Black Prince) medals they need. Middle schools should provide their school colors, as well, and how many bronze (6th grade - Knight Commander), silver (7th grade - Grand Officer) and gold (8th grade - Grand Croix) medals they need
- Have one EAFK Student Orientation at the beginning of each school year. Decide early if you want an Indoor Basic, Indoor Premium or outdoor Tournament version and book early
- Instruct the EAFK curriculum to all students daily in class according to our teaching timeline. No exceptions. Most schools teach EAFK lessons during the first ten minutes of the day
- Choose six to nine of our character traits to be taught each year. Once chosen, the traits should be taught by all teachers in the same order
- Elementary schools must have at least six knighting ceremonies each year. Middle schools must have at least four
- Choose student awardees for the ceremonies and write accolades for them
- Award our Certificates of Knightly Character to all other students completing assignments
- Invite awardee parents secretly to knighting ceremonies
- Verbally and visually prioritize EAFK on campus for maximum effect
- Create themed decorations for knighting ceremony staging and campus placement
- Work with Rotarians to organize and facilitate the EAFK student service club, choosing six older students to serve as provisional officers of the club, and two faculty advisors to attend service club meetings and be points of contact for your Rotary Club sponsors. Typically, this group replaces Student Council.
- Follow all EAFK application guidelines and do not make changes without contacting us first



◆ The Knights of The Guild (Developers)

- Approve sponsors and schools for EAFK licensing
- Coordinate scheduling of all EAFK event dates and appearances by our staff knights
- Handle all EAFK administration
- Produce EAFK theatrical shows, including writing, staffing, logistics, horse care and training
- Recruit and train new staff knights
- Facilitate ordering of student award medals for schools
- Create content for our curriculum website
- Manage the online presence of the curriculum website and social media
- Monitor website access by schools
- Conduct ongoing research and development for future EAFK innovation
- Provide proactive client support for sponsors and schools to ensure program success
- Oversee compliance with EAFK operational guidelines by sponsors and schools
- Protect EAFK program quality and integrity
- Provide speakers for Rotary Club meetings to introduce EAFK
- Arrange for participation by our staff knights in EAFK fundraising events and Rotary District events, when possible.

Connecting with EAFK

◆ Websites:

EAFK Program - www.eafk.org

Knights of The Guild - www.randallparr.com

◆ Social Media:

www.facebook.com/eafkprogram

◆ Monthly Newsletter:

To join the confidential mailing list and receive our monthly newsletter, just send us your email address along with a request to sign up

◆ Contacts:

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