



Rotary
Great Britain & Ireland



A Handbook for

RotaKids

**...helps kids grow
into responsible citizens**



RotaKids builds self esteem, develops leadership skills and introduces young people to community service through Rotary.

Citizenship is an important part of the school curriculum. Setting up a RotaKids club in your school, in partnership with your local Rotary club, will help your pupils (aged 7-12) to grow into responsible and caring citizens, showing them how they can make a positive impact on their community... and have fun doing it.

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1. Why have RotaKids



Young people are citizens of today, not citizens in waiting.

RotaKids supports our youngest citizens to develop the strength, knowledge, skills, enthusiasm and determination to keep on finding ways to change the world, locally and globally, into a more peaceful place where people can enjoy their lives.

RotaKids believe achievement, peace, friendship and fun go hand in hand

RotaKids Learn...

- Commitment
- Decision making
- Fairness
- Citizenship
- Friendship
- Leadership
- Responsibility
- Empathy
- Caring
- Respect
- Entrepreneurial skills
- Wisdom
- Justice
- Compassion
- Integrity
- And much more



2. Aims of RotaKids



The primary AIM of RotaKids is:

To provide young people aged 12 and under with the opportunities to participate enthusiastically in active citizenship to improve the quality of life for their school, local and global communities.

As a result RotaKids can meet the following targets:

1. Develop long term citizenship and leadership skills through identifying and taking responsibilities for real life problems within their school, local and global communities.
2. Learn the importance of respect, dignity and caring for all people by working together to build friendships/teams and learning about the significant impact of their projects.
3. Recognise the high achievement and effect of completed projects that improve the quality of life for their school, local and global communities.
4. Work with the sponsoring Rotary club members as facilitators, mentors and role models.

RotaKids is for the youngest members of the Rotary in Great Britain & Ireland [RIBI] family. The Aims and operation of RotaKids provides the foundation for being future members [if the young person is interested] of Interact (under 18's) on to Rotaract (ages 18-30) and Rotary itself. It also increases Rotary awareness, and gives an understanding of Rotary values and ideals of service to parents of RotaKids.



3. What is RotaKids?



RotaKids is an exciting way for those 12 and under to engage in important, lively activities that will make a positive difference in their school, in their local community and globally.

A special needs school, who are unable to fulfil the requirements of an Interact club may have students over the under 12 age range. This is **not** intended to replace Interact.

RotaKids are sponsored by a local Rotary Club in or near the town in which the school or group is located. It is chartered through RIBI. RotaKids take the following Pledge to demonstrate their commitment to being good citizens:

***“As a RotaKid,
I endeavour to be fair to all,
to serve my community and
to show respect for others”***

- RotaKids provides the young people with the opportunity to gain an increased awareness and knowledge of their community and the world while developing the ability to take up their place in society as responsible, successful, effective and confident citizens both now and in the future.
- RotaKids will come up with ideas like fundraising money for charity, improving the environment, helping the elderly or helping children in another country. The Sky is the Limit.
- At a young age, all young people can easily be encouraged to be caring and helpful. Their minds are open to appreciation of diversity and the worth of each individual; this builds respect for others. They learn to understand that if we all have a right to be treated with respect, then it follows that we have a clear obligation to treat all others with respect.
- RotaKids promotes understanding and the building of friendships among fellow RotaKids
- Rotakids grows confidence and self-esteem. This boost to self-esteem is at a key stage in children’s psychological development.
- RotaKids learn to appreciate and celebrate the diversity of the UK’s history, culture and heritage and engage with other cultures and traditions.

4. RotaKids in Action



5. How to Start RotaKids



If a Rotary Club has an interest in sponsoring RotaKids, it can be undertaken by appointing a RotaKids subcommittee.

The following points are recommended:

- One Rotarian agrees to act as the leader, contact person with the School or community leader (where applicable) and senior mentor to the RotaKids
- The Rotarian leader, using this Handbook, liaises with, and seeks support/advice from, their District RotaKids/ Youth Officer to optimise the start-up process for their RotaKids
- The Rotarian leader makes contact with the local School Head Teacher or responsible community group leader to discuss plans and gain their approval for RotaKids
- The Rotarian leader makes a presentation to their Rotary Club to gain support
- A presentation to the local group, School Board, PTA or other interested persons may be undertaken
- The Rotarian leader meets the appropriate responsible persons / teachers and the initial children meeting date, format and audience are agreed
- This initial meeting of children explains to them what RotaKids is about and invites them to become RotaKids.
- Goals, school, community, local and global, should be set at this or the next meeting
- The RotaKids structure is set up. Officers such as President, Vice-President, Secretary and Treasurer are appointed
- A meeting is set up for all RotaKids to take the Pledge and to be issued with Pledge Certificates plus RotaKids wrist bands or badges
- Service projects, in the school, local community and global are agreed
- *Check Compliance requirements are met. See next page*

6. Compliance requirements for RotaKids Mentors



RIBI Policy: Rotary International in Great Britain and Ireland has adopted this statement of policy for its work with children, the elderly, the vulnerable and those with disability:

- The needs and rights of the child, the elderly, the vulnerable and persons with disability take priority.
- It is the duty of every Rotarian, to the best of his or her ability, to safeguard the welfare of, and to prevent the physical, sexual or emotional abuse and neglect of all children, the elderly, persons with disability or otherwise vulnerable persons with whom they come into contact in their Rotarian duties.

To implement this Policy the following shall be done:

- 1) Protection: Appropriate steps must be taken to ensure compliance with the RIBI Safeguarding Policies for Children and Vulnerable Adults – see <http://www.rotarygbi.org/members/club-district-support/compliance/>.
- 2) All involved Rotarians must have an ‘Enhanced Disclosure and Barring’ check (‘PVG Scheme Membership through Disclosure Scotland’ in Scotland) carried out.
- 3) Consent: RotaKids that meet and carry out their programme during school based activities, do not require an additional RIBI RotaKids consent form to be completed. If RotaKids is run outside school based activities, RIBI RotaKids consent is required. Consent forms must be kept in a secure place. Consent forms are available to download from the RIBI website.
<http://www.rotarygbi.org/members/humanitarian-service-programmes/youth-service/programmes/>

- 4) Health and Safety: RotaKids events should be risk assessed. For school based RotaKids the school should lead on this, using their processes, For RotaKids outside schools Rotary risk assessment processes should be adopted – see <http://www.rotarygbi.org/members/club-district-support/compliance/health-safety/>; the Club Health & Safety Advisor should also help with the event risk assessment
- 5) Insurance: Normal activities by RotaKids are covered by RIBI Rotary insurance. School based RotaKids are also covered by school insurance. If you are running an unusual event and are unsure about the Insurance situation refer to the guidance booklet “Insurance and the Rotary Club”. It is found on the RIBI website as follows: RIBI Home /For Members /Club & District Support /Compliance /Insurance/. If you are still unsure, ask your Club Secretary and H&S Advisor.

7. RotaKids Guidelines

RotaKids is for children aged 12 and under.



Whole school, individual classes or community groups of all sizes can be involved. Community groups should have a minimum number of 10 members.

- Ideas for projects are chosen by the pupils, helped by the class teacher. A minimum of three service projects a year are completed —one which furthers international understanding and the other two for the local community (this may be within their school). The projects should be a mix of service and fundraising.
- Rotarians make regular visits to support the project that is chosen and how this relates to the meaning of the Pledge.
- RotaKids Officers conduct the meetings under the guidance of attending teachers and Rotarian Mentors.
- Decisions about running projects always involve the RotaKids, e.g. they may be divided into teams and have responsibilities allocated to each team.
- Officers of RotaKids are selected from within the two senior classes of the school or within a community group. For example: President, Vice President (lower class), Secretary and Treasurer. Officers are appointed by the RotaKids voting on candidates that teachers have approved on leadership assessment.
- There are no dues. Monies for projects and activities are raised through sponsorship from the sponsoring Rotary Club or through fundraising activities



8. Guide For Rotarian RotaKids Mentors



All the following actions need to be agreed with the school or Group involved. The teachers & Youth Leaders are the professionals!

Find out what arrangements suit the school or group:

- Contact details for teacher / responsible person
- Dates and times of meetings
- Discuss possible projects
- Which classes or school clubs and how many children are to be involved

Attend first meeting

- Give information about Rotary
- Discussing meaning of RotaKids Pledge and give out Pledge Cards, Elect Officers
- Suggest possible projects
- Let children decide on first project and how they will deliver it
- Plan meeting up for next month – suggest future meetings timings and schedule
- Suggest a school RotaKids notice board, keeping an annual scrap book or blog to record achievements
- Provide start – up money from sponsoring Rotary Club
- Prepare draft meeting minutes for agreement with RotaKids Secretary

Resulting Actions

- Order badges, wrist bands
- Print certificates for: Charter of RotaKids, Pledge Commitment, President and Vice President
- To chartered RotaKids, please complete the online form by clicking link on this page:
<http://www.rotarygbi.org/members/club-district-support/charters/>

Arrange a special assembly where

- RotaKids become Chartered
- The children give a presentation to the school or their community group, invited parents and Rotarians
- The children each make the RotaKids Pledge and are presented with Pledge Certificates and wrist bands or badges
- Local Media are invited to attend. The press release and photograph(s) are agreed

Continue support by:

- Making visits to support the projects chosen by the RotaKids
- Acting as facilitators, role models and mentors
- Discussing with RotaKids how they have implemented their pledge through the projects and other ways
- Offering to arrange speakers
- Attending RotaKids meetings
- Keeping Club Rotarians informed of RotaKids' activities
- Gaining support of Rotarians for RotaKids projects
- Helping by providing materials and information for projects
- Ensuring press coverage of activities
- Facilitating Rotary Grants for materials/projects
- Guiding RotaKids Officers in meeting protocol and procedures
- Ensuring regular meetings take place
- Preparing draft meeting minutes for agreement with RotaKids Secretary

Plan for continuation

- Carry out an end of year review with all RotaKids to help plan for following year
- Arrange for RotaKids to be invited to a Rotary meeting to give an annual report
- Ensure next year's Officers appointed and that they understand their roles
- Support the planning of the following years projects

Recognise achievements:

- Rotary Star certificate can be awarded to individual RotaKids whose leadership and achievements are exceptional.
 - Complete the RotaKids RIBI Presidents Citation. Arrange a presentation of the citation
 - After analysing the end of year review made with the RotaKids give a personalised certificate to the school to recognise the achievements of RotaKids

9. RotaKids Officer Responsibilities



PRESIDENT

- Plan the agenda for meetings.
- Run meetings based on meeting script.
- Lead on tracking achievements e.g. scrap book, blog
- Present end of year review to all RotaKids based on recorded achievements

VICE-PRESIDENT

- Assist in planning agendas for meetings.
- In the absence of the President, run any meeting.
- Read the Pledge out at each meeting and lead RotaKids to join in

SECRETARY

- Agree the minutes at the meeting with the Rotarian in attendance.
- Type up the minutes.
- Distribute the minutes appropriately
- Send a copy of the minutes to the Rotarian Mentors
- Send invitations and thank you notes to speakers and special guests for RotaKids meetings or events

TREASURER

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

10. RotaKids Meeting Script



1. PRESIDENT:

- Ring the bell. "Let's start our meeting."
- Welcome the Rotarian Mentors (if present) and any other visitors
- "The Vice-President will now lead us in saying our Pledge"

2. VICE PRESIDENT: Recites the Pledge. "Now say it with me".

3. ALL RotaKids present repeat Pledge together

4. PRESIDENT: "Thank you. Does anyone have any examples of keeping the pledge they would like to share with us?"

5. PRESIDENT: "The secretary will read the minutes of the last meeting."

6. SECRETARY: (Read the minutes)

7. PRESIDENT: "Are there any corrections to the minutes?" (Pause for about 5 seconds) "If there are no corrections, the minutes are approved as read."

8. PRESIDENT:

- "At this time are there any reports or updates on our current projects?"
- Any questions?
- Are there any announcements?"

9. PRESIDENT: "Thank you for your support. If there is no objection and no further business the meeting is finished."

Links to useful RotaKids Data on RIBI site

NB - You need to be logged into the members' area of the RIBI website as a Rotarian to access the following:

[RotaKids Charter Certificate](#) (to be completed on line)

[RotaKids](#)



RIBI RotaKids Handbook.pdf



Project Ideas for RotaKids.pdf



Rotakids Pledge Card.pdf



RotaKids Consent Form.pdf



RotaKids Achievement Certific



RotaKids Rotary Star Certificate.pdf



RotaKids President or Vice Certificate.pc



ROTAKIDS POSTER 2015.pdf



RotaKids Declared Commitment Certific

[The RIBI RotaKids Directory](#)

<http://www.rotarygbi.org/media/members/2015/09/2015-16-Rotakids-Directory.pdf>