



EMPOWERING CHILDREN TO READ, STAND UP & SPEAK UP

Funded by:



CLUB GUIDELINES

#DoNoHarm



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ABOUT THE GUIDELINES

These guidelines are designed to be used by implementers such as the BE KIND Ambassadors and Reading Club Leaders, School Administrators, Community Leaders and the Project Team for the effective and efficient implementation of the BE KIND Campaign and Kids Voice programs.

Let's RISE high, we are STRONGER together.

Kids Voice

when you DREAM you achieve, no DREAM IS TOO BIG

Zing Wingo How Positive Change in Our Communities

www.kids-voice.org

mastercard foundation #ItsUpToUs

WHEN CHILDREN SPREAD kindness, COMMUNITIES change

STOP BULLYING SPEAK UP

www.kids-voice.org

be KIND #DoNoHarm #ItsUpToUs



About the BE KIND Campaign

In Uganda, bullying has become another silent pandemic among young children leading to mental illnesses, depression, fights, and children taking their lives. Although cases of bullying are increasing, there is low awareness of the presence and effects of bullying among the general public, and children who are bullied keep quiet to avoid stigma and further bullying. Although teachers are aware of the alarming bullying cases, schools and children don't have the tools and information to handle bullying.

BE KIND awareness campaign will empower children aged 8–15 years to gain a voice and confidence to stand up and speak out about bullying in school. The campaign will provide essential prevention information and tools that empower children to respond to and deal with bullies and navigate the effects of being bullied. The project aims to equip children with self-awareness skills, support them in gaining social awareness and create an empowered network of children committed to leading social change. The team will train teachers, school management, prefects, and youth influencers to play an active role as advocates and ambassadors for the campaign. We shall implement the campaign through existing school systems and clubs to equip children with critical information, amplify children's messages, and teach them safe alternative communication and storytelling skills.

#DoNoHarm



About the KIDS VOICE

Kids Voice is a storybook collection of stories from children around Uganda sharing their perspectives and life experiences during the pandemic. The book provides essential COVID-19 prevention information and empowers children to dream and have hope. Children will learn from other children's stories of courage, resilience, hope, curiosity, action, and entrepreneurial spirit. The book empowers children to raise their voices and equips them with critical life skills, tools, and knowledge to keep them positive and acquire social-emotional learning and development. Kids Voice provides learning activities children can engage in individually or with the guidance of teachers.

Kids Voice was designed to uphold representation, diversity, and inclusion of children telling stories in their voices, empowering them with the confidence to speak up. The book is authentic, relevant, relatable, and culturally sensitive, based on the realities of African children. It's available in hard copy printed books, downloadable pdf, audiobooks, flipbooks, video, and animated versions, with plans of producing it in braille. The book is currently in six languages: English, Swahili, French, Luganda, Runyankole-Rukiga, and Acholi.

#ItsUpToUs

GUIDELINES FOR ESTABLISHING A KIDS VOICE SCHOOL CLUB

Defining a “A KIDS VOICE SCHOOL CLUB”

A Kids Voice School Club can be defined as a group of young boys and girls in schools that come together with the aim of supporting each other through, reading, peer to peer learning, kindness actions and mentorship in order to build their confidence, leadership, reading, writing and storytelling capacity as well as to create a platform for networking.

Objectives of the Kids Voice School Club:

- EDUCATE children on the transformative power of kindness;
- EQUIP children with powerful tools and knowledge about being kind.
- EMPOWER children with emotional and life skills for social cohesion;
- RAISE awareness about the effects of bullying and provide alternative practices.
- MENTOR children through reading, writing and storytelling.

Establishing a Kids Voice School Club

- Each Kids Voice Ambassador or school will form a Reading Club, each consisting of 20 members, 5 of whom will be club leaders.
- Form and choose an appropriate name for the Club.
- Select capable leaders for the Club.
- Institute roles for various the Club members.
- Organize scheduled meetings and activities and ensure that members attend.

Club Membership

- One must be willing to sign and abide by the Club guidelines.
- One must be willing to become an ambassador of the campaigns.

Club Leadership structure and roles;

- Each School will have a Club leadership team
- The Club comprising of 20 –30 members will have one President.
- The Club Leadership Team will comprise of;
 1. Club president
 2. Vice President
 3. Secretary
 4. Club Chief Whip

Roles of Club Leadership;

President

1. To ensure smooth running of all Club activities including meeting deadlines.
2. To act as a key contact between the Club, CEDA and School Administration
3. To prepare weekly activity reports and discuss with the Club Members
4. To update the School Administration about the progress of the Club
5. To create strategies to ensure that other students participate in Club organized activities

Vice- President

1. To ensure that all club members attend
2. To act as the President in her absence
3. To update the Club Members about the upcoming activities
4. To ensure that Club members attend all Club activities
5. To create strategies to ensure that other students participate in Club organized activities
6. To ensure that all club members abide by the club rules and regulations
7. Ensure that all club members attend all activities of the club
8. Ensure that the Club members who do not attend the club activities without genuine reasons should be warned.

Secretary;

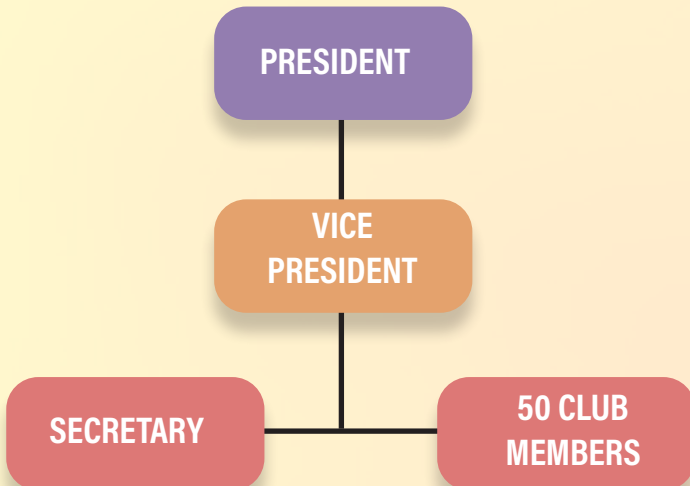
1. Responsible for taking minutes during Club meetings.
2. In charge of keeping all Club documents including attendance lists, reports, files and all other education materials.

3. To be in charge of documenting all Club activities including taking photos
4. To coordinate communication within the Club to the outside people.

Choosing Leaders;

1. Leaders will be democratically elected based on merit.
2. Kids Voice may however recommend individuals to be a part of the leadership especially where prior working relationship exists.
3. At the formation of the Clubs, those interested in leading the Club will get opportunity to create awareness about their particular Club to other Club members through a 5 minutes campaign speech.
4. After the campaigns, each Club member will write down a name of his or her favorite candidate and this name will be put in/at the middle of the circle.
5. After everyone has voted, one member will count the votes in the presence of all Club members. Thereafter, the person with the highest votes will be declared as the leader and the second runner up as deputy.

FLOW OF INFORMATION AND REPORTING



Club activities;

- Meeting at least once a week. Club members can decide when and where.
- Compiling names of all members including their parents contacts
- Ensuring that all Club members register for all club activities and attend
- Carry out weekly reading sessions with members.
- Take care of the club materials like books banners and any other materials.
- Carry out reading sessions.
- Recite Self Awareness Affirmations, sing and recite the poems
- Write stories, poems, songs and drawing of pictures,
- Submitting monthly Club reports.

NOTE: Every time the Club members gather, they will be required to sing the Rising Star Anthem and recite the poems

Expected results

- A total of 20 stories written by the club members and school about Kindness /or Bullying.
- 20 or more poems from the club members and school about Kindness.
- 20 pictures or drawings from the students about Kindness or Bullying.
- Members are expected to read the book “ZIRA AND MIKA LEAD POSTIVE CHANGE IN THEIR COMMUNITY” and write stories of what they have learnt from the book.
- Members are to tell their stories on video or audio about the lessons learnt from reading the book and

Club Activity documentation and reporting:

- To ensure proper tracking of all Project activities and accountability, the Clubs will be expected to provide a monthly report on all Club activities.
- The Clubs will keep verification of all activities including photos, attendance lists, and purchases receipts.
- The leaders of the Clubs in each school will report to the President who will compile a 2–page report following the provided reporting template and give it to the mentor teacher that will be collected by the .

Club Activity Procedures:

- Every meeting time, the Club President will welcome participants as well as giving open remarks.
- Somebody (voluntarily) will lead the group in an “all-inclusive prayer”. This is a prayer that does not exclude other religions.
- The Club President or the person running the proceedings will ask a random Club member (preferably a volunteer) to lead the group in declaiming the BE KIND Pledge together with the self-awareness affirmation.
- Those not present should be able to communicate in advance and the president will inform the rest of the group.
- The person leading the procedures will after introduce the day’s main subject matter or activity.
- After the main activity, members will be thanked for participating in the main activity. If there are guests present, the Club leader will thank them for attending.
- The leader will then announce any news or key information from the mentor or CEDA.

Make sure you check with the mentor to know which activities are coming up or any information that needs to be communicated before you come for the sessions.

Club code of conduct:

- All Club members should attend all Club activities. They should be able to communicate in advance in case they are not able to do so.
- All members should keep time. Coming at least 10 minutes earlier for activities is highly recommended. This is done in order that the activities are completed in time. In cases of any delays, the members should inform the activity organizers.
- Members will strive to live exemplary life styles adhering to the highest codes of discipline, integrity and professionalism.
- Respecting each other's opinion is mandatory.
- Members shall exhibit the spirit of 'volunteerism' by participating in Club activities and initiatives without any coercion.

Members will commit to "paying it forward" they will be expected to at least mentor 5 fellow children

GUIDELINES ON TEAM MANAGEMENT SKILLS AND TIPS

As a leader of the Kids Voice Mentoring Club, you must know the necessary skills to lead your team. This document looks at some of the key things that team leaders need to do if their team is to thrive and succeed.

Leadership involves understanding the project and Club objectives and goals, communicating them to your team, helping them understand and commit to it by carrying out activities willingly.

Important Tips:

Timely and effective communication: As a team leader, it is important that you communicate effectively with your team. Make sure that your team has clear details on their roles and decisions taken. It might help to always ask one of the team members to provide feedback on any communication you share.

Relying on brain storming: As a leader you should always brainstorm ideas with your team and get consensus on the best ideas. This will ensure that your team owns the decisions and can willingly put them into action.

Active listening is another important skill for leaders to master. When you're in charge, it can be easy to think that you know what others are going to say, or that listening is less important, because you've thought of a solution anyway. Don't fall into this trap. Being an active listener will help you detect problems early and build trust within their teams.

Delegation: No matter how skilled you are, there's only so much that you can achieve working on your own. It's so important that you delegate effectively based on people's strengths.

Create a detailed team charter: It is important to have a clear team charter with specific team objectives, activities and roles that are clearly written down. This will help you identify who among your team is best suited to carry out the activity. And also to constantly track your direction as a team.

Motivating Your Team: You must always seek of ways to motivate your team by appreciating them or creating rewards for excellent performance. As a leader you should always ask the question, what can I do to get the best out of my team? For example if you are carrying out an activity and you realize that your team is not fully participating, it might be useful for you to introduce an energizer in form of a song or fun game.

Developing Your Team: Great leaders build leaders. Your team members are not all at the same level, you should ensure that you respect that but most importantly create opportunities that lead to growth of all your team members. One way to do this is to assign them tasks that will stretch their capacities. Never be afraid to give responsibility to your team – only when you repose confidence in their abilities will they be encouraged to meet your expectations and push themselves to greater heights.

Providing feedback: It is important that you give and receive feedback regularly. This does not only apply on positive things but also negative feedback. This way everyone's performance will improve. (Give credit where due)

Do not play favorites: This is one of the most frustrating prejudices that the team members face. Some team members can apparently do no

wrong and others no matter what they do are never right. Fighting the prejudices of such a leader is usually an impossible situation for the team and highly de-motivating. Team dynamics will suffer if certain members always get preferential treatment. As a team leader you have to make sure that you have no favorites.

Don'ts of team leadership:

- Thinking that you know it all better than anyone else
- Failing to consult regularly with your team
- Embarrassing your team
- Doing things that bring a bad reputation to the team and project.
- Using your authority inappropriately – make sure that everything you ask people to do is in the interests of the Organization.

GUIDELINES FOR REPORTING

The Club Presidents will be required to draft a report on every activity that will be conducted by their respective clubs throughout the project life time. Reporting is necessary to capture and keep records of everything that happens during implementation for proper accountability.

For purposes of uniformity, the Club Presidents will be availed with a standard template which they will use to write their reports at all times. This template will capture name of the activity, date, objectives of the activity, challenges, achievements and the number of attendants. The report should be straight forward to the point with attached pictures if possible, to back it up.



CLUB LEADERSHIP ATTRIBUTES

Skills & characteristics

1

- Good Communicator/Listening
- Personal development
- Light assumptions
- Non-judgmental
- Informed/knowledgeable

Values and Principles

2

- Integrity
- Time Management
- Goals
- Trust
- Openness
- Service

Passions

3

- Self
- People
- Community
- Country
- Leadership
- Entrepreneurship
- Personal development

LEADERSHIP PHILOSOPHY

“ Leadership is like a CANDLE, one can light so many candles without losing its glow, but will create more heat and better light. ”



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