

Minimum Quality Standards for an IMPACT Club

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| Quality Criteria | Quality Indicator(s) | Minimum Quality Standard |
| **IMPACT Club Members** | * IMPACT club members | **1st year:**  Minimum of 10 members; maximum of 20 members  *Medium number reached: 15*  **2nd year:**  Minimum of 8 members; maximum of 20 members  *Medium number reached: 10* |
| **Age Category** | * Age interval | A club can only\* work with IMPACT members who belong to the same age category:   * Category A: (11) 12-14 years old * Category B: (14) 15-18 years old   *\*Rare situations may occur when children from elementary or middle school attend a high school club or when 11-year-olds participate in clubs of Category A, but generally clubs are age-specific.* |
| **Meeting Space** |  | Requirements for an IMPACT meeting space:   * A safe space that can comfortably accommodate large groups; * At least minimum furnishings: (20 chairs and 2 tables which can be moved and arranged) * Storage space for club materials (otherwise materials can be brought each time by club leaders) * Controllable temperature which allows activities to take place throughout the year * Available for IMPACT meetings at least once a week for a minimum of 2 hours or a maximum of 4 hours (including meeting preparation) * Provided through partnership with school or other institution which is hosting the IMPACT club |
| **IMPACT Club Leaders** | * Number of club leaders | * Minimum of 2 IMPACT leaders; maximum of 4 leaders\* * IMPACT leaders must be at least 18 years old (except the junior leader, who may be under 18)\*\* * One leader from the leadership team must be designated as the club coordinator and primary contact person for the club * At least one leader must be a teacher if the club is located in a school * At least one leader must be from outside the school * For clubs that function in non-school locations, there are no restrictions concerning the professional qualifications of the leader   *\*There may be exceptional situations when a club has more than 4 leaders or when only one leader remains. In the latter case, the leader will have to recruit at least one more leader and train him or her in the IMPACT methodology.*  \*\**It is recommended that a club have one junior leader after 2 years of activity (an IMPACT member from inside the club or, preferably, from a different club).* |
| * Training level | * Each IMPACT leader must participate in at least 2 of 3 IMPACT trainings. If a new leader is unable to attend the required training sessions, he or she must be willing to learn by working alongside the other club leaders. |
| **IMPACT Community Service-Learning and Social Entrepreneurship Projects** | * Number of projects/year | * Minimum of 3 service-learning or social entrepreneurship projects per year   \**Some high-functioning clubs may organize 5 or more projects per year.* |
| * Project quality | *See the quality standard for a community service learning project.* |
| **Consistency of IMPACT Meetings** | * Number of weekly meetings * Number of monthly meetings * Balance between different types of IMPACT activities | * At least one meeting per week (duration of at least 1 hour and 30 minutes, with a maximum duration of 3 hours) * At least 2 IMPACT meetings per month\* (see table below for the recommended number of meetings per month)   \**Exceptional circumstances may exist when a club cannot meet twice a month or cannot meet in a certain week. These meetings may be recovered at another time.* |
| **Curriculum Implementation** | * Number of modules per month * Number of quarterly themes | * A minimum of 2 meetings per month (see table below for the recommended number of meetings per month) * A minimum of 2 modules per quarter (a module is composed of a minimum of 4 meetings) * A minimum number of 28-31 meetings per year for new clubs, or a total of 30-33 meetings for older clubs (see table below) * A minimum of 4 meetings in the summer holidays * A total of 25-27 meetings over the school year (see table below) |
| **Club Identity** | * Identity elements of the club | * IMPACT club has a specific name associated with IMPACT community initiative clubs * All IMPACT clubs utilize the same logo (as seen at top of this document) * All IMPACT clubs must follow the visual identity elements as stipulated in the IMPACT visual identity elements manual (under construction) |
| **Club Sustainability** | * Efficient allocation of resources * Level of initiative | * An IMPACT club (members and leaders) must use financial resources efficiently and submit all project reports according to the reporting procedures of World Vision * An IMPACT club must help with co-financing through cash or in-kind support from community sources to match at least 10% of the budget given an IMPACT club by World Vision after 6 months of activity * After two years of activity, an IMPACT club must be capable of co-financing from its own sources (social entrepreneurship projects, etc.) or from other grants and community sponsorship |
| **IMPACT Club Budget** | * Minimum budget of an IMPACT club | * Minimum 50 USD for expenditures every 4 months (can be covered by own resources) * Minimum 100 USD for a community service project every 4 months |
| **Important Documents** |  | Each IMPACT club should have the following documents organized in one place:   * Project templates completed after each project * Database of contacts from the club members, updated at least every three months * Attendance sheets for each meeting * Photos (before and after) of each project or IMPACT activity * Archive with any documents that the club produced or used, including articles, posters, success stories, videos, etc. |
| **Training Resources for Leaders** | * Minimum resources available | * Database with games and stories (online and/or in print) * IMPACT manual, curriculums, journal, and passport |
| **(Auto)Evaluation of an IMPACT Club** | * Reflection and (auto)evaluation | Every three months, each IMPACT club should take time for reflection and evaluation of the learning process within the club, utilizing the following specific evaluation tools :   * IMPACT Journal * IMPACT Passport |

ANNEX 1: IMPACT Meeting Structure

(Based on structure and schedule of MEER school year)

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|  | **Estimated Number of Meetings for New Clubs\*** | **Estimated Number of Meetings for Old Clubs\*\*** | **Estimated Timeframe for**  **Community Service-Learning Projects** |
| September | 1 | 2 | 1st community service-learning project |
| October | 4 | 4 |
| November | 2 | 2 |
| December (includes school holiday) | 2-3 | 2-3 |
| **1st quarter total number of meetings** | 9-10 | 10-11 |  |
| January | 3 | 3 | 2nd community service-learning project |
| February (includes school holiday) | 3 | 3 |
| March | 4 | 4 |
| **2nd quarter total number of meetings** | 10 | 10 |  |
| April (includes school holiday) | 3 | 3 | 3rd community service-learning project |
| May | 2 | 2 |
| June (includes school holiday) | 2 | 2 |
| **3rd quarter total number of meetings** | 7 | 7 |  |
| July (school holiday) | 2 | 2 | 4th community service-learning project or social entrepreneurship project |
| August (school holiday) | 2 | 2 |
| **4th quarter total number of meetings** | 4 | 4 |  |
| **Annual total number of meetings** | **30-31** | **31-32** |

\*A **new club** is a club that has barely begun its work together (not yet completed any projects)

\*\*An **old club** is a club that has already completed at least 3 community service-learning projects

March

February

August

July

June

May

April

January

December

November

October

September

Active Citizenship

Communi-cation

10 meetings

Active Citizenship

Summer Activities and/or Projects

4 meetings

10 meetings

7 meetings

Make Commit-ment and Contract

Active Citizenship

Employability

Leadership

Social Entrepreneurship

Active Citizenship

Social Entrepreneurship

Leadership

Evaluation

Employability

Logical Structure for Annual IMPACT Activities

Evaluation

Evaluation