



# Quickstart Guide

2023-2024

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# What is EAFK?

EarlyAct FirstKnight (or EAFK) is a daily Social/Emotional Learning program for elementary and middle school students.

Together with our character-development modules, social/emotional learning (SEL) helps children work on things like coping with feelings and setting goals. It also helps with interpersonal skills like working in teams and resolving conflicts. SEL can also help children who learn and think differently talk about their challenges and build self-esteem.

Sponsored by local Rotary Clubs, EAFK teaches and trains classroom students how to become civil, responsible, service-oriented people during their most formative years.

The EAFK program is themed around the most noble knights of history and literature; role models of various eras and cultures who lived by a personal code of high ethical standards and performed extraordinary deeds of service to humanity.

We combine proprietary elements, such as our award-winning classroom curriculum, spectacular school-wide knighting ceremonies/award events, appearances by real armored knights, faculty training and first-class client support.

EAFK also offers optional components , including parent education and even on-campus performances by our knights and live, costumed warhorses.



# “The Code”

## EAFK SEL Classroom Curriculum

Character Education has been the main focus of EAFK academics since 2006. We have since added social/emotional learning to our instruction material in order to help students acquire life skills needed to adapt to our changing world.

Character Education primarily centers around developing morally responsible. SEL, however, goes further by teaching students the importance of qualities such as being self-aware, development relationships and making appropriate, responsible and practical decisions. SEL also provides opportunities for individuals to understand why they have the perspective they do and helps form their values and beliefs.

### SEL Core Skills Being Employed

1. Self-awareness - Recognition of one’s emotions, goals and values;
2. Self management - Regulation of one’s emotions and behaviors;
3. Social awareness - Understanding and compassion for others’ cultures;
4. Relationship skills.- Establish and maintain healthy relationships;
5. Responsible decision-making - Making positive choices involving one’s behavior.

# EAFK Components and Pricing

## **Annual Online Curriculum License and Faculty Training**

Our proprietary classroom curriculum is licensed to campuses for use each school year. Faculty training for the EAFK program is televised live online. ~2 hours

**\$1,000 per year**

## **Annual Student Orientation Assembly**

Led by one of our armored staff knights, this kickoff event is held on campus at the beginning of each school year to familiarize students with EAFK and the rewards of participation. Price includes up to two consecutive presentations for grades K-2 and 3-5, respectively. ~30 minutes each

*Live presentation option - \$550+* (depending on location)

*Televised option - \$400*

## **Knighting Ceremonies (4-6 annually)**

These are periodic campus-wide award ceremonies to honor students selected to receive EAFK awards. Awardee families should be invited secretly to attend. Price includes up to two consecutive presentations for grades K-2 and 3-5, respectively. ~30 minutes each

*Televised option - \$400*

*Televised pre-recorded option: \$300*

*Live presentation option - \$550+*(depending on location and availability)

## **Optional Year-End 5th Grade Dubbing Ceremony**

As a premium option, one of our armored knights would make a personal campus appearance at this year-end assembly, held exclusively for 5th graders to confer dubbing (sword tap on the shoulder) to those who received our “Black Prince” medallions throughout the year. This ceremony is not required, but very cool.

~45 minutes

*Live presentation - \$600*



### **Student Award Medallions**

These are prizes for student awardees conferred during the Knighting Ceremonies. Grades K-1 earn bronze medallions; grades 2-3 earn silver medallions; grade 4 earns gold medallions; and, grade 5 earns special “Black Prince” medallion (highest honor)

**\$3.00** per medallion, plus shipping. Order enough for 1/3 of the student population each year. Prices subject to change.

### **Student Service Club**

Rotary sponsors are encouraged to start a student service club on campuses to help young people experience the value of serving in their communities.

### **Optional Parent Education Seminar**

This is an evening, on-campus presentation for parents and families of EAFK students who are interested in learning more about supporting the EAFK program at home. Simple, effective parenting skills and relationship-building concepts are also provided. This seminar may also be provided live on TV.

*Live presentation option* **\$800+** depending on location

*Televised option* **\$500**

### **Optional Medieval Tournament Show**

This is a 45-minute live action outdoor show with knights and costumed warhorses, held on campus.

*Live presentation only.* **\$3,000+** depending on your location, current fuel costs and availability.

# EAFK Roles and Responsibilities

## **Rotarian Sponsors**

- Help organize a student service club on campus
- Participate in all EAFK-related events and ceremonies
- Attend bimonthly 30-minute student service club meetings
- Maintain contact with school admins and EAFK staff
- Promote EAFK within your club and district
- Try to ensure future club leaders support the program
- Choose cooperative, enthusiastic campuses to sponsor

## **Sponsored School**

- Teach our curriculum daily
- Schedule one EAFK student orientation annually
- Schedule 4-6 EAFK knighting ceremonies annually
- Secretly invite awardee families to knighting ceremonies
- Prioritize and promote EAFK on campus
- Conduce EAFK as directed
- Don't cut corners or blend with other character/SEL programs
- Work with Rotarian sponsors to help organize a service club
- Schedule your next year's EAFK event dates early

## **Knights of The Guild**

- Coordinate all EAFK events
- Facilitate ordering of EAFK student awards
- Manage curriculum and online presence
- Provide daily client support
- Produce all optional live-action performances
- Protect EAFK program quality
- Support sponsor's EAFK fundraising events

# EAFK Sequence

1. Obtain online curriculum passcodes for faculty
2. Conduct faculty training
3. Present student orientation assembly
4. Organize student service club
5. Commence daily classroom instruction
6. Select student awardees for current academic learning module at end of module
7. Write accolades for each awardee (short reason by the teacher why the student was chosen)
8. Secretly invite awardee families to knighting ceremony
9. Conduct knighting ceremony
10. Start next learning module
Repeat 5-9

# EAFK Service Club

## SETTING UP THE EAFK STUDENT SERVICE CLUB

One major task of the Rotarian sponsors to be accomplished ASAP is to setup and guide the EAFK campus service club component. This can be easier by requesting the admins to provide two faculty members to assist with student officer selections and various needs on campus. The student service club gives children the opportunity to benefit their communities by applying the attitudes and skills EAFK is teaching them in class.

Made operational within the first months of program inception, the service club is self-supporting and carries out two service projects annually—one for the local community during first semester, and one for the global community during second semester. In addition, some service clubs help raise their school's EAFK program costs for the following year through their own fund raising events.

The EAFK service club meets twice monthly on campus for thirty minutes, usually during lunch. Led by one or two Rotarian sponsors, 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 the 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, if convenient.

There are no dues. Monies for designated projects and activities are raised through service club activities, and held by the Rotary Club or school administrator, as you wish. The activities of EAFK should be reported to the Rotary Club monthly by the assigned 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).
- 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 designated service areas and involve the student body and Rotary Club.



# EAFK Service Club Student Officer Responsibilities

Rotarian advisors should 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 Contact Information

Amber Parr - General Manager

Phone: 210-216-2217

Email: [amber.parr@me.com](mailto:amber.parr@me.com)

Website: [www.eafk.org](http://www.eafk.org)

