Think "SCORE" to motivate volunteers

Seek suggestions. Ask people to suggest ways to solve problems and use their ideas. When they see that you heed their advice, they will offer more ideas.

Confront them. Be visible and available. Have a cup of coffee with them. Ask about their families. By showing them you care, you build loyalty.

Offer opportunities. Delegate even if you know you can do the job better and faster. This shows you trust them and have confidence in them.

Reassure them. Tell them how they are doing. You will turn them off if you make them guess about their performance.

Encourage participation. When you do this, make sure volunteers know you will not criticize them if they fail. This approach will reduce the fear of failure that saps many from becoming involved in community improvement projects.

Adapted from an article in Library Administration Digest, April 1993.

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with soybean ink.

KANSAS PRIDE PROGRAM
Cooperative Extension Service
Kansas State University
311 Unger Hall
Manhattan, Kansas 66506-3400

Project record books due September 1

In order to be eligible to compete in PRIDE's Community Achievement (cash awards) Program, each participating PRIDE community must have been enrolled by the April 30, 1993 deadline and submit a summary of its improvement activities for the year in the form of a project record book. Only PRIDE related projects worked on during the program year, Sept. 1, 1992 through Aug. 31, 1993, may be included. A project record book, with the insert pages included, may be ordered from the Kansas Department of Commerce & Housing. It is the only book that may be used and only one project record book may be submitted by each community.

Judges give no extra consideration for a book's thickness or elaborate appearance. Be selective in what goes into the book; in other words, be concise. The book is used by the judges to gain insight into the community's PRIDE Program; however, there are no points given for the book. The judges' decisions are based on what they hear and see in the community during their judging trip (September 20-26, 1993). Some suggestions on how to complete the project record book include:

1. Appoint an individual or a committee to be responsible for the PRIDE project record book. Documentation, such as before and after pictures, newspaper clippings, and project related materials need to be gathered during the year.

2. Complete each section of the PRIDE Summary (located in book) and be sure it is signed by the PRIDE chairperson. The summary relates directly to the critique tool used by the judges to evaluate your program.

3. Include only projects undertaken between September 1 and August 31 of the program year. Do not include any PRIDE projects that were completed prior to the current program year.

4. Put only information in the project record book that is relevant to the PRIDE organization's goals, projects, and accomplishments during the program year.

5. List each project on a separate project record sheet (forms included in book). State individuals involved, accomplishments (tell the impact of the project on the community), number of volunteer hours, and number of individuals involved.

(Continued on page 3)

PRIDE judges will visit in September

During the week of September 20-24, a judging team will visit each city enrolled in the Annual PRIDE Achievement Recognition competition that submits a completed PRIDE record book by Sept. 1, 1993.

Each judging team will include one Kansas who is familiar with the PRIDE Program and one out-of-state community development professionals. The 1993 judges include:

- Tim Garman, Mayor, Cozad; Katherine Hensey, Economic Development/Planner, Coffeyville;
- Anita Madison, Director, Community Resource Program, Manhattan;
- Hanna Morris, Assistant City Clerk & Librarian, Wakefield; Don Wiles, Ford County Commissioner, Dodge City; Robert Blair, University of Nebraska, Omaha, Nebraska; Randolph Lee, State Chamber of Commerce & Industry, Oklahoma City, Oklahoma;
- Daryl Murray, Department of Economic Development, Baton Rouge, Louisiana; John Scher, Colorado Center for Community Development, Grand Junction, Colorado; and Shirley McNally, Taggart Engineering Consultants, Holdrege, Nebraska.

Each community will be notified by the Kansas Department of Commerce & Housing at least one week prior to judging as to the exact date and time of the judges' visit. Each PRIDE chairperson should have a location for the visit confirmed prior to this notification.

The judges will spend one hour in communities with a population less than 5,000, and one and one-half hours in communities over 5,000.

(Continued on page 2)

Next newsletter to highlight PRIDE Day


Important PRIDE dates

September 1, 1993
PRIDE Project Book due
September 20-24, 1993
PRIDE Judging Week
October 23, 1993
State PRIDE Recognition Day, Salina

July-August 1993
Let's promote PRIDE

The success of the PRIDE Pro-
gram is largely dependent on pub-
ic awareness. One of the most ef-
fective ways to develop awareness in
communities is in a planned, ongoing
publicity program.

There are many community events in
which your PRIDE Program has
an opportunity to increase visibility
of a specific project, recruit volun-
teers and keep PRIDE in the public
eye. This is the season of reunions,
centennials, fairs, parades and festi-
vals. All of these "happenings" are
opportunities for PRIDE to increase
awareness of what is being done in the
community.

As community events are being
planned, remember to use PRIDE
lapel pins ($3 each), PRIDE buttons
($1.50 each), and PRIDE flags ($25
each). PRIDE memorabilia are
available to all enrolled PRIDE com-
unities and can be purchased from
Box W, Kansas Department of
Commerce & Housing, 200 SW Har-
risson Street, Suite 1300, Topeka,
Kansas 66603-3742, phone: (913)
296-3415.

PRIDE Judges will visit in September (continued from page 1)

The State PRIDE Board of Direc-
tors has determined the following
points systermjudging: Effective
organization, 30 points; Knowing the
PRIDE Program, 10 points; Assess-
ment of the project, 30 points; Analysis,
20 points; Annual program of work,
20 points; Awareness, promotion,
communication, and publicity, 20 points;
Involvement, 30 points; Accomplish-
ments, 40 points; Recognition, 20
points; and Evaluation, 10 points.

The PRIDE Judges' Score Sheet can
be found in Appendix A of the "Com-
munity Awards Program" section of
the PRIDE Manual.

The community should be in con-
trol and set the format for the judges'
visit. Use the time allotted to best
showcase your program. Remember
to present only PRIDE's efforts and
not the community's as a whole.
Following are a few suggestions:

1. In planning the judges' presenta-
tion, stress judging criteria with the
highest point value due to its impor-
tance in evaluating program efforts.
2. Practice the presentation prior
to the visit.
3. After a short welcome, distrib-
ute an agenda.
4. To show involvement, have a
number of different persons describe
the various projects. Invite local cli-
etes to the presentation so they may
learn more about PRIDE's accom-
plishments and show the judges your
community's awareness and involve-
ment. Invite the media so the judges' visit
and the local improvements can be
publicized.
5. Describe the projects in terms of
the judging criteria mentioned.
6. If planning to serve refresh-
ments, keep them simple. The
PRIDE judging rules do not allow
community to host any meals prior
during, or after the presentation.
7. A quick tour highlighting the
improvements made during the pro-
gress of the year may be considered to
show the judges your accomplishments.
8. When tour is planned, the narra-
tor should have an organized presen-
tation. It is important that the judges
be able to see the 20 or so things. Use
only one vehicle. The tour should have
a mapped route and have driven it before
the judges' visit.
9. Allow time for the judges to ask
questions.
10. Judges must leave at the ap-
pointed hour. Out of courtesy to
them and the community, please
do not delay the judging team.

A ticket to the best deal going, PRIDE's blue ribbon approach

Where is your community able to
receive expert advice (free of cost) on
how to meet community develop-
ment standards in 19 areas of com-
unity facilities and services? The
answer is the PRIDE Program's Blue
Ribbon Approach component. The
purpose of the Blue Ribbon
Approach is fourfold:
1. To assist communities to evalu-
ate themselves in 19 areas of commu-
nity development.
2. To provide a vehicle to achieve
and document set standards in a wide
range of community facilities and ser-
vices which combine to enhance the
quality of life in the community.
3. To inform citizens of available
resources for improvement in
the Blue Ribbon categories.
4. To better understand the exist-
ing local facilities and services.

The PRIDE Blue Ribbon compo-
nent provides each participating com-
unity an opportunity for self-
appraisal. The evaluation forms con-
tain suggested standards prepared by
outside evaluators and approved by
the Board of Directors of Kansas
PRIDE, Inc. Each evaluator takes
into consideration the population of
the community when determining ac-
cetable standards.

If citizens feel they cannot meet
the suggested standards, they may
still benefit by entering the program.
If the evaluators do not approve a
community in a particular category, they
comment on possible deficiencies.
Deficiencies may be corrected by
addressing the evaluator's recom-
mendations and the application re-
submitted. These evaluations can
provide valuable feedback and serve
as a guide for community goals and
projects. The evaluators are com-
posed of experts from institutions,
organizations, and state agencies.

The Blue Ribbon component is
the non-competitive part of the Kan-
sas PRIDE Program. Evaluation may
lead to projects which will make the
community a better place to live.

Board approves Blue Ribbon
applications

The following communities were
evaluated and approved for meeting
the requirements for Blue Ribbon
recognition at the July 8, 1993, State
PRIDE Board meeting:

Baldwin City Fire Protection, and
Police Protection
Fall River Sewage Disposal, and
Water
Ottawa Crime & Arts
Park City Water

Assistance and information available from recycling hotlines

Many PRIDE communities are actively recycling to do their part to help save the environment. In an effort to assist in these efforts, the following toll-free hotlines may be helpful (all times listed Central):

Aluminum cans: (800) 228-2252, seven days a week, 24 hours a day.
Household hazardous wastes (paint, solvents, insecticides, etc.): (1) 111-424-9346, Monday-Friday, 9:30 a.m. - 8:30 p.m.
Paper products: (800) 878-8878, Monday-Friday, 9:30 a.m. - 6:30 p.m.
Plastic containers: (800) 243-5790, Monday-Friday, 10:00 a.m. - 6:30 p.m.

NOTE: Technical assistance and information on recycling can be received from Claud Shelor, Recycling Coordinator, Kanas Department of Commerce & Housing, (913) 296-3481.

Project record books due September 1 (continued from page 1)

6. Include on the project narrative
sheet (forms located in book) news-
paper write-ups, public TV or radio
coverage, and photos. Projects in the
special emphasis areas of community
services, planning, recycling or
cycling Outreach, be sure to plainly
identify these in an easily identifiable
section of the project book and fully
document everything that relates to
the PRIDE Program in each activity.
Too often, much has been accomplished but little docu-
mation is put in the project book.
7. Give credit where credit is due.
For example, if a PRIDE community
survey identifies a project to be un-
dertaken, PRIDE gets credit for the
impact of the survey but the group
organization that initiates the project
receives credit for carrying out the
project. Include only projects in the
project record book that the PRIDE
organization has initiated or has as-
signed to its completion.
Projects not associated with PRIDE will not be
judged and are not to be included in
the project record book. Communities
wishing to use the PRIDE project
record book for a historical record of
all community improvement activi-
ties during the year should remove all
non-related PRIDE activities prior to
the submission of the record book.
The information can be replaced fol-
lowing PRIDE Day.
9. Make an extra copy of each
project report sheet (prior to book
submission) so that PRIDE commit-
tee members will have a point of ref-
cence during the judging session.
10. The completed PRIDE proj-
ect report book must be submitted to
the Kansas Department of Com-
merce & Housing postmarked
or before Sept. 1, 1993. Late entries
will be accepted. Mail or bring
the book to: Kansas Department
of Commerce & Housing, 200 SW Har-
rison Street, Suite 1300, Topeka,
Kansas 66603-3742.