

KIVA U Starting & Growing Your Kiva U Club



Getting Started!

Offline

Get to know your school's policy about clubs. Do you need to have at least one faculty member on-board? Do you need to make arrangements to book rooms for meetings or events? Each school and campus is different, so be sure you follow the guidelines provided by your administration. Having at least one faculty member take part is usually a good idea, since they can keep the club going as student members graduate and move on to different schools.

Online

By visiting KivaU.org, you can access the resources and tools you need to bring Kiva to your campus. Check out the Team Directory to see if there is an existing team that represents your school or club. If one already exists, you can join and connect with existing members to work together to make loans, plan events, and raise awareness. If a club does not already exist, make one! All teams in the Schools, Colleges/Universities, and Youth categories are Kiva U teams. Check out our online toolkit materials, and join the Kiva U Facebook Group!

Create Your Team

An online team is a great way to let other teams know who you are, where you're from, and what you and your group are all about. Recruit interested friends, classmates, and teachers to help you build out your team's profile. If you

want to lend, you'll need to be sure to have someone on your team who is old enough to manage a Paypal account, and if most members of your team are too young to have Paypal accounts, it's advised that you find a trustworthy adult to manage all funds.



Recruit & Advertise

Now it's time to do some outreach! It's usually pretty easy to get the people you know who are already interested in Kiva U to join the online team to participate in your club or group, but if you

want to boost your impact, you'll need to build the number of your members. Have your core group of members help and assign people tasks - like posting on social media to recruit new members, creating and printing fliers to post around campus and town, or creating newsletters, announcements, and bulletin boards – to get the word out. Use the materials on the website to get started.

Join Forces

Check out like-minded and related classes, clubs and events to see if people might want to join your club. See if there's room for your groups to partner and work together on projects and events.

Assign Roles

After your new members have signed up for your team online, begin surveying which members want to have active leadership roles in your club. Decide amongst yourselves whether you'd like a President, committee or



council to lead your team. Determine what roles would be useful (for example, a secretary to take notes, a treasurer to manage money, a promoter to get the word out about events, etc.) to your team and how long each person will stay in each role.

Set Goals

Once you have your leadership roles assigned, you can begin setting goals for everything from how often your team will meet, to what you want to accomplish together. Lay out plans for the year; set deadlines for when you want to achieve certain goals and choose dates for events and meetings. Count backwards from each of these dates to determine how far in advance you need to begin preparing. Consider creating a shared calendar on Google Docs for all members to access and edit.

Get Going!

Plans are great first steps, but it takes real action to make an impact! You've got your team, you've got your plan, now it's time to get going. Hold yourself accountable and be sure your team feels comfortable holding each other accountable for achieving the goals your team has set out to accomplish. Remember, you can revisit and adjust these goals as needed. Share your team's plans, current projects, and accomplishments with the Kiva U community on the Kiva U Facebook page, on the Kiva U section of Kiva.org (KivaU.org) and with the Kiva U team at schools@kiva.org. Good luck, keep calm, and Kiva on!