



Hooray for KEHA!!

2026-2027

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

Training Goal: Provide training and resources for officers and chairpeople at every level of KEHA to perform their duties with knowledge and confidence.

Note for Agents: The major program indicator for officer/chairperson training is Building Leadership Capacity (402). Possible Impact Indicators are 402.7 Number of people reporting improved leadership skills and 402.14 Number of people reporting increased confidence in their leadership abilities.

Introduction

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. KEHA has been something to celebrate in this state for 94 years.

As the KEHA year begins, consider the theme “**Hooray for KEHA!!**”

- Do your programs and activities offer good starting lineup of topics and interests? Having a broad variety may spark the interest of more people.
- How can your club or county expand your reach, so that KEHA has a growing fan base in your community? Help new friends discover a valuable organization.
- What can you do to prepare for what your game day holds – today, tomorrow, and the future?

A collection of resources has been developed incorporating the theme “**Hooray for KEHA!!**” These materials are for kickoff meetings and officer training 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.

Themed Resources

Graphic

You can use the theme and logo developed for the 2026 KEHA State Meeting throughout the 2026-2027 KEHA year. Find the graphic file on the KEHA website in the “Resources” section as part of the 2026 KEHA Officer Training Materials. <https://keha.org/officer-training/>

Installation Script

An installation ceremony outline/script has been developed incorporating the theme “**Hooray for KEHA!!**” Like an all-start sports line-up, officers and chairpeople each add to the team spirit and game day excitement of the overall organization. Officers and chairpeople are expected to know the position for which they are being elected and use their skill set to add value. The themed installation ceremony uses sports and pep rally props as symbols to represent the unique skills and energy the officers and chairpeople will bring to fulfill their duties and responsibilities. Clubs, counties, or areas can use this installation ceremony as desired through June 2027.

Roll Call and Thought for the Day

The Roll Call and Thought for the Day document offers 12 options – one per month. The thoughts for the day are related to the monthly themes. They come from a variety of sources. The roll call poses a monthly question for each person to answer as a way to develop deeper connections during meetings.

Icebreaker Activity

Huddle Up

Advance preparation: Print and cut copies of the Huddle Up Activity Cards, enough to have one for each team of 3-4 people, including all people attending. Allow 10-20 minutes for the activity, depending on the size of the group, as larger group share-outs may take more time.

Provide instructions: Great teams solve problems together. Today you will “huddle up” with your team of 3-4 people to consider some realistic scenarios that organization officers may face. Form your team and receive a scenario card from the instructor. Your team will have five minutes to huddle and develop a game plan for tackling your scenario. When you finish, elect someone to be the spokesperson for the team, as we will share with the group at the end.

After the huddle, have each team share something that they discussed. Different approaches can be used for the different scenarios. This activity reinforces the leadership concepts of decision-making, collaboration, and conflict resolution.

Presentations and Handouts

A “**Hooray for KEHA!!**” overview presentation has been developed for use at kickoff meetings or leadership training. Adapt the presentation to fit your agenda. You can print the slides and use them as handout materials to supplement a presentation or instead of displaying the slides on-screen. The presentation reviews the following content:

- General information about the KEHA mission and the three-part focus on education, leadership, and service
- Theme for 2025-2026
- KEHA president’s focus for 2025-2028
- 2026 KEHA Leadership Academy
- Membership drive and challenge information
- Points to consider when developing a club or county program of work
- One slide per educational chairperson showcasing the program focus for 2026-2027 and beyond
- Report highlights from 2024-2025 and basic information about the use of reports
- Dates to remember for 2026-2027

- 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 another “**Hooray for KEHA!!**” template gives information about roles and responsibilities. You can edit the two presentations or combine them to suit your needs.

Wrap-Up Activity

The Championship Mindset

Activity instructions:

Pass out some sticky notes or provide a blank page to write on along with writing materials. As the group: *At the end of your officer/chairperson year, what would make you feel like your team won the championship?* Have each participant write:

- One personal goal.
- One team goal (club, county, area, or state level “team”).
- One teammate they will intentionally encourage during the 2026-2027 year.

The group can elect if they want to share what they wrote or not. The goal is to use self-reflection to reinforce leadership and to set goals. Teams succeed through preparation, communication, encouragement, and shared responsibility. Hopefully, this leads to new ideas you can implement this year!

2026-2027 KEHA Dates to Remember

This document gives 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 also is available as a survey at https://uky.az1.qualtrics.com/jfe/form/SV_50izkVjdXZzPRzw or using the QR code below. The “county” field in the online survey is required to enable the data to be sorted and returned to each county if requested. For help with evaluation results, contact KEHA Advisor Kelly May at k.may@uky.edu.



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