



EarlyAct Handbook

Rotary District 9350



*Through young children we
can lead our communities to
live more fulfilled lives*

*There are 64 Rotary clubs of
district 9350 to partner team
spirited links with junior
schools near you*



CONTENTS

CONTENTS	2
About EarlyAct	3
<i>Earlyact background</i>	3
<i>Mission Statement</i>	3
<i>Description of EarlyAct</i>	3
<i>Purpose of EarlyAct</i>	3
EarlyAct clubs in District 9350	4
<i>Where is Rotary district 9350</i>	4
<i>Existing EarlyAct clubs in district 9350</i>	4
Herschel Preparatory School	4
Wynberg Boys Junior School	4
Reddam Constantia Preparatory School	4
Rustenburg Junior School.....	4
Grove Primary School	4
How to Start an EarlyAct Club	5
<i>Protocol for establishing an EarlyAct club</i>	5
<i>Guidelines for establishing an EarlyAct club</i>	5
Formulate Earlyact subcommittee within your club.....	5
General Club Membership	5
Financial Committee	5
Recognise Earlyact members achievements.....	5
<i>School responsibilities</i>	5
Select Earlyact advisors.....	5
Set Earlyact meeting schedule.....	5
Support by participation in Earlyact activities and service projects.	5
<i>EarlyAct Club responsibilities</i>	6
Officers:.....	6
Class representatives.....	6
Establish goals and objectives of Earlyact Club (Including)	6
Plan and organize projects and activities.....	6
Select chairmen for the committees.....	6
Choose activities than encompass service areas and involve the student body and Rotary Club.....	6
<i>Responsibilities of the supporting Rotary Club</i>	6
Further information	7
<i>Contact us</i>	7
<i>Links</i>	7
<i>Downloads</i>	7

About EarlyAct

Earlyact background

- EarlyAct™ is a school-wide service club for primary school students
- EarlyAct™ clubs are sponsored by a local Rotary Club
- In South Africa, EarlyAct™ operates as a voluntary club for children aged 5 to 12 years old
- The mission and operation of EarlyAct™ are closely linked to the ideals of Rotary and provide the foundation and natural succession into Interact in High School

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
- Leadership

Description of 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.

Purpose 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.

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

EarlyAct clubs in District 9350

Where is Rotary district 9350

District 9350 spans Angola, Namibia and the western Cape within South Africa



Existing EarlyAct clubs in district 9350

Herschel Preparatory School

- Charter date:
- Sponsoring Rotary Club: Claremont
- Coordinator: Heather Bailey
- Website: <http://www.herschel.org.za/>

Wynberg Boys Junior School

- Charter date:
- Sponsoring Rotary Club: Wynberg
- Coordinator: Olwyn Woodman
- Website: <http://www.wbjs.org.za/>

Reddam Constantia Preparatory School

- Charter date: May 2009
- Sponsoring Rotary Club: Claremont
- Coordinator: Brett Pearce
- Website: <http://www.reddamhouse.org.za/constantia/constantia-prep.html>

Rustenburg Junior School

- Charter date: Feb 2010
- Sponsoring Rotary Club: Kirstenbosch
- Coordinator: Tasneem Meredith
- Website: <http://www.rgjs.co.za/>

Grove Primary School

- Charter date: March 2010
- Sponsoring Rotary Club: Newlands
- Coordinator: Bernadette White
- Website: <http://www.grove.wcape.school.za/>

How to Start an EarlyAct Club

Protocol for establishing an EarlyAct club

- For the interested Rotary Club, sponsoring an Earlyact Club starts by appointing a sub-committee
- One committee member can agree to act as the Rotary advisor to the Earlyact club, which involves attending meetings and offering guidance on service projects
- Once the Earlyact subcommittee has become familiar with all the elements of the Earlyact program, it can make a presentation to its Rotary Club
- After the Rotary Club has approved sponsorship, the Earlyact subcommittee can contact the appropriate school principal to discuss plans for an Earlyact club
- A meeting time and place can then be discussed
- The educators are the driving force behind EarlyAct because they are there, on site, to guide the students in carrying out the day-to-day activities of the club
- The initial meeting of the Earlyact Club establishes the goals and objectives of the club
- Earlyact plan service projects, which benefit their school and local communities, and those which promote international understanding.

Guidelines for establishing an EarlyAct club

Formulate Earlyact subcommittee within your club.

- Appoint chairperson to act as liaison between Rotary Club, Earlyact + school.
- Meet with Principal to discuss plans
- Invite District Governor for kickoff and other activities,
- Prepare press release for kickoff and other activities.
- Appoint a Rotary advisor to Earlyact club.

General Club Membership

- Attend Earlyact kickoff event.
- Act as facilitators, role models and mentors to Earlyactors.
- Participate in Earlyact activities and projects.
- Attend Earlyact meetings when possible.

Financial Committee

- Start up seed money
- Donations of supply and equipment

Recognise Earlyact members achievements

- Leadership and citizenship awards to EarlyActors
- Parent and faculty advisor recognition.
- Invite EarlyAct officers to your club.

School responsibilities

Select Earlyact advisors.

- Attend Earlyact meetings
- Offer assistance and guidelines in service projects
- Guide officers in Parliamentary Procedures.

Set Earlyact meeting schedule

- Meet at least every second week for half hour meeting

Support by participation in Earlyact activities and service projects.

EarlyAct Club responsibilities

Officers:

- President
- Vice-President
- Second Vice-President
- Secretary- correspondence
- Secretary- minutes
- Treasurer

Class representatives

- Select two from each class

Establish goals and objectives of Earlyact Club (Including)

- Service areas
- Personal (I aim to...)
- School (we are going to / aim to...)
- Local
- Global

Plan and organize projects and activities

Select chairmen for the committees

Choose activities than encompass service areas and involve the student body and Rotary Club.

Responsibilities of the supporting Rotary Club

There is a close relationship between the Earlyact and the sponsoring Rotary Club. The following are the responsibilities of the Rotary Club.

- The sponsoring Rotary Club members act as facilitator's role models and mentors to the Earlyact.
- The sponsoring Rotary Club assists Earlyactors to develop activities and projects, which promote citizenship, leadership and vocational awareness.
- Whenever possible the sponsoring Rotary Club participates in Earlyact activities and projects.
- At least one member of the Rotary Club will attend an Earlyact meeting as Rotary advisors.
- Invite Earlyact officers to your Rotary Club Meeting.
- Encourage Earlyactors by recognizing their achievements, such as presenting outstanding leadership and citizen wards.
- Be sure new Earlyact officers are appointed at the end of each year so that they may receive the appropriate orientation.

Further information

Contact us

Rotary District 9350 office
Muriel Hugo
tel: +27-21-686-4499
email: dist9350@iafrica.com

Rotary District 9350, EarlyAct Coordinator
Jenny Howard
tel: +27-21-671-2080
email: jenny@chezgourmet.co.za

Rotary club of Claremont, EarlyAct Coordinator
Neil Jeffrey
tel: +27-21-701-8529
email: njeffrey@mweb.co.za

Links

EarlyAct District 9350 website:
http://www.suretech.co.za/EarlyAct9350/Earlyact_Index.htm

Rotary International:
<http://www.rotary.org/>

EarlyAct organization:
<http://www.earlyact.com>

Downloads

Handbook for junior schools to set up their EarlyAct club within Rotary district 9350:
http://www.suretech.co.za/EarlyAct9350/EarlActHandbook_9350.pdf [590kBytes]

EarlyAct Club registration form

EarlyAct Club Constitution

EarlyAct Club By-Laws

EarlyAct Club Charter certificate (sample)

EarlyAct Induction program

Original guidelines for EarlyAct Clubs from EarlyAct website:
<http://www.earlyact.com/resources/earlyact2002.pdf> [265kBytes]