



EARLYACT FIRSTKNIGHT™

A Handbook for Rotarians

**Knights of The Guild
P.O. Box 1190
Spring Branch, TX 78070
www.randallparr.com
www.eafk.org
210-288-6140**



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WHAT IS EARLYACT FIRSTKNIGHT?

Sponsored by Rotary Clubs, EarlyAct FirstKnight (EAFK) is a revolutionary character and ethics education program for schoolchildren in grades K-8 that puts Rotary into daily mainstream public education for the first time ever.

Unlike a traditional “Interact” or “EarlyAct” club, EAFK is a comprehensive, mandatory course of study that encompasses the entire student population. Unprecedented in the field of character education, EarlyAct FirstKnight teaches ethics, service and Rotary tradition along side of core academic subjects through a unique combination of classroom curriculum, Rotarian-led service components, dramatic live-action visual elements, and parent education. In EAFK schools, the Four Way Test is recited daily by all students from memory; every student learns who Paul Harris is 3rd grade; and typically, any 5th grader can give you the latest news about Polio Plus.

EAFK brings the values of noble character and service above self alive for children through the timeless theme of gallant knights and chivalry. The word, “knight”, means “servant”. Students in EAFK schools regularly get to see real armored knights and colorfully costumed warhorses; walk campus hallways decked out like castles; learn ethical wisdom and skill from “The Code” curriculum; win awards for knightly service; earn rankings toward knighthood in elaborate school-wide ceremonies; and work together on local and global service projects as modern-day knights using their power for good. EarlyAct FirstKnight is available to all Rotary Clubs for the benefit of their community schools, children’s homes, scouts, camps, detention centers and any avenue seeking the ethical development of young people. Learn more at www.eafk.org.

DEVELOPMENT

EarlyAct FirstKnight is a proprietary program of Knights of The Guild, a long-established nonprofit educational services organization. Established in 1997 as a subsidiary of The Randall Parr Organization, Inc., we provide character education to schoolchildren, helping them evolve as personal and social beings. Our purpose is to develop young people into ethical, morally sound, community oriented, self-disciplined adults who will become responsible members of society. Our teaching approach uniquely integrates the instruction of noble character and service with the timeless theme of gallant knights and chivalry. Multidimensional in scope, EAFK has become a preeminent character development program through its exclusive combination of classroom academics, fascinating live action elements, Rotarian-led campus service clubs and parent education. Highlighting the heroic deeds of both male and female knights from history complete with all the pageantry, our programs create an unprecedented educational experience; an adventure in service that inspires students from all backgrounds to seek those most excellent human qualities through which to better serve their communities and shape the future.

BEGINNINGS

EarlyAct FirstKnight was conceived by Rotarians Dr. Randall Parr and Chris Byrd, Esq. Randall is Executive Director of Knights of The Guild and a former Navy chaplain. Chris is an attorney and former judge. Working together with Rotarians of District 5840, Knights of The Guild developed EAFK into an unparalleled, fully integrated program that would put character education and the service ideals of Rotary into the daily academic mainstream of K-8 education for the first time ever. The future implications of this achievement for Rotary as the program spreads are groundbreaking.

We are sincerely grateful to the Rotarians who believed in this program and continue to work diligently to make it successful for the good of Rotary. With the future of Rotary in our hands, what better way to insure that future than to be able to cultivate the next generation of Rotarians who will inhabit it? EAFK offers all Rotary Clubs the opportunity to make that happen.

WHY WAS EARLYACT FIRSTKNIGHT CREATED?

Herb Taylor, creator of the Four Way Test and former president of RI, once said, *“I believe that the great opportunity and great responsibility of Rotary rests in the field building of character, in the building of men.”* Truly, good character is not inherent. We cannot expect young people to demonstrate good character and ethics if they have none to offer. Children today are suffering from a transcultural epidemic that will have a devastating affect upon our world if left unattended. It is called ethical impairment.

Ethical impairment reveals itself through symptoms like dishonesty, irresponsibility, disrespect, hatred, jealousy, greed, and indifference to others. Studies show these attributes are afflicting young people today more than ever before. Ethical impairment also leads to antisocial behaviors and conditions such as violent crime, poverty, substance abuse, deception, ignorance, dependency, immorality, and even the new phenomenon of cyber-bullying. For example, some children are now planning and videotaping violent attacks on others and posting them on popular websites such as YouTube. One such incident in Lakeland, Florida earned national attention as six teen females were arrested for luring a 16 year-old girl into a home, beating her unconscious, and taping the assault “for the express purpose of putting it on the Internet”, reported the Associated Press. The teens said they did it to impress their boyfriends and become famous. This is not an isolated phenomenon. The Josephson Institute discloses that 88% of all boys and over 75% of girls surveyed said they had hit someone in the past 12 months because they were angry (2006 Report Card on Ethics and American Youth).

Ethical impairment is an equal opportunity affliction that does not discriminate by race, gender, nationality, religion, or socioeconomic condition. From the common, gray misdeeds of the masses to the colorful corporate and political scandals that rock news headlines almost daily, ethical impairment (poor character) is the culprit behind it all. Without bias, character and ethics are learned; environmentally incubated through daily influences such as family life, progressive culture, personal associations, popular music, television, movies and video games. For perspective, consider an American Family Research Council study which showed that children spend only 38.5 minutes per week (33.4 hours per year) in meaningful conversation with their parents, while they spend 1,500 hours watching television. Character and ethical development, therefore, is going on methodically with our kids 24/7, with or without our knowledge, consent or involvement. With the increasing breakdown of the family, we must ask ourselves whether we approve of who and what is teaching our children when parents are not around. If not, then we must intervene strategically, decisively and early (before high school) because a child’s character matrix is programmed by the time they are 12 years old.

Edmund Burke aptly stated that, *“The only thing necessary for the triumph of evil is for good men to do nothing.”* If you believe that dealing proactively with the cause of a problem is preferable to managing the results of it later, then consider committing your philanthropic artillery to the defense and character education of our preteen children and stop ethical impairment now. Through EarlyAct FirstKnight, Rotary has an effective way to stop ethical impairment in children and, again, change the world.

Dr. Randall Parr
Executive Director
Knights of The Guild

EAFK COMPONENTS

EarlyAct FirstKnight consists of a time-tested combination of special integrated components. When used in a non-school environment, such as youth groups, summer camps or after-school programs, Knights of The Guild will modify these components to fit your needs. When using EAFK in a school environment, however, all the following components must be used annually:

1. Rotary and School Faculty Training Component

Before the implementation of EAFK, special training by Knights of The Guild is provided at no charge to the EAFK subcommittee of your Rotary Club and faculty of your sponsored school. First year training obviously serves to acquaint trainees with the dynamics of the EAFK program. Subsequent year training serves as a refresher and idea exchange to explore new ways to make the program more efficient on campus.

2. Student Orientation Component

Led by our armored knights, the 45-minute student orientation component is necessary each year to teach new students about Rotary, the spirit of knightly service, the new Code of Chivalry (Four Way Test), EAFK objectives, award opportunities, and other pertinent information. Returning students are re-motivated, and the sponsoring Rotary Club receives fresh media coverage. Our Rotary Club clients have a choice of two different types of student orientation:

Indoor Version:

The indoor version of the student orientation is held on campus in the school auditorium.

Optional Premium Outdoor Version:

The outdoor version of the student orientation is known as The Tournament of Champions, which supplements the event with an exciting live-action performance featuring armored knights, colorfully costumed warhorses, computerized musical soundtracks, and special effects. The Tournament is held on campus or possibly in a larger ISD or civic venue to accommodate more than one campus.

3. Curriculum Component

Daily award-winning academic character instruction taught by educators in their classrooms, starting each day with a recitation of the Rotary Four-Way Test while integrating Rotary history and ideals into each character virtue.

4. Student Award Component

The student award component is a series of six to eight school-wide student assemblies that honor students for their application of the curriculum subject matter, validated by their earning the rankings of Page, Squire and Knight. Our Rotary Club clients have a choice of two different types of award component to offer their sponsoree school(s):

Basic Version:

The basic version is emceed by the school principal and sponsoring Rotarians.

Optional Premium "Knighting Ceremony" Version:

Led by our trained motivational speakers in authentic armored costume, the premium Knighting Ceremony version of the student award component is a visually enhanced motivational event, wherein select students kneel, receive the dubbing of the sword and are honorarily knighted for their demonstrations of good character and service.

5. Service Club Component

Rotarian advisors lead EarlyAct FirstKnight student service clubs. Putting noble character into action, these clubs make a substantive difference through local and international service projects, reporting progress to their Rotary sponsors.

6. Optional Parenting Skills Training Component (available if desired)

These adult education seminars teach young parents how to become better role models and build stronger relationships with their children.

A WORD ABOUT USING PREMIUM OPTIONS

Please note that there are optional premium versions of the Student Orientation and Student Award Component available. These enhancements are provided by Knights of The Guild to be substitutes for their basic version counterparts, offering powerful motivational boosters to your EAFK program. Both of the upgrades are offered at an additional cost, and while considered optimal for their visual dynamic, are not required to expect success.

Premium options can be used as little or as often as you choose throughout a school year, and may be called upon at any time. For example, let's say you started off the year with the basic student orientation, have a few of the basic monthly award presentations behind you and it is decided that you can afford to bring in a premium knighting ceremony as a reward for the kids before Christmas break, to kick off second semester, or end the year with a special treat. No problem! Just call and reserve what you want. Or, perhaps you had a great year, your sponsoree finds out in April that they have extra money to spend in their annual budget and asks you if the kids can have a Tournament with knights and horses for the kids as a reward for doing well. Just call us and, if we have an open date, then you can do it! While scheduling premium options early is recommended due to their availability, they remain flexible additions to EAFK that you can call upon to make your program come alive.

* EarlyAct FirstKnight Logo Products

All EAFK logo products, such as EAFK tee shirts, pins, etc., must be obtained through approved, licensed vendors. These vendors guarantee quality workmanship, timely delivery and special pricing to our Rotary clients.

RESPONSIBILITIES OF THE ROTARY CLUB

Three groups will be working together to make EarlyAct FirstKnight successful: Knights of The Guild, the sponsored school receiving the program, and the sponsoring 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, we have an ongoing service commitment to you to keep the program effective and provide excellent client support to insure the program's success for as long as you use it. We also provide the prepared live-action premium options (with real armored knights and live horses) that you may choose to augment your EAFK program with, if desired.

*The school is the **sponsoree** of The Rotary Club.* Their 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 facilitator.*** Directed by your EAFK subcommittee and designated program advisors, your Rotary Club will be responsible for:

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

Communication with the school. Because EAFK a new kind of program and designed to be a permanent fixture on campus, it has to grow into the “fabric” of a school’s daily routine over time. Until administrators and faculty members fully comprehend the dynamics of EAFK, we must be watchful for subtle compromises in program implementation made because teachers are very busy with other things. We may see these compromises, for example, in the areas of EAFK’s curriculum usage, frequency of award ceremonies, the number of students allowed to attend the award ceremonies, staff preparation for award ceremonies, and sometimes in making room for in the school calendar for subsequent year student orientation events. There may even be other corners the school may want to cut, especially within the first two years until the affects of EAFK on student discipline, academic performance, and behavior start to ease teacher workloads. Only through regular communication, situational awareness and building relationships with administrators can these compromises be foreseen and dealt with before they occur. For EAFK to deliver results as advertised, the program components **MUST** be implemented as directed unless previously approved by the developers.

Communication with Knights of The Guild. EAFK is not a product in a box that we sell you and forget. We partner with your Rotary Club and work with you from now on to make and keep EAFK successful in your community. Our organization, therefore, seeks to insure excellence in every EAFK program through constant communication with all EAFK sponsors to answer questions, learn about and solve their problems, and share their triumphs and ideas. When innovations are discovered, we disseminate that information to all. When curriculum is updated, all campuses get it. Staying in communication with us is the way you can keep your EAFK program on the vanguard.

Attending the annual EAFK student orientation component. Whether you choose to use the basic indoor student orientation, or more elaborate outdoor Tournament of Champions student orientation, it is mandatory that there be an EAFK student orientation at the beginning of each school year. This is primarily so that new students can be briefed on the purpose of the program and learn about the opportunities for achievement that lay ahead for them. They need to meet and hear from their Rotary sponsors to know you are there to help them. Second, it is held so that returning students can be reacquainted with the vision of the program. Third, it is a very high profile community event that, if properly promoted by you, will heighten Rotary visibility in the community. It might be surprising to know how many people don’t even know what Rotary is. PR changes that and, through EAFK, Rotary has another opportunity to be seen as a powerful force for shaping the future by investing in the lives of those children who will inhabit it.

Participating in the regular EAFK student award component. EAFK requires six to eight student award events per school year. As program sponsor, the Rotary Club has the option of using either: (a) the basic award event (led and emceed by the school principal and Rotarian advisor), or (b) the premium knighting ceremony (led and emceed by trained armored knights

from Knights of The Guild) to meet this requirement. With either option, the school will be tasked to set the stage and prepare for the award events, but a Rotarian advisor must always be in attendance. Hundreds of people will be in attendance, and parents of the awardees will be secretly invited. On the designated event days, two consecutive ceremonies will take place: the first for K-2 students, followed by a second for 3-5 students. The combined time for the two ceremonies is about ninety minutes. The outline of the BASIC award event is included at the conclusion of this booklet.

NOTE: *It is strongly advised that you either attend an existing EAFK ceremony or request a video DVD from us showing how the event goes. For a nominal fee, you may also call upon us to send one of our people to lead your first one for you.*

Having at least one advisor present to lead the bimonthly EAFK service club meetings.

Rotary advisors will facilitate the formation of provisional members and officers of the EAFK club, followed by a chartering ceremony, officially granting the club the authority 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 be executed by Club President. Be sure that new EAFK officers are appointed at the end of each year so that they may receive the appropriate orientation.

Promote your EAFK events to the community. Use the program's annual student orientation and monthly student award events to feature EAFK to the public. Your Rotarian advisors should promote these EAFK events to the community through press releases and inviting VIP's and community leaders to attend them in person. Great public support for Rotary and EAFK will be generated as people witness the positive influence of EAFK upon the students. Such enthusiasm can be converted into financial assistance to carry on the program at existing campuses and expand it to new ones.

Making monthly progress reports to the Rotary Club membership. Arrange for the EAFK Rotarian advisors to make a brief report to the Rotary club each month on the program's progress.

Helping your EarlyAct FirstKnights (students) make an annual media report to the Rotary Club. Toward the conclusion of each school year, task your EAFK student board to create a report of their year's service activities and arrange for them to present it at a regular Rotary meeting. With the help of EAFK Rotarian and faculty advisors, an effective PowerPoint display can be created to show the Rotary Club members the fruits of their investment.

Insuring the legacy of your EAFK program. The decision to embark on EAFK by your Rotary Club should be considered a 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 shape the future.

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.
- 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 a proprietary program with trademarks, copyrights, intellectual property, specific business practices and application guidelines designed to insure success. The sole source of this program is Knights of The Guild, and there is no other program of its kind known anywhere in the world. 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.
- While EarlyAct FirstKnight can be designed to fit a variety of applications (such as children's homes, scouts, camps, youth groups, etc.), the version applied in schools **requires specific, annual components that are mandatory**. These are: Rotarian training, faculty training, student orientation, curriculum usage, regular school-wide award events (every 4-6 weeks), and service club operations. The parent education seminar is optional.
- Funding for EAFK can come from a combination of sources, including the sponsoring Rotary Club, RI District simplified grants, the sponsored school or school district, Title funding (EAFK is a research-based program and qualifies for certain government funds that can be applied for by the schools), the sponsored school's PTA,/PTO fundraising events, grants, and individual/corporate donations. At no charge, your sponsored school will be annually surveyed 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.

STARTING AN EARLYACT FIRSTKNIGHT PROGRAM IN YOUR ROTARY CLUB

EAFK Subcommittee Formation. Set up an EAFK subcommittee in your Rotary Club, consisting of at least two Rotarians who will serve as advisors to the school you choose to sponsor. Their role is described in the SETTING UP THE EAFK SERVICE CLUB COMPONENT section ahead.

Arrange Subcommittee Training Session with Knights of The Guild. Arrange a 90-minute training meeting between 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 impracticable for a Knights of The Guild representative to meet with your Rotarians or sponsored school administration, then a tele-training event can be arranged by phone and/or Internet.

Select a school to sponsor.

Once your Rotarian team is trained, the next order of business is to identify a qualified school for your Rotary Club to sponsor through interviews with principals. A qualified school is any

elementary (preferred) or middle school campus. The interview should reveal a cooperative principal with good leadership skills who understands the EAFK program, is willing to use it as directed, is in charge of his/her faculty, and appreciates the sponsorship of your Rotary Club.

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 (if practicable), the school principal and his/her counselor. At this meeting, the school principal will be fully briefed on EAFK and his/her responsibilities. We will make training arrangements for the school faculty, request two EAFK faculty advisors, student officer recommendations for the EAFK service club component, and schedule dates for their student orientation, award events, and service club meetings.

Curriculum ordering. The most time-sensitive item for startup is to order a set of The Code curriculum for your sponsored school, which will take up to two weeks to produce. The curriculum must be ready before the scheduled faculty training session.

EAFK Program Prelaunch Sequence
Sponsoring Rotary Club Forms EAFK Subcommittee
Subcommittee is Provided EAFK Training by Knights of The Guild
Rotary Club Interviews and Selects School to Sponsor
Rotary Club Schedules Planning Meeting With School Administration with Knights of The Guild
Rotary Club Orders "The Code" EAFK Classroom Curriculum
School Faculty is Provided EAFK Training by Knights of The Guild
EAFK Program Launch, Month 1
Knights of The Guild Conduct Student Orientation on Campus
Faculty Implements Curriculum in Classes
Rotarian Advisors Commence EAFK Service Club Component
Rotarian Advisors Organize Chartering Event
EAFK Program Launch, Month 2
Initial EAFK Award Event is Held on Campus
Initial EAFK Service Club Meetings (2) Held on Campus
Subsequent Months
Curriculum Instruction Continues Daily in Classes
Award Events Continue on 4-6 Week Schedule
Service Club Meetings Continue Bimonthly

SETTING UP THE EAFK SERVICE CLUB COMPONENT

One major task of the Rotarian advisors is to setup and guide the EAFK campus service club component. Made operational within the first two months of program inception, the EAFK service club component is a school-wide opportunity for students to apply the ethical principles being taught through The Code 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.

The EAFK service club meets twice monthly for thirty minutes usually during lunch. Meetings are conducted by the EAFK student officers. Two rotating representatives from each class attend the meetings. Meetings are conducted using parliamentary procedure, under the guidance of attending faculty and Rotarian advisors.

Officers of EAFK are selected from the two senior classes of the sponsored elementary 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. 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 EAFK 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 Charter Event (see attached Appendix on How To Conduct an EAFK Charter Event ahead in this manual). **There is supplemental EAFK artwork and sample materials available upon request.** You may opt for a smaller, less elaborate Charter 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 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 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 PTA 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

In Conclusion.

EarlyAct FirstKnight is a great new service opportunity for Rotarians to help children discover their potential to become noble, selfless people. Through this program, elementary students will learn the importance of citizenship, responsibility, confidence, perseverance, self-discipline, respect, honesty, compassion, friendliness and service above self in the classroom. Middle school students will learn prowess, justice, loyalty, defense, courage, faith, humility, largesse (generosity), nobility, and franchise (integrity). For the first time in history, children will be taught about Rotary, its history, objectives, traditions, key people, and international accomplishments as part of their daily educational experience.

At an average cost of about \$0.04 per day per child and a time commitment of about four hours per month for Rotarian advisors, EarlyAct FirstKnight brings change to the future by changing how future generations will think. It has been said that, "A nation is defined by the character of its people." EAFK introduces state-of-the-art character development to the mainstream of public education and offers Rotary an opportunity to, once again, change the world.



Special Appendices

APPENDIX 1 -

CONDUCTING THE BASIC EARLYACT FIRSTKNIGHT STUDENT AWARD ASSEMBLY AT AN ELEMENTARY SCHOOL

Scenario: The Student Award Assembly 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 30-40 minute 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 assembly day, there are usually two separate assemblies taking place consecutively. The first is a shorter version for grades K-2, followed immediately after by a second assembly for grades 3-5. These assemblies should take place every four to six weeks throughout the school year and be scheduled as far in advance as possible. 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



EAFK stage set at Torres Elementary in Victoria, TX

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 Rotarian advisor should ask the school principal to task a school faculty member or committee to take responsibility for setup and teardown of the stage decorations for each assembly. We have seen, for example, the PTA, 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. Stage chairs can be the folding metal variety, which one school draped with borrowed seat covers from a funeral home.



Student awardee selection: The EAFK curriculum teaches a different ethical principle or life skill each month, concluding with the award assembly. At each assembly, a select number of students (typically 5-10 from each grade level) will have been chosen by their teachers to be publicly honored during the event with the rankings of Page (K-1st graders); Squire (2nd-3rd graders); Knight (4th graders); and Knightly Order of The Black Prince (5th graders). By the end of a full school year, approximately one-third of the student population should have received the awards.

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 written paragraph describing why the student was chosen, which will be read aloud during the award assembly. Awardees are not informed of their selection and will not know until they are called to the stage on assembly day. Immediately after selections are made, parents of the awardees 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. 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: 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 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. 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 seating for the remainder of the event.

Sequence of Events

Start 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 a 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. When it is time for the assembly to start, FADE the music down to silence; don’t just cut it off.

Assembly begins:



A principal makes her opening remarks.

1. Introduction of the assembly 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 (5 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, then explain the value of the award medallions and sequence of events for the assembly. Speak with a vocabulary appropriate to the student age group you’re addressing at the time, but say, in essence: “Through EAFK, students have been studying excellent ethical traits and life skills that will enable them to become proud, responsible citizens. Parents, if you have been invited here today, it is because your student has earned the distinguished ranking of Page, Squire or Knight and will receive this beautiful award in honor of their achievement (hold up one of the award medallions). We realize, however, that the groundwork required to earn this award begins at home, so we want to recognize you for setting the standard of success that we are here to acknowledge today.”



Rotarian Steve Driskill speaks.

“Students, if you hear your name called, please make your way up to the stage and stand in front of me. I will then place the medallion around your neck and direct you to take your place in the Gallery of Champions (pointing to a special seating area on stage set apart for awardees). When you hear your classmate’s name called, I want you to cheer as loud for them as you’d want them to cheer for you when your day comes. If you do not hear your name called today, I don’t want you to be disappointed because we will be back again with more medallions and more chances to earn them.”

(Now ramp up the kids). “OK, are you ready to find out who this month’s winners are? (Wait a few seconds and ask again in your best coach’s voice): I’m afraid I didn’t hear you. ARE YOU READY TO FIND OUT WHO THIS MONTH’S WINNERS ARE?” (Then hand the microphone back to the principal and position yourself at center-stage to confer each award.)



Student is awarded.

3. Calling of the awardees by principal (about 25 minutes).

The awardee names can be called by either the principal or, if preferred, the classroom teacher. 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. When the student reaches your position, place the ribboned medallion around their neck, shake their hand, let them hug their parents, and then direct them to the Gallery of Champions. Steer the parents toward their designated seating area, and prepare for the next student's name to be called. Repeat this process until all student awardees have been called forward.



The Gallery of Champions

4. Closing the assembly by principal (1 minute). After the last child has been awarded, the Principal will make closing remarks, close the ceremony and invite parents forward for photographs. Put on recorded music again and play 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 Rotarian advisor. After photos with the K-2 group, the K-5 group will be brought in and the ceremony will repeat. The total evolution for both consecutive assemblies is about two hours.

APPENDIX II -

CONDUCTING THE EARLYACT FIRSTKNIGHT CHARTERING EVENT (Optional)

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/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 upon request. You may request this material, if desired, through Knights of The Guild. Contact us at randall.parr@mac.com or 210-288-6140 and we will get one 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.** This is your sequence of events for the Chartering Event, to be handed out to each person in attendance that evening.

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.** 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 Club

Faculty advisor: _____

President of Sponsoring Rotary Club: _____

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		