

2020 VIRTUAL KAY LEADERSHIP CAMP

KAY PRESIDENTS SESSION



This handout includes the agenda for the Recorded Presidents Session as well as support materials & helpful ideas. It is suggested you 3-hole punch it for easy insertion in your KAY Presidents Handbook for future reference.

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NAME _____ SCHOOL _____



PRESIDENTS MEETING

"AS YOU GO, SO GOES THE CLUB"!
Wanda May Vinson, KAY Founder & Former Director

NOTE: A HANDOUT IS AVAILABLE FOR REFERENCE WITH THIS RECORDED SESSION. YOU MAY DOWNLOAD AND REFER TO PAGE NUMBERS AS COVERED IN THE AGENDA.

STAFF –CHERYL, KELLY, LUKE, ASHLEIGH

- 1. **STAFF INTRODUCTIONS** **ALL**
Name, occupation/town, HS, # yrs. on staff, Why I serve on the KLC Staff
- 2. **WHAT IS KAY, MISSION/BELIEF STATEMENTS** **CHERYL**
- 3. **LEADERSHIP AND THE PRESIDENT** **LUKE**
 - A. **Responsibilities and Duties of a KAY President** (pg. 6)



IT SHALL BE THE DUTY OF THE PRESIDENT TO:

- **PRESIDE** over all meetings of the local association;
- **APPOINT** all committees, not elected by the association, in an open mtg.;
- **ACT** as an ex-officio member of all committees;
- **SCHEDULE** an appointment every 2 weeks with the head sponsor to discuss plans for the meetings of both the local association and board of directors and all other plans for the association;
- **COMMUNICATE** with each member of the board of directors to discuss the work of their respective committees at least every two weeks.

(Source: KAY Handbook, Section 1, page 12- Constitution)

- B. **Responsibilities of Officers and Board Members** (pg. 6-8) **LUKE**
- C. **Is There More?** (Communicate, Delegate, Educate, Facilitate....) **ASHLEIGH**
See **"Common Sense Leadership Tips" & Delegation** (pg.9- 12)
A Leader Is... ; A Leader Leads By... ; A Leader Avoids... **ALL**

- 4. **WHAT'S FIRST – WHERE DO I START?** **CHERYL**
 - A. **Meeting with sponsor(s) ASAP**
 - 1. Share ideas from Virtual KLC; set date & agenda for 1st Bd. Mtg.; send KAY-1 to KSHSAA (pg.13); Set dates for all club & board meetings; review mailings & deadline dates (pg.14-16)
 - B. **August Officer, Board Workshop** (pg. 23)
 - 1. **Officer, Board Member Folders – Help Them To Not Fail!**
Folders with yearly calendar; contact information; outlines of specific position duties; establish responsibilities/expectations; attendance policy; etc.

2. **Set KAY Goal for 2020-2021 – People support what they understand!**
Provide copy of pg.17-20; explain past goals club has received (NOTE requirements for various awards)
3. **Plan Membership Drive – Get in, get out, get going!**
Set dates to accept membership; price for dues; sign-up process; posters, power point showing activities last school year; etc.
4. **Activities for the Year – Build excitement and teamwork!**
Begin identifying activities and placing dates on the calendar; make sure members have an opportunity for input

C. August will set the tone for the year!

- Would you be inspired by you?
- Would you want to join your KAY club?

5. **THE SEASONS OF A KAY PRESIDENT’S YEAR OF SERVICE** (pg.21-22) **KELLY**
Brief review of the year by seasons – many things occur monthly
 - A. **FALL** (SEPTEMBER, OCTOBER, NOVEMBER)
 - B. **WINTER** (DECEMBER, JANUARY, FEBRUARY)
 - C. **SPRING** (MARCH, APRIL, MAY)

6. **A SUCCESSFUL PRESIDENT...** **LUKE**
 - A. Is organized & prepared – Meeting Prep (pg. 29-30)
 - B. Is a good communicator – What does your body language communicate?
 - C. Is not afraid to delegate (pg. 11-12)
 - D. Is a leader by example – on time, good communication, strong work ethic, passion, etc.

7. **THE KAY HANDBOOK** **KELLY**
 - A. All clubs have 2 Handbooks (Contents-pg. 31-32)
 - B. Handbooks on-line; keep hard copy of handbook materials
 - C. Helpful tips for using the handbook (hard copy, i-pad/tablet, etc.)

8. **KAY WEB-SITE** (www.kshsaa.org/activities/non-athletic/KAY) **ASHLEIGH**
 - A. Information available & where (pg. 33)
 - B. Link to school websites
 - C. KAY & KAYAN Face Book

9. **KAY-IT’S A TEAM THING**
 - A. Working with your sponsor **ASHLEIGH**
 - B. Working with your officers and board members **LUKE**
 - C. Working with members **KELLY**
 - D. Networking (seeking and sharing ideas with others) **CHERYL**

10. **POWERED BY PURPOSE** **CHERYL**
 - ▶What is my purpose as the president?
 - ▶Why am I here?
 - ▶Who am I here for?

Get your purpose clear – then it becomes a habit!

11. **FINAL THOUGHTS** **ALL**
 - ▶Tips for success...
 - ▶Time Management Tips...
 - ▶Best Advice I ever received...
 - ▶My Goal for 2020-2021... (pg. 34)

**WITH OPPORTUNITY
COMES RESPONSIBILITY.**

KAY



KANSAS ASSOCIATION FOR YOUTH

MISSION STATEMENT

The KAY program empowers Kansas students with lifetime leadership skills and an attitude of service to others.

BELIEF STATEMENTS

- Membership in KAY is available to all students attending a KSHSAA member school.
- Participation in KAY builds character, promotes good citizenship and improves life skills.
- Participation in KAY allows students to develop lifetime leadership skills.
- KAY provides students the opportunity to develop a positive attitude of service for others.
- KAY provides a supervised opportunity for students to grow in character, leadership and selfless service.
- KAY focuses on service to a student's school, their community, nation and world.
- Participation in KAY contributes to school spirit and pride.
- KAY promotes positive school and community relations.
- Participation in school activities like KAY is a privilege.
- Participation in KAY promotes academic achievement and enriches each student's educational experience.
- Service to others benefits both the receiver and the giver.
- All KAY sponsors should be knowledgeable and properly trained.
- Attendance at KAY Leadership Camp, Regional and Unit Conferences provide a tremendous networking opportunity for both student members and sponsors.

For additional information about the KAY program, please see our website @ <http://www.kshsaa.org/Public/KAY/Main.cfm>

WHAT IS KAY?

KANSAS ASSOCIATION FOR YOUTH (KAY)

(Sponsored by the Kansas State High School Activities Association)

Character-building, Leadership-training, Service organization

KAY Outcomes =

Students learn to assume their citizenship responsibilities and enrich their personalities through well-organized programs and projects.

Four key areas of service = school, community, nation, world.

KAY Objectives =

Students interested in becoming adult citizens worthy of the democratic traditions of our country, endeavor to fulfill the six objectives of KAY

CHARACTER (Laugh, Love, Lift)

HEALTH (Physical & Mental)

SERVICE (School, Community, Nation, World)

APPRECIATION (Friends, All Races, Self)

RECREATION (Relaxation, Rest-Re-creation)

LEADERSHIP (Citizenship and caring)

KAY Privileges =

*As a youth in the years of decision,
I believe these rights and privileges are mine -*

To love and be loved

To think creatively

To seek the truth

To appreciate and respect all races

To enjoy fun and laughter

To share with my family and friends

To strive to be a good citizen

To live a healthy lifestyle

To give myself to a cause

To take the long look



KAY MOTTO

Today for Tomorrow

KAY SLOGAN

Laugh, Love, Lift

Pledge

I will, as a member of the Kansas Association for Youth, endeavor to maintain the high ideals of my organization, to make my personality a positive influence in the life of my school and my community, and to pass on an association which will be a challenge and inspiration to future members.

CONSTITUTION



Article 1 Name

This association shall be known as the **KANSAS ASSOCIATION FOR YOUTH**.

Article 2 Membership

Active membership in this association shall be open to all students attending school which are members of the Kansas State High School Activities Association.

Article 3 Officers

Section 1. The officers of the local association shall consist of president, vice president, secretary, and treasurer.

Section 2. The officers shall hold office for a term of one year.

Section 3. The president and vice president shall be upper-class members. The two other officers shall be chosen at large from any of the classes.

Section 4. The board of directors shall consist of the officers of the association, and the directors of regular programs, school service, community service, national service, world service, publicity, recreation, the point system, and technology.

Section 5. The local association may add or combine positions on the board of directors, and it may add assistants for each of the directors. See Constitution, Article 8, Section 4 for additional board member possibilities.

Article 4 Meetings

Section 1. The regular meetings of the local association shall be scheduled by the board of directors, sponsors, and the principal of the school.

Section 2. Monthly and special meetings of the local board of directors shall be called by the president with the approval of the sponsor.

Article 5 Sponsors

Section 1. The local association shall be sponsored by as many teachers as the principal and head sponsor deem advisable.

Section 2. The principal may designate one of the sponsors as head sponsor.

Section 3. The sponsors shall reserve the right to veto any motion passed by the officers and the board of directors.

Article 6 Amendments

This constitution may be amended by a majority vote at any official meeting of the Board of Directors of the Kansas State High School Activities Association.

Article 7 Membership

Section 1. New members shall be admitted to the local association only at the times designated by the local group. (A definite time should be set by each group.)

Section 2. The yearly state dues for the association shall be two dollars (\$2.00) a year for each member. The fees shall be paid to the Kansas State High School Activities Association not later than October 15.

Article 8 Duties of Officers

Section 1. The officers shall, at the time of election, be students in good standing as interpreted by the rules and regulations of the Kansas State High School Activities Association, and shall conform to all local requirements for student officers.

Section 2. The government and direction of the local association and control of its property shall be vested in the officers and sponsors.

Section 3. The primary officers and board members shall have the following powers and duties:

- a. **President:** It shall be the duty of the president to preside over all meetings of the local association; appoint all committees, not elected by the association, in an open meeting; act as an ex officio member of all committees; schedule an appointment every two weeks with the head sponsor to discuss plans for the meetings of both the local association and board of directors and all other plans for the association; and to get in touch with each member of the board of directors to discuss the work of their respective committees at least every two weeks.
- b. **Vice President:** It shall be the duty of the vice president to perform all duties of the president in his or her absence; and to act as chairperson of the membership committee.

- c. **Secretary:** It shall be the duty of the secretary to keep a record of the proceedings of the regular meetings of the local association; the meetings of the board of directors and of all committees; conduct all correspondence of the association, which shall include letters of appreciation to all individuals who aid in carrying on its work or programs; make semester reports to the state office.
- d. **Treasurer:** It shall be the duty of the treasurer to keep a record of all receipts and expenditures; write all checks or vouchers according to the rules and regulations of the local schools; and once a month, check accounts with the school treasurer.
- e. **Director of Regular Programs:** It shall be the duty of the director of regular programs to meet every two weeks with the head sponsor, director of special programs, director of music, and the president to give a written report on the programs for the next two meetings; and to use his or her own initiative and that of his or her committee to form a varied, interesting, and worthwhile program for the association.
- f. **Director of School Service:** It shall be the duty of the director of school service to take charge of all school projects of the association, and at all times to be aware of the needs of the school and of ways in which the association can meet those needs.
- g. **Director of Community Service:** It shall be the duty of the director of community service to take charge of all community service projects, make detailed plans with the sponsor and president for all committees, publicity and project procedure; and to clear dates for projects with the school administrators.
- h. **Director of National Service:** It shall be the duty of the director of national service to take charge of all national service projects, make detailed plans with the sponsor and president for all committees, publicity and project procedure; and to clear dates for projects with school administrators.
- i. **Director of World Service:** It shall be the duty of the director of world service to take charge of all world service projects, make detailed plans with the sponsor and president for all committees, and to clear dates for projects with the school administrators.
- j. **Director of Recreation:** It shall be the duty of the director of recreation to plan two after-school parties for each semester; to take charge each semester of one party during the regular meeting; and to sponsor one social event each year for parents and faculty members.
- k. **Director of the Point System:** It shall be the duty of the director of the point system to keep a complete record of the points earned by the local association for the state awards; to report points earned to the state office; to give the president, director of regular programs, director of special programs, head sponsor and principal a copy of the yearly report.
- l. **Director of Publicity:** It shall be the duty of the director of publicity to inform members of the local association of future meetings and activities by attractive posters; to assist the recreation committee with party decorations; and to report news for the school paper and local newspaper.
- m. **Director of Technology:** It shall be the duty of the director of technology to design /keep up to date a KAY website on the school website; to assist with taking pictures of KAY activities and file/ organize on computer; prepare power point presentations for new members (what is KAY), end of the year celebration (a look back at the year), etc.

Section 4. Additional board members may include:

- a. **Director of Special Programs:** It shall be the duty of the director of special programs to meet monthly with the head sponsor, director of regular programs, director of music, and the president to give a written report on the next special meeting of the association which shall be three weeks after the committee meeting; and assume responsibility for rehearsals and provide appropriate atmosphere.
- b. **Director of Music:** It shall be the duty of the director of music to attend all meetings of the regular and special program committees; plan with both program directors effective music and songs for each meeting, and after each committee meeting notify and practice the music with the director of piano; keep a complete record of all music belonging to the association; take charge of the music at every regular meeting and at board of directors' meetings.
- c. **Director of Piano:** It shall be the duty of the director of piano to meet with the director of music at least one week before each program to plan and practice the music; keep a complete record of all association music; and to be responsible for music, which shall be appropriate for each program.

*continued **

d. **Director of Parliamentary Law:** It shall be the duty of the director of parliamentary law to prepare a paper for each member of the board of directors which shall include the procedure for a business meeting, the form for a main motion, amendment, point of order, appeal from the decision of the chair, call for a division, and adjournment. Members of the local association may add other motions if they deem it advisable. The director shall know the correct procedure for each motion given.

e. **Director of Finance:** It shall be the duty of the director of finance to call a meeting at the beginning of the school year of the treasurer, president, vice president, director of recreation, and a sponsor to plan the budget for the year; to take charge of all projects of the local association to make money; and to give a complete report of the costs and receipts of every project to the treasurer.

Article 9 Elections

Section 1. Regulations governing elections for the high school and middle school shall be as follows:

a. **High School:** The nominating committee shall consist of one senior, two juniors, one sophomore and one freshman appointed by the president from the association as a whole, and two other members who shall be elected from the board of directors, neither of whom may be the president.

b. **Middle School:** The nominating committee shall consist of three eighth graders and two seventh graders, appointed from the association as a whole by the president, and two other members who shall be elected from the board of directors, neither of whom may be the president.

Section 2. The president shall act as chairman of the nominating committee.

Section 3. The committee shall nominate two members for each of the four offices: president, vice president, secretary and treasurer.

Section 4. Members of the association shall elect their officers by a majority vote.

Section 5. Elections shall be held prior to the first of May.

Article 10 Appointments

Section 1. All directors who are not elected by the association are appointed by the retiring president, retiring vice president, and the four newly elected officers.

Section 2. The appointments shall be approved by the sponsors.

Article 11 Parliamentary Authority

Section 1. All business meetings of the association and the board of directors shall be governed by the parliamentary law as set forth in Robert's Rules of Order.

Article 12 Quorum

Section 1. One half of the members of the local association shall constitute a quorum at any regular or special meeting.

Article 13 Amendments

Section 1. These bylaws may be amended by a majority vote at any official meeting of the Board of Directors of the Kansas State High School Activities Association

COMMON SENSE LEADERSHIP

Anyone who is willing to make the commitment to being a leader and who prepares themselves properly, can become a leader.

A LEADER IS:

- ❖ COURAGEOUS (Leaders must have the personal courage to try something new)
- ❖ DEPENDABLE (Leaders keep promises and are always on time)
- ❖ TACTFUL (Leaders think before they think)
- ❖ UNSELFISH (Leaders always share, or give away, credit for success)
- ❖ HUMBLE (Leaders have egos, but they keep them under control)
- ❖ OPTIMISTIC (Leaders view each day as full of challenges which are a pleasure to meet and conquer)
- ❖ CREATIVE (Leaders develop new and innovative solutions to problems)
- ❖ CONFIDENT (True leaders feel good about themselves and their ability. And it shows)
- ❖ ENERGETIC (Leaders must have strong personal energy to get a project up and running. They must also maintain that energy to see the project through)
- ❖ INTELLIGENT (Leaders must have the ability to analyze, evaluate and comprehend)
- ❖ HONEST (Their integrity is unquestioned)
- ❖ CONSISTENT (In Leadership, the best surprise is no surprise)
- ❖ LOYAL (Leaders are loyal: to their subordinates, to their organization)
- ❖ MATURE (Leaders must be mature enough to face challenges and handle the consequences in a cool and professional manner)
- ❖ SINCERE (Insincerity destroys the credibility of leaders and renders them ineffective)
- ❖ ADAPTIVE (Leaders bring a degree of flexibility into their plans to allow for unexpected changes)
- ❖ TENACIOUS (Leaders don't let go; they strive toward success until it is obtained)
- ❖ PERSONABLE (Leaders are open enough so that everyone around them can get to know & trust them)
- ❖ FAIR (Leaders are fair to everyone – and to themselves)
- ❖ PATIENT (Leaders who exhibit patience with all whom they encounter will gain lasting respect)



A LEADER LEADS BY:

- ◆ EXHIBITING GOOD COMMON SENSE (Common sense is the knack of seeing things as they are, and doing things as they ought to be done)
- ◆ TAKING RISKS (Leaders take calculated risks; if nothing is ever ventured, then nothing is ever gained)
- ◆ TAKING RESPONSIBILITY (True leaders are in charge, and they are responsible for every facet of the project)
- ◆ TURNING ADVERSITY INTO OPPORTUNITY (When handed a lemon, make lemonade)
- ◆ ALWAYS GOING FORWARD (True leaders make things happen in a big way)
- ◆ EXAMPLE (True leaders are excellent role models)
- ◆ HAVING VISION (To be able to visualize the completed project, the final goal and all of its rewards and consequences, is the ultimate test for true leaders)
- ◆ ASSUMING THE LEADERSHIP ROLE (A leader who assumes the leadership role is much more effective than those who try to succeed by mere position)
- ◆ GETTING PEOPLE INVOLVED (People support what they create)
- ◆ ENCOURAGING COOPERATION (Leaders make a real difference by ensuring that they do all they can do to encourage everyone to work together for the common good)

A LEADER AVOIDS:

- ☞ BEING LATE (Do not squander time, for that is the stuff life is made of)
- ☞ BLAMING OTHERS (When in a position of leadership, everything that occurs is your responsibility, even the errors)
- ☞ JEALOUSY (Rather than waste energy on jealousy, share their joy of accomplishment)
- ☞ CRITICISM OF OTHERS (Leaders find the strong points of individuals and focus on those)
- ☞ LOSS OF TEMPER (When angry, count to ten before you speak. If very angry, count to one hundred)
- ☞ EXCESSIVE PRESSURE (Set realistic goals for yourself and the club. Excessive pressure serves no purpose and often kills initiative and creativity at all levels)
- ☞ WASTE (Take the time to plan effectively)

(Text from "Common Sense Leadership; A Handbook for Success as a Leader" by Roger Fulton – 1995)



YIELD RESPONSIBILITY

THE ART OF DELEGATING

The inability to delegate undermines your effectiveness as a leader. It is not something to be dreaded, but is a tool to be used to build a more effective organization. Delegating responsibility is an indispensable concept that must be grasped by any leader who expects to be successful.

Effective delegation does not mean that you hand over a project and walk away from it. Delegation requires careful planning, effective communication, and a commitment to follow-through on the part of the person doing the delegating. It involves a willingness to take on a supervisory role and let go of some control of a project. It means accepting that most tasks can be accomplished in a number of different ways, and that your way isn't the only right way. Delegating also involves developing patience for those who are learning new skills.

DELEGATION HAS MANY BENEFITS:

- It distributes work load and means less stress on any one person
- It gets more people involved
- It promotes a motivational climate by providing the opportunity for individuals to excel
- It trains group members and ultimately strengthens the group
- The group accomplishes more when more members are actively involved

DELEGATION IS USUALLY A GOOD IDEA WHEN:

- A lot of work must be done in a limited amount of time
- A group member can adequately handle the task
- Someone else has particular qualifications that are suited for the task
- Someone expresses an interest in the task
- A particular person might benefit from the responsibility



IT IS GENERALLY NOT A GOOD IDEA TO DELEGATE THE FOLLOWING:

- Things that are usually your specified responsibility, except in an emergency
- Something you would not be willing to do, especially menial work
- A task to someone who may not possess the capabilities necessary to complete the job

WHEN DELEGATING, IT'S BEST TO FOCUS ON THE RESULTS TO BE ACHIEVED, NOT THE METHOD OF ACHIEVING:

Let the member use his own knowledge and skills to come up with a way to do it – his way might even turn out to be better.

WHEN THE TASK IS COMPLETED, DON'T FORGET TO PUBLICLY GIVE CREDIT WHERE CREDIT IS DUE:

For most people, recognition of a job well done and appreciation for their efforts enhances their feelings of self-worth and develops a stronger connection to the group with which they are affiliated. Praise at a meeting, a sincerely written thank you note, or even a certificate of appreciation can help make a group member feel appreciated. And your investment of time and effort into training a delegate you can trust will pay off as they eagerly look forward to taking on the next project.

WHY PEOPLE DON'T DELEGATE

Taking on too many tasks at once creates undue stress for one person, and often alienates others who would like to contribute and who feel their talents aren't appreciated. Next time you face a mountain of tasks, check to see if any of the following beliefs are keeping you from effectively delegating:

- It would take too much time to explain – I can do it myself faster.
- I'm a perfectionist and I want it done my way.
- I don't want to turn over a project to someone and have them make decisions I might not agree with.
- No one else has the experience I have to do this job.
- If I delegate I'll lose control.
- I'm really interested in this project and want to do it myself.
- If I do it myself I'll get the credit.
- If I delegate too much to other people what will they need me for?
- I'm not sure what should be delegated and what I should keep I don't have the authority to delegate.
- I don't want other people to resent me dumping work on them.
- I've always done it myself.
- Everyone else is just as busy as I am.



**DELEGATION IS THE MOST POWERFUL
TOOL LEADERS HAVE – SO USE IT!**



KAY PARTICIPATION FORM

DUE TO KSHSAA BY AUGUST 20

WE ARE INTERESTED in receiving information concerning the Kansas Association for Youth (KAY) program sponsored by the KSHSAA. We are interested in starting a KAY program in our school.

CITY/SCHOOL _____

PRINCIPAL _____ DATE _____

OUR SCHOOL WILL PARTICIPATE in the Kansas Association for Youth (KAY) program in the 2020-21 school year. PLEASE PROVIDE ALL REQUESTED INFORMATION BELOW.

SCHOOL _____ KAY AREA # _____

SPONSOR _____ EMAIL _____

SPONSOR _____ EMAIL _____

PRESIDENT'S NAME _____ EMAIL _____

SPONSOR'S PLANNING PERIOD

NAME _____ TIME _____

NAME _____ TIME _____

PRINCIPAL'S SIGNATURE _____ DATE _____

NOTE: KAY MEMBERSHIP CARDS & OTHER MATERIALS WILL BE MAILED TO PARTICIPATING SCHOOLS UPON RECEIPT OF THIS FORM.

KAY FORMS MAY BE ACCESSED ONLINE WITH PASSWORD.

SPONSORS MUST SEE SCHOOL ADMINISTRATOR TO RECEIVE SCHOOL PASSWORD (ONE FOR COACHES & SPONSORS).

DUE TO KSHSAA BY AUGUST 20

FAX 785-271-0236

Kansas Association for Youth (KAY)

REGISTRATION FORMS & REPORTS

There are several forms and reports associated with the KAY Program. Following are the forms, where they are located, and when they are due.

NOTE: Membership List/Dues & reports may be sent in before their due date!

KSHSAA FORMS (also located with school on-line forms – see your Activities Director)

- | | |
|---|-------------------------|
| KAY-1 – Participation in the KAY Program | DUE August 20 |
| KAY-2 – Regional Conference Registration (on-line) | DUE 2 weeks prior to RC |
| KAY-3 – Unit Conference Registration (on-line) | DUE 2 weeks prior to UC |

KAY FORMS/REPORTS (located with KAY Handbook, Section 8)

- Denotes form may be filled out on-line but must be printed

- | | |
|--|---------------------------------|
| • KAY Membership List/Club Goal | DUE OCTOBER 15 |
| • Regional Conference News Release | Submit to Newspaper after event |
| • Citizenship Week News Release | Submit to Newspaper after event |
| • Unit Conference News Release | Submit to Newspaper after event |
| • Semester Report | DUE JANUARY 15 |
| • KAY Order Form | |
| • Vinson Scholarship Application Form (optional) | DUE APRIL 1 |
| • KAY Leadership Camp (online registration) | MAY 1 |
| • 1. KAY Point Report | DUE MAY 15 |
| • 2. KAY Sponsors Report | DUE MAY 15 |
| • 3. KAY Presidents Report | DUE MAY 15 |
| • 4. KAY Gold Award Report (only Gold Award Club) | DUE MAY 15 |
| • 5. KAY Creative Service Project Report (optional) | DUE MAY 15 |
| • 6. KAY Original Program Report (optional) | DUE MAY 15 |



KAY

List of Regular Mailings/Emails & Approximate Dates

- Aug. 1-Aug. 20** New school year material mailed to clubs when KSHSAA receives **Form KAY-1** (see your principal for form) Mailing includes: letter, *Handbook* on-line information, membership cards, KAY posters and brochures, etc.
- September 15** Regional Conference information
- Invitation to serve as Leadership Lab speaker
 - Area President nomination materials
 - Goal Award Status
 - Allotted conference delegates
- December 1** Unit Conference information
- Citizenship Week Proclamation
 - Holiday Greetings
- January 15** KAY Leadership Camp materials (Note: Given to Sponsors @ Unit Conference)
- Letter
 - State Track Program sales information
 - Brochures
 - Camp scholarship information
 - Posters
- February 15**
- Spring Bulletin
 - Regional & Unit Conference information
 - Election Ideas
 - Transition of Leadership
 - End-of-year checklist
 - Statewide Sponsors Session Information (even numbered years)

PLEASE NOTE: If you do not receive the above items by the date indicated, contact the KAY State Office.
cgleason@kshsaa.org; levans@kshsaa.org

CLUBS ARE ENCOURAGED TO COPY UPDATED HANDBOOK MATERIALS (AVAILABLE ONLINE) AND PLACE IN THEIR 3-RING KAY NOTEBOOKS!

2020-2021

KAY Deadline Dates for Registration & Reports

KAY clubs are strongly encouraged to make a photocopy of newspaper articles, all reports and registration forms before sending them to the KSHSAA and other clubs. This will not only serve as a reminder, but an official record for your club.

Date Sent	Due Date
<input type="checkbox"/> August 20	KAY-1: Participation in KAY (due to KSHSAA)
<input type="checkbox"/> September 1	Final acceptance date for 2019-20 reports and materials to reach the KSHSAA.
<input type="checkbox"/> September 25	Send acceptance for Regional Conference leadership lab speakers to the KSHSAA
<input type="checkbox"/> October	KAY-2 Deadline date for fees and registration cards to reach your Regional Conference host two weeks prior to conference (<i>See KAY Calendar, Section 2 and Section 3, page 8 for deadline date.</i>)
<input type="checkbox"/> October 15	Membership/Goal Sheet + \$2 per student member due to KSHSAA
<input type="checkbox"/> December 6-12	KAY Citizenship Week
<input type="checkbox"/> January/February	KAY-3 - Deadline date for Unit Conference fees and registration reach your host two weeks prior to conference (<i>See KAY Calendar, Section 3, page 13.</i>)
<input type="checkbox"/> January 15	Deadline date for Semester Report to reach the KSHSAA office. (Section 8, Forms)
<input type="checkbox"/> March 1	Deadline date for submitting goal changes to the KSHSAA
<input type="checkbox"/> April 1	Wanda May Vinson Scholarship applications and all letters of support MUST reach the KSHSAA, NOT LATER THAN THE FIRST BUSINESS DAY OF APRIL
<input type="checkbox"/> April 1	Deadline for signing up to sell programs at State Track
<input type="checkbox"/> May 1	Deadline date for KAY Leadership Camp online enrollment and camper fees
<input type="checkbox"/> May 15	Deadline date for: <input type="checkbox"/> President's Report <input type="checkbox"/> Sponsor's Report <input type="checkbox"/> Point Reports
<input type="checkbox"/> July 26-July 30	KAY Leadership Camp 2021—Rock Springs 4-H Center, Junction City

POINT SYSTEM

The Point to the Point System

1. WHAT IS THE POINT SYSTEM?

- A. It is a measuring stick for group involvement in a well-balanced program of citizenship projects for the school, community, nation and world.
- B. It is a system of awards honoring those clubs which have involved a large percentage of their members in worthwhile service projects, personality enrichment programs and enjoyable recreational activities.

2. WHY USE THE POINT SYSTEM?

- A. It encourages members to volunteer and to become involved.
- B. It challenges club members to work together to achieve club goals.

3. WHERE DOES A CLUB START?

- A. Awards are named Red, Blue and Gold.
- B. Clubs become eligible for an award each year by earning 1000 points, plus the specific requirements for the award they intend to earn.
- C. At the beginning of the school year, the club decides which award they intend to earn during the current year. (NOTE: School year begins with KAY Leadership Camp and ends in May/June.)
- D. The club declares their award goal preference by marking their choice on their membership list. **Your GOAL choice, located on your MEMBERSHIP LIST must reach the KSHSAA by OCTOBER 15.**

4. WHAT IF... ?

- A. — the club fails to meet its award goal, but still earns 1000 points? The club will receive a Service Award (a green dated bar for club plaque).
- B. — during the course of the year, the club, because of unforeseen or unusual circumstances, wishes to renegotiate its Goal Sheet? It may do so with the approval of the State Director. The club may change from RED to BLUE, or BLUE to GOLD, or a club may need to change from GOLD to BLUE, or BLUE to RED. **CHANGES MAY NOT BE MADE AFTER MARCH 1.**

5. CAMP ATTENDANCE

Camp attendance starts a new KAY school year, therefore attendance may not be applied as a goal requirement for the previous year. Credit for camp attendance applies to the school the camper will be attending that fall.

AWARDS

1. RED

Requirements

- A. **1ST SEMESTER "WHAT IS KAY" PROGRAM:** A club shall complete a first-semester KAY membership program (See Section 7-8)
- B. **OFFICER/BOARD RETREAT:** A club shall have a retreat prior to the start of a new school year or no later than the end of September for Officers, Board Members & Sponsors (See Section 7-9)
- C. **1000 POINTS:** A club shall earn 1000 points during the school year.
- D. **CAMP/CONFERENCE ATTENDANCE:** Attendance at Regional Conferences, Unit Conferences, and KAY Leadership Camp is **strongly recommended (See Section 3-2).**
- E. **SERVICE PROJECTS:** A club shall complete at least two service projects during the year.
- F. **ADM. REPORT:** The principal or superintendent shall receive a summary of the year's activities.

2. BLUE

Requirements

- A. **1ST SEMESTER "WHAT IS KAY" PROGRAM:** A club shall complete a first-semester KAY membership program (See Section 7-8)
- B. **OFFICER/BOARD RETREAT:** A club shall have a retreat prior to the start of a new school year or no later than the end of September for Officers, Board Members & Sponsors (See Section 7-9)
- C. **1000 POINTS:** A club shall earn 1000 points during the school year.
- D. **CAMP ATTENDANCE:** A club shall have sent one or more delegates to KAY Leadership Camp during the current year or one of the two previous years (one out of three years). **See Section 3-2.**
- E. **CONFERENCE ATTENDANCE:** A club shall send one or more delegates to a Regional Conference **or** a Unit Conference during the current year.
- F. **SERVICE PROJECTS:** A club shall complete at least one service project in each service area (school, community, nation and world).
- G. **NEWS ARTICLE/PROJECT REPORT:** A club shall submit one of the following to the KSHSAA: a newspaper article, an original program or a creative service project. (See "Creative Service Project Report" or "Original Program Report" forms in Forms—Section 8.) **NOTE:** Regional and Unit Conference hosts may substitute hosting for the original program or creative service project. (See "Conference Host Evaluation" form in Forms—Section 8.)
- H. **ADM. REPORT:** The principal or superintendent shall receive a summary of the year's activities.

3. GOLD

Requirements

- A. **1ST SEMESTER “WHAT IS KAY” PROGRAM:** A club shall complete a first-semester KAY membership program (See Section 7-8)
- B. **OFFICER/BOARD RETREAT:** A club shall have a retreat prior to the start of a new school year or no later than the end of September for Officers, Board Members & Sponsors (See Section 7-9)
- C. **1000 POINTS:** A club shall earn 1000 points during the school year.
- D. **GOLD PLAN:** A club may elect to meet the Gold Award requirements by selecting one of the following plans:

PLAN A (Middle School and Senior High):

Complete all requirements (1-14).

PLAN B (Middle School):

Four hundred of the 1000 points shall be earned in one of the four major areas of service (school, community, nation or world). Requirements 1, 8, 9,10,12, and 14 shall also be completed.

PLAN C (Senior High):

Six hundred of the 1000 points shall be earned in one of the major areas of service (school, community, nation or world) Requirements 1, 8, 9,10,11,12,13, and 14 shall also be completed.

- E. **CAMP/CONFERENCES:** A club shall participate in Virtual KAY Leadership Camp (see exception below) **AND** attend a Regional Conference or Unit Conference.

Exception for 2020: Due to COVID-19 and the cancelation of KAY Leadership Camp at Rock Springs, a club must attend one live and 15 recorded sessions OR 2 live sessions and 10 recorded sessions OR 3 live sessions and 5 recorded sessions. For more information see **Section 3-2.** (KLC 2020 attendance).

SCHOOL SERVICE: At least 50% of the members shall participate in school service projects during the school year.

NOTE: To meet the Gold Award requirements for 2, 3, 4, 5, 6, and 7, a club may utilize any number of projects.

EXAMPLE: In a club of 100 members, when completing the school service project requirements, five different school service projects could be selected. Ten different members could participate in one of the five projects and meet the 50% requirement.

- F. **COMMUNITY SERVICE:** At least 50% of the members shall participate in community service projects during the school year. (See **NOTE** and **EXAMPLE** under Requirement #2.)
- G. **NATIONAL SERVICE:** At least 50% of the members shall participate in national service projects during the school year. (See **NOTE** and **EXAMPLE** under Requirement #2.)
- H. **WORLD SERVICE:** At least 50% of the members shall participate in world service projects during the school year. (See **NOTE** and **EXAMPLE** under requirement #2.)
- J. **FUND RAISER:** At least 35% of the members shall participate in raising money during the school year to carry out any of the club projects. (See **NOTE** and **EXAMPLE** under Requirement #2.)
- K. **SOCIAL PROJECT:** At least 35% of the members shall participate in social projects during the school year. (See **NOTE** and **EXAMPLE** under Requirement #2.)
- L. **CLUB PROGRAM:** A required percentage of the membership shall participate in at least one club program. Participation shall be based upon the following ratios:
 - 1. In clubs with less than 50 members, 75% shall participate in at least one club program.
 - 2. In clubs with 51 to 100 members, 65% shall participate in at least one club program.
 - 3. In clubs with more than 100 members, 45% shall participate in at least one club program. (To meet this requirement see **NOTE** and **EXAMPLE** under Requirement #2.)
- M. **PROJECT REPORT:** A club shall submit an **original** program **OR** a **creative service** project report. (See “Original Program Report” or “Creative Service Project Report” in Forms—Section 8.)

NOTE: Regional and Unit Conference hosts may substitute hosting for the original program or creative service project, and they must complete the report.
- N. **NEWS ARTICLES:** A club shall submit to KSHSAA one or more newspaper articles which pertain to its projects, parties and programs. Newspaper articles still preferred if possible; otherwise, copy of article in school/district newsletter; screen shot of KAY website; etc.
- O. **OFFICER/BOARD MEETINGS:** Members of the Board of Directors and officers (see *Constitution*) shall attend one or more planned meetings a month. (At least 75% of the regular board members and officers shall be present unless excused because of illness or death in the family.)
- P. **WEEKLY MEETING WITH SPONSOR:** The president or a designated leader shall meet with the sponsor at least once a week to discuss club plans.
- Q. **CLUB RECORDS:** Presidents shall keep a complete record of the club’s activities
- R. **ADM. REPORT:** The principal or superintendents shall receive a summary of the club’s activities and accomplishments.

RED, BLUE, GOLD GOAL REQUIREMENT – A.

A club shall complete a first-semester KAY membership program.

“WHAT IS KAY” PROGRAM

OBJECTIVE: Provide club members with information about the KAY program.

- A. **PROGRAM/ACTIVITY** is to take place first semester (preferably, immediately after completing your membership drive).
- B. **TYPE OF PROGRAM/ACTIVITY** (i.e., method of presentation, etc.) is to be decided by the officers, board members and sponsor(s). Possibilities could include, but are not limited to the following:
1. Game Show Style (Jeopardy, Family Feud, etc. – where questions are asked/answered)
 2. Skit (perhaps using yearly theme, etc.)
 3. Contest (Banana Split building, Scholars Bowl format, etc.)
 4. Regular program (i.e., reading information, speaker, etc.)
- C. **THE PROGRAM/ACTIVITY** should include, but is not limited to the following:
1. **WHAT IS KAY** (see: *Brochure*; **Handbook-Section 1-1**; *KAY Web page*)
 2. **MEMBERSHIP INFORMATION** –
 - KAY is unique to Kansas (one-of-a-kind student organization)
 - Any boy or girl in grades 7-12 may join the KAY program.
 - Approximately 150 high school and Middle/Jr. Highs have clubs
 - Approximately 7,500 members each school year
 3. **DECLARATION OF PRIVILEGES** (Pledge, Privileges, Objectives, Motto, Slogan)
(see: *Brochure*; **Handbook-Section 1-3**; *KAY Web page*)
 4. **LEADERSHIP TRAINING** (KAY Leadership Camp, Regional and Unit Conferences)
(see: *Brochure*; **Handbook-Section 3**; *KAY Web page*)
 5. **ACHIEVEMENT RECOGNITION** (i.e., Goals and how clubs earn them)
(see: *Brochure*; **Handbook-Section 7**; *KAY Web page*)
 6. **LOCAL CLUB INFORMATION** (introduce sponsor(s), officers, board members; review plans for the year - activities, special events, etc.).
- D. **INDICATE REQUIREMENT COMPLETION ON POINT REPORT (YES/NO)**. Points will not be recorded for this activity. Clubs may receive additional points by submitting a written program on the *KAY Original Program Report*.
Only detailed reports will be accepted. **Report due May 15.**



RED, BLUE, GOLD GOAL REQUIREMENT – B.

A club shall have a retreat prior to the start of a new year or no later than the end of September for all officers, board members and sponsors.

“OFFICER/BOARD RETREAT”

OBJECTIVE: Provide club leaders with needed information for their important leadership role.

**NOTE: THE AGENDA FOR THIS RETREAT IS THE KAY AUGUST BOARD WORKSHOP (2-4).
PLEASE ADD TOPICS AS NEEDED.**

ESTABLISH DATE/TIME/LOCATION: It is strongly recommended this retreat take place prior to the start of the yr.

1. Set a date and time in advance so schedules can be protected.
2. Allow 2-3 hours for thorough discussion of materials and contents on agenda.
3. Provide refreshments or have a Taco Bar, etc. for lunch.

MATERIALS: Provide all attendees with a notebook/folder that includes but is not limited to the following:

1. Responsibilities and duties for each club position (see Section 1, add other expectations for position as needed)
2. List of officers, board members and sponsors with contact information. Discuss how group will communicate best.
3. Club/school calendar (use when scheduling meetings, activities, etc. to avoid conflicts). Set mtg. dates.
4. Attendance expectations/policy for officers and board members.



INDICATE REQUIREMENT COMPLETION ON POINT REPORT (YES/NO). Points will not be recorded for this activity.

THE FOR A KAY PRESIDENT

SEASONS OF SERVICE

Congratulations on your selection as the president of your schools KAY organization!

In preparation for fulfilling the duties of this position, it is suggested that the following list be used in partnership with materials included in the KAY Handbook.

Duties & responsibilities include, but are certainly not limited to the following:

A. FALL (AUGUST, SEPTEMBER, OCTOBER, NOVEMBER) (BOLD= EVERY MONTH)

AUGUST

1. Meeting with Sponsor(s) immediately after camp
2. **Officer/ Board Meeting** prior to the start of school (pg. 16)
 - a. KAY Club goal for school year (The Point System, pg.17-18)
 - b. Membership Drive – set dates & dues (pg.16)
 - c. Send KSHSAA Form KAY-1*; DUE August 20 (pg. 13)
 - d. First club meeting (plan agenda)
 - e. First service project



SEPTEMBER

1. Conduct membership drive (pg.16); See "OUR KAY Club" info (pg. 21)
2. **September Officer/Board Meeting (pg. 23)**
3. **Conduct 1st club meeting** (Note 1st semester membership goal requirements, pg.19-20)
4. Discuss Service projects, special programs
5. Preparations to attend Regional Conference (identify delegates)

OCTOBER

1. Submit membership/goal form and dues (\$2) to KSHSAA – Oct. 15
2. **October Officer/Board Meeting**
3. **Club meeting**
4. Complete "Leadership Checklist" (pg. 24)
5. Complete "area project" & make poster for RC
6. Regional Conference registration done online to KSHSAA/KAY State Office
7. Service projects, special programs, etc.

NOVEMBER

1. Attend Regional Conference (complete & send news release, picture to newspaper)
2. **November Officer/Board Meeting**
3. **Club meeting**
4. Plans for Citizenship Week (December 6-12) (see pg. 25)
5. Service projects, special programs, etc.



B. WINTER (DECEMBER, JANUARY, FEBRUARY)

DECEMBER

1. **December Officer/Board Meeting**
2. **Club Meeting**
3. Citizenship Week Celebration-December 6-12 (news release to paper)
4. Complete "Leadership Checklist" *(sample on pg. 24)
5. Service projects, special programs, etc.

JANUARY

1. First semester report to KAY State Office (due Jan. 15)
2. **January Officer/Board Meeting**
3. **Club Meeting**
4. Unit Conference registration done online to KSHSAA/KAY State Office
5. **Promote KAY Leadership Camp attendance (materials available @ UC)**
6. Service projects, special programs, etc.

FEBRUARY

1. Attend Unit Conference (complete & send news release, picture to newspaper)
2. **February Officer/Board Meeting**
3. **Club Meeting**
4. Complete "Leadership Checklist" * (sample on pg. 24)
5. Start making plans - end-of-the-year "Celebration, Appreciation, Recognition" (pg. 25)
6. Promote KAY Leadership Camp attendance; Conduct fund raiser for camp fees; Register campers online
7. Service projects, special programs, etc.



C. SPRING (MARCH, APRIL, MAY)

MARCH

1. **March Officer/Board Meeting**
2. **Club Meeting**
3. Start identifying potential officer and board member candidates (pg. 6-8)
4. Promote KAY Leadership Camp attendance; Conduct fund raiser for camp fees; Register campers online
5. Begin preparing for Officer/Board spring retreat (outgoing/incoming leaders)
6. Finalize plans for "Celebration, Appreciation, Recognition" * (pg.25)
7. Service projects, special programs, etc.

APRIL

1. **April Officer/Board Meeting**
2. **Club Meeting**
3. Complete "Leadership Checklist" (pg. 24)
4. Conduct Elections for new officers & board members
5. Conduct Officer/Board Member Retreat
6. Conduct "Celebration, Appreciation, Recognition" activity
7. Identify KAY Leadership Camp delegates – register campers online
8. Service projects, special programs, etc.

MAY

1. **KAY Leadership Camp online registration DUE MAY 1**
2. **May Officer/ Board Meeting**
3. **Club Meeting**
4. Complete all Service projects, special programs, etc
5. Assist with completing & submitting to KSHSAA all "End-of-the-Year" reports (5/15)
6. Organize, clean-out and give Presidents Handbook to new president
7. Set date for August Officer/Board Meeting

Once again, duties & responsibilities include, but are certainly not limited to the information provided on this list.

AUGUST

KAY BOARD WORKSHOP

Who: Sponsors, Officers, Board Members

When: A morning, afternoon or evening before the school year begins **Where:** A large room or a home (somewhere without distractions)

Why: To dream, scheme, learn, share, plan, acquaint

What else: Bring sack lunches, serve refreshments or have a potluck



AGENDA

1. **Distribute the workshop outline**
2. **Distribute a folder to all present, containing the following:**
 - a. Responsibilities of office or board position (see **KAY Handbook**, Section # 1 - Constitution)
 - b. A list of your club's officers, board members and sponsors (include a home phone number, e-mail address)
 - c. Club calendar (see *this publication for a detailed calendar*)
 - d. Dates for regularly scheduled board meetings and general club meetings
 - e. Attendance policy for club members
3. **Establish standards for your board meetings.** These should be written down and added to all board members folders. (See **"What's the Norm?"** in this section)
4. **President and sponsor share opening remarks** of enthusiasm and encouragement for upcoming year
5. **Ask your Virtual KLC attendees for reports**
6. **Plan your membership drive**
 - a. Theme
 - b. Dates (try to complete in 1-2 weeks maximum)
 - c. Special events (meeting, program, commercials)
 - d. Publicity (posters, locker signs, school bulletin)
 - e. Membership booth and membership cards (*write/call KSHSAA if you need more cards*)
 - f. Dues (*establish amount and who is to collect*)
 - g. Plan a party or activity to conclude your campaign
7. **Organize an all-school assembly at the beginning of the year.** Ask presidents of all clubs to give a 1-2 minute overview on what their organization is about, activities planned for the school year, etc.
8. **Plan "Back-to-School" activities.** Include administrators, faculty, staff, lunchroom personnel, custodians, bus drivers, new students, school board
 - a. Welcome back signs
 - b. Teacher appreciation projects
 - c. Guides for new students
 - d. After-school, or before school treats for the student body
9. **Discuss goal award for the year (Red, Blue, Gold)** (see **KAY Handbook**, Awards/Point System)
10. **Discuss "Teams."** Would your club be better organized if you divided your membership into teams in order to work on activities throughout the year? (For large clubs this might help participation)
11. **Discuss surveying your membership on their committee preferences** (publicity, decorations, entertainment, food, etc.). Their participation will improve if they are doing something they're comfortable with. (See Section 2, pg. 5)
12. **Go over detailed plans for your first general meeting.** Organization, careful thought on content and sticking to your time schedule will make it a success
13. **Discuss the theme "KAY-STRONGER TOGETHER"** and how to work with it during the year - i.e, designate each month a color/objective, etc.
14. **Discuss long-range plans** (*get dates cleared on the school calendar AS SOON AS POSSIBLE*)
 - a. Programs
 - b. Projects
 - c. Parties
15. **Set the time, date and location for your next meeting**
16. **Other business**
17. **Adjourn!**

Member _____ Date 2020 - 2021

KAY Club _____

“OUR” KAY CLUB



Membership Survey for Better Participation

The following is a suggested survey for your entire membership. After members have checked the ways they would like to assist with club activities, the information should be tabulated and given to each board member for further use:

- | | |
|---|---|
| <input type="checkbox"/> Publicity/Public Relations | <input type="checkbox"/> Programs-Lights, sound system |
| <input type="checkbox"/> Writing new stories | <input type="checkbox"/> Operating LCD projector |
| <input type="checkbox"/> KAY Bulletin Board | <input type="checkbox"/> Printing programs, handouts |
| <input type="checkbox"/> Communication (phone, email, text, etc.) | <input type="checkbox"/> Entertainment committee |
| <input type="checkbox"/> Making posters, graphs, signs | <input type="checkbox"/> Giving Speeches |
| <input type="checkbox"/> Building exhibits | <input type="checkbox"/> Playing musical instrument _____ |
| <input type="checkbox"/> Preparing PowerPoint Presentations | <input type="checkbox"/> Decoration -Making, put up |
| <input type="checkbox"/> Designing/Updating Club website | <input type="checkbox"/> Recreation Committee |
| <input type="checkbox"/> Taking pictures of club activities | <input type="checkbox"/> Refreshment Committee |
| <input type="checkbox"/> Assisting with club scrapbook | <input type="checkbox"/> Assisting with Reports |
| <input type="checkbox"/> Membership-recruiting new members | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Transportation committee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Programs-Room/Stage set-up | <input type="checkbox"/> Other _____ |

Believe in people; trust them, draw out the best in them. People will rise to your highest expectations, if they sense genuine trust and honest responsibility. **Remember: People support what they help create.**

**Tell me again, I forgot. . .
Show me, I'll try to remember . . .
Involve me and I'll understand . . .
For then, it is my own.**

SEPTEMBER 2020



(Suggestions for discussion/review - see agenda, page 2)

I. Board Meeting

- A. Welcome sponsor(s) and board members.
- B. Reports from those who attended Virtual KLC sessions (if not covered in August).
- C. Discussion and decision on the goal award your club will earn this year (*see KAY Handbook, Awards Section*).
NOTE; New requirement for all Goals – Leadership Launch. See Section 7.
- D. Report from vice president on details of the membership drive.
- E. Review plans for a club party at the conclusion of your membership drive.
- F. Report from school service director on projects your club can do to welcome new students and faculty members.
- G. Report from program director on detailed plans for your first club program.
- H. Treasurers report on your current financial status.
- I. Regional Conference details.
 - 1. Select/appoint delegates to attend the fall Regional Conference (*See Section 3 - Camp and Confer- ences, for the location and date*).
 - 2. If your club is asked to provide a leader(s) for the leadership labs, please send the student names to KSHSAA, Box 495, Topeka, KS 66601-0495, no later than October 1.
 - 3. Conference registration will be conducted by the KAY State Office ONLINE at least two weeks prior to the conference (*see deadline reminders on the October calendar*).
 - 4. Plan a meeting with conference delegates to discuss the conference content and other information. Don't forget that the Leadership Labs Agendas are posted on the KAY website (www.kshsaa.org>Non-Athletic>KAY>Conferences>Regional Conferences).
 - 5. Complete final plans for Area Project (see www.kshsaa.org; KAY)
 - 6. Assign someone to make one horizontal PDF about your area project participation (send to levans@kshsaa.org no later than October 25).
- J. Contact the KAY State Director with some possible dates for her to visit your school.
- K. Discuss ways to be a positive example and to spread excitement and enthusiasm about service and leadership.
- L. Discuss ideas for motivating members.
- M. Discuss Goal Requirement A. (*A club shall complete a first-semester membership program.& NEW-See C.*)
- N. Discuss club participation in "BE THE SPARK" grant (if your club is grant recipient).

II. Club Members

- A. Attend the welcome party for all new members.
- B. Help with the new student/faculty activity.
- C. Assist in the first club program.
- D. Suggestions for getting everyone excited about KAY and the opportunity it provides to lead and serve.

**I woke up this morning and realized
that I don't have what it takes
to sit back and be average.**

LEADERSHIP CHECKLIST

(for officers and board members—bi-monthly use suggested)



OK	NO

1. Do we hold regular meetings?
2. Do we have a written agenda for our meetings?
3. Are minutes recorded and read at our meetings?
4. Do we allow adequate time for our meetings?
5. Do we make assignments during meetings?
6. Do we follow through with our assignments?
7. Do all participants at our meetings have an equal opportunity?
8. Do we encourage new members of our group to participate?
9. Do we teach and demonstrate correct leadership principles?
10. Do we assume our full responsibility?
11. Do we conduct progress reviews to check our accomplishments?
12. Do we accept the responsibility for our failures?
13. Do we recognize and compliment others for their efforts?
14. Do we set worthwhile goals?
15. Do we have adequate advanced planning?
16. Do we delegate responsibility and authority?
17. Do we actively seek our members ideas for activities?
18. Do we enjoy our assignments?
19. Do we evaluate our activities?
20. Do we make necessary changes following evaluation?



KAY Citizenship Week

December 6-12, 2020



- Sunday** — Serve my family
- Monday** — Serve my school
- Tuesday** — Serve my community
- Wednesday** — Serve my nation
- Thursday** — Serve my world
- Friday** — Serve my club
- Saturday** — Serve my home



KAY Citizenship Week is a week-long celebration of our association- our heritage. It is a designated time to serve our school, community, nation and world. All KAY clubs will receive a special proclamation signed by the Kansas Governor.

To prepare for the week's activities, ask the mayor of your city to declare Kansas Association for Youth (KAY) Citizenship Week. See the forms section of this handbook for the *KAY Citizenship Week News Release*. Having this published in your local newspaper will be an excellent way to inform the community about the KAY organization and the many areas of service you provide. Some ways you may choose to celebrate KAY Citizenship Week are:

Sunday— **SERVE MY FAMILY**

- Spend time with your family
- Enjoy a nice meal together (plan, prepare and clean-up)
- Arrange for a new family picture
- Visit relatives or adopted grandparents
- Watch home movies/videos together
- Visit—catch up on each other's activities

Monday— **SERVE MY SCHOOL**

- Decorate the school for the holidays
- Give poinsettias to secretaries, cooks and custodians
- Conduct an all-school assembly on severe winter driving
- Give teachers plastic containers filled with sand to place in their cars (to use for snow and ice)
- Give "goody bags" to teachers and coaches

Tuesday— **SERVE MY COMMUNITY**

- Volunteer to be a "Bell Ringer" for the Salvation Army
- Decorate retirement homes for the holidays and sing carols when finished
- Take elderly citizens to community and school programs
- Provide fruit baskets for the needy or shut-ins
- Organize a "kids night" – watch children, play games while parents go shopping

Wednesday— **SERVE MY NATION**

- Organize/collect mittens and socks for GOODWILL/SALVATION ARMY
- Collect and clean winter coats; give to the needy
- Send Christmas cards to service personnel
- Sponsor a holiday dance with proceeds to AMERICAN HEART ASSOCIATION
- Organize community-wide caroling; ask participants to give a donation to the Alzheimer's Association

Thursday—SERVE MY WORLD

- Host a foreign exchange student dinner during the holidays
- Participate in "Operation Christmas Child," a project of Samaritan's Purse
- Make a red and green care chain—send money to CARE
- Adopt a child through Christian Children's Fund
- Purchase an animal through "Heifer Project International"

Friday— SERVE MY CLUB

- Ask mayor to declare this "KAY Citizenship Week," also place article about your club and the many activities they do in the newspaper
- Have a member holiday party
- Conduct a club meeting with a special speaker
- Have a "Secret Santa" event (members give small gifts to one another)
- Organize a pre-school breakfast for all members

Saturday—SERVE MY HOME

- Work in the yard (rake fall leaves, put away flower pots and lawn furniture, etc.)
- Organize your family photos – book or online sorting
- Give your home a "safety check" (fire extinguishers, smoke alarms, carbon monoxide alarms, etc.); plan an escape procedure in case of an emergency
- Polish shoes, brass, silver, glass, etc.
- Clean out and organize your closet, etc.

OUR CLUB ACTIVITIES FOR CITIZENSHIP WEEK:

Sunday —

Monday—

Tuesday—

Wednesday—

Thursday—

Friday—

Saturday—

MEETING PREP FOR THE PRES

Following is a quick general check list for board meeting preparation:

PREPARE THE AGENDA (with the sponsor)

- Determine the topics/items that need to be covered
- Estimate the length of the meeting.
- Create an agenda that is carefully planned:
 - Give start and stop times
 - Identify the meeting location
 - List participants and what they are to cover
- Deliver agenda in advance so participants have time to plan and prepare
- Make every meeting a learning event
- Use a variety of activities to make the meeting productive ...get them charged up



MEETING REMINDERS

- E-mail, note on locker, phone call, text, etc. to all meeting participants

SET UP

- Select a setting that is comfortable and big enough for the group
- Provide appropriate refreshments (?)
- Have appropriate materials available
- Do something different and new to make them glad they attended

CONDUCTING THE MEETING

- Start and stop on time
- Follow the agenda to stay on track
- Involve the group as needed (discussion, brainstorming, etc.)
- Ask open-ended questions to encourage input

AFTER THE MEETING

- Evaluate meeting, make notes for the future
- Provide copy of minutes to board members
- While things are fresh in your mind, jot down items for the next meeting

WE DON'T PLAN TO FAIL – WE FAIL TO PLAN

LEADERSHIP DEVELOPMENT CHECK LIST

Rate yourself using the following guide:

1 = Needs Improvement; 2 =OK; 3 =Good; NO = No experience with this area

- | | |
|---|--|
| 1. Assertiveness with others | 29. Honoring and learning more about diversity |
| 2. Standing up for what I believe in | 30. Dealing well with change |
| 3. Mediating conflict | _____ |
| 4. Realistic goal-setting | _____ |
| 5. Public Speaking | _____ |
| 6. Group facilitation | _____ |
| 7. Brainstorming & Idea Generation | _____ |
| 8. Thinking creatively and “outside the box” | _____ |
| 9. Listening skills | _____ |
| 10. Stress and time management | _____ |
| 11. Organizing a project or event | _____ |
| 12. Leading a group through an activity | _____ |
| 13. Offering feedback and encouragement | _____ |
| 14. Supervising others | _____ |
| 15. Holding others accountable | _____ |
| 16. Diagnosing a problem in a group | _____ |
| 17. Expressing feelings and emotions in a work
environment | _____ |
| 18. Role Modeling | _____ |
| 19. Responding effectively to critical feedback | _____ |
| 20. Persuading others in a group | _____ |
| 21. Generating interest and enthusiasm in others | _____ |
| 22. Organizing and running a meeting | _____ |
| 23. Delegating to others | _____ |
| 24. Handling conflict within a group | _____ |
| 25. Motivating yourself | _____ |
| 26. Developing a team or cohesive group | _____ |
| 27. Managing finances or budget | _____ |
| 28. Providing ethical leadership | _____ |

KAY HANDBOOK CONTENTS



SECTION

1 KANSAS ASSOCIATION FOR YOUTH

- 1-2 History of the Organization
- 3 Privileges, Pledge, Motto, Slogan, Objectives, Litany of Leadership
- 4-6 Constitution
- 7 Parliamentary Pyramid
- 8 Meeting Skills
- 9-10 Protocol/Suggestions for Elections
- 11 Election of Officers (Agreement Forms)
- 12-13 KAY Citizenship Week
- 14 Wanda May Vinson Scholarship
- 15 Visitation by the State Director

2 LEADERSHIP, ORGANIZATION, PLANNING

- 1 Getting the Year in Gear
- 2 Making the Most of Meetings
- 3 Effective and Time Efficient Meetings
- 4 August Board Workshop
- 5 "Our" KAY Club
- 6 Planning Schedule
- 7 a-e Leadership Checklist; Sponsor's Evaluation Checklist
- 8-11 Thoughts on Leadership
- 12-13 Program, Project, Party Ideas for the School Year
- 14-25 School Year Calendar/Planner

3 CAMP AND CONFERENCES

- 1 Leadership Training Through KAY
- 2-6 KAY Leadership Camp Information
- 7-10 KAY Regional Conference Information
- 11-12 Area Presidents/Area Sponsors
- 13-14 KAY Unit Conferences

4 SERVICE PROJECT

- 1 KAY—Making a World of Difference
Service Project Information
- 2-5 School Service Project Ideas
- 6-13 Community Service Project Ideas
- 14-17 National Service Project Ideas
- 18-19 World Service Project Ideas
- 20 Phone Numbers for Disability Organizations
- 21-23 Random Acts of Kindness
- 24-28 Clubs "Acts of Kindness" Activities
- 29-31 Ronald McDonald House Information

5 FINANCE AND FUN

- 1 Planning for Financial Projects
- 2-5 Financial Project Ideas and Sources 6-7
Recreational Project Ideas
- 8-10 Club Parties, Student Mixer Activities 11-13
Themes
- 14-16 KAY Puzzles

6 PROGRAM RESOURCES

- 1 KAY Program Ideas
- 2 Program Directors

7 AWARDS AND THE POINT SYSTEM

- 1 The Point to the Point System
- 1-2 Goal Requirements (Red, Blue, Gold)
- 3 How to Keep Points
- 4-9 Point Appraisal Charts; Goal Requirements

8 KAY FORMS

Membership List/Goal Sheet (online)
Regional Conference News Release
Citizenship Week News Release Unit
Conference News Release Semester Report
Wanda May Vinson Scholarship Application Order
Creative Service Project Report Original
Program Report President's Report
Sponsor's Report Point
Report
Gold Award Report

9 CLUB RECORDS

10 SPONSORS

Deadline Check List
Clip Art, KAY Insignia, Theme

PRESIDENTS

Deadline Check List
Clip Art, KAY Insignia, Theme



[Athletic](#) [Non-Athletic](#) [Schools](#) [Officials](#) [Media](#) [Gallery of Champions](#)



What is KAY?

The Kansas Association for Youth (KAY) is a character-building, leadership-training, service program directed by the Kansas State High School Activities Association. This nationally acclaimed organization provides students an opportunity to learn to assume their citizenship responsibilities and to enrich their personalities through well-organized programs, projects and parties. Programs educate, inspire and direct members into carefully planned service projects. These projects emphasize four areas of service - school, community, nation and world.

The Kansas Association for Youth is a student association unique to Kansas. The KSHSAA proudly offers this activity to Kansas students, through its member schools, as a means to "make a world of difference" for current and future generations.

[KAY BROCHURE](#)

[MISSION/BELIEF STATEMENTS](#)

[DECLARATION OF PRIVILEGES](#)

[WHAT IS KAY?](#)

[HOW WOULD YOU DESCRIBE KAY](#)

[KAY — IN THEIR WORDS](#)

KESA AND THE KAY PROGRAM - EDUCATING KANSAS STUDENTS TOGETHER

The KSHSAA is aware of the new **Kansas Accreditation System (KESA)** that will be implemented by all school districts in our state. In reviewing the details of this new system we understand the KSBE has put in place a "5 R's" Framework to be used in measuring performance. Other areas that seem to stand out are the SECD Standards (Social, Emotional, Character Development) and Civic Engagement.

The KSHSAA serves Kansas students by providing leadership for the administration of education based interscholastic activities. **The KSHSAA has one program in particular that fits many expectations in place for KESA and that is the KAY Program.** KAY (Kansas Association for Youth) is a character-building, leadership-training, service organization that has served thousands of Kansas students over the past 70 years. The life lessons, leadership skills and an "I Get To" attitude for service student receive from their participation in KAY parallel nicely with the standards and outcomes in place by the KSBE.

[SCHOOL ADM. MEMO](#)

[EDUCATING KS STUDENTS TOGETHER](#)

[WHY KAY? WHY NOT!](#)

[STATE BOARD COMMENT ON KAY](#)

[HOW TO START CLUB](#)

[HELPFUL INFO](#)

[DOES KAY MAKE A DIFFERENCE?](#)



[2020 SPONSOR SESSION BROCHURE](#)

[2020 VIRTUAL KLC](#)



Cheryl Gleason,
Administrator
(785) 273-5329
cgleason@kshsaa.org



KAY LINKS

- [+ What is KAY](#)
- [+ KAY Clubs](#)
- [+ News & Information](#)
- [+ Selecting Club Leaders](#)
- [+ Service Project Ideas](#)
- [+ Conferences](#)
- [+ Leadership Camp](#)
- [+ Vinson Scholarship](#)
- [+ Elected Leaders](#)
- [+ Other Information](#)
- [+ Virtual Information](#)
- [+ KAY 101](#)
- [+ Videos](#)
- [+ Social Media](#)

KAY Merchandise



<http://www.kshsaa.org/Public/KAY/Main.cfm>

GOALS OF THE KAY PRESIDENT

(Check possible goals and write down other goals you have)

MY GOALS AS OUR KAY CLUB PRESIDENT –

- Be prepared for all club meetings (prepare agenda, work with officers & board members on duties, etc.)
- Improve participation from officers, board members and members on all of our KAY projects
- Be organized; Work on my time management skills; set priorities; anticipate deadlines
- Develop good communication with my sponsor; visit with my sponsor once a week (daily if possible)
-
-
-

MY GOALS FOR OUR KAY CLUB FOR 2020-2021 –

- Try new projects/activities/programs
- Set challenging yet realistic goals for our club and work together to achieve them
- Get involved with other clubs & local civic groups on service projects for our school and community
- At the end of my term as president, leave our KAY Club stronger than I found it
-
-
-

GREAT LEADERS DON'T SET OUT TO BE A LEADER...
THEY SET OUT TO MAKE A DIFFERENCE.
IT'S NEVER ABOUT THE ROLE-
ALWAYS ABOUT THE GOAL!

