



# Girls' Club Toolkit

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**Note to Club Start-up Facilitator(s):**

Ideally the club formation and activity planning should be led by the club founders; that is the girls who have decided that they want to form a club. However, it is advisable that a mentor works with the girls to facilitate the process. That mentor might be a teacher, a government official tasked with club formation, a community volunteer etc. The DLA Community Action Mobilizer can provide some level of support to this process, but club mentors and girls should take the lead!

Mentors can support the process by asking guiding questions and sharing good practices that have been used by other clubs. Begin to foster decision making and build confidence from the start. If club founders and members look to the mentor to make important decisions, let them know that the club is their project and that they must take ownership by making the important decisions that will result in a club that matches their original vision.

Remember, it very important that parents and caregivers are aware of this endeavor and have given permission for their child to participate in a club.

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## Part 1: Club Start-Up

### 1. Our Purpose and Goal

You have come together for a reason, because you want to achieve something, to change something, to become something. What is the reason you have come together? You may want to start a **Girls Achievement Club**, a **Girls Health Club**, or a **Girls Club** that has no specific theme. Girls may also want to form clubs around shared interests such as drama, music or sports.

#### **Example:**

**Purpose: We have formed our *Girls Achievement Club* because we want to.....(list)**

- Support each other
- Study after school and on weekends
- Learn more about careers choices
- Learn from mentors in our community
- Organize tutorials
- Improve our school grades

**Our Goal is to.....(a single statement)**

Set life and academic goals, make good decisions, and achieve what we set out to do.

### 2. What's in a Name?

What you decide to name your club should be clearly connected to the purpose and goal of your club. Once you have all agreed on the purpose and goal, give each participant a piece of paper to write a suggested name for the club. Ask that each member add their idea to the basket. Read each suggestion and write it on the chart. Hold a vote to decide on the best name for the club.

### 3. Roles and Responsibilities

Think about the different roles you need to put in place to ensure that your club runs smoothly and that your goal is achieved. Do you need a club president, a vice president or do we want a leader and team leaders to lead in different areas? Think about how you will rotate the role of club leader so that everyone gets a chance. Will you nominate and hold a vote for leadership positions? If so, ensure that voting is private.

#### **Possible Club Roles:**

- **Leader (president).** Manages the club and helps to ensure that the club agreement is followed.
- **Deputy leader (vice president).** Provides support to the club leader. and manages the club when the leader is not present.

- **Secretary.** The secretary takes notes at each meeting and reads them for correction or addition at each following meeting. It is best to have this be a rotating role (a new secretary for each meeting) as playing this role decreases the group member's attention and level of engagement.
- **Activity Coordinator(s).** This person(s) helps to manage club activities and may appoint other club members to help plan and organize activities.
- **Treasurer.** If you plan to fundraise or handle money in any way it is important to have a club treasurer who can help keep track of money raised and spent, with the help of an adult mentor.

If you want a more simple leadership structure you may think about simply having a daily leader, discussion facilitator, activity facilitator and meeting timekeeper. Can you think of any other roles that will be important for your club?

**Caution on Dues:** Remember we want all girls to have equal access to the club. While paying dues can help to support club activities and material costs, it may also exclude those who cannot afford to pay membership dues. Even if dues are waived for those who cannot afford, the existence of this requirement may restrict girls from entering the door as they may feel embarrassed that they cannot afford even what may be a very small fee. Think of an alternative plan to support the club such as a club sponsor, fundraising or income generation activities.

#### 4. Club Meetings - Where and When?

It is important to think of practical matters such as meeting time and location. In choosing a location and time it is important to think about:

- **Availability:** Is your venue of choice available? If your first choice venue is sometimes occupied, what other venue can you use?
- **Cost:** It is best to use no-cost venues such as a community hall or a vacant classroom.
- **Accessibility:** Is it easy for all group members to reach the selected club location? Is the chosen day and time accessible to all?
- **Safety:** Is the venue itself safe and secure and is the path that girls need to take from home or school to the club meeting location safe and secure? Is the selected meeting time (arrival and departure) safe?
- **Venue Care:** If the school or community allows you to use a space, what do they expect in return in terms of how you leave the space? Do you need to borrow and return furniture, ensure the windows and doors are locked and so on?

## 5. Our Club Values

It is important that all members are guided by a similar set of values. A value is an important and lasting belief. For example 'respect' might be a value held by club members. What do you believe in? Ask club members to talk in pairs to think about what you, as a club, believe in. Give each pair 3 cards and ask them to record their ideas. Look at all of the values suggested by the club members. As they share their ideas ask that they explain the importance of each value. Some possible examples are listed below.

- Friendship
- Honesty
- Trust
- Supportive
- Responsibility
- Helpfulness
- Fairness
- Empathy
- Dedication
- Kindness

## 6. Developing a Club Motto

A motto is a word or phrase that clearly expresses what you believe in. It is intended to remind club members what the club stands for and to encourage the club members every time they hear or say the motto. Share your country national motto (see some example below) with the club members as an example and ask members to meet in pairs to come up with a club motto. Share all ideas from the group and vote on your motto.

**Kenya National Motto:** Harambee, meaning "Pulling Together" or "All for One" in Swahili.

**Nigeria:** Unity and Faith, Peace and Progress

**Ghana:** Freedom and Justice

## 7. Our Group Agreement

It is important that all members work together to come up with a set of rules or guidelines for club conduct. Ask the group members what guidelines or rules should be followed to ensure that the club runs smoothly and that the goal is achieved.

Some possible guidelines might be;

- Club members will attend meetings as scheduled
- Club members will arrive to meetings on time
- Club members will honor their commitments
- Club members will respect one another

Once the guidelines are agreed upon, each member should sign to indicate that they understand and agree to abide by the group agreement. Make sure the guidelines are reasonable and fairly enforced. There should be no favoritism.

## 8. Recruiting Members

You have already recruited members to come to the first meeting and start the club formation process. Ask, how many members do we want to have? Who qualifies to be a member? How will you recruit new members? You may do this through word of mouth, posting a sign-up sheet at your school, creating flyers. Think about what process of orientation is needed for new members? Remember you do not want the membership to be unmanageable. For example, if 40 members attend the first club meeting on Girls' Leadership and Achievement, you might decide to divide into groups based on age.

## 9. Putting it all together - Our Club Constitution

All that you have discussed and developed up to this point becomes part of your club constitution. Ask for a volunteer to prepare a constitution for the club. The constitution should include:

**Club name:** The name that has been voted on and finalized by the group members.

**Purpose and Goal:** The purpose and goal developed by the club founder and founding members.

**Membership:** Who can join, process for joining, orientation for new members.

**Leadership:** Who are the leaders, for what period of time will they lead, how are leaders nominated and elected? What are their roles?

**Meetings:** Where and when will they be held?

**Dues:** Will dues be paid and if so how much? Remember to carefully consider this issue in relation to all girls having access!

**Conduct:** What guidelines for conduct were determined and agreed upon by the founding members. (refer to your group agreement)

## 10. Ready to Go

Once you have completed the steps for club formation think about any preparations you need to undertake so that the club will be well managed. Some of the below items may be needed for your club. You decide what works best for you.

- Secretary's book
- Treasurer's book
- Sign-in attendance book
- Club Calendar
- Member ID badges

**You are now ready to start planning your club activities.**

## Part 2: Activity Start-Up

Remember as a club mentor it is not your role to make decisions for the club members, but to facilitate discussions and decision making. Once you have taken club members through the club start-up toolkit, what next? Club members need to think carefully about what they want to do.

- 1. Idea Generation:** Explain to club members that they have named their club and have decided on the purpose and goal of the club. (review the club purpose, goal, name and motto). The next step is to plan club activities. Ask members to meet in pairs and come up with 3 ideas of what they would like to do and what they want to learn as club members. Remind them to keep the club focus in mind as they come up with ideas.

### **I want to learn how/how to: (possible responses)**

- Set goals for my future
- Improve my marks
- Other girls like me have gone to college
- Earn income over school holidays/ to learn a skill
- Successful women became successful, especially women from our area
- Study for the class 6 exam
- Be more confident / build my self-esteem
- Start a career in radio
- Write better
- Improve my marks
- Get my parents to give me less chores so I can study more
- Be healthy and fit
- Stay safe (rape prevention education)
- Resist peer pressure (substance abuse, sexual relations etc.)

If you feel shyness on particular topics may prevent some girls from participating, allow them to write their ideas on a piece of paper to be dropped in a basket. Read each idea and add it to the list.

As you add ideas to the list, you may need to ask girls to elaborate more on exactly what they want to learn. If you feel you need to draw out some ideas on enjoyable activities, ask what they want to do for enjoyment in the club. They can meet in pairs and complete the following statement:

### **For enjoyment we want to: (possible responses)**

- Make a play and show it to the school on prize giving day
- Visit the radio station
- Meet Habiba Mohammed the film actress from our community
- Paint a mural on the school wall
- Start a school garden

- 2. Prioritize:** Think about how much time you have to carry out club activities and plan accordingly. It may be easiest to plan by the term (3 months). Ask club members to identify their top 3 activities for the term.

**Top 3 activities for this term: (possible responses)**

1. How to improve my marks
2. How to stay safe
3. Meet Habiba Mohammed

Ask how they can link their fun activities to what they want to learn. For example, could meeting Habiba be part of a larger activity that focuses on connecting girls to positive role models?

- 3. Identify Resources and Resource Persons Needed for Activities:** Facilitate the planning process with the club members. While many ideas should come from the club members, the club mentor should share information on how to access materials, appropriate resource persons, DLA videos, Discovery + (Plus) etc.

What we want to learn	Activity	Material Resources	Resource Persons/ Visiting Speaker
How to improve my marks	<ul style="list-style-type: none"> <li>• Invite successful secondary students to our club to teach us study skills, challenges they have faced, how they have overcome</li> <li>• Join <i>Safe Homework Hub</i></li> </ul>	<ul style="list-style-type: none"> <li>• Our exercise books, pencils</li> <li>• DLA video Program 62, Segment 5: Facing Challenges</li> <li>• Materials from <i>Safe Homework Hub</i></li> </ul>	<ul style="list-style-type: none"> <li>• Top girls from the secondary school (to talk about how they study, challenges they face etc.)</li> <li>• Facilitator from <i>Safe Homework Hub</i> to introduce the concept and have girls sign-up</li> </ul>
How to stay safe	<ul style="list-style-type: none"> <li>• Invite <i>Stay Safe</i> to deliver a session on rights education, positive assertiveness and self-defense for girls</li> <li>• Invite <i>No means No</i> for skill development</li> <li>• Write and perform a school play on how to stay safe</li> </ul>	<ul style="list-style-type: none"> <li>• Exercise books, pencils</li> <li>• Handouts from <i>Stay Safe</i></li> <li>• Self-defense training: when and how to use it</li> <li>• Content from Girls Health Club manual</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitators from <i>Stay Safe</i></li> <li>• Facilitator from <i>No Means No</i></li> </ul>
How to be successful in life / persevere	<ul style="list-style-type: none"> <li>• Prepare list of role models, contact information, book role models</li> </ul>	<ul style="list-style-type: none"> <li>• Discovery + (Plus) Episode 1</li> <li>• Discovery + (Plus) Facilitator's Guide for Episode 1</li> </ul>	<ul style="list-style-type: none"> <li>• Role models: 1 national, 2 successful university graduates from the community, 1 successful entrepreneur, 1 secondary school girl</li> </ul>

- 4. Create an Activity Calendar:** Think about when you would like each activity to take place and plan your club calendar for the term. Be reasonable in what can be achieved. You might aim to have one activity and potentially one guest per month. The other club days can follow a standard plan (see step 6).
- 5. Action Plan:** Now that you have settled on some tentative dates, decide what actions need to be taken to make each activity a success and share responsibilities among club members.

Activities	Who	Completion Date
<b>Topic 1: How to be successful in life and persevere</b>		
List and contact information for role models	Eddah, Faith, Binti	January 15, 2015
Contact and book role model guests	Grace, Adhama, Irene, Elizabeth, Halima	January 31, 2015
<b>Topic 2: How to improve my marks</b>		
Contact and invite facilitator from Safe Homework Hub	Club Mentor, Majida	January 31, 2015
Invite 1 or 2 successful secondary school students to share how they study	Fatuma, Halima	February 5, 2015

**6. Create a standard meeting plan that incorporates your activity planning: Each time we meet we will.....**

- Take attendance
- Say our club motto
- Check-in on our activity planning status
- Plan next steps
- Weekly session based on themes identified by members using local resources (eg: session on physical and psychosocial health using locally available Facilitator’s Guide or using Discovery + (Plus) Facilitator’s Guide to lead a discussion on goal setting, using Discovery videos etc.)
- Activity Plan – one day per month, “special activity” from the activity plan.