



Beekeeper's Handbook

**Busy Bee
Society**

Table of Contents

Welcome to the Program	Page 4
Busy Bee Mission	Page 4
Busy Bee Theme	Page 5
Busy Bee Cheer	Page 5
Busy Bee Values	Page 5
Awareness	Page 6
Change	Page 6
Compassion	Page 7
Community	Page 7
Action	Page 8
Creativity	Page 8
Communication	Page 8
Understanding Your Role as a Beekeeper	Page 10
Getting to Know Your Busy Bees	Page 11
Getting to Know You Team Building Activities	Page 11
Getting to Know You Questionnaire	Page 11
Keeping Communication Open	Page 13
Create an Email or Facebook Group	Page 13
Use the Busy Bee Agenda	Page 13
Your Best Resource	Page 14
Parent Talent Questionnaire	Page 14
Understanding Honeycomb Moments	Page 15
The Power of Affirmations	Page 15
Expressing Gratitude	Page 16
Giving Genuine Praise	Page 16
Dealing with Discouragement	Page 17
Creating a Safe Environment	Page 17
Understanding Team Building	Page 18
Step-by-Step Team Building Activity Plan	Page 19

Getting Started	Page 20
Register	Page 20
Parental Permission Slips	Page 20
A Place and Time	Page 20
Supplies	Page 20
Understanding the Meetings	Page 21
1. The Fundraising Planning Meeting	Page 22
Fundraising Rules and Regulations	Page 22
Who Takes Care of the Money?	Page 22
Forms to Use	Page 22
A Typical Fundraising Planning Meeting	Page 23
Step-by-Step Fundraiser Planning Meeting	Page 23
2. The Queen Bee Project Planning Meeting	Page 25
Coming Prepared.....	Page 25
A Typical Queen Bee Project Planning Meeting	Page 25
Step-by-Step Queen Bee Project Planning Meeting ...	Page 26
3. The Implementing Meeting	Page 28
A Typical Implementing Meeting	Page 28
Step-by-Step Implementing Meeting	Page 28
4. The Bee Jamboree	Page 29
A Typical Bee Jamboree	Page 29
The Debrief	Page 30
Planning a Debrief	Page 30
Debrief Bingo	Page 31
Planning a Jamboree	Page 32
Step-by-Step Bee Jamboree	Page 32

Beekeeper's Handbook

Welcome to the Pilot Program

Welcome to the Busy Bee Society Pilot project. This Beekeeper's Manual is designed as a reference manual to help you run your own Busy Bee Society.

Your feedback is important to the improvement and progress of the Busy Bee Program. As you participate in this pilot project, please record what works, what doesn't, and what parts needed to be fine-tuned as you see it. We have provided a private Facebook page to leave stories, ideas, photos, videos and suggestions for all registered Beekeepers.

Busy Bee Mission

Busy Bee Society (BBS) is a worldwide non-profit humanitarian club/organization for children ages 8 – 11.

The Mission of Busy Bee Society is to create a positive environment where children can

- **discover and develop talents,**
- **cultivate awareness,**
- **nurture compassion and**
- **learn to work as a united team**

as they work to improve the welfare and happiness of others locally, nationally or globally.

In Busy Bee Society, children (and Beekeepers for that matter) learn through doing.

Through volunteer (Beekeeper)supervised and child (Busy Bee) directed humanitarian projects, a Busy Bee Society offers hands-on experience and encourages

1. Awareness
2. Change
3. Compassion
4. Community
5. Action
6. Creativity
7. Communication

Busy Bee Theme

I am a Busy Bee in a society of many Busy Bees.
I have your back and you have mine.
When we work together we can accomplish great things.

We may be small but we are mighty.
We have good ideas – really good ideas.
We have talents – amazing talents.

We are humanitarians.
We are making the world a better place and
We are totally committed.



Busy Bee Cheer

The Busy Bee cheer is special to each group because they create it together! A cheer is usually short but inspiring. Here is an example:

We are mighty!
We are busy!

The Busy Bees stand in a circle, taking the left hand of the person standing to the right of them and they give the Busy Bee Cheer.

Busy Bee Values

Busy Bee Society adheres to and is built on 7 essential principles. Through participation in a Busy Bee Society, children understand the importance of what we call the **A 'Bee' C's for Busy Bees**.

1. Awareness
2. Change
3. Compassion
4. Community
5. Action
6. Creativity
7. Communication

Awareness

“The first step towards change is awareness.” Nathaniel Branden

Of course, bees are extremely observant in finding flowers. But did you know that some bees are only attracted to certain types of plants? Did you know that different apiaries produce different tasting honey depending on which flowers their bees select?

Bees have unique preferences and make choices according to their needs and tastes. So do children.

We believe children, like honeybees, are naturally sensitive and compassionate creatures. Each child’s sensitivity is unique, and each will be attracted to different needs in the community.

Busy Bee Society helps cultivate a children’s awareness by giving them a voice. As they identify those needs which touch their hearts, children can then go about making a change for good. It’s that simple.

Just as children see different problems they want to fix, they are also drawn to unique ideas for the solution.

Busy Bee Society not only helps a child to be aware of the world on the outside, it helps a child to be aware of the world which exists on the inside. As each Busy Bee group participates in humanitarian efforts of their own design, each member naturally discovers and develops personal talents and strengths.

In Busy Bee Society, each child learns they have the talents to accomplish great things and make positive change. They learn the invaluable skills of healthy communication and teamwork. They learn how to make goals, set a plan of action, and see it to the end. They see how their efforts directly effect others in positive ways. All this starts with awareness.

Change

“Aerodynamically, the bumblebee shouldn’t be able to fly, but the bumblebee doesn’t know that, so it goes on flying anyway.”

Bees improve the environment by pollinating plants. They play a vital role in keeping our ecosystem healthy and our bellies full. When you eat a meal, one out of every three bites you eat is a result of pollination. Without bees we would face a very real crisis! A bee is such a tiny, little creature – but look at how important it is to our future.

Often times, it is the smallest things — be it creatures or ideas or actions or people — which make the biggest impact. Oftentimes, it is the smallest things which succeed where others had failed. Often times, it is the smallest things which defy seemingly impossible odds.

Children can change the world. They do it every day. It is our desire to support those children who believe they can and are willing to work hard to make change happen.

Children can defy the impossible. Children can do hard things. Children are important to the future and the future is bright.

Compassion

“The bee is more honored than other animals, not because she labors, but because she labors for others.” St. John Chrysostom

Compassion arises when you are confronted with another’s suffering and feel moved to relieve that suffering. Busy Bee Society believes that children are naturally compassionate creatures and will labor for the welfare and happiness of others if given the encouragement, opportunity and support.

When a bee lands on a flower, she never harms it. She doesn’t break the stem or crush the petals. She doesn’t muddy the color or spoil the fragrance. She treats it with tenderness, sensitivity and care.

Her work is one of love and compassion.

Children develop these bee-like attributes as they plan and participate in the Busy Bee program. As children are encircled in goodness and share their own goodness, surely goodness will result — and abundantly! This is the lesson of the compassionate bee and a principle that will cure suffering in our communities, nations, and world.



Community

“The spirit of cooperation is more important to bees than the spirit of competition.” Ganapathy

Did you know that a honey bee will only produce 1/12th of a teaspoon of honey in her life? That’s all! However, consider this: in one year beekeepers harvested 3.4 billion pounds of honey from 30 million bee hives worldwide. That means, on average, one hive can produce about 113 lbs. of honey annually. Now *that* is quite an impressive global community effort!

There lies the secret to success — community.

In a hive, all bees share the same vision — to make honey and keep the hive alive. Bees divide duties so that every single member serves a purpose. Each bee is given a task and goes about mastering that task with commitment and passion. If an individual honeybee fails or struggles, other honeybees move in to help her.

As in a honeybee colony, Busy Bee members learn that everyone’s efforts are vital to the accomplishments of the group. Children see first-hand the magic of united effort. They learn that they can’t thrive without the help and cooperation of each other. Through shared vision and goals they discover the power of “unity in community”.

Action

"Work hard and Be Kind. That is all."

In order to make 1 lb of honey, it takes tens of thousands of bees travelling over 88,000 kilometres to gather nectar and pollen from over 2 million flowers. We can't ignore how these little bees are the giants of industry. We can't ignore the force of action. Honeybees are busy! And what is the results of their efforts? Well, it is generally believed of beekeepers that if bees died today, the entire planet would follow suit in roughly 4 years.

Anything worthwhile takes action. Children learn first hand the importance of setting definite goals and seeing them through to the end. They learn that nothing will work unless they do. It's one thing to want to make a difference; it's an entirely different thing to make it happen. The Busy Bee Program is designed to teach children how to make things happen.

Creativity

"Creativity is the way I share my soul with the world." Brene Brown

Why do we have talents? What are they for? We can learn the answer by looking at bees.

Bees are creative animals. They are musicians, artists, dancers, architects, chefs. They are true craftsmen. They live a life devoted to creating beauty.

Each honeybee has a job to do, and each does it very well. They develop a skill until they become a master, and then they develop a new skill. They use their skills to make the world a better place. Without them we wouldn't have many of the plants that make up our beautiful planet. We wouldn't have the variety of fruit and vegetables and grains and nuts which we enjoy. And of course, we wouldn't have that natural golden sweetener – honey!

In Busy Bee Society, children are given space to discover and develop interests, talents, and skills as they serve the needs of others. They learn that they have unique abilities and that when they exercise their creativity to help another, they are filled with a greater sense of satisfaction and self-esteem.

Communication

"Kind words are like honey, sweet to the soul and healthy for the body" – Proverbs 16:24

Did you know all bees are deaf? However, they are constantly communicating. Bees are constantly sharing information and keeping each other in the loop; no one is left out or ignored. They communicate through dance and vibrations — a kind of sign language if you will — which provide all the information needed for the happiness and wellbeing of the hive.

So it is in Busy Bee Society. Every child is included and every child has a voice. Children learn during planning meetings that their voice is important to the happiness and wellbeing of the community. They are each given an opportunity to share ideas, make decisions, and express feelings. Each child learns through experience the vital role collaboration plays in a group setting.

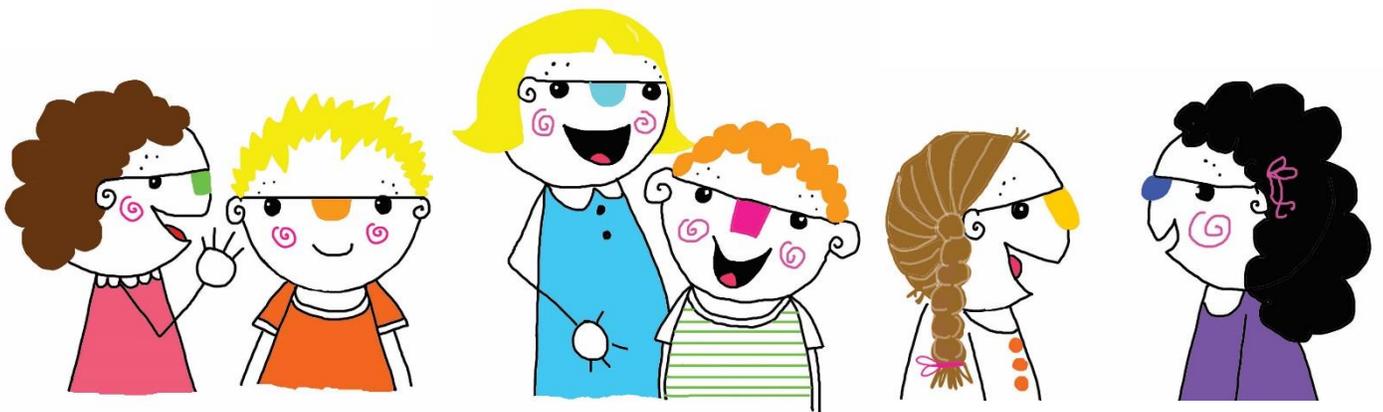
Honeybees also communicate through touch and the exchanging of pheromones. This kind of relentless communication lets every single bee know that all is well with the queen and all is well with the hive.

One of the many pheromone components passed from bee to bee is called Homovanillyl Alcohol (HVA). HVA's structure is strikingly similar to that of dopamine. Dopamine is of course the stuff that transmits a sense of wellbeing in our brains. Bees literally send feel good-vibes to each other non-stop!

The sure way to a strong and unified Busy Bee group is to relentlessly pass good vibes to each other. Children learn through doing. As group members (and that includes Beekeepers!) praise one another and express gratitude to one another, an atmosphere of harmony and trust is established.

One way to promote this is through what we call "Honeycomb moments". Busy Bee members take a moment to share genuine and specific feedback in forms of affirmation or gratitude with each other.

Gratitude and affirmations are powerful tools to any development, whether it be the development of a child's self esteem or the development of humanitarian efforts.



Understanding Your Role as a Beekeeper

Firstly, and most importantly, thank you for joining the Busy Bee Society! We truly appreciate your enthusiasm and willingness to give of your time and talents to this pilot project! We look forward to sharing in your experiences, working with you, and learning from you.

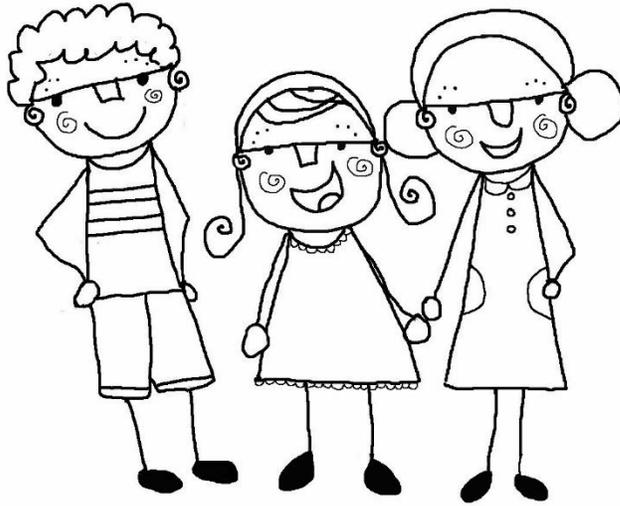
When asked what they've learned from their profession, beekeepers speak of feeling more aware and connected, not only to their honeybees but to the world around them. As a Busy Beekeeper, you too, will develop connections with your Busy Bee group and with the communities you serve. This is going to be an awesome adventure!

You are more than a volunteer in the Busy Bee Society Program – in a very real way, you are partaking in a stewardship for the future of humanity. As dramatic as that may sound, it is important to understand the potential, not only in yourself but in each member of your program. It has always been the grassroots efforts of ordinary people doing extraordinary things which have improved the conditions of humankind.

Your role as a Busy Beekeeper is to create an environment of safety, creativity, and nurturing. You protect and care for the needs of your busy hive. You create a space where ideas are safe to share. You provide resources, offer suggestions, instigate discussion, and generate growth. As you encourage, praise, and express gratitude, you establish a standard that will stick in the minds and hearts of your hive for a lifetime.

As an adult, it is sometimes tempting to take over and plan activities, especially when working with children. It certainly can be easier. As tempting as this is, it is important that young members of the hive learn to choose and plan activities for themselves. We are trying to make the world a better place, and the most affective way to achieve this goal is to nurture a child's awareness and creative abilities, and to teach a child to work effectively with others toward a shared goal.

In each Busy Bee Society, it is ideal to have one beekeeper for every three children in order to keep things running smoothly. Beekeepers get together regularly to plan Team Building Activities, Debriefs and Jamborees (see "Understanding Team Building" section and "The Debrief" and "Bee Jamboree" sections of this handbook).



Getting to Know Your Busy Bees

We referred previously to stewardship and your role in caring for your hive. It's easier to care for someone, understand where they are coming from, and create a connection when you take the time to get to know them. Taking the time to learn about each Busy Bee is as simple as asking the right questions. What are their interests? Hobbies? Talents? What are their strengths and weaknesses? Likes and dislikes?

Getting to Know You Team Building Activities

Create an atmosphere of understanding, caring, and friendship in your hive. At the beginning of the year or when a new member joins the group, it is important to plan your Team Building activities (see "Understanding Team Building Activities" in the handbook) around getting to know one another. On the website, you can select from the many games which are designed to do this in a fun and creative way. Simply go to BusyBeeSociety.ca, click on Team Building Activities, and select from the activities or create your own.

Getting to Know You Questionnaire

Invite each Busy Bee (and Busy Beekeeper for that matter) to fill out a Questionnaire. This will help you to understand each member of your hive better. These can be filled out each year at registration.

Getting to Know You Fill in the Blanks

My name is _____

I was born on _____

My best friend is (or my best friends are) _____

If I were an animal I'd be _____

I like to spend my free time doing _____

When I grow up I want to _____

I wish I could _____

My hobbies are _____

I'm really good at _____

My favorite subject is _____

My worst subject is _____

I am super afraid of _____

I want to learn how to _____

People like me because (ask 3 people what they like about you)

My favorite sport is _____

The best place I ever went to was _____

If I could eat the same thing for the rest of my life it would be _____

My favorite person of all time is _____

Keeping Communication Open

When it comes to communication, bees are the ultimate example. Every bee knows what is going on in the hive all the time. Your role as Beekeepers is to make sure everyone knows what is going on – especially parents and caregivers.

A great deal of success in your program will depend on the support and assistance of parents. Bringing them on board is as easy as giving them accurate information promptly and clearly.

Create an Email or Facebook Group

It is important that parents and caregivers know when and where the next meeting will be, what their child needs to bring and all other information pertinent to your project. The best ways to create this exchange of information is through a **Busy Bee Society Facebook group or email group**. This allows you to send out reminders and information for upcoming events.

Use the Busy Bee Agenda

Ask every member of your hive to bring a simple notebook to each Busy Bee Society meeting. During each planning meeting, Busy Bees will write down important planning information. Some children might need help writing in their agendas.

Use this simple template to ensure the information is correct:

Queen Bee Project:

Our Goal:

My Responsibility:

What I need to have done for the next meeting:

What I need to bring:

Where we meet next:

Date and time:

Your Best Resource

Parents are your best resource. At registration ask the parents if they would be willing to contribute their talents and expertise to projects when called upon throughout the year. Invite them to fill out a Parent Talent Questionnaire.

Always remember to thank parents for the contributions they offer to your Busy Bee Society.

Parent Talent Questionnaire

Dear Parents:

Welcome to Busy Bee Society! Thank you for supporting our efforts to create great experiences for your children. We need your help! We invite you to join our efforts by adding your talents, skills, and interests as resources to our program. We may like to call upon you to help teach our Busy Bees a new skill or to contribute in other ways.

Name:

Address:

Home phone:

Email:

What are your hobbies?

What are your skills which might help us in our humanitarian efforts?

Please check categories you may be willing to help with.

- Fundraising
- Substitute Beekeeper
- Musical accompaniment
- Transportation
- Phoning/emailing
- Photography
- Gardening
- Arts/Crafts
- Theatre productions
- Cooking/baking
- Sewing

Understanding Honeycomb Moments

Honeycomb Moments are very important for child development. Just like the honeycomb nourishes and keeps a hive of honeybees alive, genuine and positive feedback and affirmations keep a child's motivation alive.

Expressing gratitude frequently also feeds your Busy Bees with much-needed emotional and mental nourishment.

It is important that Beekeepers set this example for their hive. *As children see Beekeepers use Honeycomb Moments, they too will embrace the practice, not only in the group but throughout their interactions with people they work, socialize, and live with.* This practise will stay with them throughout their lives. Sharing "honeycomb moments" is an invaluable service to humanity in and of itself.

The Power of Affirmations

If you were to enter an honeybee apiary blindfolded, the very first thing you would notice is the buzzing of bees – this buzzing sound would affirm exactly where you are and who you are with.

Compare the sounds in an apiary to the words you speak in your Busy Bee Society. The "buzz" in your group can be one of positive affirmations. Everything you say can affirm to each member how important they are, how important humanity is, how important life is and where they fit in the big picture.

Take the time to share positive words to inspire your Busy Bees. Use Positive affirmations to motivate each member as they discover and develop talents, cultivate awareness, nurture compassion and learn to work as a united team. Positive affirmations will give each member the energy needed to improve the welfare and happiness of others locally, nationally or globally.

Here are three simple ways to share affirmations with your hive:

1. As a way to settle Busy Bees and start the planning meeting, gather everyone together by reading a Busy Bee Fable. The Busy Bee Fables are short fictional stories which explain the Busy Bee Values in a way that is entertaining and insightful for children. The Busy Bee Fables can be found on BusyBeeSociety.ca. You can also share any prose or poetry that you think would motivate your busy bees.
2. Now that everyone is in a circle, recite the Busy Bee Theme. Reciting the theme reinforces and affirms your Busy Bee Society's mission.
3. At the end of every meeting, gather together and give the Busy Bee Cheer, once more emphasizing your group's vision and enthusiasm.

Expressing Gratitude

Your job as a Busy Beekeeper is to say “thank you” to your Busy Bees frequently, incessantly, relentlessly, constantly — habitually. We do not use the word “habitually” lightly. Making habit of expressing gratitude may be the single greatest thing you will do in the Busy Bee Society program.

Thank them for everything they do. Thank them for their attendance. Thank them for their contributions. Thank them for their ideas. Thank them for their positive attitudes. Thank them for their smiles.

Remember to be genuine and specific.

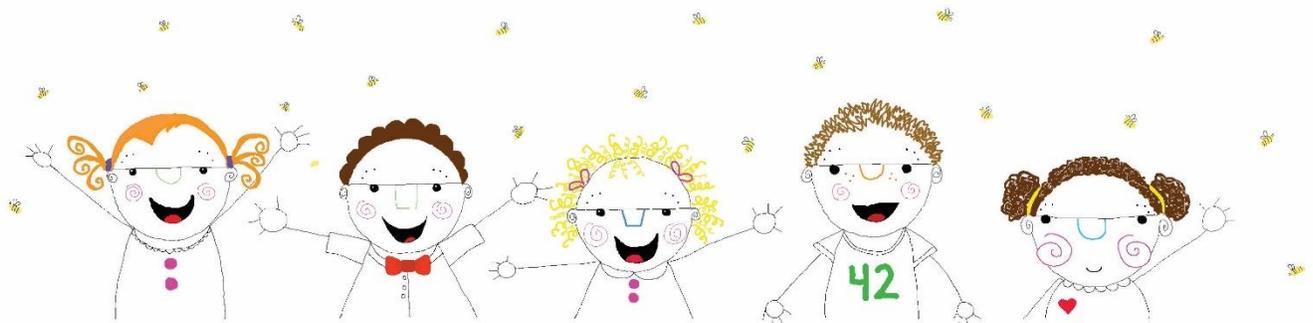
You will see that as you express gratuitous gratitude to your Busy Bees, they will learn the powerful lesson of gratitude that will fuel their efforts and relationships.

Giving Genuine Praise

The concept is simple: praise your Busy Bees when they do something worth praising. Look for opportunities to tell them they are a valued member of the team. The challenge here is to avoid platitudes and instead, offer genuine and specific praise. Tell them exactly what they did that impressed you.

In order to ensure that each child is getting a healthy dosage of Honeycomb Moments, equally divide Busy Bees into groups. Assign a group to a Beekeeper. That Beekeeper takes on the honour of noticing accomplishments and offering praise to their assigned bees. Alternate children among Beekeepers each month so that connections can be made evenly throughout your group.

Along with verbal praise, Beekeepers can send cards and certificates and write short notes expressing the strengths they see in their Busy Bees. Templates for cards and certificates can be found on BusyBeeSociety.ca.



Dealing with Discouragement

There is no such thing as a weakest link in a beehive. If one honeybee fails in her task, the hive does not fail with her. Bees step in to help and support one another. Even when the queen is dying, the hive rallies to produce a new queen. Likewise, Busy Beekeepers create a safe environment where Busy Bees can learn and grow from challenges and mistakes. A Busy Beekeeper offers encouragement and arranges help where needed, understanding that failure is the single most important step towards success.

Creating a Safe Environment

The most important tool for a beekeeper is the smoker. Before opening a beehive, a beekeeper will “mist” the hive with smoke using this tool. The smoke disarms the bees' defensive response and calms them. Your words and actions have the same effect on your Busy Bees. From time to time, there may be a need for appropriate disciplinary action. Positive reinforcement is the best way to correct inappropriate behaviour.

A Beekeeper avoids at all costs:

- Physical blows or force
- Confinement
- Name-calling/ teasing
- Ignoring or excluding
- Showing favoritism
- Inviting members alone to your home
- Having private talks with a Busy Bee away from the presence of others
- Driving one Busy Bee alone in your vehicle without direct consent of parents



Understanding Team Building

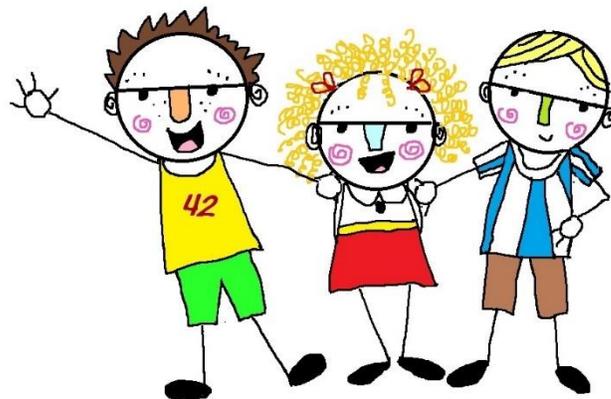
Honey Bees are gentle by nature. They go about their little lives pollinating flowers, gathering nectar and making sweet, tasty honey. It's a sweet life. Perhaps that is why they hum so much.

A honeybee loves her work, her honey, and her hive so much that she will defend it with her life if she has to.

Bees protect the hive and they protect each other. Honeybees stick together and they value each other. They take care of each other. They are a fine example of loyalty and friendship.

A great way to develop that kind of loyalty and friendship in your hive is to have Team Building Activities. These games are designed to:

1. Create connection – Team building activities break the ice, allowing for team members to get to know one another.
2. Improve communication – Team building activities create a safe and fun space for discussion. This can improve and create bonds between members.
3. Build confidence – The more comfortable everyone is with expressing their ideas and opinions, the more confident they will become. This will motivate them to take on new challenges.
4. Promote creativity – Working together with other team members can ignite creativity and fresh ideas.
5. Develop problem-solving skills – Team building activities which require members to work together to solve problems can improve their ability to think wisely and purposefully. Teams are able to determine when a problem arises and know what they can do about it, and learn to take charge.
6. Increase trust – Team building increases the trust factor and develop bonds in your group through playful interactions.



Step-by-Step Team Building Activity Plan

At the beginning of each planning meeting, take 30 minutes for your Team Building Activity. Beekeepers meet regularly to plan these activities. Depending on the duration, you may want to plan 2 or 3 activities just in case the first one ends quickly or the group is not interested. BusyBeeSociety.ca provides ideas and inspiration to help you in your planning. Beekeepers take turns leading the activity. As you plan, keep your hive's needs in mind.

Example:

Leading the Activity: Beekeeper Sue

Supplies: enough chairs for everybody

Set up: chairs in a circle

Time: 15 - 30 minutes

Objective: Connection -Getting to know each other better.

Activity: I've got mail

This game requires everyone to sit on seats in a circle. Have a young person in the middle making the statement which this time should include their name -

"My name is James and I have got mail for everyone who likes One Direction"

Everyone for whom the statement is true quickly stands up and finds a new seat (including the person in the middle).

Whoever is left without a seat then makes the next statement.

1. Start with a clear objective. What are you trying to accomplish with this activity? Which of the 6 areas of team building would you like to focus on? Connection, communication, confidence, creativity, problem solving, or trust? For example, perhaps the Busy Bee members are not mingling with each other and have created small, exclusive groups. Your goal may be to open those inner circles and create communication and trust evenly throughout the tribe.

Note: Remember the main objective is to have fun!

2. Choose an activity according to your goal.
3. How long will your activity take? Will you need to plan more than one team building activity?
4. What supplies will you need?
5. Will you need time to set up the activity?
6. Who is leading the activity?
7. Do you have a back-up plan?

Note: Take the time to share the Team Building Activities that were a success for your hive with others. Post them on the Busy Bee Society Facebook group.

Getting Started



Register

Your first step in joining the Pilot program is to register! You can register Busy Bee members and Beekeeping team under the Registration tab at BusyBeeSociety.ca. Once registered, you will receive an invitation via email to a private Facebook group. This is a place where you can share stories, ideas, photos, videos and suggestions as we build a great program together.

Parental Permission Slips

As part of registration, parents may sign consent forms to allow posting pictures on social or other media (Facebook, Twitter, Instagram, newspapers and other publications). You may not share images or names of Busy Bee members without written consent. Consent forms are included in the Registration form and located under “Registration” at BusyBeeSociety.ca. You have two options: scan and email to busybeesociety@gmail.com or mail them to Stacy Nicol Box 1808 Raymond, AB T0K 2S0.

A Place and Time

Choose a meeting location which best suits your group and schedule regular two-hour meetings each week. Parents are expected to pick up and drop off Busy Bees at the meeting house.

Supplies

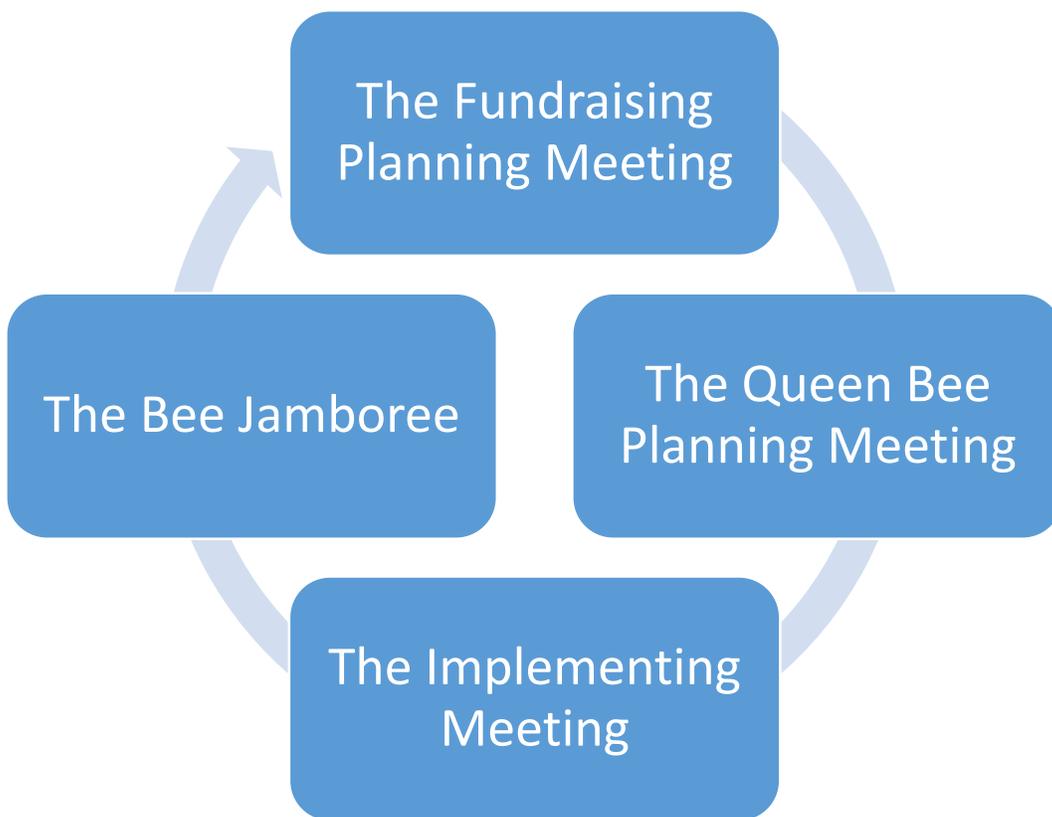
Each Busy Bee and Beekeeper will need a few things before you hold your first meeting.

- A notebook and pen to record agenda information and to jot down ideas and/or personal insights.
- A box or tote to hold notebooks and other things for safe-keeping during a meeting.
- A whiteboard, chalkboard, or large writing surface and writing tools.
- A list of parents’ contact information (emails and or phone numbers).

When Busy Bees come to the meeting house, encourage them to place their notebooks in **The Box** so as not to misplace them. It is very important that Busy Bees take their notebooks home with them. This box needs to be in a place by the entrance so it is not forgotten.

Understanding the Meetings

There are four types of Busy Bee Society meetings. In these chapters we will explain what they are and how to run them. Each meeting is essential to the success of the program.



1. The Fundraising Planning Meeting

As a general rule, fundraising is any activity that includes asking for donations of cash or gifts, or the sale of goods or services to raise funds for a good cause.

The Fundraising Planning meeting is one of the first meetings of the year. It is important that your hive have the funds needed to carry out future charitable activities. When funds are used up, another fundraising meeting can be planned. *However, Busy Bee Societies should not exceed more than three fundraisers per year expressly to raise money for the club* – there is no cap on how much fundraising you want to do for others.

Aside from raising money, fundraisers are a great way to gain publicity and to network. Keep this in mind as you plan your events.

Fundraising Rules and Regulations

According to the law, fundraising must be performed for no other reason than to fund charitable activities. Fundraiser moneys cannot be used for personal parties such as Jamboree meetings.

Receipts must be kept in order to prove intent. All forms are found on BusyBeeSociety.ca.

Who Takes Care of the Money?

It is strongly suggested that one Beekeeper or an appointed treasurer keeps all money and receipts in a lock-box. All spending goes through the assigned Beekeeper/treasurer.

Forms to Use

To keep your records simple and organized, you can download forms and templates directly from BusyBeeSociety.ca under the Forms& Templates tab.

Expense Tracker form is used to keep track of how much money you have raised at your fundraisers and what you have spent throughout the year.

Receipt Tracker form is used to submit all receipts to Busy Bee Society. Hang on to your receipts. We suggest the appointed treasurer keep them in a lock box with all money. At year end, receipts can be scanned and emailed to busybeesociety@gmail.com or mailed to Stacy Nicol Box 1808 Raymond, AB T0K 2S0.

A Typical Fundraising Planning Meeting

10 minutes	Gathering story
10 minutes	Recite the Busy Bee theme & offer opening prayer
30 minutes	Team Building Activity
60 minutes	Time to plan the Fundraiser
10 minutes	Give a Busy Bee Cheer & offer closing prayer

Step-by-Step Fundraiser Planning Meeting

1. Gather your Busy Bees in a circle and recite the Busy Bee Theme.
2. Open with a word of prayer.
3. Have your team building activity.
4. Gather your Busy Bees for the meeting. Each Busy Bee has a notebook for the planning meeting.
5. Write down the date and the meeting you are having. Example: May 10, 2016 — Fundraising Planning Meeting.
6. Start with a goal in mind. How much money would you like to raise to help you for the year? You can have a maximum of three fundraisers each year. Decide on an amount of money you want to net – the money you will raise above and beyond any expenses – for example, \$600. Have each Busy Bee write the goal at the top.
7. The hive then begins to brainstorm all the fundraising ideas for the next 10 minutes. Beekeepers write the ideas on the board. Narrow the selection down to a few favorites and then put the decision to a vote.
8. Once the votes have been cast and the project selected, it is time to plan the Fundraising project.
9. Set a budget and add that budget to your net goal.

****Ideally, you want your budget to be very low. Be creative. Think outside the box.***

Please note: Although the Busy Bees have recorded the information in their notebook, it is important to contact each parent and notify them of the plans and the responsibilities of the child.

Example:

May 10, 2016 Fundraising Planning Meeting

Net goal: \$600

Budget: \$60

Gross Goal: \$660

Bake Sale

Target: Everyone who likes baked goods

Date: Thursday May 16 - 5:00

Venue: Outside the Post office

Supplies: baked goods, 2 tables, 2 chairs, signs, lock box for money, coins to make change, permission to set up table

Out source: Parents to bake cookies, cakes, pies etc

Marketing: 5 Posters to be placed at grocery store, post office, gas station, hospital and library. Facebook message

Thanks: Little cards with each baked goods saying "Thank you for supporting The Busy Bee Society". Thank you card to the post office and Lion's hall. Email a thank you to parents.

Delegation: Every Busy Bee asks parents to bake. Beekeeper Sue to also ask parents in an email.

Chairs - Laura

Table - Beekeeper Sue to call Lion's Hall to borrow

Posters - Trisha, Ben and Paul

Lock box and coins - Beekeeper Marty

Permission - Beekeeper Marty

Set up - Laura & Beekeeper Sue

Clean up - Laura & Beekeeper Sue

Thank you cards - Tamara to print cards for donors; Joe to make cards for post office and Lion's Hall; Jane to email.

Ask these questions:

1. Target: Who is our target audience? Business people? Families? Cross country running enthusiasts?
2. Date and Time: When will we hold the fundraiser?
3. Venue: Where do we hold the fundraiser?
4. Supplies: What is needed to make the project run?
5. Out source: Can parents help in some way? Is there anyone in the community able to offer resources or services? **It is the Beekeepers' responsibility to contract outside help.**
6. Marketing: How will we get the message out? Posters? Flyers? Facebook? How will you convince supporters that Busy Bee Society and the event are worth their time and money? The website has templates to help you bring the message across.
7. Delegation: Who does what? Who brings what? Who sets up? Who cleans up?
8. Gratitude: How will we send a message of appreciation to donors and all those who participated? Thank you cards? Emails? ***It's important to express gratitude to everyone that helped. Remember, you may need their continued support in the future. It's important that they feel appreciated.**
9. Once the meeting is planned and jobs are given, the hive decides when and where to next meet for the Implementing meeting.
10. The Busy Bees stand in a circle, taking the left hand of the person standing to the right of them and they give the Busy Bee Cheer. A closing prayer is offered and Busy Bees go home.

Remember to have fun! Be creative! Think outside the box! There are countless ideas for fundraising out there. It is a good idea to encourage Busy Bees and their caregivers to check out the website for ideas before coming to the meeting to get creative juices flowing.

2. The Queen Bee Project Planning Meeting

The Queen Bee is essential, not only to the success but to the very survival of a hive. The Queen Bee represents the concept of uniting under one strong and single leader. She has inspired monarchies, governments, organizations, and businesses for centuries.

In Busy Bee Society there needs to be a queen, too – something to unite a hive. That queen becomes not a persona, but an idea – a single strong idea.

It is a misconception that the Queen makes all the decisions in a hive. The truth is, decision making is shared by the hive even when it comes to choosing the Queen Bee herself. Bees decide who the best candidate will be from a selection of ‘queens in waiting’.

So it is in Busy Bee Society. Children choose a favorite project idea from a selection of many project ideas. Members come to a consensus, the Queen Bee Project is born.

Simplicity is key to momentum and success for your hive. Ideally, a Queen Bee project takes two hours from set up to clean up. The Busy Bee Society website is designed to help hives implement two hour projects and encourage simple, fun and effective acts of kindness.

However, hives may find that some projects will need more than two hours to implement. When you find this to be the case, it is important to first ask of your fellow Beekeepers, your Busy Bees and their parents, “Are we committed to put in more time? Are we able to schedule extra hours or extra days – perhaps even weekends?” before planning a Queen Bee Project.

Coming Prepared

The list of project ideas is subject to the imagination and therefore limitless. We suggest Beekeepers build a collection of ideas by using the resources provided on BusyBeeSociety.ca as well as other service project and charity sites or books. Once you have an arsenal of ideas, it’s time to plan your first Queen Bee Project.

A Typical Queen Bee Project Planning Meeting

10 minutes	Gathering story
10 minutes	Recite the Busy Bee theme & offer opening prayer
30 minutes	Team Building Activity
60 minutes	Time to plan the Queen Bee Project
10 minutes	Give a Busy Bee Cheer & offer closing prayer



Step-by-Step Queen Bee Project Planning Meeting

1. Gather your Busy Bees in a circle and recite the Busy Bee Theme.
2. Open with a word of prayer.
3. Have your team building activity.
4. Gather your Busy Bees for the meeting. Each Busy Bee has a notebook for the planning meeting.
5. Write down the date and the meeting you are having. Example: May 10, 2016 — Queen Bee Project Planning Meeting.
6. Ask yourselves, “Who needs our help?” “What can we do?” “What talents and strengths do we have to offer?”
7. The hive then begins to brainstorm all the fundraising ideas for the next 10 minutes. Beekeepers write the ideas on the board. Narrow the selection down to a few favorites and then put the decision to a vote.
8. Once the votes have been cast and the project selected, it is time to plan the Queen Bee project.

Example:

May 10, 2016 Queen Bee Project

Mrs. Piccolo broke her leg

Goal: Bring Mrs. Piccolo a meal, card and flowers

Date: Thursday May 16 - 4:00

Make shepherds pie at club house 4:00 and deliver to her house by 5:00

Budget: \$0

Supplies:

- Ingredients for Shepherd's pie – 6 potatoes, 1 cup carrots, 1 cup peas, 1 cup corn, spices.
- Flowers
- Vase (jar decorated with ribbon)
- Card supplies – stickers, glue, markers, paper

Teams

Beekeeper Marty – make card

- Trisha, Joe & Jane

Beekeeper Sue – make shepherd's pie

- Ben, Paul, Laura & Tamara

Tasks:

Contact Mrs. Piccolo to make arrangements – Beekeeper Marty

Flowers – Jane (from her garden)

Vase & ribbon – Laura

6 potatoes – Ben & Paul

Carrots & peas – Tamara

Corn & spices – Laura

Card supplies – Beekeeper Marty

Clean up – Beekeeper Sue, Joe and Tamara

Deliver to Mrs. Piccolo's house – Beekeeper Marty, Trisha, Joe & Jane

Ask these questions:

1. Timeline: How long will we need to prepare? How many implementing meetings will we need?
2. Date and Time: What day and time will we implement our Queen Bee Project?
3. Location: Where will we meet next?
4. Supplies: What is needed to make the project run?
5. Budget: What are our expenses?
6. Out-source: Can parents help in some way? Is there anyone in the community able to offer resources or services?

Note: It is the Beekeeper's responsibility to contract outside help.

7. Making Arrangements: Have we notified the proper people to make arrangements for our project?
8. Delegation: Who does what? Who brings what? Who sets up? Who cleans up?

***Idea: Busy Bees can be broken up into groups with a Beekeeper to supervise and offer guidance in assigned tasks. Two to three Busy Bees to every Beekeeper is ideal. Beekeepers provide constant feedback and specific praise. Be ready to answer questions and ask questions to help guide the Bees.**

9. Gratitude: Have we thanked those who helped us make our Queen Bee project a success?
10. Busy Bee Preparedness: Will Busy Bees need to dress for the weather? Or the occasion? Will they need to bring snacks or water?
11. Thank everyone for a job well done! Announce the next meeting.
12. The Busy Bees stand in a circle, taking the left hand of the person standing to the right of them and they give the Busy Bee Cheer. A closing prayer is offered and Busy Bees go home.

3. The Implementing Meeting

The implementing meeting always follows a planning meeting. It is the meeting that executes the plans you have made for either the fundraising or Queen Bee Project planning meeting. This is the time for action!

Your project may only need one implementing meeting or you may find that you need several implementing meetings to reach your goal. There is no Queen Bee Project quota required in Busy Bee Society so you may plan for as many implementing meetings as you feel you need.

A single Queen Bee Project will look different to different hives. One hive might decide to choose short and simple projects throughout the year. Another hive may decide to implement a larger project over several months. Still another hive may choose one Queen Bee Project and serve it the whole year round.

Regardless of how many implementing meetings you will need; this is the day you've waited for! You have put in the carefully planning, your Busy Bees have all arrived at the designated location, and they are excited to get going!

A Typical Implementing Meeting

10 minutes	Recite the Busy Bee theme & offer opening prayer
20 minutes	Set up
60 minutes	Set your plan in motion
20 minutes	Clean up
10 minutes	Give a Busy Bee Cheer & offer closing prayer

Step-by-Step Implementing Meeting

1. Gather your Busy Bees in a circle and recite the Busy Bee Theme.
2. Open with a word of prayer.
3. Divide into your groups for quick review of duties. Is everyone ready? Do we have everything we need? BusyBeeSociety.ca has templates for checklists.
4. Set up what is needed for the project.
5. It's time to implement your plan. Have fun!
6. Clean up and take down what you had set up.
7. Thank everyone for a job well done! Announce the Jamboree meeting.
8. The Busy Bees stand in a circle, taking the left hand of the person standing to the right of them and they give the Busy Bee Cheer. A closing prayer is offered and Busy Bees go home.



4. The Bee Jamboree

It's important to remember to balance work and play. Overworked bees don't thrive and neither do overworked people. There needs to be room for celebration and recreation – especially after a project is complete.

After each Queen Bee Project is completed, Busy Bees can look forward to the Bee Jamboree! In Busy Bee Society, members don't earn badges or stickers or medallions. The greatest rewards come from the satisfaction of knowing they did something that made the world a better place. However, gathering together regularly to discuss and celebrate your team's hard work builds unity and balance.

There are actually two parts to a Bee Jamboree. The first part of your celebration includes the Debrief. Ahead of time, Beekeepers get together to plan the Bee Jamboree and Debrief. The following pages help you to plan and implement the Bee Jamboree and Debrief

A Typical Bee Jamboree

10 minutes	Gathering story
10 minutes	Recite the Busy Bee theme & offer opening prayer
30 minutes	The Debrief
60 minutes	The Jamboree
10 minutes	Give a Busy Bee Cheer & offer closing prayer

The Debrief

"People learn best when given questions, rather than answers." Lindsay Walton - The Diagram Debrief

What is a debrief and why is it important?

A debrief creates an environment of open communication and provides insightful connections for personal and team growth. During a debrief your group will capitalize on their strengths and briefly discuss what was hard or challenging and how they overcame barriers. This is a time to share feelings, experiences, and appreciation.

During a debrief, Busy Bee members reflect upon the recent Queen Bee Project, discuss what went well and how they developed as a team. Busy Bee members talk about their experiences so that they can find strength and motivation for future Queen Bee projects.

Planning a Debrief

This is a good opportunity to make cards, write letters or print of certificates recognizing the efforts of each Busy Bee on the Queen Bee project.

If you have taken pictures or video during the past Queen Bee Project, consider preparing a slide show as a way to recap what you accomplished. Keep this under 10 minutes so that there is enough time for discussion.

From the Debrief Bingo, select three to five questions you would like to discuss with your Busy Bees for the next 20 minutes.



Debrief Bingo – Choose three to five questions to discuss during the Debrief

What moments made you laugh?	Was there something you had to change to make your task work better?	Did you offer a suggestion or did someone offer a suggestion that helped the project?	Did you develop a new skill? Tell about it. How did that feel?	Did you take the time to listen to someone? Tell about it. What did you learn?
Did you have to use problem solving skills. Tell about it.	Did someone say thank you? How did that feel?	Share a moment where you felt glad to be on the team.	Did you try something new? How did that feel?	Share an experience where you assisted someone who was struggling. How did that feel?
Share an experience when you struggled and someone helped you. How did you feel?	Share something you saw or heard that amazed you.	Did you cheer someone? Or did someone cheer you when you were sad?	Did we do something that made an improvement? How did that feel?	Did you sacrifice your personal goals for the good of the group? How did that feel?
Did you try but just couldn't do something? What happened? What could help for next time?	Did you go outside your comfort zone? Tell about it. How did you feel?	Did you learn something new about yourself? Tell about it. How does this make you feel?	Did you expand your personal boundaries? Share. How did that help?	What or who encouraged you to keep going?
Did you ever feel challenged? What did you do?	Did you ever ask someone for help? What happened? How do you feel?	What was your favorite part of the project? Why?	What was really hard to do? How did you overcome it?	How did you feel after you were done? Would you do it again? Would you do something differently?

Planning a Jamboree

Planning a Bee Jamboree is simple and fun. There is no 'right' way to throw a jamboree except that it be a celebration of your hive's efforts. Unless arrangements are made with parents, the Jamboree lasts about 1 hour. As you plan, keep the needs and the personalities of your hive in mind and have fun!

Pick an activity: The possibilities are endless. Perhaps you want to play a series of games, perhaps have a slideshow of the project, perhaps watch a movie, have a dance, go on a field trip or simply mingle together over refreshments.

Invitations: Send out invitations to your Busy Bee via your email or Facebook page.

Pick a location: Perhaps you will meet at your regular meeting house or perhaps you will meet at a park. These possibilities are as large as your imagination.

Pick a time: Jamborees can be held on the regular meeting day unless you need to make other arrangements. Again, we suggest the Jamboree last an hour. However, this decision is left up to the discretion of your team.

Refreshments: It is not expected for Beekeepers to provide all the refreshments. Follow the example of the honeybee - everyone can help. Invite your Busy Bees to bring something. Be aware of allergies and special diets.

Decor: This is not mandatory but having streamers or banners might set the excitement for the Bees. You can decorate to theme if you have the time or desire.

Set up and Clean up: Set aside time before the Bee Jamboree to set up and to clean up afterwards.

Remember that no money fundraised for Busy Bee Society can be use to fund Bee Jamborees.

Step-by-Step Bee Jamboree

1. Gather your Busy Bees in a circle and recite the Busy Bee Theme.
2. Open with a word of prayer.
3. Begin the Debrief by giving a brief recap of the Queen Bee Project you completed.
4. From the Debrief Bingo select 3 - 5 questions to discuss for the next 30 minutes.
5. Before Closing the Debrief, present the notes, letters or certificates to each Busy Bee.
6. Begin the Celebration!
7. Announce the next planning meeting.
8. The Busy Bees stand in a circle, taking the left hand of the person standing to the right of them and they give the Busy Bee Cheer.
9. Invite someone to say a closing prayer.
10. Invite everyone pitches in to clean up and Busy Bees go home.

