



Kansas Association for Youth **Handbook**

2022-23

SERVICE *with purpose*



KANSAS ASSOCIATION for Youth



*an activity sponsored by the
Kansas State High School Activities Association*

*601 SW Commerce Place, Topeka, KS 66615
PH: 785 273-5329 • FAX: 785 271-0236 • WEB: www.kshsaa.org*

FOREWORD

The Kansas Association for Youth (KAY) is a character-building, leadership-training, service organization directed by the Kansas State High School Activities Association. Club service projects, programs and parties give the student members an opportunity to participate in a citizenship laboratory. School administrators and sponsors use many phases of the club program for group- guidance activities.

Hundreds of educators and students have helped to write the Constitution, Bylaws and Point System. These guidelines have encouraged members to participate in a vigorous citizenship program which has earned KAY six national citations.

The *KAY Handbook*, originally available to clubs in a three-ring notebook, is also available online via the sponsor's password. Each KAY club has 2 hard copies of the *KAY Handbook*, one for the sponsor (gold) and one for the president (blue). New clubs will receive 2 copies of the *KAY Handbook*. Clubs are encouraged to copy the contents of the updated materials folder and place in their school notebooks. Clubs desiring to purchase additional *KAY Handbooks* may do so on the KAY order form.

The *KAY Handbook* is designed as an aid for club officers and leaders for club evaluation, planning projects and club activities. Service project suggestions are contained in this publication along with the constitution, point system and historical background of the Kansas Association for Youth.

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.

Annie Diederich
KAY State Director
E-Mail: adiederich@kshsaa.org

Bill Faflick
KSHSAA Executive Director

*The KAY handbook is the property of your KAY Club and school!
Retiring sponsors and graduating presidents are to leave their handbook with the club!!*

KAY HANDBOOK CONTENTS

SECTION 1 – KANSAS ASSOCIATION FOR YOUTH

- 1-2 History of the Organization
- 3 Privileges, Pledge, Motto, Slogan, Objectives
- 4-6 Constitution
- 7 Parliamentary Pyramid
- 8 Meeting Skills
- 9 Selecting Club Leaders
- 10 KAY Citizenship Week
- 11 Wanda May Vinson Scholarship

SECTION 2 – LEADERSHIP, ORGANIZATION, PLANNING

- 1 Getting the Year in Gear
- 2 Making the Most of Meetings
- 3 Effective and Time Efficient Meetings
- 4 “Our” KAY Club
- 5 Planning Schedule
- 6 Leadership Checklist
- 7 Sponsor’s Evaluation
- 8 KAY Activities Calendar
- 9 August Board Workshop
- 10-14 Monthly Program, Project, Party Ideas
- 15-20 School Year Calendar/Planner

SECTION 3 – CAMP AND CONFERENCES

- 1-2 Leadership Training through KAY
- 3-6 KAY Regional Conference
- 7-8 Area Presidents/Area Sponsors
- 9-10 KAY Unit Conference
- 11-12 KAY Leadership Camp - KLC

SECTION 4 – SERVICE PROJECTS

- 1 KAY Service Project Information

SECTION 5 – FINANCE AND FUN

- 1-3 Financial Projects
- 3-4 Recreation Projects
- 4 Club Parties
- 5-6 Mixers/Party Suggestions
- 7 KAY Word Search
- 8 KAY Crossword
- 9 KAY Match - Up

SECTION 6 – PROGRAM RESOURCES

- 1 KAY Program Ideas
- 2 Program Directors

SECTION 7 – AWARDS AND THE POINT SYSTEM

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

SECTION 8 – NEWS RELEASES AND

KAY FORMS – (*NOW ONLINE)

- 1 Regional Conference News Release
- 2 Unit Conference News Release
- 3 KAY Citizenship Week
- 4 1st Semester Report
 - *Membership List
 - *Wanda May Vinson Scholarship Application
 - *End of the Year – Point Reports
 - 1. Point Report
 - 2. Sponsor’s Report
 - 3. President’s Report
 - 4. Gold Report
 - 5. Creative Service Report
 - 6. Original Program Report

SECTION 9 – CLUB RECORDS

SECTION 10 – SPONSORS/PRESIDENTS

- 1 Deadline Check List
- 2-5 KAY Insignia and Theme Designs

SECTION 1 – KANSAS ASSOCIATION for YOUTH

What Is the Kansas Association for Youth?

The Kansas Association for Youth is a character-building, leadership-training, service organization directed by the Kansas State High School Activities Association. The local organization is under the direction of the high school principal, who, in turn appoints a sponsor(s) to lead and to guide the club program.

KAY is a nationally acclaimed organization which 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. Recreation can also be incorporated into service projects. Club parties are a means to celebrate accomplishments, as well as afford opportunities for recruitment and enjoyment. School administrators use many phases of the club program for group-guidance activities.

How Did KAY Get Its Start?

The high school principals of Kansas for years realized the importance of a unified activities program. It is for that reason they formed the Kansas State High School Activities Association.

On October 13, 1945, after years of discussion, the Legislative Council passed a resolution to organize a character-building, leadership-training club program to be a part of the Association. On December 15, 1945, a committee appointed by the Board of Control, drew up twelve requirements for the club program. These requirements were approved by the Board of Control and E.A. Thomas, Commissioner of the KSHSAA. On June 7, 1946, Wanda May Vinson was employed by the Board of Control to direct the program of the Kansas Association for Youth, Kays and Kayettes. The Board of Control on February 22, 1947, employed Carl Kopelk to direct the Kays (boys).

In January, 1957, when E.A. Thomas retired, Carl Kopelk became the Executive Secretary of the KSHSAA and Brice B. Durbin was employed as his assistant. Durbin served as the director of the boys' program until Kopelk's death in October, 1962. Durbin then became the Executive Secretary, and in June, 1963, Nelson Hartman joined the staff as his assistant and to serve as director of the Kays. The continued growth of both the Kansas State High School Activities Association and the Kansas Association for Youth made it necessary in June, 1967, to add to the administrative staff. Keith Akins was hired to direct the Kays. Claire Casselman joined the staff in September, 1982, to serve as the Kansas Association for Youth (Kayettes) director, with the retirement of Wanda May Vinson.

The entire KAY program was brought under Claire Casselman's direction in 1988, with the retirement of Keith Akins. That same year, Kayette Leadership Camp became KAY Leadership Camp, making it a co-ed, leadership-training experience for the first time in its history. Claire Casselman resigned her position in 1989 and Cheryl Gleason joined the staff in November, 1989, to serve as director of the KAY program. With the retirement of Cheryl Gleason in 2021, Annie Diederich joined the staff in July 2021. The Kansas Association for Youth continues to grow and develop by seeking to fill the needs of current and future generations.

Is There KAY For Middle School Students?

The Kansas Association for Youth is designed for both middle school and senior high boys and girls. Citizenship is learned at all ages. It is recommended, when there are clubs in both the senior high and middle schools within a school district, the sponsors from all clubs meet for planning sessions. Some of the programs, projects and parties suggested in this publication are more conducive to senior high, and discretion is advised in choosing suitable activities for your club which will be successfully carried through. For example, sponsors are urged to help middle school students select projects which do not require solicitation of money or night meetings. Projects which take little or no schooltime, outside of the scheduled club period, are much easier for middle school students.

What Is KAY Based Upon?

Hundreds of educators and students have helped to write the Constitution, Bylaws and Point System for the Kansas Association for Youth. The Constitution and Bylaws may be found in this publication. The six objectives of KAY are character, health, service, appreciation, recreation and leadership. The six sides of the Insignia represent these objectives. Found in this section is the KAY Pledge, Motto and Slogan. Blue and Gold are the colors chosen for this organization by a majority student vote.

How Is Achievement Recognized?

The Kansas Association for Youth stresses group involvement, and a Point System has been devised to award any worthwhile project. It is hoped that participation by a large percentage of members will develop an appreciation for their responsibilities as citizens in a democracy. Awards are given to clubs that have earned 1000 points during the year and have filed a summary of the year's projects, programs and parties with the principal. Clubs may elect to participate in the Point System; however, it is not a requirement for membership.

What Is The Key To A Successful Club?

All clubs are urged to plan their activities at least a semester in advance. (See the leadership and organization section of this handbook—GET THE YEAR IN GEAR.) Service, Recreation and Financial projects are discussed in this publication. Club parties, themes, ideas and project building blocks are suggested in this publication as well.

Where Can I Learn About Leadership?

One of the most notable objectives of the Kansas Association for Youth is leadership training. An entire week of leadership training, group dynamics, brainstorming, and recreation kicks-off each school year at KAY Leadership Camp! Held in late summer, KLC offers Kansas students the unique opportunity to experience citizenship in action. This week also enables clubs to mold their plans for the coming school year. Seven Regional Conferences are held the first two weeks of November, emphasizing personal inspiration and leadership development. Eleven-Twelve Unit Conferences are held throughout the winter months for club members. They emphasize leadership on the local level.

How Am I Represented In The Organization?

At each of the seven Regional Conferences, the sponsors elect one of their members to serve as an Area Sponsor and to sit on a state advisory committee. This committee meets each November/December with the KSHSAA staff to plan and make recommendations for the improvement of the KAY program.

Students attending each of the seven Regional Conferences elect an Area President. These young people serve as an advisory committee to the KSHSAA and meet each January with KSHSAA staff. Students who attend KAY Leadership Camp as well as the Regional Conferences are asked to evaluate the program. All evaluations are studied carefully by the KSHSAA.

When And How May A School Organize A KAY Club?

1. The school is a member of the Kansas State High School Activities Association.
2. The administrator approves of the KAY club program.
3. The students in that school indicate an interest in the club program.
4. The administrator appoints a faculty member or members to plan a meeting for the purpose of explaining the projects, programs and parties.
5. Each new club shall receive a charter certificate during the recognition program at the Regional Conference.

To organize a new club

1. Review all of the materials available on the KAY website. KAY Clubs are given 2 Handbooks of materials to assist them – one for the president and one for the sponsor(s).
2. KAY website provides a lot of information about KAY and its activities <http://www.kshsaa.org/Public/KAY/Main.cfm>
3. Schedule a meeting for all the students and invite the KAY State Director to visit your school and explain the club program and answer questions. A virtual planning meeting is also an option.
4. Following the meeting, call a short session for all who are interested in organizing such a club. A nominating committee is identified. This committee shall be comprised of 2 representatives from each class and one representative at-large from the entire group. Ask all in attendance to sign the membership list.
5. The third meeting is for your purpose of electing officers. It is suggested that the ballots be prepared for the election.
6. The officers shall meet with the sponsors to select the board members. A list of officers and board member positions is located in Section 1(Constitution).
7. The next meeting should follow the steps identified in GET THE YEAR IN GEAR (located in the KAY HANDBOOK) – Section 2.
8. The programs and service projects a club will participate in are at the direction of the sponsor, officers and board members with input from the membership.

DECLARATION OF PRIVILEGES

PRIVILEGES

As 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

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.

MOTTO

Today for Tomorrow

SLOGAN

Laugh, Love, Lift

OBJECTIVES

We, the youth of Kansas, interested in becoming adult citizens worthy of the democratic traditions of our country, will endeavor to fulfill the six objectives of the Kansas Association for Youth.

1. Character (Laugh, Love, Lift)
2. Health (Physical & Mental)
3. Service (School, Community, Nation, World)
4. Appreciation (Friends, All Races, Self)
5. Recreation (Relaxation, Rest, Recreation)
6. Leadership (Citizenship & Caring)

COLORS

Colors used in KAY and what they represent are as follows:

- | | |
|--------|------------------|
| Red | = Character |
| White | = Health |
| Blue | = Service |
| Yellow | = Appreciation |
| Green | = Recreation |
| Purple | = Leadership |
| Gold | = Responsibility |
| Pink | = Friendship |
| Orange | = Enthusiasm |



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.
- 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.

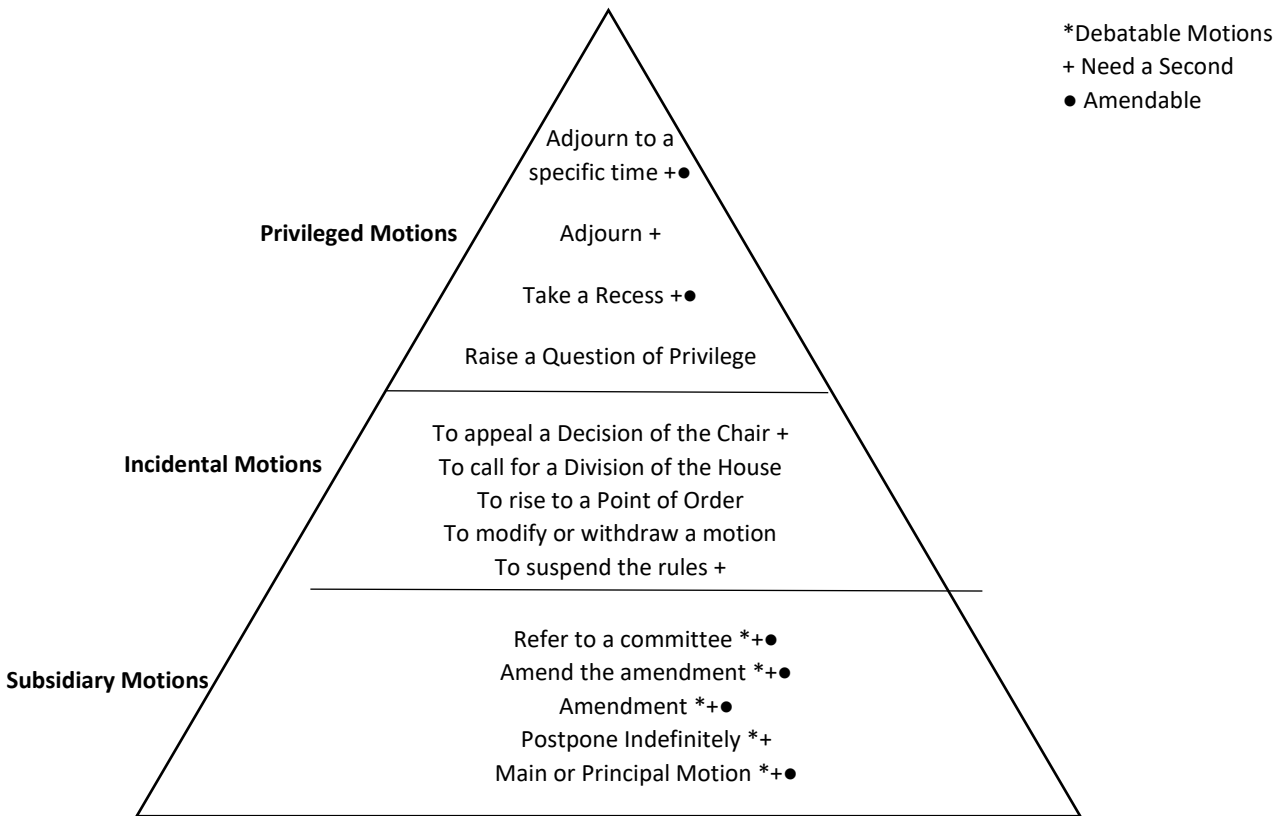
Article 12 Quorum

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.

PARLIAMENTARY PYRAMID



MOTIONS

Business is introduced by a motion, or by a resolution. The steps in making and voting on a motion are as follows:

1. Obtain the Floor: The member rises and addresses the presiding officer. Recognition by the presiding officer gives the member the right to speak.
2. Make the Motion: The member then states the motion or resolution, for example: "I move that our club sponsor a school party." Always present the motion with the opening words, "I move that . . ."
3. Second the Motion: If anyone wishes the matter discussed and voted upon, a member says, "I second the motion" without rising or addressing the chair. If no member seconds it immediately the presiding officer may call for a second.
NOTE: Consult a parliamentary authority for the motions that do not require a second.
4. State the Motion: The presiding officer then states the question; for example: "It has been moved and seconded that our club sponsor a school party." He then opens the meeting for a discussion of the motion. Members must obtain the floor before speaking. (See #1)
5. Put the Question: After sufficient opportunity has been given for discussion and/or debate, the presiding officer then may say, after repeating the motion, "Are you ready for the question?" If no one claims the floor, the presiding officer then says, "All those in favor of the motion as stated say aye, all opposed, say no."

MEETING SKILLS

(What some of the terms mean)

ADDRESS THE CHAIR means to speak to the presiding officer.

ADJOURN means to dismiss or end a meeting.

AMEND means to change or modify a motion.

BALLOT means to vote by the casting of a ballot.

CALL FOR THE QUESTION means that after discussion/debate on a motion, the chair has to immediately ask those assembled to vote on the motion.

CHAIR means the presiding officer of the meeting.

DIVISION OF THE HOUSE means a standing vote called for by a member.

EX-OFFICIO means by virtue of office, as “The president is an ex-officio member of that committee.”

HOUSE means the club or organization, this group.

LAY QUESTION ON THE TABLE means to put aside a motion for further consideration at another meeting.

MAJORITY VOTE means the choices of more than half the members present and voting at the meeting.

MEETING means a gathering of the organization’s members.

MINUTES means the record of work at each meeting (usually kept by the secretary).

MAKE A MOTION means to propose a certain project be done by the organization. Say “I move that we ...”

NEW BUSINESS means a proposal that is brought up for the first time.

NOMINATION means placing the name of a person for an office on the list to be used for elections. (It is not a motion and requires no second.)

OBTAIN THE FLOOR means to gain the right to speak, (permission and recognition are given by the chairperson). No one may speak unless recognized by the chairperson.

POINT OF ORDER means seeking to clarify or correct a procedure.

PRO-TEM means “for the time being” as “She/he is secretary pro-tem”—acting in place of the secretary who is absent.

THE QUESTION or “CALL FOR THE QUESTION” means the motion before the assembly. Used when members wish to close the discussion and put the matter to a vote. This means they are ready to vote. To move the previous question” is to make a motion to end discussion. It is handled like a main motion, and requires 2/3 to pass.

QUORUM means the number of members necessary to carry on the business.

REFER TO A COMMITTEE means to put certain work in the hands of a small group of members who can consider the matter more effectively than the whole organization. The committee reports it’s results at a later meeting.

SECOND means a member indicates that at least one other person is in favor of discussing the motion. All motions must be “seconded”.

SPECIAL COMMITTEE means a committee appointed for a particular purpose.

STANDING COMMITTEE means a committee provided for in the constitution, usually appointed for one year.

UNFINISHED BUSINESS means business that has been carried forward from a previous meeting.

WITHDRAW A MOTION means a motion that permits a motion to be withdrawn. It is not debatable, cannot be amended, but may be reconsidered.

SELECTING CLUB LEADERS

ELECTION PROTOCOL

<https://www.kshsaa.org/Public/KAY/PDF/ElectionProtocol.pdf>

SELECTION PROCESS

<https://www.kshsaa.org/Public/KAY/PDF/SelectionProcess.pdf>

LEADERSHIP POSITIONS (DUTIES SEE SECTION 1-4/5)

<https://www.kshsaa.org/Public/KAY/Officers.cfm>

CANDIDATE STATEMENT OF INTENT

<https://www.kshsaa.org/Public/KAY/PDF/CandidateStatementOfIntent.pdf>

ELECTION OF OFFICERS (AGREEMENT FORMS)

<https://www.kshsaa.org/Public/KAY/PDF/SeekingLeadershipPosition.pdf>

KAY Citizenship Week - November 13-19, 2022

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. Examples to celebrate KAY Citizenship Week:

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 for 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 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
- ☐ Clean out and organize your closet, etc.

OUR CLUBS ACTIVITIES FOR CITIZENSHIP WEEK:

Sunday:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

WANDA MAY VINSON SCHOLARSHIPS



Wanda May Vinson

1916-2004

Director, Kansas Association for Youth

1946 – 1982

Wanda May Vinson Scholarships are awarded annually to graduating seniors who have provided outstanding leadership in the Kansas Association for Youth, achieved high scholastic standing and have made contributions of service to their school and community.

Wanda May Vinson founded the Kansas Association for Youth and directed the organization for 36 years. Through her guidance the KAY program became a nationally acclaimed organization which has provided thousands of Kansas youth the opportunity to receive leadership training and to assume citizenship responsibilities by serving their school, community, nation and world.

The money for these scholarships are made possible through gifts from the Kays and Kayettes of Kansas and by other supporters of the Kansas Association for Youth. A large donation each year is received from campers at KAY Leadership Camp and at fall Regional Conferences.

As of 2022, 600 students have received these scholarships (over the past 65 years, reaching a total of \$142,000).

Applications are available in the KAY Handbook, Section 8. The deadline for applications (complete with all materials) is April 1. Direct questions to Annie Diederich: adiederich@kshsaa.org

SECTION 2 – LEADERSHIP, ORGANIZATION, PLANNING

GET THE YEAR IN GEAR

BEFORE SCHOOL YEAR BEGINS

Sponsor and President Meeting

When: Before school begins, or soon after President returns from KAY Leadership Camp

Agenda

- Review KAY Handbook
- Share ideas, dreams and questions for upcoming year
- Review list of officers and board members
- Select dates for first board meeting and first general meeting. (Check date with principal or activities director.)
- Prepare agenda or outline for the Board Workshop (see sample in this section)
- Discuss meeting times and dates for the coming year: President and Sponsor; Board and Officers; Members

Note. Clubs working on the Gold Award are reminded of requirements #11 and #12 (Board meeting once a month with 75% in attendance and president [or designated leader] meet with sponsor at least once a week to discuss club plans.)

AFTER SCHOOL YEAR BEGINS

First Board Meeting

Preparation

- The president shall prepare a draft of the agenda for the board meeting. Consult this section of the KAY Handbook for suggested agenda items and calendar. (Before copies are made for the meeting, it should be reviewed and approved by the sponsor.)
- Officers and board members, in charge of programs or projects which are to be discussed at the meeting, should prepare a list of needed committees, duties of the committees, and the dates when the work is to be completed.

Order of Business

- President hands each sponsor, officer and board member an agenda for the meeting
- Follow business meeting procedure (See Parliamentary Procedures in Section 1- 7 of this handbook.)
- Cover the details
- Ask for reports on “HOW” the programs, projects and parties are to be carried out by board members during the month.

Subsequent board meetings should follow the above procedure.

NOTE: See suggested topics for board meetings on calendar pages (Section 2, Pages 14-22).

SETTING STANDARDS FOR MEETINGS “WHAT’S THE NORM?”

Setting standards (sometimes called establishing norms) is very important for your officers, board of directors, committees or any group that meets as a whole or part of your club. The norms are the ground rules-the expectations—that each person has of all group members when meeting.

The norms by which your Board or Club functions should be developed by and for your group. For instance, the entire Board should be involved in establishing the norms for the year-the earlier the better. If everyone has a voice in creating the standards, then everyone is clear as to their meaning, and can make a real commitment to meet according to those standards.

At the first or second meeting of the Board, raise the issue and after discussion, develop a list of norms with input from everyone. Once a list is generated, ask the group if there are any on the list by which someone cannot abide. Once completed, the list should be duplicated and given to each Board member.

Possible norms to include are:

- Meetings will start and end on time.
- Every effort will be made to attend all meetings.
- No knocks! We won’t knock any person or any idea.
- We’ll have food at our meetings held on days ending in a “Y.”
- Disagreement is acceptable, as long as we disagree agreeably.
- If you know ahead of time you’ll be absent or late, tell the president or sponsor.
- Stick to the agenda.
- The person “with the floor” gets all ears.
- Silence is consensus.
- Disagreements stay in the room.

MAKING THE MOST OF MEETINGS

Why Have Meetings?

- Get people together?
- Examine problems?
- Focus on goals?
- Solve problems?
- Make decisions?
- Develop leadership?
- Improve communication?
- Resolve conflicts?
- Nurture pride and enthusiasm?
- Make plans?
- Set goals?
- Share information?

TYPES OF MEETINGS

Choose the kind of meeting you need in order to serve the goals chosen for this specific meeting to be accomplished:

1. To inform (communicate information)
2. To persuade (sell a decision)
3. To explore topics (generate ideas)
4. To solve problems (group decision)
5. To build human beings (develop group pride)
6. To inspire
7. To make decisions

THE IMPORTANCE OF AN AGENDA

An agenda is a list of important points to be presented/covered at your meeting. The agenda should be drafted well before the meeting by the president and the sponsor. This saves time and insures that everything will be covered.

An agenda includes:

1. Call to order (official opening of a meeting)
2. Roll call (check-in sheets maybe used)
3. Reading of Minutes (brief summary of last meeting)
4. Officers Reports (Vice President and Treasurer reports)
5. Committee Reports (brief summary - tell them in advance to keep it brief)
6. Unfinished business (short- and long-range plans)
7. New business (introduce new items)
8. Announcements (reminders, messages, etc.)
9. Adjournment

EFFECTIVE AND TIME EFFICIENT MEETINGS

Before The Meeting

1. Plan meeting carefully: who, what, when, where, how and how many.
2. Use email to communicate with those attending meeting.
3. Prepare and send out agenda in advance. Put discussion items in question format, which will get people thinking before they arrive.
4. Determine if preliminary information is to be sent with the agenda.
5. Come early and set up meeting room. Round tables are best for open discussion and problem solving.

At The Beginning of The Meeting

6. Start on time.
7. Introductions (if needed), state expectations of meeting.
8. Review and revise agenda's order, if necessary.
9. Set clear time limits, if needed.
10. Review action items from previous meeting.

During The Meeting

11. Focus on one issue at a time.
12. Draw participants into the meeting by asking questions like "What do you think of..." or "How do you think this would affect..."
13. Stay on task/time.

At the End of The Meeting

14. Establish action items: who, what, when.
15. Review the group memory on key decisions.
16. Set the date and place for the next meeting along with preliminary agenda.
17. Evaluate meetings effectiveness.
18. Close meeting with a positive "we can" attitude.
19. Thank people for attending.

After The Meeting

20. Write up and distribute minutes within 3 or 4 days. Quick action reinforces importance of meeting and reduces error of memory.
21. Discuss any problems during the meeting with other officers; come up with ways improvements can be made.
22. Follow-up on delegating decisions. See that all members understand and carry out their responsibilities.
23. Give recognition and appreciation to excellent and timely progress.
24. Put unfinished business on the agenda for the next meeting.
25. Conduct a periodic evaluation of the meetings. Weak areas can be analyzed and improved for more productive meetings.

The following items are great tools to use and reuse or make your own and send them out via google forms, make it work for your club.

- Membership Survey for better participation
- Planning Schedules
- Leadership Checklist
- Sponsor Evaluation Checklist
- Board Activities Calendar

"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:

Member:

Date:

<input type="checkbox"/> Publicity/Public Relations	<input type="checkbox"/> Programs-Lights, sound system
<input type="checkbox"/> Writing news stories	<input type="checkbox"/> Operating technology
<input type="checkbox"/> KAY Bulletin Board	<input type="checkbox"/> Printing programs, handouts
<input type="checkbox"/> Communication (phone, email, text, website.)	<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.

PLANNING SCHEDULE

Activity _____

Date of Activity _____

Committee Responsible _____

TASKS	PERSON RESPONSIBLE	PROJECTED COMPLETION	DATE COMPLETED	COMMENTS

LEADERSHIP CHECKLIST

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

DATE: _____

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 are 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?

SPONSOR'S EVALUATION CHECKLIST

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

Name _____ Date _____

The following questions will provide an assessment of your organization's sponsor

<i>Yes</i>	<i>No</i>	<i>Item</i>
		The sponsor PROVIDES motivation and encouragement to members.
		The sponsor UNDERSTANDS the goals of the organization.
		The sponsor ATTENDS regularly scheduled officer/board meetings.
		The sponsor ATTENDS regularly scheduled organizational meetings.
		The sponsor MEETS regularly with officers of the organization.
		The sponsor ATTENDS the organization's special events.
		The sponsor ASSISTS WITH the orientation and training of new officers and board members.
		The sponsor HELPS PROVIDE continuity for the organization.
		The sponsor CONFRONTS the negative behavior of members.
		The sponsor UNDERSTANDS principles of group development.
		The sponsor UNDERSTANDS how students grow and learn.
		The sponsor UNDERSTANDS the principles that lead to orderly meetings.
		The sponsor HAS READ the group's constitution and by-laws.
		The sponsor UNDERSTANDS the principles of good fundraising.
		The sponsor UNDERSTANDS how issues of diversity affect the organization.
		The sponsor ATTENDS conferences with the organization's members.
		The sponsor KNOWS the steps to follow in developing a program.
		The sponsor CAN IDENTIFY what members have learned by participating in the Organization.
		The sponsor KNOWS the members.

2022-23 KAY ACTIVITIES CALENDAR

“SERVICE with PURPOSE”

The following pages contain suggestions your club may choose to do. It is hoped that each club will plan to make its school, community, nation and world a better place in which to live and to know the fun of working together to make the difference.

Dates, Times and Locations for KAY Board Meetings

<i>(Example)</i>	DATE	TIME	LOCATION	COMMENTS
AUGUST	<i>Wed., 12th</i>	<i>3:00 p.m.</i>	<i>School Library</i>	<i>Remember to prepare reports</i>
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				

**We Don't Plan to Fail —
We Fail to Plan**

AUGUST- 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 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.
4. **President and sponsor share opening remarks** of enthusiasm and encouragement for upcoming year
5. **Ask your 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.
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.). Their participation will improve if they are doing something they're comfortable with.
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 "SERVICE with PURPOSE"** and how to work with it during the year - i.e, designate each month a color/objective.
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!**

Program, Project and Party Ideas for AUGUST:

Car wash * Carnival * Campus cleanup * Hall
decorating * Ice cream social * Powder puff football *
Watermelon bust * New student tea * New teacher
welcome * Back to school swim party * Decorate
lockers * Help teachers setup classrooms * Triathlons *
Cleanup community rec. sites * Develop shopping service
for homebound

SEPTEMBER

I. Board Meeting *(Suggestions for discussion/review)*

- A. Welcome sponsor(s) and board members.
- B. Reports from those who attended 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
- 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 Conferences, for the location and date)*.
 - 2. 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)*.
 - 3. Plan a meeting with conference delegates to discuss the conference content and other information.
 - 4. Complete final plans for Area Project (see www.kshsaa.org; KAY)
 - 5. 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.)*

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.

Program, Project and Party Ideas for SEPTEMBER:

Balloon Day * Welcome back dance * Brown bag lunch *
Rock-a-thon Concessions a Doughnut day * Paper drive a
Sportsmanship assembly * MDA Telethon involvement *
Apples to teachers on first day * Battle of the bands Survival
kits * Information booth * Tug-o-war (faculty vs. students) *
Legs contest * Serve as part-time teachers aide in
(preschool/elementary)

OCTOBER

I. Board Meetings *(Suggestions for discussion/review)*

- A. Secretary completes the membership list *(online form, under sponsor login)*. **DUE OCTOBER 15.**
- B. Point Director completes Goal Award Sheet *(online form, under sponsor login)*. **DUE OCTOBER 15.**
- C. Review/finalize plans and assignments for Regional Conference. Register online with KAY State Office.
- D. Finance report (treasurer).
- E. Recreation director report on Halloween activities or other fun projects.
- F. Plan a Veteran's Day Celebration to honor local veterans
- G. Program director reports on November and December program ideas.
- H. Appoint committees for various service projects. Involve your members as much as possible.
- I. Send news clippings of your club activities to KSHSAA, KAY State Director, Box 495, Topeka, KS 66601-0495.
- J. Discuss projects that will "fire-up" the members. **Be creative!**
- K. Goal requirement A *(first-semester membership program)*. Put final touches on program. Evaluate, if completed.
- L. Review Leadership Checklist - all participate.
- M. Complete "Area Project". Send PDF to levans@kshsaa.org by October 25, See September Agenda

II. Club Members

- A. Assist with all programs, projects and parties.
- B. Gather supplies for Halloween activities.
- C. Attend Halloween party. A party for children may be counted as either a recreation or service project.
- D. Discuss opportunities to ignite others toward service. Share specific ideas with one another.
- E. Organize a "Fall Back" campaign. (Assist senior citizens by setting clocks back at the end of daylight savings time and changing batteries in smoke alarms.)

Program, Project and Party Ideas for OCTOBER:

Pumpkin contest * Blood drive (Don't be a drip, give a drip) *
Haunted house * Spaghetti feed * Spook movies after school
* Bride of Franken-stein contest * Halloween safety
assembly * UNICEF drive * Octoberfest * Masquerade dance
* Trick-or-treat at nursing home * Spook-o-grams * Hall
decorations * Pumpkin carols * Organize student car pools

NOVEMBER

I. Board Meeting *(Suggestions for discussion/review - see agenda, page 2)*

- A. Focus on your KAY club as you observe KAY Citizenship Week.
 - 1. Place news release in paper (see Section 8 of the KAY Handbook).
 - 2. Publicize the special service projects you do this week (pictures in local paper, announcements at school).
- B. Regional conference reports by delegates attending. Place news release in paper (See Section 8 of the KAY Handbook).
- C. Finalize plans and conduct Veteran's Day Celebration.
- D. Report on plans for Thanksgiving program.
- E. World service director report on plans to assist those in need in other countries.
- F. Community service director report on contributions and distribution of items for the needy.
- G. Appoint a committee to purchase and decorate the school Christmas tree.
- H. Place date on school calendar for caroling party.
- I. Plan Thanksgiving posters for the school halls.
- J. Make plans for the December financial project (holly sales, candy, cookies, etc.).
- K. Plan details for KAY Citizenship Week (see Section 1 of the KAY Handbook for suggestions).
- L. Secretary purchases thank you cards and notes of appreciation for sponsors, principal, superintendent, faculty, bus drivers, office secretaries, cooks and custodians. Let them know you are aware of the many things they do for your club and school.
- M. Report on upcoming activities and participation by club members
- N. Discuss club participation in "BE THE SPARK" grant opportunity. (Note: Information share at each fall Regional Conference).

II. Club Members

- A. Assist with planning and preparing for an all school Thanksgiving assembly.
- B. Begin collecting canned goods for needy families in the community.
- C. Make "Gratitude Posters" to post around school

Program, Project and Party Ideas for NOVEMBER:

Veterans Day assembly * Coach Appreciation
Days Turkey of the week * Turkey raffle *
Turkey grams * Thanksgiving assembly *
Canned food drive * School olympics * Class
skate * Tutoring * Scavenger hunt * Bon fire
* Severe weather safety assembly

DECEMBER

I. Board Meeting *(Suggestions for discussion/review)*

A. Make plans and set calendar dates for:

1. Caroling in the school halls and in the community (nursing home, banks, hospitals)
2. Decorating the school (decorate a tree, teachers doors)
3. Party for small children
4. Something special for the shut-in, those in nursing homes or orphanage (gifts, program)
5. Adopt a family or families
6. "Gift of Self" (members pledge to give at least an hour of time to someone in the community, i.e., run errands, shovel snow, household repairs, help clean house, rake leaves, baby-sit, visit with shut-ins)
7. Ask students to hang socks on their lockers. Place "goodies" in the socks (donated items)
8. Breakfast or coffee for the faculty to show appreciation.

B. Discuss the 2023 Unit Conference schedule, (see Section 3, Camps & Conferences of the KAY Handbook).

Conference registration will be conducted by the KAY State Office ONLINE at least two weeks prior to the conference (see deadline reminders on the calendar).

C. Review Leadership Checklist – all participate.

II Club Members

- A. Assist with all projects (caroling, party, and especially the "gift of self").
- B. Provide free coffee for holiday travelers.
- C. Babysit without charge so parents can go shopping.
- D. Work with other service groups in the community.

Program, Project and Party Ideas for DECEMBER:

Adopt-an-orphan * Caroling * Ring bell of
Salvation Army * Holiday assembly * Toy drive
* Decorate school; halls and trees * New Years
Eve dance * Breakfast with Santa * Singing
Holiday Carols * Snowball dance * Clone dance
* Elf Express * Toys-for-Tots * Red/Green Day
* Adopt- a-family * Teacher Ho-Ho-ing contest
* Holiday contest * Clothes drive * Trees for
senior citizens * Door decorating contest * Tree
lighting party

JANUARY

I. Board Meeting *(Suggestions for discussion/review)*

- A. President, share your goal(s) for the KAY Club for second semester.
- B. Hold a special meeting with the delegates who will be attending the unit conference to explain the conference. Please select members who are interested in attending and contributing.
- C. Send a summary of your first semester activities to KSHSAA (see Section 8 Forms of the KAY Handbook).
DUE JANUARY 15.
- D. Discuss a complete, detailed outline of all programs and projects for second semester. Check the goal award requirements to be sure you haven't overlooked anything.
- E. Prepare a handout of club activities for members. Include them on committees and listen to their suggestions.
Remember, "People support what they create."
- F. Reports from all committees.
- G. Consider a school assembly on automobile safety. Discuss severe winter driving, being stranded, survival and winter car maintenance.
- H. Plan a new-semester break. Provide popcorn, drinks and movies in the commons area.
- I. Discuss additional program ideas and community resources.
- J. Assign committees for the Valentines party
- K. Report on exciting opportunities for leadership and service. Are others following your example?
- L. Begin promoting KAY Leadership Camp.

II. Club Members

- A. Help with Valentine Party preparations.
- B. Select movies, popcorn for after school break.
- C. Be involved in safety assembly.

Program, Project and Party Ideas for JANUARY:

Back-to-school hop * Color Day * Snow
sculpture contest * Teacher appreciation *
Donkey basketball * Chemical free assembly *
Mr. Irresistible contest * Hawaiian Luau *
Community cleanup * Talent show * Holiday
tree collection

FEBRUARY

I. Board Meetings *(Suggestions for discussion/review)*

- A. Reports from those who attended the unit conference. Place news release in newspaper (see Section 8 Forms of the KAY Handbook).
- B. Finalize plans for Valentine Day activities.
- C. Contact local day care centers about decorating cookies for Valentine Day.
- D. Talk to nursing homes about substitute goodies (many cannot eat sweets).
- E. Start making plans for a "Celebration, Appreciation, Reflection" event for parents at the end of the school year, (set calendar date, facility, program).
- F. Conduct a "Dance for Heart" with the proceeds going to the American Heart Association (aerobic dancing, collecting pledges for each minute of dancing).
- G. Hold a community pep rally, focusing on opportunities for leadership and service and the rewards they provide the giver.
- H. Review Leadership Checklist - all participate.
- I. Begin discussing future leadership roles in club and attendance at KAY Leadership Camp.

II. Club Members

- A. Assist with all club activities.
- B. Line-up participants for the "Dance for Heart."

Program, Project and Party Ideas for FEBRUARY:

Singing Valentine * Lincoln Days (fund raiser) *
Bad joke contest * Pancake feed Teachers' baby
picture contest * Sell Val-o-grams * Valentine
card sale * The Dating Game * "Hush" Day *
Career Information Day

MARCH

I. Board Meeting *(Suggestions for discussion/review)*

- A. Begin securing KAY Leadership Camp delegates. Information will be available January/February at Unit Conference. Additional details can be found online.
- B. Appoint a nominating committee for your spring election (see Section 1 of the KAY Handbook).
- C. Select a community clean-up project and follow it with a pizza party, roller skating, or ice cream double dippers.
- D. Make plans for Easter:
 - 1. Purchase bunnies for Heifer Project International, PO Box 8058 Little Rock, AR 72203-8058;
PH: 1-888-5hungry or 501-907-2936; E-mail: Distribution@heifer.org
 - 2. Purchase Easter lilies to give to elderly families, hospitals.
 - 3. Organize an Easter egg hunt for community children
- E. Assign a committee to work on a spring retreat for retiring and new officers, board members and sponsors.
- F. Check progress on club projects for the rest of the year.
- G. Report on plans for "Celebration, Appreciation, Recognition" event for parents at the end of the school year.

II. Club Members

- A. Assist with Easter projects.
- B. Coordinate others to help with community clean-up.
- C. Organize a "Spring Ahead" campaign - (Assist senior citizens by setting clocks ahead at the beginning of daylight savings time and changing batteries in smoke alarms.)

Program, Project and Party Ideas for MARCH:

Sell green carnations * All-green Day * March of
Dimes fund raiser * Decorate bulletin boards *
Kite contest * Student recognition * Pat-o-grams *
Kite flying contest * Mardi Gras dress up * Midnight
movies * Clothes drive * Faculty variety show *
Elementary read-a-thon * Car inspection program *
Frisbee throwing contest * St. Pats' Green Donut Day

APRIL

I. Board Meeting *(Suggestions for discussion/review)*

- A. KAY Leadership Camp registration and fees are due to the KSHSAA, online. DUE May 1.

REMEMBER—

- Strongly encourage your new president to attend
- Send number of delegates based on your club size (no limits)
- Invest in your club's future leadership by paying delegates' fees
- Select alternates (for last minute cancellations) fees are non-refundable.

- B. Take care of election details:

1. Preparing ballots
2. Appointing tellers (duties/requirements for officers)
3. Speeches by sponsor and president on "Responsibilities and Rewards of Leadership" and "Leadership is action not a position."
4. Plans for installation of offices and board members.

- C. Plan an appreciation project for your sponsor(s).

- D. Work on Easter activities

1. Plan an Easter assembly and make contributions to worthwhile projects

- E. Ask all retiring officers and board members to complete their KAY folders. It should include bulletins, project notes, special materials and other helpful suggestions for their successors.

- F. Plan a farewell for the graduating senior members.

- G. Discuss plans for a retreat for new and retiring board members.

- H. Review leadership checklist - all participate.

II. Club Members

- A. Participate in club elections and installation.

- B. Help prepare for Easter activities.

- C. Be involved in the senior farewell and sponsor appreciation project.

Program, Project and Party Ideas for APRIL:

April Fools Day (Backwards Day) * Senior citizens dance * Leadership Day a-thons * Anything goes contest * Marathon dance * Hold-a-straight-face contest * Tug-o-war between classes * Faculty breakfast * Nursing home visits * Help special olympics * Topless car wash (wash top only) * Easter egg contest/hunt * Spring assembly Bunny-grams * Role reversals

MAY

I. Board Meeting *(Suggestions for discussion/review)*

- A. Complete End of Year Point, President's and Sponsor's reports to KSHSAA – DUE MAY 15.

- B. All officers and board members check with the point director on member participation in projects.

- C. Plan a meeting of retired board and new board members to discuss plans for next year.

- D. Hold a retreat for the new and retiring board members and make plans for next year.

1. Retiring president hand KAY Handbook to successor.

2. Retiring members tell what they've learned and give recommendations for the future.

3. New board select dates for projects, programs and parties for next year and place them on the calendar.

(Check with the principal's school calendar.)

- E. Set a date for the August board meeting.

- F. Discuss next year's membership drive (share ideas).

- G. KAY Leadership Camp reminders (dates, transportation).

- H. Put Regional Conference & Unit Conference dates on school calendar.

Program, Project and Party Ideas for MAY:

Campus cleanup * Luau * Senior farewell * Carnival Paper drive * Beach Day * All school picnic * Crazy 60's contest * Balloon lift-off * Plant trees * Installation of officers * Clean up empty lots

II. Club Members

- A. End-of-the-year celebrations.

1. Trash Bash — On the last day of school, provide trash containers and help custodians with removal.

2. KAY Cookie Close-out - provide cookies and punch for the final hurrah on grade card day.

3. Yearbook signing party - provide refreshments and music in a large area for this yearly event.

4. School cook-out - perhaps the cooks would consider a picnic. The principals might be persuaded to "fire-up-the-grill" and you could help serve the food.



AUGUST 2022



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20 KAY-1 due to KSHSAA
21	22	23	24	25	26	27
28	29	30	31			



SEPTEMBER 2022



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



OCTOBER 2022



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15 KAY Membership List/Club Goal Due
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



NOVEMBER 2022



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Area 6 HS - Regional Conference @ Maize HS	2 Area 6 MS - Regional Conference @ Wichita-Gordon Parks Academy	3 Area 2 - Regional Conference @ Yates Center HS	4	5
6	7 Area 1 - Regional Conference @ Hoyt-Royal Valley HS	8 Area 4 - Regional Conference @ Stockton HS	9 Area 5 - Regional Conference @ Meade HS	10	11 Area 3 - Regional Conference @ Council Grove HS	12
13	14	15	16	17	18	19
KAY CITIZENSHIP WEEK						
20	21	22	23	24	25	26
27	28	29	30			



DECEMBER 2022



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Area Sponsors Mtg. @ KSHSAA (T)	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



JANUARY 2023



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 Area Presidents Mtg. @ KSHSAA	10	11	12	13	14
15 Semester Report Due	16	17	18	19	20	21
22	23	24	25 Unit Conference @ WaKeeney-Trego Community HS	26 Unit Conference @ Pomona-West Franklin MS	27	28
29	30	31				



FEBRUARY 2023



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Unit Conference @ Kensington-Thunder Ridge HS	2	3	4
5	6	7 Unit Conference @ Johnson-Stanton Co. MS	8 Unit Conference @ Ransom-Western Plains HS	9 Unit Conference @ Centralia HS	10 Unit Conference @ Lenexa-St. James Academy	11
12	13 Unit Conference @ McPherson HS	14 Unit Conference @ Maize MS	15 Unit Conference @ Hiawatha HS	16	17 Unit Conference @ Cherryvale HS/MS	18
19	20	21	22	23	24	25
26	27	28				



MARCH 2023



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Spring Bulletin Election Email	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



APRIL 2023



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Deadline for date for Vinson Scholarship application and support materials Deadline to sign up to sell programs at state track
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	26	26	27	28	29
30						



MAY 2023



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 KAY Camp Registration Due	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Deadline date for presi- dents, sponsors, point reports and club comments to KSHSAA.	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



JUNE 2023



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1—KLC Payments are due	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



JULY 2023



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Reminder letter to KLC Campers and parents	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
DON'T FORGET KAY LEADERSHIP CAMP — JUNCTION CITY, ROCK SPRINGS RANCH JULY 24-28						
30	31					

SECTION 3 – CAMP AND CONFERENCES

REGIONAL CONFERENCES

Regional Conferences, held in the fall, afford opportunities for student leaders and sponsors from neighboring clubs to share successes and challenges, and to exchange ideas. Highlights of each conference include a speech by an exciting, motivational and respected individual, Club Goal Recognition, Area Project Reports and a Message from the state director and outgoing Area President. Clubs are encouraged to send their sponsor, president, and other officers/board members. These conferences inspire delegates to return to their clubs to challenge their members. Dates and information may be found in Section 3 of the KAY Handbook.

UNIT CONFERENCES

Unit Conferences, held during the winter months, are designed to focus on club leadership on the local level. The half-day conference gives students the opportunity to share projects and program ideas, to develop leadership skills and to participate in time management activities. Clubs are encouraged to bring 25 members to this half day conference. Wearing KAY Club t-shirts is encouraged! Dates and detailed information are located in Section 3 of the KAY Handbook.

SPONSOR SESSION

The KAY Sponsor Session is held in mid-September on even numbered years. This special event provides a tremendous opportunity for all sponsors to understand the important role they have of providing leadership and guidance for their KAY Club. In addition to discovering the rewards of service in their lives and how they can motivate and inspire students in their KAY club

KAY LEADERSHIP CAMP

KAY Leadership Camp provides students the opportunity to develop leadership potential, to enrich personalities, to create an awareness of citizenship responsibilities and to develop a desire to become involved in those programs and projects which help to build a better world in which to live.

Background—In the early years of KAY, two summer camps were held, one for boys and one for girls. The boys' camp was eventually discontinued leaving only Kayette Leadership Camp. Because of the increasing number of co-ed KAY Clubs, the KSHSAA again offered summer leadership training for all members of the Kansas Association for Youth with the 1988 co-ed session of KLC.

KAY camps have been rated by several national groups as one of the finest leadership-training programs in the nation. KLC is held at Rock Springs 4-H Center (south of Junction City). Camp Brochures, containing facts and instructions are provided in the winter/spring to each club and its delegates.

IMPORTANT CAMP MATERIALS ARE GIVEN TO ALL KAY CLUBS IN JANUARY/FEBRUARY AT THE UNIT CONFERENCES.

Sponsors picking up campers on the last day of camp (Friday) are strongly encouraged to attend the Closing General Session (approximately 9:45 AM).

KAY LEADERSHIP CAMP

ROCK SPRINGS 4-H CENTER • JUNCTION CITY, KANSAS

July 24-28, 2023

Exciting plans are underway for KLC (KAY Leadership Camp), designed for students to have the opportunity to learn leadership techniques, methods of group guidance and ideas for programs, projects and parties. As you meet KAY members from across Kansas, you will have the opportunity to share ideas and have a great deal of fun!



KAY Leadership Camp is held at the Rock Springs 4-H Center south of Junction City. The five days of camp will bring together many caring people with skills, experience and insight to share with others. The spirit, confidence and enthusiasm generated at KLC is truly amazing!

KAY Leadership Camp 2023 begins on Monday, July 24 with registration from noon to 1:30 p.m. and will conclude at 11:00 a.m. on Friday, July 28. A wide variety of activities take place during the week—team and mascot meetings, leadership labs, creative projects and special interest options. Each day will offer several recreational activities—archery, basketball, canoeing, crafts, dance, games, ga-ga ball, horseback riding, mountain biking, rock wall climbing, swimming, volleyball, whiffleball and yoga. To avoid accidents, strict safety precautions are used. Capable instructors are provided for all recreational classes. An optional all-camp swim is available each day as free time.

The finale of each day is an evening program presented by dynamic speakers and participation by campers. The last night of camp includes a banquet, special general session and traditional campfire.

The camp staff is made up of approximately thirty outstanding individuals, carefully selected on the basis of character, ability to work with young people, for their commitment to reach the highest goals and ideals, and for their enthusiasm, motivation and confidence they instill in young people. They have all been former, outstanding leaders in their local KAY organizations and communities.

KAY Leadership Camp brochures, along with posters promoting camp are given to all KAY clubs in January/February at Unit Conference.

It is highly recommended that your KAY club have student representatives attend KLC. The leadership training, new ideas and confidence these campers receive will benefit your club and the new KAY school year, tremendously. Their motivation and enthusiasm will be quite contagious

HOW DO I REGISTER MY MEMBERS FOR CONFERENCES AND KLC?

Step 1: Go to <https://www.kshsaa.org/School/Login.cfm>

Step 2: Get your log information if you don't have it from your school administrator or email levans@kshsaa.org

Step 3: Once logged in select ACTIVITIES from the top of the page.

Step 4: Scroll down to KAY and select the appropriate item to register for

Step 5: Follow the prompts and/or instructions and submit registration.

Step 6: An invoice will be emailed to your Athletic Director, the following Wednesday after you enroll.

2022 KAY REGIONAL CONFERENCES

“SERVICE with PURPOSE”

8:15-8:35	Arrival/Check-In/Refreshments
8:20-8:40	Refreshments for Sponsors (sponsors room)
8:20-8:30	Meeting for all Area President Candidates (designated room)
8:45-8:55	Mixer/Activity (student activity)
8:45-8:55	Meeting for all Sponsors (sponsors room)
9:00-10:00	Opening General Session (special presentation, award recognition)
10:10-10:35	Presidents Meeting with State Director
10:10-10:35	SWAP & TALK (delegates divided into groups)
	A. Swap & Talk
	B. Swap & Talk
	C. Swap & Talk
	D. Swap & Talk
	E. Swap & Talk
	F. Swap & Talk
10:40-11:10	"TODAY FOR TOMORROW" (Club Time)
11:40-12:00	New Sponsors meet with mentors (sponsors room)
11:15-11:35	“Laugh, Love & Lift” Session A (motivational, self-help skills: service agencies)
11:40-12:00	“Laugh, Love & Lift” Session B (motivational, self-help skills: service agencies)
12:00-12:55	Sponsors Meeting/Lite Lunch (sponsor room)
12:05-12:35	Student "Lunch Break"
12:40-12:55	"SERVICE & RESPONSIBILITY" (student activity at direction of Area Presidents club)
1:00-1:25	Area President Election
1:25-1:40	Area Project Report
1:40-2:00	Closing General Session (area president speech; celebration, leadership recognition)
2:00	Conference Adjourned

Delegate Invitation

New this year, each school can bring up to 8 delegates from your club. If a club would like to bring 1-2 additional officers/board members, they must get permission from their host club sponsor before registering.

Registration Form/Fees

Form – Regional Conference Registration Form (KAY-2) is located online under the sponsor login. Please complete the form and submit, even if not attending two weeks from conference date.

Fees – student delegates and sponsors—\$10 each (includes refreshments, lunch, speaker and materials)

Once online form is submitted, an email confirmation will be sent to host school. Any changes will be made through the KSHSAA office by contacting levans@kshsaa.org

Invoices will be emailed to the AD of schools the day after the conference date, and checks will be PAYABLE TO KSHSAA.

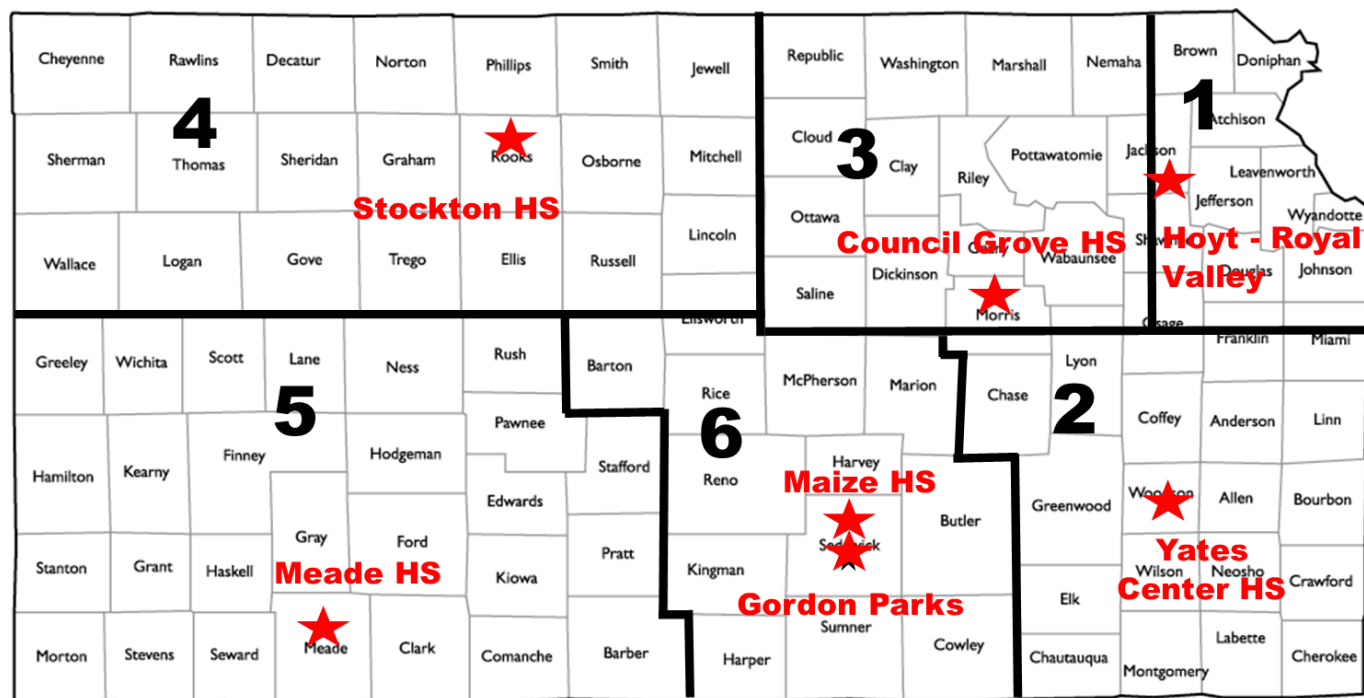
ATTENDANCE: There is no refund for schools and sponsors that do not attend the RC. Clubs are required to pay the conference fee for all registered students delegates/sponsors.

Please be sure to notify your host if you are not attending.

2022 CONFERENCES

AREA	HOST SCHOOL(S)	DATE	REGISTRATION
1	Hoyt-Royal Valley HS	November 7	October 24
2	Yates Center HS	November 3	October 20
3	Council Grove HS	November 11	October 28
4	Stockton HS	November 8	October 25
5	Meade HS	November 9	October 26
6	Maize HS	November 1	October 18
6	Wichita-Gordon Park Academy	November 2	October 19

YOUR CONFERENCE CENTER IS INDICATED ON THE MAP BELOW



KAY REGIONAL CONFERENCE INFO

Conference Attire

- KAY Regional Conferences are always attended by the finest young leaders. The way students dress indicates pride in their school and club.
- Student leaders /sponsors will be asked to dress appropriately for the conference (slacks, dresses).
- Sponsors - this is a state conference and these student leaders are role models. Please visit with your delegates about appropriate attire.

Behavior/Respect

- Please be on time and show respect to student and adult speakers by giving your attention. Your behavior reflects upon you, your club and your school.
- Encourage members to introduce themselves to other KAY members from other schools.

Pre-Conference Preparation

- Have a brief meeting prior to the conference with all delegates. Explain what a regional conference is and show them the program schedule.
- Encourage your delegates to use the day wisely.

Delegate Assignments

- Assign delegates to a different discussion groups. This will allow clubs to take home many fine ideas.
- Prepare to participate. Review all of your projects, programs and parties. A successful conference is made by enthusiastic and responsive delegates. Remember, something old for you may be new for others!

Swap & Talk

- Swap & Talk is a valuable opportunity for student delegates to share and exchange service project ideas.
- Sponsors are encouraged to review material with their conference delegates.

Conference Collection - Vinson Scholarship and Camp Fund

- All clubs are encouraged to make a donation to the conference collection.
- Make checks payable to: VINSON SCHOLARSHIP FUND
- See page 3-6 of this section for giving amount ideas.

Selection of Area Presidents

- Each area will elect a new Area President at the RC.
- See qualifications, responsibilities, duties on page 3-7
- Nomination information will be communicated to all KAY clubs September 15.

CONFERENCE PREPARATION

Our Conference Delegates

- | | |
|-----|--|
| 1. | • Register online |
| 2. | • Request for transportation made |
| 3. | • Departure time |
| 4. | • Pre-conference meeting held for all delegates |
| 5. | • Special preparations completed (if presenting) |
| 6. | • Donation for conference collection |
| 7. | • List of delegates turned into school office (for absences) |
| 8. | |
| 9. | |
| 10. | |

Wanda May Vinson Scholarship

Wanda May Vinson founded the Kansas Association for Youth and directed the organization for 36 years. Through her guidance the KAY program became a nationally acclaimed organization which has provided thousands of Kansas youth the opportunity to receive leadership training and to assume citizenship responsibilities by serving their school, community, nation and world.

The Vinson Scholarship Fund was established in 1957. Miss Vinson wanted to help graduating seniors who provided outstanding leadership in the Kansas Association for Youth further their education. Those KAY members who achieved high scholastic standing and made contributions of service to their school and community were eligible to apply for a Vinson Scholarship.

2022 marks the 65th year of awarding Wanda May Vinson Scholarships. During this span of time, six hundred students have received these scholarships, this year reaching a total amount of \$142,000.00.

In addition, since 2006, 223 scholarships at \$50 each have been awarded to KAY clubs for KAY Leadership Camp attendance. In 2022 this total reached \$11,100.00. The grand total for all Vinson Scholarships equals \$153,100.00

HOW ARE THESE SCHOLARSHIPS FUNDED?

The money for these scholarships are made possible through gifts from KAY members of Kansas and by other supporters of the Kansas Association for Youth. A large donation each year is received from campers at KAY Leadership Camp and at the fall Regional Conferences.

Clubs may make a donation to the Vinson Scholarship Fund any time during the year. The Regional Conference Collection provides a great way for clubs to support this fund.

So what should a club give? Some options:

- \$1.00 per member; \$2.00 per member
- \$.76 per member; \$7.60 per member
- \$76.00 for the 76th Year
- Any other amount – i.e., \$50.00, \$100.00

Remembering that “Something Is Better Than Nothing”, give what your club can afford.

If donating at Regional Conference: Give your check to your Area Sponsor upon arrival.

If donating via US Mail: Vinson Scholarship

Attn. Annie Diederich
KSHSAA
601 SW Commerce Place
Topeka, KS 66615

2022 KAY REGIONAL/AREA PRESIDENTS

Area 1



Caroline Chiddix
Carbondale-Santa Fe
Trail

Area 2



Alexis DeLong
Cottonwood Falls-
Chase County

Area 3



Kyra Bergman
Centralia

Area 4



Harlie Bittel
Ellis

Area 5



Nevaeh McVey
Otis-Bison

Area 6



Emmalynn Kohl
Maize

REGULATIONS FOR ELECTING AREA PRESIDENTS

QUALIFICATIONS OF THE CANDIDATE

1. SHALL BE a student in high school, junior high or middle school during the 2022-2023 school year and shall have served or be serving as an officer or board member of his or her local club.
2. SHALL BE an active member of the Kansas Association for Youth. Active Member shall be interpreted to mean the nominee has assumed responsibility for projects or programs and has carried through with the ideas.
3. SHALL BE a respected and dependable person and a positive role model.
4. SHALL HAVE the approval of his or her principal, sponsor and board members to run for this office.

CANDIDATE RESPONSIBILITIES

1. NOTIFY KSHSAA - Send nominee's name to KSHSAA no later than TEN DAYS prior to the conference.
2. NOTIFY AREA CLUBS within the assigned area of his or her candidacy and qualifications. (optional)
3. NOMINATION at CONFERENCE-- Arrange for a nominator to give a one and-a-half minute speech outlining the candidates qualifications. (time enforced)
4. SPEECH -The candidate will give a 2 minute speech defining why they want to be an area president. Upon notification of their candidacy, the KSHSAA will send speech guidelines.
5. RESPOND TO QUESTION - Each candidate will respond to a question posed by the current area president. A list of those questions will be sent from the KSHSAA upon notification of candidacy.

AREA PRESIDENT DUTIES

1. SHALL ATTEND KAY Leadership Camp and conduct 1-2 sessions for area clubs.
2. SHALL ATTEND a training meeting of all Area Presidents following the conclusion of all seven Regional Conferences.
3. SHALL WRITE three bulletins containing ideas and news to each local president within his or her area.
4. SHALL ANSWER correspondence from local clubs and the KSHSAA office.
5. SHALL ACTIVELY PROMOTE attendance for KAY Leadership Camp and Conferences within their area and own club.
6. SHALL GIVE a ten minute speech during the KAY Regional Conference and preside at all general sessions of that conference.

2022 KAY REGIONAL/AREA SPONSORS

Area 1



Mary Burgett
Carbondale-Santa
Fe Trail HS

Area 2



Sam Cahoon
Cottonwood Fall-
Chase County HS

Area 3



Erica Allen
Holton MS

Area 4



Nicole Carroll
Ellis HS

Area 5



Audrey Austin
Macksville HS

Area 6



Emilea Harlin
McPherson HS

SERVING AS A KAY AREA SPONSORS

Each fall at KAY Regional Conferences across the state, 3 KAY Area Sponsors are selected by their peers to serve a 2 year term. This year (2022) Areas 2, 4, 6 will select a new area sponsor. Next fall (2023) Areas 1, 3, and 5 will make their selections.

WHY SERVE AS A KAY AREA SPONSOR

- GREAT way to get motivated for the year
- GAIN a better understanding of the KAY program
- DEVELOP friendships with sponsors from other areas of the state
- GENERATE exciting ideas and techniques from networking together
- REWARDING opportunity to represent KAY clubs in your geographical area
- EXCITING way to spend a day away from the classroom (at KSHSAA expense)
- OUTSTANDING opportunity to give back to the KAY program and your area clubs

QUALIFICATIONS OF THE CANDIDATE

1. Shall have sponsored an organization for at least two years.
2. Shall have attended at least two KAY Regional Conferences.
3. Clubs must have earned at least two awards under his or her leadership.

RESPONSIBILITIES OF THE SPONSOR

1. May serve a term of two years. (November-November)
2. Shall attend a fall meeting in Topeka to work with KSHSAA staff on the program for the coming year. All travel expenses are paid by the KSHSAA
3. May request and compile ideas and challenges from sponsors within the region.
4. Shall conduct sponsor's sessions at KAY Regional Conferences.
5. May communicate with other area sponsors, sharing ideas, challenges and concerns.
6. Shall assist with the KAY Sponsors Session as a Small Groups Session moderator (sponsor session conducted in September of even-numbered years)

2023 KAY UNIT CONFERENCES

“SERVICE with PURPOSE”

8:00 - 8:30	Check In: Refreshments for delegates and sponsors
8:35 - 8:55	Presidents Meeting with State Director
8:40 - 8:55	“To Enjoy Fun and Laughter” - Student Activity
9:00 - 9:35	Opening General Session
9:40 - 9:55	“Finding My Purpose” small group activity
9:40 - 10:45	Sponsors Meeting
10:00 - 10:20	Laugh, Love & Lift Session A (speakers)
10:25 - 10:45	Laugh, Love & Lift Session B (speakers)
10:50 - 11:10	“Service with Purpose” group service project
11:15 - 11:30	Closing General Session

PARTICIPATION POINTERS

PRESIDENTS MEETING at 8:35 a.m. with the State Director. Presidents will be seated on stage for the Opening General Session to share information specific to their club with the delegation. Information will be discussed at the 8:35 a.m. meeting.

“To Enjoy Fun and Laughter” EXCITING HOST CLUB ACTIVITY at 8:35 a.m.. Activity will be directed by the host club.

“Finding My Purpose” - focus on brainstorming ideas for simple effective ways for KAY members to make a difference.

LAUGH, LOVE & LIFT - designed to be interesting, informative and provide ideas for club programs. The host club will identify speakers for these sessions.

“Service with Purpose” - involvement of all delegates and sponsors working together on a service project at the direction of the host club.

FEES/REGISTRATION

- Registration Form KAY-3 (submit online)
- Registration Deadline (2 weeks in advance of conference date) – IMPORTANT!
- Fee \$3.00 per student and sponsor (invoice will be sent to the AD the day after the conference). All checks PAYABLE TO KSHSAA. NON-REFUNDABLE WHEN REGISTRATION SUBMITTED.
- PLEASE NOTIFY KSHSAA OF ANY CHANGES - levans@kshsaa.org

STUDENT DELEGATES/ATTIRE

- Student Delegates - clubs limited to 25 students. Additional students permitted with permission of host.
- Attire-clubs are encouraged to wear KAY club/camp t-shirts.

PRE-CONFERENCE PREPARATION

- Club Sponsors/Presidents- have a brief meeting, prior to the conference, with all delegates to explain what a unit conference is all about
- Discuss the program schedule above and address conference attire.
- Using the day wisely and representing your school well should be strongly encouraged.

DAY OF SERVICE

- Consider using the afternoon on your return trip for a service project/activity (schedule visit/activity at senior citizen home; assist at soup kitchen, projects at Ronald McDonald House)
- Make contact in advance to schedule activity.

2023 KAY UNIT CONFERENCES

NOTE: Kays indicates an all male club. All other clubs listed are Kayette (girls) or KAY (co-ed).

Wednesday, January 25 – WAKEENEY-TREGO COMMUNITY HS– *LaTrisha Flax, Host Sponsor*

Ellis, Ellis JH, Hill City, Hill City JH, Hays MS, Quinter HS, WaKeeney-Trego Community, WaKeeney-Trego Community JH, Winona-Triplains

Thursday, January 26 – POMONA-WEST FRANKLIN MS– *Trisha Rogers, Host Sponsor*

Cottonwood Falls-Chase County JH, Lexington Trail MS, Mill Creek MS, Olathe-California Trail MS, Olathe-Chisholm Trail MS, Olathe-Frontier Trail MS, Olathe-Indian Trail MS, Olathe-Mission Trail MS, Olathe-Oregon Trail MS, Olathe-Pioneer Trail MS, Olathe-Prairie Trail MS, Olathe-Santa Fe Trail MS, Olathe-Summit Trail MS, Paola MS, Pomona-West Franklin MS, Santa Fe Trail JH

Wednesday, February 1 – KENSINGTON-THUNDER RIDGE HS– *Kathi Boden & Robin Billings, Host Sponsors*

Almena, Northern Valley, Belleville-Republic County, Kensington-Thunder Ridge, Lincoln, Logan, Norton Community, Norton Community JH, Osborne, Phillipsburg, Scandia-Pike Valley, Stockton, Sylvan-Lucas Unified

Tuesday, February 7 JOHNSON-STANTON COUNTY MS – *Melissa Bolivar, Host Sponsor*

Cimarron, Cimarron JH, Holcomb, Holcomb MS, Johnson-Stanton County MS, Kismet-Southwestern Heights, Meade, Montezuma-South Gray, Satanta, Sublette

Wednesday, February 8 – RANSOM-WESTERN PLAINS HS – *Pat Flax, Host Sponsor*

Ellinwood, Great Bend Kayettes, Great Bend Kays, Hoisington, Hoisington MS, Jetmore-Hodgeman County, Kinsley, Macksville Kayettes, Macksville Kays, Ness City, Otis-Bison, Ransom-Western Plains, Rozel-Pawnee Heights, St. John-Hudson Kayettes, St. John-Hudson Kays

Thursday, February 9 – CENTRALIA HS – *Lora Whetzel, Host Sponsor*

Alma-Wabaunsee, Axtell, Blue Rapids-Valley Heights, Centralia, Fort Riley MS, Junction City, Junction City MS, Manhattan-Eisenhower MS, Manhattan-Susan B Anthony MS, Marysville, Onaga, Seneca-Nemaha Central, Wamego

Friday, February 10 – LENEXA-ST. JAMES ACADEMY– *Julie Curnes, Host Sponsor*

Burlingame, Cottonwood Falls-Chase County, Council Grove, Emporia, Eskridge-Mission Valley, Garnett-Anderson County, Lenexa-St. James Academy, Olathe East, Olathe North, Olathe Northwest, Olathe South, Olathe West, OP-Blue Valley, OP-Blue Valley North, OP-Blue Valley Northwest, OP-Blue Valley Southwest, Osawatomie, Paola, Santa Fe Trail, Topeka-Washburn Rural

Monday, February 13 - McPHERSON HS – *Emilea Harlin, Host Sponsor*

Abilene, Andover Central, Burrton, Cunningham, El Dorado, El Dorado MS, Halstead, Halstead MS, Haven, Lindsborg-Smoky Valley, McPherson, Pratt, Whitewater-Remington MS, Wichita-Gordon Parks Academy, Wichita-Kapaun Mt. Carmel

Tuesday, February 14 – MAIZE MS – *Celina Soukup, Host Sponsor*

Argonia, Arkansas City, Arkansas City MS, Clearwater, Clearwater MS, Derby, Derby MS, Derby North MS, Douglass, Garden Plain, Goddard-Eisenhower, Goddard, Haysville Campus, Maize, Maize MS, Maize South, Maize South MS, Mulvane, Norwich, Oxford, Rose Hill

Wednesday, February 15 – HIAWATHA HS – *Vickie Schuetz, Host Sponsor*

Atchison MS, Bonner Springs, Effingham-Atchison County Community, Hiawatha, Highland-Doniphan West, Holton, Holton MS, Horton, Hoyt-Royal Valley, Kansas City-Turner, Lansing, Leavenworth, Sabetha, Wetmore

Friday, February 17 CHERRYVALE MS/HS– *Savana Debo, Host Sponsor*

Altamont-Labette County, Arma-Northeast, Buffalo-Altoona Midway, Caney Valley, Chanute, Chanute-Royster MS, Cherokee-Southeast, Cherryvale MS/HS, Erie, Girard, Independence, Independence MS, Independence-St. Andrews MS, Moran-Marmaton Valley, Oswego JH/HS, Yates Center, Yates Center MS

2023 KAY LEADERSHIP CAMP

ROCK SPRINGS 4-H CENTER – JUNCTION CITY, KS

July 24-28, 2023

Exciting plans are underway for KLC (KAY Leadership Camp), designed for students to have the opportunity to learn leadership techniques, methods of group guidance and ideas for programs, projects and parties. As you meet KAY members from across Kansas, you will have the opportunity to share ideas and have a great deal of fun!

KAY Leadership Camp is held at the Rock Springs 4-H Center south of Junction City. The five days of camp will bring together many caring people with skills, experience and insight to share with others. The spirit, confidence and enthusiasm generated at KLC is truly amazing!

KAY Leadership Camp 2023 begins on Monday, July 24 with registration from noon to 1:30 p.m. and will conclude at 11:00 a.m. on Friday, July 28. A wide variety of activities take place during the week, such as team and mascot meetings, leadership labs, creative projects and special interest options. Each day will offer several recreational activities, including: archery, basketball, canoeing, crafts, dance, games, ga-ga ball, horseback riding, mountain biking, rock wall climbing, swimming, volleyball, whiffleball and yoga. To avoid accidents, strict safety precautions are used. Capable instructors are provided for all recreational classes. An optional all-camp swim is available each day as free time.

The finale of each day is an evening program presented by dynamic speakers and participation by campers. The last night of camp includes a banquet, special general session and traditional campfire.

The camp staff is made up of outstanding individuals, carefully selected on the basis of character, ability to work with young people, their commitment to reach the highest goals and ideals, and for their enthusiasm, motivation and confidence they instill in young people. They have all been former, outstanding leaders in their local KAY organizations and communities.

KAY Leadership Camp brochures, along with posters promoting camp are given to all KAY clubs in January/February at Unit Conference.

It is highly recommended that your KAY club have student representatives attend KLC. The leadership training, new ideas and confidence these campers receive will benefit your club and the new KAY school year, tremendously. Their motivation and enthusiasm will be quite contagious.

Online Registration is due at KSHSAA May 1!

KAY leadership camp is limited to the first 285 student to register.

With the popularity of KAY Leadership Camp, May 1 may be too late to register.

1. WHO ATTENDS CAMP

- Any KAY member (boy or girl, grades 6-12) wishing to attend may do so with sponsor's approval.
- It is highly recommended that the new club president attend camp!!
- There is no limit on the number of students who can represent their club at camp, and camp delegates do not have to be an officer or board member in their club
- Please consider your club size when sending delegates to camp.

		Suggested Camp Delegates per Club Membership (More Welcome)							
No. Delegates	3	4	5	6	7	8	9	10	
Membership	1-25	26-50	51-100	101-150	151-200	201-250	251-300	301-350	

2. JANUARY/FEBRUARY CAMP MATERIALS

Camp Posters, Camp Brochures, Information of making money for camp (sell programs at the KSHSAA state track & field meet), camp scholarship opportunities (KAYAN Hardship, and a \$50 Vinson camp scholarship drawing).

3. ALL CAMPERS MUST HAVE A BROCHURE

Additional brochures are available and are also located online. Make sure that every member who actually becomes a camp delegate has a brochure/insert.

4. ALTERNATES

Select alternates at the same time you select camp delegates. This will prepare you for any last minute panic in the event one of your delegates is unable to attend. If a delegate cannot attend, please give a brochure to the alternate and send the name and address of the alternate to levans@kshsaa.org. If a last minute change is necessary, alternates may enroll at registration. Same gender alternates are required. Pre-camp financial obligations prevent the refunding of camp fees, therefore, alternates are important!

5. Our potential camp delegates for 2023 are:

Student	Fee Paid	Online Registration Completed	Youth Participation Form (bring to camp)	Has Camp Brochure
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9. Alternates:				
10. Alternates:				

PLEASE ENCOURAGE YOUR NEW PRESIDENT TO ATTEND CAMP

SECTION 4 – SERVICE PROJECTS

Service projects involve people, people within your club, your school, your family, your community, your nation and your world. Service projects produce awareness and put citizenship into action and help develop a love for humanity.

Sponsors should advise clubs to choose feasible projects which will be successfully completed. Projects should also have an interest appeal to the entire membership. Programs can inform and stir up interest before a project is undertaken.

Most of the projects suggested in this handbook are suitable for all KAY clubs, however, please notice that some projects are most suitable for senior high students. We recommend that those which require service instead of money be adopted by middle/junior high school clubs. Projects which do not require night meetings, or which take little or no school time outside of the scheduled club period, usually are much easier for middle/junior high school students.

Service projects are categorized into four areas, school, community, nation and world. Recreational and financial projects may fall under any area of service. A list of theme ideas for projects, programs and parties is also contained in this publication.

Service projects require careful planning. Committees or teams will be utilized in most projects. The entire club membership should desire to be involved in a chosen project, and good organization will use all those who have that desire. (Please refer to “Point System” section of this handbook for information concerning earning points and awards).

MAKE YOUR SERVICE PROJECTS FUN AND BENEFICIAL!

When you are preparing for your next service project, use this check off sheet as a guide.

DURING THE PREPARATION STAGE OF THE PROJECT ASK YOURSELF:

- ✓ What does my school and community need? Are you doing projects of service for someone or something? Choose a project that will really benefit someone. Brainstorm ideas for ways you can change things or help someone.
- ✓ What are we trying to accomplish? Plan your course of action. Decide the best way to conquer the task at hand. Answer questions such as who, what, when, where, why and how. Also, make sure everyone in your organization is informed and involved.
- ✓ Who are we helping? Who are the recipients of the project? Are you choosing a project that will benefit them? Communicate with the recipients. Ask them questions. Find out what they need.
- ✓ What do we really know about this? Educate yourself about the task at hand. Learn as much information as possible about the service project and the recipients through any resources available. Have a speaker come to the next meeting to talk about the problem you chose to solve. Service can be a great learning experience for your club. This can be a great way to help your club empathize and understand the importance of the service.

WHEN YOU ARE PERFORMING THE ACTION OF YOUR PROJECT, ASK YOURSELF:

- ✓ Are we accomplishing our goal? You've made a plan of action and now you need to carry it through. This is a great opportunity for your club to collaborate and achieve the objective you set out to accomplish. Make sure you're staying on course.

REFLECT ON THE PROJECT BY ANSWERING THESE QUESTIONS:

- ✓ Did we really solve the problem? Is your service going to make a difference in the long run or is it a quick fix to the problem? If you haven't made a permanent difference, consider brainstorming more ideas to solve the problem.
- ✓ How could things have been done better? We can learn a lot by discussing the project after it's over. You can come up with better methods for communication leadership roles and future projects. Share your successes and failures. Use this as a learning tool for your future.
- ✓ Are we having fun? Celebrate a little too! Service should be fun during and after the project. Choose a creative way to reflect upon your service project.

The stages above involve three important steps: preparation, action and reflection. These three steps comprise a method known as Service Learning. The idea is to help students learn real world application of academic and functional skills.

For ideas on school, community, national, and world service project ideas use online searches and/or email levans@kshsaa.org for a list of ideas.

SECTION 5 – FINANCE AND FUN

FINANCIAL PROJECTS

Auction

- (See World Projects—White Elephants for the World)

Bake Sale Balloons

- Oriental Trading Co., 4206 So. 108th St., Omaha, NE 68137-1215; PH: 1-800-228-2269; FAX 1-800-327-8904; Special event planning: 1-800-228-0039. www.orientaltrading.com.

Barbecue

Birthday Calendars

- Members of the community will pay 50 cents to have their name printed on their birth date. Many businesses will pay for a small ad on the front. Sell calendars for \$1.

Box Supper

1. Backwards Box Supper (Boys bring boxes, girls bid)
2. Christmas Box Supper (Santa auctions)

Brick Sale

- Sell symbolic “bricks” to build your Partnership project. You can sell real ones, paper-mache, or those on a brick wall of your school. Outline the future classroom on the wall and have purchasers sign their brick.

Bulletin Boards-

- Make bulletin boards for teenagers’ rooms. Construct several sizes.

Cake Walk

Candles, Cards and Gift Kits—Suppliers

- Americas Best, PO Box 931, Montgomery, AL 36106, PH: 1-800-633-6750
- Deli International Omaha L.L.C., 13335 C St., Omaha, NE 68144; PH: 1-800-456-6508; FAX: 402-334-7440; www.deliinternational.com
- GBI Marketing 220 South St., Bernardston, MA 01337; PH: 1-800-351-1533; FAX: 413-548-5395. Fundraising distributor of quality products such as Yankee Candles, Old Farmer’s Almanac, Radco Ornaments & Brown Family Farm Maple Products.
- Oriental Trading Co., 4206 So. 108th St., Omaha, NE 68137-1215; PH: 1-800-228-2269; FAX 1-800-327-8904; Special event planning: 1-800-228-0039. www.orientaltrading.com.

Candy—Suppliers for Fundraising

- Americas Best, PO Box 931, Montgomery, AL 36106, PH: 1-800-633-6750; 50¢ lollipops and \$1 chocolate bar; cookie dough.
- Oriental Trading Co., 4206 So. 108th St., Omaha, NE 68137-1215; PH: 1-800-228-2269; FAX: 1-800-327-8904;
- Special event planning: 1-800-228-0039. www.orientaltrading.com.
- QSP, Hershey Chocolate, 2375 Wall St., Suite 100, Conyers, GA 30013; PH: 1-800-341-4454; www.QSP.com World’s Finest Chocolate, 4801 S. Longdale Ave., Chicago, IL 60632; PH: 1-888-821-8452

Car Parking Service Car Wash

Cards, Note Cards, Stationery, Gift Wrap, Calendars, Posters—Suppliers

- Planning calendars—Contact Americas Best, PO Box 931, Montgomery, AL 3106, PH: 1-800-633-6750
- Oriental Trading Co., 4206 So. 108th St., Omaha, NE 68137-1215; PH: 1-800-228-2269; FAX 1-800-327-8904;
- Special event planning: 1-800-228-0039. www.orientaltrading.com.

Carnival Carolgrams

- (also adaptable to Singing Valentine’s) Announce your club will be delivering Carolgrams (singing telegrams), during the week before Christmas. Take orders from people in your community and school who wish to send a message to their friends and relatives. A small fee may be charged and money given to community, nation or world service organization.

Catering

- Serve refreshments during an Open House for a business or home; Serve a meal for service clubs.

Check Stand

- This could be used for P.T.A. meetings, athletic events, plays, etc.

Chili Feed Chocolate—Supplier

- QSP, Hershey Chocolate, 2375 Wall St., Suite 100, Conyers, GA 30013; PH: 1-800-341-4454; www.QSP.com

Christmas Stockings, Trees & Wreaths

- Begin in October to make stockings of red felt or velvet. Display in stores in November and December. Trees can be made of paper or plastic dry cleaning bags. Wreaths may be made of silver candy kisses.

Concessions at Games, Auctions or Community Events Cookies—Supplier

- Little O' Cookie House. Frozen cookie dough-10 varieties. 305 Main, PO Box 396, Little River, KS 67457; PH:1-800-276-4770; FAX: 1620-897-5599; www.cookiehouse.com; wade@cookiehouse.com QSP, 2375 Wall St., Suite 100, Conyers, GA 30013; PH: 1-800-341-4454; www.QSP.com

Costume Square Dance Cutlery

- A proven fund-raiser "It Sells Itself." Complete line of kitchen cutlery and many kitchen related utensils. Supplier: Rada Mfg. Co., P.O. Box 838, Waverly, IA 50677 PH: 1-800-311-9691; www.radacutlery.com

Cup Cake Sale Dance Doughnut Sale First Aid Kits**Folders, School Items**

- Two pocket folders (with and without school policies); Student assignment planners; Calendars; Book covers. Contact: Mardra Sikora, Progress Publications, 11616 I St., Omaha, NE 68137; PH: 1-800-365-3377; FAX: 402- 330-8271

Frozen, Specialty Foods—Suppliers

- Deli International Omaha L.L.C., 13335 C St., Omaha, NE 68144; PH: 1-800-456-6508; FAX: 402-334-7440; www.deliinternational.com

Fruit Cakes Fund Raising**Ground Hog Supper****Guessing Booth**

- Place M&M's in large jar in booth. Sell guesses for 5 cents each. Winner receives prize and proceeds go to a service project.

Halloween "Ghoul-o-grams"

- Tootsie Roll pops are covered with Kleenex and secured with tape around the base of the top, thus resembling a ghost. The buyer may write a message on attached card and have it sent to whomever—cost 25¢ each.

Hayride

- Hire a farmer to take paying members on a hayrack ride around his farm. Let afternoon conclude with a picnic.

Homecoming

- Plan entire program and charge for donated refreshments.

Hood Day

- Students at school pay a fee to wear a hat in school all day.

Housecleaning "Spic n' Span Days"

- Each member gives an hour of his/her time raking leaves, mowing lawns, cleaning house, etc. Employer pays whatever amount he/she wishes and member donates money to club treasury.

Hunter's Feast

- If hunters come to your community, prepare a family-style dinner and advertise throughout the entire area.

Ice Cream Social Jog-A-Thon**Lip Sync Contest Magazines, Music, Books**

- E Fundraising, 514/875-1245; efundraising.com

Mile of Pennies

- Conduct a drive for a mile of pennies (16 pennies make a foot).

Moviegoers' Film Festival

- Sponsor a worthwhile popular movie—or old movie/cartoon film festival. PUBLICIZE. Sell the tickets and retain a percentage of ticket sales.

Package Wrapping Service at Christmas Pancake Feed**Pumpkin Carving**

- Charge 50 cents for students to enter a pumpkin carving contest. Give prizes for the most original, most artistic, funniest, etc. Purchase fruit or favors for shut-ins with proceeds.

Raffles

- These can be great fun. Combine valuable prizes, such as stereos, TVs and records with gag items, such as the principal's aspirin bottle, a teacher's tie, a pound of mystery meat from the cafeteria.

Rummage Sale

- (sell used books and records, etc.)

Santa's Workshop

- The club members provide a display of presents for one week during December for the students from grades 1-6. These elementary students may do their Christmas shopping by ordering presents for members of their family. Club members dress as Santa Claus and his helpers and serve as storekeepers.

Season Ticket Sales

- The club takes charge of a season ticket sale.

Shoe-Shine

- Charge 15 cents for a shoeshine.

Silent Auction Singing Valentines

- (See “Carolgrams” in this section.)

Snack Sale

- Raisins, Peanuts, Fruit, Pickles, Popcorn

Sole Money

- Members pay a penny an inch for their shoe sole measurement.

Speech

- Secure well-known speaker. Charge enough admission to offset speaker’s fee.

Stationery and Place Mats

- (See various suppliers under Candles; Cards; Folders.)

Sticker Day

- Print some sort of special sticker. Students may purchase a sticker (\$1-\$2) to wear all day at school and participate in special privilege—wear a hat, etc. No sticker—no hat. Donate money to charity of choosing. GET PERMISSION FROM PRINCIPAL PRIOR.

Student Directory

- Compile listing of students’ and faculty’s names and addresses. Sell to all interested.

Stunt Night/Talent Showcase Taster’s Choice Contest/Tasting Bee Thons

- For the fanatics. Ask parents, clubs, community members or merchants to sponsor participants by the mile or whatever. (Bike-athon, Swim-athon, Eat-athon, Readathon, Rock-athon, Dance-athon)

Tupperware Party Valentine’s Day Cookie Sale

- Order a cookie for your special friend. Heart-shaped sugar cookies come in three frostings: red for “I Love You,” pink for “I Like You,” and white for “I want to get to know you.”

White Elephant Sale Work Days/Ecology Days

- Car wash; Window-washing; Bottle and/or aluminum can collection; Highway, river, lake cleanup; Snow shoveling; Yard work

Wreaths, Garlands and Centerpieces

- Profit with evergreens fundraising program. Provide beautiful, handmade, live greens to your community while earning funds for your organization. Includes wreaths, garlands and more. For information: Sherwood Forest Farms, 2001 6th Ave., #2310, Seattle, WA 98121. Or, call: 1-800-767-7778. www.sherwoodforestfarms.com.
-

RECREATIONAL PROJECTS

Through recreational projects, clubs raise awareness, raise funds and sometimes raise the roof on behalf of their school, community, nation and world.

Aerobics

- Sponsor a Jazzercise or Aerobicize class for the community. Provide a nursery.

Baggo Tournament

- Organize a Baggo Tournament at school. Involve student teams from each grade or teams of two from your club.

Baseball/Softball Day

- Prepare the baseball/softball diamonds and dugouts for the season.

Black and White Break

- Show black and white TV shows (I Love Lucy, Andy Griffith, Leave it to Beaver, etc.) on a large screen. For refreshments: Popcorn, chocolate, milk (white and chocolate)

Bicycle Scavenger Hunt Can-Can Dance

- Collect one can of food for admission to a dance, give the food to families in need.

Christmas Party

- Help the Head Start have a party. Each club member is given a child’s name for whom to buy an inexpensive gift. Divide the club membership into four teams or committees:

Team 1: Dress and act as Santa Claus and his helpers.

Team 2: Make a pinata for the party. Allow each child a chance to break it. All share the treats hidden in- side.

Team 3: Coordinate several games. Team 4: Prepare refreshments.

Dances

- Be creative! Have a “theme” costume dance. (See list of themes in this publication.) Award prizes for best costumes. Admission proceeds go to service project.

“Do”athons

- 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.

Elementary School Field Day

- Assist with or organize a Field Day for elementary school students. Hold sack races, three-legged races, miscellaneous games, as well as regular track and field events. Award ribbons to contestants. Consider sack lunch picnic.

Easter Egg Hunt Flapjack Flip

- Add action and recreation by sponsoring Flapjack Eating Contests, Pancake Races and Flapjack Flipping Contests in conjunction with your pancake feed (fund-raiser).

Health Day

- Sponsor a health fair in your school or community. Emphasize physical fitness.

Halloween Window Painting

- The club sponsors, advertise and takes entries for the contest. Receive permission from businesses to have their windows painted before the contest. Inexpensive prizes are awarded for the three or four finest windows. Grade school children will appreciate this project. Clean windows after the contest.

Kite Derby

- Sponsor derby during March for grade school children. Follow with a picnic or refreshments.

Noon Recreation (School)

- Provide music, dancing, games, films

Special Olympics

- Get involved in the statewide Special Olympics program—volunteer to help at district, regional or state events. Sponsor and help train local athletes. Help sponsor a special Olympics in your community.

Tennis/Racquetball Courts

- Construct tennis or racquetball courts in your community; Purchase new nets, clean up, paint and refurbish school or community tennis and racquetball courts.

Track Improvement Twister Contest

- Your commons area or gym floor can be transformed into a giant twister board. Participation fee of 25¢ can be donated to a service project. Go for the Guinness record by trying to involve your entire student body and faculty.

Zoo Crew

- Sponsor a fund-raiser for your local/area zoo; act as volunteer guides on “Visit the Zoo Day;” promote an educational program in the school and community concerning the animals in the zoo, cost of care and upkeep, and the responsibility of the visitors of the zoo.

CLUB PARTIES

Parties are a part of KAY. They provide a time and atmosphere for members to get to know one another and to become closer friends.

Parties are designed to “break-the-ice” in a club and to offer a relaxing relief from school, jobs and club projects. Parties are also another way to introduce and involve others in the KAY program.

MEMBERSHIP PARTY

Themes and ideas for Membership Drives:

- Bubble Gum Tags—“Chews KAY” or “Let’s Stick Together”
- Color Your Year with KAY
- Don’t Blow It—Join KAY
- Don’t Kid Around, Join KAY
- Have a Growing Year with KAY
- Have a Beary Special Year (Use Teddy Bears)
- “Hooked on Service” Team Names - Dolphins, Choppy, Salmon, Bass, etc.
- Join the KAY Connection, Join KAY—We’re Out of This World. (Team names—Venus, Mars, Pluto, Earth, Saturn, Jupiter)
- KAY Roundup (Western-style)
- KAY is Poppin’! (Team names—Grape, Root Beer, Cola, Strawberry)
- Rock ‘n Roll with KAY (Team names—Bunny hoppers, Twisters, Strollers, Be-Boppers, Fox trotters, Jitter buggers)
- Sail On
- SPACE/KAYs (Team names—Martians, Vulcans, fantasy movie creatures: Jaws, Sand People, Wookies, Ewoks, Bantas, The Greatest Group on Earth (Circus theme)
- Go Bananas

Pledge Week Contest

Board members ask each club member during the week to say the KAY Pledge. If he/she is unable to do so, he/she has to pay a nickel. At the end of the week, the class that knew the pledge the best is given free refreshments (purchased with the money collected) in the student lounge.

MIXERS

(See www.partygamecentral.com/icebreakers)

Alphabet Autograph

- In a large group where people do not know each other, such a game may be used. Each guest is given a sheet of paper marked in 25 squares like a BINGO card. Each square has the letter of the alphabet, with the middle "free" and the letters "x, y, z" combined in one box. Guests try to get the squares filled with first names. Examples: Alice for the "A" square; Bill the "B" square, and so on. Ten minutes are allowed for the game. No one usually fills all of the squares but small prizes may be given for those who have filled all the squares diagonally or horizontally across the page.

Alphabet Scramble

- Give each person an adhesive square with a letter of the alphabet on each. Use all letters (add extra vowels). Ask everyone to place the letter on their shirt. Then, for five minutes, everyone will mix and stand in order to spell words associated with KAY. Once a word is formed the sponsor is informed and it is recorded. The tricky part is that all of this must be done in complete silence. The goal is to have 25-30 different words on individual lists. (With large groups, this can be done in a contest by teams.)

Boggle Mixer

- Divide into small groups. Each group has its members write their first name in large letters on a single piece of paper underneath each other with a uniform left margin. (See example on next page.)

SARAH	(SAIL)
BILL	(BLIND)
LINDA	(LAND)
ANDREW	(AND) (DREW)

Each group then tries to make as many words (three letters or more, bonus points for five-letter words (1), six-letter words (2), etc.) from the combined letters of the names. Any combinations of letters can be used as long as the letters are contingent to each other. (No proper names or foreign words.) Set a three-minute time limit.

Human Jigsaw (Knots)

- To form a knot, stand in a circle and all grab hands. (Most successful if you don't hold hands with a person next to you or hold both hands of the same person.) Unravel the knot without breaking hands although pivoting on your hand holds may eliminate the need for a chiropractor. You will find yourselves in one large circle or occasionally, two interconnected ones (amazing)!

Human Scavenger Hunt

- Each person is given a list of "things" to find. A time limit is set and the fun begins. The list requires the participants to find out information about the people in the group, their names and where they are from. Scavenger Hunt questions include: Find—"someone with more than six brothers or sisters;" "someone wearing blue contact lenses;" "a girl with a toothbrush in her purse;" etc.

I Like You . . . But

- Group chairs in a circle with one person standing in the center, "IT." "IT" announces, "I like you but I REALLY like people who . . ." wear glasses, have a pet, sing in a choir, watch soap operas, have white shoes, etc. All people possessing such items or characteristics must get up and change chairs. "IT" tries to capture an empty chair leaving one person standing to become the new "IT."

Lap Game

- The group stands in a tight circle all facing the same direction. Shoulders are facing the inner and outer circles. On the leaders command, everyone sits in the lap of the person behind them.

Pass the Lemon

- Break up into groups and hand each group a lemon, directing the members to pass it around the circle until an alarm clock (previously set) rings. The person caught with the lemon and the person who gave it to him/her must eat it. For a reward, why not use lollipops?

People Bingo

- Each person is given a BINGO card which has a numbered list of items to find within the group. Numbers correspond to 25 boxes on the BINGO card (includes one free box in middle to be filled in with your own name). As the participants find items, signatures of people are filled in the box. All boxes must be filled. "Items" include: "Person wearing a class ring;" "Person with birthday the same month as yours;" "Person with your shoe size;" etc.

People to People

- Stand in pairs. One odd person is in the middle of the group. (The odd person is the one without a partner and will give commands) the center person calls . . . “cheek to cheek” “hand to hand,” “ankle to ankle.” The partners touch each other as commanded. When they hear the command “people to people” all partners have to switch, the person left without a partner then has to give the commands.

Pile Up

- In this chair switching game, everyone is assured of a place to sit, although there is no reserved seating and no guarantee of a single occupancy! We start in a circle – one person to a chair. Now we pose questions that can be answered YES or NO, such as “Are you left handed?” Whoever answers yes, moves one chair to the right. Who- ever answers no, stays in that seat! IF the chair is occupied – “we pile up!” We could all end up in one chair – but will get to know each other a little better! Visible qualities like “Do you have blue eyes?” are ruled out. Leader should join in the questioning. Suggested questions include “Were you born west of the Mississippi? Do you have a sister? Do you prefer cantaloupe to watermelon? Will you be a senior? Do you like . . . Do you have . . . etc.”

Quarter in the Crowd

- (Handshaking Game) A quarter is given to someone in the group. The others do not, of course, know who holds it. The quarter is given to the tenth person who shakes hands with the person holding it.

What’s Changed?

- Get into pairs. Look at your partner for one minute. Partners then turn around and change three things. Face each other again and figure out what they have changed. Repeat with changing 4, 5 or 6 things! It challenges creativity and promotes keen observation.

PARTY SUGGESTIONS

Big-Little Sister/Brother Party

This party helps the freshmen get acquainted with the seniors. Each senior draws one of the freshmen’s names and dresses him/her in a funny outfit. The sponsor chooses three winners under the following categories: cutest, ugliest, most original, etc. The freshmen are then instructed by their senior big sisters/brothers to play games, such as rolling a raw egg with their noses, shaving a balloon and digging grapes out of a pan with their mouth.

Banana Split Party

Provide the ingredients and allow members to build their own split. Perhaps ingredients could be withheld based on answers on KAY questions or a contest of some sort.

Indoor Olympics

Modified events may include javelin throw (straw), shot put (cotton ball), 10-yd sprint (on hands and knees pushing hard boiled egg with nose), discus throw (paper plates), long jump, etc. Be creative!

KAY Family Feud

This game show situation would be conducted with either members performing (answering) and 8th graders watching or 8th graders participating. The number of responses and questions/answers will vary. Possible questions could be:

1. Best things about high school
2. Helpful hints for being a freshman
3. Hardest classes/teachers
4. KAY Objectives
5. Best school service projects
6. KAY Officers

Etc. Be creative—have fun!

Pool Party

A great idea for early fall membership party. Set up relay races; “bobbing for tennis balls;” water softball, basketball, football; Olympic diving contest, etc. Follow with cookout in the park.

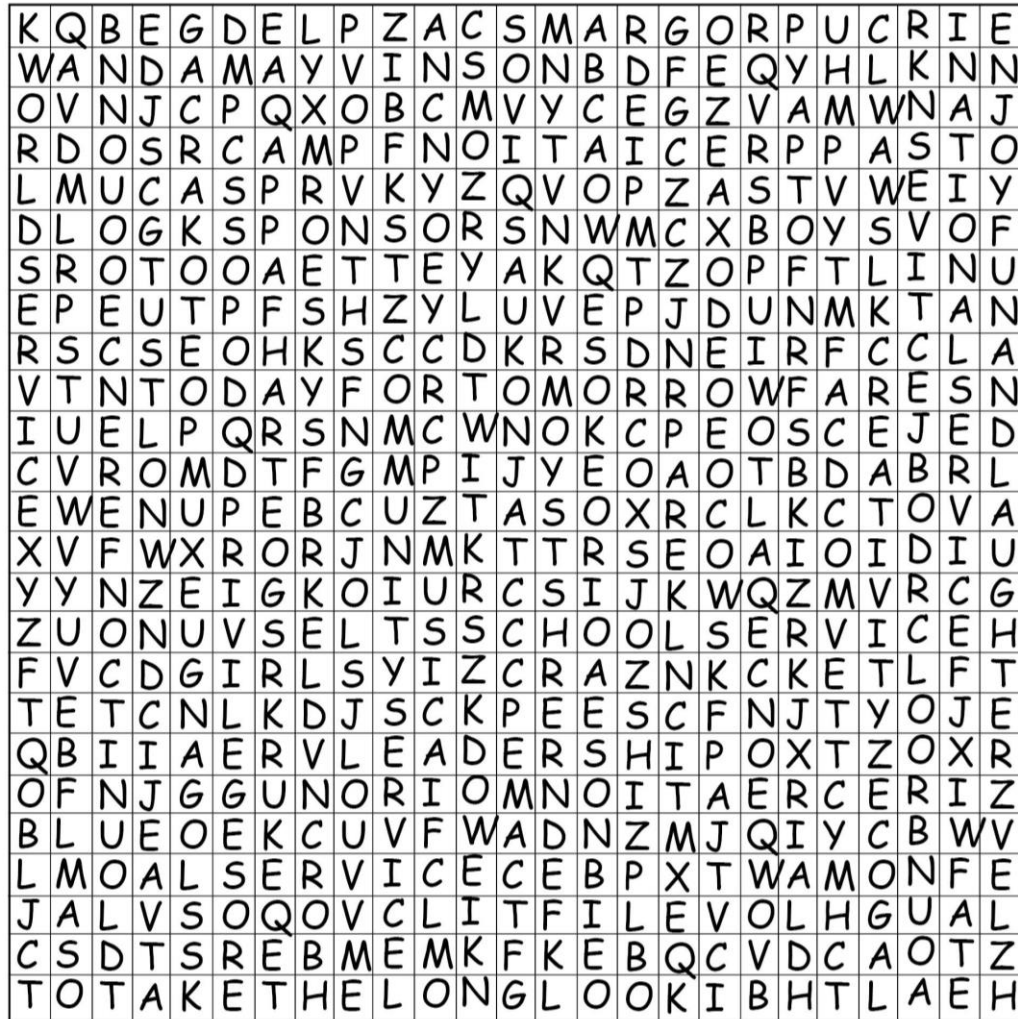
Spring Fling for 8th Graders Trashy Tossed Salad Party

Fill trash bag with lettuce, tomatoes, celery, carrots, cucumbers, diced ham, raisins, nuts, etc. Shake up and serve to entire membership. Provide dressing and crackers.

Kansas Association for Youth - Word Search

Directions

The words in the word list below are hidden in the diagram of letters above. Seek them by reading forward, backward, up, down and diagonally, always in a straight line. Do not skip over any letters. Some of the letters in the diagram are used in more than one word and some are not used in any words. When you locate a word in the diagram, draw a loop around it and check that word in the list.



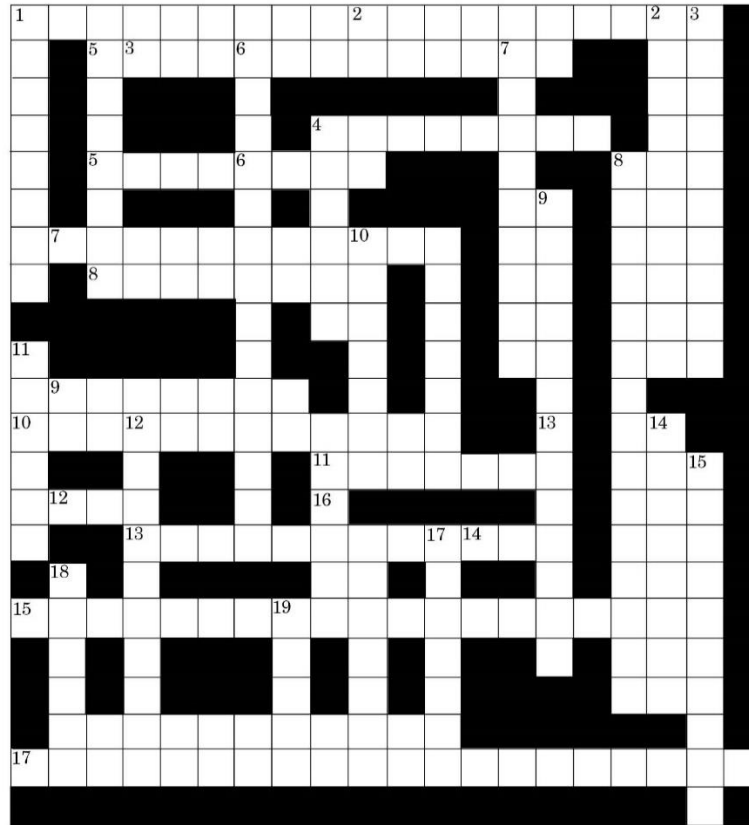
Kansas Association for Youth
Wanda May Vinson
Slogan
Laugh, Love, Lift
Motto
Today for Tomorrow
Objectives
Character
Health
Service

Appreciation
Recreation
Leadership
Privileges
Enjoy Fun and Laughter
To Take The Long Look
Pledge
Regional Conference
Unit Conference
Projects

School Service
Community Service
National Service
World Service
Programs
Creativity
Goals
Red
Blue
Gold

Points
Members
Sponsors
KAY
Camp
KLC
Friends
Fun
Girl
Boy

Kansas Association for Youth - Crossword



Across

1. The capacity to lead
2. Tasks carried out by members
3. One of the KAY service areas
4. Planned performances
5. A goal Award
6. Another goal Award
7. KAY has 10 of these
8. An area of service
9. The best way to lead
10. An expression of gratitude
11. Summer training
12. Abbreviation for KAY Leadership Camp
13. October conferences
14. What provides amusement/enjoyment
15. KAY motto
16. A KAY service area
17. Service organization sponsored by KSHSAA (abbreviation)

Down

1. "To Take The _____"
2. KAY has six of these
3. A strong excitement of feeling
4. A promise to do
5. Important part of your club
6. KAY slogan
7. An objective - distinctive quality
8. Serving our country
9. Club acquaintances
10. Red, Blue, Gold
11. An objective - well-being
12. An objective - to refresh
13. An important person in your club (oldest)
14. Each member doing a part
15. An objective - ability to create
16. Winter conferences
17. "Laugh, Love, Lift"
18. "Today for Tomorrow"
19. A goal Award

Kansas Association for Youth - MATCH-UP

Find the word in the left column that fits with a word in the right column.

Draw a line to connect.

Today for Tomorrow

Unit

Red, Blue, Gold

Objectives

To take the long look

Service

Fall Conferences

Rock Springs Ranch

Laugh, Love, Lift

Scholarship

Character, Health, Service, Recreation, Appreciation,
Leadership

Topeka

School, Community, Nation, World

KAY Colors

Winter Conferences

Slogan

Camp

Motto

KSHSAA Office

Privilege

Wanda May Vinson

Regional

Blue, Gold

Awards

SECTION 6 – PROGRAMS AND RESOURCES

PROGRAM IDEAS

Service

- Business Leaders
- Insurance Agents
- National Guard
- Highway Patrol
- Stockbrokers
- Real Estate Agents
- Forestry, Fish & Game
- Clergy
- County Extension Agents
- Athletic Coaches

Leadership

- Good sportsmanship
- Peer Pressure
- Summer Employment
- Exploring Careers
- Relationships
- Leadership Skills
- Setting Goals
- Time Management
- Citizenship
- Attitude Adjustment

Appreciation

- Cooking
- Decorating
- Crafts
- Acting
- Computers
- Modeling
- Photography
- Home Movies/Videos
- Hair Braiding & Cosmetics
- Fashion

Health

- Safety
- CPR
- Medical Careers
- Drugs & Alcohol
- Self-Defense
- Rape Precautions
- Athletic Trainers
- Nutrition & Fitness
- County Health Department
- Weight Issues
- Handicap Awareness
- Physical Fitness

Recreation

- Water Safety
- Aerobics
- Biking
- Swimming
- Boating/Canoeing
- Hiking
- Skiing
- Hunting & Fishing

Character

- Cars
- Cycles
- Motors
- Airplanes
- Rodeos
- Trucks
- Woodworking
- All Terrain Vehicles

ORIGINAL PROGRAM AND CREATIVE SERVICE PROJECTS

In Section 8 of the KAY Handbook are special forms provided for submitting an “original program” or a “creative service project.” Please complete these forms and send to the KSHSAA, Box 495, Topeka, KS 66601-0495, to fulfill your award goal requirement. We hope these forms will encourage you to report your programs for possible publication and to share your ideas with us, and KAY members.

PROGRAM DIRECTORS

I. Getting Program Ideas

- A. Ask your members to suggest programs which would be fun, informative, entertaining or challenging.
 - 1. Brainstorming can produce creative ideas.
 - 2. Suggestion boxes will provide good ideas.
 - 3. Give questionnaires to all members at the beginning of the year.

II. Ways to Present Programs

Book Review	Forum	Buzz Sessions	Recordings
Group Interview	Chalk talks	Panels	Singing
Dancing	Pantomime	Speakers	Debate
Plays	Symposium	Demonstrations	Puppets
Recitals	Power Point		

III. Planning the Program

- A. Select a subject to meet the needs and interests of your audience.
- B. Use appropriate special entertainment to build interest and create atmosphere.
- C. Present the planned program to your sponsor for approval, then give copies to the president, song leader, publicity director and sponsor. Please do this at least two weeks in advance of the program.
- D. Contact your membership for special entertainment. This may include presentations by musicians, the forensics team, or speech and drama students. Don't overlook your talented student body and faculty.
- E. If using a member of the community, be courteous and call or write him/her at least six weeks before the program. Let the speaker know the subject and the amount of time you would like to have them speak. Prepare an introduction for your speaker. At the conclusion, thank your speaker for taking time to speak and ask the club secretary to send a thank you note.
- F. Discuss appropriate music with your pianist. Ask the song leader and pianist to be prepared, in case the program does not take the entire time allotted.
- G. Contact all program participants one week in advance!

IV. Responsibilities the Day of the Program

- A. Before the program begins, check stage and lights. Arrange chairs for those on the program. Place lectern, flags, table, in position. Check volume and position of the P.A. system. Check room temperature, drapes and all other lights.
- B. Make certain all members on the program are present. If you have a speaker, provide a parking place close to the school entrance.
- C. Greet your speaker, introduce him/her to your sponsor and president and escort him/her to the stage.

V. Responsibilities After the Program

- A. Send thank you notes to all program participants.
- B. Return all borrowed materials at once.
- C. Clean up and leave the room and stage as you found them.
- D. Evaluate your program for future reference.

VI. Be Prepared for Anything

- A. Make advance preparations and do your best on each program. If your speaker is late or not coming, don't panic. Remember, you can always sing fun songs, have "Super Human tricks" (feats of flexibility), a "whopper contest" (tall tales), a talent program. If your program is too long or too short, take it in stride.
- B. Program perfection is something we all work toward. Don't be discouraged with failures. You are human and when you are down remember you can always get up and try again.

SECTION 7 – AWARD AND THE 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. (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.

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.

AWARDS/GOAL REQUIREMENTS

1. RED Requirements

- A. 1ST SEMESTER PROGRAM: A club shall complete a first semester KAY membership program. See Section 7-8
- B. 1000 POINTS: A club shall earn 1000 points during the school year.
- C. CAMP/CONFERENCE ATTENDANCE: Attendance at Regional Conferences, Unit Conferences, and KAY Leadership Camp is strongly recommended.
- D. SERVICE PROJECTS: A club shall complete at least two service projects during the year.
- E. The principal or superintendent shall receive a summary of the year's activities.

2. BLUE Requirements

- A. 1ST SEMESTER PROGRAM: A club shall complete a first semester KAY membership program.
- B. 1000 POINTS: A club shall earn 1000 points during the school year.
- C. 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).
- D. CONFERENCE ATTENDANCE: A club shall send one or more delegates to a Regional Conference or a Unit Conference during the current year.
- E. SERVICE PROJECTS: A club shall complete at least one service project in each service area (school, community, nation and world).
- F. 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.) 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.)
- G. The principal or superintendent shall receive a summary of the year's activities.

3. **GOLD Requirements**

- A. 1ST SEMESTER PROGRAM: A club shall complete a first semester KAY membership program.
- B. 1000 POINTS: A club shall earn 1000 points during the school year.
- C. 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.
- D. CAMP/CONFERENCES: A club shall send one or more delegates to KAY Leadership Camp (summer prior to school year) and a Regional Conference or Unit Conference.
- E. 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.)
- I. 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.)
- J. SOCIAL PROJECT: At least 35% of the members shall participate in social projects during the school year. (See NOTE and EXAMPLE under Requirement #2.)
- K. CLUB PROGRAM: A required percentage of the membership shall participate in at least one club program. Participation shall be based upon the following ratios:
 - a. In clubs with less than 50 members, 75% shall participate in at least one club program.
 - b. In clubs with 51 to 100 members, 65% shall participate in at least one club program.
 - c. 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.)
- L. 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.) Regional and Unit Conference hosts may substitute hosting for the original program/creative service project.
- M. MEDIA : A club shall submit to KSHSAA one or more articles, social media or other media posts which pertain to its projects, parties and programs. Radio announcements and/or television news coverage are acceptable if documented.
- N. 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.)
- O. WEEKLY MEETING WITH SPONSOR: The president or a designated leader shall meet with the sponsor at least once a week to discuss club plans.
- P. CLUB RECORDS: Officers shall keep a complete record of the club's activities in a file, scrapbook, or secretary's book. Records shall be ready at all times for review by sponsor, other officers, board and club members.
- Q. The principal or superintendent shall receive a summary of the club's activities and accomplishments.

HOW TO KEEP POINT RECORDS

1. Prepare a copy sheet of the requirements for your award. Distribute to all members.
2. Prepare a bulletin for each major project and party. List the chairperson of each committee and their assignments. List the dates and locations of committee meetings. List the date when the work is to be completed.
3. Prepare a work sheet for board members to fill out at the beginning of each board meeting. (See Sample Weekly Point Report.)
4. Prepare and place a large chart in a prominent spot so club members can follow their progress. (See Sample Yearly Point Chart.)
5. As soon as a project is completed, write it on your Point Report (found in Forms—Section 8).

SAMPLE WEEKLY REPORT

Board Member's Name _____ Date _____

MEMBERS	Faculty Welcome	Reception for New Students	Ma, Pa and Me Party	Caroling Party	Trick or Treat for UNICEF	One Hour to Community	Cancer Drive	Dress-Up Day	Faculty Appreciation	School Beautification	Safety Drives	Garage Sale	Meals for Millions	CARE	Installation Program
Baker, Alex															
Davis, Cooper															
Fitzmorris, Ella															
Harris, Gabby															

SAMPLE YEARLY POINT CHART

1* = 1st Semester 2 = 2nd Semester

MEMBERS	Programs		Community Service		World Service		School Service		Finance		Recreation		National Service	
	1*	2	1*	2	1*	2	1*	2	1*	2	1*	2	1*	2
Mars, Bruno														
Perry, Katy														
Swift, Taylor														

POINTS FOR PROJECTS - POINT APPRAISAL CHARTS

Clubs may participate in any worthwhile service project. Points are awarded on the percentage of club members needed and filled to complete the project.

If you only need 10 members to complete a project and you use 10, that is 100% participation. Be sure to weigh your need versus participation, not club versus participation.

POINTS FOR % OF PARTICIPATION IN ANY SERVICE PROJECT

1-24%	25-49%	50-74%	75-100%
25	50	100	150

POINTS FOR ADDITIONAL ACTIVITIES

KAY Clubs may earn points by membership participation in activities other than service projects. These areas include club finance, programs, membership, attendance and club administration. Use the following point appraisal charts for all activities which fall within these categories:

Point Appraisal Chart

Finance	POINTS
75-100% participation	150
50-74% participation	100
25-49% participation	50
1-24% participation	25

Club Programs - Participation in a club program shall be interpreted to mean any member appearing in front of the group to sing, to speak, to act, to present, to announce or to assist with stage or scenery.	
75-100% participating in programs during the year	200
50-74% participating in programs during the year	150
35-49% participating in programs during the year	100
25-34% participating in programs during the year	50
15-24% participating in programs during the year (<i>minimum—15%</i>)	30

Membership	
Increase club membership by 10% over previous year	35
50-100% of the boys or girls enrolled in the school belonging to KAY	200
25-49% of the boys or girls enrolled in the school belonging to KAY	100
15-24% of the boys or girls enrolled in the school belonging to KAY (<i>minimum—15%</i>)	50

Board of Directors	
All members of the Board of Directors attending all scheduled meetings of the board	100
All Members of the Board of Directors attending 75% of the meetings of the board	75

Sponsors	
Sponsor attending 100% of the Board of Directors' meetings	50
Sponsor attending the Regional Conference	10
Sponsor attending the Unit Conference	10
Sponsor attending the Statewide Sponsors Session (even-numbered years)	25

Leadership Training	POINTS
Delegates attending a KAY Leadership Camp session	100
Attending a Regional Conference	50
Student speakers or chairpersons presenting at Regional Conference	35
Delegates attending a Unit Conference	50
State Administration/Service	
Assisting a new club to organize	250
Dues submitted to KSHSAA by October 15	10
Point Report in by May published deadline	10
KAY President's Report in by May published deadline	10
Sponsor's Report in by May published deadline	10
Host School for Regional Conference	300
Host School for Unit Conference Semester	200
Report (<i>See Forms—Section 8.</i>)	10
Donation to the Wanda May Vinson Scholarship Fund	20

GOAL REQUIREMENT

(Red, Blue, Gold)

A Club shall complete a first semester KAY membership program.

- A. The objective of this program is to provide club members with information about the KAY program.
- B. The program is to take place first semester (preferably, immediately after completing your membership drive).
- C. The type of program (method of presentation) 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 (Jeopardy, Family Feud)
 2. Skit
 3. Contest (Banana Split building, Scholars Bowl format)
 4. Regular program (reading information, speaker)
- D. The program should include, but is not limited to the following:
 1. What is KAY (*see: Brochure; Handbook-Section 1-1/2; 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 Camp, Regional and Unit Conferences) (*see: Brochure; Handbook-Section 3; KAY Web page*)
 5. Achievement Recognition (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).
- E. Indicate requirement completion on point report (Yes/No).
Points will not be recorded for this activity.
 1. 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**

SECTION 8 – KAY NEWS RELEASES AND FORMS



KAY NEWS RELEASE



2022 KAY REGIONAL CONFERENCE

_____ members of the _____ Club attended the Area
Number School Group
_____ KAY Regional Conference on _____ at _____
Number Date Location

The club received the _____ Award, recognizing their student leadership and service to their school, community, nation and world for the 2021-2022 school year.

The Kansas Association for Youth (KAY) is a character-building, leadership training 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. These programs emphasize four areas of service: school, community, nation and world.

The theme for the 2022 Regional Conference was "Service with Purpose"! This conference affords opportunities for student leaders and sponsors from neighboring clubs to share successes and challenges, as well as exchange ideas. Sessions in leadership training and organizational skills are also offered. These conferences inspire delegates to return to their clubs to challenge their local members. Local KAY members attending the Regional Conference were:

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Accompanying the group was _____, the club's sponsor(s).



KAY NEWS RELEASE

2023 KAY UNIT CONFERENCE

_____ members of the _____ Club attended the Area
Number School Group
_____ KAY Unit Conference on _____ at _____
Number Date Location

Accompanying the group was their sponsor _____.
Name

KAY (Kansas Association for Youth) Unit Conferences bring neighboring KAY clubs together in a non-competitive environment, providing the opportunity to share service project and program ideas. The theme for the unit conferences are "Service with Purpose." The Unit Conference is designed to focus on club leadership at the local level in addition to developing teamwork as everyone participates in a conference service project. Conference delegates return to their clubs re-freshed and focused to end the school year by finishing all planned projects and functions.

The Kansas Association for Youth is a character-building, leadership training 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. These programs emphasize four areas of service: school, community, nation and world.

Throughout the _____ - _____ school year, the _____
School Group
have been actively involved in the following service projects.

- 1.
- 2.
- 3.
- 4.



KAY NEWS RELEASE



2022 KAY CITIZENSHIP WEEK

The _____ are joining other Kays and Kayettes across the state in observing KAY Citizenship Week November 13-19, 2022.
School Group

The Kansas Association for Youth (KAY) is a character-building, leadership training program directed by the Kansas State High School Activities Association. The local organization is under the direction of the high school principal who, in turn, appoints a sponsor(s) to lead and guide the club program.

KAY is a nationally acclaimed organization which provides students an opportunity to learn to assume their citizenship responsibilities and to enrich their personalities through well-organized programs, projects and parties. These programs educate, inspire and direct members into carefully planned service projects. These programs emphasize four areas of service: school, community, nation and world.

KAY Citizenship Week is a week-long celebration of this Association. It is a time to spotlight youth in action. Each day is designated a specific service: Monday-School; Tuesday-Community; Wednesday-Nation; Thursday-World; Friday-Club; Saturday-Home; and Sunday-Family. Activities planned for this special week include:

The local _____ sponsor(s) is (are) _____
group
and this year's president is _____.



Kansas State High School Activities Association

KAY FIRST SEMESTER REPORT

Deadline Date: January 15, 2023

Town/School

Date Submitted

Signed (Sponsor)

Signed (President)

Our KAY Club participated in the following activities during the first semester of the 2022-2023 school year.

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

Scan/E-Mail: levans@kshsaa.org; OR
Mail to KSHSAA, PO Box 495, Topeka, KS 66601-0495
DEADLINE — JANUARY 15, 2023

SECTION 9 – CLUB RECORDS

Established: _____

[illegible]

SECTION 10 – SPONSOR/PRESIDENTS

KAY DEADLINE CHECKLIST

KAY clubs are strongly encouraged to make a photocopy of media examples, 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	Task
<input type="checkbox"/>	_____	August 20	KAY-1 Participation in KAY (due to KSHSAA)
<input type="checkbox"/>	_____	September 1	Final acceptance date for 2021-2022 reports and materials to reach KSHSAA
<input type="checkbox"/>	_____	September 6	Deadline for KAY Sponsors Session – online registration
<input type="checkbox"/>	_____	October	Regional Conference registration two weeks prior to event-online registration
<input type="checkbox"/>	_____	October 15	Membership/Goals + \$2 per student member due to KSHSAA
<input type="checkbox"/>	_____	November 13-19	KAY Citizenship Week
<input type="checkbox"/>	_____	January/February	Unit Conference registration two weeks prior to event- online registration
<input type="checkbox"/>	_____	January 15	Deadline date for 1 st Semester Report to reach KSHSAA
<input type="checkbox"/>	_____	April 1	Wanda May Vinson Scholarship applications due April 1 st
<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 registration
<input type="checkbox"/>	_____	May 15	Deadline for End of the Year Reports
<input type="checkbox"/>	_____	July 24-28	2023 KAY Leadership Camp – Rock Springs 4-H Center

KAY INSIGNIA AND THEME DESIGNS



SERVICE

with purpose



Service WITH PURPOSE?



SERVICE
WITH
purpose



KANSAS ASSOCIATION FOR YOUTH

Service WITH PURPOSE

