EarlyAct Handbook

EarlyAct Club of Samford State School

Chartered: 25 July, 2005
Mission Statement
The mission of EarlyAct is to promote goodwill, understanding and peace through the active participation of its student members so that with the committed citizenship and effective leadership they may improve the quality of life of their school, local and global communities.

EarlyAct teaches …

Caring; Respect; Empathy; Responsibility; Tolerance; Citizenship; Compassion; Friendship and Leadership

What is EarlyAct
EarlyAct is a school wide service club for primary school students. It is sponsored by one of the local Rotary Clubs in the township in which the school is located.

The mission and operation of EarlyAct is closely linked to the ideals of Rotary and provide the foundation and natural succession into Interact.

EarlyAct provides young students the opportunity for gaining an increased awareness and knowledge of their community and the world.

At a young age, all students can easily be encouraged to be caring and helpful. Their minds are open to recognize the dignity and worth of each individual, which builds respect for others. EarlyAct also promotes understanding and the building of friendships among the club members.

EarlyAct also engages students in character-building activities and prepares them for leadership roles to identify and carry out projects, which benefit their school, local and global communities.
Objectives Of EarlyAct
The purpose of EarlyAct is to provide young students with the opportunities to participate in active citizenship in a culturally diverse democratic society within and interdependent world.

1. The students develop committed citizenship and leadership qualities by identifying and taking responsibilities for real life problems within their school, local and global communities.

2. The students realize the importance of respect, dignity and caring for all people by promoting good will and understanding through their active participation at school, local and community level.

3. The students develop high student achievement by actively participating in various projects to improve the quality of life for their school, local and global communities. They work with the sponsoring club members as facilitators, mentors and role models.

Guidelines Of EarlyAct

EarlyAct is a school-wide service club in which students are members. The EarlyAct Club is self supporting and carries out three service projects annually – one for each of their school and local communities, and one which furthers international understanding.

The EarlyAct club meets once per fortnight for forty-five minutes. The EarlyAct officers conduct meetings. Meetings are conducted using parliamentary procedure, under the guiding of attending educators or Rotary advisors.

There are no dues. Monies for projects and activities are raised through EarlyAct Club activities. The EarlyAct submits an annual report to the sponsoring Rotary Club.

Past Presidents:

2005  Natasha Golousin
2006  Hannah Konecny
2007  Naomi Lucas
2008  Brannon Dodd
2009  Evie Wood
2010  Alex Cobb
2012  Jess Gray

Other Clubs near us:

- Murgon SS
- Chevallum SS
- Pomona SS
- Samford SS
- Ascot SS
- Rockhampton

This year in Melbourne 3 or 4 may be set up
Malaysia- several
USA
South Africa

Past President Hannah [2006] with Naomi Lucas [President 2007], K Chin and Assistant Governor [Rotary] Brian Kennedy

created on 9 March 2012
Helping make communities [your own in Australia or overseas] better. It also makes you feel that you play a role in decisions affecting your community. It is also a great way to meet people.

Helping people who need help and not getting paid for it.

Community service is supposed to be fun. But the main thing is helping other people out.

Presenters at 3 Rotary conferences – this one at the Hilton Hotel.
EarlyAct Club Officer Responsibilities

**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 an inspirational quote at each meeting.

**SECRETARY**
- Take the minutes of the meeting
- Type up the minutes
- File a copy of the minutes
- Send a copy of the minutes to the deputy principal and teacher adviser.

**SECRETARY**
[Correspondence]
- Send invitations
- Send thank you notes to speakers and special guests for EarlyAct meetings or events.

**TREASURER**
- Collect and record monies from EarlyAct fundraising events and activities.
- Report on current balances at meetings.

**COMMITTEE CHAIRMEN**
- Reports to meetings concerning the Projects.

Executive Team for 2012

President  Jess

Vice President  Tatum, Emily, Aiden

Secretary  Madeleine

**Chairpersons**

*School*
- Say No to Bullying [whole club event]

*Community*
- ANZAC Letters: Aiden, RSPCA drive: Emily

*International*
- Shelter Box: Tatum; Operation Christmas Child: Jess

Conference Team
- Executive Team

Executive Team for 2013- still to be elected
# Calendar 2013

## TERM ONE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lolly Shop</td>
<td>28 March</td>
</tr>
<tr>
<td>Club Changeover celebrations</td>
<td>TBA</td>
</tr>
</tbody>
</table>

## TERM TWO

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSPCA: collection of food, bedding and toys</td>
<td>May-June</td>
</tr>
</tbody>
</table>

## TERM THREE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelter Box:</td>
<td>August- September</td>
</tr>
<tr>
<td>Liaison with Mr Brian Springer</td>
<td></td>
</tr>
<tr>
<td>Display on Assembly</td>
<td></td>
</tr>
<tr>
<td>Lod Socks for Shelter Box- free dress and gold coin collection</td>
<td></td>
</tr>
</tbody>
</table>

## TERM FOUR

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operation Christmas Child</td>
<td>November and December</td>
</tr>
<tr>
<td>Liaison with Mrs Sherman</td>
<td></td>
</tr>
<tr>
<td>Target 400 boxes</td>
<td></td>
</tr>
<tr>
<td>EarlyAct Conference/Forum</td>
<td>December [Week 10]</td>
</tr>
</tbody>
</table>
EarlyAct Club of Samford State School

ODD SOCKS DAY

GOLD COIN DAY

Tuesday, …. August

Shelter Box - to raise $1000 to provide a Shelter Box for a family in a disaster area of the world
What to say to your class

Shelter Box

- provides aid for disaster victims worldwide.

- is delivered in rugged green plastic containers – the ‘ShelterBox’ – each one of which generally holds a 10-person tent and other material designed to help an extended family survive following a disaster.

- also contains other equipment eg thermal blankets, a multi-fuel stove, cooking equipment, water containers and purification tablets, a basic tool kit and a children’s pack.

- exact contents will vary according to local conditions and what is most needed.

- ShelterBox has provided shelter for several million people in most countries of the world. The most recent where Shelter Boxes were sent to the areas of tsunami in Japan, floods in the Philippines, Brazil and Madagascar.

- Each box costs $1000 and this includes delivery to the disaster site

- Getting boxes to their destination can be a challenge– sometimes building rafts to ferry Shelter Boxes to communities cut off by flooding in Sri Lanka or hiring donkeys to get boxes into the mountains of Kashmir.

Our Shelter Boxes are in:

<table>
<thead>
<tr>
<th>Box #</th>
<th>Place and Purpose</th>
<th>Date donated</th>
<th>Date Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2556</td>
<td>Mbabane, Swaziland, Africa to help aides orphans</td>
<td>4 Dec 2007</td>
<td>10 Jan 2008</td>
</tr>
<tr>
<td>4863</td>
<td>Assergi, Italy to assist earthquake victims</td>
<td>8 Dec 2008</td>
<td>7 April 2009</td>
</tr>
<tr>
<td>10 163</td>
<td>Turkey to assist earthquake victims</td>
<td>8 April 2011</td>
<td>29 Nov 2011</td>
</tr>
</tbody>
</table>

Help us raise the money. Bring a gold coin to the *Twisted Tuesday* on Tuesday 4 September, 2012.
Operation Christmas Child

“LOVE IN A BOX”

Picture the joy on your children’s faces as they open their presents on Christmas morning. Now imagine that joy magnified tenfold as a child who has never received a present, who has suffered the effects of war, natural disaster, poverty, illness or neglect, receives a shoebox overflowing with gifts. That’s the impact that Operation Christmas Child has on needy children around the world. It is a project of Samaritan’s Purse and last year delivered more than 7.5 million shoebox gifts around the world. Last year, the Samford School community sent over 200 boxes away and many people have expressed a wish to do so again.

You can pack a shoebox yourself or donate an item to help fill one. Donations and completed boxes can be left in the office foyer or delivered to Mrs Sherman’s classroom before 17 November.

How to pack a shoebox gift:

1. FIND A SHOE BOX
Find an empty shoe box. With cheerful paper, wrap the box and lid separately.

2. BOY OR GIRL?
Determine if a boy or girl will receive your gift. Select the age of the child who will receive your box, then mark the label below and stick it onto your box lid. Include a special note for your child in the box.

3. FILL WITH GIFTS
Fill the box with a variety of simple gifts that will bring delight to a child. Please make sure the packaging from each gift you give is removed.

   For some great gift ideas:
   - something to wear: T-shirt, shoes, underwear, cap, beanie, sandals, etc.
   - something to love: Teddy bear, doll, soft toy, etc.
   - some things for school: Exercise book, pencil case, pens, pencils, colouring pencils, sharpener, eraser, chalk, etc.
   - something to play with: Terrific toys, cars, skipping rope, marbles, musical instrument, yo-yo, slinky, finger puppets, wind-up toy, etc.
   - something special: Carry bag, sunglasses, bangle, necklaces, craft kit, stickers, a personal note, a photo of yourself, etc.
   - something for personal hygiene: Soap and face wash, toothbrush, toothpaste, hairbrush, combs, hair-clips, scrunchies, etc.

Please do not include the following:
- Opened or damaged items
- Items containing sharp objects or small parts
- Glue or similar substances
- Sharp objects
- Items that are not the right size

EarlyAct has undertaken Operation Christmas Child as their International Project and members will be actively involved in the collection of boxes.

EarlyAct’s challenge is to have each EarlyActor family pack one box and give it to Mrs Sherman by 16 November.

PLEASE HELP OUR EARLYACTORS
EarlyAct™ CLUB CONSTITUTION

ARTICLE I - Name
The name of this organization shall be the EarlyAct™ Club of Samford State School.

ARTICLE II - Mission
The mission of EarlyAct™ 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 EarlyAct™ Club is the Rotary Club of Samford Valley which shall exercise supervision over all activities, programs and policies of this EarlyAct™ club. The continued existence of this EarlyAct™ club shall depend upon the continued active personal participation of the sponsoring Rotary club.

ARTICLE IV - Membership
1. EarlyAct™ is a school-wide service club for elementary students in Years 4 to 7.
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 by-laws, 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, organising, 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 organisations, such responsibility shall be shared with such other organisation(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 start-up 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 EarlyAct™ 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 EarlyAct™ club by-laws.

**ARTICLE XII - Logo**
The logo of EarlyAct™ shall be preserved for the exclusive use and benefit of EarlyAct™ members. Each member of this club shall be entitled to wear or otherwise display the EarlyAct™ logo in a dignified and appropriate manner during the period of his/her membership.

**ARTICLE XIII - Duration**
This EarlyAct™ 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 EarlyAct™ name and logo shall be relinquished by the club and by its members individually and collectively.
EarlyAct™ CLUB BY-LAWS
By-Laws of the EarlyAct™ Club of Samford State 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 EarlyAct™ meeting or events.
5. Treasurer - The treasurer shall:
   • Collect and record moneys from EarlyAct™ 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.
   • Assist 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 recognise 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.