

Kansas Association of REALTORS®  
Leadership Caravan Worksheet  
for Zone Vice Presidents

**Background**

In the past, the Leadership Caravan was scheduled by the KAR office and held in the fall of the year. The Caravan traveled to each Zone with a pre-determined program presented by the incoming KAR President, President-Elect, First Vice President, Chief Executive Officer, Director of Governmental Relations and other staff as needed. Caravan attendance at the various Zone locations declined over the years, and the KAR President asked the 1999 Zone Vice Presidents to survey their local boards for input regarding the future of the Caravan.

During the September Executive Committee meeting, Zone Vice Presidents provided their reports from their Zones on what their respective local boards would like to see in future Caravans. The consensus of the reports indicated the Caravan should be held in the spring with specific dates, times and location to be determined by the Zone. The topics for presentation and discussion should be tailored to each Zone based on input from the Zone and the Zone Vice President. If possible, the KAR Officers and Staff attending the various Caravan locations should be limited to the President and CEO.

**Purpose of this Worksheet**

The purpose of this worksheet is to provide a tool for Zone Vice Presidents to use in developing their Zone Leadership Caravan.

1. The Zone Vice President is responsible for completing this worksheet and submitting it to the KAR office at least 45 days prior to the requested Caravan date.
2. The Zone Vice President is responsible for selecting and confirming a date, time and location for the Caravan meeting. KAR will be responsible for any fees or costs associated with booking a meeting location. An alternate date and time must be indicated in the event the first choice is unavailable. KAR will confirm the date and time as soon as possible following notification of the date and time.
3. The Zone Vice President is responsible for surveying their Zone and identifying topics for presentation and discussion during the Caravan meeting. The KAR office reserves the right to request additional information and/or topics if deemed necessary to provide a substantive Caravan experience.
4. Questions regarding this worksheet or the Leadership Caravan in general should be directed to Karen Gehle, KAR CEO, 800-366-0069, ext. 124 or Christy Stinger, KAR VP of Administrative Services, 800-366-0069, ext. 130.

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1. **Zone requesting Caravan** \_\_\_\_\_

2. **\*Caravan Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

\_\_\_\_\_  
Alternate Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

\_\_\_\_\_  
*\*Note: Requested date must be at least 45 days from date this worksheet is submitted to the KAR office.*

3. **Caravan Topics for presentation: (in order of priority)**

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

4. **Caravan Topics for discussion: (in order of priority)**

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

5. **Special requests and considerations:**

*Special requests can be made for: 1) KAR Officers and/or staff members; 2) meetings with Zone brokers, Board officers or other member groups; 3) attendance at a scheduled board event; 4) any other request or consideration not previously addressed in the above worksheet.*

\_\_\_\_\_  
\_\_\_\_\_

6. **Submit completed worksheet to Christy Stinger, via fax: 785-267-1867**

Date submitted \_\_\_\_\_

Signed by Zone Vice President completing worksheet: \_\_\_\_\_