2026-2027

KAY HANDBOOK

Kansas Association for Youth

Sponsored by the
Kansas State High School Activities Association

an activity sponsored by the
Kansas State High School Activities Association

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FOREWORD

The Kansas Association for Youth (KAY) is a character-building, leadership-training, and service organization directed by the Kansas State High School Activities Association. Through service projects, programs, and social activities, KAY provides students with hands-on opportunities to develop leadership skills, strengthen character, and practice responsible citizenship. School administrators and sponsors also use various aspects of the KAY program to encourage personal growth, teamwork, and positive involvement in the school and community.

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* is available online through the sponsor's password, and each club receives two printed copies—one for the sponsor and one for the president. Clubs are encouraged to use the handbook throughout the year as a resource for planning, evaluation, projects, and activities. It also includes service ideas, the KAY Constitution, point system, and historical information.

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, to build character, develop leadership skills, serve others, and make a positive impact in their schools and communities.

Sarah Smith
KAY State Director

Bill Faflick
KSHSAA Executive Director

KSHSAA

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SECTION 1 – DUE DATES & SPONSOR INFO

KAY DEADLINE CHECKLIST

KAY clubs are strongly encouraged to print a copy of media examples, all reports and registration forms before sending them to KSHSAA and other clubs. This will not only serve as a reminder, but an official record for your club.

	Date Sent	Due Date	Task
	_____	August 20	Participation in KAY (due to KSHSAA)
	_____	October 15	Membership/Award Goals + $2 per student member due to KSHSAA
	_____	October 23	Regional Conference registration (two weeks prior to event-online) NO REFUNDS
☐	_____	November 15-21	KAY Citizenship Week
☐	_____	January 15	Deadline date for 1st Semester Report to reach KSHSAA
☐	_____	January/February	Unit Conference registration (two weeks prior to event-online) NO REFUNDS
☐	_____	April 1	Deadline for Wanda May Vinson Senior Scholarship applications due
☐	_____	April 1	Deadline for KAYAN KLC Scholarship due
☐	_____	April 1	KLC registration due for school entered into WMV Camp Scholarship opportunity
☐	_____	May 1	Deadline date for KLC Leadership Camp registration – online
☐	_____	May 15	Deadline for End of the Year Reports
☐	_____	July 26-July 30	2027 KAY Leadership Camp – Rock Springs 4-H Center

Regional Conferences

Area 1 **Atchison MS**
Area 2 **Independence HS**
Area 3 **Council Grove HS**
Area 4 **Wakeeney-Trego HS**
Area 5 **Southwestern Heights HS**
Area 6HS **Andover Central HS**
Area 6MS **El Dorado MS**

Unit Conferences

(**Please refer to KAY website for assignments)**

January 13 **Thunder Ridge HS**
January 14 **Sabetha HS**
January 27 **Yates Center HS**
January 29 **Olathe -Mission Trail MS & Oregon Trail MS**
February 1 **Quinter HS**
February 2 **Meade HS**
February 3 **Wamego HS**
February 10 **Norwich HS**
February 15 **Rose Hill HS**
TBD **Junction City HS**

ACCESSING THE KAY FORM DASHBOARD

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 kswatson@kshsaa.org
Step 3: Once logged in select ACTIVITIES from the top of the page.
Step 4: Scroll down to KAY and select "Form Dashboard"

FORMS AVAILABLE ON THE ACTIVITIES PAGE

Form Dashboard

KAY Pin Orders

FORMS/RESOURCES AVAILABLE ON THE KAY FORM DASHBOARD

RESOURCES

- 2026-2027 Handbook
- Leadership Certificate
- WMV Donation Form
- KAY Membership Card Template

FORMS/REPORTS

- Participation (KAY-1)
- Membership Form
- Regional Conference
- Unit Confer
- KLC Registration
- First Semester Report

END OF YEAR REPORTS

- Sponsor Report
- President Report
- Points Report
- Gold Award Report
- Creative/Original Report

ACCESSING THE KAY WEBSITE

Step 1: Go to **https://www.kshsaa.org**
Step 2: Select Activities
Step 3: Scroll down to KAY and select Main

FORMS/RESOURCES AVAILABLE ON THE KAY WEBSITE

- **KAY Connection**
- **KAY Information**
    - Current School Clubs
    - Mission Statement
    - Declaration of Privileges
    - History of KAY
    - KAY Overview
    - Brochure
    - How to Start a Club
- **Conferences & Camps**
    - Leadership Camp (KLC)
    - KAYAN KLC Scholarship
    - Regional Conferences
    - Unit Conferences
    -
- **Elected Leaders**
    - Area Presidents
    - Area Sponsors
- **KAY Resources**
- **KAY Digital Resources**
- **Area & Service Project Information**
- **Be the Spark**
- **Social Media**
- **Thriving Youth**

SECTION 2 – 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. Diederich retired in 2023. Sarah Smith joined the KSHSAA staff in July 2023 to serve as director of the KAY program. 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 Section 3-1.) 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 two 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 two 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 3-1.
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 always 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 and sponsor from the association (club membership), 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 (general membership) by the president and sponsor, 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.

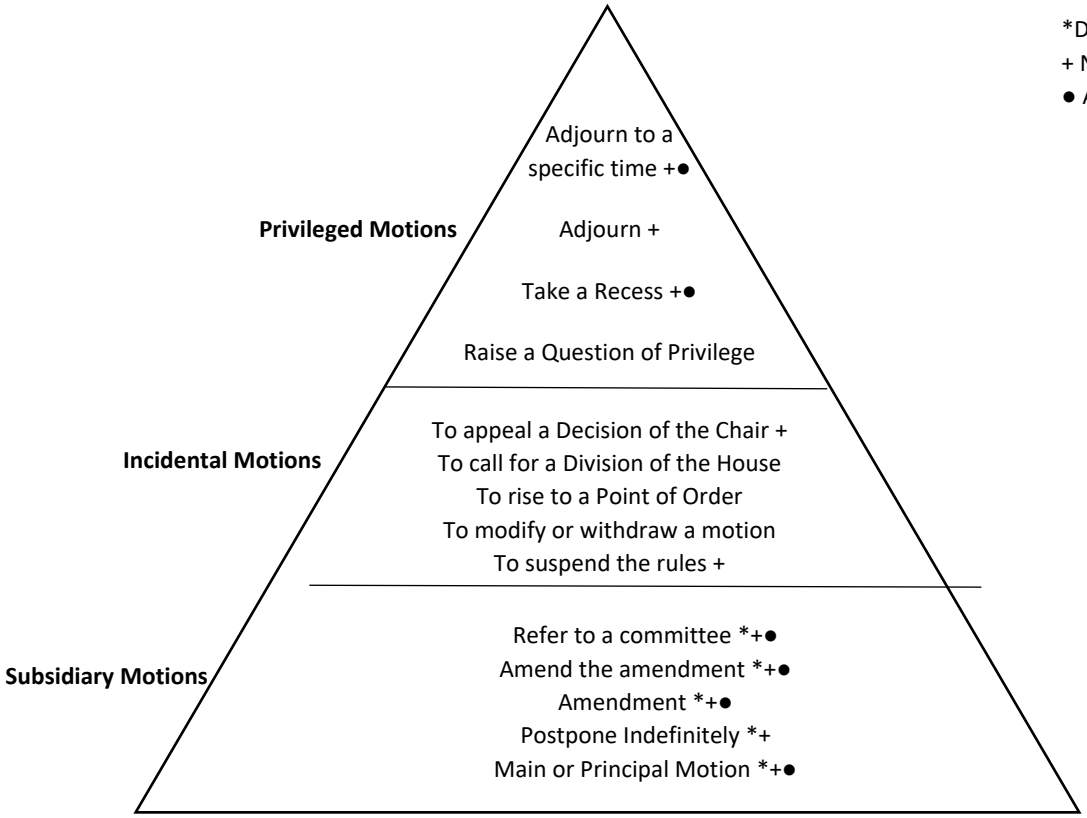
Article 12 Quorum

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 #l)

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.

IDENTIFYING, SELECTING & BUILDING KAY LEADERSHIP POSITIONS

You must select the right members as candidates.
If you select well, the benefits are multiplied
and seem nearly endless.
If you select poorly, the problems are multiplied
and seem endless.

1. Carefully read the KAY Constitution (KAY Handbook, Section 2, pg. 4-6).

2. Identify the leadership positions for your club. Typically, a club will select a president, vice president, secretary and treasurer.

3. Appoint a nominating committee (Section 2, page 6, Article 9). The nominating committee will select the candidates for president, vice-president, secretary and treasurer. **NOTE: It is suggested that you consider adding 2 adults to this committee—faculty or school administrators who can speak to the candidate's qualifications and character.**

4. Allow members interested in seeking an office to submit their name for candidacy.

5. All candidates should submit a "Seeking A KAY Leadership Position" form (section 2-14) which also indicates "Why they are seeking office" (sample enclosed; change as needed).

6. The nominating committee should carefully consider the candidates "KAY Leadership Position" information and the following leadership qualities in each candidate, most importantly—the candidates for president:

***Character**	***Good People Skills**
***Influence**	***Proven Track Record**
***Positive Attitude**	***Self Discipline**
***Confidence**	***Effective Communication Skills**
***Teamwork**	***Dedication/Commitment**

7. Hand each candidate a copy of the duties of the office they have been nominated for (Constitution, Section 2, pages 4-5). If there are additional expectations, please let them know at this time**. <u>It is extremely important that candidates understand what will be expected of them throughout the school year.</u>**

8. Hand each candidate a copy of the Officer's Intent (Section 2, page 11). Ask them to complete the form and return before the balloting takes place (form also enclosed).

9. Prepare ballots.

10. At a club meeting prior to the election, ask an outstanding member(s) to give their perspective on the importance of electing individuals who will assume responsibility, have enthusiasm, are respected by students and faculty and will give top priority to their officer's responsibilities. Ask

candidates to tell the membership "Why they want to be a KAY Officer/Leader".

11. Selection of your officers should be done by secret ballot. Consider voting by placing a ballot box in the sponsor's room (or an easily monitored room). Members will need to receive a ballot and may vote anytime during an appointed day.

12. Once your new officers have been selected, they should meet with the sponsor and the outgoing officers to appoint members to the board positions. Please consider members who have made contributions to your club and those who will be strong team members.
    - It is not necessary to utilize all board positions identified in the Constitution.
    - In this era of technology, clubs are encouraged to consider a board position for technology – i.e., KAY web design, power point presentations, email member reminders, etc.

NOTE:
- Don't let the "Board" become the club (i.e., a large group that seems to make all the decisions and have all the fun).
- It is better to have too much to do vs. not enough to do. People (board members & members) who don't have anything to do get bored and quit showing up.

13. It is important that **the candidates for the board** understand what will be expected of them throughout the school year. Hand them a copy of their duties for the position they have been nominated for (see Constitution).

14. Hand each board member candidate a copy of the Board Members Agreement (Section 2, page 13). Ask them to complete the form and return before the positions are identified.

15. It is extremely important that every officer and board member understand that they will need to take the initiative from time to time and always lead by example.

The strength of an organization is a direct result of the strength of its leaders.

EVERYTHING RISES AND FALLS ON LEADERSHIP!

PROTOCOL/SUGGESTIONS FOR KAY LEADERSHIP ELECTIONS

SPRING ELECTIONS

Elections for KAY officers are to take place in the spring of the school year.

The month of April is suggested for the following reasons:

- Provides opportunity to identify key leaders at completion of year's service activities
- Allows time for newly elected officers and appointed board members to make plans to attend KAY Leadership Camp
- Provides time for election process before a typically "busy" month of May
- Allows time for a late-month Board Retreat with out-going and in-coming officers and board members and the sponsor(s)
- Provides time to have Installation of Newly Elected Leadership at an End-of-the Year "Celebration, Appreciation and Recognition "event

IDENTIFYING POTENTIAL LEADERS

The nominating committee shall begin the process by identifying the **Five "A's":**

***Assessment** of needs:	What positions are needed in our club?
Assets on hand:	Who is available to serve?
Ability of candidates:	Who is able to serve?
Attitude of candidates:	Who is willing to serve?
Accomplishments of candidates:	Who gets things done?

*NOTE: It is not necessary to fill all board positions as outlined in the KAY constitution. Some clubs combine positions (example: Service Directors could be 2-4 students assigned to all 4 areas of service, etc.)

ESTABLISHING EXPECTATIONS FOR LEADERSHIP POSITIONS

What are your expectations for your club leaders? It is important to make sure that candidates understand their job responsibilities and duties before the election/appointment process. If they are not able to devote the time and energy needed for the position, they should be removed from consideration.

Some leadership characteristics to consider are:

***Dependability/Responsibility**	***Positive Attitude**	***Team member**
***Leadership by Example**	***Proven track record**	***Commitment**

(Please see Officer Agreement Form in the KAY Handbook, Section 2)

NOMINATIONS/ELECTIONS (OFFICERS)

- **A nominating committee (HS Clubs):** shall consist of 1 senior, 2 juniors, 1 sophomore & 1 freshman appointed by the president & sponsor from the general club membership, & 2 members from the current board of directors.
- **A nominating committee (MS):** shall consist of 3 eight graders and 2 seventh graders appointed by the president & sponsor from the general membership, & 2 members from the current board of directors.
- **The president shall** act as the chairman of the nominating committee
- **The committee shall** nominate 2 members for each of the four different offices: president, vice president, secretary, treasurer
- **Members nominated shall** be contacted by the sponsor about their willingness to perform the duties of the office for which they have been nominated (see "Establishing Expectations" above).
- **Members of the KAY club shall** elect their officers by a majority vote. Voting shall take place on a school day and be done by secret ballot.

APPOINTMENT OF BOARD MEMBERS

All board members who are not elected by the club membership are appointed by the retiring president, retiring vice president, and the 4 newly elected officers. The appointments shall be approved by the sponsor(s).

NOTE: Consideration should be given to officer candidates defeated in the general election and members with interest and a proven leadership record.

THOUGHTS ON CLUB LEADERSHIP

It is permissible to deviate from the election criteria to fit the needs and leadership make-up of a club. Some ideas include:

President-

- After nominating 2 qualified candidates for president, conduct the election. The top vote getter will become the president, and the runner-up will become the vice president
- HS-Some clubs only consider juniors for the office of president. Reasons given: a. senior year is busy/hectic, not good devotion to position; b. past president (sr.) can mentor jr. president
- Co-presidents to spread the load can be effective if the 2 students get along well & communicate

Vice President-

Some clubs elevate the vice president to the position of president the following year. This can be a good thing if the President and VP work closely together. This can also be disastrous if clubs don't choose well.

Board Positions-

Some board positions may be combined or have more than one student assigned. Some clubs have identified the senior member to head the committee/area during first semester, with the underclassman assuming the key leadership role during the second semester. Reason:

a. Seniors are more productive and dependable 1st semester
b. Underclassmen are gaining valuable training for future leadership in the club.

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 2-4/5)

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

Statement of Intent
KAY Board Members and Officers

Note: It is suggested that each candidate for an office or member of the board sign one of the following statements:

KAY OFFICER'S INTENT

If I am selected as a candidate for _____office, I WILL:

1. Attend a Regional Conference (if I am elected as a delegate).
2. Attend board meetings during school hours, before or after school and/or when necessary and the regularly scheduled monthly meetings.
3. Support all club activities by attitude, attendance and participation.
4. Uphold the ideals which are stated in the Motto, Slogan, Pledge and Declaration of Privileges and at all times influence others to do likewise.
5. Work for and support the policies of my school.
6. Consider it a privilege to work with my principal and sponsor to serve our school, to show appreciation for our faculty, to develop a friendly spirit among our students and to build school spirit.
7. Be loyal to the club of officers, sponsors and school officials, and be a positive influence in the life of my school, community, nation and world.

Date:_____ Signed by

Candidate:_____

Parent

KAY BOARD MEMBER'S INTENT

If I am selected to serve as a board member, I WILL:

1. Attend all scheduled Board of Directors' meetings called during school hours, before or after school, g unless previously excused by the president and the sponsor.
2. Attend all Board Directors' meetings held on schooltime, unless absent for a good reason.
3. Attend special committee meetings to plan the activities necessary for fulfilling the duties of the chairperson and committee.
4. Support all club activities with a positive attitude, attendance and participation.
5. Uphold the Motto, Slogan, Pledge, and Declaration of Privileges at all times and influence others to do so.
6. Work for and support the policies of the school and at all times respect and remain loyal to the club, sponsors, teachers and school officials.

Date:_____ Signed by

Candidate:_____

Parent

Signature:

KANSAS ASSOCIATION FOR YOUTH

SEEKING A KAY LEADERSHIP POSITION

If you are interested in seeking a position as a KAY Officer/Board member, please provide the following information and return to the KAY Sponsor.

NAME_____ GRADE: _____

NUMBER OF YEARS IN KAY: _____ SCHOOL YEAR SEEKING POSITION: _____

SCHOOL/KAY CLUB: _____

PREVIOUS KAY POSITIONS HELD: _____

OFFICE/POSITION SEEKING: _____

Please list other officer/ positions you have held at our school (identify name of organization, position and sponsors name):

Please identify other activities you participate in (list all school clubs & athletics as well as activities outside of school).

Why are you seeking a leadership position in our KAY Club?

What strengths do you have that will add to your success in this position?

As an officer in our KAY Club, you must be a responsible, dependable team member who will lead by example; you should have a good character, display a positive attitude, be a hard worker and be committed to the beliefs of the KAY organization. Why do you feel you have these qualities?

It is an honor and privilege to serve as an Officer in our KAY organization.

It is important that our leaders not only set a good example for our members but also serve as a role model for others in the school and community. Attendance at club and board meetings is a requirement of this position as well as other specific duties. NOTE: See your sponsor for the Qualifications, Responsibilities & Duties of the position you are seeking.

The information I have provided on this form is true to my knowledge. If selected, I agree to represent our KAY organization to the best of my ability and to abide by the conditions of my office & the officers' agreement.

Candidate Signature: _____ Date: _____

Parent Signature: _____ Date: _____

WANDA MAY VINSON SCHOLARSHIPS

Wanda May Vinson

1916-2004

Director, Kansas Association for Youth

1946 – 1982

Wanda May Vinson Senior 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 Camp Scholarships are also offered to KAY clubs as financial assistance for KAY Leadership Camp registration fees.

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 2026, 660 students have received these scholarships (over the past 68 years, reaching a total of $162,400).

Applications for senior scholarships are available in the KAY Form Dashboard on the KSHSAA website. The deadline for applications (complete with all materials) is April 1. Direct questions to Sarah Smith: ssmith@kshsaa.org. KAY Clubs registering their campers by April 1 are automatically considered for WMV Camp Scholarships.

SECTION 3 – 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 the 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 the requirement that they have a Board meeting once a month with 75% in attendance.

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 2- 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.

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 fist 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 price 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 the 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 the 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 the 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:

- ☐ Publicity/Public Relations
- ☐ Writing news stories
- ☐ KAY Bulletin Board
- ☐ Communication (phone, email, text, website.)
- ☐ Making posters, graphs, signs
- ☐ Building exhibits
- ☐ Preparing PowerPoint Presentations
- ☐ Designing/Updating Club website
- ☐ Taking pictures of club activities
- ☐ Assisting with club scrapbook
- ☐ Membership-recruiting new members
- ☐ Transportation committee
- ☐ Programs-Room/Stage set-up
- ☐ Programs-Lights, sound system
- ☐ Operating technology
- ☐ Printing programs, handouts
- ☐ Entertainment committee
- ☐ Giving Speeches
- ☐ Playing musical instrument_____
- ☐ Decoration -Making, put up
- ☐ Recreation Committee
- ☐ Refreshment Committee
- ☐ Assisting with Reports
- ☐ Other_____
- ☐ Other_____
- ☐ 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.

Yes	*No*	*Item*
		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.

2026-27 KAY ACTIVITIES CALENDAR
"WILD ABOUT SERVICE"

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

(Example)	**DATE**	**TIME**	**LOCATION**	**COMMENTS**
AUGUST	*Wed., 12th*	*3:00 p.m.*	*School Library*	*Remember to prepare reports*
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

I. **Distribute the workshop outline**

II. **Distribute a folder to all present, containing the following:**
   A. Responsibilities of office or board position *(see **KAY Handbook**, Section 2, pages 4-6 - 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

III. **Establish standards for your board meetings**. These should be written down and added to all board members folders.

IV. **President and sponsor share opening remarks** of enthusiasm and encouragement for upcoming year

V. **Ask your KLC attendees for reports**

VI. **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 *(email 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

VII. **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.

VIII. **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

IX. **Discuss goal award for the year** *(Red, Blue, Gold) (see **KAY Handbook**, Awards/Point System -section 9)*

X. **Discuss "Teams."** Would your club be better organized if you divided your membership into teams to work on activities throughout the year? (For large clubs this might help participation)

XI. **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.

XII. **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

XIII. **Discuss the theme** and how to work with it during the year - i.e., designate each month a color/objective.

XIV. **Discuss long-range plans** *(get dates cleared on the school calendar **AS SOON AS POSSIBLE**)*
   A. **Programs**
   B. **Projects**
   C. **Parties**

XV. **Set the time**, date and location for your next meeting

XVI. **Other business**

XVII. **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 -section 9).* NOTE: 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 5 - 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 SLIDE (include a picture or two, your school name, and a brief description (1 or 2 sentences)) about your area project participation. Update the Google Slideshow at least one week prior to your area Regional Conference.

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 Award Requirement.

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. Email news clippings of your club activities to KSHSAA.

J. Discuss projects that will "fire-up" the members. **Be creative!**

K. Goal requirement A*(first-semester KAY Membership Program)*. Put final touches on program. Evaluate, if completed.

L. Review Leadership Checklist - all participate.

M. Complete "Area Project". Update you Area Slideshow at least one week prior to your Area Regional Conference, 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 drop) ✻ 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, Section 3-2)*

A. Focus on your KAY club as you observe KAY Citizenship Week.

1.Place news release in media/paper (see Section 10-3 of the KAY Handbook).

2.Publicize the special service projects you do this week (pictures in local paper, announcements at school).

B. Regional conference report by members attending. Place news release in media/paper –(section 10-1 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 4 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 2027 Unit Conference schedule, (see Section 5-9, 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.

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 (first semester report) to KSHSAA – this form is available on the KAY Form Dashboard by logging in under your KSHSAA password and login. **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 and 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 10-2 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 2 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 Easter lilies to give to elderly families, hospitals.
    2. 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 the 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.

SECTION 4 – KAY CITIZENSHIP WEEK

A NOTE FROM THE STATE DIRECTOR

For many years, KAY Citizenship Week has provided schools across Kansas with an opportunity to celebrate service, leadership, and citizenship through the KAY program. As we continue to strengthen the impact of KAY in our schools, communities, nation, and world, we are excited to announce a renewed focus for KAY Citizenship Week beginning with the 2026-2027 school year.

While KAY Citizenship Week will continue to be celebrated during SCW 20 in mid-November, the purpose and emphasis of the week will evolve to intentionally highlight the foundations of the KAY program and what it means to be a KAY member.

This renewed concept will encourage KAY clubs to educate students, schools, and communities about:

- The KAY Pledge
- The KAY Slogan
- The KAY Motto
- The KAY Objectives
- The KAY Privileges

More importantly, the week will serve as a celebration of the KAY program itself — a character-building, leadership-training, and service organization dedicated to developing responsible student leaders throughout Kansas schools.

Our goal is to help students, schools, and communities understand the following:

- What KAY stands for
- Why service and citizenship matter
- How KAY develops leadership and character
- The positive impact KAY clubs make within their schools, communities, nation, and world

This new section in the KAY Handbook is intended to provide an outline of the week, provide activity ideas, and to help clubs celebrate KAY Citizenship Week in meaningful and engaging ways. We recognize that clubs have traditional projects that they enjoy and that their school and community have come to rely on. Please continue to engage in these projects! These established projects undoubtedly fit into the foundation of KAY and will only reinforce what we intend to do with KAY Citizenship Week – promote KAY principles! Please note that the activity ideas are just that: ideas. Clubs are welcome to celebrate each respective day in the way that works best for their club and school – use your creativity!

We believe this renewed focus will strengthen the identity of KAY statewide while helping members take greater pride in the traditions, values, and purpose of KAY.

Thank you for your continued leadership and dedication to KAY and the students you serve each day!

KAY CITIZENSHIP WEEK

Purpose:

- Celebrate KAY and its members
- Promote the core values and identity of KAY to clubs, schools, and communities
- Engage students in meaningful, action-based experiences
- Create a unified, statewide celebration of KAY
- Promote involvement and service
- Inspire students to make a positive impact today and in the future

Daily Focus:

- **Monday**: KAY Pledge Day
    - Students reflect on the KAY Pledge and take action to demonstrate high ideals, be a positive influence, and inspire others
- **Tuesday**: KAY Slogan Day (Laugh, Love, Lift)
    - Students actively practice bringing joy (laugh), showing kindness (love), and helping others (lift)
- **Wednesday**: KAY Privileges Day
    - Students explore the right they have to grow personally, respect and connect with others, and make a difference
- **Thursday**: KAY Objective Day
    - Students engage in activities tied to character, health, service, appreciation, recreation, and leadership
- **Friday**: KAY Motto Day
    - Students reflect on how their actions today shape their future

Visuals/Promotion:

- KAY Logo, KSHSAA Logo
- Colors: KAY Colors (Blue and Gold)
- Hashtag: **#KAYCitizenshipWeek #TodayForTomorrow #KSHSAAKAY** for daily social media posts
    - Share with Kansas Association For Youth socials (Facebook, Instagram, X)
- Post to school website
- Share with local media

Monday – KAY Pledge Day

Focus: The KAY Pledge
Core Message: "Our actions reflect the ideals we promise to uphold." Students understand that KAY is about action, not just membership.
Key Lines to Highlight:

- "Maintain the high ideals of my organization"
- "Positive influence in my school and community"
- "Challenge and inspiration to future members"

Activity Ideas:

- Recite the KAY Pledge during announcements or at a meeting
- "Positive Influence Challenge" - Do one intentional act that improves your school
    - Help a classmate
    - Include someone new
    - Clean up without being asked
        - Recognize participation:
          -Hand out stickers: *"I made a positive impact today"*
          -Or use a QR check-in form
- "Live the Pledge Wall" - Create a large display where students respond to prompts:
    - "I can be a positive influence by…"
    - "High ideals mean…"
    - "I want to inspire others by…"
- "Maintain High Ideals"
    - Character Cards
        - Hand out words like: integrity, respect, responsibility
        - Students reflect or act on them
    - Teacher Shout-Outs
        - Students recognize teachers/staff who model high ideals
- "Be a Positive Influence"
    - Kindness Campaign
        - Sticky notes on lockers
        - 'Caught Being Kind' slips
- "Inspire Future Members"
    - Senior or Leader Messages
        - Short notes or Videos - "What KAY has meant to me"
    - Recruitment Push
        - Invite non-members to a: lunch meeting, activity participation
- "Classroom Takeover"
    - KAY members lead classroom discussions - "What does positive influence look like?"
- "Be the Example" Campaign
    - KAY members: Model behaviors all day and be intentionally visible.

Social Media + Visibility - Daily Post Idea:

"Today for KAY Pledge Day, we are choosing to be a positive influence. How are YOU making a difference?" **#KAYCitizenshipWeek #TodayForTomorrow #KSHSAAKAY**

Visual Idea: Students holding signs: "I lead by example." "I choose to influence others positively."

Tuesday – KAY Slogan Day

Focus: KAY Slogan - 'Laugh, Love, Lift"
Core Message: Take time today to bring joy, show kindness, and lift someone up. Small actions can make a big difference.
Key Ideas To Highlight:

Laugh: Bring joy
Love: Show kindness
Lift: Help others

Activity Ideas:

- **LAUGH**
  - Dress-up theme: Bright/fun colors
  - "3 Acts Challenge":
    - Make someone laugh
    - Show kindness
    - Help someone
  - Post-it campaign:
    - Leave encouraging notes around school
  - Joke of the Day
    - Share over announcements or social media
  - Funny Photo Booth
    - Props: hats, glasses, signs
  - Teacher Talent/Funny Video
  - Staff share jokes or short clips
  - "Make Someone Smile" Challenge
- **LOVE**
  - Sticky Note Kindness Campaign
  - Leave positive notes on lockers, desks
  - Thank-You Cards
    - For teachers, custodians, cafeteria staff
  - "Caught Being Kind" Slips
    - Hand out when students show kindness
  - Compliment Chain
    - Each student compliments someone new
- **LIFT**
  - Peer Support
    - Tutoring, help classmates
  - Mini Service Project
    - Collect items, clean a space, organize supplies
  - "Lift Someone Up" Board
    - Shout-outs to students who helped others
  - Help-a-Friend Challenge
    - Carry books/bag, help with work, include others

Social Media + Visibility - Daily Post Idea:

"Today is Slogan Day—Laugh, Love, Lift. Take time today to bring joy, show kindness, and lift someone up. Small actions can make a big difference. How can YOU lift someone up?" **#KAYCitizenshipWeek #TodayForTomorrow #KSHSAAKAY**

Visual Idea: Action pictures of students laughing with each other or actions pictures of students participating in activities that lift others up.

Wednesday – KAY Privileges Day

Focus: KAY Privileges
Core Message: "As youth, we have the power and responsibility to grow, serve, and lead."
Highlighted Privileges (rotate or feature all): 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 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

Activity Ideas:

- "Privilege Reflection Wall":
    - Students and faculty write which privilege matters most to them and why and post to wall
- Highlight one privilege every hour (announcements/social)
- Students pick one privilege to focus on for the day
- Idea board: "How can we improve our school" or another question your club wants to focus on
- Art station
- Cultural appreciation display
- "Kindness Across Differences" campaign
- Games during lunch
- Encourage students to sit with someone new at lunch
- "Bring a Friend" to a KAY event
- "Do the Right Thing" challenge
- School pride activity: clean up, clean trophy cases, etc.
- Short breaks throughout the day for movement/meditation
- Mini service project
- Goal setting activity: "Where do I want to be in 5 years?"

Social Media + Visibility - Daily Post Idea:

"Today is KAY Privilege Day. KAY members know that as youth, they have the power to grow, serve, and lead. We challenge YOU to choose one privilege and put it into action today!" **#KAYCitizenshipWeek #TodayForTomorrow #KSHSAAKAY**

Visual Idea: Interview students and ask them what privilege is most important to them and why.

Thursday – KAY Objectives Day

Focus: KAY Objectives
Core Message: "KAY develops the whole person."
The 6 Objectives:

- Character (Laugh, Love, Lift)
- Health (Physical & Mental)
- Service (School, Community, Nation, World)
- Appreciation (Friends, All Races, Self)
- Recreation (Relaxation, Rest, Recreation)
- Leadership (Citizenship and Caring)

Activity Ideas:

- "6 Stations" or themed activities:
    - Character
        - Kindness cards station
            - Students stop in to write a quick note of kindness to someone in school
        - "Make Someone Smile Challenge"
    - Health
        - Quick workout/stretch station
        - Stress relief activities (coloring, breathing exercises, etc.)
    - Service
        - Mini service project
    - Appreciation
        - Thank-you notes
    - Recreation
        - Fun activity/games throughout the school day
        - Music or brain break activities throughout the school day
    - Leadership
        - Student-led activity
        - Quick leadership lesson: "What makes a good leader?"
- Showcase past KAY projects tied to objectives
- "Objectives in Action"
    - Students receive a digital checklist or handout and participate in 2-3 objectives throughout the day
- "Objective of the Hour"
    - Announcements throughout the day highlight one objective at a time - provide a quick challenge
- Color Theme Day
    - Wear the color of the objective that you like the most
        - Character - red; Health - white; Service - blue; Appreciation - yellow; Recreation - green; Leadership - purple
- Posters around school
    - Character - Be Kind; Health - Take Care; Service - Give Back; Appreciation - Value Others; Recreation - Have Fun/Be Active; Leadership - Step Up

Social Media + Visibility - Daily Post Idea:

"Today is KAY Objectives Day. KAY focuses on developing character, health, service, appreciation, recreation, and leadership. Take time today to grow in at least one of these areas!" **#KAYCitizenshipWeek #TodayForTomorrow #KSHSAAKAY**

Visual Idea: Post pictures of students holding posters that say, "KAY helps me grow in ____ because ___."

Friday – KAY Motto Day

Focus: KAY Motto - "Today for Tomorrow"
Core Message: "What we do today shapes our future." Students connect KAY to long-term purpose and legacy.

Activity Ideas:

- "Future Impact Challenge"
    - Students answer: What am I doing today to impact tomorrow?
        - They write: A goal, a promise, an action
    - Post and make these visible
- Senior reflections or leadership talks
    - "What I Wish I Knew"
    - "How KAY Impacted Me"
- Goal-setting activity for students
- Recognition ceremony for KAY members
    - Highlight KAY members, leaders, active participants, etc.
- End-of-week celebration
- Create a "Future Wall":
    - Students write goals or impacts they want to make
- Students write "Letter to Future Self"
    - Goals for the year
        - Seal letters and return at the end of the year
- School-wide announcement and "Pause and Reflect" moment
    - "Take one minute to think about how your actions today can shape your future."
- Daily Action Commitment
    - Students choose one action they will follow through on throughout the day.
- Dress-Up Day
    - Dress up as the 'future you' - career goals, college gear, etc.

Social Media + Visibility - Daily Post Idea:

"Today is KAY Motto Day. Everything we do today shapes who we become tomorrow. What action are YOU taking today to make a difference?" **#KAYCitizenshipWeek #TodayForTomorrow #KSHSAAKAY**

> Visual Idea: Post pictures of students holding posters that say, "My future starts today by…." or with ready-made posters: "My future starts now!" "I am building my tomorrow." "Today matters!"

KAY Citizenship Week

November (SCW #20)

KAY Citizenship Week is a time to celebrate the values of KAY and encourage students to lead through service, leadership, kindness, and positive citizenship. Throughout the week, students participate in activities that promote school involvement and remind them that their actions today help shape a better tomorrow.

MONDAY
Pledge Day

The KAY Pledge

Sample Activities

- Positive Influence Challenge
- 'Live the Pledge' Wall
- Teacher Shout-Outs
- 'Caught Being Kind' Slips
- 'Be The Example' Campaign

#KAYCitizenshipWeek
#TodayForTomorrow
#KSHSAAKAY

TUESDAY
Slogan Day

Laugh • Love • Lift

Sample Activities

- Sticky Note Kindness Campaign
- Funny Photo Booth
- Help-a-Friend Challenge
- Make Someone Smile Challenge
- Compliment Chain

#KAYCitizenshipWeek
#TodayForTomorrow
#KSHSAAKAY

WEDNESDAY
Privileges Day

Grow • Serve • Lead

Sample Activities

- Privilege Reflection Wall
- Games During Lunch
- Mini Service Project
- 'Do The Right Thing' Challenge
- School Pride Activity

#KAYCitizenshipWeek
#TodayForTomorrow
#KSHSAAKAY

THURSDAY
Objectives Day

Develop the Whole Person

Sample Activities

- 6 Objective Stations
- Color Theme Day
- Leadership Lesson
- Objective of the Hour
- Objectives In Action

#KAYCitizenshipWeek
#TodayForTomorrow
#KSHSAAKAY

FRIDAY
Motto Day

Today for Tomorrow

Sample Activities

- Future Wall
- Letter to Future Self
- Dress as Future You
- Senior Reflections
- Recognition Ceremony for KAY members, leaders, etc.

#KAYCitizenshipWeek
#TodayForTomorrow
#KSHSAAKAY

SECTION 5 – CAMP AND CONFERENCES

REGIONAL CONFERENCES

Regional Conferences, held in the fall, offer 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 5 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 project 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 in Section 5 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 with 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 26-July 30, 2027

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 2027 begins on Monday, July 26 with registration from noon to 1:30 p.m. and will conclude at 11:00 a.m. on Friday, July 30. 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 a traditional campfire.

The camp staff is made up of approximately thirty outstanding individuals, carefully selected based on character, ability to work with young people, for their commitment to reach the highest goals and ideals, and for their enthusiasm, motivation, and the 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 the 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 you school administrator or email kay@kshsaa.org
Step 3: Once logged in select ACTIVITIES from the top of the page.
Step 4: Scroll down to KAY and select "Form Dashboard"
Step 5: Find the proper registration form and complete it.
Step 6: An invoice will be emailed to your Athletic Director the following Wednesday after you enroll.

REMINDERS ABOUT KLC REGISTRATION:

- **Be sure you enter your student's grade for NEXT SCHOOL YEAR.**
- **Please register your student with their name they want to be referred to at KLC (exp- formal name is Richard, but student goes by Rick.)**
- **Be sure to mark the student's correct gender.**

2026 KAY REGIONAL CONFERENCES
"WILD ABOUT SERVICE"

8:15-8:35	Arrival/Registration/Refreshments/Refreshments for Sponsors (sponsors room)
8:20	Meeting for all Area President Candidates (designated room)
8:40-8:55	Student Mixer Activity
8:40-8:55	Meeting for all Sponsors (sponsors room)
9:00-9:50	Opening General Session (award recognition, introduce AP candidates)
9:55-10:15	Swap & Talk (7 meeting areas/rooms) Swap & Talk Club Presidents Swap & Talk (delegates divided into groups) A. Swap & Talk B. Swap & Talk C. Swap & Talk D. Swap & Talk E. Swap & Talk F. Swap & Talk
9:55-10:15	Area Sponsor meeting with new sponsors (1-3 years) (Sponsor's room)
10:20-11:35	Sponsors Lunch/Working Meeting
10:20-10:40	"Laugh, Love & Lift" Session A
10:45-11:05	"Laugh, Love & Lift" Session B
11:10-11:35	Student Lunch
11:40-12:05	Service Project
12:10-12:30	Area President Election Area Project Report
12:35-1:05	"Today for Tomorrow" (Club Time)
1:10	Closing General Session Introduce new Area President Closing Remarks Farewell/Adjournment
1:30	Conference Adjourned

DELEGATE INVITATION

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 is located online under the sponsor login. Please complete the form and submit it, **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 kay@kshsaa.org

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

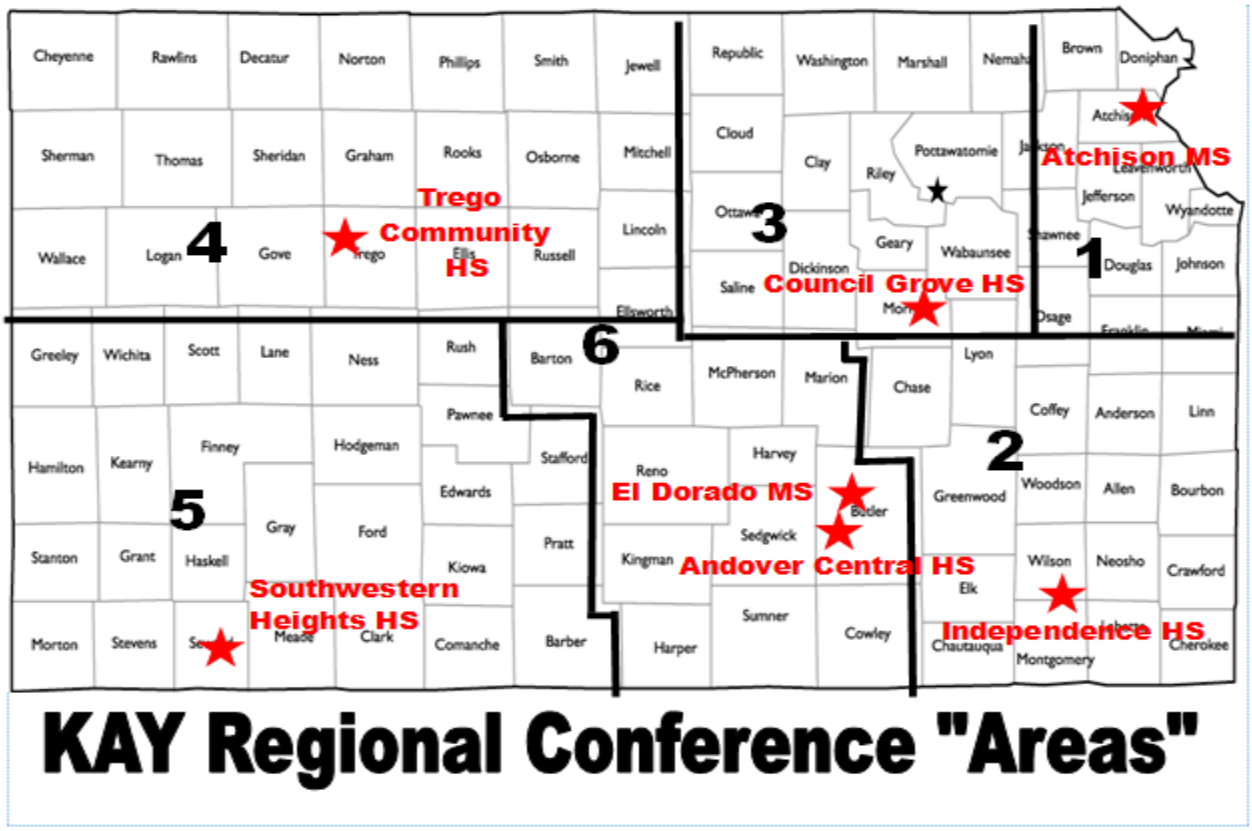
ATTENDANCE: There is no refund for schools and sponsors that do not attend the RC. Clubs are required to pay the conference fee for all registered students delegates/sponsors.

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

2027 CONFERENCES

AREA	HOST SCHOOL(S)	DATE	REGISTRATION
1	Atchison MS	November 12	October 29
2	Independence HS	November 9	October 26
3	Council Grove HS	November 13	October 30
4	WaKeeney-Trego HS	November 10	October 27
5	Kismet-Southwestern Heights HS	November 5	October 22
6 HS	Andover Central HS	November 3	October 20
6 MS	El Dorado MS	November 4	October 21

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 students 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 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 donate to the conference collection.
- Make checks payable to: VINSON SCHOLARSHIP FUND
- See page 5-6 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, and duties on page 5-7
- Nomination information will be communicated to all KAY clubs on September 15.

CONFERENCE PREPARATION

Our Conference Delegates

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

- Register online
- Request for transportation made
- Departure time
- Pre-conference meeting held for all delegates
- Special preparations completed (if presenting)
- Donation for conference collection
- List of delegates turned into school office (for absences)

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 with 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.

2026 marks the 69th year of awarding Wanda May Vinson Scholarships. During this span of time, 660 students have received these scholarships, this year reaching a total amount of $162,400.00.

In addition, since 2006, 271 scholarships at $50 each have been awarded to KAY clubs for KAY Leadership Camp attendance. In 2026 his total reached $13,500.00 The grand total for all Vinson Scholarships equals $175,900.00

HOW ARE THESE SCHOLARSHIPS FUNDED?

The money for these scholarships is 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 donate 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
- $.77 per member; $7.70 per member
- $77.00 for the 77th Year
- Any other amount – i.e., $50.00, $100.00

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

If you donate to the Regional Conference: Give your check to your Area Sponsor upon arrival.
If donating via US Mail: Vinson Scholarship
Attn. Sarah Smith
KSHSAA
601 SW Commerce Place
Topeka, KS 66615

If you need a document to present to your office to acquire a donation, a form is available on the KSHSAA website (login – go to ‘Activities’ – go to KAY and click on the Form Dashboard – click on ‘WMV Donation Form’ and complete the form as appropriate).

2026 KAY REGIONAL/AREA PRESIDENTS

Area 1	Area 2	Area 3	Area 4	Area 5	Area 6
Emma Finnegan Atchison HS	**Callie Collins** Cherryvale HS	**Taylor Bennett** Seneca-Nemaha Central HS	**Kadie Draper** WaKeeney-Trego HS	**Shelby Olson** Jetmore-Hodgeman County HS	**Chloe Cales** Arkansas City HS

REGULATIONS FOR ELECTING AREA PRESIDENTS

QUALIFICATIONS OF THE CANDIDATE

1. SHALL BE a student in high school, junior high, or middle school during the 2026-2027 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 candidate's 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 at 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.

2026 KAY REGIONAL/AREA SPONSORS

Area 1	Area 2	Area 3	Area 4	Area 5	Area 6
Haley Schmitz Topeka - Washburn Rural HS	**Lisa Chapman** Altamont-Labette County HS	**Melanie Borror** Manhattan- Susan B. Anthony MS	**Robin Billings** Kensington-Thunder Ridge HS	**Annalee Crotinger** Otis-Bison HS	**Gretchen Elliott** Lindsborg-Smoky Valley HS

SERVING AS A KAY AREA SPONSOR

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 (2026), Areas 2, 4, and 6 will select a new area sponsor. Next fall (2027), Areas 1, 3, and 5 will make their selections.

WHY SERVE AS A KAY AREA SPONSOR

1. GREAT way to get motivated for the year
2. GAIN a better understanding of the KAY program
3. DEVELOP friendships with sponsors from other areas of the state
4. GENERATE exciting ideas and techniques from networking together
5. REWARDING opportunity to represent KAY clubs in your geographical area
6. EXCITING way to spend a day away from the classroom (at KSHSAA expense)
7. 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)

2027 KAY UNIT CONFERENCES
"WILD ABOUT SERVICE"

8:00 - 8:30	Check In: Refreshments for delegates
8:00 – 8:55	Gathering/Refreshments and Activity for Sponsors
8:35 - 8:55	Presidents Meeting
8:40 - 8:55	"To Enjoy Fun and Laughter"- Student Activity
9:00 - 9:35	Opening General Session
9:40 - 9:55	"Wild about Service" small group activity
9:40 - 10:40	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 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.

"Wild about Service" - 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 Project - involvement of all delegates and sponsors working together on a service project at the direction of the host club.

FEES/REGISTRATION

- KAY Regional Conference Registration Form (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 – kay@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.

2027 KAY LEADERSHIP CAMP

ROCK SPRINGS 4-H CENTER – JUNCTION CITY, KS

July 26-July 30, 2027

KAY Leadership Camp brings together KAY members from across Kansas for a week of leadership development in a fun, supportive camp setting. Campers build skills, confidence, and friendships through a variety of engaging experiences, including:

Team Meeting – Brainstorming ideas, designing and presenting projects, and serving a camp meal.
Creative Periods – Creating and contributing to camp-wide activities.
Leadership Labs – Exploring leadership skills, responsibilities, and teamwork.
Laugh, Love & Lift Sessions – Presentations on special-interest and personal growth topics.

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 2027 begins on Monday, July 26 with registration from noon to 1:30 p.m. and will conclude at 11:00 a.m. on Friday, July 30. Each day includes a wide range of recreational activities, such as swimming, canoeing, archery, crafts, dance, games, horseback riding, volleyball, yoga and more. 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 students 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

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, 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 kay@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 2027 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 6 – 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 note 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 8 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 applications of academic and functional skills.

SCHOOL PROJECTS

Appreciation- Show you Care

Show appreciation to school staff (Custodians, cooks, nurses, bus drivers, administrators, teachers) Cards of appreciation, goodie bags, appreciation post-its.

Bulletin Boards/Announcements

Make an attractive bulletin board with "Student/Staff Member/Faculty Member of the month".

Have a KAY bulletin board; post club activities, pledge poster, camp posters, etc.

Clean up the school/grounds

"Cleanup day" (cut weeds, pick up litter, paint bleachers at football field, general clean up of school grounds)

"Pitch In" -paint trash containers used on school grounds

Clean the bleachers and field /bleachers after a home game

Help custodians- empty trash cans/recycle bins

Clean school buses

College Care Packages

Make care packages for former KAY members who are college freshmen

Faculty

Welcome snacks/drinks for faculty on the first day of school

Give each teacher a "Survival Kit" for the year

Give staff (admin, teachers, custodian, bus drivers, cooks) a cupcake on their Birthday

Holiday Celebrations

Decorate the school halls, grounds, and lunchroom for the holidays

Make favors for the kindergartners- Tootsie Pop ghosts for Halloween, Candy cane horses for Christmas, heart-shaped cookies for Valentine's Day

Sponsor a dance with a holiday theme for your school

Caroling- Coordinate with teachers and the principal to carol in the hallways during free periods,

Sponsor "Christmas movie" night for (school & community). Admission- canned goods, provide popcorn and cider/hot chocolate

Parent/Teacher Conferences

Provide refreshments for faculty and staff (snacks/drinks). Provide baby-sitting services so parents may attend conferences. Serve as guides at conferences.

Plants for Office Staff

Give a plant to secretaries, nurses, administrators, and faculty for Appreciation Day.

Recycling

Organize the recycling of paper and aluminum cans. Place containers (well-marked) throughout the school and collect as needed.

School Spirit

Promote a school spirit week. Have a contest for best participation, outfit

Tutor

Assist those students who are new or have missed school; volunteer to assist younger students in lower classes; help students who are having difficulty in their schoolwork.

Welcoming New Students, Faculty, Administrators, and Staff

Students- act as guides in the halls during the first week of school; set up an information booth in the main hall before school, during noon hour, and after school.

Place welcome signs on lockers in halls.

Welcome party- conduct a tour of the school for new students and parents, give a little welcome "gift bag"

Wintertime work

Help take down Christmas decorations, and volunteer to help custodians shovel snow, remove ice and snow from faculty windshields

COMMUNITY PROJECTS

Adopt-A-Highway

To help keep your area's highways clean of litter, non-profit organizations may adopt a specified section of highway to keep clean of litter and debris. To find out more go to www.ksdot.gov/home/components/news/news/446/

Appreciation- show you care

Show appreciation to community members (Emergency services, city council, clergy, local merchants, healthcare workers)
Thank you cards, shop local

Baby-Sitters

For community meetings, after school, "Moms Day Off" – community babysitting so moms/dads can go shopping or for appointments.

Blood Drive

Host a blood drive at the school, and invite the community

Car Wash

Organize a community car wash, and any proceeds go to a charity

Christmas

Caroling- visit hospitals, nursing homes, schools, and rehabilitation centers in your area. Make an appointment with each facility well in advance.
Send cards to the military, nursing homes
Help the Salvation Army ring bells for their Red Kettle Challenge
Holiday gift wrapping

Clean Up Brigade

Clean roadside leading into the community; clean parks
Sweep downtown sidewalks
Weed a city park, plant flowers, trees, and shrubs

Cold Weather Items

Place boxes around town and collect mittens, scarves, and hats to provide to needy people.

Community Rummage Sale

Ask KAY members or the school staff/students to donate items they no longer need, which will then be sold to raise funds.

Food Pantry

Collect canned goods, non-perishable items, hygiene products, and donate to shelter/school

Hospitals

Please contact the hospital before starting to make sure there is a need for *Activity boxes*- filled with coloring books, small toys, etc., to keep a sick child or their sibling occupied during a hospital stay.

Humane Society

Volunteer to participate in a "Dog Wash"
"Pennies for Puppies" (Collect, donate to local humane society)

Nursing Homes

Contact a nursing home near you and see how you can help.
Do yard work, plant a flower bed, and maintain it
Have a craft day with residents
Play games- bingo, cards, etc.
Monthly birthday parties

Rake and Run

Rake leaves for senior citizens, etc. (get truck, bags, rakes -rake leaves, load into truck and drive away.

Reading- Celebrate Dr. Seuss' Birthday

Organize with the local library and elementary schools to read to children on March 2 (Dr Seuss' Birthday) Make Dr. Seuss bookmarks

Ronald McDonald House *(see National Service Project for details)*

Senior Citizens

Offer an "Errand Running" service for elderly people in the community
Paint or clean up the elderly properties
Shovel snow/clean windows, clean out gutters for elderly people
Christmas caroling

Walkers

Draw a map of safe areas around town and provide mileage for each route

Sponsor a walk-a-thon. Ask walkers to take pledges. Donate money to a community project.

Welcome Signs

Community "Welcome" signs on the highways into town.

NATIONAL PROJECTS

American Cancer Society

The mission of the American Cancer Society is to improve the lives of people with cancer and their families through advocacy, research, and patient support. Ensuring everyone has the opportunity to prevent, detect, treat, and survive cancer. For more than 10 decades, the American Cancer Society has been dedicated to pursuing better outcomes for every cancer. Go to cancer.org to find out more and ways to give.

American Heart Association

Since the American Heart Association was founded in 1924, deaths from cardiovascular diseases have been cut in half. But heart disease remains the leading cause of death, and there's still so much more to do. Together we can save more lives. Program and fundraising activities go to www.heart.org

American Lung Association of Kansas

Learn how to keep your lungs healthy and get facts about lung disease symptoms, causes, and treatments, as well as advice for managing different lung diseases. Go to www.lung.org for more information and ways to get involved.

American Red Cross

Our mission is more than words. We always aim to prevent and relieve suffering with every action. The Red Cross shelters, feeds, and provides comfort to people affected by disasters; supplies about 40% of the nation's blood; teaches skills that save lives; distributes international humanitarian aid; and supports veterans, military members, and their families. The Red Cross is not a government agency. The Red Cross is a registered 501(c) (3) nonprofit organization that depends on volunteers and the generosity of the American public to deliver its mission.

Go to www.redcross.org for more information

Capper Foundation (building abilities and empowering people of all ages living with disabilities)

www.capper.org/donate-ways-to-give

Children's Mercy Hospital

We invite you to join our Children's Mercy Community of Champions to make an impact. Whether your gift helps provide a diagnosis that wasn't available yesterday through cutting-edge research, trains a new nurse, or provides a cozy blanket to a sick child, giving helps families when they need it most. www.childrensmercy.org

Cerebral Palsy Research Foundation of Kansas

Over the last 50 years, CPRF has evolved from a grassroots organization into a recognized leader in the community. We are focused on improving the day-to-day lives of people with disabilities and work to eliminate independence barriers in the home, workplace, and community. We offer customized wheelchair fabrication, funding for assistive technology, accessible housing, job placement services, case management, and much more. www.cprf.org

Cystic Fibrosis Foundation (Cystic fibrosis is a genetic disorder that affects the lungs, pancreas, and other organs.)

www.cff.org/get-involved

Feeding America

Building a hunger-free America: We all deserve to have enough food to eat without worrying about whether we can afford it. www.feedingamerica.org

Locks of Love

By utilizing donated ponytails, we provide the highest quality hair prosthetics to financially disadvantaged children *free of charge*. www.locksoflove.org

Make-A-Wish

The Wish Society offers you a unique opportunity to make a profound difference in the lives of children battling critical illnesses. Partner with Make-A-Wish Missouri & Kansas to grant life-changing wishes and bring hope and joy to families in our community. www.wish.org/mokan/wish-society-0

March of Dimes

We're committed to ending preventable maternal health risks and death, ending preventable preterm birth and infant death, and closing the health equity gap for all families. www.marchofdimes.org/ways-to-give

Depression and Bipolar Support Alliance

Depression and Bipolar Support Alliance (DBSA) is the leading national organization focused on depression and bipolar disorder. DBSA provides peer-led support, trusted resources, and wellness tools for individuals living with mood disorders—as well as for their family members, friends, parents, and caregivers. www.dbsalliance.org

National Kidney Foundation

The National Kidney Foundation is revolutionizing the fight to save lives by eliminating preventable kidney disease, accelerating innovation for the dignity of the patient experience, and dismantling structural inequities in kidney care, dialysis, and transplantation. www.kidney.org

New Eyes for the Needy

New Eyes gives access to eyewear and clear vision, transforming the lives of financially struggling children and adults across the United States. www.new-eyes.org

Ronald McDonald House Charities

The mission of Ronald McDonald House Charities is to provide and support programs that directly improve the health and well-being of children. Two of its programs are: Ronald McDonald House and Ronald McDonald Family Room. Ronald McDonald House- We believe that "home" is more than four walls and a roof over your head. That's why every Ronald McDonald House is a haven for families with children in the hospital. It provides all the comforts of home, plus the compassion of staff, volunteers, and other families — all just steps away from the hospital. Ronald McDonald House Family Rooms- A Ronald McDonald House Family Room is a quiet place away from the medical space, for families to recharge, grab a bite to eat, shower, or get rest during the long days of testing or treatment. www.ronaldmcdonaldhouse.org

St. Jude Children's Research Hospital

The mission of St. Jude Children's Research Hospital is to advance cures and means of prevention for pediatric catastrophic diseases through research and treatment. Consistent with the vision of our founder, Danny Thomas, no child is denied treatment based on race, religion, or a family's ability to pay. www.stjude.org

Veterans Day Appreciation

Assist with Veteran's Day activities; send cards to service people, visit Veterans hospitals.

WORLD PROJECTS

Care

CARE prioritizes long-term solutions, not just short-term fixes. Our work focuses on crisis response, food and water, shelter, health, education and skills, and women and girls' empowerment. We strengthen local institutions so they can act swiftly and meet people's most urgent needs. We address the global trends — like conflict and worsening environmental conditions — that make global crises harder to solve. We help people and communities prepare for future shocks and empower them to respond to emergencies themselves. www.care.org

ChildFund International

Child Fund is a global community of people who care about children and take action to help them grow up healthy, educated, skilled, and safe. Together, we're creating a world where all children live to their fullest potential at every stage of their lives. That's why we partner to support children facing challenges no child should have to. As part of ChildFund Alliance, we reach children in 66 countries. Here in the U.S., supporters can sponsor children in 23 countries. www.childfund.org

Church World Service

Church World Service is a faith-based organization transforming communities around the globe through just and sustainable responses to hunger, poverty, displacement, and disaster. www.cwsglobal.org

God's Faithful Servants

To improve the quality of people's lives through individual and group hospitality. We raise funds to support our annual "world Mission" to deliver 280 new Wheelchairs for those most in need but cannot afford one. godsfaithfulservants.org

Heifer International

Ending poverty begins with agriculture- Heifer International is on a mission to end hunger and poverty in a sustainable way by supporting and investing alongside local farmers and their communities. www.heifer.org

Project Hope Foundation

Project HOPE is a leading global health and humanitarian organization with over 65 years of experience transforming the health and well-being of communities around the world. With over 1,000 employees in more than 25 countries across five continents, we work hand-in-hand with local health workers and health systems to provide urgent relief and transformative solutions that drive lasting impact. www.projecthope.org

Samaritan's Purse International Relief

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet the needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ. www.samaritanspurse.org

Save the Children Federation Inc.

We have been supporting children for over 100 years, and we won't stop now. Save the Children saves lives and is cost-effective. 84% of every dollar donated goes straight to our mission.

- Around the world, we provide newborn health services, malnutrition screening and treatment, and help prevent disease.
- When disasters strike, Save the Children responds to the unique needs of children to ensure their survival.
- We have a long-standing partnership with the U.S. Government, which includes actively working with several Administrations to ensure that children are given the best start in life.

www.savethechildren.org

Soles4Souls

By diverting new and used shoes and clothing from landfills, they turn excess into relief for those in crisis, opportunity for Communities, confidence for kids, and a healthier planet for all.

- **112 million+ donated items** (like gently used shoes, clothing, and accessories.
- **Put to good use** -supporting people in crisis, entrepreneurs, and communities worldwide.
- **And diverted from landfills** – reducing waste and minimizing environmental impact

Soles4Souls | Creating opportunity for people through shoes and clothing.

UNICEF

Over eight decades, the United Nations Children's Fund (UNICEF) has helped save and meaningfully improve more children's lives than any other humanitarian organization. UNICEF USA is an independent, charitable organization that rallies the American public to support the most vulnerable children, wherever they live. www.unicefusa.org

World Central Kitchen

WCK is first to the frontlines, providing fresh meals in response to humanitarian, climate, and community crises.

www.wck.org

SECTION 7 – FINANCE AND FUN

FINANCIAL PROJECTS

Bake Sale Balloons

Oriental Trading Co., 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-mâché, 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

Oriental Trading Co., www.orientaltrading.com

Candy—Suppliers for Fundraising

World's Finest Chocolate, www.worldsfinestchocolate.com

Car Parking Service Car Wash

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

Oriental Trading Co., www.orientaltrading.com

Carnival Carolgrams

(also adaptable to Singing Valentine's) Announce your club will be delivering Carol grams (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.

Chili Feed

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.

Cutlery

Complete line of kitchen cutlery and many kitchen related utensils. Supplier: Rada Mfg. Co., www.radacutlery.com

Cup Cake Sale Dance Doughnut Sale First Aid Kits

Guessing Booth

Place M&M's in large jar in booth. Sell guesses for 25 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 50¢ 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.

Ice Cream Social

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 $2 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.

Silent Auction Singing Valentines

(See "carol grams" in this section.)

Snack Sale

Brownies, Cookies, Fruit, Pickles, Popcorn

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 choice. GET PERMISSION FROM PRINCIPAL PRIOR.

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)

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."

Workdays/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, 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 Jazzercize or Aerobicize class for the community. Provide a nursery.

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 inside.

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

Cornhole Tournament

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

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 having a 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.

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/Pickleball Courts

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

Track Improvement Twister Contest

Your commons area or gym floor can be transformed into a giant twister board. Participation fee of $1 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
- Have a Glowing Year with KAY (glow sticks)
- Have a Beary-Special Year (Use Teddy Bears)
- Join the KAY Connection, Join KAY—We're Out of This World. (Team names—Venus, Mars, Pluto, Earth, Saturn, Jupiter)
- KAY is Poppin'! (Team names—Grape, Root Beer, Cola, Strawberry)
- SPACE/KAYs (Team names—Martians, Vulcans, fantasy movie creatures: Jaws, Sand People, Wookies, Ewoks, Bantas, The Greatest Group on Earth (Circus theme)

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 quarter. 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.)

(SAIL)
(BLIND)
(LAND)
(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 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.

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.

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), shop 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!

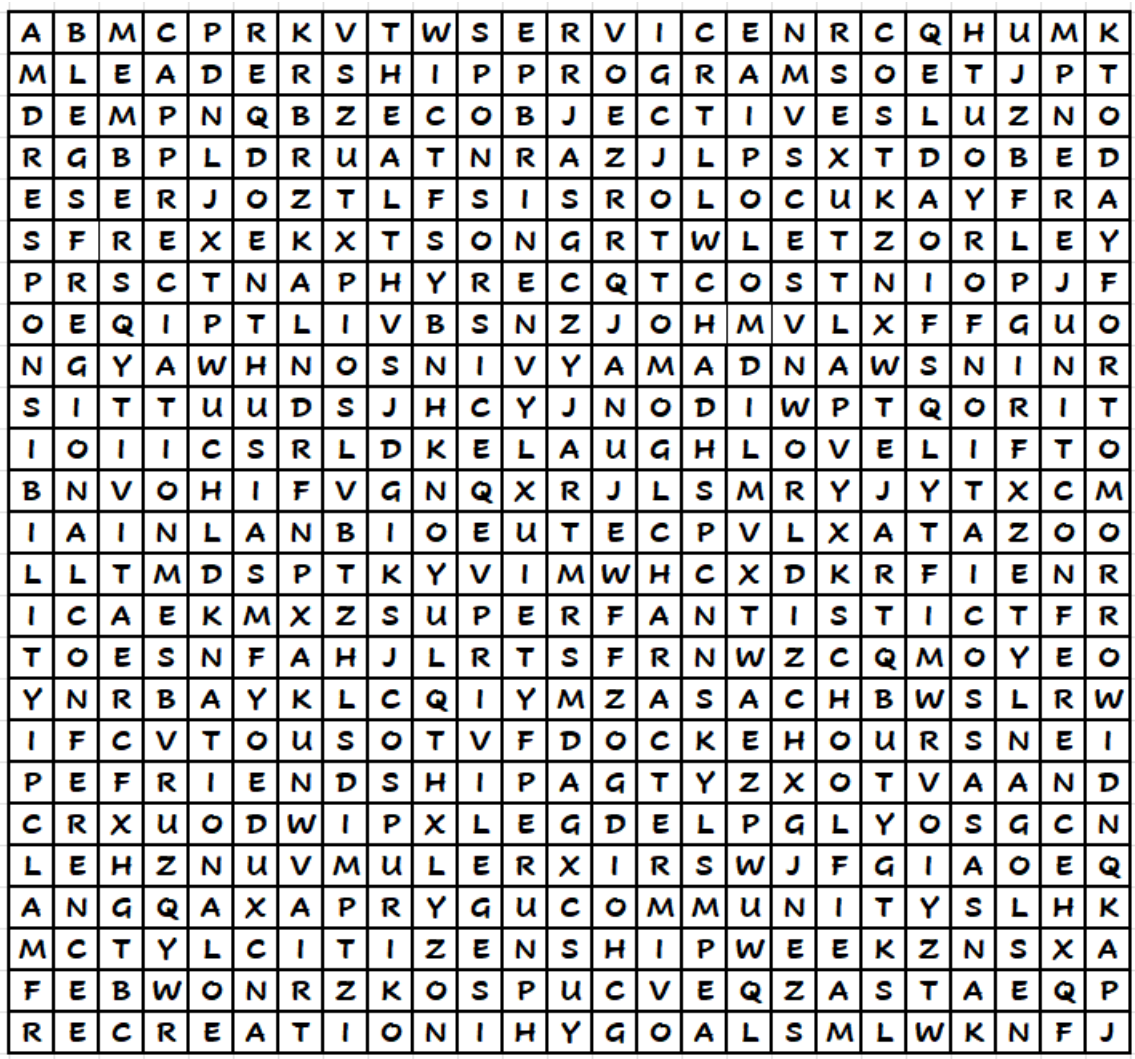
Pool Party

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.

KANSAS ASSOCIATION FOR YOUTH – WORD SEARCH

Directions

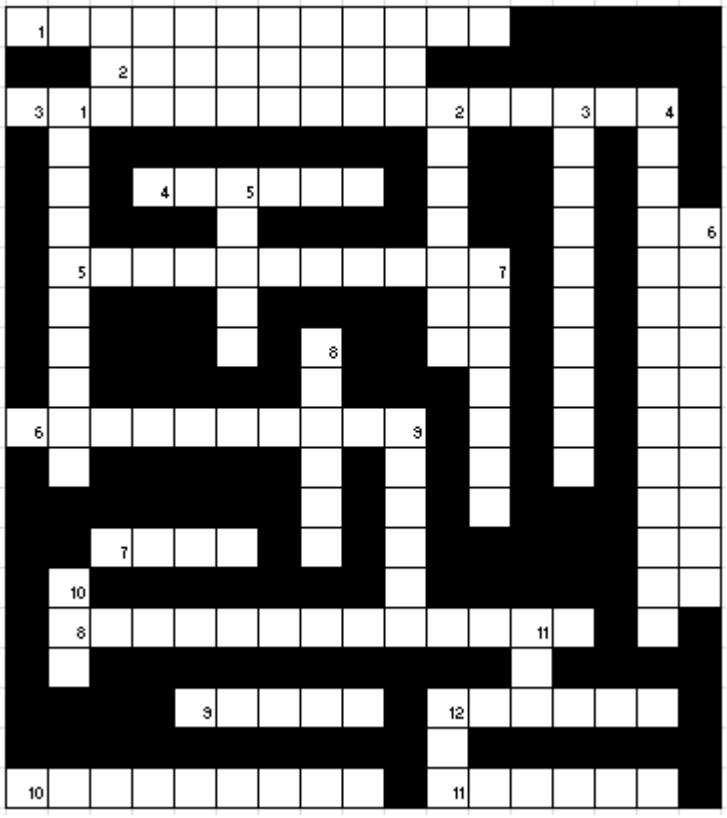
The words in the word list below are hidden in the diagram of letters above. Seek them by reading forward, backward, up, down and diagonally, always in a straight line. Do not skip over any letters. Some of the letters in the diagram are used in more than one word and some are not used in any words.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



Appreciation
Camp
Character
Citizenship Week
Colors
Community
Creativity
Enthusiasm
Friendship
Fun
Goals
Health
Kansas Association for Youth
KAY
KLC
Laugh, Love, Lift
Leadership
Members
Motto
National
Objectives
Pledge
Points
Privileges
Programs
Recreation
Regional Conference
Responsibility
School
Service
Slogan
Sponsors
Superfantastic
Today for Tomorrow
Unit Conference
Wanda May Vinson
World

KANSAS ASSOCIATION FOR YOUTH – CROSSWORD

(Answers available upon request)



Across

1. An Objective -friends, all Races, self
2. The individuals who support & lead the clubs
3. The KAY Motto
4. An Objective -physical and mental
5. Opportunities to meet & collaborate with other clubs
6. An Objective -citizenship and caring
7. A color that represents KAY
8. The KAY Slogan
9. The thing that changes every year
10. An Objective -laugh, love, lift
11. A color that represents KAY
12. What state is the only state to have a KAY program

Down

1. KAY has six of these
2. The individuals that make up a KAY club
3. An Objective -relaxation, rest, recreation
4. The name of the Scholarship offered to
5. KAY is divided into six of these
6. Kay has ten of these
7. An Objective -school, community, nation, world
8. The organization behind KAY
9. What you should say at every meeting
10. What's held at Rock Springs every summer
11. To enjoy _____ and laughter
12. A short name for Kansas Association for Youth

KANSAS ASSOCIATION FOR YOUTH – CRYPTO

A cryptogram is a short quote/sentence that has been encrypted by taking each letter in the quote and substituting it with another letter. Your challenge is to decrypt it back using your linguistic intuition.

(Answers available upon request)

1. F=A

N bnqq, fx f rjrgjw tk ymj pfsxfx fxxthnfynts ktw dtzym, jsijfatw yt rfnsyfns ymj mnlm nijfqx tk rd twlfsnefynts, yt rfpj rd ujwxtsfqnyd f utxnynaj nskqzjshj ns ymj qnkj tk rd xhmttq fsi rd htrrzsnyd, fsi yt ufxx ts fs fxxthnfynts bmnhm bnqq gj f hmfqqjslj fsi nsxunwfynts yt kzyzwj rjrgjwx.

2. K=S

Lzw kap gtbwulanwk gx lzw csfksk skkguaslagf xgj qgmlz sjw: uzsjsulwj, zwsdlz, kwjnauw, Shhjwuaslagf, jwujwslagf, sfv dwsvwjkzah.

3. U=O

Jdp sngwnw nwwuornjrug cui zuxjd rw n odninojpi-axrfbrgq, fpnbpiwdrh-jinrgrgq, wpikrop Uiqngrmnjrug bripojpb az jdp sngwnw wjnjp drqd woduuf nojrkrjrpw nwwuornjrug.

4. O=L

PZB ovzwvihsrk xznk kilerwvh hgfwvmgh drgs gsv lkkligfmrgb gl wvevolk ovzwvihsrk Klgvmgrzo, gl vmirxs kvihlmzorgrvh, gl xivzgv zm zdzivmvhh lu xrgravmhsrk ivhklmhryrorgrvh, zmw gl wvevolk z wvhriv gl yvxlnv rmelevw rm gslhv kiltiznh zmw kilqvxgh dsrxs svok gl yfrow z yvggvi dliow rm dsrxs gl orev.

5. Y=N

Plyil zln qdytxy tjexalutedwt: gxu fulirlsdyf thydxut pex wuxqdihi xrstslyidyf ahlihutedw dy seh blytlt lttxjdlsdxy gxu nxqse grusehu sehdu hirjlsdxy. Zhzkhut pex ljedhqhi edfe tjexaltsdj tslyidyf lyi zlih jxysudkrsdxyt xg thuqdjh sx sehdu tjexxa lyi jxzzrydsn luh hadfdkah sx lwwan gxu l qdytxy tjexalutedw.

SECTION 8 – 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

CREATIVE SERVICE/ORIGINAL PROGRAM PROJECTS

A creative service project is one that exhibits an unusual approach to serving school, community, nation, or world whereby KAY members are involved in planning, implementing and evaluating the project. The intention is to achieve a high level of commitment, participation and involvement on the part of the membership. Projects submitted for approval shall have been completed during the current school year.

Original programs are to be skits, plays, pantomimes, panels, or symposiums planned by club members. Songs, poems, and special numbers are not required to be "original" (written by club members), but rather how the material is used; the design and arrangement of the program content are what is deemed original. Please do not submit a program in which you state that an invited speaker talked for thirty minutes. This is not considered an original program; however, material that introduces supplements or augments a speaker's presentation is acceptable.

See the KAY Form Dashboard at KSHSAA.org for special forms to submit a creative service/original program project. Please complete this form 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 the KSHSAA 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 “Superhuman 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 9 – AWARD AND THE POINT SYSTEM

THE POINT TO THE POINT SYSTEM

I. 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 that have involved a large percentage of their members in worthwhile service projects, personality enrichment programs, and enjoyable recreational activities.

II. 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.

III. 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 it intends to earn during the current year. (Note: School year begins with KAY Leadership Camp and ends in May/June.)

D. The club declares its award goal preference by marking its choice on its membership list. Your goal choice, located on your membership list must be completed on your MEMBERSHIP LIST, must reach the KSHSAA by October 15.

IV. 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.

V. CAMP ATTENDANCE

Camp attendance starts a new KAY school year; therefore, attendance may not be applied as a goal requirement for the Previous year.

KAY REPORTS TO COMPLETE

I. To be eligible for club awards, clubs must complete the following KSHSAA KAY Reports that may be found on the KAY Dashboard by logging in under a sponsor's or administrator's password at kshsaa.org.

A. Point Report (Gold, Blue, Red, 1000 point)
B. Sponsor's Report (Gold, Blue, Red, 1000 point)
C. President's Report (Gold, Blue, Red, 1000 point)
D. Gold Award Report (Gold only)
E. Creative Service/Original Program Report (Gold, Blue)

HOW TO ACCESS KAY FORMS/REPORTS

I. To be eligible for club awards, clubs must complete the following KSHSAA KAY Reports that may be found on the KAY Dashboard by logging in under a sponsor's or administrator's password at kshsaa.org.

RED AWARD REQUIREMENTS

☐ **KAY MEMBERSHIP PROGRAM**: A club shall complete a first semester KAY Membership Program. See Section 9-7

☐ **1000 POINTS**: A club shall earn 1000 points during the school year.

☐ **CAMP/CONFERENCE ATTENDANCE**: Attendance at Regional Conferences, Unit Conferences, and KAY Leadership Camp is strongly recommended.

☐ **SERVICE PROJECTS**: A club shall complete at least two service projects during the year.

☐ **SUMMARY OF YEARS' ACTIVITIES**: The principal or superintendent shall receive a summary of the year's activities.

BLUE AWARD REQUIREMENTS

☐ **KAY MEMBERSHIP PROGRAM**: A club shall complete a first-semester KAY Membership Program. See Section 9-7.

☐ **1000 POINTS**: A club shall earn 1000 points during the school year.

☐ **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).

☐ **CONFERENCE ATTENDANCE**: A club shall send one or more delegates to a Regional Conference or a Unit Conference during the current year.

☐ **SERVICE PROJECTS**: A club shall complete at least one service project in each service area (school, community, nation, and world).

☐ **MEDIA OR CREATIVE SERVICE/ORIGINAL PROGRAM REPORT**: A club shall submit to KSHSAA one or more articles, social media or other media posts that pertain to its projects, parties, and programs. Radio announcements and/or television news coverage are acceptable if documented OR a club may submit the Creative Service/Original Program Report (See 8-1 for Creative Service/Original Program explanation) (Note: Regional and Unit Conference hosts may substitute hosting for the original program/creative service project).

☐ **SUMMARY OF YEARS' ACTIVITIES**: The principal or superintendent shall receive a summary of the year's activities.

GOLD AWARD REQUIREMENTS

- ☐ **KAY MEMBERSHIP PROGRAM**: A club shall complete a first-semester KAY Membership Program. See Section 9-7
- ☐ **1000 POINTS**: A club shall earn 1000 points during the school year.
- ☐ **CAMP ATTENDANCE**: A club shall have sent one or more delegates to KAY Leadership Camp during the current year (summer prior to school year).
- ☐ **CONFERENCE ATTENDANCE**: A club shall send one or more delegates to a Regional Conference or a Unit Conference during the current year.

Note on service project attendance requirements: 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.

- ☐ **SCHOOL SERVICE**: At least 50% of the club's members shall participate in school service projects during the current school year.
- ☐ **COMMUNITY SERVICE**: At least 50% of the club's members shall participate in community service projects during the current school year.
- ☐ **NATION SERVICE**: At least 50% of the club's members shall participate in national service projects during the current school year.
- ☐ **WORLD SERVICE**: At least 50% of the club's members shall participate in world service projects during the current school year.
- ☐ **FUNDRAISER**: Clubs shall participate in raising funds during the school year to carry out club projects.
- ☐ **GOLD AWARD REPORT**: Complete and submit the Gold Award Report.
- ☐ **CREATIVE SERVICE/ORIGINAL PROGRAM REPORT**: A club shall submit a creative service/original program report via the KAY Form Dashboard. (See 8-1 for Creative Service/Original Program explanation) (Note: Regional and Unit Conference hosts may substitute hosting for the original program/creative service project).
- ☐ **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.
- ☐ **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.
- ☐ **SUMMARY OF YEARS' ACTIVITIES**: The principal or superintendent shall receive a summary of the year's activities.

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, type it into your Point Report and SAVE (found in KAY -Form Dashboard).

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 based 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 *(minimum—15%)*	30
Membership	
Increase club membership by 10% from previous year	35
50-100% of the boys or girls enrolled in the school are KAY members	200
25-49% of the boys or girls enrolled in the school are KAY members	100
15-24% of the boys or girls enrolled in the school are KAY members *(minimum—15%)*	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 Delegates	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
KAY Sponsor's Report in by May published deadline	10
Host School for Regional Conference	300
Host School for Unit Conference Semester	200
KAY First Semester Report	10
Donation to the Wanda May Vinson Scholarship Fund	20

KAY MEMBERSHIP PROGRAM

(Red, Blue, Gold)

A Club shall complete a first-semester KAY membership program to educate the student body about KAY and to recruit club members.

I. The objective of this program is to provide club members with information about the KAY program.
II. The program is to take place first semester (preferably, immediately after completing your membership drive).
III. 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:
   A. Game Show (Jeopardy, Family Feud)
   B. Skit
   C. Contest (Banana Split building, Scholars Bowl format)
   D. Regular program (reading information, speaker)
IV. The program should include, but is not limited to the following:
   A. What is KAY *(see: Brochure; **Handbook-Section 2 pages 1-2**; KAY Web page)*
   B. Membership information –
      1. KAY is unique to Kansas (one-of-a-kind student organization) Any boy or girl in a KSHSAA member school may join the KAY program.
      2. Approximately 150 KSHSAA member schools have KAY programs
      3. Approximately 7,500 members each school year
      4. Declaration of Privileges (Pledge, Privileges, Objectives, Motto, Slogan) *(see: Brochure; **Handbook-Section 2 page 3**; KAY Web page)*
      5. Leadership Training (KAY Camp, Regional and Unit Conferences) *(see: Brochure; **Handbook-Section 5**; KAY Web page)*
      6. Achievement Recognition (Goals and how clubs earn them) *(see: Brochure; **Handbook-Section 9**; KAY Web page)*
      7. Local club information (introduce sponsor(s), officers, board members; review plans for the year activities).
V. Indicate requirement completion on point report (Yes/No). Points will not be recorded for this activity. Clubs may use this project to fulfill the KAY Creative Service/Original Program Report needed for the gold or blue awards.

SECTION 10 – KAY NEWS RELEASES AND FORMS

KAY NEWS RELEASE

2026 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 2026-2027 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 2026 Regional Conference was "Wild about Service"! 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.
2.
3.
4.
5.
6.
7.
8.

Accompanying the group was_____, the club's sponsor(s).

KAY NEWS RELEASE

2027 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 is "Wild about Service." 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 refreshed 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

2026 KAY CITIZENSHIP WEEK

The_____ are joining other Kays and Kayettes across the state in observing KAY Citizenship Week November 15-21, 2026.
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 celebration of this Association. It is a time to spotlight youth in action. Each day celebrates a specific KAY principle: Monday-Pledge Day; Tuesday-Slogan Day; Wednesday-Privileges Day; Thursday-Objectives Day; Friday-Motto Day. 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

Town/School _____ Date Submitted _____

Signed (Sponsor) _____ Signed (President) _____

Our KAY Club participated in the following activities during the first semester of the 2025-2026 school year.

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

SUBMIT ON KAY FORM DASHBOARD! FOR REFERENCE ONLY!

DEADLINE — JANUARY 15

Kansas State High School Activities Association
601 SW Commerce Pl, Topeka, KS 66615 | PO Box 495, Topeka, KS 66601-0495
Phone: 785-273-5329 | Fax: 785-271-0236 | kshsaa@kshsaa.org | www.kshsaa.org
Member of the National Federation of State High School Associations

Wanda May Vinson Scholarship Donation Form

Date:_____

_____**'s KAY Club will donate**
(school Name)

$_____ **to the Wanda May Vinson Scholarship fund.**
(amount)

Please make checks payable to the KSHSAA (Wanda May Vinson Scholarship Fund).

Mail to:
KSHSAA
601 SW Commerce Place
Topeka, KS 66615

The Vinson scholarship Fund was established in 1957. Wanda May 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.

The money for these scholarships are made possible through gifts from KAY members of Kansas and by other supporters of the Kansas Association of Youth.

Clubs may make a donation to the Vinson Scholarship Fund any time during the year.

Thank you for your donation and the support it will provide for KAY Members and their future leadership and service initiatives.

Sarah Smith
KAY State Director

Executive Director: Bill Faflick **Assistant Executive Directors:** Mark Lentz, Jeremy Holaday, Rod Garman, Kyle Doperalski, Sarah Smith, Megan Hagaman **Director of Operations:** Brent Unruh **Director of Officials:** Scott Goodheart **Financial Services Manager:** Lori Brock **Information Technology Manager:** Bob Maendele

Executive Board: President: Casey Seyfert, Beloit; Vice President: Travis Powell, Greensburg-Kiowa County; Secretary/Treasurer: Alan Penrose, Lansing; David Abel, Wichita; Geoff Andrews, Diocese of Salina; Eric Cooper, Clearwater; Shelby Green, Douglass USD 396; Gina Knapp, Blue Valley USD 229; Jim Porter, Fredonia; Donald Raymer, Marion; Connie Redic, Wichita-Curtis; Sara Richardson, Wichita East; Delvin Strecker, Salina

SECTION 11 – CLUB RECORDS

Established:_____

KLC																								
HOST	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
UC	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
HOST	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
RC	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
MEMBERSHIP																								
AWARD																								
PRESIDENT																								
CO-SPONSOR																								
SPONSOR																								
YEAR																								

NOTES

NOTES

NOTES

SECTION 12 – KAY INSIGNIA AND THEME DESIGNS