

Organizational Guide for School Advisors, Exchange Mentors, and Student Officers

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Dear Exchange Club Member and Club Advisor:

We are excited about your interest in forming an Exchange Excel Club! The Exchange Excel Club you establish will improve the educational and social outcomes of all individuals involved with the club. This is a model program that impacts the recruitment of quality Exchange Club members, increases public service and encourages community support.

As more high schools require community service for graduation, Exchange Excel Clubs provide these opportunities and expand horizons. Students involved with peer programs improve their grades as they work with others and share experiences which will influence their future careers and interests.

Organizing an Exchange Excel Club can accomplish many goals. It will take extra work, but there are many rewards. The energy you spend putting the club together enhances the image and reputation of Exchange, your community and the students. Review this guide. Dream a little, and then take the first step. Everybody needs a hero to follow — encourage a few students to follow in your footsteps.

Sincerely,

The National Exchange Club

WHAT IS EXCHANGE?

he National Exchange Club is the oldest exclusively American service club organization. Being strictly national, it is purely American in its aims and objectives, promoting greater appreciation of citizenship and making our nation a better place in which to live.

Simply put, Exchange is concerned Americans meeting regularly for the purpose of serving others. They are composed of those who take an active interest in local, state and national affairs and who meet and work together to serve the community. The Exchange Club also provides a medium for the exchange of ideas, methods and information. Speakers on various topics of both local and national interest present their views.

The National Exchange Club does not plan or direct the particular work which a local Exchange Club might undertake. The members at a local club level best know the most pressing needs of their communities. However, National Headquarters continuously furnishes clubs with ideas and suggestions regarding community service projects and other areas of club operation. The members of the local club determine the area from which their membership shall be drawn; the day, hour, frequency and place of local meetings; the amount of dues to be charged; and the membership joining fee.

From its modest beginning, Exchange has grown to more than 650 clubs in the United States and Puerto Rico.

THE COVENANT OF SERVICE

Accepting the divine privilege of single and collective responsibility as life's noblest gift, I covenant with my fellow Exchangites:

To consecrate my best energies to the uplifting of Social, Religious, Political and Business ideals; To discharge the debt I owe to those of high and low estate who have served and sacrificed that the heritage of American citizenship might be mine;

To honor and respect law, to serve my fellowmen, and to uphold the ideals and institutions of my Country;

To implant the life-giving, society-building spirit of Service and Comradeship in my social and business relationships;

To serve in Unity with those seeking better conditions, better understandings, and greater opportunities for all.

Vision

MISSION STATEMENT



strong America, safe communities, and unified people.

b

xchange, inspiring communities to become better places to live.

PROGRAMS OF SERVICE

he National Exchange Club's Programs of Service are: Community Service, Americanism, and Youth Programs – as well as Exchange's National Project, the prevention of child abuse. These programs may be adapted for use, in whole or in part, by any Exchange Club.

AMERICANISM

The National Exchange Club is dedicated to preserving and perpetuating a spirit of patriotism among fellow Americans — pride in country, respect for this nation's flag and appreciation of the untold sacrifices which others have made so we might enjoy the gift of freedom. These objectives—and the desire to heighten awareness of our rich religious heritage—led to the following Americanism programs: One Nation Under God, the Freedom Shrine, The Milestones of Freedom, Proudly We Hail and Project GIVEAKIDAFLAGTOWAVE.

COMMUNITY SERVICE

Community service is the lifeline of Exchange, with local-level clubs devoting countless hours and dollars to serving their neighbors every year. Community Service is the Program of Service that most allows clubs to identify opportunities within their communities and offer assistance to fill gaps in services. Since the first group of Exchange Club members convened, Exchange has set the bar high for community service involvement!

Youth Programs

Exchange Clubs recognize the outstanding achievements of high school students in Youth of the Month and Year programs, through scholarship awards.

CHILD ABUSE PREVENTION

Child Abuse Prevention was adopted as Exchange's National Project in 1979. This rapidly expanding program, funded and administered through the National Exchange Club Foundation, addresses the tragic reality of abuse in our society through a nationwide network of Exchange Club Centers for the Prevention of Child Abuse. The centers use professionally trained parent aides who work directly with abusing parents and their children in the family's home.

In addition to working to establish Exchange Club Centers in their communities, clubs help prevent child abuse by sponsoring educational seminars, distributing informational pamphlets, posters and other materials. National Child Abuse Prevention Month is observed each year in April.

Why Start an Excel or Junior Excel Club?

To help students learn and develop:

- · Leadership opportunities
- · Team building and teamwork
- · The importance, benefits, and rewards of community service
- Volunteerism
- · Scholarship opportunities available from local, district, and National Exchange Clubs
- · How to obtain sponsors
- Fulfill school service hour requirements
- · A variety of experiences to submit a well-rounded background on college applications
- Training and mentoring opportunities available from local, district, and National Exchange Clubs
- · The experience of setting goals and the steps to successful completion
- To improve communication skills and identify resources to better communicate amongst a group
- · How to network with peers, community leaders, and business people
- · Increased self-esteem, a sense of belonging, and a higher propensity for success
- Fun, healthy extra-curricular activities

EXCEL/JUNIOR EXCEL CLUB PRICE LIST

Charter Fee	\$250
IRS One-Time Fee*	<u>\$50</u>
	\$300 TOTAL amount due on or before Club Opening Event
Annual Dues	\$12

* The IRS one-time fee is Form 8976 Notice of Intent to Operate Under Section 501(c)(4). This fee is to be paid at the time of the club's charter if the club is not using the school Federal Tax Identification number. The National Exchange Club will file this form once the club has chartered; the club will be provided with the Tax Identification Number.

Note:

- 1. Charter members do not pay a joining fee.
- 2. Charter members may be added up to 30 days from the Club Opening Event date.
- Members joining 30 days after Club Opening Event date will be invoiced for prorated dues.
- 4. First national billing occurs 90 days from the charter date.
- 5. Excel and Junior Excel Club billing is collected annually on October 1st based on the September 30th membership roster.

STARTING AN EXCHANGE EXCEL CLUB

- aking the decision to start an Exchange Excel Club is the hard part. Once you've decided to begin, just follow these simple steps to get things off the ground. If you have any questions, contact your National Headquarters.
- 1. Locate a high school where you will form your Exchange Excel Club.
- 2. Seek approval of school administration. Since the greatest impact of the program is aimed at the needs of the school and community, make sure you have the approval of the school officials. Next, secure the permission of each school principal from which you plan to have students involved. (You may want to organize your club within your district/ county to ensure the recruitment of enough members and allow for more interaction.) When seeking approval, share your overall goals for the club and the procedures for selecting members. These volunteers should have the desire to make a positive difference in the quality of education and service to all students, as well as their community.
- 3. Identify a club advisor and sponsoring team. Every high school must have a club advisor, but the sponsorship need not rest on the shoulders of one person. Ideally, a school teacher, guidance counselor or other staff member teams up with the individual who wishes to serve as an advisor at all times. The sponsoring club must provide two mentors to aide and mentor the Exchange Excel Club. This type of team can establish a sense of ownership that will create a solid foundation. Having a team to work with allows the advisor to be more resourceful and will give the students the support they need.
- To request an Excel New Club Building Kit, fill out the New Club Building Notification Form (page 6).
- 5. Recruit a minimum of 15 members; a completed application and club dues

- should be obtained by the club upon each member's joining. Exchange's national dues are \$12 per student, which is initially billed 90 days after a club's charter, then annually on October 1. Additionally, the club will be billed a one-time charter fee of \$250; this is often paid for by the sponsoring Exchange Club or through a fundraiser. The IRS will also issue a one-time fee of \$50 upon the club's charter. Form 8976 Notice of Intent to Operate - Under Section 501(c)(4); note that this is only issued if the club is not using the school's federal tax ID number. List the names of the club members on the roster, and then submit the roster to Exchange's National Headquarters.
- 6. Elect officers. Every club needs leadership. A list of positions and responsibilities can be found in the next section, "Excel Club Operation Running the Club." You will also need to submit your list of officers to the National Exchange Club. This list can be submitted online through Exchange's website, NationalExchangeClub.org.
- 7. Develop an action plan and establish your goals for the year. Club members should also be involved in establishing the goals for the year. The section entitled "Setting Goals GO APE," on page 11 provides structure to the goal-setting process.
- Involve parents and families. Be sure to include parents as much as possible.
 Invite them to appropriate functions and make them aware of all the activities.
 Family involvement is important in any child's education, volunteer work and extracurricular activities.
- Evaluate your year. How did club members feel about the sponsored activities? What types of attitudes and preconceived notions were altered? This evaluation can help improve next year's program. Club officers are asked to complete an activity summary.

NEW CLUB BUILDING NOTIFICATION FORM

Date	
TheExchange Club of	
will sponsor the organization of a new	
□ Exchange □ Excel □ Jr. Excel	☐ Collegiate Club in:
Ne	ew Club Site
The new club builders are:	
Name	Name
Address	Address
City	City
State/Zip	State/Zip
Home Phone	Home Phone
Business Phone	Business Phone
E-mail	E-mail
Please send a new club building ki	t to:
Name	
Address	
City	
State/Zip	
Project will begin on a	and be completed by

Please email a copy to the Growth Department at Growth@NationalExchangeClub.org. This form is available on Exchange's website in the Member Resources area.

NEW CLUB SUPPLIES

The club's banner is typically purchased by the district, and the bell and gavel is purchased by the sponsoring club upon approval. (These items are optional to clubs.)

	Club Banner \$128 (Delivery a	pproximately 3-4 weeks)	
	Personalization		
	American Flag - Indoor set	\$290.00	
	Gavel \$16.50		
	Gavel Band with emblem \$	4.50	
	Engraving (gavel band) \$0.	30/letter (Standard engraving f	or gavel band: 2-3 weeks)
	Left Side:	(new club name)	and(charter date)
			, ,
	Right Side: Sponsored by _	(sponsoring	club name)
	Bell \$291.00		
		per each club building project. ngraving): (Contact Member Serv	(Additional plaques may be iices for pricing)
Ship to:			
Special in	structions/comments:		
	nal shipping charges will be a rm to: <i>MemberServices@Nat</i> Check mailed	=	vices with credit card information)

RECRUITMENT SUGGESTIONS TO GET YOU STARTED ...

- ASK THE LOCAL SPONSORING EXCHANGE CLUB AND THE ADVISOR TO INTRODUCE THE CLUB DURING AN ACTIVITIES FAIR, FRESHMEN ORIENTATION OR MORNING HOMEROOM TIME.
- ASK THE LOCAL EXCHANGE CLUB TO SPONSOR A PICNIC, FAIR, SPORTING EVENT OR SOME INTERACTIVE EVENT WITH FAMILIES AND STUDENTS.
- INVITE INTERESTED STUDENTS TO ATTEND, OR ASK FOR VOLUNTEERS TO HELP WITH AN EVENT. THIS VOLUNTEER ACTIVITY CAN BE YOUR KEY FOR RECRUITMENT.
- DISCUSS THE ADVANTAGES OF STUDENTS WORKING TOGETHER TO BUILD FRIENDSHIPS AND INFLUENCE POSITIVE CHANGES WITHIN THEIR SCHOOLS, THE COMMUNITY AND THEIR OWN LIVES.

Excel Club operation - Running the club

very club should have officers who can lead the club in a positive direction. The election of officers helps students gain leadership skills which will benefit them in the future. The club should be led by students whenever possible. By encouraging student officers to assume responsibility, you are building the skills of your students, as well as relieving some of the pressure on your already hectic schedule.

The information included in this section suggests a format for providing students with an organized structure for running their Exchange Excel Club.

To better govern your club and to accomplish tasks more effectively, you may want to form

an executive committee consisting of the president, vice president, secretary and treasurer. The high school club advisors usually serves as an ex-officio, nonvoting member of the executive committee. After talking with all club members, this group of officers should meet regularly to establish the goals of the club, and then help carry out those goals by planning club meetings, events and activities.

The suggested responsibilities of the executive committee are:

- 1. To implement the administrative policy within the budget limitations;
- 2. To give direction in solving club problems;
- 3. To act upon all official petitions and

- recommendations received from the members and school administrators;
- To establish standing and ad hoc committees as needed, see Club Leader's Planner;
- 5. To hold elections for club officers and to appoint a nominating committee;
- 6. To assume such other responsibilities as determined by the bylaws of the school club.

THE STUDENT EXECUTIVE COMMITTEE

The executive committee should be the group responsible for GOing APE and establishing the goals, objectives, activities, plans and evaluation for the year. Because they are elected, they should poll club members about their wishes and interests for the club. Information on goal setting and an information sheet entitled "Welcome To an Exchange Excel Club Meeting" can be found on page 13. Before doing your planning for the year, you may want to conduct a brainstorming session with all members and ask them to complete this form so the executive committee is aware of the needs of the members.

The executive committee should also plan each meeting of the club. Having an agenda is an effective means for keeping order and getting things done. A sample agenda can also be found on page 18.

FACULTY ADVISOR

- 1. Facilitate the coordination of all activities regarding the club;
- 2. Initiate recruiting of prospective members;
- 3. Develop proposed goals and a calendar of events based on student input;
- Communicate with sponsoring Exchange Club to inform them of activities in which they can participate or when their assistance is needed;
- Speak to groups such as the PTA, Education Association or Boosters Club to receive support;
- Ensure club is reporting activities to
 National to guarantee proper recognition
 and awards

- 7. Encourage and help nurture leadership skills among the members;
- 8. Allow members to do as much as they can by themselves.

PRESIDENT

- Work with advisor in setting calendar of events, planning agendas for meetings and recruiting members;
- 2. Preside over all meetings;
- 3. Serve as the spokesperson for the club;
- Share information from the local Exchange Club and National Headquarters as it is received;
- 5. Assist in fundraising and planned activities:
- 6. Conduct elections of new officers:
- 7. Ensure all paperwork is submitted to National Headquarters.

VICE PRESIDENT

- 1. Assist the president with fundraising and planned activities;
- 2. Preside over meetings in the absence of the president;
- Recruit members and future leaders for officer positions;
- 4. Serve as chair of at least one activity or fundraiser.

SECRETARY

- Maintain records on all members, including names, phone numbers and addresses:
- 2. Take minutes at all meetings and send out invitations and thank you notes. Send copies of any minutes to the sponsoring Exchange Club;
- 3. Assist president in completing all website information;
- 4. Prepare pertinent articles for the school newspaper or announcements of events;
- Report programs and activities as each project is completed in the programs of service area on the website

TREASURER

- Keep proper itemized accounts of receipts and expenditures;
- 2. Present financial report at each official club meeting;
- Assist the advisor, president and other officers in preparing an itemized budget for the year;
- 4. Assist with fundraising activities by collecting and depositing money.
- Update club roster and pay all dues and fees. It is very important to work with the secretary to update the current member roster on the website prior to October 1 billing.

NEWSLETTER EDITOR (optional)

- Collect information and write articles for newsletter;
- 2. Work with other students who wish to write articles:
- Develop flyers or announcements for meetings, social events, fundraising activities, etc.

CLASS REPRESENTATIVE (optional)

- Represent the voice of individual school classes;
- 2. Serve as the public relations person and share information;
- 3. Coordinate class activities that promote Excel awareness.

HISTORIAN (optional)

- Keep records of all publicity, pictures and minutes that are related to the club's programs;
- 2. Serve as the photographer;
- 3. Begin a scrapbook that can be passed down each year.
- 4. Keep Facebook page current. Send updates to sponsoring club.

SETTING GOALS - GO APE!

etting goals and objectives provides groups with a clearer view of what everyone wants to accomplish. Goals also help set standards. If you have a proposed set of goals for the student members to react to, they can set their own goals using your guidelines. The key to successful planning is to GO APE!

GOALS OBJECTIVES ACTIVITIES PREPARATION EVALUATION

GOing APE is one method of goal setting. It helps provide the necessary structure for setting and realizing goals. It allows students to methodically plan what will be accomplished during the year. This method of goal setting also allows people to take on individual as well as group responsibility for getting things done. As you set your goals, keep in mind the purpose of the Exchange Excel Club. Now, here's how to GO APE!

SET YOUR GOALS. Hazy goals produce hazy results. Define your goals clearly. Write them down, make a plan for achieving them, set a deadline, visualize the results and go after them. If you know what your goals are, it becomes easier for others to understand what you're trying to achieve.

PLAN YOUR OBJECTIVES. Objectives are short-term goals that can be successfully achieved. They are directed toward achieving your goals.

ESTABLISH YOUR ACTIVITIES. Activities are the little steps taken to achieve an objective. Every activity is important and contributes to successfully achieving the objective.

DO YOUR PREPARATION. Carefully researching, preparing and planning all that

needs to be done helps to make programs, activities and events successful.

CARRY OUT YOUR EVALUATION. How can you be sure that you achieved your goal and objective unless you do an evaluation? Evaluate the event or program as soon as possible while everything is still fresh. Create an evaluation tool if appropriate.

As you plan out your year, here are a few things to remember and some forms that will be helpful:

ESTABLISH A DAY TO GO APE. Set aside a day outside of school or plan an afternoon meeting to get together with the executive committee. The president should work with you to set the agenda, and the focus of the meeting should be on goal setting for the year. If you elect your officers in the spring, the meeting can take place before the school year begins so that things get started right away.

WELCOME TO AN EXCHANGE EXCEL CLUB

MEETING. Use the form on page 13 to poll club members about what they would like to do during the year. This form can be handed out any time before the executive committee meets to set the goals for the year.

DO SOME PLANNING. The sheet on page 16 should be copied many times and used by the executive committee to establish the goals, objectives, activities, preparation and evaluation needed for each activity.

CREATE A CALENDAR. Create a master calendar. Assigning dates to activities, events and programs increases their chance of success. In addition, club members are aware of activities and can plan accordingly.

EVALUATE YOUR WORK. The general evaluation form on page 20 can be used after each activity, event or program. Conducting an evaluation will help you find

your successes and determine areas for improvement. If this form is too generic, create your own, but don't forget to do an evaluation.

GUIDELINES TO REMEMBER. As you GO APE and establish your goals for the year, keep the following in mind:

- You must be able to visualize the goal

 make it understandable so it is easy to
 determine what the objectives are.
- · You must believe you can reach the goal.
- The goal must be achievable you must be able to accomplish it given any strengths, abilities and resources.
- The goal must be desirable it must be something that you really want to do rather than something you feel you should do. It will be easier to commit time and energy to the project if it is something you want to do.

CHECKING REALITY. Occasionally you may need to remind students to do a "reality check" and focus on some of the issues listed below. The idealists in your club will want to conquer the world, but it is beneficial to remember these items when planning:

- What are the resources available in your community?
- How much time and preparation is involved in each activity?
- Can you utilize specific skills and talents of your members?
- Is there a way to involve parents and families in activities?
- Have you been realistic in your expectations? Does each activity coincide with your goals?

Spend a day and GO APE! Use the attached forms and PLAN, PLAN, PLAN for a successful year!

FOR MORE INFORMATION, SEE OUR LEADER'S PLANNER OR EXCHANGE'S WEBSITE, NATIONAL EXCHANGE CLUB. ORG.

EXCHANGE EXCEL CLUB DATABASE - WHAT'S WHAT

ROSTER OF MEMBERS – Include the name and email address of all club members in the club's website database.

OFFICER LISTING – Identify your officers, and enter their name and email address in the Member Resources area on Exchange's website (continually update as needed).

ACTIVITY SUMMARY – An Exchange Excel Club officer must enter the Programs of Service in the Member Resources area on Exchange's website.

Welcome to an Exchange Excel Club meeting!

W	e are the	Exchange Excel Club, and
fo	e would like to know more about you an lowing questions and return this tothat your ideas can be used to help set	,
	me:	
	ar in School:	
1.	How did you hear about this meeting?	
2.	Why are you interested in becoming a	member of the Exchange Excel club?
3.	What are your interests and hobbies or	utside of school?
4.	If we had speakers, what topics would	you like to know more about?
5.	What community service activities wou	ıld you like to see us do?
6.	Do you belong to any other student clu	ubs? If yes, please list.
7.	Would you be interested in serving on a	a committee?

Prospective Member/Membership Listing

	[New Club No	rmal				
	City/State:					
	Member			Primary		
#	(Last) Name	(First)	M/F	Phone	Address	Ci
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						Г

The above Excel file document can be found and downloaded und



Sponsoring Club: POM Date: y State ZIP E-Mail (primary) DOB Sponsor

y	State	ZIP	E-Mail (primary)	DOB	Sponsor

er Member Resources > Build a Club.

OFFICER LISTING

Sponsored by the Exchange Club of				
Term of Office:, 20		through	, 20	
High School:				
Address				
City				
PRESIDENT Name Address		ADVISOR - FAC Name Address	ULTY	
Phone Email		Phone		
VICE PRESIDENT Name Address			HANGE CLUB	
PhoneEmail				
SECRETARY NameAddress		MENTOR - EXC Name Address	HANGE CLUB	
Phone Email				
TREASURER NameAddress				
Phone Email				

EVENT

CUB OPENING EVENT PLANNING MEETING

The Club Opening Event Planning Meeting allows you to prepare for the Club Opening Event. In the Planning Meeting, it is important to assign committees to:

- review the bylaws
- make suggestions on dues
- select a meeting location
- determine the time of meetings

You also need to have a Nominating Committee responsible for finding individuals interested in being charter officers for the club. It is also a good idea to form a committee to identify where and when you will have your charter banquet. Some clubs combine the Club Opening Event and Charter Banquet.

CLUB OPENING EVENT

The Club Opening Event is the event your New Club Building Project becomes an official Exchange Club. The guideline for reaching the Club Opening Event is as follows:

- 15 signed/paid individuals
- contact National Headquarters to request a National Representative

The National Exchange Club will send you a Club Opening Event Kit containing all of the tools necessary to successfully hold your event.

Congratulations! You are one step closer to finishing your New Club Building Project!

Congratulations!
You are one step
Closer to finishing
Your New Club
Building Project!

EXCHANGE EXCEL CLUB MEETING AGENDA

Date:		
Time:		
Place:		
I.	Call to Order	
II.	Sign-in Sheet	
III.	Minutes of Last Meeting	(read by:)
IV.	Financial Report (given b	y:)
V.	Correspondence (read by	<i>y</i> :)
VI.	Officer Reports	
	A. President (given by: _)
	B. Vice President (given	by:)
	C. Secretary (given by:)
	D. Treasurer (given by:)
VII.	Committee Reports	
A		(given by:
В		(given by:
C		(given by:
D		(given by:)
VIII.	Old Business	
IX.	New Business	
X.	Announcements	
XI.	Adjournment	
VII	Social Cathorina	

GO APE - Do Some Planning!

GOAL		
OBJECTIVES		
1		
2		
ACTIVITIES		
PREPARATION		
EVALUATION		

MAKE COPIES OF THIS FORM AND USE FOR EACH GOAL YOU SET.

EVALUATION FORM

Th	e Exchange Excel Club of
1.	What did you enjoy most?
2.	What did you learn from this?
3.	Would you enjoy doing it again? What recommendations for changes, improvements, etc., do you have?
4.	Do you think there were areas that could have been improved? Which ones?
5.	On a scale of 1-10 (10 being the best), how would you rate your Exchange Excel Club? Why?
6.	What other ideas do you have for activities, events or programs?

KEEPING EXCEL CLUBS STRONG YEAR-AFTER-YEAR

Exchange Excel Clubs that actively plan during the last few months of the current school year show increased membership at the beginning of the following school year!

Follow this "strength training program" to get things in order for the coming fall:

- Elect incoming officers during the spring.
- Plan a fun event or social get-together to keep club members connected over the summer break.
- Establish seamless access to the tools provided on Exchange's website
 by setting up login accounts for officers, advisors, and the mentoring
 support team.
- In the fall ensure the club's roster is current (removing graduates, other
 past members, and those who have not paid their dues) on Exchange's
 website, which will allow National Headquarters to share exciting
 information with all members and guarantee proper billing.
- Verify with the club's treasurer that the club is up-to-date on national dues; Excel Clubs are billed annually on October 1.

Excel Club members can also consider attending Exchange Club meetings with their parents and fellow students. Excel Clubs could also have their sponsoring club(s) induct the incoming officers.

For additional tips about strengthening your Excel Club, or how to #GrowExchange, contact Growth@NationalExchangeClub.org.

Vision

A strong America, safe communities, and unified people.

Mission

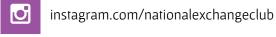
Exchange, inspiring communities to become better places to live.

CORE VALUES

Family, Community, Country











3050 W. Central Ave. • Toledo, OH 43606 419.535.3232

NationalExchangeClub.org