

2022-2023
Operational Handbook

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WHAT IS EARLYACT FIRSTKNIGHT?

EarlyAct FirstKnight® (or EAFK) is a social emotional learning/character building program for qualified elementary and middle schools from the Knights of The Guild. Sponsored by Rotary Clubs, EAFK motivates and educates children of all backgrounds to become civil, service-oriented people during their most formative years.

WHY IS SEL and CHARACTER-BUILDING IMPORTANT TODAY?

Experts agree that the survival of any culture depends upon the ethical strength and moral courage of its people. Just as historians attribute the fall of ancient Rome to moral decline, any society can be destroyed from the inside if the character values of its citizenry are compromised. Once part of a traditional family upbringing, studies show that healthy values and social skills are being taught less in the home today than ever before. Basic concepts like respect, personal responsibility, honesty, compassion, fairness, tolerance, and service to others are becoming increasingly unfamiliar to young people. To arrest this decline, the instruction of character values and social skills must be integrated into mainstream public education and treated as important as reading, writing, math, or science. Legislatures of more than half of the United States have either mandated or strongly encouraged these studies in their public school classrooms.



WHY IS EAFK EFFECTIVE?

Teaching social skills and good character traits effectively to a media-dominated generation is difficult. Quality expectations are higher and attention spans are shorter; Instruction must be frequent, repetitive, strongly reinforced, made relevant, exciting and rewarding to children in order to form positive habits. EAFK creatively accomplishes this through its unique method of making the subject material come alive in an exciting, pervasive experience rather than a boring course of study.

EAFK is themed around the most noble knights of history and literature - role models of various eras and cultures who lived by personal codes of high ethical standards and performed extraordinary deeds of service to humanity. We combine proprietary elements, such as year-round campus visits by trained knights in authentic period armor; a daily online classroom curriculum; student mentorship by local Rotarian leaders; spectacular school-wide knighting ceremony/reward events; faculty training; outstanding client support; and, many optional components including parent education and even on-campus performances by our knights and live, costumed, warhorses. EAFK is effective because it is popular among many students, parents and school administrators.

WHY CHOOSE EAFK?

✓ Tradition.

A few Rotarians will sometimes ask, “What business does Rotary have in this stuff?” Herb Taylor, past RI President and author of Rotary’s Four Way Test once said, “*I believe that the great opportunity and the great responsibility of Rotary rests in the field of building character, in the building of men.*” If service organizations like Rotary, Kiwanis, Lions, etc., do not get involved with building character and social skills in children today, then there will be few people finding time to join their ranks tomorrow.

✓ Need for social/emotional learning and character-building

Being traditionally educated doesn’t make one a good person. Ethical impairment is stealthy, but reveals itself through increasingly poor behavior. Studies show these attributes are afflicting young people today more than ever before. Ethical impairment leads to antisocial behaviors and conditions such as crime, poverty, substance abuse, deception, cheating, ignorance, dependency, and immorality. EAFK is a unique, proactive strategy that changes the way children think and evaluate decisions, teaching them to make wiser life choices. Think of it as preventing future catastrophes before they occur.

✓ Importance of early action.

With the breakdown of the traditional family, research indicates that children of all backgrounds and cultures are increasingly learning their character traits and social interactions through environmental influences such as progressive cultural trends, peers, popular celebrities, and messages conveyed through music, television, movies, social media, and video games. The best time for children to learn and assimilate social skills and character education is between the ages of 5 and 12.

✓ Pervasive scope.

EAFK is not just a voluntary elective for a few good kids. Using Rotary’s Four Way Test as a daily class charge, EAFK is *required classroom instruction* for every student at every grade level, from Kinder through 8th grade. EAFK is prioritized at every campus, allowing it to potentially change the very culture of the school.

✓ Effectiveness.

Most EAFK campuses that use our program as directed claim positive changes in disciplinary referrals, bullying incidents, student relationships, academic performance, faculty satisfaction, and campus parental involvement.

A BRIEF HISTORY OF EAFK

The roots of EAFK can be found in an award-winning character education program called “The Knight Life”, conceived by former Navy chaplain, Dr. Randall Parr, in the late 1990’s. Tested successfully in Texas and Oklahoma by his organization, the Knights of The Guild, he and his “Knight Life” program were honored in Washington DC by The Washington Times and members of the United States Senate and Congress for their accomplishments in 2000. “The Knight Life” pioneered most of the familiar program elements seen in EAFK today.

In 2005, a little-known Rotary service initiative for primary schools, called “EarlyAct”, was introduced to us and integrated into our original program. This supplemented “The Knight Life” program with a strong PBL (Problem Based Learning) package. With this addition, kids in elementary and middle schools could now learn not only why they should become noble people and serve others through academic instruction, but experience how to do so through Rotarian-guided service projects on the local and even international level. Having been thus modified for sponsorship by Rotary Clubs, “The Knight Life” was renamed “EarlyAct FirstKnight” (or EAFK).

In 2006, the first true EAFK program was sponsored in Boerne, Texas by the Rotary Club of Boerne. Through reputation and word-of-mouth alone, EAFK has since expanded throughout the state of Texas and beyond. The first trans-local expansion branch of EAFK was started on the U.S. east coast in 2010, where programs are currently operating in North and South Carolina.

EAFK COMPONENTS

EAFK is licensed for use on an annual basis. Costs (shown in a later appendix) are assessed by campus and grade level, not by the number of students enrolled. There are price variations in some component costs, which are determined by a school's distance from one of our regional hubs. Components are integrated and one may not be employed independent of the others. Failure to comply with operational guidelines may be grounds for licensee revocation. Multicampus discounts are available. Additional travel expenses may apply.

Our components are:

1. Faculty and Sponsor Training

EAFK school faculty members and sponsoring Rotary Club advisors are each provided with video training for the EAFK program. Each respective training session lasts approximately one hour, and Rotarians are invited to attend.

2. Annual Student Orientation

The Student Orientation is a special event that kicks off each year of the EAFK program. Schools have a choice of either an indoor or outdoor option of the Student Orientation. Either option serves to acquaint new and returning students with the goals of EAFK, introduce them to their sponsors, and motivate everyone to fully participate.

The indoor Student Orientation option takes place in the school auditorium (sans horses), and is a lower-cost alternative to the outdoor option.

The outdoor Student Orientation option is led by a knight on horseback. The major risk of selecting the outdoor option is possible weather delays, such as excessive cold, heat, or rainout. Rescheduling may be possible, but not guaranteed.

3. Daily Classroom Curriculum

The Code® is EAFK's online classroom curriculum. The Code provides daily, age-appropriate character-building instruction for the entire campus, starting with the first day of Kindergarten and continuing through the last day of 8th grade. Using simple 10-minute lessons, The Code offers age-appropriate lessons in social/emotional development and character-building. Each school day and EAFK campus event starts with a student recitation of the Rotary Four Way Test, which is memorized and recited by the students.

4. Knighting Ceremonies

The reward component of EAFK takes place at regular intervals on campus in the form of a school-wide knighting ceremony, led by one of our staff members, a Rotarian advisor, and the school principal. Through demonstrating knowledge of the curriculum, each student has the opportunity to earn the rankings of "Page", "Squire", and "Knight". These rankings and corresponding awards are conferred at the knighting ceremonies, which are attended by the student body, faculty, families of selectees, Rotarians and guests. Knighting ceremonies are available either live or online, as campus restrictions allow.

5. Student Service Club

The student service club is the practical component of EAFK, allowing children to experience the impact of real world application of their curriculum lessons. Led by student officers, guided by Rotarian and faculty advisors, and attended by class representatives along with interested parents, the service club will choose, plan and facilitate one local and one global service project per year with voluntary aid from the entire student body. Club meetings take place bimonthly for 30 minutes, usually during lunch. There will

be an additional cost for printing, Rotary banners, a Rotary bell, and optional chartering ceremony costs, etc., as the sponsor desires.

6. Parenting Seminar (Optional)

Some campuses may wish to host our Parenting Seminar, and invite student families to learn how EAFK can be supported at home. This optional multimedia component is held on campus and teaches families how to get involved with EAFK, as well as how to build stronger relationships with their children. This option is recommended for encouraging effective parental involvement in the character-building process.

FREQUENTLY ASKED QUESTIONS

“Why do you use “knights” as part of your theme? Aren’t knights just a European phenomenon, and offensive to some people and cultures for their violent actions in the past?”

First of all, “knights” are not exclusive to Europe. The word, “knight”, means “servant”, and every major culture in the world had its equivalent of the knightly class, such as the Samurai of Japan, the Han Warrior of China, the Bengal Lancers of India, the Knights of Islam, the African Cavalry, the Native American brave, and even our modern military and police. The common threads between all these groups are that they each had collective codes of noble conduct, and all of their members were imperfect human beings. So yes, the knightly class has their share of poor examples in history, but so does every human institution staffed by human beings. We don’t negate them all just because of a few bad actors; instead, we celebrate the best of all chivalric cultures that lived by a code of honor. It is not the imperfect individual we esteem, but rather the chivalric ideals that inspired and guided the best of them.

Secondly, anybody who truly wants to be offended can find something offensive in anything so we don’t get sidetracked by that. We respect everyone and seek to offend no one; however, EAFK does not endorse or get involved with political correctness.

“Is your program religious?”

No, and yes, depending on the individual user. **No**, in that EAFK does not teach Theology or any catechism; our focus is strictly limited to the concepts and practice of common civility between all people; and, it is not necessary for one to be a person of faith to benefit from the principles we teach. **Yes**, in that any parochial school could use our curriculum to validate the values they embrace, such as: human dignity, tolerance, self-discipline, service, and compassion toward our humanity. The great religions of the world consider such ideals to be of Divine origin.

“Why does EAFK have a cost?”

EAFK has a cost because it is a business with employees and operating expenses. The professional performers we hire, care of the horses we use in our school shows, staffing, curriculum upgrades, student awards, client services, and other exclusive elements that make our program extraordinary and effective cost money. The price of EAFK, however, is minor compared with that of other character-building/SEL programs on the market today that offer a fraction of the benefits. The average cost of EAFK for one school ranges from \$7.00-\$10.00 per child, per year for daily ethics development training. Compare that with what a Rotary Club may spend to provide scholarships for 5-7 high school students each year and the value may become clear.

“How does an EAFK program start?”

Usually, either an educator or a potential sponsor contacts us with their desire to start an EAFK program. In order for EAFK to happen, there must first be an authorized sponsor (such as a Rotary Club) and a qualified elementary or middle school sponsoree, both in agreement on moving forward. Once we have those two parties in place, then we will meet with everyone involved and instruct them on the process of getting started.

“How much advance notice is required to start EAFK?”

EAFK programs can start anytime through between August and April of a given school year. Most programs start in the Fall or mid-term, right after the Christmas break. The run-up sequence from ordering a new program to start date can be as little as one month.

“What do you mean when you say that EAFK is only for ‘qualified schools’?”

EAFK is not for every school because not every school is willing to use EAFK as directed. EAFK only works as advertised if it is administered properly, and we don't allow EAFK to be used in a scenario where we feel it may not succeed. We only work with schools where there exists strong administrative leadership and excellent, motivated teachers with a "students first" attitude. So, a "qualified school" is any elementary or middle school campus that meets this criteria and agrees to employ EAFK precisely by the rules.

Another point we should make is that EAFK is designed to be a proactive solution for future societal problems, rather than a reactive program to deal with current problems. Our goal is not to "fix" broken people (although it happens); it is to prevent young children from becoming broken by changing their thought processes, decision-making skills, and habits during their most formative years between the ages of 5-12. Hence, we do not accept secondary schools or primary campuses with inordinate problem histories such as racial discord, student violence, gang activity, or other criminal behavior.

"What happens if a school or sponsoring Rotary Club starts to use EAFK as directed, and then starts to deviate later on?"

School District Superintendents change. Principals change. Rotarian leaders change. Every sponsoring entity and sponsored school must sign a licensing agreement to use EAFK. If problems arise, we have a diagnostic process and first offer the school administration (or sponsoring club) an opportunity to correct themselves. If they do not, then we reserve the right to cancel their license to use EAFK and pull the program. This quality control measure is one reason why EAFK is licensed for use only, and not sold as a product.

"Is EAFK an official program of Rotary International?"

No. EAFK is considered a "Rotary project", and works in a cooperative relationship with Rotary International and their Clubs. Our program also qualifies for Rotary grant funds.

"What did EAFK learn from COVID-19?"

We have designed EAFK components, such as faculty trainings, student orientations, curriculum use and knighting ceremonies, to be conducted either live or virtually via video and/zoom-type methods.

RESPONSIBILITIES OF THE SPONSORING ROTARY CLUB

Three groups will be working together to make EAFK successful: Knights of The Guild, the sponsored school using the program, and the sponsoring Rotary Club. Each group has the following responsibilities:

Knights of The Guild is the **Developer**. We own all rights to EAFK, and license its use to Rotary Clubs for the benefit of their school sponsoree(s). Once we license EAFK to your Rotary Club, we will continue to provide excellent client support to insure the program's success for as long as you use it. We also provide curriculum updates along with all of EAFK's live-action components with professional performers and live horses that make the program exciting for the students.

The school is the **Sponsoree**. The school's responsibility is to use EAFK in strict accordance with our application guidelines and cooperate fully with the program developers and sponsors. Please remember that EAFK is not suitable for all schools. Campus administrative leadership and commitment are paramount, and faculty buy-in is essential. Some schools can do this, while others are unable.

The Rotary Club is the **Sponsor**, as well as our Client and the local program facilitator. Guided by your Club's EAFK subcommittee and designated program advisors, your Rotary Club will be responsible for the following duties, which can take a total of 4-7 hours per month:

1. Maintaining operational integrity of the program. Regular communication and a good cooperative relationship with the school administration and Knights of The Guild is vital to successful EAFK implementation. For example:

- Communication with the school.

Because EAFK a new type of program and designed to become a permanent fixture on campus, it has to grow into the "fabric" of a school's daily routine and culture over time. Until administrators and faculty members fully comprehend the dynamics of EAFK, we must all be watchful for subtle compromises in program implementation, often made because teachers can get busy with other things. We may see these compromises, for instance, in the areas of EAFK's curriculum usage; frequency, prioritization of, and advance preparation for knighting ceremonies; student service club operation; the number of students allowed to attend events; and sometimes "cherry picking" EAFK components to blend with other character education/SEL programs. There may also be other corners cut, especially within the first year until the effects of EAFK on student discipline, academic performance, and teacher workloads become evident. Only through regular communication, proactive situational awareness and building relationships with school administrators can these compromises be anticipated and dealt with before they occur. For EAFK to deliver high-level results, all EAFK program components **MUST** be implemented as directed unless previously approved by the Developer. If a sponsored school refuses to comply with our implementation guidelines, then their EAFK program may be subject to immediate suspension. In that event, the sponsoring Rotary Club will have the option of moving their EAFK program to a more cooperative campus. We will keep an eye on this, but the local Rotary sponsor can be of great help.

- Communication with Knights of The Guild.

Staying in contact with us allows for an ongoing partnership with your Rotary Club that continually works together to keep EAFK successful in your community. We are always available to respond to problems, answer questions, and share ideas from our network of sponsors and schools. When innovations are discovered, we communicate that information to all through annual training. When curriculum is updated, all campuses get it. Staying in communication with us is the way to keep your EAFK program on the vanguard.

2. Attending the Annual EAFK Student Orientation. It is mandatory to hold an annual EAFK Student Orientation (program kickoff) close to the beginning of each school year. This is so that new students and returning students can be motivated, and everyone can learn about any new program innovations. Whether you choose the outdoor or indoor option, the Student Orientation is a high-profile, newsworthy opportunity to keep your EAFK program in your local news headlines. Community exposure can be an important outreach tool for recruiting new Rotary Club members.

3. Participating in EAFK Knighting Ceremonies. The EAFK Knighting Ceremonies serve as the reward component of the program and must take place on elementary campuses every four to six weeks, and on middle school campuses every six to nine weeks. The first of these takes place about one month after the annual Student Orientation kickoff. The school (often with help from the PTA/PTO) will be tasked to set the stage and prepare for the knighting ceremonies, but a Rotarian advisor *must always be in attendance to participate*. Hundreds of people will be there, and parents of the awardees will be secretly invited. On the designated ceremony days, two consecutive ceremonies will actually take place. At an elementary campus, the first one will be for grade K-2 students, followed immediately by a second presentation for grade 3-5 students. At a middle school, grades 6 and 7 are typically held together, followed by a second for the 8th graders. The combined time for the two ceremonies is about ninety minutes.

NOTE: *Prior to getting started with EAFK, it is strongly advised that your Rotarian advisors and faculty representatives attend an existing EAFK ceremony at another school for reference.*

4. Guiding Bimonthly EAFK Service Club Meetings. Rotary advisors will facilitate the formation of provisional members and officers of the EAFK student service club, followed by a chartering ceremony to officially grant the club authority to exist and operate as a Rotary entity within your District. The Rotarians will offer guidance on club form and function, and have the club fully operational as soon as possible after EAFK commences at the sponsored campus. At the inception of the service club component, they will organize an EAFK Chartering Event. This can be a low-key function involving just the student officers, faculty/Rotarian advisors and your DG, or a more elaborate affair. It is recommended that chartering documents be executed by your DG, but may also be formalized by your Club President. Be sure that new EAFK student officers are appointed at the end of each year so that they may receive the appropriate orientation.

5. Promoting EAFK To Your Community. Use the program's annual student orientation and recurring student knighting ceremonies to expose EAFK to the public. Promote these EAFK events to the community through press releases, social media, your District website, and inviting VIP's and community leaders to attend them in person. Sample press releases can be obtained online through a Google search.

6. Using Social Media. Social media is an excellent way to draw attention to your EAFK program and make contact with potential new Rotarians. You can either start your own Fan Page, or feel free to post your program's updates and photos on the main EAFK Facebook Page: (<https://www.facebook.com/EAFKorg>)

7. Making monthly progress reports to the Rotary Club membership. Arrange for the EAFK Rotarian advisors to make a brief report to the Rotary Club each month on the program's progress.

8. Helping your EAFK student officers make an annual media report to the Rotary Club. Toward the conclusion of each school year, task your EAFK student board to create a report of their year's service activities and arrange for them to present it at a regular Rotary meeting. Some Clubs even let the EAFK students run their entire meeting that day, which is an impressive sight to see.

9. Creating an EAFK Page on Your District Website. You should endeavor to have an EAFK page created on your Rotary District website so that your fellow Rotarians can see what you're doing. Some examples of this District page can be found at the following URL's:

District 5890 -

<http://www.clubrunner.ca/Portal/SitePages/SitePage.aspx?did=5890&pid=75993>

District 5870 -

<http://www.clubrunner.ca/Portal/SitePages/SitePage.aspx?did=5870&pid=53447>

11. Lobby For An EAFK District Chair In Your District. This is an important step in cementing EAFK in your District, and establishing an informed Point of Contact for other clubs in your District. This person should be a strong advocate for EAFK, a veteran of EAFK sponsorship, and one who is completely familiar with EAFK operations.

12. Educate future Presidents and District Governors. To keep EAFK a legacy in your District, seek to involve your future Presidents and District Governors by inviting their participation in your EAFK events and insuring they have the latest information available about the program.

FIRST STEPS: HOW TO GET STARTED WITH EAFK

1. Form an EAFK Subcommittee in your Rotary Club. Set up an EAFK subcommittee in your Club, consisting of at least two Rotarians who will serve as advisors to the school(s) you choose to sponsor. Their important role as student service club mentors will be described in the SETTING UP THE EAFK SERVICE CLUB section ahead.

2. Arrange a Subcommittee Training Session. A one-hour training meeting for your EAFK subcommittee is required. At this training session, your team will be shown by our trainer how EAFK works and be given an implementation timeline to follow. If it is impractical for a Knights of The Guild representative to meet with your Rotarians, then a tele-training event can be arranged by phone and/or Internet. It is also highly recommended that your team attend the EAFK faculty training session for the school(s) you choose to sponsor. Both of these training events should be held consecutively, on the same day.

3. Select a school to sponsor. Once your Rotarian team is trained, identify a qualified school for your Rotary Club to sponsor through interviews with principals or superintendents. Again, a qualified school is any elementary or middle school campus, public or private, willing to implement EAFK exactly as directed. We recommend starting with an elementary campus, then adding the feeder middle school later. The interview should reveal: a cooperative, proactive principal who understands the EAFK program, is willing to use it wholly as directed (not in bits and pieces), is in full command of his or her faculty, and clearly appreciates the sponsorship of your Rotary Club; and, a motivated, “can do” faculty with a kids-first attitude. Once a school is selected, then we will arrange a one-hour faculty training session with them, at which time they will be tasked to select two faculty advisors to serve as liaisons with your Rotary Club. Again, Rotarians are encouraged to attend the school’s faculty training event so that they can better understand what will be happening on campus.

4. Startup and Lead Time. EAFK can be started anytime during the school year. Most schools start in the Fall, some start in January, but we also have campuses that have commenced in April. As to lead time, we can get a school ready to go in as little as one month in advance.

5. Plan a Coordination Meeting with School Administration. Once a qualified school is found and agreed upon, then arrange a meeting between your EAFK Subcommittee Chair, a Knights of The Guild representative (in person or by conference call), the school principal and his or her counselor. At this meeting, the school principal will be fully briefed on EAFK and his or her responsibilities. We will brief the administration, request that two EAFK faculty advisors be selected as POC’s for your Rotary Club, ask them to make student officer recommendations for the EAFK service club component, and schedule dates for their student orientation, award events, and service club meetings.

6. Obtain Online Access Codes For The Curriculum. Once your school has confirmed participation, then an exclusive online access code will be assigned to them. New access codes are assigned each year.

Information About Funding EAFK.

Funding for EAFK can come from a combination of sources, including the sponsoring Rotary Club, Rotary grants, the sponsored school or school district, Title 1, PTA,/PTO fundraising events, grants from Foundations, and individual/corporate donations. Some schools are raising next year’s EAFK program costs through fund raisers organized by their EAFK student service clubs. Contact us about other funding options. Billing for EAFK takes place in segments throughout the year: in July for curriculum licensing, in the Fall for first-semester knighting ceremonies and events, and in December for second semester costs. If a school comes onboard later in the school year (which some do), a billing arrangement for them will be discussed on a case-by-case basis.

Effectiveness Evaluations.

At your request, sponsored schools may monitor the effectiveness of EAFK on campus, with regard to student behavior, classroom efficiency, and effects upon campus culture. This data can be used for benchmarking, goal setting and grant writing.

Future Strategies. Once your first EAFK school is going strong, consider adding more campuses each year or so. Some of our Rotary Clubs are teaming up with other Rotarians and community cosponsors in their areas to bring EAFK to expand the program.

For example, your Club might start EAFK in one or more elementary schools, and then add the middle school(s) those elementary campuses feed into. Add to that an Interact program at the high school(s) and you will soon be facilitating a complete Rotary adventure in service in your community from Kinder through the 12th grade (if you have an InterAct program).

The logical questions then become, “How do we pay for all that?” and “How can we get enough Rotarian advisors to work with all the schools?”. Think about putting together Community Partnerships to help fund your EAFK expansion. Work together with other Rotary Clubs, local businesses and the school district to underwrite the costs of multiple programs. Ample grants are available. To get more Rotarian advisors to serve new campuses if you run out of Rotarians in your own club, consider tapping Interactors and Rotaractors to fill in. Also recruit local community leaders and parents to assist and make them honorary Rotarians in your Club. Some of them may convert to become regular Rotarians later on. This is a creative and exciting way to introduce Rotary to others.

SETTING UP THE EAFK STUDENT SERVICE CLUB

One major task of the Rotarian advisors to be accomplished ASAP is to setup and guide the EAFK campus service club component. Made operational within the first two months of program inception, the EAFK service club component is a school-wide opportunity for students to apply the ethics and service principles being taught through our curriculum in the classroom. The service club is self-supporting and carries out two service projects annually—one for the local community, and one for the global community. In addition, some service clubs help raise their school's EAFK program costs for the following year through their own fund raising events. Veteran sponsors of other EAFK programs will be happy to share their experiences with you.

The EAFK service club meets twice monthly for thirty minutes, usually during lunch. Meetings are conducted by the EAFK student officers. Two rotating student representatives from each class attend the meetings, along with faculty advisors and interested parents. Meetings are conducted using parliamentary procedure, under the guidance of attending faculty and Rotarian advisors. They are fashioned to function like a regular Rotary meeting.

Officers of the EAFK student service club are selected from the two senior classes of the sponsored school. For example, in a grade K-5 school, the President, Vice President, Recording Secretary, Treasurer, Second Vice President and Corresponding Secretary are assigned from the fourth and fifth (or sixth on some campuses) grade classes. In middle schools, 7th and 8th graders are selected. Officers are appointed by faculty advisors based on leadership assessment and teacher recommendation. School administrators may note the similarity between the EAFK officer structure and the traditional student council. We recommend that the EAFK service club officers simply replace student council altogether.

There are no dues. Monies for designated projects and activities are raised through EAFK service club activities, and held by the Rotary Club or school administrator, as you wish. The activities of EAFK are reported to the Rotary Club monthly by Rotarian advisors, with a more detailed annual report submitted in an annual report to the Rotary Club by the EAFK service club officers.

To get things started for the service club:

- Select provisional student officers and charter members (class representatives who will attend the meetings and report back to their class).
- Arrange a Charter Event (see attached Appendix on How To Conduct an EAFK Charter Event ahead in this manual). You may opt for a smaller, less elaborate Charter Event if funding is a concern.
- Invite parental attendance at meetings and involvement in service projects.
- Confirm club meeting dates and times.
- Provide guidance to students on meeting procedures.
- Establish goals and objectives of the EAFK service club including service areas.
- Plan and organize service projects and activities, using student committee chairs for the local and global projects.
- Choose activities that encompass service areas and involve the student body and Rotary Club.

EAFK SERVICE CLUB STUDENT OFFICER RESPONSIBILITIES

Rotarian advisors will help students understand and enact the following roles. It is also helpful for the designated student officers to meet and/or observe their adult Rotarian counterparts who serve in these positions for the Rotary Club:

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 the Four Way Test and Inspirational Quote at each meeting

Recording Secretary

- 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 PTA advisor

Corresponding Secretary

- Send invitations and thank you notes to speakers and special guests for EAFK meetings or events

Treasurer

- Collect and record monies from EAFK fund raising events and activities
- Report on the current balances at meetings

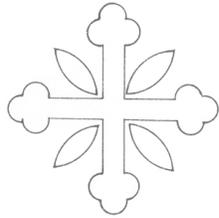
Head Chairperson

- Assist Committee Chairpersons with school, community, and global projects
- Assist chairpersons with committee meetings to discuss how to accomplish projects
- Make presentation to classes concerning the projects

**EAFK TIMELINE: CHECKLIST FOR A NEWLY SELECTED SCHOOL
(Recommended)**

✓	EAFK Program Pre-Launch Sequence (SEMESTER BEFORE startup if possible)
	Choose a qualified school to sponsor
	Form an EAFK Subcommittee within the Rotary Club
	Obtain EAFK curriculum license from Knights of The Guild (KoG) for early review by school
✓	EAFK Program Pre-Launch Sequence (One month before startup or before)
	Rotary subcommittee studies this Handbook
	KOG and Rotary reps meet with school admin for planning, tasking and setting all EAFK event dates
	EAFK trains the school faculty in program operations
	Order first semester award medals from KoG; they will be shipped to campus
	Rotary Club promotes upcoming EAFK student orientation (kickoff event) to media and Rotary District
✓	EAFK Program Launch Sequence (First month)
	KoG team conducts EAFK student orientation for all students on campus during assembly program
	Faculty begins teaching curriculum to all students daily
	Rotarian advisors form student service club with school-appointed student officers
	Rotarian advisors plan and conduct District Chartering event ASAP. Request District appoint EAFK chair and web page presence.
✓	EAFK Program Launch Sequence, (Second month)
	First EAFK school-wide knighting ceremony is held on campus. Invite guests to attend
	First of two bimonthly student service meetings is held on campus, attended by Rotarians, faculty advisors, student officers, class reps and interested parents. Establish meeting rules, then determine first service project (locally focused) when ready. Meetings are usually held during lunch for 30 minutes.
✓	Subsequent Months
	Curriculum instruction continues daily for all students
	EAFK school-wide knighting ceremonies continue on prescribed schedule (usually 6 per year)
	Service Club meetings continue bimonthly; will do first-semester local project, second-semester global project and possible EAFK program fund raiser for following year
	At end of each year, arrange for school service club officers to officiate your regular Rotary meeting and provide a report on their service projects for your membership.

EARLYACT FIRSTKNIGHT®



Appendices

APPENDIX I -

✧ WHAT AN EAFK KNIGHTING CEREMONY LOOKS LIKE

Scenario: The knighting ceremony is the reward component of the EAFK program. Attended by all students (not just awardees), faculty, Rotarian advisors, special guests and parents of student awardees, this 40-minute presentation honors select students who excel in EAFK academics and service, while encouraging all students to participate in the EAFK service club.

On a typical ceremony day, two separate ceremonies usually take place, one immediately following the other. At an elementary school, the first ceremony is a shorter version for grades K-2, followed by the second assembly for grades 3-5. Middle schools have two, as well: the first for grades 6-7, and the second for grade 8. These assemblies should take place every four to six weeks throughout the school year at elementary campuses, and usually every nine weeks at middle schools. All assemblies for the entire year are scheduled a year in advance. Making this happen at a high level of excellence builds camaraderie, tradition, illustrates reward for well-doing and allows children to experience the positive feeling that comes from making good choices and serving others above themselves.

PRE-ASSEMBLY PREPARATION

Stage set: The assembly takes place in the school auditorium or “cafetorium”, with proceedings on stage. The stage, therefore, should be decorated before each assembly to reflect the theme and excellence of the program. The theme is “medieval” so a reusable stage set should be obtained or created that looks royal or castle-like. For this to happen satisfactorily each time, the school principal should task a school faculty member or committee to take responsibility for setup and teardown of the stage decorations for each assembly. We have seen, for example, the PTA/PTO, art department or Gifted and Talented program do a great job with this.



Logistics can be creative. For instance, red carpets can be donated remnants from local carpet companies. Banners can be felt projects obtained from craft stores. Archways can be obtained from the garden center of Home Depot. Stage chairs can be the folding metal variety, which one school (shown above) draped with borrowed velvet seat covers from a local funeral home.

Student awardee selection: The EAFK curriculum teaches a different character virtue each 4-6 weeks, concluding with the knighting ceremony. At every ceremony, a select number of students (typically one or two from each class) will have been chosen by their teachers to be publicly honored during the event. In elementary school, there are rankings of “Page” (K-1st graders); “Squire” (2nd-3rd graders); “Knight” (4th graders); and “Order of The Black Prince” (5th graders). Middle schoolers also have Bronze, Silver, and Gold medals, but of a more elaborate design. Their rankings also feature different titles taken from authentic Orders of Chivalry such as “Knight Commandeur”, “Grand Officier” and “Grand Croix”. By the end of a full school year, approximately one-third of the student population should have received the awards and belong to “The Gallery of Champions”, which would be compared to the traditional academic “Honor Roll”.

One week before the ceremony, names of awardee candidates should be submitted by their teachers to the principal and validated by an “accolade”. The accolade is a brief single paragraph written by the teachers, describing why the student was chosen. This will be read aloud during the award assembly, as the student name is called and they come forward to the stage. Awardees are not informed of their selection and will not know until they are called to the stage during the ceremony. Immediately after the selectees are nominated, their parents should be discreetly called by the campus administration, invited to attend the award ceremony and asked to keep the good news secret from their children. An alternative method of student selection at schools where an individual teacher could take heat from over-competitive parents for their awardee choices is the use of a selection committee, consisting of teachers and Rotarians. With this option, teachers submit anonymous accolades to the committee, which then selects the awardees based on the merit of their accomplishments alone to avoid any appearance of favoritism.

Rotarian guest invitations: Rotarians and their guests are invited to attend the assemblies. Rotarian advisors are strongly encouraged to invite members of other Rotary Clubs, potential financial partners for the program, and members of the media. It is our experience that few people understand EAFK until they see it in action.

CEREMONY DAY

Receiving parents and guests: Guests and parents of awardees should arrive early to the ceremony for campus check-in. Parents will be directed to a “hospitality room” until the assembly begins. This is a good opportunity for Rotarians to meet them. Then, parents will be escorted to a designated seating area in the audience or, as an option, wait backstage until their child’s name is called. Parents may join their child onstage to share in the award presentation, and then be directed by the principal to a designated seating area for the remainder of the event.

SEQUENCE OF EVENTS

Start prelude music (10 minutes prior). The school will play heroic-sounding prelude music as students enter the auditorium to be seated. Depending on the auditorium sound system, a CD deck or iPod can be plugged into the sound board and overseen by a faculty member. For schools with less sophisticated sound systems, music can be played through a CD player/boom box with the auditorium microphone held next to the speakers. Movie soundtracks from films like “Gladiator” or “First Knight” work well. When it is time for the assembly to start, **FADE** the music down to silence; don’t just cut it off.

Assembly begins:

1. Introduction of the assembly by principal (2 minutes). Principal quiets the students, calls the assembly to order, makes opening remarks and introduces an EAFK advisor from the sponsoring Rotary Club.



An armored knight inspires the students.

2. Rotary Welcome (2-3 minutes). The attending Rotarian advisor will then take the microphone and welcome the audience, give a brief summary of Rotary, say a word about EAFK, lead the students in the Four Way Test, and introduce the armored Knight of The Guild in attendance.

3. Knight of The Guild (3 minutes). Our armored knights are specially trained individuals who possess, or are in training to earn, authentic knightly credentials from world-renowned Orders of Chivalry that still exist today. In addition to ceremonial duties, they also assist faculty in overcoming problems and helping with disciplinary issues, if needed. Our knight will take the stage to explain the traditions of the ceremony, relate a historical account of how the day’s character trait was used by real heroes to make a difference in their world, and then get the students excited and ready for the awards.



Rotarian Steve Driskill addresses the crowd.



D5890 PDG Sunny Sharma onstage with one of our knights and an EAFK awardee family in Houston.

4. Calling the awardees (about 20 minutes). Awardee names can be called by either the principal or the classroom teachers. Typically, the principal will summon the teachers from each grade level being awarded. Teachers, in turn, will step to the microphone, call their student and read their accolade. Whichever method is used, the process begins by calling one student name at a time. Recorded music may be played softly in the background as students approach the stage. Students in the lowest grade levels are called up first, followed by the next higher, etc. After the initial cheer and the child comes forward, the accolade is read. As the student approaches, their parents come onto the stage and stand next to Rotarian and Knight of The Guild emcee. When the student reaches the proper position, a ribboned medallion is placed around their neck, the officials shake their hands, let them hug their parents, and then direct them to the Gallery of Champions, which is a special seating section for medal recipients. Parents are then guided toward their designated seating area, and we prepare for the next student's name to be called. This process is repeated until all student awardees have been called forward.

5. Closing the assembly by principal (1 minute). After the last child has been awarded, the Principal will make closing remarks, close the ceremony and invite parents forward to take photographs. Recorded music will play again until the auditorium clears. After photos are done, students for the second ceremony will be brought in and the evolution will be repeated. The total time allocated for both ceremonies is about ninety minutes.



2012-2013 Rotary International President Sakuji Tanaka helps officiate an EAFK knighting ceremony in Houston, Texas.

APPENDIX II -

✧ CONDUCTING THE EAFK CHARTERING EVENT (OPTIONAL)

1. How To Prepare

- Pick an evening toward the program's inception that will be convenient for the school, a Knights of The Guild representative, and your Rotary Club;
- Invite your DG or his or her designated representative to officiate the ceremony, or your Rotary Club president may wish to do this. The Chartering Event will last approximately 45 minutes. Coordinate this date first with the officiating person;
- Decide where the event will be held and reserve the location. It can take place on campus during the early evening, or at another suitable location that you may have access to, such as a Country Club;
- Prepare and distribute a press release to your local media and then followup on it to insure coverage;
- Your Rotary Club should invite all Club members to attend, as well as community leaders and anyone else you wish to have present. This is a great PR opportunity for your Rotary Club;
- Ask the EAFK school faculty advisors to arrange attendance of involved students/parents, faculty members, and school district officials, including the Superintendent.

2. Logistical Needs

Exclusively licensed EAFK logo art and other sample materials such as a DG keynote speech, an event program, invitations, a charter certificate, and student officer certificates are available from us upon request. You may request this material, if desired, through Knights of The Guild to use or replicate, as desired. Email us at amber.parr@me.com and we will send it to you.

Create and print the following items using provided samples as guides, and either mail in advance (i.e., invitations), or have ready to bring to the Chartering Event:

EAFK Club Charter, signed and framed for the school.

EAFK Club officer certificates, signed and framed for selected student leaders.

EAFK Club Banner and Four Way Test Banner, with aluminum tripods. Pocketed banners are about 2'x3', made of vinyl and can be mounted on the tripods or other suitable stand, which can be printed inexpensively from the office supply store of your choice.

An official congratulatory letter from your Rotary Club for each charter member of the new EAFK service club.

Formal VIP invitations to the event, to be mailed to your VIP list.

Order the following, and have ready to bring to the Chartering Event:

- **Single-layer, full-sheet EAFK white cake** from your local supermarket (HEB or Walmart) for about 50 people. Supply bakery with EAFK Logo and the text, "Congratulations (name of school) EarlyAct FirstKnight™ Program!";
- **Rotary Bell, President's gavel (optional)**. Either order a new bell from Russell Hampton Company, (www.RUH.com), or perhaps your Rotary Club or another has an old bell that can be donated to the program;

- **EAFK Club Tee shirts (optional)**. Consider having EAFK tee shirts made, which can be ordered in small numbers for the student officers and faculty, or in bulk to be sold on campus.

NOTE: Please insure that orders for anything requiring advance lead time preparation are placed with ample notice for timely delivery.

3. Conduct the District Chartering Event

Arrive early to prepare. The entire event should take about an hour to complete.

APPENDIX III

✧ SAMPLE EAFK SERVICE CLUB BYLAWS

By-Laws of the EarlyAct FirstKnight™ (EAFK) Club of Smith Elementary 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 EAFK meeting or events.

5. Treasurer - The treasurer shall:

- Collect and record moneys from EAFK 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.
- 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

1. 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 recognize 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.

APPENDIX IV

✕ SAMPLE EAFK SERVICE CLUB CONSTITUTION

ARTICLE I

Name

The name of this organization shall be the EAFK Club of Smith Elementary School.

ARTICLE II

Mission

The mission of EAFK 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 EAFK Club is the Rotary Club Smith Elementary which shall exercise supervision over all activities, programs and policies of this EAFK club. The continued existence of this EAFK club shall depend upon the continued active personal participation of the sponsoring Rotary Club.

ARTICLE IV

Membership

1. EAFK is a school-wide service club for elementary students in Years 3-5.
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 bylaws, 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, organizing, 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 organizations, such responsibility shall be shared with such other organization(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 startup 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 EAFK 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 EAFK club bylaws.

ARTICLE XII

Logo

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

ARTICLE XIII

Duration

This EAFK 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 EAFK name and logo shall be relinquished by the club and by its members individually and collectively.

APPENDIX V

⌘ SAMPLE EAFK Club Meeting Script

President:

“The meeting will come to order.” (Rap the gavel). “The Vice President will lead us in Rotary’s Four Way Test and an inspirational quote.

Vice President:

“Thank you _____. The recording secretary will read the minutes of the last meeting.”

Recording Secretary:

(Read the minutes)

President:

“Are there any corrections to the minutes?” (Pause for about five seconds) “If there are no corrections, the minutes are approved as read. We will now have the Corresponding Secretary’s Report.”

Corresponding Secretary: (Read any letters you sent or received)

President: “The next order of business is the Treasurer’s Report.

Treasurer: (Read report)

President: “At this time the special committee reports will be read.”:

“School service”

“Community service”

“International service”

“Advisors message”

“Is there any unfinished business?”

“Are there any announcements?”

“If there is no objection and no further business the meeting will be adjourned.” (Rap the gavel)

APPENDIX VI

✧ 20 ____ ROTARY DISTRICT # ____

EAFK “Best EAFK Program” Application

Name of EAFK Club: _____

Date Chartered: _____ Club Motto: _____

Number of Club Members (as of April 15): _____

Name of Sponsoring Rotary Club: _____

Name(s) of Faculty Advisor: _____

Name of School Administrator: _____

Number of times your club meets regularly: _____

Number of significant service projects completed this year: _____

Did you have parent/guardian support for your projects: _____

Service Projects completed: _____ (include photographs if possible)

School Service Project – Describe a project that most benefited your school:

What was the need for the project?

What were the results of the project?

What was the cost of the project? _____

How many club members were involved? _____

Community Service Project – Describe a project that most benefited your community.

Date: _____

Submitted by: _____

President, EAFK Club

Faculty advisor: _____

President of Sponsoring Rotary Club: _____

Note: A “Best EAFK Program” in your Rotary District should be selected annually at the direction of your District EAFK chairperson. Reward them any way you wish. Selection should be based upon submission of this form containing the service accomplishments of the school’s EAFK student service club.

Incidentally, if EAFK is new to your Rotary District, then you should soon seek to have your District Governor appoint an EAFK District Chairperson who, preferably, has experience in working with a successful EAFK program. This Chairperson will be of great assistance as the EAFK expands throughout your District.

APPENDIX VII

✉ Rotary District # _____ **NEW EAFK PROGRAM District Registration Form**

Part 1

This registration form will constitute an official notification to Rotary District _____ of the organization of an EAFK Program.

Name of EAFK Program	
Address of EAFK Program	
Contact info of school principal	
Contact info of Staff Advisors	1. 2.
Sponsoring Rotary Club	
Contact info of Rotarian Advisor(s)	1. 2.

Three Proposed Charter Ceremony Dates and Times (must be after club officers and projects have been selected). District Committee will confirm date.

Preferred _____
 Alternate _____ Alternate _____

Part 2

The EAFK service club members listed below are all of good character and leadership potential:

Officer Title	Name
President	
Vice President	
Recording Secretary	
Corresponding Secretary	
Treasurer	

Scheduled Service Projects (projects to be determined by EAFK Club Board):

School: _____
 Community: _____
 International: _____

This club understands Rotary’s Four-Way Test and Motto and accepts the objective of EAFK:

The object of EAFK 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.

Officer Title	Acceptance Signature	Date
President		
Vice President		
Recording Secretary		
Corresponding Secretary		
Treasurer		

Note: Once you have EAFK organized as an official program within your District, then each new EAFK program should make application with your District to be formally approved with this form.

APPENDIX VIII

✧ EAFK PROGRAM COSTS AND BILLING

EAFK costs are charged by campus and grade level, not by the number of students enrolled. There are variations in some component costs shown, which are determined by the school's distance from a Knights of The Guild regional hub. Multi-school discounts are available, and are not reflected on the chart below. Additional travel expenses may apply, and prices are subject to change without notice.

CURRENT EAFK COMPONENT PRICING MENU

EAFK Component	Units	Unit Price
1a. Student Orientation EAFK indoor kickoff event	1 per year	\$500-800* per school
1b. Student Orientation Premium Option Outdoor kickoff event featuring a knight on horseback	1 per year	\$1,500-\$2,500* per school
2. Curriculum User License (Includes faculty training & client support	1 per year	\$1000
3. Knighting Ceremonies	6-8 annually	\$500-\$800 per ceremony*
4. Student Award Medallions Additional medals can be ordered anytime with two-week notice.	Calculate enough medallions each year for 1/3 of student population	\$3.00 per medallion plus shipping
5. Parenting Seminar (Optional)	Optional	\$800 per school plus travel*
7. Year-round customer service		No charge

* Price will vary based upon event location and current fuel costs. Additional travel expenses may apply.

INVOICING SCHEDULE

Invoices for each school's EAFK services and products are sent throughout the year and are payable upon receipt.

APPENDIX IX

WHAT WE TEACH

⌘ EAFK SOCIAL TRAITS

At the K-5 (or K-6 elementary) grade levels, the Four Way Test is recited daily as a class charge. We then teach:

Empathy
Self Discipline
Kindness
Integrity
Acceptance
Respect
Courage
Confidence
Trustworthiness
Respect
Responsibility
Service
Citizenship

⌘ EAFK SEL MODULES

1. Recognizing and processing emotions
2. Anger management
3. Conflict resolution
4. Communication skills
5. Acknowledging diversity
6. Coping skills/managing stress
7. Curiosity
8. Self Awareness

At the 6-8 (middle school) grade levels, the Four Way Test is recited daily as a class charge. We then teach:

Prowess (personal excellence); Justice; Loyalty; Defense; Courage; Faith; Humility; Largesse (generosity)
Nobility; Franchise (developing the habit of making good choices without second thought)

APPENDIX X

✧ HOW TO DEAL WITH PROBLEMS WE MAY ENCOUNTER

1. What happens when a school needs to change a knighting ceremony date on short notice?

First, all knighting ceremonies for the year should be booked and confirmed by email. If a school must change a pre-scheduled date later in the year, the request should be sent to us by email. If we have the new desired date available, then we can usually change it with little difficulty. If an alternate date is not available, then the original date will be cancelled with no refund.

2. What happens when prescheduled EAFK school events are cancelled due to a pandemic, etc?

All EAFK components are available in alternative formats (video/virtual/and live) for schools year-round during emergencies. We cannot be responsible for prepaid EAFK event cancellations, instructional deviations or campus closures due to a pandemic, and no refunds can be offered. We will, therefore, invoice for EAFK products and services incrementally throughout the school year instead of all at once.

3. What happens when inclement weather occurs on or just before a scheduled horse-related event?

Outdoor presentations with horses will always be subject to weather postponements, which are beyond our control. If the ground is anything less than dry; if extreme heat above 95 degrees or cold below 55 degrees is present; or, if inclement weather chances on the day of a planned outdoor event are obvious, then the knight/horse presentation must be rescheduled to a later date for safety reasons. One way to avoid weather postponements is to arrange for the use of a local covered equestrian arena, and then bus the students over for the show. We try to hold open bad weather dates for potential weather-related postponements, but do not guarantee their availability. Refunds are not possible.

4. What happens when a school runs short of student award medallions during the year?

While we recommend that schools order enough EAFK student award medallions for 1/3 of their student population for the year, it is not uncommon for us to get calls throughout the year from campuses requesting additional medals due to miscalculation. This is one of the reasons why we only order medallions per semester. Even with that precaution, some still call us a couple of days after realizing they are short on medals. **Please note that we do NOT keep medallions in stock.** We must order them from our manufacturer, and it can take up to two weeks for delivery. A corresponding invoice will be sent to the party responsible for payment to cover the additional medallion cost plus rush shipping, if needed.

5. What happens when parents become upset if their child doesn't win an award?

Not every student wins a medal in EAFK. Approximately 1/3 of a school's student population will win a medal by the end of the year. A few parents, therefore, will complain if their child isn't selected. EAFK student awardees are chosen by teachers or student ballot, and selected for personal improvement in a particular area of character growth or social skills. Typically, one student per class is selected to receive an EAFK medallion every six weeks in a knighting ceremony, with one student runner-up receiving a Social Skills certificate of excellence. Students are observed more for their attitudes toward others who earn the awards, and are encouraged to cheer for their honored friends as much as they would have their friends cheer for them one day.

4. What happens when a school or sponsor stops complying with EAFK policies?

Obviously, we want everyone to remain part of our network forever. The reality is that Superintendents, Admins, and club boards change and may be replaced by people who don't understand EAFK or have their own agenda. If a school or sponsor starts slacking off or "cutting corners" with EAFK components, then we give them a chance to correct the problem. If they choose not to, then we will pull the program and take it somewhere else.

APPENDIX XI

✧ EAFK OPTIONS FOR DISTANT LOCATIONS

EAFK is based in Texas. What happens if a sponsor wants to bring our program to a school in another state or far-away location? No problem. Through virtual and video technology, EAFK can now go anywhere that has Internet access. All EAFK training, student orientations, curriculum instruction, knighting ceremonies, student medallion orders, student service club guidance, and client services are available online.

APPENDIX XII

✧ IMPORTANT EAFK CONTACT INFORMATION

Websites		
EAFK		www.eafk.org
Knights of The Guild		www.randallparr.com
The Code Curriculum		www.kogcurriculum.org
EAFK on Facebook		https://www.facebook.com/EAFKorg
Contact		
Amber Parr General Manager	Scheduling Product and Medal Orders	210-216-2217 amber.parr@me.com

APPENDIX XIII

✧ COPYRIGHT NOTICE

EAFK is a proprietary program, including all names logos, trademarks, materials, inventions, discoveries, developments, innovations and business processes, which are the exclusively-owned material and intellectual property of The Randall Parr Organization, Inc, DBA Knights of The Guild (Developer). License to use EAFK is extended exclusively by the Developer, and may be revoked at any time. Licensee may only utilize this program in accordance with the prescribed application guidelines and intents of the Developer. Any deviation from said guidelines and intents, including, but not limited to, imitating or copying the exclusively-owned material and intellectual property comprising the program without the express written consent of the Developer, is strictly prohibited by law. Violators will be prosecuted.

EarlyAct FirstKnight®
U.S. Reg. No. **4209668**