

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.

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 88</i> Club & County	March 1	Plaque to 1 st Place Certificate to 2 nd & 3 rd	
	KEHA Scholarship Contributions	<i>See Handbook 87</i>	December 31	Plaque to 1 st Place Certificate to 2 nd & 3 rd	
Management & Safety	No contest will be conducted in 2018-2019				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)	Marilyn Watson 2286 Melwood Drive Henderson, KY 42420
	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 5 goals in the program of work	<i>See Handbook 71-72 for details</i>		Plaques and/or certificates as indicated	Becky Grace Clay 7668 Ky Route 580 Oil Springs, KY 41238
Environment, Housing & Energy	Adopt-A-Highway Awards	<i>See Handbook 49a</i>	March 1	Plaque (1st) Certificate (2 nd & 3rd)	Debbie Pierce 429 Marsailles Road Versailles, KY 40383

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)	Leonidisa Mundelius 675 Ky Hwy 198 Stanford, KY 40484
	Ovarian Cancer: Financial Contributions	<i>See Handbook 59</i>	December 31	Certificate	To be announced August 2018. See current information at www.keha.org , State Board.
Food, Nutrition, & Health	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	Lois Pressgrove 103 Highland Drive Bardstown, KY 40004
	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.	

The Harry Klitzner Company,
former provider of KEHA
membership, officer and
anniversary pins, closed in fall
2017 with no advanced notice.

The KEHA Board is working to
secure a new vendor for KEHA
pins. Updates will be shared via the
KEHA website – www.keha.org.

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

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

Completed by: Name: _____

Phone number: _____

Email address: _____

Send completed form to: *Lois Pressgrove*
KEHA 2nd Vice President
 103 Highland Drive
 Bardstown, KY 40004
 loisp@bardstowncable.net

Or submit online at: https://uky.az1.qualtrics.com/jfe/form/SV_1M7zmqJapfihIoZ

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

Cultural Arts & Heritage Program of Work Report
From July 1, 2018 to June 30, 2019

Name of person completing this form: _____

Phone: _____ Email: _____

For clubs reports: (Club reports are due to the County Cultural Arts Chairman by **July 1, 2019.**)

Club name: _____

For county reports: (County reports are due to the Area Cultural Arts Chairman by **August 15, 2019.**)

County: _____ **Number of clubs reporting:** _____

For area reports: (Area reports are due to the KEHA Cultural Arts Chairman by **September 15, 2019.**)

Please mail to Marilyn Watson, 2286 Melwood Drive, Henderson, KY 42420

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 wool rug hooking: _____

Number of members who learned wool rug hooking techniques: _____

Number of rugs made using wool rug hooking techniques made by members: _____

Number of members who shared wool rug hooking skills with others: _____ Number of people reached: _____

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

Number of classes taken and/or programs attended where wool rug hooking 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, 2018 to June 30, 2019

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, 2019.) Club Name: _____
For county reports: (County reports are due to the Area Environment, Housing and Energy Chairman by August 15, 2019.) County: _____ Number of Clubs reporting: _____
For area reports: (Area reports are due to the KEHA Environment, Housing and Energy Chairman by September 15, 2019. Mail to Debbie Pierce, 429 Marsailles Road, Versailles, KY 40383.) 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, 2018 and June 30, 2019:
 - a. Implemented one or more water saving practices in the past year: _____
 - b. Adopted new landscape practices (such as installing a rain garden): _____
 - c. Grew fruits and vegetables for your family: _____
 - d. Preserved fruits and vegetables for your family: _____
 - e. Initiated or participated in an Adopt-A-Highway project: _____
 - f. Initiated or participated in a plant and/or seed swap: _____
 - g. Initiated or participated in a community beautification project: _____
 - h. 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, 2018 to June 30, 2019

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, 2019 .) Club Name: _____
For county reports: (County reports are due to the Area 4-H Youth Development Chairman by August 15, 2019 .) County: _____ Number of Clubs reporting: _____
For area reports: (Area reports are due to the KEHA 4-H Youth Development Chairman by September 15, 2019 .) Mail to the current KEHA 4-H Youth Development Chairman as listed at www.keha.org , "State Board Directory".) 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, 2018 to June 30, 2019

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, 2019 .) Club Name: _____
For county reports: (County reports are due to the Area Family & Individual Development Chairman by August 15, 2019 .) County: _____ Number of Clubs reporting: _____
For area reports: (Area reports are due to the KEHA Family & Individual Development Chairman by September 15, 2019 .) Please mail to: Leoni Mundelius, 675 Ky Hwy 198, Stanford, KY 40484.) Area: _____ Number of Counties reporting: _____

Number of individuals who:

1. Promoted, participated or attended at least two generational events. _____ Clubs _____ Individuals
2. Promoted better family relations by having family meals together. _____ Clubs _____ Individuals
3. Planned for Family & Consumer Sciences Day on December 3, 2018 with members having a family meal together. _____ Clubs _____ Individuals
4. Became involved with, hosted or volunteered in a booth at a county fair or festival.
_____ Clubs _____ Individuals
5. Held a meeting or lesson on saying “No” to negative stress. _____ Clubs _____ Individuals
6. Taught a lesson on improving healthy eating habits. _____ Clubs _____ Individuals
7. Became aware of signs and symptoms of diabetes. _____ Clubs _____ Individuals
8. Have blood sugar, blood pressure, cholesterol checked yearly. _____ Clubs _____ Individuals
9. Reviewed facts about medication with your health care provide when receiving new medications.
_____ Clubs _____ Individuals
10. Attended a lesson on drug abuse or awareness (this can be prescription or street drugs).
_____ Clubs _____ Individuals
11. Participated in exercise classes or physical activity on a regular basis. _____ Clubs _____ Individuals
12. Took time to organize clothing in closets, as well as drawers and other storage. _____ Clubs _____ Individuals
13. Taught a lesson on proper storage of vintage clothing or textiles, including quilts.
_____ Clubs _____ Individuals
14. Constructed a new item from recycled textile materials. _____ Clubs _____ Individuals
15. Read and followed directions carefully before using stain removal products. _____ Clubs _____ Individuals
16. Documented family history and events impacting your life. _____ Clubs _____ Individuals

Food, Nutrition and Health Program of Work Report
From July 1, 2018 to June 30, 2019

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 KEHA Food, Nutrition and Health Chairman. Check www.keha.org , board directory for the current information.)	
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, 2018 to June 30, 2019

Name of person completing this form: _____ Phone: _____ Email: _____
For clubs reports: (Club reports are due to the County International Chairman by July 1, 2019.) Club Name: _____
For county reports: (County reports are due to the Area International Chairman by August 15, 2019.) County: _____ Number of Clubs reporting: _____
For area reports: (Area reports are due to the KEHA International Chairman by September 15, 2019.) Please mail to Becky Grace Clay, 7668 Ky Route 580, Oil Springs, KY 41238.) 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

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

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

6. **Clean Water and Sanitation:**

Fundraising project for Bucket Water Filters \$ raised: _____ Participants: _____

Clean Water Awareness Program Participants: _____

What did you learn?

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

Project name: _____ total # of participants _____

What did you learn?

8. 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, 2018 to June 30, 2019

Name of person completing this form: _____	
Phone: _____	Email: _____
For clubs reports: (Club reports are due to the County Leadership Development Chairman by July 1, 2019 .) Club Name: _____	
For county reports: (County reports are due to the Area Leadership Development Chairman by August 15, 2019 .) County: _____ Number of Clubs reporting: _____	
For area reports: (Area reports are due to the KEHA Leadership Development Chairman by September 15, 2019 .) 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, county or area officer training _____ Number trained: _____
 - b. Club, county or area chairman training _____ Number trained: _____

2. How did the training you received enable you to achieve your goals?

3. **EXTENSION** Volunteerism:
 - a. Hours members volunteered for **Extension** activities/events: _____
 - b. Number of people reached: _____

4. **KEHA** Volunteerism:
 - a. Hours members volunteered for **KEHA** activities/events: _____
 - b. Number of people reached: _____

5. **COMMUNITY** Volunteerism:
 - a. Hours members volunteered for **Community** activities/events: _____
 - b. Number of people reached: _____

6. **PERSONAL** Volunteerism:
 - a. Hours members volunteered for **Personal** activities/events: _____
 - b. Number of people reached: _____

7. 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: \$ _____

8. Describe one program that enabled your club, county or area to have a positive impact in your community.

Management and Safety Program of Work Report
From July 1, 2018 to June 30, 2019

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, 2019 .) Club Name: _____
For county reports: (County reports are due to the Area Management and Safety Chairman by August 15, 2019 .) County: _____ Number of Clubs reporting: _____
For area reports: (Area reports are due to the KEHA Management and Safety Chairman by September 15, 2019 .) Mail to the current KEHA Management & Safety Chairman as listed at www.keha.org , "State Board Directory"..) Area: _____ Number of Counties reporting: _____

1. Number of members who took actions related to management and safety listed below between July 1, 2018 and June 30, 2019.
 - 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: _____

Please provide your preferred number of attendees. _____ Minimum _____ Maximum

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 _____

Would you be willing to share your presentation and/or handouts to be posted on the KEHA website (www.keha.org) following your session? _____ Yes _____ No

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. Working in shifts is recommended with the following needed per shift each day. First day: 3-4 per shift; Second day: 2 per shift; Third day: 1-2 per shift
- 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 LUNCHEON

- STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program.
- Provide table decorations, including head table, (favors optional) for awards luncheon. 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 at 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