



Official EAFK Quick Start Guide

School Year 2018-2019

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PROGRAM BENEFITS

Better student self management, resulting in:

- ◆ Fewer disciplinary referrals
- ◆ Less bullying
- ◆ Sharper academic focus
- ◆ More quality teaching time
- ◆ Enhanced parent involvement
- ◆ Enriched learning environment

What is EAFK?

EarlyAct FirstKnight® (or EAFK) is a comprehensive daily educational program that teaches high moral character and social skills to students in elementary and middle schools. EAFK is made available to schools by its developer, The Knights of The Guild, along with local Rotary Club sponsors and their community partners. Created by Randall Parr, EAFK is designed to help students to become more civil, service-oriented people during their most formative years.

Based upon gallant knights and chivalry from Arthurian literature, EAFK uses a unique combination of proprietary educational elements to introduce important life skills to students in a new and exciting way. These elements include:

- year-round campus visits by our specially-trained staff knights in medieval armor;
- live-action dramatic presentations at schools featuring jousting knights and real warhorses;
- student service project guidance provided on-campus by Rotarians and experienced community business leaders;
- access to our exclusive online curriculum, providing classroom teachers with daily, ten-minute lessons;
- school-wide knighting ceremonies in which students receive rankings and rewards;
- parent education;
- faculty training in program implementation;
- excellent client support.

Unlike any other character/social skills-building program, EAFK combines excellent classroom academics with professional theater and student mentorship from community leaders that make learning great life skills fun for young students, easy for busy teachers to instruct, and very popular with parents.



Randall Parr

Where Did EAFK Come From?

EAFK is the evolution of a national award-winning character-building program called, *The KnightLife*. Created in the late 1990's by Randall Parr, *The KnightLife* was an innovative educational experience for young schoolchildren that reimagined character development as an adventurous journey through time. Boys and girls could earn their way toward becoming noble knights by learning and demonstrating venerable character traits that defined some of the world's most influential people in life and literature. In 2006, *The KnightLife* program teamed with participating Rotary Clubs in a community outreach to help young people. This new effort was dubbed "EarlyAct FirstKnight®" (EAFK).

Why EAFK?

Character and Social Skills development has become more important than ever before.

The decisions people make to be wise or not; to do good or not; to do what is right or not; to serve others or not, are environmentally learned and established by around age 12. EAFK helps children develop positive habits with regard to how they think about and relate to the world and other people around them.

State legislatures are becoming serious about character education. Since 1999, thirty-six states have enacted legislation that either mandates or strongly encourages character education in public schools. Why? Because the absence of good character and social skills in our society is becoming more evident in the way people behave and treat one another. Conscientious lawmakers are realizing that it is easier to build strong children than to repair broken men. EAFK brings powerful people and resources together to support this idea effectively.

EAFK is a mandatory course of study for all students on campus. EAFK is not just a voluntary service program for a few good kids to sign up for. EAFK reaches out to all children in an effort to develop more good kids in whom "service above self" is a core value. Using Rotary's Four Way Test as a standard, participation in EAFK is required for every student enrolled in the schools that use our program. From Kindergarten through 8th grade. EAFK gives every child the opportunity and encouragement needed to become an ethically strong, service-oriented person.

EAFK makes a difference. Unfortunately, many character education programs sold to schools today are based on irrelevant methods that may satisfy a state requirement, but have little actual effect upon children. When used as directed, EAFK delivers real results, such as: 50-75% fewer disciplinary referrals and bullying incidents; recovery of an average 45 minutes per day of classroom teaching time, and improved student interpersonal relationships, all resulting in enhanced overall academic achievement, campus/parent interaction, a productive learning environment and more positive campus culture. In addition, our client support team works together with EAFK schools year-round to ensure desirable outcomes.

EAFK Component and Pricing Information

For 2018-2019

EAFK Usage

The EarlyAct FirstKnight® (EAFK) program is not “sold” as a product, but is licensed annually for use by our clients. Costs are determined by campus, not by the number of students enrolled. Pricing varies by location, and is subject to change without notice.

EAFK consists of several integrated components that are designed to be utilized together throughout the school year in order to experience optimal effect. These components may not be used independent of one another, and may not be combined with any other character education program. Creative enhancements or minor adjustments to our components for customization over time are encouraged, but we must approve them prior to implementation.

EAFK must be used according to the guidelines in this booklet. Please contact us with any questions or concerns.

Invoicing Procedures

EAFK products and services are paid for by sponsoring Rotary Clubs, sponsored schools, or a combination of both.

Invoicing: EAFK typically invoices for products and services twice annually, on July 1 and January 1, respectively. Exceptions include portions of our program that are being paid for through campus Title I funds, or when additional products and services, such as student award medallions, posters, banners, spirit sticks, special events, etc) are ordered throughout the year.

Note: *Additional student award medallions may be ordered from us at any time during the year at \$2.85 per medal plus shipping. Be aware that it takes two weeks to process and ship medal orders. We do not usually carry extra medallions in reserve, so it is advised that schools keep track of their medal inventory to avoid last-minute emergencies.*

Payment: All EAFK invoice amounts are **due 30 days after the invoice date**. Payment reminders will be sent on unpaid balances five days before the balance is due. After 30 days, unpaid balances will be assessed a 2% late fee each month until the balance is paid in full.

Component and Pricing Menu

The following chart provides a menu of EAFK’s individual components and pricing for the 2018-19 school year. The pricing represents costs for one academic year of EAFK at a single campus.

Group discounts for multiple campuses are available under certain circumstances. We also offer special discounts and scaled-down versions of EAFK for schools that are unable to afford our regular program. For more information, visit us online at www.eafk.org.

CORE COMPONENT	FREQUENCY	PRICE
Faculty/Sponsor Training	One per year, or as needed	\$150 per school
Annual Student Orientation A kickoff event, with choice of: - Indoor Basic - Indoor Premium - Outdoor Tournament	One Student Orientation per year	Pricing: Basic - \$500 Premium - \$1,500 Tournament - \$2,500 - \$3,500
Annual Curriculum Licensing	First year Subsequent years	\$1,800 per school \$750 per school
Knighting Ceremonies	6 x for elementary schools annually 4 x for middle schools annually	\$500 - \$800 per ceremony
Student Award Medallions	Order enough for 1/3 of the student population per year	\$2.85 per medallion + shipping

ADD-ON PRODUCTS	Description	PRICE
Character Trait Posters	One set of twelve, 11” x 17” color display posters	\$70 plus shipping
EAFK Banner	One 6’ x 2’ vinyl banner with grommets	\$200 plus shipping
Spirit Sticks	100 “Silent Knight” embroidered spirit sticks	\$65 plus shipping
Anti-Bullying Seminar	One per school	\$500
Social Skills Seminar	One per school	\$500
Littlest Warhorse Visit	One per school	\$700
Parenting Seminar	One per school	\$500

Not shown in the chart are additional expenses that a Rotary Club may expect for material support of their sponsored EAFK student service club. These expenses might include the cost of Rotary banners, a Rotary Bell for club meetings, tee-shirts, printing, etc., and average \$500 during the first year.

EAFK Roles and Responsibilities

◆The Rotary Club (Sponsor)

- EAFK should be a legacy project for your Club, so plan for long-term support
- Create an EAFK subcommittee in your Club and arrange training for them with us
- Find a qualified school to sponsor. Qualified schools are those who will appreciate EAFK, with strong leadership and a motivated faculty that will agree to conduct EAFK as directed
- Decide when to start your new EAFK program. Run-up time to start a program can be as little as one month. New programs usually commence either at the beginning of first semester, or at the beginning of second semester
- Organize and advise an EAFK student service club at your sponsored school. The school should appoint club officers
- Attend bimonthly student service club meetings on campus to provide guidance. The goal is to help them choose and conduct two service projects per year; one local and one international, per semester
- Arrange for your student service club to make a presentation on their service projects and lead your regular Rotary meeting at the end of each school year
- Consider Rotary District chartering of the student service club, just like an Interact Club
- Be involved. Rotarian monthly time commitment to EAFK is 4-7 hours per school
- Participate in all EAFK events and knighting ceremonies. Be prepared to assume short speaking roles onstage and assist with student award conferral
- Invite community leaders and media to knighting ceremonies
- Invite Interactors and Rotaractors to assist in your EAFK events. This will introduce younger students to these service organizations and help build bridges between them
- Consider sponsoring more schools in the future through Club fundraisers, district grants, partnering with other Rotary Clubs, community co-sponsor development and potential school resources, such as Title 1. Multi-campus discounts will apply
- Promote EAFK within your Rotary Club and District through regular reporting to the membership, social media and your District webpage. Future club Presidents and District Governors should be involved with EAFK to ensure their support
- Advocate for appointment of an EAFK Chairperson in your Rotary District
- Promote an annual "Best EAFK Program in District" contest
- Stay in contact with school and EAFK personnel throughout the year

◆ The School (Sponsoree)

- Schedule EAFK event dates, such as faculty training, student orientation, and knighting ceremonies as far in advance as possible. Veteran EAFK schools plan next year's dates during the second semester of the previous year
- Carefully calculate the number of student award medals needed for the school year. Order enough medals for **1/3** of your student population. All medal orders are placed and invoiced twice annually for the school year. We can order additional medals for you later if you find yourself short, but last-minute orders **cannot** be accommodated because it takes at least two weeks to process them and we do not keep spares on hand. When ordering medals, we need to know your school colors for neck ribbons. Elementary schools must then tell us how many bronze (K-1st grade - Page), silver (2nd and 3rd grade - Squire), gold (4th grade - Knight) and Black Prince (5th grade - Knight of The Order of the Black Prince) medals they need. Middle schools should provide their school colors, as well, and how many bronze (6th grade - Knight Commander), silver (7th grade - Grand Officier) and gold (8th grade - Grand Croix) medals they need
- Have one EAFK Student Orientation at the beginning of each school year. Decide early if you want an Indoor Basic, Indoor Premium or outdoor Tournament version and book early
- Instruct the EAFK curriculum to all students daily in class according to our teaching timeline. No exceptions. Most schools teach EAFK lessons during the first ten minutes of the day
- Choose six to nine of our character traits to be taught each year. Once chosen, the traits should be taught by all teachers in the same order
- Elementary schools must have at least six knighting ceremonies each year. Middle schools must have at least four. Changing dates once confirmed is very difficult
- Choose student awardees for the ceremonies and write accolades for them
- Award our Certificates of Knightly Character to all other students completing assignments
- Invite awardee parents secretly to knighting ceremonies
- Verbally and visually prioritize EAFK on campus for maximum effect
- Create themed decorations for knighting ceremony staging and campus placement
- Work with Rotarians to organize and facilitate the EAFK student service club, choosing six older students to serve as provisional officers of the club, and two faculty advisors to attend service club meetings and be points of contact for your Rotary Club sponsors. Typically, this group replaces Student Council.
- Follow all EAFK application guidelines and do not make changes without contacting us first

◆ The Knights of The Guild (Developers)

- Approve sponsors and schools for EAFK licensing
- Train school faculty members and Rotarians in the use of EAFK and future innovations
- Coordinate scheduling of all EAFK event dates and appearances by our staff knights
- Handle all EAFK administration
- Produce EAFK theatrical shows, including writing, staffing, logistics, horse care and training
- Recruit and train new staff knights and program support personnel
- Facilitate ordering of student award medals for schools
- Manage content of our curriculum website
- Maintain program presence on social media
- Monitor website access by schools
- Conduct ongoing research and development for future EAFK innovation
- Provide proactive client support for sponsors and schools to ensure program success
- Oversee compliance with EAFK operational guidelines by sponsors and schools
- Protect EAFK program quality and integrity
- Provide speakers for Rotary Club meetings to introduce EAFK
- Arrange for participation by our staff knights in EAFK fundraising events and Rotary District events, when possible.
- Ensure that schools desirous of using EAFK are connected with a Rotarian Club sponsor, if available.



◆ EAFK Student Service Club

Rotarians should establish and provide guidance for the EAFK student service club on campus. Designed as the tactile component of EAFK, the student service clubs allows students to develop the habit of service by helping people in need locally, and around the world.

Meetings. The EAFK service club meets twice monthly for thirty minutes, usually during lunch. Meetings are conducted by the EAFK student officers, and resemble a regular Rotary Club meeting in structure. Two rotating student representatives from each class should attend the meetings, along with faculty advisors, interested parents, and your Rotarian advisor(s). 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, and their goal is organize one local, and one international service project each year for all students to participate in.

Student Officers. 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.

Dues. There are no dues. Monies for projects and activities are raised through EAFK service club activities and managed by the school, as their policy allows. 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.

Getting Started: To get started with the student service club:

- Select provisional student officers and charter members (the class representatives who will attend the meetings and report back to their class)
- Arrange a Rotary District Chartering Event for the school's service club
- 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 for the service club
- Plan and organize service projects and activities, using student committee chairs for the local and international projects

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 meeting agenda. In the absence of the President, the VP 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 Rotarian advisor to copy the minutes before the next meeting
- Distribute the minutes at the meeting
- Send a copy of the minutes to the faculty 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 service club officers should be invited by their Rotarian sponsors to make a presentation on their service projects during a regular Rotary Club meeting at the end of the school year. The student officers will be able to lead the entire Rotary Club meeting, and should be allowed to do so. This is a great experience for Rotarians to witness.

SAMPLE - SERVICE 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)

SAMPLE - 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.

SAMPLE - 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.

Connecting with EAFK

◆ Websites:

EAFK Program - www.eafk.org

Knights of The Guild - www.randallparr.com

◆ Social Media:

Facebook www.facebook.com/eafkprogram

Instagram @EAFKorg

Twitter @EAFKorg

◆ Contacts:

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