

KEHA Manual

Appendix

Contents: This section contains many useful forms and information sheets for use by KEHA groups on all levels. Included is the form for submitting dues to the State Treasurer, along with the County/Area Information Sheets to submit following County and Area Annual Meetings or anytime there is a change in officers or chairmen. The KEHA Program of Work Report Forms are included in this section. Credential forms along with a contests and awards chart are also included here. This section also includes forms specific to the annual KEHA State Meeting along with pages outlining responsibilities to be assigned to areas and for voting delegates.

NOTE: DUPLICATE THESE PAGES AS NEEDED. KEEP THESE AS ORIGINALS.

KEHA MANUAL

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Please note: The dates in parentheses indicate the year of last revision for each page or group of pages. Please double-check your KEHA Manual Appendix to insure you have the latest copies of each page/group of pages.

**KEHA STATE
AWARDS AND CONTESTS COVER SHEET**

Due March 1

**This form must be sent for each entry submitted to the state for judging.
Please submit your contest entry bound and tabbed in a folder to the appropriate educational
chairman.**

Name of contest entered _____

Category entered (check one): Individual Club County Area

County _____

Area _____

Contact Person _____

Address _____

Phone _____

AWARDS AND CONTESTS

Deadline/Contact Chart

CATEGORY	NAME OF CONTEST	ENTRY FORMS OR REQUIREMENTS	DEADLINE	AWARD	CONTACT PERSON
Leadership Development	Volunteer Service Units (V.S.U.'s)	Log Form Summary Club & Individual	Club-July 1 County – Aug. 15 Area –Sept. 15	Certificate (to be awarded by area)	Karen Yerkey 6992 Hwy 1740 Hardinsburg, KY 40143-6182
	Community Volunteerism Award	<i>See Handbook 89</i> Club & County	March 1	Plaque to 1 st Place Certificate to 2 nd & 3 rd	
	KEHA Scholarship Contributions	<i>See Handbook 88</i>	December 31	Plaque to 1 st Place Certificate to 2 nd & 3 rd	
Management & Safety	No contest will be conducted in 2017-2018				Victoria Orme 4155 McCormick Road Mt. Sterling, KY 40353
Cultural Arts & Heritage	Creative Writing/ Poetry	<i>See Handbook 40-41a</i>	March 1	Plaque (1st) Certificate (2 nd & 3rd)	Julia Lainhart 512 Pinoak Drive Nicholasville, KY 40356
	Creative Writing/ Memoirs	<i>See Handbook 40-41a</i>	March 1	Plaque (1st) Certificate (2 nd & 3rd)	
	Creative Writing/Short Story (1 entry per person)	<i>See Handbook 40-41a</i>	March 1	Plaque (1st) Certificate (2 nd & 3rd)	
International	Awards are available for each of the 4 goals in the program of work	<i>See Handbook 71-72 for details</i>		Plaques and/or certificates as indicated	Leonidisa Mundelius 675 Ky Hwy 198 Stanford, KY 40484
Environment, Housing & Energy	No contest will be conducted in 2017-2018				Nell Manning 3225 US Hwy 27 South Stanford, KY 40484

AWARDS AND CONTESTS, *CONTINUED*

CATEGORY	NAME OF CONTEST	ENTRY FORMS OR REQUIREMENTS	DEADLINE	AWARD	CONTACT PERSON
Family & Individual Development	Strengthening Families	<i>See Handbook 55</i>	March 1	Plaque (1 st) Certificate (2 nd & 3 rd)	Marilyn Craycroft 159 Atwill Street Brandenburg, KY 40108
Food, Nutrition, & Health	Ovarian Cancer: Financial Contributions	<i>See Handbook 59</i>	December 31	Certificate	Carolyn Horn 259 Shady Lane Crittenden, KY 41030
	First-time Ovarian Cancer Screenings – County Award	<i>See Handbook 59</i>	March 1	Plaque	
	Ovarian Cancer Research Fundraising Contest	<i>See Handbook 59</i>	March 1	Plaque (1 st) Certificate (2 nd & 3 rd)	
	Promoting a Healthy Kentucky Project	<i>See Handbook 59</i>	March 1	Plaque (1 st) Certificate (2 nd & 3 rd)	
4-H Youth Development	Recognitions for volunteer hours with 4-H and 4-H camp scholarships	<i>See Handbook 65-66</i>	March 1	Plaque (1 st) Certificate (2 nd & 3 rd)	Nancy Snouse 6110 Twelve Oaks Drive Ashland, KY 41102
Membership Recognition	Membership Increase	<i>Based upon dues submitted in December</i>	January 1	Certificate for counties with 25 new members. Plaque to county with largest percent of increase; Traveling trophy to highest increase by number & percentage	Marena Nelson P.O. Box 634 Martin, KY 41649-0634
	Membership Tenure Recognitions (50, 60, 65, 70 and 75 years)	<i>See Appendix 17</i>	February 1	Certificates for membership tenure milestones listed at left.	

OFFICER NOMINATION FORM

Check One: County _____ Area _____

NAME OF NOMINEE _____

ADDRESS OF NOMINEE _____

Phone _____ Email _____

Nomination for:(check one) President () President-Elect ()
 Vice-President () Secretary () 1st Vice-President for Program ()
 Treasurer () 2nd Vice-President for Member Resources ()

Personal Sketch of Nominee: Gender (circle one) (optional) M F

Age Range (optional) 15-19 () 20-24 () 25-34 () 35-39 () 40-44 () 45-64 () 65+ ()

Hobbies _____

Offices Held in KEHA and Number of Years in Each Office:

Offices Held:	Local Club	County	Area	State
President				
Vice President				
Secretary				
Treasurer				
Educational Chairman List:				
Committee Chairman List:				

Other: Community organizations in which the nominee has served as an officer (list and give offices held), committees served on, awards received:

To be signed by the Nominee

Additional comments on this nominee from a Homemaker member or agent. (An ability to assume leadership in Homemakers programs would be of great help, especially in the area you are submitting credentials.)

SIGNED: _____

Please do not include any information except this form and do not include additional pages. All information should be included on this form.

STATE EDUCATIONAL CHAIRMAN NOMINATION FORM

Please do not include information not requested on this form. Do not write on the back of this form. All information should be typed or legibly printed. (Qualifications listed in Bylaws Article III Section 3.)

Send to: KEHA Secretary as listed on the current directory

Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting.

NAME OF NOMINEE _____

ADDRESS OF NOMINEE _____

COUNTY _____

Phone _____ Email _____

(Check One) Environment, Housing, Energy _____ Cultural Arts & Heritage _____
 Family & Individual Development _____ Food, Nutrition & Health _____
 4-H Youth Development _____ International _____
 Leadership Development _____ Management & Safety _____

Offices Held in KEHA and Number of Years in Each Office:

Offices Held:	Local Club	County	Area	State
President				
Vice President				
Secretary				
Treasurer				
Educational Chairman <i>Please List:</i>				
Committee Chairman <i>Please List:</i>				

Personal Sketch of Nominee: (Optional)

Gender (circle one) (optional) M F

Age Range (optional) 15-19 () 20-24 () 25-34 () 35-39 () 40-44 () 45-64 () 65+ ()

Hobbies: _____

Other: Community organizations in which the nominee has served as an officer (list and give offices held), committees served on, awards received:

To be signed by the Nominee

Additional comments on this Nominee from County President or Agent. (An ability to assume leadership in Homemakers programs would be of great help, especially in the area you are submitting credentials.)

SIGNED: _____
County President or Agent

Please do not include any information except this form and do not include additional pages. All information should be included on this form.

STATE OFFICER NOMINATION FORM

Please do not include information not requested on this form. All information should be typed or legibly printed. (Qualifications are listed in Bylaws Article III, Sec 3.)

Send to: KEHA Secretary as listed on the current directory

Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting.

NAME OF NOMINEE _____

ADDRESS OF NOMINEE _____

COUNTY _____

Phone _____ Email _____

- Nomination for: President ()
- (check one) President-Elect ()
- 1st Vice-President for Program ()
- 2nd Vice-President for Member Resources ()
- Secretary ()
- Treasurer ()

Offices Held in KEHA and Number of Years in Each Office:

Offices Held:	Local Club	County	Area	State
President				
Vice President				
Secretary				
Treasurer				

Committee Chairmen (list):

Personal Sketch of Nominee: (Optional)

Gender (circle one) (optional) M F

Age Range (optional) 15-19 () 20-24 () 25-34 () 35-39 () 40-44 () 45-64 () 65+ ()

Hobbies: _____

Other: Community organizations in which nominee has served as an officer (list and give offices held), committees served on, awards received.

(To be signed by the Nominee)

County Council making nomination

(To be signed by the County
President or other officer)

Additional comments on this Nominee. (Ability to assume leadership in the Homemakers program would be of great help to the Nominating Committee.)

Please do not include any information that is not asked for on this form and do not attach additional Pages. All information should be included on this form.

BONDING FORM

NAME _____

ADDRESS _____

PHONE _____

BONDING COMPANY _____

ADDRESS _____

PHONE _____

This is to certify that _____ can be bonded for
\$300,000.00.

Bonding Company Agent Signature

Date

Note: This form must be attached to the State Officer Nomination Form submitted by
candidates for Treasurer.

Date: _____

Enrollment Form for

_____ County Extension Homemakers Association

Name _____

Address _____

Email _____

Name of Club _____

Phone: Home (____) _____ Work (____) _____

Cell (____) _____ Fax (____) _____

Birth year (*Optional*): _____

Race (*Optional – circle one*): White Black or African American
 Asian/Pacific Islander American Indian or Alaska Native Other

Ethnicity (*Optional - circle one*): Hispanic Non-Hispanic

Gender (*Optional - circle one*): Female Male

First year of KEHA membership: _____ Total years of membership: _____

I, (print full name) _____ hereby grant permission to the University of Kentucky, including its affiliates and subsidiaries, and Kentucky Extension Homemakers Association, Inc., to interview, photograph, and/or videotape me; and/or to supervise any others who may do the interview, photography, and/or videotaping; and/or to use and/or permit others to use information from the aforementioned interview and/or the aforementioned images in educational and promotional activities and publications without compensation.

Signature: _____ Date: _____

Witness: _____ Date: _____

The Kentucky Cooperative Extension Service is required by Federal law to collect and maintain information regarding the characteristics of the people we serve. The information you supply is voluntary.

Educational programs of the Kentucky Cooperative Extension Service serve all people regardless of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

COUNTY/AREA OFFICERS DIRECTORY FORM

20_____ to 20_____

COUNTY_____ AREA_____

Check one: _____ County Information Sheet _____ Area Information Sheet

OFFICERS & EDUCATIONAL CHAIRMEN	NAME	MAILING ADDRESS & EMAIL ADDRESS	EXPIRATION YEAR	AREA CODE & PHONE NUMBER (Daytime)
PRESIDENT				
PRESIDENT-ELECT				
1ST VICE-PRESIDENT				
2ND VICE-PRESIDENT				
SECRETARY				
TREASURER				

COUNTY/AREA OFFICERS DIRECTORY FORM CONTINUED

20_____ to 20_____

COUNTY_____ AREA_____

Check one: _____ County Information Sheet _____ Area Information Sheet

OFFICERS & EDUCATIONAL CHAIRMEN	NAME	MAILING ADDRESS & EMAIL ADDRESS	EXPIRATION YEAR	AREA CODE & PHONE NUMBER (Daytime)
CULTURAL ARTS & HERITAGE				
ENVIRONMENT, HOUSING & ENERGY				
FAMILY & INDIVIDUAL DEVELOPMENT				
FOOD, NUTRITION & HEALTH				
4-H YOUTH DEVELOPMENT				
INTERNATIONAL				
LEADERSHIP DEVELOPMENT				
MANAGEMENT & SAFETY				
AREA CONTACT AGENT				

List all county presidents with address, email and telephone on an attached sheet.

**STATEMENT OF COMPLIANCE
NONDISCRIMINATING CONDUCT OF EXTENSION
FAMILY AND CONSUMER SCIENCES PROGRAMS**

Homemaker Clubs are assisted by the Kentucky Cooperative Extension Service. They are organized to provide all members an opportunity to participate in educational programs enabling them to more effectively contribute to the well-being of their family and community. Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. Additionally, as stated in the bylaws, KEHA does not discriminate by gender, race, color, age, disability, religion or national origin.

Club	Signature of Club President	Date
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

**STATEMENT OF COMPLIANCE
NONDISCRIMINATING CONDUCT OF EXTENSION
FAMILY AND CONSUMER SCIENCES PROGRAMS**

Homemaker clubs are assisted by the Cooperative Extension Service. They are organized to provide all members the opportunity to participate in educational programs enabling them to more effectively contribute to the well being of their family and community. Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. Additionally, as stated in the bylaws, KEHA does not discriminate by gender, race, color, age, disability, religion or national origin.

Signed _____
Club President

Address _____

Date _____

Note: County Extension Agent for Family and Consumer Sciences files this form in the County Extension Office.

KEHA JEWELRY ORDER FORM

Send to: Harry Klitzner, 530 Willington Ave. #11, Cranston, RI 02910
(Phone: 1-800-621-0161; Fax: 1-800-622-9802) www.klitzner.com

Prices and shipping charges on this form may not be current.
For the most up-to-date information, call before ordering.

Ship Order to: Name _____
Address _____
City _____ Zip Code _____
Phone _____ Email _____

I. Member pins with no title are \$2.75 each. **Order #3010X**

II. Title pins are \$4.50 each. **Order #587XBX**

A. Officer Pins: (Number ordered)

President _____	Vice President _____	Secretary _____
Treasurer _____	Past President _____	Past Officer _____

B. Anniversary Pins in 5 year increments up to 80 years:

5 yr _____	20 yr _____	35 yr _____	50 yr _____	65 yr _____
10 yr _____	25 yr _____	40 yr _____	55 yr _____	70 yr _____
15 yr _____	30 yr _____	45 yr _____	60 yr _____	75 yr _____

III. Shipping Charges:

\$0 - \$35 = \$5.95	\$35-\$75 = \$8.95	\$75-\$100 = \$10.95
\$100-\$150 = \$12.95	\$150-\$200 = \$14.95	\$200-\$300 = \$17.95
\$300-\$400 = \$19.95		

IV. Total number pins ordered:

a. #3010X _____ KY Member Pins @ \$2.75 each	\$ _____
b. #587XBX _____ KY Title Pins @ \$4.50 each	\$ _____
	Shipping \$ _____
	Total Sent \$ _____

Note:

1. Orders must be on Homemaker or Extension Stationary. Person ordering must show proof they are authorized to order the KY pins.
2. An account may be established with Harry Klitzner, Co. for orders \$25.00 or more.
3. KY pins are made up after the order is placed. Allow 3 weeks for delivery.
4. Phone orders are accepted but proof of authorization must follow in writing.

EXPENSE VOUCHER
Kentucky Extension Homemakers Association

For Treasurers Use Only
Date Paid: _____
Check Number: _____
Amount Paid: \$ _____

Submitted by: _____ Date: _____

Board Position: _____

Phone Number: _____ Email Address: _____

Make Check Payable to: Name: _____

Address: _____

Total Amount Requested: \$ _____ (Please attach receipts of expenses)

Brief Explanation of Expense: _____

Expense Category:

- \$ _____ Dues (Circle one: CWC ACWW NVON Other: _____)
- \$ _____ Program of Work: _____ Chairman
- \$ _____ Memorial Fund (In memoriam of: _____)
- \$ _____ New Board Member Orientation
- \$ _____ Executive Committee (Specify officer budget: _____)
- \$ _____ Board Travel to Area Meetings
- \$ _____ Board Expense (Circle one: Fall Spring State Meeting)
- \$ _____ NVON Registration
- \$ _____ Archives
- \$ _____ Insurance & Taxes (Specify: _____)
- \$ _____ Public Relations (Specify: _____)
- \$ _____ Outside Organizations (Specify: _____)
- \$ _____ Development Grant (Recipient: _____)
- \$ _____ Other: _____

If the expense above includes travel, please provide the following details.

Date of departure: _____ Date of return: _____
Mileage: _____ miles at \$.40 per mile = \$ _____ Lodging: \$ _____
Number of meals: _____ Total Meal Expense: \$ _____ (Not to exceed \$30 per day)
Parking fees: \$ _____ Air Fare: \$ _____ Taxi or ground transportation: \$ _____

All expense vouchers must be filed with the treasurer within 60 days after the expense occurs.

Checks will be cut as vouchers are received or twice a month unless otherwise notified.

Please double-check your math and retain a copy for your records.

To be completed by County President or Vice President

20__ to 20__ Membership Recognition Report

_____ **County Extension Homemakers Association**

Number and Types of Clubs

Traditional Special Interest TOTAL

50, 60, 65, 70 and 75 Year Members

Please include names of members reaching these milestones in this reporting year

NAME	NUMBER OF YEARS

Deceased Members

List members to be included in the Memoriam at the next State Meeting

- *
- *
- *
- *
- *
- *

Send completed form to: *Marena Nelson*
 KEHA 2nd Vice President
 P.O. Box 634
 Martin, KY 41649-0634

Send a copy of this form to your area vice president.
Due February 1 each year

Completed by: Name: _____
 Phone number: _____
 Email address: _____

KEHA TREASURER'S REMITTANCE FORM

Mail dues to the KEHA Treasurer by December 15. Dues will be delinquent on December 31.

Make one check payable to Kentucky Extension Homemakers Association, Inc.

Remittances to be credited as follows:

Name of County _____

Area: _____

State Dues: Number of Members _____ @ \$4.00 per member \$ _____

Counties can make a contribution to any or all of the following funds:

- Coins for Change\$ _____
- Evans/Hansen/Weldon Scholarship\$ _____
- KEHA Homemaker Scholarship.....\$ _____
- Ovarian Cancer\$ _____
- Kentucky Academy.....\$ _____
- KEHA Clean Water Project.....\$ _____
- Other: _____\$ _____

Total Amount of Check\$ _____

Treasurer _____ Telephone _____

Address _____

Send original form plus check to the KEHA Treasurer.

Demographic Summary – PLEASE COMPLETE					
<i>Gender</i>		Age Group		Membership Tenure	
Male		15-19 yrs		Less than 2 yrs	
Female		20-24 yrs		2-5 yrs	
<i>Race</i>		25-34 yrs		6-10 yrs	
White		35-44 yrs		11-15 yrs	
Black		45-54 yrs		16-20 yrs	
Asian/Pacific Islander		55-64 yrs		21-35 yrs	
Am. Indian or Alaska Native		65-74 yrs		36-49 yrs	
Other		75+ yrs		50+ yrs	
<i>Ethnicity</i>					
Hispanic					
Non-Hispanic					

FOR STATE TREASURER'S USE ONLY:			
Date Received	_____	Check # _____	Amount: \$ _____
Refunds	_____		\$ _____
	(for what)		
	_____		\$ _____
	(for what)		

**VOLUNTEER SERVICE UNITS (VSU) LOG
(Copy Form as Needed)**

Name: (contact if club/group)				County:				
Address:								
				Telephone:				
Name of Group (if appropriate)								
Group or Individual (circle appropriate response)								
Date	Job Performed	Hours Spent	# of Persons Reached		Date	Job Performed	Hours Spent	# of Persons Reached
TOTAL				TOTAL				

When a minimum of 500 hours per individual or 1,000 hours per club have been accumulated, members and/or clubs send the log to the county Leadership Chairman by July 1. The county chairman will compile a list of names and hours and send to the Area Leadership chairman by August 15. Area Leadership Chairman will send a report of names and hours for each county to the state Leadership Chairman by September 15. **Report only hours earned and accumulated within the past two years.**

**Please circle category you are in for VSU total hours:
500 1000 1500 2000 2500 3000**

Cultural Arts & Heritage Program of Work Report

From July 1, 2017 to June 30, 2018

Name of person completing this form: _____	
Phone: _____	Email: _____
For clubs reports: (Club reports are due to the County Cultural Arts Chairman by <u>July 1, 2018.</u>)	
Club name: _____	
For county reports: (County reports are due to the Area Cultural Arts Chairman by <u>August 15, 2018.</u>)	
County: _____	Number of clubs reporting: _____
For area reports: (Area reports are due to the KEHA Cultural Arts Chairman by <u>September 15, 2018.</u>) Please mail to Julia Lainhart, 512 Pinoak Drive, Nicholasville, KY 40356	
Area: _____	Number of Counties reporting: _____

Reading and Kentucky Literacy

Did your (club/county/area) use the KEHA Book List this year? Yes _____ No _____

Number of books read from the KEHA Book List: _____

Did your club or county participate in the reading award program? Yes _____ No _____

Does your club or county have a Homemaker Book Club? Yes _____ No _____

If no, would your club or county like to form a Homemaker Book Club? Yes _____ No _____

Kentucky Covered Bridges

Number of Homemakers who received lesson information on Kentucky Covered Bridges: _____

How many cultural arts trips (museums, ceremonies, etc.) related to Kentucky Covered Bridges, were taken this year? Individually _____ Club _____ County _____

Number of Kentucky Covered Bridges visited this year: _____

Please list the bridges toured: _____

Applique:

Number of members who received lesson information on applique: _____

Number of members who learned applique techniques: _____

Number of appliqued items made by members: _____

Number of members who shared applique skills with others: _____ Number of people reached: _____

Number of cultural arts trips (museums, shops, and other sites,) related to applique taken this year: _____

Number of classes taken and/or programs attended where applique skills were taught? _____

Other:

Does your club or its individual members sell craft items to support Homemaker or other community projects?

Yes _____ No _____ Total funds generated: _____

Number and types of programs funded: _____

Please indicate the number of members in your (club/county/area) who sell craft items to supplement their household income. _____

Comments (use back if necessary)

Environment, Housing and Energy Program of Work Report
From July 1, 2017 to June 30, 2018

Name of person completing this form: _____ Phone: _____ Email: _____
For clubs reports: (Club reports are due to the County Environment, Housing and Energy Chairman by July 1, 2018.) Club Name: _____
For county reports: (County reports are due to the Area Environment, Housing and Energy Chairman by August 15, 2018.) County: _____ Number of Clubs reporting: _____
For area reports: (Area reports are due to the KEHA Environment, Housing and Energy Chairman by September 15, 2018. Mail to Nell Manning, 3225 UK 27 South, Stanford, KY 40484.) Area: _____ Number of Counties reporting: _____

Environment, Housing & Energy

1. Number of members who took actions related to environment, housing and energy listed below between July 1, 2017 and June 30, 2018:
 - a. Implemented one or more water saving practices in the past year: _____
 - b. Used a rain barrel for water conservation in the past year: _____
 - c. Adopted new landscape practices (such as installing a rain garden): _____
 - d. Grew fruits and vegetables for your family: _____
 - e. Preserved fruits and vegetables for your family: _____
 - f. Initiated or participated in a community garden: _____
 - g. Initiated or participated in a plant and/or seed swap: _____
 - h. Initiated or participated in a community beautification project: _____
 - i. Sponsored or taught a community gardening class for community members: _____

2. Please share information regarding the quantity of fruits and vegetables preserved through canning, freezing or drying this past year:
 - a. Quantity of fruits preserved: _____ pints _____ quarts
 - b. Quantity of vegetables preserved: _____ pints _____ quarts

3. Estimated dollar value of community beautification project(s): \$ _____

Source of funds:	<input type="checkbox"/> Monetary Donation	_____ % of total
(check all that apply)	<input type="checkbox"/> In-Kind Donation	_____ % of total
	<input type="checkbox"/> Grant(s)	_____ % of total
	<input type="checkbox"/> Other (_____)	_____ % of total

4. Please share a one paragraph description of an environment, housing and/or energy program conducted by your club/county. (Use back of page if needed.)

4-H Youth Development Program of Work Report
From July 1, 2017 to June 30, 2018

Name of person completing this form: _____ Phone: _____ Email: _____
For clubs reports: (Club reports are due to the County 4-H Youth Development Chairman by July 1, 2018.) Club Name: _____
For county reports: (County reports are due to the Area 4-H Youth Development Chairman by August 15, 2018.) County: _____ Number of Clubs reporting: _____
For area reports: (Area reports are due to the KEHA 4-H Youth Development Chairman by September 15, 2018.) Mail to Nancy Snouse, 6110 Twelve Oaks Drive, Ashland, KY 41102.) Area: _____ Number of Counties reporting: _____

The following questions apply to all youth, not just those in 4-H Youth Development programs.

- Number of members who worked with youth during past year: _____
- Total number of volunteer hours acquired through youth development work: _____
- Number of 4-H Camp scholarships/sponsorships given by your club: _____
 - Total amount awarded: \$ _____
- Number of youth that attended 4-H camp because of these scholarships/sponsorships: _____
- Total number of youth reached: _____

What did you do with youth (teaching, mentoring, judging project, etc.)?

4-H Youth Lessons/Activities Taught: (check all that apply)

- ___ 4-H Communications - Level 1: Picking Up The Pieces: 4-H Speeches
- ___ 4-H Communications - Level 2: Putting It Together: 4-H Demonstrations
- ___ 4-H Communications - Level 3: The Perfect Fit: 4-H Mock Interviews

What have you as a Homemaker put into practice in your life as a result of these lessons?

Family and Individual Development Program of Work Report
From July 1, 2017 to June 30, 2018

Name of person completing this form: _____

Phone: _____ Email: _____

For clubs reports: (Club reports are due to the County Family & Individual Development Chairman by **July 1, 2018.**)

Club Name: _____

For county reports: (County reports are due to the Area Family & Individual Development Chairman by **August 15, 2018.**)

County: _____ **Number of Clubs reporting:** _____

For area reports: (Area reports are due to the KEHA Family & Individual Development Chairman by **September 15, 2018.**) Please mail to: Marilyn Craycroft, 159 Atwill Street, Brandenburg, KY 40108.)

Area: _____ **Number of Counties reporting:** _____

Number of individuals who:

1. Promoted, participated or attended at least two generational events. _____ Clubs _____ Individuals

2. Promoted Family & Consumer Sciences day on December 3, 2017 with members having a family meal together.
_____ Clubs _____ Individuals

3. Became involved with, hosted or volunteered in a booth at a county fair or festival.
_____ Clubs _____ Individuals

4. Held a meeting or lesson on saying “No” to negative stress. _____ Clubs _____ Individuals

5. Taught a lesson on improving healthy eating habits. _____ Clubs _____ Individuals

6. Attended a lesson on drug abuse or awareness (this can be prescription or street drugs).
_____ Clubs _____ Individuals

7. Taught a lesson on proper storage of vintage clothing or textiles. _____ Clubs _____ Individuals

8. Documented family history and events impacting your life. _____ Clubs _____ Individuals

Food, Nutrition and Health Program of Work Report
From July 1, 2017 to June 30, 2018

Name of person completing this form: _____	
Phone: _____	Email: _____
For clubs reports: (Club reports are due to the County Food, Nutrition and Health Chairman by July 1, 2018.)	
Club Name: _____	
For county reports: (County reports are due to the Area Food, Nutrition and Health Chairman by August 15, 2018.)	
County: _____	Number of Clubs reporting: _____
For area reports: (Area reports are due to the KEHA Food, Nutrition and Health Chairman by September 15, 2018.) Mail to Carolyn Horn, 259 Shady Lane, Crittenden, KY 41030.)	
Area: _____	Number of Counties reporting: _____

Food, Nutrition and Health (Area Chairs: Please list each county's number of participants.)

1. Number of members who:
 - a. Had an annual physical / check-up _____
 - b. Had a Mammogram _____
 - c. Had an Ovarian Cancer Screening _____
 - d. Had a "first time Ovarian Cancer Screening" _____
 - e. Had a Diabetes Screening _____

2. Number of members who participated in:
 - a. One or more local blood drives _____
 - b. One or more local health fairs _____

3. Food security:
 - a. Number of members who donated to a local food bank or food pantry _____
 - b. Number of members who volunteered time at a local food bank or food pantry _____
 - c. Number of children served by a local "backpack for hunger" program _____

4. Did your club/county host an Ovarian Cancer Awareness Tea Party for ovarian cancer awareness and fundraising?
If yes, how many attended: _____. How much money was raised? _____
 - a. Did you participate in other activities to raise awareness of ovarian cancer?

5. Physical Activity:
 - a. Number of members that exercised regularly (20-30 minutes at least 3 times weekly) _____
 - b. Number of members who have helped implement environmental changes to support physical activity (i.e. install a walking path, bike trail, etc.) _____
 - c. Number of members that reported an improvement in overall health due to increased activity _____

6. Nutrition:
 - a. Number of members who gained knowledge and made healthy food choices _____
 - b. Number of members who purchased fresh foods at a local farmers market _____
 - c. Number of members who supplemented their diets with healthy foods they produced/preserved _____

7. On the reverse, please list 1 or 2 exciting food, nutrition and health programs you would like to see implemented.
Please also list up to 2 extra (not listed above) food, nutrition and health programs you are implementing now.

International Program of Work Report
From July 1, 2017 to June 30, 2018

Name of person completing this form: _____ Phone: _____ Email: _____
For clubs reports: (Club reports are due to the County International Chairman by July 1, 2018.) Club Name: _____
For county reports: (County reports are due to the Area International Chairman by August 15, 2018.) County: _____ Number of Clubs reporting: _____
For area reports: (Area reports are due to the KEHA International Chairman by September 15, 2018.) Please mail to Leoni Mundelius, 675 Ky Hwy 198, Stanford, KY 40484.) Area: _____ Number of Counties reporting: _____

International Goal: Empower Women Worldwide: Encourage, Educate, Enrich.

1. Reporting club __, county __ and area __, total number of members who participated in a **special project** to empower women, girls and their families either locally or internationally. Please list project and briefly describe:

2. Number of members who participated in a CLUB _____, COUNTY _____ or AREA _____ International Program. Country(ies) Studied:

3. Number of members who **hosted a foreign exchange person.**
 Country: _____ # of people impacted: _____

4. Please indicate participation in ACWW recommended resolutions and projects:
 - Climate Change
 - Tree Planting** project: _____ # of participants _____ # of trees planted
 - Grow Local, Support Local:**
 - _____ # of members who raised a garden
 - _____ # of members who supported a local farmer's market
 - _____ # of members who studied how far your food travels
 - Zero Hunger
 - Access to Adequate Food all Year Round** project:
 - a. Backpack Program _____ # of members participating _____ # of children served
 - b. Feeding Program _____ # of members participating _____ # of seniors served
 - How often are meals served? _____ # of children served
 - c. Preserving Food At Home _____ # of members freezing foods _____ # of members canning foods
 - _____ # of members vacuum sealing foods to stop food waste at home.

4. Please indicate participation in ACWW recommended resolutions and projects: (continued)
Zero Stunted Children
Promote Breastfeeding project _____ # of members involved _____ # of participants
Promote the Importance of Immunization project _____ # of members involved _____ # of participants

5. **Kentucky Academy Project**: total # of participants _____ total \$'s raised _____

6. **Coins for Change** Collections: \$ _____ # of county clubs participating: _____

7. Participated in a project to provide **Clean Water and Sanitation** to women, children and their families in Philippines villages.

total # of participants _____ total \$'s raised _____

What did you learn?

8. Program for litter prevention and clean up and how to keep our waterways clean.

Project name: _____ total # of participants _____

What did you learn?

9. Describe other projects not listed above:

11. Will you be submitting an entry for **Contest Award Project**? Yes _____ No _____ Maybe _____

Leadership Development Program of Work Report
From July 1, 2017 to June 30, 2018

Name of person completing this form: _____ Phone: _____ Email: _____	
For clubs reports: (Club reports are due to the County Leadership Development Chairman by July 1, 2018.) Club Name: _____	
For county reports: (County reports are due to the Area Leadership Development Chairman by August 15, 2018.) County: _____ Number of Clubs reporting: _____	
For area reports: (Area reports are due to the KEHA Leadership Development Chairman by September 15, 2018.) Mail to Karen Yerkey, 6992 Hwy 1740, Hardinsburg, KY 40143-6182.) Area: _____ Number of Counties reporting: _____	

1. Trainings conducted and participation: (Check those that apply and provide participation numbers.)
 - a. Club officer and chairman training _____ Number trained: _____
 - b. County officer and chairman training _____ Number trained: _____
 - c. Area officer and chairman training _____ Number trained: _____

2. Provide examples of how members have used their training to serve other community groups.

3. Extension volunteerism:
 - a. Number of members volunteering for Extension activities and events: _____
 - b. Total hours volunteered: _____ Total number of people reached: _____

4. Community volunteerism: (non-Extension activities and events)
 - a. Number of members volunteering for community activities and events: _____
 - b. Total hours volunteered: _____ Total number of people reached: _____

5. Educational scholarships awarded. (Please do not include 4-H Camp scholarships in this section. Report those numbers and amounts via the 4-H Youth Development report.)
 - a. Club scholarships – How many? _____ Total amount given: \$ _____
 - b. County scholarships – How many? _____ Total amount given: \$ _____
 - c. Area scholarships – How many? _____ Total amount given: \$ _____

6. How many members increased their knowledge of the public policy/governmental process? _____

7. On the back of this page, please describe **one** community service or engagement activity that is a source of pride for your club. Include the impact of the activity.

Management and Safety Program of Work Report
From July 1, 2017 to June 30, 2018

Name of person completing this form: _____ Phone: _____ Email: _____
For clubs reports: (Club reports are due to the County Management and Safety Chairman by July 1, 2018.) Club Name: _____
For county reports: (County reports are due to the Area Management and Safety Chairman by August 15, 2018.) County: _____ Number of Clubs reporting: _____
For area reports: (Area reports are due to the KEHA Management and Safety Chairman by September 15, 2018.) Mail to Victoria Orme, 4155 McCormick Road, Mt. Sterling, KY 40353.) Area: _____ Number of Counties reporting: _____

1. Number of members who took actions related to management and safety listed below between July 1, 2017 and June 30, 2018
 - a. Implemented strategies to maximize their retirement dollars: _____
 - b. Learned methods to manage their holiday expenses: _____
 - c. Learned how to maximize profits and savings at yard sales & consignment shops: _____
 - d. Implemented strategies to downsize their homes: _____
 - e. Utilized methods to evaluate health insurance needs/options: _____

2. Please share a description of any type of program conducted by your club/county/area that related to management and safety.

**KEHA ANNUAL MEETING
LEARNING SESSION/WORKSHOP PROPOSAL FORM**

Send this form to: Sharon Wood, 11 Cindy Ann Avenue, Campbellsville, KY 42718

Deadline: **October 15**

Contact Person: _____

Address: _____

Telephone: _____

Email: _____

Title of Session (as you would like it printed):

Description of Session:

Cost per person attending: _____ Cost for additional kits: _____

What is the minimum number of attendees you require? _____

What is the maximum number you can accommodate? _____

Please indicate if you will need any of the following:

Tables _____ Screen _____ Electricity _____

_____ I will furnish my own display, supplies, AV equipment, etc. Please let us know what you will be bringing so we may assign the proper space.

KEHA will not be held responsible for injury, damage, accidents, theft, or breakage, to materials or persons presenting at the KEHA Annual Meeting. I understand and will comply with the above terms and regulations set forth in this agreement.

Signature _____ Date _____

Organization _____

KEHA ANNUAL MEETING

HOMEMAKER SHOWCASE

Send this form to: Sharon Wood
KEHA 1st Vice-President
11 Cindy Ann Avenue
Campbellsville, KY 42718
gswood4@windstream.net

Deadline: **March 15**

Each area is allowed to bring up to two displays that highlight a specific program that has been successful within their area. These may be county projects but each area may select only two. Each state educational chairman can also submit one showcase display.

Contact Person _____

Address _____

Phone _____

Area _____

Title of Display _____

Description of Display:

KEHA STATE MEETING RESPONSIBILITIES

Assigned to Areas by KEHA 1st Vice-President/Program at Fall Board Meeting

A REGISTRATION/ANNUAL MEETING INFORMATION

- STATE BOARD CONTACT PERSON – KEHA 1ST Vice President/Program and KEHA Treasurer
- See that all registration materials, name tags, tickets for meals and seminars, etc. are printed and placed in registration envelopes for distribution at annual KEHA meeting.
- Provide workers for registration table all days of meeting. Persons needed at annual meeting include: First day: 4-6 People ; Second day: 8-10 People; Third day: 4-6 People
- Work with the Host Area Planning Committee.

B VOTING DELEGATES' PACKETS/INFORMATION

- STATE BOARD CONTACT PERSON – KEHA Secretary
- Prepares printed ballots for all candidates in coordination with the KEHA State Secretary.
- Prepares voting delegate packets with needed material for business meeting, including voting delegate cards and copies of the rules of convention (master copy available from the KEHA Parliamentarian). Delegates will be given the packets when they register at the state meeting.
- State Advisor works with KEHA State Secretary to determine materials voting delegates will need prior to the state meeting (i.e. candidate credentials, proposed bylaw changes) and helps with sending information to county FCS agents at least two weeks prior to KEHA Annual Meeting. FCS agents give this information to their county voting delegates.

C BUSINESS SESSION/VOTING DELEGATE REGISTRATION

- STATE BOARD CONTACT PERSON – KEHA State Parliamentarian
- Provides workers for the voting delegate area at the registration tables.
- Have voting delegates sign the county register and hand each one a voting delegate packet for their county with business session materials. (Each delegate must pick up their own packet.) Persons needed: 2-3 people at all times when the registration tables are open. Shifts of volunteers suggested.
- Provides individuals to serve as hostesses and pages during business session. Persons needed: 4 to 6
- KEHA State Parliamentarian meets with assigned area president prior to business session for instruction. Time to be set by the parliamentarian. KEHA State Parliamentarian has the following items for the business session: sign-in sheets for delegates and ballot baskets. KEHA State Secretary provides motion forms.
- Area President assigned serves as roll call chairman and head teller.

D CULTURAL ARTS Assigned to 3-4 Areas (specific duties assigned by KEHA Cultural Arts Chairman)

- STATE BOARD CONTACT PERSON – KEHA Cultural Arts Chairman
- Assist with check-in and set up of Cultural Arts display items. Persons needed: 16-18
- Assist judges with recording scores, attaching ribbons as needed. Set items for display after judging. Persons needed: 20-22
- Provide hostesses to watch over exhibits during viewing hours. Persons needed 14-16 working shifts in of 1 to 2 hours.
- Provide hostesses to assist with pick-up of items at the close of exhibits. Persons needed: 14-20

E AWARDS BREAKFAST/EVENT

- STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program.
- Provide table decorations, including head table, (favors optional) for breakfast function. Budget amount: \$500. Decorations to serve as door prizes.
- Provide hostesses to take tickets at door.
- Provide hostesses to meet and seat special guests (list to be provided by KEHA 1st VP/Program).
- Assist KEHA Board with distribution of materials. Persons needed: 10-12

F OPENING BANQUET

- STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program.
- Provide table decorations, including head table, (favors optional) for meal function. Budget amount: \$500. Decorations to serve as door prizes.
- Assist KEHA Board with distribution of materials.
- Provide hostesses to take tickets at door and to meet and seat special guests. Persons needed:10-15

G GENERAL SESSION(s)

- STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program.
- Master Farm Homemaker Board Representative and Advisor give assistance.
- Determine and arrange for stage/head table decorations. Budget amount: \$300.
- Provide hostesses at door to assist with seating of special guests.
- Provide hostesses to help with distribution of materials.
- Persons needed 8-12

H LEARNING SESSIONS/WORKSHOPS

- STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program.
- Work with KEHA 2nd Vice President to prepare presenter gifts using KEHA merchandise. Budget amount: \$300.
- Provides hostesses at each learning session/workshop to introduce speaker and assist with the needs of speaker/presenter.
- Hostesses take tickets and monitor doors as speaker is presenting. Persons needed: 1-2 per session

I SILENT AUCTION/BASKET RAFFLE/HOMEMAKER SHOWCASE

- Develops and provides bid sheets for silent auction items and oversees bidding.
- Provides individuals to collect and arrange items.
- Develops and provides contributors with a receipt for tax deduction purposes.
- Provides tickets for raffles baskets, collection bags for tickets and workers to sell tickets. Budget amount: \$100 for tickets and supplies.
- Coordinates drawing and announcement of raffle basket winners.
- Assists in collection of silent auction money and distributes the items to respective bidders.
- Asks KEHA State Treasurer to be present at collection of money.
- Sends invitation/information to solicit homemaker showcase exhibitors to area presidents. Date due to KEHA 1st Vice President: March 1st.
- Works with the KEHA 2nd Vice President for extra tables for KEHA grant recipients and the deceased member memorial display.
- Provides table cards for Homemaker Showcase participants.
- Provides persons to check-in displays and hostesses to staff the showcase area.
- Persons needed: 15-20 scheduled in shifts (Demand is heaviest during check-in/set-up and check-out.)
- STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program and Treasurer.

J QUILT SQUARE DISPLAY AND AUCTION

- Work with the KEHA 1st Vice President to arrange set-up of display boards and insure that all needed supplies for display are available.
- Develop and provide bid sheets for quilt squares.
- Provide persons to receive and display quilt squares. Persons needed: 2-3 per shift
- Provide persons to monitor the quilt square display during viewing and bidding. Persons needed: 1-2 per shift
- Provide persons to close the auction, take down the display and collect payment from successful bidders. Persons needed: 4-6 during the designated time

AREA HOST COMMITTEE

TRADE SHOW

- Send letters to prospective participants. (Examples in the trade show notebook. Notebook to be given to KEHA State 1st Vice-President at the end of the annual state meeting.)
- Coordinate with KEHA State 1st Vice-President to insure that space is used adequately and that the number of vendors is appropriate for the space available.
- Provide leaflet listing vendors (for hostess table) and place cards for booths.
- Send confirmation letters and set-up instructions to vendors.
- Have hostesses available to greet vendors and assist them with set-up. People needed: 2-4

HANDS ON ACTIVITIES

- Provide instructors and supplies for a variety of ‘make-it and take-it’ style hands-on activities on the initial day of the KEHA State Meeting.
- Develop descriptions of the sessions for the KEHA newsletter and website. Provide photos if possible.
- Set pricing to adequately cover costs but maintain affordability for each activity.

HOSTESS/HOSPITALITY

- Work with KEHA 1st Vice President to determine theme and logo for KEHA State Meeting.
- Design t-shirt and tote bag.
- Secure numbers for t-shirt and tote bags orders from the KEHA State Treasurer.
- Stuff tote bags with any hospitality items and/or state meeting materials.
- Work with the registration committee to distribute tote bags and t-shirts as needed. People needed: 1-2 per shift
- Provide hostesses to staff a hospitality table providing local information for KEHA State Meeting attendees. People needed: 1-2 per shift

KEHA ANNUAL MEETING

VOTING DELEGATES ROLE AND RESPONSIBILITIES

Each county holding membership in the Kentucky Extension Homemakers Association shall have two voting delegates for state business. (ARTICLE II, Section 3, paragraph 2) Annual dues of the KEHA are payable by December 15 of each year to the KEHA State Treasurer and shall be delinquent on December 31. Any county whose dues are delinquent will not have the privilege of voting at the annual business meeting of the KEHA. (ARTICLE V, Section 1, a., second sentence)

At least two weeks prior to the state annual meeting, information packets will be sent to each county office via the University of Kentucky email system. Copies should be provided to each voting delegate when received by the county. Packets may include credentials for any candidates to be elected, proposed bylaw changes and other necessary information.

Serving as a voting delegate is an important duty. Delegates should study the documents sent to them so they can represent their county and the state organization wisely.

If a designated county voting delegate finds she cannot attend the annual meeting, an alternate should be chosen as soon as possible and her registration sent to the KEHA State Treasurer. The delegate packet should be given to the alternate so she can study the issues and be prepared.

Upon arriving at the annual meeting site, a delegate should sign in at the KEHA registration desk as soon as possible and pick up additional delegate information. This second packet will include items such as convention rules, treasurer's report, auditor's report, proposed budget and other important papers.

Delegates arriving at the annual meeting site on the day of the business meeting should plan to be duly registered at least one-half hour before the start of the business meeting and in their seats at least ten minutes prior to the start of the meeting unless otherwise instructed.

Before an annual meeting can transact any business, the credentials (roll call) committee chairman must officially report the number of registered delegates. Since this must be the first thing done after opening ceremonies, late registration can delay the start of the meeting even though it is otherwise ready to begin.

Official voting delegates wanting to address the annual meeting should go to a microphone and be recognized by the presiding officer. They clearly state their name, title (if any) and their county. An example would be, "Madame President, I am Jane Doe, Alpha County Voting Delegate." The delegate then states her question or remark, waiting at the microphone for an answer or resuming her seat, whichever is appropriate.

Each delegate will receive a voting card to use when voting on an issue. Cards should be left on the chairs after the business meeting is concluded so they can be reused.

Any questions about the delegate process may be referred to the KEHA State Parliamentarian.