

2021-22 Student Y Officer Training

Sunday, August 1, 2021

9:00 – 11:00 AM EST

Rianna Ayala, Program & Chapter Coordinator



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Welcome!

Agenda:

- Welcome/Intros
- What is Student Y?
- Student Y Officer Positions
- How to run your Chapter
- Membership/Chapter Process
- Student Y Manual & Portal
- Social Media
- Helping Advisors
- Monthly Service Projects
- Workshop Submissions
- Wrap-up/Action Steps

Ground Rules:

- Be present
- Y's 4 Core Values
- Video on (if possible)
- Keep self muted if not talking
- Use hand-raise function
- Ask questions!!!!



Student Y Officer Positions

Presidents:

- Overall voice of Chapter
- Organize meetings
- Work with Officers to identify goals
- Work closely with advisor
- Lead team of Officers

Secretary:

- Collect membership information (Google Form, paper form, etc.)
- Ensure members complete Delegate Info Form
- Send emails to members

Service Chair:

- Organize monthly service projects with Chapter
- Report hours on MobileServe
- Submit photos on Portal and add to social media (and tag us!)

Vice Presidents:

- Directly support President
- Work hands-on w/Secretary & Treasurer (lead them to help with registration/membership/c ommunication)

Treasurer:

- Work w/advisor to collect payments for programs & SY membership
- Support Secretary with reminders & communication

Civic Engagement Chair:

- Plan and organize voter registration drives at school
- Send reminders about elections and drives
- Take pictures to share & report on MobileServe

How to Run Your Chapter

1. **Establish how often you want to have meetings and what each meeting should accomplish.**
 1. Weekly, bi-monthly, monthly?
 2. Tentatively plan out what each meeting should cover/what do you want to accomplish?
2. **Communication – how will you communicate with members?**
 1. Sign-up form w/phone numbers and emails **IMPORTANT** (online or paper?)
 2. Secretary to send regular emails w/reminders for meetings, wrap-ups of meetings, and deadlines for payments/registrations
3. **What does your Chapter NEED to do? Plan now!**
 1. Monthly service projects
 2. Voter registration drives
 3. End-of-year elections
4. **Identify goals and create action plans (review in Portal)**
5. **Document EVERYTHING!! Take pictures, keep emails, keep sign-up lists**



Membership/Chapter Process

How do you become a Student Y Member?

- Individual registration (kymca.org/student-y-membership-req)
- Through advisors (Online Community) – can help by getting list of members
- Members get access to Portal, discount on programs, access to workshops, etc.

How does a Chapter become a Chapter?

- Officers submitted and at least 2 members registered in your delegation

Once you're a Chapter, you get a physical Manual mailed to your school!



Recruitment – How to get members

How did you get involved with Student Y?

1. Word of mouth

1. Strongest recruitment method
2. Get them to the first AND second meeting

2. Social Media

1. Have a Student Y Chapter social media account
2. Create regular content, tag your school and us!

3. Tabling

1. Table at club fairs or at lunch

4. Utilize advisors/teachers

1. Advertise KYA & KUNA at your civic engagement classes
2. Work with your SY Advisor to present in their classrooms

Getting students interested is great, but how to you KEEP their interest??



Student Y Manual & Portal

Student Y Manual

- Sections on how to run Chapter, plan service projects, plan voter registration drives, prep for KYA & KUNA (including how to write bills & resolutions), how to become an advocate in your community, importance of diversity and inclusion in your Chapter
- Each qualifying Chapter gets a physical Manual mailed to their school

Student Y Portal

- www.kyymca.y.org
- Use the email address you registered with to sign in
- Downloadable templates, videos, recordings of workshops
- PDF of the full Manual



New Tasks to Help Advisors

1. Make sure students update their delegate info form (needed to register for all programs) – www.kyymca.org/info-form
2. Email reminders around registration deadlines, payment reminders, and meeting updates
3. Help collect payments from members to give to advisors
4. Help students review bills and resolutions for KYA & KUNA, ensure they're in the correct format (see writing guide in KYA & KUNA section)
5. Work closely with advisor to identify what needs to be done for programming and meetings – **COMMUNICATE!!**



Your Time to Shine!

Submit your ideas for monthly service projects

- These will go in the monthly bulletin and on the SY calendar

Submit your ideas for workshops YOU'LL lead

- I'll review submissions this week and reach out to folks
- Be prepared to put on this virtual workshops
- Market these to your Chapter and on social media
- How to hold a workshop section in the SY Manual



Wrap-Up & Next Steps

1. What is one thing you learned today?
2. Register as members to get access to the Portal & Manual
3. Submit ideas for workshops and service projects
4. Begin planning out your year of meetings and the basic goal for each meeting (create a calendar!!)
5. Create social media account
6. Work with your school to advertise Student Y at club fairs, announcements, flyers, etc.
7. Work with advisor to identify how you can take more off their plate this year
8. Ensure that each Officer on your team knows what they need to do for your Chapter this year!



Thank You!

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