



We've Got You Covered

2022-2023

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

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. This year, 2022, marks 90 years since the organization was formed to focus on these tenets. Building on our strong past, **We've Got You Covered!**

As the KEHA year begins, consider the theme "We've Got You Covered."

- Do your programs and activities cover a broad range of topics and interests for members?
- How can your club or county expand your "coverage" in the community?
- What can you do to ensure you are "covered" for today, tomorrow, and the future?

A collection of resources has been developed incorporating the theme **"We've Got You Covered."** These materials are designed for use at kickoff 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.

Adventure Awaits Resources:

Graphic:

The theme and logo developed for the 2022 KEHA State Meeting is available for use throughout the 2022-2023 KEHA year. The graphic file is available on the KEHA website in the "Member Resources" section as part of the 2022 KEHA Officer Training Materials.

Installation Ceremony:

An installation ceremony outline/script has been developed incorporating the theme **"We've Got You Covered."** Just as a covered bridge connects two ends of a road, each officer within KEHA provides valuable connections in fulfilling his or her responsibilities. The installation ceremony uses colored "links" to visualize these connections. This installation ceremony was designed for use by clubs, counties, or areas as desired through June 2023.

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:

- “One’s destination is never a place but a new way of seeing things.” – Henry Miller
- “Build bridges instead of walls, and you will have many friends.” – Unknown
- “Today is our bridge to tomorrow, a span we walk for a lifetime.” – Pepper Blair
- “Faith becomes a bridge between where I am and where I want to go.” – T. D. Jakes

Roll Call:

How many covered bridges have you seen in person?

Icebreaker Activity:

“We’ve Got You Covered” with support!

1. Print or write each person's KEHA title or role at the top of a piece of blank paper.
2. Use masking tape to tape the page on each person’s back (literally “covering” them).
3. Ask the attendees to circulate around the room, stopping to leave a message on each person’s back. Members will print their name and one way they can help support that person in their role.
4. Once everyone has been visited (or time has elapsed), help your neighbor remove their list to keep. Each person comes away from this activity with a list of who can help them and how!

This icebreaker is intended to build both confidence and a network of support for everyone. If the group needs examples of helping statements, share the following: Take backup notes for the secretary, call me for a compliment on what you are doing well, provide emotional support, lend an ear to listen to problems, mentoring someone new through a role, help with a specific activity or program related to the role, share notes or materials related to the role, etc.

Presentations/Handouts:

A **“We’ve Got You Covered”** overview presentation has been developed for use at kickoff meetings or leadership trainings. The presentation may be adapted as best fits 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 32 slides, and talking points are included in the “notes page” view in PowerPoint. An outline of the presentation content follows.

- *Slides 2-5* – General information about the KEHA mission and the three-part focus on leadership, service, and education.
- *Slides 6* – Theme for 2022-2023.
- *Slide 7* – KEHA President’s focus for 2022-2025.
- *Slide 8* – 2023 KEHA Leadership Academy
- *Slide 9* - Membership drive and challenge information.
- *Slide 10* – Points to consider when developing a club or county program of work.
- *Slides 11-18* – One slide per educational chairmanship showcasing the program focus for 2022-2023.
- *Slides 19-23* – Report highlights from 2021-2022 and basic information about the use of reports.
- *Slides 24-31* – Dates to remember for 2022-2023.
- *Slides 32-33* – Concluding slides with information about staying informed regarding KEHA activities, the KEHA Facebook page, and a note of encouragement for all members.

A second PowerPoint formatted using the **“We’ve Got You Covered”** template provides information regarding roles and responsibilities. The two presentations can be edited or combined as best fits your needs.

Wrap-Up Activity:

Building a “bridge” to “cover” your club or county.

1. Provide each person with a wide Popsicle stick and access to a permanent marker.
2. Each person writes one thing they are committing to do to make sure their club or county is “covered” for the year. (Examples: Teach a leader lesson, compile the VSU reports, chair the KEHA week committee, etc.)
3. Use a poster board or large piece of paper as the base and “build” a bridge, gluing each of the Popsicle sticks into a bridge shape. The sticks will form the wooden slats of the bridge and/or the roof.
4. Optional follow-up: The bridge poster can be brought out later in the year to remind people of their commitments and celebrate the completion of projects, OR the secretary can record the commitments to provide gentle reminders throughout the year.

NOTE: If a virtual option is needed, you can use Jamboard by Google to record the notes on virtual sticky notes instead of Popsicle sticks.

2022-2023 KEHA Dates to Remember:

This document provides general and year-specific dates for the KEHA deadlines, activities, and events.

Evaluation:

An end-of-program evaluation form is available for use at the conclusion of the training session. This evaluation is also available as a Qualtrics survey

https://uky.az1.qualtrics.com/jfe/form/SV_8phTD6P8vkyTTUj. The “county” field in the online survey is required to enable the data to be sorted and returned to each county.

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