

2020 Virtual KLC – Recorded Session

5. Program, Recreation Director – Marlene & Alyssa



Some clubs do not have program directors; rather the recreation director is charged with planning fun and exciting activities for both club programs and recreational activities.

- **Review program directors' responsibilities (KAY Handbook, Section 1-5).**
 - Meet with the sponsor, president, and directors of music and special programs every two weeks.
 - Provide a written report on the programs for the next two meetings.
 - Create varied, interesting, and worthwhile programs for KAY and its members.
- **Review recreation directors' responsibilities (KAY Handbook, Section 1-5).**
 - Plan two after-school parties for each semester (four per year)
 - Take charge of one party during the regular meeting (each semester)
 - Sponsor one social event each year for parents and faculty members
- **Why Do We Have Programs?**
 - Creates a sense of school spirit
 - Allows for board and club bonding
 - Provides educational learning opportunities
 - Promotes service
 - Generates enthusiasm that can carry over to other projects throughout the year.
- **How Do I Get Started Planning an Event?**
 - Power of Brainstorming
 - Survey the club members to gain input into programs and activities of interest to them.
 - Utilize Google Forms & have a QR Code available on your club's bulletin board.
 - Think about what holidays or activities are occurring that month.
 - August- Back to School Program (How can you draw members in?)
 - October- Painting pumpkins or going to a pumpkin patch
 - February- Speaker from American Heart Association
 - People Support what they help create
 - Members are more likely to participate/attend if they were able to provide input.
- **What Does Planning an Event Entail?**
 - Work with your board in the beginning planning stages.
 - This is "our" event not "my" event.
 - Always plan for a backup if weather interferes or school closures occur.
 - Consider events that appeal to a variety of individuals
 - Work with your sponsor and school principal to find an available location & time if different from your regular club meeting.
 - It's important to have programs of varying lengths and topics to appeal to a variety of individuals.
 - Variety of days and times can ensure more members are available to attend throughout the year.
 - Develop a timeline for the project and assign committees
 - Schedule any follow up meetings needed
 - Check in on committee progress
 - Reach out to club members to round up volunteers to assist as needed.
- **Day of the Event:**
 - It is important for either yourself or a designated representative to arrive prior to event starting.

- Make sure everything at the venue is set up appropriately.
 - Chairs are set up if needed
 - If using technology, ensure it is working correctly and everything is already up on the screen.
- Assign board or club members roles during the event.
 - Greeter- Welcoming Members or Speaker
 - Attendance Taker- Marking down who is there.
 - Clean Up Crew- Helping ensure the venue is left in better condition than you found it.
 - Photographer- Document the event for social media & archive it for future reference.
- **After the Event:**
 - Make sure all items for the event are returned in working condition.
 - Evaluate the program.
 - Discuss what went well and what areas could be improved upon for next time.
 - Survey members on the program to see if it is worth repeating the following year.
 - Provide a record of the event for next board member.
 - Document the planning process for the event from start to finish.
 - Attach evaluation feedback to your program notes
 - Recognize and thank those who helped with the programs.
 - Send thank you notes to speakers, venue, etc.
- **Aligning Our Programs:**
 - Promote club's purpose & goals in some of the programs.
 - Consider the KAY Objectives when planning your year.
 - Section 6-1 in KAY Handbook
 - Increase student engagement with worthwhile programs.
 - Consider the KAY privileges when planning your year.
 - To Enjoy Fun & Laughter- Fun Team Building Activity
 - To Appreciate & Respect All Races- Plan a diversity education assembly or host a speaker to discuss other cultures/customs.
 - To Live a Healthy LifeStyle- Hosting a speaker who is promoting a healthy lifestyle or completing a recreational activity as a club.
- **Programming Ideas:**
 - May Day Kay Day Programming
 - Options that members can do outside of school
 - Earth Day Programming
 - Tying your program in with a service project that is related to a monthly holiday.
 - Generating Excitement at Programs
 - Short energizers to engage members while they wait.
- Roller Coaster Activity
- Rock, Paper, Scissors Tournament
- Camp Songs
 - Create a fun video to promote club membership
- Why should they join KAY?
 - Team Builders are a great wait to practice communication skills.
- Spaghetti or Balloon Towers
- Human Knot
- Instagram Scavenger Hunt around School

- Programs with Elementary Students
 - Storybook Yoga
 - Teaching them a KAY Cheer
 - Storybook STEM
 - Nature Walk
- **Recreational Activities**
 - Ensure they appeal to a variety of individuals.
 - Practice the activities beforehand to assess their safety.
 - Consider activities for members in your community as well.
 - Such as Senior Citizens and Children
- **Recreational Ideas**
 - Think of recreational events that can also be a service project.
 - Do-Athon- Participants amuse themselves with some kind of activity (badminton, volleyball, ping pong, dancing, rocking, walking and reading) for a ten-hour period. Money raised can be given to your favorite project.
 - Baseball/Softball Day- Prepare the baseball/softball diamonds and dugouts for the season.
 - Can-Struction- Collect cans of food to block teacher's doors or use construction paper/ tape to design can art.
 - Do recreational breaks at board or club meetings.
 - Take 5 minutes and do something recreational (stretching, yoga, jumping jacks, energizers, etc.)
 - Fun Activities that Promote Club Bonding:
 - Kickball Tournament
 - Basket/Baseball Club Games
 - Water Balloon Battles
 - Board Game Night
 - Club BBQ or Picnic
 - Cornhole Tournament
 - Organize Bike Ride as Membership Drive

Interactive Ideas: bit.ly/KAY2020