

## Ways to raise funds for club expenses.

- **Candy Sale** in January and February will bring money into your club treasury.
- **Club Dues:** Each child brings dues to the meeting. Keep it affordable—it is up to you based on your club's needs and child's ability to pay.
- **Get Sponsors** to support your Camp Fire Club in the following ways:
  - A place for the club to meet; a school, library, home or business.
  - Supplies and materials; surplus items donated or covering the cost of supplies.
  - Financial contribution; a sponsor may pay for books, uniforms, supplies, program fees awards
  - Sponsorship agreements can be found in the Snohomish County Club Program Leader's Manual in Section 7. A certificate of appreciation can be found in the Leaders resource room or see your Club Administrator.

*See Section 7 of your Leaders Manual for directions on record keeping and opening a bank account*

**You will be asked to turn in a report of revenue and expenses at the end of the club year. If you start your record keeping right away it will make it easier when reports are due.**



**POSSIBLE COST (2018-2019) PRICES** may change without notice

<b>LITTLE STARS</b>	
Red sash	7.00
Assortment of Logo wear	n/a
Camp Fire ID	3.50
Little Stars ID	2.00
Snohomish County ID	3.50
Little Stars Project Book	16.00
Youth Record Book	2.00
Project Stickers	2 for .16
Emblems	1.00 ea
<b>STARFLIGHT</b>	
Red Vest - M, L      x-L & 2xL\$1 more	24.00
Assortment of Logo wear	n/a
Camp Fire ID	3.50
Starflight ID	2.00
Snohomish County ID	3.50
Tenure Bar	1.50
Starflight Project Books	16.00
Youth Record Book	5.00
Emblems	1.00 ea
<b>ADVENTURE</b>	
Blue Vest - M, L      x-L & 2xL\$1 more	24.00
Assortment of Logo wear	n/a
Camp Fire ID	3.50
Adventure ID	2.00
Snohomish County ID	3.50
Tenure Bar	1.50
Adventure Project Book	16.00
Youth Record Book	5.50
Activity Bead Book	6.25
Beads	.15 ea

## MANAGING RISK

When working with kids in Camp Fire there are a few things to always keep in mind.

1. There must always be **a minimum of 2 adults** at your club meeting at all times. This is for the safety of you and your youth.
2. There is **no lap sitting**. This seems easy to say but takes some thought about possible situations that may occur when a child wants to sit in your lap. Young ones may look for the comfort of an adult's lap. There are games that call for lap sitting: for example, musical chairs. If a child indicates that they want to sit on your lap – just say, “I have a place for you right here” and pat the floor or chair next to you. “Sit-upons” (a small mat) are a great tool to have so each child clearly has a place to sit.
3. **No physical contact with children any place normally covered by a swim suit.**
4. Hugs can also be a challenge. We don't initiate hugs with our youth. If a child initiates a hug, give a side hug. A side hug means you have the child at your side and press their arm. It still feels like a hug, but it is considered a safe hug. Other times when you can't stop the hugs, stoop down and turn your body to block the core zone and give a shoulder to shoulder hug. Children in the school setting are familiar to these procedures. *It will become a habit after a few times of use.*
5. To increase understanding of the importance of the safety requirements for planning club activities read the **Standards & Procedures section 6-2** of the **Camp Fire Snohomish County Club Program Leader's Manual**. If you have questions about this contact Donna Fischer at the office.
6. Be sure to always have the completed **Emergency Procedure List** visible during your club meetings. It can be found in your Registration packet.



# **SAMPLE CLUB MEETING AGENDA**

**Meeting date:**

**Today's Purpose:**

**Trail:**

**Early Bird Activity:**

**Circle Up: Meeting begins:**

**Job Chart:**

**Today's Project:**

**Activity: High/low, energy**  
**Large, medium or small size groups**  
**Reflection**

**Activity: High/low, energy**  
**Large, medium or small size groups**  
**Reflection**

**Playback/Reflection:**

**Closing Circle: (Job chart, plan ahead, friendship circle)**

**Next week:**

## CLUB MEETING AGENDA

*It's all about the kids. Focus on their interests, needs and goals.*

*It's not so much the activity but the process they go through. Youth led, ideas shared, planning, decision making and community building happens in this environment.*

### FOSTERING LEADERSHIP AND DECISION MAKING THROUGH THE CLUB MEETING

Much of what you do with your youth takes place in a club meeting. Since this is how you will spend most of your time with the youth, it is important to develop a strong meeting plan. Most of Camp Fire club meetings follow the same basic plan. The order may vary, but each meeting generally has these basic components. It is important that you involve your youth in as many decision making and leadership roles as possible. The consistent opportunity to be in charge and make decisions that affect your club will develop new skills and self-confidence in your youth.



**Early Bird Activity:** Give options for early bird activities. Allow members to make choices.

Possible activities could be:

- Marking themselves on the attendance chart
- Getting ready for job assignment
- First one at meeting is the greeter for the other members
- Have each member record a short message, thought or what they did at school that day and play the recording as an opening or at snack.
- Play cards or another game that can stop when all the children arrive.



*We play UNO as an early bird activity. Card games are great since you can stop them at any time.*

**Opening:** Start each meeting in a special way to help develop Camp Fire traditions. Open your meeting with something that your club members have chosen to do. Suggestions should be taken from all members. Ideas a leader could suggest to the members could be:

- Reciting the Camp Fire Law
- Reciting one of the Adventure level pledges
- Sharing a goal they have reached (sports, school grades, household)
- Start a good deed chain where each member makes a link which list of good deed(s) they have done during the week.
- Have members tell about their good deed (why they did the deed, how did they feel)
- Share a healthy activity they have done since they last met.
- The member that is responsible for opening the meeting should lead a discussion by explaining what they have chosen to do for the opening and why they choose it.

**Business:** This is the perfect opportunity to have members lead a segment of your club meeting. The business portion of your meeting should include calling your meeting to order, taking attendance and collecting dues. Determine how your club officers will be chosen. Ask your members how they would like to choose the officers:

- Drawing numbers
- Voting

This allows members the opportunity to lead a discussion by offering ideas and deciding best way for the group to choose their officers.

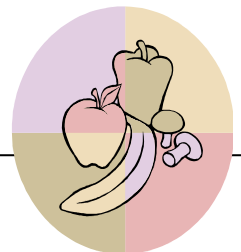
Make sure that the “officer or person responsible” faces the other members when it is their turn to lead. This shows their importance as an officer/leader and makes them more visible. It also teaches them public speaking skills. Establish courtesy rules that everyone should follow.

- Every idea is a good idea
- Show respect and listen quietly while someone is speaking
- Raise your hand to be heard
- Passing a ball of yarn, stuffed animal to the person who has the floor makes it clear who is speaking

**Snack:** Set aside a special time to share a snack together. Snack time is a great way for the member who brings the snack to demonstrate leadership skill. You might suggest that this would be a great opportunity to begin a group discussion of their choice. They can have each member participate by:

- Telling one thing that happened during school that day
- Telling about a vacation or trip they might be taking
- Take a poll on an issue affecting the school or community
- Choose a question that all can share “Question of the Day”

*They should know ahead of time when their snack day will be. This will allow them time to prepare an idea for a discussion.*



**Activities, High/Low energy, and varied work group size:** The activity is the main focus of the meeting. Generally these activities are part of a specific project. Each grade level program book provides activities for a year’s worth of meetings.

Youth are able to take on leadership roles at different stages as young as Little Stars and Starflight. Leaders should include the club members as much as they can in the deciding, planning and participating at each meeting.

Decide as a group what activities they would like to do. Ask each member for their ideas for activities then decide as a group which activity they will do. Some suggestions could be:

- Craft projects
- Fieldtrips that they might want to take
- Service projects that they might be interested in doing
- What they would like to learn more about
- Guests they would like to invite to a meeting
- What do they need to do to complete a step in their program level



Keep your club informed on what activities you plan to work on to complete a particular step or activity that is in the Camp Fire project book. The activities reflect their interests and input. Show them where they can find that activity and have them follow along in their books. Let them know what they can be working on by themselves or with an adult.

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**Reflection:** Be sure to talk with the youth about the activity they just completed. By taking this time your youth will be able express their immediate feelings and thoughts about the activity.

**Reflections:**

- What Happened?
- So What?
- Now What?

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**Clean Up:** Involve everyone in the cleaning up process. It is part of the learning process, too. Each member should be responsible for cleaning up their own work area. Make sure you allow adequate time for clean-up; this should help eliminate last minute hurrying. Take suggestions on how you could make the clean-up time fun.



As a leader you could:

- ask if anyone knows a cheer everyone could say while they are busy cleaning, let that person lead the cheer
- sing a song – Whistle While You Work, Nobody Likes it Everybody Hates It Guess I'll Just Eat Worms
- try to get suggestions from members on how they could make cleaning up easier:
- put garbage cans close by,
- clean up while working not waiting until your done
- look for ways to reuse or recycle

Help your members to learn that Camp Fire leaves things as good as or better than they found them.

**Playback:** Review the activities of the day. Reinforce what was learned and how it applies to home, school or neighborhood:

- What was the most important thing you learned today?
- What did you like most about this meeting?
- Do you think we accomplished our planned activity today?
- Do you think we needed more time, help, or materials?
- Did you learn anything new, fun?
- Does anyone have suggestions that could have improved our meeting?
- Encourage participation, honest feelings and that every idea and thought is important and worth listening to.

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**Look Ahead:** Use this time to remind members of upcoming events or items needed for next week. Make decisions as a club about the next meeting or plan ahead.

- suggestions for an early bird activity
- remind of any permission slips that might be due
- who will be the next meetings officers
- remind of next snack turn, snack person needs to decide on idea for a discussion during snack time next meeting
- decided if you might need extra help at the next meeting
- is it time for a ceremony and if so do you want a theme
- remind of any special area events or council events that are coming up
- discuss any supplies that are needed for next meeting
- review questions and manners for a guest that might be coming



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**Closing:** Plan a fun or meaningful closing. It helps to create a bond in the group if you do the same closing at each meeting. Ask members what they want do for their closing and if they want the same closing each meeting or a different one. Possible closing ideas could include:

- draw a “closing out of a hat” which has many different suggestions in it
- share a special song – Make New Friends, Camp Fire Law
- write a group song or poem
- form a friendship circle
- create a special good-bye hand shake

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**Set a positive example for your members to follow.  
The best example of leadership is you!**

***You are almost done with this training!***



Email or call Donna Fischer at [dfischer@campfiresnoco.org](mailto:dfischer@campfiresnoco.org) or 425-258-5437 to review and reflect on the information in this New Leader Orientation.

After your appointment with Donna, contact your Club Administrator for detailed information about getting your club started.

## A PREVIEW FOR GETTING STARTED

*For my parent meeting, I prepared a 2 pocket folder for all the papers that I wanted back in the pocket with a due date written on it. The papers the parents were to keep for their reference I put in the prongs.*

- *The welcome letter*
- *Instructions on registering Adults and youth on the Camp Fire website.*
- *Volunteer agreement*
- *Training info*
- *Our club calendar*

### 1. PREPARATION FOR A PARENT MEETING

- Gather your supplies: “How Does a Club Work”, Parent letter, On-line Registration instruction sheet.
- Contact the parents of the children interested in the club. Encourage them to invite anyone they might know who might want to join the group.
- Set a date to have a parent meeting.



## 2. WHAT TO COVER AT YOUR PARENT MEETING

See “How Would a Club Work” pg. 29 and” Registration Instructions” pg. 27 of this packet. The following is a basic list of what you will need to cover at your Parent Meeting.

- Contact all parents who have children that are interested in joining your club
- Decide on meeting time and location
- Ask about goals or wishes they might have for their child.
- Recruit parent support with “How Does A Club Work” and “Leadership team Positions”
- Tell Parents the cost of books, uniforms and registration fees (\$20). Get parents to help with the cost of supplies or find a sponsor.
- Direct your families to register on the Camp Fire website. [www.campfiresnoco.org/](http://www.campfiresnoco.org/)  
**Click** on the **Clubs**, Click on **Club Program**. Click on the red **Register for a club**, Click on red **Online Registration**. Enter your email and password if you already have an account you can click on. Once you are in your account you can click on “Register for a Program” and proceed with the registration process. (If you do not have an existing account you will need to go the “Create an Account” first.)  
You might have a computer available at your parent meeting so families can register at the meeting.
- The National Background Check: and Hold Harmless forms is required to be completed by any adult having contact with the children in the club. The forms will be part of your on-line registration. This includes those who drive on fieldtrips.
- Hand out and explain vehicle safety procedures and child abuse guidelines are linked to the registration process.
- All meetings that are at a site different from the meeting site are considered fieldtrips. Each parent signs the Parents’ Consent Form for each field trip to allow their child to participate.
- Collect any funds directly related to the club: reimbursement for program books, supplies, etc.
- Set the date of the first meeting and who is going to team with you. (Create a schedule of meeting dates and have parents volunteer for each meeting or special projects.)

## 3. FOLLOW UP AFTER THE PARENT MEETING

- Contact those who have not yet registered.
- Get ready for your first meeting and have fun.
- Send a parent letter. (See Appendix) Parents are more likely to be supportive if you keep them informed. Many clubs create their own newsletters. This is also a good club project where the kids can write articles, share photos and draw pictures. If you choose to do this you have a nice record of the year’s activities

***Lifelong friendships are developed through your Camp Fire experience.***

*My co-leader from my twins Camp Fire club and I have attended our (now adult) kid’s weddings and baby showers. Now we belong to a book club with those adult kids. We have a shared history of challenges and achievements that link all of us.*

# Appendix

## NEW CLUB ON-LINE REGISTRATION INSTRUCTIONS

Thank you for registering your club. If you have any questions about registration procedures, please contact the Camp Fire Training and Resource Center at 425-258-5437.

1. **Set a time to meet with your parents to:**
  - a. Complete the youth and adult club's registration at [www.campfiresnoco.org/club](http://www.campfiresnoco.org/club)
  - b. Ask for input and volunteers to provide a club experience for their children.
  
2. **Registration is \$20.00 per child. Renewable Annually.**  
We accept Visa or MasterCard. Registration fees are not refundable.
  
3. **Identify the leadership team.** A minimum of 2 leaders are required to register with a club.
  - a. Adult Volunteers having contact with the children in the club need to register as a Leader or adult member. They will complete the following forms as part of their registration: the **National Background Check and the Hold Harmless, Photo Release and Driving & Auto Insurance forms**. They also required to read the Child Abuse Guidelines and Vehicle Safety form. It is suggested that you print the 2 documents.
  - b. As others join the club, have them register at [www.campfiresnoco.org/club](http://www.campfiresnoco.org/club) and complete the same process.
  - c. All Leaders working with a club are required to submit a signed **Volunteer Agreement** on an annual basis. There are two copies of the **Volunteer Agreement** for each Leader to sign; one to keep and one to be returned to the office with your club's registration. New Leaders will be asked to sign the Volunteer Agreement once the Volunteer Application process is complete.

*The first time you and your child register for your club, set aside some time to create an account and password. From then on you can register yourself as a Club Leader or Adult Volunteer. Follow that with registering your child into the club. Be sure to have the family Doctors name, number and insurance number.*

*When I had questions, and I often did, I called the office and they would talk me through it.*

4. **Copies of all registration information will be sent to the leader. Keep the emergency information in a binder for your records. The binder should be visible at all meetings & field trips.**

# SAMPLE

## How Would a Club Work?



1. **Training** is required to work with kids. The most successful clubs have several trained adults. Please call the Camp Fire Office to register for trainings.
  - New Leader Orientation, "Getting Started" (1.5 hours) Available at [www.campfiresnoco.org/resources/new\\_leader\\_orientation](http://www.campfiresnoco.org/resources/new_leader_orientation)
  - Program Training, Learn specific details about the Program Level you work with (5 hours)
  - Outdoor Training (offered annually).

2. **Our Club Will Meet:** Time: From \_\_\_\_\_ to \_\_\_\_\_  
Day of the week \_\_\_\_\_  
Our first meeting will be \_\_\_\_\_  
Place \_\_\_\_\_  
Address \_\_\_\_\_ Room \_\_\_\_\_

3. **Check out the Leadership Team Position handout** in the registration packet. Everyone wants to help some way. This list will suggest how you can divide the job so everyone can help.

### Who will be the:

- Communication person \_\_\_\_\_
- Treasurer \_\_\_\_\_
- Candy Parent \_\_\_\_\_
- Trash Your Costume Coordinator \_\_\_\_\_
- Newsletter Editor \_\_\_\_\_
- AREA Meeting Representative \_\_\_\_\_
- Special Skill or Interest project lead \_\_\_\_\_

4. How are we going to share doing the activities with the children?
  - \_\_\_\_\_ **Leader & Co-leader:** Two adults who plan and run the meeting with the kids.
  - \_\_\_\_\_ **Leader & Adult Volunteers:** Adult agrees to be present as team member at all meetings while other Co-leader or volunteers may rotate.
  - \_\_\_\_\_ **Leader coordinates meeting schedule.** Parents are asked to be on a team to run meetings.

An example may be:

- Weekly
- Monthly
- Family Committee
- Interest/Skill Groups

5. **Registration:** Please complete registration at [www.campfiresnoco.org/club](http://www.campfiresnoco.org/club). The Annual Registration fee is \$20.00 per child. VISA and MasterCard accepted
  - At least two adults must register with a club

6. **The Uniform** for youth is a solid white top, blue or khaki pants and sash or vest for program level.

7. **Emblem Placement:** The Camp Fire identification and program level are placed over the heart. Uniforms, emblems, books, supplies and apparel can be purchased at the Camp Fire Store, 4312 Rucker Ave. Everett, WA 98203 Monday – Friday 9:00 a.m. – 5:00 p.m.

8. **Club Dues and Expenses:** Clubs handle their own finances and may start a bank account.

- Some Clubs collect \$10-20 from each member in the beginning to get going.
- Other Clubs will collect dues each meeting
- You may solicit a sponsor for the above costs (page Section 7)
- Our Club Dues will be \$\_\_\_\_\_ Weekly  Monthly Quarterly Yearly

9. **Fund Raising:** Clubs are expected to participate in 2 annual Council fundraisers:

- Candy Sale (late January through mid-February) – recruit Candy Parent
- Trash Your Costume –( First Saturday in November) - recruit Spring Into Action Captain

These fundraisers:

▪ **benefit your Club by:**

- raising money to purchase recognition beads and emblems
- raising money to help pay for activities and projects

▪ **benefit the individual by:**

- providing recognition for effort
- providing Camp Fire currency to help with event/camp expenses
- teaching life skills

▪ **benefit Camp Fire by:**

- helping keep program costs as low as possible
- providing training and activity materials for adults
- helping with financial assistance

10. **Program Books** - Camp Fire provides excellent program materials that leaders can share. Youth each need a Youth Record Book for their program level.

11. **Meeting Snacks** are optional. Members often take turns, or snacks may be paid for from the club treasury. Don't forget to ask your parents if there any food preferences or allergies of which all adults should be aware?

12. **Monthly Newsletters:** Every volunteer will receive a monthly newsletter called the Peeks. This is available on our Website. If you want to receive it on-line, be sure to give your CA your email address. We also need a volunteer to create a newsletter with information specific for our club to keep us all up to date.

13. **AREA Meetings:** Each Club is encouraged to send at least one adult to these regularly scheduled, local meetings where adults:

- Learn about events and activities available to Clubs
- Get answers to questions
- Share ideas, songs, games and crafts
- Meet other Camp Fire volunteers

We meet: Date \_\_\_\_\_ Time \_\_\_\_\_

Place \_\_\_\_\_

14. **Camp Fire Volunteers and Support Staff:**

We are willing to answer questions. Please call:

Local Volunteer \_\_\_\_\_ Local Camp Fire Staff \_\_\_\_\_

# SAMPLE

## Parent Meeting September Agenda

**Introductions:**

Name, Kids Name, Teacher, Special Interests or Hobbies

What do you expect from Camp Fire (why do you want your kid in Camp Fire?)

**Registration:** return by September 20, signed, and check for Camp Fire \$20  
**(Dr. name and number) (Insurance Name and Policy #)(photocopy insurance limits)**

**Welcome information**

**Planning: Trail Explorations**

Trail to... Family/Community, Knowing Me, Creativity, The Environment, The Future

MONTH	Project (Trail to...):	LEADER
October		
November/December		
January		
February		
March		
April		
May		
June		

**Other projects:**

Candy Sale, Community Service Project (Trail to Family &Community), Christmas Party, Area 3 pumpkin event at night, mom and me, Celebrate Camp Fire (birthday), end of year party Council Fire (Fly Up) – this year at Council Fire they will walk across the bridge and get blue vest!

**Trash Your Costume Trail run**

This event is held the 1<sup>st</sup> Saturday in November at Camp Killoqua.

This is a great opportunity to give service and have fun doing so! The Snohomish County Council's youth and their families have a chance to meet and participate in this Council-wide fundraiser. The proceeds from this event help support Camp Fire programs for our youth and give clubs a portion for their treasury. Clubs receive a refund on donations returned to the Camp Fire office by December 10th.

**Candy Sale**

Dates Late January – Early February

Our club needs to turn in order to Camp Fire office by November 27<sup>th</sup>

**Candy Parent (Please)** \_\_\_\_\_

**Training**

Program Training – necessary to lead or help with a club

# **SAMPLE PARENT LETTER**

## **WELCOME INFORMATION FOR STARFLIGHT TRAIL STARTER CLUB**

### **Co-Leaders:**

Name (xxx) xxx-xxxx Name (xxx) xxx-xxxx

### **Our Club will meet:**

- Mondays, 3:30pm - 5:00pm Address:

### **Our First meeting will be:**

- *Monday September 10*
- *Please arrange for your child's transportation to and from each club meeting it is possible for the kids to ride bus #30 from View Ridge to the church (please send a bus pass to school)*
- *Be on time arriving and picking up your child*
- *Notify the adult in charge if your child cannot attend the Club Meeting*

### **Registration:**

- Please complete registration forms and return by: October 2<sup>nd</sup>
- Annual registration fee is \$ 20 / child *A payment plan may be available. Contact your Club Administrator.*
- Please make checks payable to Camp Fire
- *Registration fee includes accident insurance*
- *Your signature on the youth registration form is permission for your child to attend regularly scheduled meetings.*

### **Club Dues and Expenses:**

- As a club we will collect \$5.00 initially and 25 cents per meeting to cover expenses such as supplies, emblems and stickers, field trips and parties, *snack*, etc.

### **Fund Raising:** Clubs are encouraged to participate in two annual Council fundraisers:

- Candy Sale (late Jan-mid Feb) – we need to recruit a Candy Parent
- Spring Into Action ( May) – we need to recruit a Spring Into Action Captain

### **Program Book:**

- As Kindergarteners the kids are Starflight Level, K Trail
- The K Trail Record Book can be purchased at the Camp Fire Store for \$5.00

### **The Uniform:**

- Youth member's uniform will be a white top, blue pants or skirt (jeans ok) and a
- **RED VEST** available at the Camp Fire Store \$18.00
- Camp Fire ID and Starflight Triangle (*placed over the heart*)

### **Snacks:**

Our club's plan is to rotate having the children bring snack. \*\*\* Please let us know if your child has any food preferences or allergies of which all adults should be aware? Some clubs have the parent volunteer at the club the same day that the child is in charge of snack.



### Parent Involvement:

2 adults are required at every Camp Fire event; we need to have each parent willing to help at the meetings on a rotating basis. There will also be events where we will need extra parent volunteers. To be a successful club we will need everyone's help. Training is available from the Camp Fire office.

### Training

- **Program Training:** – necessary to lead or help with a club  
Provided at the Camp Fire Service Center  
Weekday Evenings 6:00 – 9:30 pm  
Saturdays 9:00 a.m. – 12:30 pm  
**Check with your Club Administrator for details.**

### Things that you will need: (can be purchased at the Camp Fire office.)

#### Red Vest:

#### Camp Fire Emblem:

(Sew on the left side of vest, over their heart)

#### Starflight Triangle

(Sew on vest over Camp Fire emblem)



#### 2<sup>nd</sup> Year Tenure Bar:

(Sew on vest over the left side of Starflight triangle)

#### 3<sup>rd</sup> Year Tenure Bar:

(Sew on vest over the right side of Starflight triangle)



#### Trail Explorer Record Book

#### Registration Material (I will pass out at parents meeting)

\$20 registration fee to Camp Fire

**YOU ARE FINISHED! Thanks for sticking with us. 😊**

Contact Donna Fischer at [dfischer@campfiresnoco.org](mailto:dfischer@campfiresnoco.org) or 425-258-5437 to review and reflect on what you just completed.