

KAY

(Kansas Association for Youth)

Sponsored by the Kansas State High School Activities Association



On behalf of the KSHSAA and the KAY Clubs in Kansas we are excited that your school is interested in offering the KAY Program for the students in your school.

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 during the recognition program at the Regional Conference.

Each KAY club receives 2 KAY Handbooks. Also available online, the Handbook is a valuable resource for clubs. Information is not limited to the following: Leadership Technique; Organization and scheduling materials; Sample Agendas; Resources for service projects (School, Community, Nation, World); Ideas and themes for Programs, Projects and Parties; News Release Forms; KAY Forms; and much more.

TO ORGANIZE A KAY CLUB

1. Review all of the materials available on the KAY website. KAY clubs are given 2 Handbooks of materials to assist them - one for the president and one for the sponsor(s).
2. KAY website provides a lot of information about KAY & it's 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.
4. Following the meeting, call a short session for all who are interested in organizing such a club. A nominating committee is identified. This committee shall be comprised of 2 representatives from each class and one representative at-large from the entire group. Ask all in attendance to sign the membership list.
5. The third meeting is for the 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. NOTE: A list of officers and board member positions is located in the KAY Handbook, Section 1 (Constitution).
7. The next meeting should follow the steps identified in GET THE YEAR IN GEAR (located in the KAY HANDBOOK) –Section 2
8. The programs and service projects a club will participate in are at the direction of the sponsor, officers and board members with input from the membership.

Please direct your questions to
CHERYL GLEASON
Assistant Executive Director & KAY State Director
cgleason@kshsaa.org
W: 785-273-5329; C/T: 785-231-8895