

CIVICS IN ACTION



ANH Bar Foundation & NH Bar Association Program

Civics in Action Community Organization/Club Meeting Checklist

Before:

Notify Robin E. Knippers at the Bar Center when you schedule a presentation with your community organization/club and the number of attendees in order for us to prepare materials

- Via e-mail: reknippers@nhbar.org
- Via direct line telephone: 603-715-3259

➤ **Be prepared**

- Brief introductory and closing remarks
- Prepare a brief bio or resume for introductory purposes
- Know how to deal with difficult questions
- Be familiar with the material

➤ **Have basic working knowledge about the community organization/club you are visiting**

Resources:

- Organization/club on Wikipedia
- Organization/club website
- Provide your bio/resume to the organization's/club's contact person along with the introductory remarks

➤ **Acquire the following information about your up-coming organization/club engagement:**

- Name of organization/club
- Date of Meeting
- Place of Meeting
- Time of Meeting
- Set-up of Meeting Room
- What is the anticipated number in Audience?
- What are the names of the Lawyers involved in organization/club?
- What time will you be introduced to start the presentation?
- Confirm the amount of time you will have for the presentation
- Will the organization/club need to know if you are bringing another Ambassador/guest?

- Will there be a cost for other than 1 Ambassador?
- Directions if needed
- Determine the activity you will present
- How close to the meeting time should you arrive

- **Contact Lawyer Kiwanis Club Member(s):**
 - Does the Kiwanis group have access to a camera
 - Will the Lawyer be available to take pictures of presentation

- **Notify Robin E. Knippers at the Bar Center with date of presentation:**
 - Via e-mail: reknippers@nhbar.org
 - Via direct line telephone: 603-715-3259

- **Bring sufficient materials for the number of Kiwanis Club members in attendance:**
 - Ambassador Name Badge
 - Pocket Constitutions
 - Materials for your chosen activity:
 - Flash Cards (know how to use; collect at end of program for next time), or
 - Bingo Sheets (know how to use; have sheet w/answers too), or
 - Naturalization Test (know how to use; have sheet w/answers too)
 - Camera?
 - Any other materials from what has been provided

During:

- **While I am at the Kiwanis Club Presentation:**
 - Wear Name Badge
 - Brief opening remarks
 - Distribute presentation materials
 - Conduct activity and discussion
 - Closing remarks
 - Adlibbing: e.g., questions about the NH Constitution
 - Keep any eye on the time
 - Keep it fun, engaging, and controversy-free

After:

- **When my presentation is over:**
 - Be sure to collect flashcards and any extra materials before leaving meeting
 - Email photos taken during presentation
 - Report volunteer hours to Robin E. Knippers at Bar Center
 - reknippers@nhbar.org OR 603-715-3259
 - Upon reporting of volunteer hours – sample ‘thank you’ letter wording will be sent via e-mail to Ambassador to send to Kiwanis Club President – personalize and print on the CIA Stationery, with feedback form and self addressed, stamped envelope (all provided in your Training packet)
 - Save mileage for tax deduction