



The Sun Shines Bright

Facilitator's Guide for Area, County and/or Club Officer and Chairman Training

The Sun Shines Bright

The Kentucky Extension Homemakers Association (KEHA) is a volunteer organization dedicated to improving the quality of life for families and communities through education, leadership development, and volunteer service. The organization has worked to fulfill this mission for more than 85 years and has helped the sun shine bright in communities across Kentucky.

As the KEHA year begins, consider the theme **"THE SUN SHINES BRIGHT"**

- Are your programs and activities a source of brightness in the community?
- How can your club/county continue to shine?
- What can you do to ensure the sun shines on the organization for years to come?

A collection of resources has been developed incorporating the theme **"THE SUN SHINES BRIGHT."** These materials are designed for use at kick-off meetings and officer trainings at all levels within the organization. Each item in the collection is described below with suggestions for use. Consider the materials available as you make plans to begin a new KEHA year.

THE SUN SHINES BRIGHT Resources:

Logo:

The theme and logo developed for the 2019 KEHA State Meeting has been adapted for use throughout the 2019-2020 KEHA year. A graphic file of **THE SUN SHINES BRIGHT** logo is available on the KEHA website in grayscale and color formats.

Installation Ceremony:

An installation ceremony outline/script has been developed incorporating the theme **"THE SUN SHINES BRIGHT."** Flowers require sunlight to grow and reach their full beauty. The installation scripting connects each office/position with a specific flower whose meaning in some way connects with the duties of the position. This installation ceremony was designed for use by clubs, counties or areas as desired during 2019-2020.

Thought for the Day:

One or more of the quotes below can be shared as the thought for the day at the beginning of a training or meeting:

“Wherever you go, no matter the weather, always bring your own sunshine.” –Anthony J. D’Angelo

“Far away there in the sunshine are my highest aspirations. I may not reach them, but I can look up and see their beauty, believe in them, and try to follow where they lead.” -Louisa May Alcott

“When you can’t find the sunshine, be the sunshine.” –Anonymous

“Shine – today you can be a ray of sunshine and warmth for someone. All it takes is a smile.” –Anonymous

Networking/Icebreaker Activity:

Provide each participant with a card containing a portion of the lyrics from *My Old Kentucky Home*. The cards are formatted using a business card template and set-up with ten cards per page. There are 34 cards – 23 from the first verse and 11 from the chorus. Depending upon the size of your group, you could use both the first versus and the chorus, or just one portion of the song. It may be necessary to give a few participants more than one card to distribute all the lyrics.

When you are ready for the activity to begin, direct the participants to circulate around the room and line up in order of the song. Once everyone is in the proper order, ask the group to recite the words from the cards in order, taking turns down the line.

Presentations/Handouts:

A “**THE SUN SHINES BRIGHT**” overview presentation has been developed for use at kickoff meetings or leadership trainings. The presentation may be adapted as best fits with your agenda. The slides can be printed and used as handout materials to either supplement a presentation or in place of displaying the slides on-screen. The presentation consists of 41 slides, and talking points are included in the ‘notes page’ view in PowerPoint. Below is an outline of the presentation content.

- *Slides 2-5* – General information about the KEHA mission and the three-part focus on leadership, service and education.
- *Slides 6-7* – Theme and focus for 2019-2020.
- *Slide 8-9* – Membership drive and challenge information.
- *Slide 10* – Information about the new KEHA Leadership Academy.
- *Slide 11* – A brief description of the KEHA Logo Branding Guidelines available on the KEHA website.
- *Slide 12-13* – Information about the new state-level KEHA Facebook page and starting county or club social media pages.
- *Slide 14* – Points to consider when developing a club or county program of work.

- *Slides 15-22* – One slide per educational chairmanship showcasing the program focus for 2019-20.
- *Slide 23* – An overview of the changes to the Volunteer Service Unit (VSU) Program.
- *Slides 24-29* – Report highlights from 2017-2018 and basic information about the use of reports.
- *Slides 30-39* – Dates to remember for 2019-2020.
- *Slides 40-41* – Concluding slides with information about staying informed regarding KEHA activities and encouragement for all members to be actively involved.

A second PowerPoint formatted using the “**THE SUN SHINES BRIGHT**” template provides information regarding roles and responsibilities. The two presentations can be edited/combined as best fits your needs.

THE SUN SHINES BRIGHT Wrap-Up Activity:

1. Provide each participant with a copy of the sunshine graphic included in this facilitator guide.
2. Ask each participant to write at least one and up to three goals or activities planned this year as a KEHA member/leader in the center of the sunshine. (Examples: Attend the area meeting, run for a county office, host my club, attend state meeting, recruit 3 new members, etc.)
3. After people have had a few minutes to work, ask each person to share **one** item from her/his sunshine.
4. Encourage participants to keep their sunshine in an easy to see location to remind them of plans and goals for the KEHA year.

Evaluation

An end of program evaluation form is available for use at the conclusion of the training session.

Written by: Kim Henken, M.S., KEHA State Advisor, School of Human Environmental Sciences

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