

KEHA Manual

Handbook

Contents: This *Handbook* is a reference tool providing specific information about KEHA, including Bylaws and Standing Rules. It also includes program of work details, specific information related to cultural arts exhibits, details and forms for the homemaker exchange program, instructions for volunteer service unit tracking and recognition, and scholarship information and applications. Details for any contests and recognitions for each educational chairmanship are included. This section provides the guidelines and forms for the KEHA mini-grants for study or research, KEHA development grant guidelines, information about the Master Farm Homemakers Guild and history for both KEHA and the Cooperative Extension Service.

KEHA MANUAL

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PAST PRESIDENTS

*1932-33	Mrs. Lyda Lynch Hall, Fayette County
*1934-35	Mrs. W.M. Oliver, McCracken County
*1936-38	Mrs. T.M. Johnson, Warren County
*1939-41	Mrs. H.L. Crafton, Henderson County
*1941-43	Mrs. P.W. Adkins, Bell County
*1943-45	Mrs. Ralph Searce, Shelby County
*1945-46	Mrs. W.E. Nichols, Fayette County
*1947-49	Mrs. W.K. Morris, Christian County
*1950-53	Mrs. Wade Holt, Nelson County
*1953-56	Mrs. R.P. Matchett, Kenton County
*1956-59	Mrs. Virgil Grayson, Pulaski County
*1959-62	Mrs. Carl Evans, Ballard County
*1962-65	Mrs. Harry J. Braun, Campbell County
*1965-68	Mrs. James T. Brookshire, Breckinridge County
*1968-71	Mrs. Earl Friedly, Scott County
*1971-74	Mrs. Howard Taylor, Harrison County
*1974-77	Mrs. Mitchell Bertram, Barren County
*1977-80	Mrs. Samuel Whitt, Jr., Boyd County
*1980-83	Mrs. Bettie Wallace, Caldwell County
*1983-86	Mrs. M.D. Perkins, Campbell County
1986-89	Mrs. Patty Ann Moorhead, Bracken County
*1989-92	Mrs. Helen Palmer, Clark County
1992-95	Mrs. Jean Davis, Hardin County
1995-98	Mrs. Velma Koostra, Warren County
*1998-01	Mrs. Kathleen Hockersmith, Oldham County
2001-04	Mrs. Mable Harned, Nelson County
*2004-07	Mrs. René Siria, Franklin County
2007-10	Mrs. Linda Kaletch, McCracken County
2010-13	Mrs. Alice Brown, Greenup County
2013-16	Mrs. Susan Hansford, Pulaski County
2016-	Mrs. Mary Margaret Krahulec, Shelby County

**Deceased*

KENTUCKY HOMEMAKERS CREED

I believe in the home as an inspiring and happy center of family life -- comfortable and attractive -- a place for relaxation and work, where pleasures and responsibilities are shared.

I believe in the home and its contribution to community life, which reflects the development of the homemaker and the family.

I believe in the homemaker -- alert, diligent, in search of better ways, of doing ordinary things, for the welfare and happiness of the family.

I believe in the homemaker as a community leader, responsible for passing on to others, mastered skill and knowledge.

I believe in the fellowship that comes through the homemakers' organization—the exchange of ideas and the joy of knowledge shared with others, thus broadening our lives, and lifting household tasks, above the commonplace.

For these opportunities, I am grateful. I am also thankful for the courage of yesterday, the hope of tomorrow, and a growing consciousness of God's love always.

Jefferson Homemakers Club
Jefferson County

NOTE: Revised 1995.

COLLECT

The Collect was written by Mary Stewart of Longmont, Colorado, in 1904 as a personal prayer and without any organization in mind. The prayer was published under the title, *A Collect for Club Women*, because Mary felt that “women working together with wide interests for large ends was a new thing under the sun and that perhaps they had a need for a special petition and meditation of their own.” The Collect has found its way around the world wherever English speaking women work together.

Keep us, oh God, from pettiness; let us be large in thought, in word, in deed,
Let us be done with fault finding and leave off self-seeking,
May we put away all pretence and meet each other face to face without self-pity and prejudice.
May we never be hasty in judgment and always generous.
Let us take time for all things; make us grow calm, serene, and gentle.
Teach us to put into action our better impulses, straightforward and unafraid.
Grant that we may realize it is the little things that create differences,
that in the big things of life we are at one.
And may we strive to touch and know the great, common human heart of us all,
And, oh Lord, God, let us forget not to be kind.

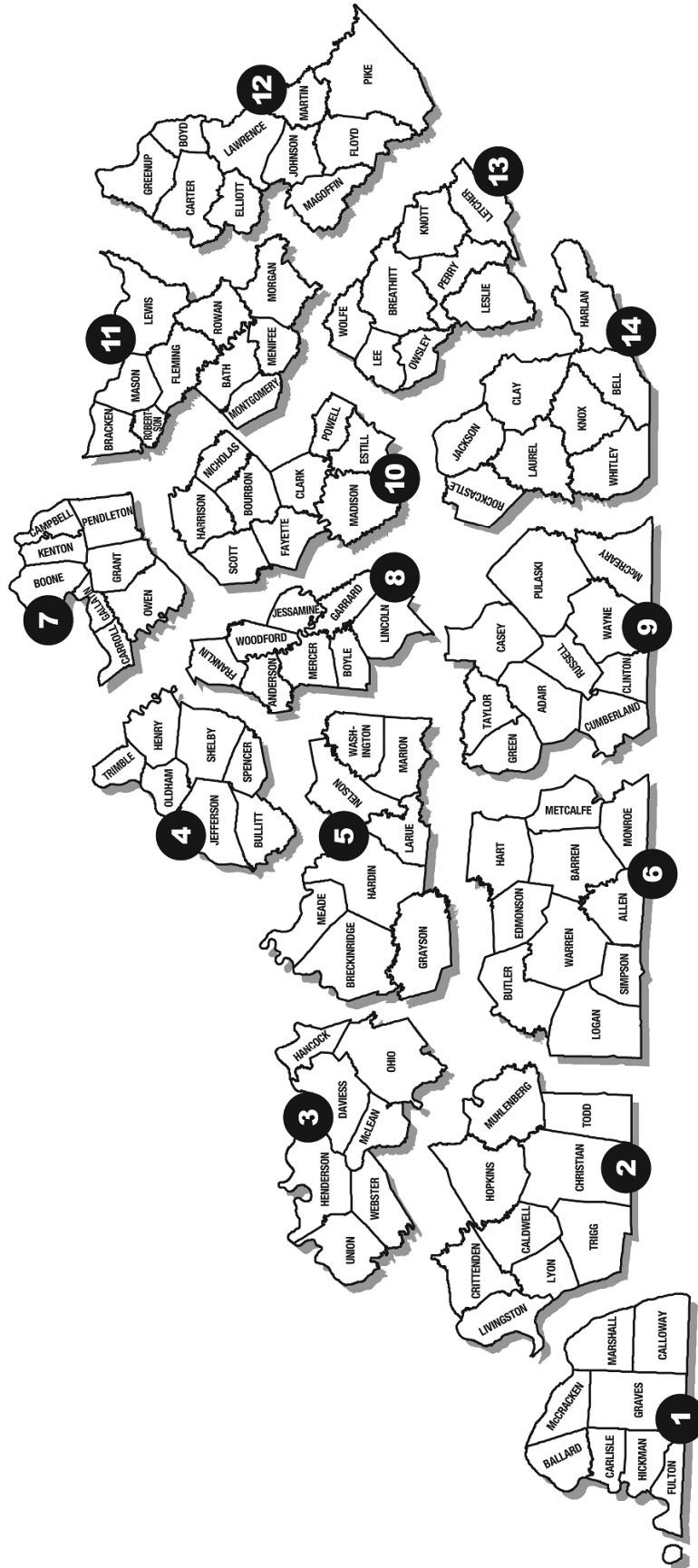
KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION

STATE BOARD DIRECTORY

The Kentucky Extension Homemakers Association Board Directory is updated each July, November and January with the rotation of elected officers, educational chairmen, area presidents and ex officio members. Because the directory changes at least three times each year, it is not included in the KEHA Manual. The most current board directory is always available via the KEHA website (www.keha.org).



Areas



- 1.** Purchase
- 2.** Pennyrile
- 3.** Green River
- 4.** Louisville
- 5.** Lincoln Trail
- 6.** Mammoth Cave
- 7.** Northern Kentucky
- 8.** Fort Harrod
- 9.** Lake Cumberland
- 10.** Bluegrass
- 11.** Licking River
- 12.** Northeast
- 13.** Quicksand
- 14.** Wilderness Trail

KENTUCKY COOPERATIVE EXTENSION SERVICE PERSONNEL

University of Kentucky Administrative Staff

Dr. Eli Capilouto, President, University of Kentucky
Dr. Nancy Cox, Dean, College of Agriculture; Director Land Grant Programs
Dr. Jimmy C. Henning, Associate Dean for Extension and Director, Cooperative Extension Service
Dr. Ann Vail, Director of the School of Human Environmental Sciences and Assistant Director, Family and Consumer Sciences Extension
Dr. Cherry Kay Smith, Program Leader, Family and Consumer Sciences Extension
Mrs. Kimberly Henken, Assistant to the Director, School of Human Environmental Sciences; KEHA State Advisor
Dr. Gary Palmer, Assistant Director for Agriculture & Natural Resources Extension
Dr. Charlene Jacobs, Assistant Director for 4-H Youth Development Programs
Dr. Ken Jones, Director of Program and Staff Development
Dr. Jeff Young, Director of County Operations

Kentucky State University Administrative Staff

Dr. Kirk Pomper, Interim Director of Land Grant Programs

District Directors

District 1 – Northeast/Licking River	Jeff Smith
District 2 – Quicksand/Wilderness Trail	Daniel Wilson
District 3 – Louisville/Northern KY	Willie Howard
District 4 – Ft. Harrod/Bluegrass	Jenny Cocanougher
District 5 – Lincoln Trail/Lake Cumberland	Anna Smith
District 6 – Green River/Mammoth Cave	David Herbst
District 7 – Purchase/Pennyrile	Matt Fulkerson

KENTUCKY COOPERATIVE EXTENSION SERVICE PERSONNEL

continued

Extension Family & Consumer Sciences Specialists and Associates

UNIVERSITY OF KENTUCKY

Ingrid Adams, Ph.D.	Foods and Nutrition
Lola Adedokum, Ph.D.	Nutrition Education Program
Rosie Allen, M.S.	Nutrition Education Program
Kerri Ashurst, Ph.D.	Children, Youth, and Families at Risk and Military Families Programs
Tyrone Atkinson, B.S.	Military Families Programs
Marjorie Baker, M.S.	Clothing and Textiles
Sandra Bastin, Ph.D.	Foods and Nutrition
Sarah Brandl, M.S.	Nutrition Education Program
Elizabeth Buckner, M.S.	Nutrition Education Program
Debbie Clouthier, M.S.	Foods and Nutrition
Debra Cotterill, M.S.	Nutrition Education Program
Caroline Durr, B.S.	Nutrition Education Program
Brian Fitzpatrick, M.S.	Computer Support Specialist/Webmaster
Robert H. Flashman, Ph.D.	Family Resource Management
Renee Fox, M.S.	Nutrition Education Program
Rebecca Freeman, B.A.	Nutrition Education Program
Maria Harris, M.Ed.	Family and Consumer Sciences
Amy Hosier, Ph.D.	Family Life
Jennifer Hunter, Ph.D.	Family Financial Management
Brooke Jenkins-Howard, M.S.	Nutrition Education Program
Natalie Jones, M.S.	Physical Activity
Nancy Kelley, M.S.	Nutrition Education Program
Joann Lianekhammy, Ph.D.	National Rural Child Poverty Nutrition Center
Janet Kurzynske, Ph.D.	Foods and Nutrition
Rusty Manseau, B.A.	Graphic Artist
Rita May, B.S.	Nutrition Education Program
Leslie McCammish, B.S.	Nutrition Education Program
Mindy McCulley, M.S.	Instructional Support
Sally Mineer, M.S.	Professional Development
Teresa Montgomery, M.S.	Curriculum Development
Janet Tietzen Mullins, Ph.D.	Foods and Nutrition
Nicole Peritore, M.S.	Family Health
Paula Plonski, M.A.	Nutrition Education Program
Lindsay Poore, M.A.	Nutrition Education Program
Angelica Reina, Ph.D.	Child Development
Lauren Roberson, M.S.	Nutrition Education Program
Amy Singleton, B.S.	Nutrition Education Program
Sara Talbott, M.A.	Nutrition Education Program
Jackie Walters, M.B.A.	Nutrition Education Program
Connee Wheeler, M.S.	Publication Manager/Disaster and Emergency Preparedness Programs
Laura White-Brown, B.S.	Nutrition Education Program
Martha Yount, M.S.	Nutrition Education Program

KENTUCKY STATE UNIVERSITY

Joanne Bankston, Ph.D.	Family Economics and Management
LeChrista Finn, M.P.H.	Health
Kristopher Grimes, Ph.D.	Nutrition Education
Nancy Cáliz	Hispanic Initiative

ARTICLES OF INCORPORATION

KNOW ALL MEN BY THESE PRESENTS:

That pursuant to the Kentucky Revised Statutes, Chapter 273, as amended, we, the incorporators, have this day formed a non-profit corporation for educational purposes and to that end do adopt Articles of Incorporation as follows:

ARTICLE I

The name of the corporation is Kentucky Extension Homemakers Association, Inc. and by such name it shall be known as a body corporate and its duration shall be perpetual.

ARTICLE II

The Kentucky Extension Homemakers Association, Inc. is organized and operated exclusively for educational and charitable purposes and to that end shall promote an educational program in home economics and family living in cooperation with the Cooperative Extension Services of the United States Department of Agriculture and the University of Kentucky, and may do any or all lawful acts for which corporations may be incorporated under this chapter as relating to the purpose of education, charity and all other things incidental and necessary to its purpose.

ARTICLE III

In furtherance of the purpose of this corporation as set out in ARTICLE II herein, the corporation may do any and all things herein mentioned as fully and to the same extent as natural persons might or could do which may include but not be limited to the following: to buy or lease suitable buildings and equipment, and to acquire by purchase or gifts such real estate and personal property as may be necessary to carry out the objectives of this corporation, and to receive donations of real and personal property to be applied to the uses and purposes of this corporation; to take, hold, and manage real and personal property conveyed to it in trust, the income and/or principal of which is to be applied to the uses and purposes of this corporation, and to execute such trusts; to mortgage or otherwise encumber any of its property, or to sell and convey the same; to permit the use of any of its property for educational, benevolent, or other lawful purposes; and to conduct and carry on its work, not for profit, but exclusively for educational and charitable purposes.

ARTICLE IV

No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE II hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any

other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE V

The corporation has the power to contract and be contracted with, to sue and be sued, and it may receive, accept, purchase or acquire and hold in any other lawful manner real and personal property, and it may dispose of the same by gift, deed or in any other lawful manner for any cause of an educational nature. It may do all things necessary or desirable to protect or enhance directly or indirectly the value of any interest owned by the corporation or in which it may have any beneficial interest or rights, and it may borrow money, incur obligations, and secure same by mortgage or pledge of all or part of its assets. It may accept gifts, bequests, or devises of property of any kind which any person, firm, or corporation may make to the corporation upon the terms, trust, and conditions set forth in any deed of gift, will, or other instrument of writing, executed by any such donor or testator, but only for the purposes and upon the terms and conditions and with the powers set forth in these Articles of Incorporation; and it may do any and all further acts consistent with the purposes hereinbefore set forth as now or hereafter authorized by law for a corporation; it being the intention that the enumeration of specific powers conferred upon non-profit corporations by the laws of the State of Kentucky not inconsistent with the purposes of the corporation.

ARTICLE VI

In the event of the dissolution of this corporation, or in the event it shall cease to carry out the objects and purposes herein set forth, all the assets of the corporation shall go and be distributed in accordance with the purposes of the corporation, that is, for educational purposes, as may be determined by the Board of Directors, and in no event shall any asset or the proceeds of any asset of the corporation, in the event of dissolution thereof, go or be distributed to directors, officers or employees either for the reimbursement of any subscribed, donated, or contributed by such members, or for any other such purposes, it being the intent that in the event of the dissolution of this corporation, or upon its ceasing to carry out the objects and purposes herein set forth, the property and assets then owned by the corporation shall be devoted to the carrying on of the function and purposes here-in-before mentioned.

ARTICLE VII

Officers, directors and employees of the corporation shall not be personally liable for any debt or obligation of the corporation.

ARTICLE VIII

The address of the registered office of the corporation is:

Kentucky Extension Homemakers Association, Inc.
University of Kentucky
102 Erikson Hall
Lexington, KY 40506-0050

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July 2015

The current Kentucky Extension Homemakers Association Treasurer shall be the registered agent of the corporation.

ARTICLE IX

The affairs of the corporation shall be conducted by a Board of Directors of such number not less than three (3) as may from time to time be prescribed by the By-Laws. The initial Directors of the corporation and their addresses are as follows:

Mrs. Mitchell Bertram
Route 1
Mt. Hermon, Kentucky 42157

Mrs. H. L. Grannis, Jr.
Route 2 - Box 14
Ewing, Kentucky 41039

Mrs. G. Forrest Yates
Route 1
Mayfield, Kentucky 42066

Mrs. Gilbert Keeney
100 Warren Avenue
Somerset, Kentucky 42501

Mrs. Samuel Whitt, Jr.
1088 - 29th Street
Ashland, Kentucky 41101

Mrs. Hugh A. Jones
Route 4 - Box 382
Henderson, Kentucky 42420

Mrs. Ray Wilson
Route 1
Cadiz, Kentucky 42211

Mrs. Thomas Buttram
Route 2
Smith Grove, Kentucky 42171

Mrs. Wilbur Etter
Leitchfield, Kentucky 42501

Mrs. Steve Howerton, Jr.
Finchville, Kentucky 40022

Mrs. L.C. Yocum
Broadway
Salvisa, Kentucky 40372

Mrs. Kenneth Williams
Route 1
Owingsville, Kentucky 40360

Mrs. Charlie Fugate
Route 1, Box 564
Hazard, Kentucky 41701

Mrs. R.B. Foster
Route 2
Wickliffe, Kentucky 42087

Mrs. Arthur Mathein
920 - 7th Street
Dayton, Kentucky 41074

Mrs. Everett Tolle
Route 2
Maysville, Kentucky 41056

Mrs. G.E. Tussey
219 Tahoma Road
Lexington, Kentucky 40503

Mrs. Howard Taylor
Route 2
Cynthiana, Kentucky 41031

Mrs. Harold Daniels
1121 Locust St.
Dayton, Kentucky 41074

Mrs. George Dale
Route 3
Carlisle, Kentucky 40311

Mrs. Fred Sammons
Worthington, Kentucky 41183

Mrs. Bobby Depew
Route 3
London, Kentucky 40741

Mrs. Howard Bennett
Route 6
Mayfield, Kentucky 42066

Mrs. William Tucker
27 Lisle Lane
Winchester, Kentucky 40391

Mrs. Reuben Ball
1329 Cantrell Street
Ashland, Kentucky 41101

Mrs. James Rich
3049 Elmwood Drive
Ft. Mitchell, Kentucky 41017

Mrs. Earl Friedly
Rt. 4
Georgetown, KY 40325

ARTICLE X

The names and addresses of the incorporators are as follows:

Mrs. Mitchell Bertram
Kenwood Ct.
Glasgow, Kentucky 42141

Mrs. Samuel Whitt, Jr.
1088 - 29th Street
Ashland, Kentucky 41101

Mrs. H. L. Grannis, Jr.
Route 2 – Box 14
Ewing, Kentucky 41039

Mrs. Hugh A. Jones
Route 4 – Box 382
Henderson, Kentucky 42420

ARTICLE XI

The Assistant Director of Extension Family and Consumer Sciences, the KEHA Advisor for Family and Consumer Sciences, the president of the Kentucky Extension Association of Family and Consumer Sciences, and other such persons as may from time to time be prescribed by the By-Laws shall be non-voting, ex-officio members and shall serve in an advisory capacity to the Association.

ARTICLE XII

The membership of the association shall be organized by County Extension Homemakers Associations, whose membership shall be open to all homemakers irrespective of race, color, age, sex, religion, disability or national origin. Application for membership shall be made in writing by the County Extension Homemakers Association. Such applications shall be submitted to the president of the Kentucky Extension Homemakers Association, Inc. and is to be accompanied by dues for one year. Membership may be initiated or terminated as may be provided in these Articles of Incorporation or by the By-Laws.

ARTICLE XII

The membership of the association shall be organized by County Extension Homemakers Associations, whose membership shall be open to all homemakers irrespective of race, color, age, sex, religion, disability or national origin. Application for membership shall be made in writing by the County Extension Homemakers Association. Such applications shall be submitted to the president of the Kentucky Extension Homemakers Association, Inc. and is to be accompanied by dues for one year. Membership may be initiated or terminated as may be provided in these Articles of Incorporation or by the By-Laws.

ARTICLE XIII

The corporation is not organized for pecuniary profit nor shall it have any power to issue certificates of stock or declare dividends. The balance, if any, of all money received by the corporation from its operations after the payment in full of all debts and obligations of the corporation of whatsoever kind and nature shall be used and distributed exclusively for educational purposes.

ARTICLE XIV

The Articles of Incorporation may be amended by a two-thirds vote of the county voting delegates present at any State Association meeting provided notice of the meeting has been sent to the delegates ten days prior to the meeting and the delegates are given advance information regarding proposed amendments.

Last Amended May 6, 2015

Kentucky Extension Homemakers Association, Inc

The Kentucky Extension Homemakers Association (KEHA) is a volunteer organization that works to improve the quality of life for families and communities through leadership development and education in cooperation with the Kentucky Cooperative Extension Service.

BYLAWS

ARTICLE I - OBJECT

The object of the Kentucky Extension Homemakers Association, Inc. shall be:

1. To unite the Area and County Homemakers Associations of the state;
2. To create an awareness of needs of families in the home, community, state, nation and world;
3. To promote an educational program by making maximum use of the total resources of the Cooperative Extension Service of the University of Kentucky College of Agriculture to meet the needs of the family, home, community and state;
4. To develop an enthusiastic leadership in its members and a willingness to assume responsibilities to further strengthen, develop, coordinate and extend adult education in Family and Consumer Science; and
5. To conduct and carry on its work, not for profit, but exclusively for educational and charitable purposes

ARTICLE II – ORGANIZATION

The Kentucky Extension Homemakers Association, Inc. shall consist of the following: Area Extension Homemakers Associations and County Extension Homemakers Associations.

Section 1. Area Extension Homemakers Associations:

There shall be fourteen Area Extension Homemakers Associations. The Areas are Purchase, Pennyriple, Green River, Mammoth Cave, Lake Cumberland, Lincoln Trail, Louisville, Northern Kentucky, Fort Harrod, Bluegrass, Licking River, Northeast, Quicksand and Wilderness Trail.

The Area Executive Committee, composed of the Area officers, shall be responsible for giving direction for the Association business in the Area. The Area Homemakers Extension Council shall be composed of the officers of the Association, the President of each County Homemakers Extension Association within the Area, elected/appointed area chairmen and any other members as determined by the Area Council. An Extension Family Consumer Sciences Agent in the area shall serve as advisor to the Area Extension Homemakers Council.

Section 2. County Extension Homemakers Associations:

A County Extension Homemakers Association may be organized in each county. Membership shall be open to all people. KEHA does not discriminate by gender, race, color, age, disability, religion or national origin. To be eligible to affiliate with the Area Association or State Association, the County Association must have bylaws outlining the responsibilities of its officers and committee chairmen and must pay dues.

Each county holding membership in KEHA shall have two voting delegates for the KEHA Annual Business Meeting.

Section 3. KEHA year shall be the fiscal year of July 1 to June 30. This shall apply to all levels of the association.

ARTICLE III - OFFICERS AND ELECTED CHAIRMEN ELECTION AND DUTIES

Section 1. Officers

- a. The officers of the KEHA shall be a President, a President-elect (when applicable), a First Vice-President, a Second Vice-President, a Secretary and a Treasurer.
- b. The officers of the Area Association may be a President, a President-elect (when applicable), a First Vice-President, a Second Vice-President, a Secretary, and a Treasurer, or a Secretary-Treasurer.
- c. The officers of the County Associations shall be those stipulated by the County Bylaws.

Section 2. Elected Educational Program Chairmen of the KEHA shall be Cultural Arts and Heritage; Environment, Housing, & Energy; Family and Individual Development; Food, Nutrition, & Health; Leadership Development; Management & Safety; International; and 4-H/Youth Development.

Section 3. Nomination and Election of KEHA Officers and Elected Chairmen.

- a. The KEHA Executive Committee shall elect a three member nominating committee prior to the Annual Meeting of the KEHA. This committee shall consist of one member of the KEHA Executive Committee to be elected in 2001 and every third year thereafter; one Area Association President to be elected in 2001 for a two year term and in 2003 and every third year thereafter; and one Educational Program Chairman to be elected in 2001 for a one year term and in 2002 and every third year thereafter. The member serving the third year of their term shall serve as Chairman. A member of the University of Kentucky Extension Family and Consumer Sciences staff shall serve as advisor.
- b. The Nominating committee shall present the names of nominees from those candidates whose credentials are in order. Credential forms can be found in the Appendix.

- c. The qualifications for nominees for state officers and elected chairmen shall be as follows:
 - (1) A nominee for President-elect or First Vice President must be a member of KEHA, have served as a County Extension Homemakers Association President and on the KEHA Board of Directors.
 - (2) A nominee for Second Vice President must be a member of KEHA, and must have served as a County Extension Homemakers Association President.
 - (3) A nominee for Secretary must be a member of KEHA and should understand the importance of preserving the official records of KEHA, have the ability to write accurate minutes, and provide a safe repository for official records. A nominee must have served as a county or area secretary of an Extension Homemakers Association.
 - (4) A nominee for Treasurer must be a member of KEHA and shall be eligible for bonding, knowledgeable in bookkeeping and familiar with long and short term investments. A nominee must have served as Treasurer of the County or Area Extension Homemakers Association.
 - (5) A nominee for Elected Educational Program Chairman must be a member of KEHA and must have served or be serving as an officer, or Educational Program Chairman of the County or Area Extension Homemakers Association.
- d. Board members cannot serve in two positions simultaneously on the KEHA Board.
- e. A state officer, state elected chairman or area president of KEHA may not resign from a presently held position in order to run for another KEHA state board position. An individual appointed to fill a vacancy shall be eligible to run for an elected position.
- f. After the meeting of the Nominating Committee, they shall notify the nominees and verify their availability and request their attendance at the KEHA Annual Meeting at which the election is to be held. The entire credentials of the nominees, as submitted, shall go to each county's two voting delegates and to the County Extension Family Consumer Sciences Agent at least two weeks before the KEHA Annual Meeting. Supplementary materials should not be circulated or considered.
- g. If no nominations for an Officer or Elected Chairman have been received by the nominating committee by the thirty (30) days prior to the KEHA Annual Meeting, nominations may be made from the floor by any voting delegate provided the candidate meets the qualifications for eligibility in Article III, Section 3, as verified by the nominating committee. Credentials must be submitted before the opening session of the KEHA Annual Meeting.
- h. Election shall be by ballot unless there is but one (1) nominee for the office, in which case a show of the voting cards may be taken at the business meeting of the KEHA Annual Meeting. A candidate must receive a majority vote of the official delegates voting to be elected. If a majority is not reached after two ballots are cast, only the two candidates receiving the largest number of votes on the last ballot shall remain on the ballot for the final vote.

- i. The Secretary shall be elected the year the President-elect moves up to President, the First Vice-President and Treasurer shall be elected the following year, and the President-elect and Second Vice President the next year.
- j. Officers, with the exception of President-elect, shall serve for a term of three years or until their successors are elected or appointed. The President-elect shall serve for one year, followed by a three year term as President. No officer shall succeed himself/herself in the same office. New officers will take office July 1.
- k. Elected Educational Program Chairmen shall serve for a term of three years or until a successor is elected or appointed. No elected Chairman shall succeed himself/herself in the same office. New Chairmen will take office July 1.
 - (1) The following Chairmen shall be elected the same year as the First Vice President and Treasurer.
 - Environment, Housing & Energy
 - Leadership Development
 - Food, Nutrition & Health
 - (2) The following Chairmen shall be elected the same year as the President Elect and Second Vice President.
 - Family & Individual Development
 - Cultural Arts & Heritage
 - International
 - (3) The following Chairmen shall be elected the same year as the Secretary.
 - 4-H Youth Development
 - Management & Safety
- l. The Executive Committee shall be responsible for making appointments to fill the vacancy occurring in any elected position with the exception of President or President-elect. The appointment shall be for the remainder of the unexpired term. In the event of a vacancy occurring in the office of President, the First Vice President shall fill the unexpired term. Any open position will be announced and credentials will be accepted that are postmarked within thirty (30) days of the announcement.
- m. In the event of a vacancy occurring in the office of President-elect, the First Vice-President shall assume the duties of the President-elect and an election for President will be held at the next KEHA annual meeting.

Section 4. Nomination and Election of Area Officers

- a. The Area Executive Committee shall elect a three-member nominating committee prior to the Annual Meeting at which election is to be held. The committee shall consist of three County Presidents with the Area Extension Homemaker Contact Agent as advisor.
- b. The Nominating Committee shall select a slate of candidates from those whose names and credentials have been submitted by their County Extension Homemakers Councils and signed by a County Council Officer other than the candidate.

- c. The qualifications for nominees for an Area office are:
 - (1) A nominee for Area President, President-elect (when applicable), and First Vice-President must be a member of KEHA and have served previously as a County Elected Officer.
 - (2) A nominee for Area Second Vice-President must be a member of KEHA, and have served previously as a County Elected Officer.
 - (3) A nominee for Area Secretary or Treasurer or Secretary-Treasurer must be a member of KEHA and have served as a county or club Secretary and /or Treasurer.
- d. The Nominating Committee shall notify the nominees, the nominees' County Presidents and Extension Family & Consumer Sciences Agent and request the attendance of the nominees at the Area Annual Meeting at which the election is to be held.
- e. The Nominating Committee shall report the names of candidates to the voting delegates of the Area at the Area Annual Meeting.
- f. Nominations may be made from the floor by any voting delegate, provided the nominee's credentials are submitted by the County Extension Homemakers Council and signed by a County Council Officer other than the candidate.
- g. Election shall be by ballot. A candidate must receive a majority vote of the official delegates voting to be duly elected.
- h. The term of office shall be three years. The President-elect, (if applicable) shall serve for one year, followed by a term as President. New officers shall assume office at the close of the Area Meeting at which they are elected.
- i. A vacancy in the office of Area President shall be filled by the Vice-President or First Vice-President (if applicable) for the unexpired term. The Area Executive Committee shall fill vacancies occurring in any other office providing credential requirements of Article III, Section 4, (c) have been satisfied. The appointment shall be for the unexpired term.

Section 5. Duties of State Officers and Elected Chairmen

- a. The duties of the President shall be:
 - (1) To preside over all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
 - (2) To represent the KEHA at meetings of other organizations (this duty may be delegated);
 - (3) To attend at least one Annual Meeting in each Area during the term of office;
 - (4) To make a report of activities to voting delegates at the KEHA Annual Meeting;

- (5) To appoint all special committees and standing committees unless otherwise provided for;
- (6) To appoint a KEHA Parliamentarian who, after review and approval by the Executive committee shall serve the same tenure as the President;
- (7) To appoint one member each year to serve a three year term on the Bylaws Committee to review the bylaws and to propose changes as needed.
- (8) To appoint the 2nd voting delegate to the National Volunteer Outreach Network (NVON) meeting;
- (9) To serve as an ex-officio member of all committees except the nominating committee.
- (10) To be responsible for the annual update of the organizational history of KEHA.
- (11) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

l. The duties of the President-Elect shall be:

- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
- (2) To prepare for the office of President, by accompanying the President at various meetings and functions;
- (3) To assist the President and perform all assigned duties during the one-year term of office;
- (4) To serve with vote on the Executive Committee and the KEHA Board of Directors;
- (5) To attend meetings that the President deems necessary, representing KEHA;
- (6) To serve as official delegate to the Associated Country Women of the World (ACWW) Triennial Meeting and the orientation to that conference Country Women's Council (CWC Meeting), and report back to the general membership; and,
- (7) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

c. The duties of the First Vice-President shall be:

- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
- (2) To serve as aide to the President;
- (3) To perform the duties of the President in his/her absence or inability to serve and to assume the office of President in the event of a vacancy in that office;

- (4) To assume the office of President-elect in the event of a vacancy in that office;
- (5) To serve as Chairman of the Program of Work; leading and coordinating Educational Program Chairmen and Kentucky Cooperative Extension Service Advisors to develop programs, awards and recognition;
- (6) To prepare the annual reports of KEHA Educational Programs with the assistance of the Educational Program Chairmen;
- (7) To plan and coordinate educational sessions and workshops for the KEHA Annual Meeting in cooperation with the Educational Program Chairmen; and,
- (8) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

d. The duties of the Second Vice-President shall be:

- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
- (2) To serve as KEHA Membership Chairman providing programming ideas to encourage and promote membership;
- (3) To serve as aide to the President;
- (4) To perform all the duties of the President or First Vice President in their absence or inability to serve;
- (5) To prepare annual membership reports to KEHA;
- (6) To oversee marketing providing internal and external publicity promoting KEHA;
- (7) To provide housing and availability of KEHA marketing materials;
- (8) To be responsible for all aspects of ordering merchandise items and maintaining and selling KEHA branded merchandise by mail, at the KEHA Annual Meeting and other appropriate venues;
- (9) To oversee publishing of KEHA newsletter and appointing of newsletter editor subject to approval of the Executive Committee;
- (10) To appoint and chair the committee to review the grant criteria and guide the process in determining awards; and,
- (11) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

e. The duties of the Secretary shall be:

- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings, taking minutes and preparing them for distribution;
- (2) To handle correspondence as requested by the State President and/or the State Board of Directors;
- (3) To make minutes and records of meetings available to board members within 60 days of the close of the meeting;
- (4) To oversee the updating and publishing of the KEHA Manual;
- (5) To keep on file the names of all committee members, the purpose of the committee and the reports of the committee;
- (6) To work with state advisor to preserve in archiving the minutes, annual reports, financial reports, and other historical data; and,
- (7) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

f. The Duties of the Treasurer shall be:

- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
- (2) To keep an accurate record of all KEHA funds and have records reviewed annually by a Certified Public Accountant;
- (3) To submit any and all forms required by the Internal Revenue Service for non-profit corporations and as required by the State of Kentucky on or before the required date;
- (4) To keep records as established unless changes are recommended by the retained Certified Public Accountant, including separate records of:
 - General Fund
 - Evans/Hansen/Weldon Memorial Scholarship Fund
 - Coins for Change
 - All Special Funds;
- (5) To receive dues from the counties and report paid memberships to the 2nd Vice-President;
- (6) To pay monies as directed by the Board of Directors;
- (7) To give complete Treasurer's report at business meetings of the Board of Directors and the KEHA Annual Meeting;
- (8) To serve on the finance committee; and,
- (9) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

- g. The Duties of KEHA Educational Chairmen shall be:
- (1) To attend all KEHA business meetings which include Board of Directors, KEHA Annual Meeting and any other special called KEHA Meetings;
 - (2) To develop and implement KEHA programs;
 - (3) To compile annual reports to KEHA;
 - (4) To work with the Cooperative Extension Service personnel on developing KEHA educational programs;
 - (5) To develop any special projects that the KEHA Board of Directors recommends to meet a current identified need;
 - (6) To develop and implement any contests and awards which shall be reviewed and approved by the KEHA Board of Directors;
 - (7) To give an oral report at the Fall Board of Directors' Meeting and a written report at the Spring Board of Directors' Meeting; and,
 - (8) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

Section 6. Duties of Area Officers.

- a. The duties of the President shall be:
- (1) To represent the Area on the KEHA Board of Directors;
 - (2) To give a brief report of the Area activities at the KEHA Board of Directors' meetings and the area council meetings;
 - (3) To attend at least one County Annual Meeting in each county of the area during the term of office, expenses to be paid by host county;
 - (4) To preside at all Area Meetings;
 - (5) To appoint area chairmen when applicable;
 - (6) To appoint a committee to examine the treasurer's books, annually (the committee shall be the Area President, one County President and a Family and Consumer Sciences Agent); and,
 - (7) To serve when assigned to a special project by the State President.
- b. The duties of Vice-President or (if applicable) First Vice-President shall be:
- (1) To attend all Area meetings;
 - (2) To serve as aide to the President;
 - (3) To perform all duties of the President in that officer's absence or inability to serve and to assume the office of President or President-elect (if applicable) in the event of a vacancy in either of these offices;

- (4) To implement, promote, and carry out KEHA Educational Programs;
 - (5) To prepare annual report, and;
 - (6) To perform all other duties as may be assigned to that office.
- c. The duties of (if applicable) Second Vice-President shall be:
- (1) To attend all Area Meetings;
 - (2) To serve as aide to the President;
 - (3) To inform county of all available materials marketing KEHA;
 - (4) To provide information and training on marketing KEHA in order to increase membership; and,
 - (5) To perform all other duties as may be assigned to that office by either the Area President or the Area Council.
- d. The duties of the Secretary and Treasurer or Secretary-Treasurer shall be:
- (1) To keep an accurate record of all Area funds and present a complete and written record at the Annual Business Meeting, or whenever requested, of money received and paid out; and,
 - (2) To record and preserve accurate minutes and records of all Area meetings and Area Council meetings.

ARTICLE IV - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Section 1. Board of Directors

The direction of the affairs of the State Association shall be vested in a Board of Directors composed of the five elected state officers of the Association and the President-Elect (when applicable), which serves as the Executive Committee, the fourteen elected Area Extension Homemakers Association Presidents and eight elected Educational Program Chairmen, all with voting privileges, including the President who may vote if desiring to do so or who may vote to break or make a tie. The action of the Board of Directors shall be subject to policies adopted by the Association. The Assistant Director of Extension Family and Consumer Sciences, the assigned Extension Advisor, the President of the Kentucky Extension Association of Family and Consumer Sciences, the KEHA Parliamentarian and a Master Farm Homemaker's Guild representative shall be non-voting, ex-officio members and shall serve in an advisory capacity to the Association.

- a. Annual Meetings - The Board of Directors shall have one spring meeting, and one fall meeting per year and;
- b. Quorum - One-half of the membership of the Board of Directors shall constitute a quorum.

Section 2. Executive Committee

- a. The Executive Committee shall be composed of the five elected officers of the State Association, the KEHA Parliamentarian and the President-Elect when applicable;
- b. The Committee shall plan meetings of the Board of Directors and the Annual Business Meeting of KEHA;
- c. The committee shall meet as often as necessary to attend to the business of KEHA; and,
- d. The committee shall review and approve all position appointments.

ARTICLE V – FINANCING

Section 1. Dues

- a. Annual dues of the KEHA shall be **four dollars** per member payable by December 15 of each year to the KEHA Treasurer by the Treasurer of each County Association, based on membership as of December 1 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.**
- b. Area Dues - These shall be as provided in the bylaws of each Area Association.
- c. County Dues - These shall be as provided in the bylaws of each County Association.

ARTICLE VI - MEETINGS

Section 1. KEHA Meetings

The Kentucky Extension Homemakers Association, Inc. shall have a KEHA Annual Meeting. The place and date is designated by the Board of Directors.

- a. Special meetings may be called by the President or by a two thirds vote of the Board of Directors or by request of one third of the County Associations, stating reasons for the meeting. Notice of all special meetings shall be sent at least 10 days prior to the meeting, stating the objectives of the meetings and the subject or subjects to be considered.
- b. At all meetings of the KEHA, the voting delegates from each county present shall constitute a quorum.
- c. Annual Business Meeting - All Board of Director members shall have the privilege of making motions and entering into debate at KEHA Annual Meetings but do not have the privilege to vote. The President may vote to break or make a tie.

Section 2. Area Meetings

Area meetings may be held annually. An area must have at least one meeting every three years. Each area has the responsibility of developing the program for its area meetings.

Special meetings may be called by the President, or by request of one third of the member counties, stating reason or reasons for meeting.

ARTICLE VII - AMENDMENTS

The State Bylaws may be amended by a two thirds vote of the county voting delegates at the KEHA Annual Meeting. Copies of the proposed bylaw changes shall be sent to each county's two voting delegates and to the County Extension Agent for Family & Consumer Sciences at least two weeks before the KEHA annual meeting.

ARTICLE VIII - DISPOSITION OF ASSETS IN CASE OF DISSOLUTION

The Board of Directors of the Kentucky Extension Homemakers Association, Inc. directs that in case of dissolution of the Kentucky Extension Homemakers Association, Inc. all assets of the Association be transferred to the University of Kentucky Family and Consumer Sciences Extension Legacy Fund.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Roberts Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the KEHA Bylaws.

Revised April 28, 1998, April 27, 1999

Revised April 24, 2001

Revised April 19, 2005

Revised May 14, 2008

Revised April 22, 2009

Revised May 12, 2010

Revised May 16, 2012

Revised May 6, 2015

STANDING RULES

General

1. Kentucky Extension Homemakers Week shall be observed the second full week of October.
2. One month shall be designated as International month. (February-April) (3/10/2015)
3. The KEHA State Newsletter shall be printed and mailed each year in February. The deadline for submitting entries shall be January 15. (3/11/2014)
4. The spring board meeting shall be held at the location of the State KEHA annual meeting. (4/25/00)
5. State officers, chairmen and area presidents shall submit their reports electronically to the KEHA President and UK Advisor by November 1. Reports will be placed on the KEHA Website. (11/11/14)

Administration

1. Correspondence from state educational program chairmen to area chairmen shall also be sent to the state president, 1st vice president, area presidents and KEHA state advisor. (3/11/2014)
2. Original minutes shall be kept on file in both hard copy and electronic formats. The outgoing secretary shall organize a file with hard copies for submission to archives. (3/11/2014)
3. Updates for the KEHA membership list must be entered in the online database as changes occur and all records should be reviewed and updated by January 15 each year. (3/11/2014)

Elections

1. Persons submitting credentials for any elected position[s] on the KEHA Board of Directors shall send them by certified mail to the KEHA Secretary as listed on the current directory. Credentials must be postmarked at least thirty (30) days prior to the KEHA Annual Meeting. (11/11/08)
2. The Chairman of the nominating committee shall notify Area Presidents if there are no nominees for an elective office. (11/13/01)
3. Nominees for a state elective office shall provide a currently dated credential form properly signed by a county council officer other than the candidate.
4. Current officers have the option of remaining in the position or vacating the office when titles and job descriptions of offices change. (09/13/00)

Finance – General

1. The Treasurer shall be bonded for no less than fiscal year-end financial report balance. Letter of certificate of bond shall be presented to the Executive Committee yearly for review and proof of bond. The expense shall be paid by KEHA.
2. The KEHA general bank checking account will move to a bank in or near the community of the person elected treasurer. The bank should, if possible, be selected by bid from banks in the area.

3. The Executive Committee shall establish and act as trustees for an account which will include special funds listed. The account shall be maintained by a financial institution in instruments that are U.S. Government or FDIC insured. Monies for special projects and scholarships will then be distributed as directed by the Executive Committee as trustees. (3/11/2014)

4. The following minimum balances shall be established for these special funds:

Travel	\$54,250	
KEHA Scholarship	\$29,250	
Mini Grant	\$19,250	
Evans/Hansen/Weldon Mem. Sch.	<u>\$47,250</u>	
Total Special Funds	\$150,000	(June 2007)

These amounts should remain in each account. Should interest not generate enough funds to maintain programs, they will be discontinued until such time as these funds are available. Interest not used from previous year will be available for the current year programs. All requests for special travel funds must go before the Finance Committee prior to incurring the expense. The Finance Committee will review the request and forward recommendations to the Executive Committee for action. (11/11/14)

5. The KEHA Board of Directors shall have the authority to approve unbudgeted expenditures up to \$5000.00. Proposed unbudgeted expenditures over \$5000.00 must be approved by KEHA voting delegates at a regular or called business meeting. (03/18/98)

6. All scholarships shall be at least \$500 per recipient. If funds are not adequate, balance will be retained in account until adequate funds are available. (05/04)

7. The fund “Pennies for Friendship has been renamed “Coins for Change” for clarification. Fifty percent (50%) of the Coins for Change that are collected will be sent to the ACWW World Headquarters in London, England to support projects for world friendship and understanding through “Pennies for Friendship.” Fifty percent (50%) will be retained by KEHA. The portion of “Coins for Change” retained by KEHA shall fund the International program of work, including the Homemaker Exchange Program and required travel by the International Chairperson to ACWW and CWC meetings. To facilitate budget planning, funds collected within a given KEHA year shall be available for expenditure the following year. The KEHA International Chairman shall be notified of the remittance amount by February 1 each year and shall submit a budget for these funds by the spring KEHA Board meeting. (The details of “Coins for Change” and also the KEHA International Exchange program can be found elsewhere in the manual.) (3/11/2014)

Finance – Budget

1. Any expense that exceeds budgeted amount must be approved by Executive Committee before payment.
2. No money in the KEHA treasury, savings, or otherwise can be committed and/or released without approval of the KEHA Board of Directors.

3. Checks written to areas for area annual meeting and Master Clothing Volunteer Program must be requested by area treasurer with checks written and sent to the area treasurer.
4. Funds collected for a special purpose (i.e. Ovarian Cancer Research, Kentucky Academy, etc.) may only be used for the designated purpose. For recordkeeping purposes, the appropriate KEHA officer or chairman shall submit a request in writing to the KEHA Treasurer before funds will be dispersed. The KEHA Treasurer will forward such proposals to the KEHA Executive Committee for approval. Approvals may be granted via email, phone conference or at any called or scheduled meetings. (03/2013)

Finance – Committee

1. A Finance Committee consisting of the Treasurer, a state Educational Program Chairman, and one Area President shall prepare an annual budget to be presented to the voting delegates at the annual state business meeting. (3/11/2014)
2. All proposals for funding including the budget shall go before the Finance Committee for formal review before being presented to the KEHA Board of Directors for approval. Proposed budget requests from officers, Educational Chairmen, and committees are due in writing to the Finance Committee by January 31. (11/13/01)

Finance – Expenses

1. The mileage allowance shall be \$0.40 per mile. Reimbursable mileage includes mileage from home or the Kentucky state line to meeting site and return as well as meeting related travel. (3/15/2016)
2. Expenses for travel and lodging shall be paid for KEHA Board of Directors members and special committee members to KEHA meetings, KEHA Annual Meeting and special committee meetings. Meal allowance will be \$30.00 per day except for required function.
3. To be reimbursed for all expenses, all requests must be filed with the Treasurer within 60 days after the expense occurs.
4. Any KEHA member serving as a NVON officer may request reimbursement for transportation to the annual NVON Conference. Such reimbursement would come from special travel funds and may not exceed 10% of the balance in the special travel account. Special travel funds must be requested prior to travel. (11/10/2015)

COMMITTEES

Archives Committee

1. The archives committee is a standing committee consisting of at least three members. It will include the current KEHA State Secretary as Chairman, the immediate past KEHA Secretary and at least one other member appointed by the President.
2. The committee will be responsible for reviewing and accepting KEHA historical items for storage. They will be responsible for maintaining an inventory of the storage boxes and their contents that are stored in the University of Kentucky library archives. The KEHA Secretary will update the inventory record as necessary as items are added.
3. Costs, including storage costs for this committee, will come from the “Archives” budget.

Bylaws Committee

1. Members of the committee will be appointed by President for 3 year rotating terms. (Reference Article III, Section 5, a.8)
2. The committee will review bylaws annually to assure compliance and propose changes as needed.
3. The committee will review Standing Rules annually and recommend changes.
4. The current State Parliamentarian will serve as an ex-officio member to the bylaws committee.

Area(s) Host Committee for KEHA State Meeting

1. The committee will consist of the State KEHA 1st Vice-President for Program, an agent, a UK specialist, and the host area(s) president(s). The host area(s) president(s) shall serve as chairman/co-chairmen. The committee shall also include county representation from the host area(s). (3/11/2014)
2. The area(s) host committee will plan the trade show, tours, hands-on activities and hostess/hospitality for the KEHA State Annual Meeting. (3/11/2014)
3. The 1st Vice-President will coordinate logistics, space and equipment. The area(s) host committee will assist if requested. (3/11/2014)

KEHA Annual Meeting Site Selection Committee

1. The KEHA Annual Meeting Site Selection Committee will be appointed every 2 years. The committee will be made up of the State KEHA 1st Vice-President for Program and two other board members. (3/06)
2. The committee will send out a “Request for Proposals” to major hotels across the state and evaluate the proposals to find locations for the KEHA Annual Meeting. (3/06)
3. The committee will make site recommendations to the Board of Directors at the spring board meeting. (Example – The 2014 committee will recommend sites for 2016 & 2017). (3/06)

Internal Audit Committee

1. This committee will conduct an annual audit of the financial records of the Kentucky Extension Homemakers Association.
2. The audit will be completed prior to the state meeting each year and will cover the time period of the most recently ended fiscal year (July 1 – June 30). The President shall allot a time period during the fall board meeting for this audit to be conducted.
3. Items to be made available by the treasurer for the yearly internal audit are: bank statements, check register, vouchers, and receipts for period covered.
4. Approval of the audit will be entered into the minutes of the Kentucky Extension Homemakers Association Annual Meeting.
5. The treasurer will provide the Audit Committee with a copy of the check register and bank statements at the spring and fall board meetings. (3/11/2014)
6. The treasurer should make available vouchers and receipts for viewing by the committee at the spring and fall board meetings.

PARLIAMENTARIAN

1. Will be appointed by the President for a 3 year term. (Reference Bylaws Article III, Section 5, #6)
2. Must have general knowledge of Roberts Rules of Order Newly Revised. (Reference Bylaws Article IX)
3. Will attend the spring and fall meetings of the KEHA Board of Directors, Executive Board meetings, the KEHA Annual Meeting, and other meetings as required with expenses paid by KEHA.
4. People interested in the position shall express their interest to the President-elect in writing and include their qualifications. (11/1/02)

VOTING DELEGATES ROLE AND RESPONSIBILITIES

1. Each county holding membership in the State Association shall have two voting delegates for state business. (ARTICLE II, Section 3, paragraph 2)
2. Annual dues of the State Association are payable by December 15 of each year to the State Association 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 State Association. (ARTICLE V, Section 1, a., second sentence)
3. At least two weeks prior to the state annual meeting, information packets will be sent to each county Extension office via the University of Kentucky email system and to the KEHA Board via email. The FCS Extension Agent and area KEHA president should insure that each voting delegate receives a copy of the packet. Packets may include credentials for any candidates to be elected, proposed bylaw changes and other necessary information.
4. **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.**
5. 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 Treasurer. The delegate packet should be given to the alternate so she can study the issues and be prepared.
6. 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.
7. Delegates arriving at the annual meeting site on the day of the business meeting should plan to be duly registered at least one 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.
8. 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.

9. Official voting delegates wanting to address the annual meeting should go to a microphone and be recognized by the Chairman. They clearly state their name, title (if any) and their county. An example would be, “Madame Chairman, I am Jane Doe, Alpha County President.” The delegate then states her question or remark, waiting at the microphone for an answer or resuming her seat, whichever is appropriate.
10. **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.**
11. Any questions about the delegate process may be referred to the State Parliamentarian.

KEHA REMINDER CALENDAR

Month	Reminder Notes
July	1st- Club Program of Work Reports are due to County Educational Chairmen 1st – Volunteer Service unit reports due to county Prepare club organizational materials for the new KEHA year Plan for county and club officer training
August	15th - County Program of Work Reports are due to Area Educational Chairmen 15th – County VSU reports due to Area Leadership Development Chairman Plan for Membership Drive Plan for marketing homemakers Hold officer training Hold county council meeting
September	15th - Area Program of Work Reports are due to the State Educational Chairmen 15th – Area VSU reports due to State Leadership Development Chairman
October	Plan for next program year Area Annual Meetings Kentucky Extension Homemakers Week (second full week) Names of Area Officers to be sent to State President and KEHA Advisor KEHA State Meeting Presenter Forms Due
November	1st – State Officer, State Educational Chairman, and Area Annual Reports sent to KEHA State Advisor electronically (via email attachment or disk delivered at the Fall Board Meeting) 15th - Due date for 990N (e-postcard) or 990 tax return for 501(c)(3) groups with fiscal year ending June 30 KEHA Fall Board Meeting
December	Mail dues by December 15 (Delinquent after December 31) Membership report due to Area President or Vice President by December 31
January	Updates for Newsletter Database are due by January 15
February	1st – Membership Report due to State 2 nd Vice President
March	1st - All contests, awards, applications, scholarships, 50 year members, etc., for KEHA state meeting due KEHA Spring Board Meeting
April/ May	Registration due for KEHA State Meeting KEHA State Meeting
May	15th - Due date for 990N (e-postcard) or 990 tax return for 501(c)(3) groups with fiscal year ending December 31

INSPIRATION BOOKLET ROTATION SCHEDULE

<i>YEAR</i>	<i>AREA</i>
2016	Bluegrass
2017	Fort Harrod
2018	Northeast
2019	Licking River
2020	Quicksand
2021	Wilderness Trail
2022	Louisville
2023	Northern Kentucky
2024	Lincoln Trail
2025	Lake Cumberland
2026	Green River
2027	Mammoth Cave
2028	Pennyrile
2029	Purchase

Your area is responsible for developing an Inspirational Booklet for the homemaker program in the year listed above. You must have the information to the KEHA 2nd Vice-President and KEHA State Advisor by March 1.

Please provide an inspirational message for each month beginning in July of the current year and continuing to June of the next year. It has been customary to use the writings of Homemakers from the state creative writing entries. If you need a copy of the creative writing booklets from previous years, please contact the KEHA Cultural Arts Chairman or advisor. Please keep the following in mind when developing materials.

- Pay close attention to observe copyright laws when using materials from copyrighted sources. This will apply to materials used from published works, including web pages. Copyright permission must be obtained for any works of this nature. Penalties for copyright violations can be severe.
- Entries from the creative writing contest have permissions granted when they are submitted.
- Please take into consideration members come from many faiths when selecting entries. KEHA is an inclusive organization that does not discriminate on the basis of gender, race, color, age, disability, religion or national origin. Please keep this in mind as you select materials. Materials should not feature the scripture or teachings of any particular religion or faith.

Send to KEHA 2nd Vice-President and KEHA State Advisor
Due Date: March 1

RECREATION BOOKLET ROTATION SCHEDULE

<i>YEAR</i>	<i>AREA</i>
2016	Northern Kentucky
2017	Lincoln Trail
2018	Lake Cumberland
2019	Green River
2020	Mammoth Cave
2021	Pennyrile
2022	Purchase
2023	Bluegrass
2024	Fort Harrod
2025	Northeast
2026	Licking River
2027	Quicksand
2028	Wilderness Trail
2029	Louisville

Your area must develop a recreation booklet for the homemaker program year. You must have the information to the KEHA 2nd Vice-President and KEHA State Advisor by March 1. Please provide activities for each month beginning in July of the current year and continuing to June of the next year. Each month should have:

- * Thought for the Day
- * Special roll call suggestion
- * Activities planned for that particular month, holiday, or season
- * Do not be afraid to include activities that require members to move around a little or to exercise their minds. Some bonding types of exercises can work in here as well. If you have played new games, cards, simple craft ideas or other activities share them with the members.

Additional tips:

- Pay close attention to observe copyright laws when using materials from copyrighted sources. This will apply to materials used from published works, including web pages. Copyright permission must be obtained for any works of this nature. Penalties for copyright violations can be severe.
- Please take into consideration members come from many faiths when selecting entries. KEHA is an inclusive organization that does not discriminate on the basis of gender, race, color, age, disability, religion or national origin. Please keep this in mind as you select materials. Materials should not feature the scripture or teachings of any particular religion or faith.

Send to KEHA 2nd Vice-President and KEHA State Advisor
Due Date: March 1

KEHA Educational Program of Work Guidelines

Who: The ***KEHA Educational Program Chairman***, an assigned ***State Advisor***, along with the ***Statewide Advisory Committee***.

The KEHA Chairman is an elected position while the State Advisor is appointed by the Assistant Director for Family & Consumer Sciences and/or State KEHA Advisor. The Statewide Advisory Committee is composed of the fourteen (14) Area Educational Program Chairmen.

Frequently the State Advisor is a state specialist or Extension associate. In some instances, there will be one or more additional specialists and/or associates with whom the advisor will work, requesting information, programming help or lesson assistance—i.e.; ***Foods, Nutrition & Health*** involves all of the Foods & Nutrition Specialists as well as all of the Health Specialists. The statewide Advisory Committee serves as an advisory group to help plan, carry out and evaluate the Program of Work.

The KEHA Educational Program Chairman and the Advisor are expected to *meet and work* as a team. The Statewide Advisory Committee meets with the Educational Program Chairman and the State Advisor at the annual KEHA State Meeting and at other called meetings as needed.

What: The major responsibility of the KEHA Educational Program Chairman is to ***develop and implement a 3-year Program of Work*** (POW) with the help and advice of the Statewide Advisory Committee (Area Educational Program Chairmen) and the State Advisor. The second activity is to plan and conduct the respective Chairmen Training session at the annual KEHA spring meeting.

The POW *may* focus on one aspect/segment of the Chairman's total responsibility, but is responsible for disseminating and sharing information about all of the topics under that heading—i.e.; Family & *Individual Development* Chairman handles the subject matter areas of family life as well as clothing and textiles. Chairmen and advisors *must* find a way to incorporate and share programming materials, lessons, and other issues from *all the subject matter areas they represent*.

When: Following the election of a new State Educational Program Chairman, the advisor takes the lead in contacting the incoming Chairman to arrange for a meeting to get acquainted and to work on the new POW soon ***after the annual KEHA state meeting***.

The incoming/new Chairman is elected during the second year of the 3-year Program of Work. This allows the new/incoming Chairman an opportunity to meet with the advisor, get advice or suggestions from the Statewide Advisory Committee, and put together an outline for a new 3-year plan. The new POW is developed during the summer and fall following the annual meeting. It should be completed by spring as a copy of the proposed plan is to be shared with the KEHA Board at the ***Spring Board Meeting***. This is simply an opportunity for the Board to preview the new Program of Work. No vote is needed nor taken on the plan unless it includes new or revised contests. All contests must be approved by the board.

The ***new POW is introduced to the KEHA Statewide Advisory Committee*** (Area Educational Program Chairmen) and all other individuals who attend the KEHA Chairman Training session ***the following year after election***. The new POW begins the following program year in July. However, evaluation information will continue to be collected and reported on the outgoing POW for one or more years.

Where: Since the elected State Educational Program Chairman can be from any one of the 120 counties across the Commonwealth, times and opportunities to work on a new POW must be arranged in cooperation with their assigned State Advisor. It is the responsibility of both parties to be creative in establishing a time to meet (face-to-face, conference call, etc.) and begin the new POW process. *Where* is not as important as the process and the outcome!

Why: The KEHA Educational Program of Work provides the perfect opportunity to give direction to learning by stating *educational goals, activities, and lessons* for Homemakers. KEHA is about improving “the quality of life for families and communities through leadership development and education in cooperation with the Kentucky Cooperative Extension Service.” By focusing on a specific topic, information can be targeted and accomplishments measured. Topics to be studied should be chosen with great care taking into consideration the wide diversity represented in the Kentucky Extension Homemakers Association.

All POWs should contain sufficient breadth to allow every club the opportunity to explore in depth a *relevant, timely topic* resulting in information useful to its members regardless of race, color, age, gender, religion, disability, or national origin.

How: *The Program of Work should come about through teamwork.* Ideas should flow from the grassroots—individual members—to the Statewide Advisory Committee. The Statewide Advisory Committee is composed of the Area Chairmen. Area Chairmen should discuss and share topics with the State Educational Chairman and State Advisor who carefully work together to *craft* the POW. Time is also set aside for the Educational Program Chairman to meet with the respective Advisory Committee and the State Advisor to discuss future programming needs and issues.

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION

CULTURAL ARTS and HERITAGE

Program Overview

The Cultural Arts and Heritage program area covers a wide and diverse subject that includes fine arts and crafts, heritage and history of both Kentucky and world cultures, literacy and reading and other areas that cover an appreciation of both the Kentucky and world culture. The following are ongoing activities of this program:

- Promote programs that broaden the understanding of our nation, state, and communities; citizenship, history, etc.
- Promote and develop cultural diversity programs.
- Revive traditional art forms and continue teaching the heritage skills such as: basketry, knitting, crocheting, embroidery, quilting, doll making, carving, painting, pottery, etc.
- Promote Extension Master Volunteer Programs to teach and preserve arts and heritage skills.
- Encourage self-expression through all forms of creative, visual, and performing arts.
- Conduct an awards program in arts and promote participation in the State Cultural Arts Exhibit.
- Promote the study of cultural heritage through literature and museums. Utilize libraries and encourage written and oral histories of families and communities. Promote genealogy programs.
- Promote reading, especially of Kentucky authors.
- Explore home-based business opportunities utilizing handmade arts and crafts.

KEHA Cultural Arts Chairman 2015 to 2018

Julia Lainhart
KEHA Cultural Arts Chairman
512 Pinoak Drive
Nicholasville, KY 40356
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Email: Jlainhar62@gmail.com

Cultural Arts and Heritage

Program of Work

2016 to 2019

General - applies each year

Situation: In Kentucky, the arts have played a pivotal role in the development of our culture. Early household items that were essential elements in family survival have evolved into precious antiques and works of art. Skills that enabled our ancestors to survive in an isolated society have, in many instances, become almost forgotten techniques in our modern world. “Fine traditional and contemporary crafts define our cultural landscape as vividly as horses, basketball and our pathway to excellence in education. However, the arts in Kentucky today are as dynamic as the world itself, new disciplines and art forms are emerging, along with technologies and the new economy.” (The Kentucky Arts Council)

Focus: Cultural and Heritage Arts and Crafts, Creative Writing and Reading

Goal: KEHA members will have opportunities for expression and appreciation of the arts with a special emphasis on preserving our cultural heritage, writing and reading.

Objectives:

1. To promote the preservation of heritage art and craft skills
2. To develop creativity in art and craft skills
3. To encourage creativity in writing.
4. To encourage reading books representing a variety of interests.

Activity Suggestions:

Preservation of heritage art and craft skills:

1. Promote the study of Kentucky heritage skills.
2. Document and encourage the work of local craftsmen and crafts women.
3. Support and visit local museums that emphasize cultural and heritage skills.
4. Tour the Kentucky Artisan’s Center at Berea.

Creativity in art and craft skills:

1. Select one heritage craft each year and study the history related to the development of the skills needed and its ultimate use.
2. Encourage participation in the KEHA Cultural Arts Exhibit.
3. Encourage members to attend heritage skills camps where they can learn new and different skills.

Creativity in composition writing:

1. Encourage participation in the annual KEHA creative writing contest and give local county recognition to members who submit entries.
2. Publish, at the state level and with permission from the authors, the entries submitted each year.
3. Recognize winning authors and present awards for the KEHA Creative Writing Contest at the KEHA annual meeting.

Participate in the KEHA Reading Program.

1. Compile an annotated bibliography to document local authors from each county.
2. Continue the KEHA Reading Awards program which offers individual awards for reading books with topics in nine different categories. A KEHA Book List is published each year with new selections in each of the categories.
3. Present an exhibit of local Kentucky authors at your local county library or other prominent place.

Contests: The KEHA Cultural Arts and Heritage program includes several contests that are offered on an annual basis and form much of the structure of the statewide plan of work. **The KEHA Cultural Arts Exhibit**, which takes place at the KEHA annual meeting, features items submitted by members through an elimination process held in the counties and areas. There is a list of eligible categories representing different skills. A list of exhibit rules is also available. The state exhibit is judged and ribbons are awarded at the KEHA annual meeting each year.

The KEHA Creative Writing Contests in short stories, memoirs and poetry are also annual events for members and are submitted directly to the State Cultural Arts chairman. Awards are announced at the state meeting, and winners are recognized at the general sessions. With the author's permission, creative writing entries are published by KEHA in a booklet each year.

A KEHA Reading Award is given at the local or area level. A bookmark is available to members who participate in the KEHA Reading Award program. Counties or areas should recognize members who read at least one book from six of the nine categories in the KEHA book list. (Additional information is available in the booklist.)



2016 – 2019 KEHA Club Program

Focus: Kentucky Covered Bridges

Situation: Covered bridges in Kentucky once numbered in the hundreds. The 1800s marked the height of covered bridges in Kentucky and the United States. Over the years the bridges have fallen into disrepair, destroyed by vandals and from burning, especially during the Civil War and have been replaced by more modern structures. Today only 13 bridges remain in Kentucky counties.

Objectives:

1. Encourage Homemakers to read books and other information related to Kentucky covered bridges.
2. Encourage Homemakers to become familiar with covered bridges in Kentucky and their location.
3. Promote and support programs for the conservation and preservation of Kentucky covered bridges.

Activities:

1. Attend a trip to a Kentucky covered bridge or a tour of several bridges.
2. Support local museums and historic sites in Kentucky related to covered bridges.
3. Study Kentucky covered bridges as a major Homemaker program sometime during 2016-19.

2016 – 2017

Focus: Basic Embroidery

Situation:

The process used to tailor, patch, mend and reinforce cloth fostered the development of sewing techniques, and the decorative possibilities of sewing led to the art of embroidery. **Embroidery** is the skill of decorating fabric or other materials with needle and thread or yarn. Embroidery may also incorporate other materials such as metal strips, pearls, beads, quills and sequins. Embroidery is most often used on crazy quilts, caps, hats, coats, blankets, dress shirts, denim, stockings and golf shirts.

The basic techniques or stitches on surviving examples of the earliest embroidery — chain stitch, buttonhole or blanket stitch, running stitch, satin stitch, cross stitch — remain the fundamental techniques of hand embroidery today. Embroidery is found worldwide and with items dated to the 5th century BC. Items were elaborately decorated as a sign of wealth and status. Embroidery is also a folk art, using materials accessible to non-professionals.

Objectives:

1. Learn basic embroidery techniques as a foundation for more advanced embroidery work.
2. Encourage enjoyment of embroidery techniques to decorate both handmade and purchased clothing and household items.
3. Encourage use of embroidery designs that use other materials such as beads, ribbons and special threads.
4. Encourage Homemakers to read accurate history of embroidery.
5. Promote programs for the conservation and preservation of antique embroidery items, including family items.

Activities:

1. Attend and participate in Homemaker club program focusing on Basic Embroidery.
2. Support local museums and historic sites with examples of antique embroidery items.
3. Attend programs or learn on own the conservation and preservation of embroidery items and other textiles.
4. Support local classes and programs where Basic Embroidery arts and Heritage skills are taught.

2017 – 2018

Focus: Applique

Situation: Appliqué means applying a shape of fabric onto a background fabric to make a pleasing design. Appliqué may be done by hand or by machine. There are many ways to accomplish this. Appliqué is used in quilt designs and for embellishing apparel or other items for home decor.

Objectives:

1. Learn basic applique techniques as a foundation for more advanced applique work.
2. Encourage enjoyment of applique techniques to decorate both handmade and purchased clothing and household items.
3. Encourage use of creative applique designs developed by the crafter.
4. Encourage Homemakers to read accurate history and techniques for applique.
5. Promote programs for the conservation and preservation of antique applique items, including family items.

Activities:

1. Attend and participate in Homemaker club program focusing on Applique.
2. Support local museums and historic sites with examples of antique applique items.
3. Attend programs or learn on own the conservation and preservation of antique applique items and other textiles.
4. Support local classes and programs where basic applique arts and heritage skills are taught.

2018 – 2019**Focus: Wool Rug Hooking**

Situation: Wool Rug Hooking is both an art and a craft born out of necessity for creating warm floor coverings. Hooked rugs can be traced back to the mid-1800s in North America. Rugs are made by pulling loops of wool fabric through a stiff woven base such as burlap, linen or rug warp. The loops are pulled through the backing material by using a crochet-type hook mounted in a handle (usually wood) for leverage, creating a sturdy, durable rug with a design. Wool strips ranging in size from 3/32 to 10/32 of an inch (2 to 8 mm) in width are often used to create hooked rugs or wall hangings. These precision strips are usually cut using a mechanical cloth cutter. The strips can also be hand-cut or torn. When using the hand-torn technique the rugs are usually done in a primitive motif. Modern equipment such as rotary cutters, mat and rulers are now an option for the wool rug hooker.

Designs for the rugs are often commercially produced and can be as complex as flowers or animals to as simple as geometrics.

Objectives:

1. Encourage Homemakers to learn more about traditional wool rug hooking as it relates to Kentucky heritage skills and become familiar with any family history as it relates to hooked rugs.
2. Promote programs for the conservation and preservation of antique wool hooked rugs.
3. Encourage Homemakers to read accurate history and techniques for wool rug hooking.
4. Encourage Homemakers to visit museums or historic sites around Kentucky and seek out exhibits of and other textiles.
5. Encourage Homemakers to have a conservationist approach to 100 percent wool items of their own or when “vintage” shopping by passing on such items to a wool crafter or teacher.

Activities:

1. Attend and participate in Homemaker club program focusing on wool rug hooking.
2. Support local museums, historic sites and other shows or exhibits with examples of wool hooked rugs.
3. Attend programs or learn on own the conservation and preservation of wool rugs, embroidery items and other textiles.
4. Support local classes and programs where wool rug hooking is taught along with other heritage skills.

KEHA Cultural Arts Chairman 2015 - 18:

Julia Lainhart

Kentucky Extension Homemakers Association

Cultural Arts Chair

512 Pinoak Drive

Nicholasville, KY 40356

(859) 885-4677

jlainhar62@gmail.com

Cultural Arts and Heritage

Guidelines for Creative Writing Contests

General:

- Only one entry per person is allowed in each category
- Entries are open only to members of KEHA
- All entries must be original
- Entries should not contain words of profanity
- The KEHA Executive Board reserves the right to not print any entry due to content
- Entries should be typed, *however* legible hand written entries will be accepted if there is no way the entry can be typed
- Entries submitted in electronic format, preferably in Microsoft Word, are encouraged
- Each entry should be submitted for state judging with a cover sheet that includes the following information:
 - Name of Contest
 - Title of Entry
 - County and Area
 - Person Submitting Entry
 - Address
 - Phone Number
- Entries will not be returned; be sure to make a copy
- Entries must be submitted with a completed copy of the Author's Release (on next page)
- All entries are due by March 1 to KEHA Cultural Arts Chairman:

Julia Lainhart
KEHA Cultural Arts Chairman
512 Pinoak Drive
Nicholasville, KY 40356
859-885-4677
Jlainhar62@gmail.com

Poetry:

- Entries are limited to 30 lines

Memoirs:

- Entry is limited to 2 pages, double spaced
- Entry is limited to one memory, written in first person
- Entry should have a particular focus or element that receives the most emphasis
- Entry should focus on a person, place, or animal which has a particular significance in the writer's life
- Entry should recreate for the reader incidents shared with the person, place, or animal
- Entry should reveal writer's knowledge of and feelings about the person, place, or animal
- Entry should make the person, place, or animal come alive for the reader
- Entry should share new insights gained when recalling the significance of the subject of the memoir

Short Story:

- Entry is limited to 3,000 words.
- Entry may be written in the first or third person
- Entry should contain:
 - a plot, rising action, and a climax
 - a focused purpose
 - setting details woven into the text of the story, allowing the reader entry into the story
 - development of at least one character through the character’s own words, thoughts, or actions and/or those of another character
 - a tightly woven plot limited to one main idea or purpose
 - a problematic conflict, developed as the story progresses
 - a resolution of that conflict
 - idea development through snapshots, thoughtshots, dialogue, description, etc.

AUTHORS RELEASE FOR CREATIVE WRITING ENTRY

(A signed release should be included with each entry in the creative writing contests)

The Kentucky Extension Homemakers Association has my permission to print my creative writing entry in future editions of the *KEHA Inspirational*s, to include my entry in a booklet of all or selected entries, or to read aloud or perform my entry at a public event, such as the KEHA annual meeting.

Indicate category of your entry:

_____Poetry
_____Memoirs
_____Short Story

Title of entry _____

Author’s name _____

Address _____ Phone () _____

City _____ State _____ Zipcode _____

County and Area of Homemaker membership _____

Signature _____ Date _____

2016-17 - CULTURAL ARTS EXHIBIT CATEGORIES

Categories	Subcategories
1. APPAREL	Novelty Basic Sewing Quilted Pieced Appliquéd Accessory
2. ART, 3-DIMENSIONAL	Carving Sculpture
3. ART, NATURAL	Wood Other
4. BASKETRY	Plain Dyed Material Novelty Miniature (under 4 inch) Cane
5. BEADING	Non-jewelry Item/Wearable Knitting or Crochet with Beads Bead-weaving Miscellaneous
6. CERAMICS	Hand-formed Molded Pre-made
7. COUNTED CROSS STITCH	14 Count & Under 16 - 22 Count Specialty Cloth (linens, etc.)
8. CROCHET	Yarn Thread
9. DOLL/TOY MAKING	Porcelain/China Cloth Handmade Toy other than Porcelain/China or Cloth
10. DRAWING	Pastels Pen & Ink Pen & Ink with Oil Roughing Pencil-Black Pencil-Color
11. EMBROIDERY	Basic Embroidery Crewel Candle Wicking Smocking Ribbon Machine Embroidery Swedish Tatting/Lace Making Miscellaneous
12. FELTING*	Wet Method Needle Method
13. HOLIDAY DECORATIONS	Spring Summer Autumn Winter

CULTURAL ARTS AND HERITAGE

CULTURAL ARTS EXHIBIT

Criteria for Judging:

- A. Three-dimensional art, decorative painting, drawing, art painting, and ceramics.
 - 1) Originality
 - 2) Artistic promise
 - 3) Technique
 - 4) Composition

- B. Apparel, basketry, beading, counted cross stitch, crochet, embroidery, felting, holiday decorations, jewelry, knitting, natural art, needlepoint, pillows, quilts, recycled art, rug making, toy/doll making, wall or door hanging, weaving, and miscellaneous.
 - 1) Originality
 - 2) Workmanship
 - 3) Color harmony
 - 4) Beauty of design
 - 5) General appearance.

- C. Photography
 - 1) Originality
 - 2) Content
 - 3) Clarity
 - 4) Technical competence
 - 5) Composition

- D. Scrapbooking — Please indicate page(s) to be judged if entire scrapbook is sent. Contest is limited to one-page and two-page layouts only.
 - 1) Balance and symmetry
 - 2) Color coordination
 - 3) Quality of photography
 - 4) Use of space
 - 5) Neatness
 - 6) Lettering
 - 7) Journaling
 - 8) Use of embellishment;
 - 9) Does it tell a story

CULTURAL ARTS EXHIBIT

CULTURAL ARTS EXHIBIT RULES

All Extension Homemakers are encouraged to submit “original” items for competition in state exhibits.

Each article must be the work of a homemaker member and must have been completed during the past two (2) years.

Champion (purple ribbon) entries from previous years in each category or subcategory are not eligible for in another KEHA cultural arts contest.

Areas may exhibit one item from each category and/or subcategory. Maximum number 89 for 2017.

Identification of item should be on tag provided by state.

The Exhibitor and/or their representative are responsible for transporting exhibits to and from the state meeting.

Each Exhibitor must provide their own materials to properly display their item. Tape and nails cannot be used on the walls. If items are best displayed vertically, please provide an easel or means of hanging exhibit from the wall. All items used for display should be labeled with the Exhibitor name.

Entries will be exhibited by category. Entries will be judged by subcategory when indicated. **Exhibitor is responsible for category/subcategory determination.**

Extreme care should be taken at the county and area level to place entries in the correct category. Entries entered in the wrong category will be moved to the correct category, if possible. Entries entered in the wrong category, where there is no correct category available or where there is already another entry, will be disqualified.

Blue ribbons are awarded for high quality work, the number depending on the quality of the entries. A championship purple ribbon is awarded to best of the blue ribbon entries in each category.

Neither the Kentucky Extension Homemakers Association nor the University of Kentucky will be responsible for any lost, misplaced, or broken items. We do not anticipate any misfortune, but this disclaimer must be clearly understood by all Exhibitors.

The exhibits will be hosted at all times. Additional security will be provided when necessary.

If categories are to be eliminated, there will be a one year notice.



Kentucky Extension Homemakers Association

Cultural Arts and Heritage — Reading List

Please help compile the 2017 to 2018 KEHA Book List by suggesting good, well written books, published in the past 3 years. Books should be submitted from the following categories:

- Arts
- Biography
- Family and Consumer Sciences
- Fiction
- History
- Kentucky
- Religion
- Travel
- Classics or old favorites (may be older than 3 years)
- Native American (may be older than 3 years)

We need the following information (use a separate sheet for each book):

Name of Book –

Category (from list above) –

Author –

Short Description (3 or 4 sentences) –

Deadline to submit January 15, 2017 to:

Julia Lainhart
512 Pinoak Drive
Nicholasville, KY 40356
859-885-4677
Jlainhar62@gmail.com

ENVIRONMENT, HOUSING, & ENERGY

This educational focus area deals with the environment in which we live to include issues related to housing, energy and environmental concerns. When planning and preparing a new program of work, you can use the following for ideas.

- Promote and encourage the observance of special events and designated celebrations such as KY Water Awareness month (May), Arbor Day (1st Friday in April), Earth Day (April 22), Commonwealth Clean-up week (4th week in March), Indoor Air Quality Month (October), America Recycles Day (November 15), etc.
- Use current information and recommended techniques related to landscaping plants, gardening, and wise management and use of chemicals.
- Provide the latest research-based information on home construction or maintenance that addresses energy efficiency in structures, supplies, septic systems, heating and cooling systems, etc.
- Provide latest information on design trends (lighting, color, furniture) to best utilize space and maximize savings, both monetary and for our environment.
- Encourage the application of universal design principles for new and remodeled homes to include all clientele (physically and mentally challenged, various age groups, etc.)
- Promote activities and programs that protect our health as well as the environment such as recycling, water conservation, reduced use of household and gardening chemicals, energy conservation, etc.;
- Become more aware of our natural resources and how these can be maintained for future generations;
- Increase your knowledge of how environmental conditions, both indoors and outdoors, impact human health, especially the health of children and older persons. Learn steps you can take to reduce environmental health risks.
- Become more knowledgeable about your local, state, and federal laws that govern the environment in which you live. Some of these that impact you include: Safe Drinking Water Act, Burning Laws, Clean Air Act, Kentucky Agricultural Water Quality Act, and the Forest Conservation Act.

KEHA Environment, Housing and Energy Chairman – 2014-2017

Debbie Pierce

429 Marsailles Road

Versailles, KY 40383

Phone: 859-873-9165 Email: grammydp@windstream.net

Environment, Housing and Energy

Debbie Pierce, Chairman

Program of Work for 2015 -2018

Theme: Improving the Landscape of Your Home and Community

2015-2016 (Year One)

TITLE: Conserving Water and Improving Drainage in Your Landscape

Goal: KEHA members will improve the aesthetics of their homes and properties while implementing water conservation practices and improving water drainage in their landscapes.

Objectives:

1. Learn how rain barrels can assist with water conservation in home gardens and landscapes.
2. Understand what a rain garden is and determine if a rain garden could assist with storm water runoff and drainage on your property.

Lessons:

- Building a Rain Barrel
- Residential Rain Gardens

Suggested Activities:

- Present a half day or day workshop with neighboring counties addressing either rain barrels or rain gardens.
- Develop a community rain garden.
- Install a rain barrel at your home or someone else's home

2016-2017 (Year Two)

TITLE: Gardening Options for Everyone

Goal: KEHA members will develop skills and knowledge to produce fruits and vegetables and improve landscaping in any size area. Topics to be addressed include:

- Gardening in Small Spaces
- Container Gardening

Objectives:

1. Understand ways to develop a garden suited for your space.
2. Learn the alternatives available for gardening in limited spaces.
3. Learn how to supplement your family's food supply by producing fruits and vegetables.

Resources:

- Gardening in Small Spaces (University of Kentucky Publication - HortFact 7502)
- Home Vegetable Gardening (University of Kentucky Publication – ID 128)
- Vegetable Cultivars for Kentucky (University of Kentucky Publication – ID 133)
- Community Garden Start-up Guide (Jefferson County Cooperative Extension)

Suggested Activities:

- Present the lesson *Gardening Options for Everyone*.
- Plan a hands-on session to make soilless planting mix using the information in the *Gardening in Small Spaces* publication.
- Explore options for establishing community gardens in your home town/county and/or promote existing community gardening programs.
- Work with your FCS Extension Agent to offer food preservation training.
- Promote opportunities for entering your preserved produce in local fairs and exhibitions.

2017-2018 (Year Three)

TITLE: Improving Your Home Landscape

Goals: KEHA members will learn what type plants are ideal for their individual and community landscapes. Topics to be addressed included:

- Annuals and Perennials
- Landscaping Aesthetics In and Around Your Home
- Edible Landscaping

Objectives:

1. Understand which plants work best for your soil type.
2. Understand which plants work best in sun or shade.
3. Understand placement of plants to produce or conserve energy in your home.

Resources:

- Perennials for Shady Locations (University of Kentucky Publication – HO-77)
- Perennials for sunny locations (University of Kentucky Publication – HO-76)
- Annual Flowers (University of Kentucky Publication – HO-65)
- Low Maintenance Annual Flowers for KY Gardens (University of Kentucky Publication – HO-47)
- Landscape design with plants (University of Kentucky Publication – HO-62)

Suggested Activities: To be announced – under development.

FAMILY AND INDIVIDUAL DEVELOPMENT

All Educational Program chairmen are expected to work together to integrate their programs of work when possible. This program section takes into consideration areas of the family and the individual not specifically covered under Management & Safety; Environment, Housing, & Energy; or Foods, Nutrition, & Health. The chairman should use the following as a springboard of ideas when planning a new program of work:

- Promote and support programs that strengthens the family unit to include parenting, child and family development, communication skills, conflict management, positive aging, handling and reducing stress;
- Encourage and plan activities that promote family unity including family nights and weekend events, inter-generational experiences, family reading exercises, and family participation projects;
- Stimulate and promote activities that encourage community involvement in family education such as tutoring in the schools, mentoring of new moms, Project Graduation, counteracting teen violence, drug interaction, and other similar projects;
- Promote and sustain optimal early child development by continuing programs such as the “*Keys to Great Parenting*,” and giving leadership to Kentucky’s initiative on early childhood education efforts;
- Promote and support community activities and events that encourage positive personal/family development and skill building such as Home Sewing Month (September) and National Family Week (week of Thanksgiving);
- Encourage and support activities that develop ones understanding and awareness of the importance of personal appearance, poise, and life style habits that encourage a positive self-esteem and improved personal well-being;
- Promote and support programs that deal with new products, techniques, equipment and trends that relate to laundering, dry-cleaning, storage, home sewing, fibers, fabrics, fashions, personal care and appearance, wardrobe and household textile management;
- Provide information, trends and programs to keep individuals and families abreast of the changing world around us in terms of shopping for clothing and household textiles, wardrobe planning, clothing as a communication tool, etc.; and,
- Support and promote the Master Volunteer in Clothing Program.

KEHA Family and Individual Development Chairman – 2015-2018

Marilyn Craycroft

159 Atwill Street

Brandenburg, KY 40108

Phone: 270-422-3772 Email: marharc@yahoo.com

Family and Individual Development 2016-2019

Focus 1: Strengthening Families

Rational

Family is the basic unit of society. It is important for individuals to develop skills that will foster good relationships and at the same time educate younger generations on the importance of recognizing generational differences. Raising awareness of attitudes, communication, healthy lifestyles and choices can all contribute to better family relations regardless of the make up of the family.

Goals

- To increase Extension Homemakers awareness of the diversity of generational and cultural differences.
- To encourage Homemakers and their families to understand characteristics of strong families.

Lessons

FCS7-138 Family Vitality, Characteristics of Strong Families.

CLS 1-8 Generational Differences

HFD-PR0-001 Feed Hungry Young Minds through Storybook Adventures

HE 1-32 Dealing Creatively with Conflicts

HFD—CAG-139 Grandparents and Children Together

Activities

- Plan family nights or weekends by organizing activities, such as, games or picnics that include all ages to strengthen the family.
- Promote or attend inter-generational events such as, festivals, fairs, agri-tourism and tourism events, church events, school festivals, project graduation.
- Encourage family participation or help with community activities, visit nursing homes and assisted living facilities, hosting special events in coordination with facility directors.
- Volunteer with 4-H clubs and groups.
- Host a foreign exchange student for a meeting.
- Encourage children reading with dads, grandfathers or male role models.
- Become involved and work with Community Child Care Councils, Initiatives on School Readiness and Early Childhood Education. Host a speaker.
- December 3, 2016 is Family and Consumer Sciences Day — Plan for family members to have a meal together.

Focus 2: Embracing the Family Life Cycles

Rational

It is vitally important for us to develop a positive attitude toward the family life cycles. As we go through these cycles or stages, we should strive to maintain healthy eating habits, exercise patterns, a positive self-image and make social connections that can better prepare us for later in life. Illnesses, disabilities, death of a loved one and making other living arrangements can all be involved in any stage of life.

Goals

- Increase awareness of ages and stages of the family life cycle and how actions or changes in early stages can affect the latter stages.
- Promote dialogue between family members concerning later years.

Lesson

FCS7-167 A Healthier, Happier You “Making Smart Lifestyle Choices”

FAM-QS101 Saying No To Negative Stress

FAM-SP207 Relating To Other Family Members

Activities

- Promote or participate in a health fair.
- Raise awareness of potential health concerns by having guest speakers on Diabetes, Heart Disease, High Blood Pressure or Dementia.
- Host or volunteer at an information booth at county festivals or fairs focusing on family.
- Promote healthy eating habits (coordinate with Food, Health & Nutrition area programs).
- Point out the impact that drug abuse has on families and society by having a “DARE” representative or pharmacist to present information on prescription abuse and street drugs.

Focus 3: Preserving Your Family History

Rational

In order for future generations to know the history of our families and possessions, we must preserve and furnish documentation of items that have been passed down to us. This can involve clothing or personal possessions.

Goals

- To preserve family history through recording events and experiences of the past.
- To learn proper care and storage of vintage clothing and other textiles.
- To increase knowledge on how to make your own spot removers.

Lesson

Our Treasured Belongings: Ties That Bind

Life Story: How Your History Can Help You

Support Materials: Storing Historic Clothing & Textiles (CT MMB.066), Cleaning Heirloom Textiles (CT MMB.065), Stain Removal (CT LMH.145)

Activities

- Learn ways to demonstrate methods of preservation of heirloom textiles.
- Collect heirloom items which can be made into textile items, thus preserving and recycling items.
- Video or write down stories of lineage and events impacting family life, including lifestyles and possessions.
- Secure information from Master Clothing Volunteers concerning repairs on vintage clothing.
- Preserve County Homemakers History through a creation or updating of a county History Book.

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versions of page 54
dated prior to June
2016.

Family and Individual Development Contest 2016-2017 Strengthening Families

Overview:

Families come in many forms and strong families are important to communities. This contest is designed to highlight outstanding efforts designed to strengthen families.

Deadline to Enter is March 1, 2017

To submit an entry, email or mail the following evidence of your outstanding efforts to the state Family and Individual Development chairwoman.

Provide details of the project by including:

How did the idea for the project evolve?

Who was involved in planning the project?

Who was the target audience?

What took place and who carried out the project?

What happened as a result?

Future plans to expand or offer again or was this a one-time event.

How did the project strengthen families?

Create a cover sheet and include the following:

Name of contest entered

Category entered (check one) Individual Club County Area

County

Area

Contact Person

Mailing address

Telephone number

Email address

In addition to the cover sheet, no more than four additional typed pages with details of the project should be included with the entry. Pages should be double spaced, 12 point, Times New Roman font and up to 5 pages of support materials such as, but not limited to, news clippings, promotional items, cards or pictures.

Mail entries to Marilyn Craycroft at:

Email: marharc@yahoo.com

Mail: Marilyn Craycroft, 159 Atwill Street, Brandenburg, KY 40108

Questions may be directed to Marilyn via email or by calling 270-422-3772.

FOOD, NUTRITION, AND HEALTH

All educational chairmen are expected to work together to integrate their programs of work when possible. This subject area deals with one's health, nutrition and food. The chairmen should be aware of the following when planning their program of work:

1. Promote the University of Kentucky Ovarian Cancer Research Fund program with increased donations and participants;
2. Promote Diabetes Awareness-Project in common with NVON;
3. Promote women's health issues related to: Diabetes Prevention (Year 1 Focus); Prime Time Nutrition (Year 2 Focus); Emotional and Health Issues (Year 3 Focus)
4. Promote mental health awareness;
5. Keep aware of new food preservation, food safety and new technology in the food industry;
6. Provide nutritional information on recipes, food, etc.;
7. Conduct programs that contribute to improving nutrition, diet, and health;
8. Promote programs that train others to assist with home health care;
9. Keep informed about legislation that affects health issues; insurance, Medicare, prescriptions, etc.;
10. Participate in programs to distribute food to the needy; and
11. Promote programs that will help people maintain good emotional and physical health such as: Wildcat Way to Wellness, Taking Ownership of Your Diabetes, Making Healthy Lifestyle Choices, Champion Food Volunteer, etc.

KEHA Food, Nutrition and Health Chairman – 2014-2017

Michelle Lawson
430 Fairmont Road
Brandenburg, KY 40108
Phone: 270-422-2715 Email: gmanda@bbtel.com

**FOOD, NUTRITION AND HEALTH
PROGRAM OF WORK
July 1, 2015- June 30, 2018**

Mission Statement: To promote a Commonwealth of healthy living for KEHA members and all Kentuckians through education and prevention.

Goals:

1. Continue to contribute to the Ovarian Cancer Research Fund.
2. Continue to promote cancer screening, focusing on ovarian and breast cancer screenings.
3. Promote education concerning type 2 diabetes.
4. Promote healthy eating and how it related to health issues.
5. Promote exercise and how that affects overall health issues.
6. Promote the Champion Food Volunteer program across the state.
7. To promote the importance of food preservation.
8. To collaborate with all local agencies and other KEHA chairs and UK programs.
9. Promote prevention measures to promote a healthier Kentucky.

Objectives:

1. Continue the \$1 per member donation and conduct additional fund raisers for ovarian cancer research.
2. Increase the number of women who utilize the free ovarian cancer screening sites across the state.
3. Promote awareness about ovarian cancer through continued participation in the O-CAT Tea Party.
4. Improve the overall health of all Kentuckians and KEHA members through proper diet and increased physical activity.
5. Increase the number and frequencies of regular health screening and check-ups.
6. Increase the number of communities participating in Healthy KY activities and programs.
7. Recruit new members to become a Champion Food Volunteer.
8. Increase the awareness of local Farmers Markets and about buying and eating locally grown food.

Activities:

1. UK Ovarian Cancer Program O-CAT Tea Party
2. Activities to increase awareness of Type 2 Diabetes (collaborate with NVON an ACWW)
3. Collaborate with other KEHA Chairmen
4. Champion Food Volunteer Program
5. UK and Health Education through Extension Leadership (HEEL) Programs
 - a. Get Moving KY
 - b. Weight the Reality Series
 - c. Super Star Chef Program
 - d. LEAP (Literacy, Eating and Activity for Preschoolers for Health)
 - e. Local Blood Drives
 - f. Local Farmers Markets
 - g. Local food banks and pantries
 - h. Other community /school organization activities.

Focus Lessons:

1. The Mind Body Connection
2. Healthy Beverage Choices
3. Nourish Your Bones and Joints
4. Food Label F-U-Ndamentals
5. Taking Ownership of Your Diabetes Curriculum
6. Prime Time Nutrition

KEHA FOOD, NUTRITION AND HEALTH AWARDS

Ovarian Cancer Financial Contributions (Yearly)

- A plaque will be awarded to the county with the largest amount overall
- A plaque will be awarded to the county with the largest amount per member.
- Certificates will be given to each county that has 100% participation (at least \$1 per member)
- Certificates will be given to any county or club donating over \$1000.
- A plaque will be awarded to the county that has the largest number of first time ovarian cancer screenings participants. (Submit on yearly report)

Ovarian Cancer Fundraising Contest

- An award will be given to the most creative entry describing the fundraising efforts for ovarian cancer.
- This can be a club, county, group of counties or an area project.
- For the yearly award the project must have been completed between January 1 and December 31 of that year.

Guidelines:

All entries must be in a folder or binder and include:

- Cover sheet (see Appendix 1)
- Description of Project
- How many members were involved at the completion of the project?
- How many members attended? How many non-members attended?
- List of collaborative partners (whom and how they participated?)
- Community involvement?

Promoting a Healthy KY Contest

- Awards will be given for the most creative way to promote health issues.
- 1st place – Plaque, 2nd and 3rd will receive certificates
- Projects should be completed by December 1st of each year and Entries must be submitted by March 1st of each year.

Guidelines:

All entries must include:

- Project submitted in a folder or binder
- Cover Sheet (see Appendix 1)
- Description of Project
- Number of member and non-members involved.
- Collaboration with other agencies, organizations or individuals.
- Include pictures and promotional materials

Send All Contest Entries to:

Michelle Lawson, 430 Fairmount Road, Brandenburg, KY 40108

4-H YOUTH DEVELOPMENT

All Educational Program Chairmen are expected to work together to integrate their program of work when possible. This program should address the youth of Kentucky and KEHA's bond with those youth. The chairmen should consider the following when planning the program of work:

- Provide a link between KEHA and Cooperative Extension Service (CES) 4-H Youth Development Program, and attend Kentucky 4-H Council meetings and events. (Usually held in January 2nd week, and July.)
- Become knowledgeable and encourage participation in state 4-H programs such as:
 - Consumer in Me
 - Be the 'e' Entrepreneurship
 - Workforce Preparation
 - Building a Healthy Wealthy Future
 - High School Financial Planning
- Encourage KEHA Members to serve as 4-H Volunteer Leaders. Encourage KEHA Members to be involved with 4-H events such as; judges, sponsors, or coordinators.
- Promote youth membership in KEHA.
- Encourage all KEHA Members to be involved in youth activities such as; Project Graduation, family nights, violence prevention, teenage pregnancy prevention, mentoring, tutoring, drug and alcohol prevention.

Note: Specific Program of Work on following pages.

KEHA 4-H Youth Development Chairman – 2016-2019

Nancy Snouse

1701 Clay Street, #48

Flatwoods, KY 41129

Phone: 740-963-0111 Email: wsnouse@msn.org

Kentucky Extension Homemakers Association
4-H Youth Development
2014-2017 Program of Work

Situation: In a Tufts University study, in cooperation with the Institute for Applied Research in Youth Development, research has shown, “Entrepreneurship affords promising opportunities to people in low-income communities, and has the potential to contribute in positive ways to economic well-being and positive social change in society.” Kentucky’s has experienced high unemployment rates, and a dramatic loss of local industry, therefore KEHA fostering of entrepreneurship in 4-H youth will significantly enhance business and social communities across the commonwealth.

Focus: Introduce and encourage entrepreneurial concept in middle and high school aged youth. Increase awareness of the local entrepreneurs, and consumerism of local businesses.

2014-2015

Be the “E”: Entrepreneurship – Level 1: Love It!

Goals:

Introduce young people to the concept of entrepreneurship. Youth discover what it is, who has done it, how some famous products got started, how to find and make business opportunities, and the rewards possible from owning a business. Through activities youth learn what it takes to be an entrepreneurs and whether or not they have the "right stuff" to meet the challenges.

Objectives: Level I:

- To fully explain what “Be the ‘e’: Entrepreneurship” is
- To identify potential business opportunities for youth
- To utilize information correctly, to develop research, and evaluate themselves as an entrepreneur.

Suggested Lessons:

Youth Lessons – Use the lesson plan for 4-H Youth Development, Be the “E”: Entrepreneurship – Level 1: Love It! This lesson plan is available from your local 4-H Youth Development agent or your area Homemaker 4-H Youth Development Chairman.

Homemaker Lessons – Use the lesson plan for “Let the Consumer Beware: in Tough Economic Times.” This lesson plan is available from your local Family Consumer Sciences Agent, or your 4-H Youth Development Chairman.

Special Suggested Activity:

- Have a local entrepreneur discuss their business and steps to starting their business
- Conduct a local promotion of buying local goods and services.

2015-2016

Be the “E”: Entrepreneurship – Level 2: Plan It!

Goals:

Youth participate in a series of planning experiences that give them the skills needed to function successfully as an entrepreneur. They learn about types of businesses, products and pricing, marketing, partnerships, agreements and contracts. They also learn about opportunity costs, how to connect their other skills and interests to money-making opportunities, the crucial importance of timing for an entrepreneurial enterprise and how to write a business plan.

Objectives:

- Participants and local community identify resources to make local entrepreneurship businesses successful.
- Youth and participants have the necessary tools to start a business plan.

Suggested Lessons:

Youth Lessons – Use the lesson plan for 4-H Youth Development, Be the “E”: Entrepreneurship – Level 1: Plan It! This lesson plan is available from your local 4-H Youth Development agent or your area Homemaker 4-H Youth Development Chairman.

Homemaker Lessons – Use the lesson plan for “Let the Consumer Beware: in Tough Economic Times.” This lesson plan is available from your local Family Consumer Sciences Agent, or your 4-H youth Development Chairman.

Special Suggested Activity:

- Have a local entrepreneur discuss their business and steps to starting their business
- Conduct a local promotion of buying local goods and services.

2016-2017

Be the “E”: Entrepreneurship – Level 3: Do It!

Goals:

Youth actually go through the process of researching and creating a business plan. They learn to do market surveys, budget forecasts, plan exit strategies, develop business ethics, project and control cash flow, and learn how to satisfy a customer while developing, presenting and implementing the business plan.

Objectives:

- Participants research and effectively evaluate business opportunities.
- Participants effectively use life skills such as communication, organization, problem solving, and good decision making to positively create an entrepreneurial business.

Suggested Lessons:

Youth Lessons – Use the lesson plan for 4-H Youth Development, Be the “E”: Entrepreneurship – Level 3: Do It! This lesson plan is available from your local 4-H Youth Development agent or your area Homemaker 4-H Youth Development Chairman.

Homemaker Lessons – Use the lesson plan for “Let the Consumer Beware: in Tough Economic Times.” This lesson plan is available from your local Family Consumer Sciences Agent, or your 4-H youth Development Chairman.

Special Suggested Activity:

- Have a local entrepreneur discuss their business and steps to starting their business
- Conduct a local promotion of buying local goods and services.

Additional Activity and Resource Suggestions:

Adult:

- EDUCATIONAL STANDARDS - <http://www.fcs.okstate.edu/entrepreneurship/standards.htm>
- Children and Youth Entrepreneurship Ewing Marion Kauffman Foundation - <http://www.emkf.org/pages/129.cfm>
- Youth Entrepreneurs Community Development Model Auburn University - <http://www.auburn.edu/outreach/edi/yecd.pdf>
- Youth Entrepreneurship BizFest United States Hispanic Chamber of Commerce - <http://events.usfcc.com/pages/16.html>
- Celcee Youth Entrepreneurship Research Guide Ewing Marion Kauffman Foundation - <http://www.celcee.edu/about/guides/youth.html>
- BizWorld Kits <http://www.bizworld.org/>
- National Standards - <http://www.educationworld.com/standards/>
- Family and Consumer Sciences National Standards - <http://www.facse.org/nat.htm>
- Money Smart and Financial Literacy - A free 10 module training program in English, Spanish, Chinese, and Korean from Federal Depository Insurance Corp - <http://www.fdic.gov/consumers/consumer/moneysmart/index.html>
- Understanding Texas - http://www.irs.gov/app/understandingTaxes/jsp/s_student_lessons.jsp
- Creating Employee Skills Word Games - <http://www.quia.com/jg/76692.htm>

Youth:

- NASE's Links for Young Entrepreneurs
- SBA's Discover Business Program - Lists several different organization and resources for youth entrepreneurs - <http://www.sba.gov/young/>
- Y&E -- The Magazine for Teen Entrepreneurs - This page offers curriculum guides, a glossary, business basics, general business and youth business resources and more. - <http://ye.entreworld.org>
- Young Biz.com - Offers a library of articles, surveys and quizzes, past issues of the magazine, and "e-resources." - <http://www.youngbiz.com>
- Youth Entrepreneurship; An Overview - This site tells entrepreneurship education materials to teachers and students, and also offers information to young people on investing, starting a business, and careers. - <http://www.celcee.edu/products/digest/>
- Bizworld - <http://www.bizworld.org>
- Bizworld Game - Play Online! - <http://www.bizworldgame.com>
- Go venture - <http://www.goventure.net>
- The E Place - <http://www.theeplace.org>
- Invent America - <http://www.inventamerica.com/contest.cfm>
- Small Business Startup Guide - http://www.sba.gov/starting_business/startup/guide.html
- Smartlinks to Business Resources - <http://www.sba.gov/smartlinks/smartlinks.html>
- Raising Capital for Your Business - <http://www.sba.gov/financing/index.html>
- Management Techniques for Small Business Growth - <http://www.sba.gov/managing/index.html>
- Finding Business Opportunities - <http://www.sba.gov/businessop/index.html>
- Library of 200+ Free SBA Publications - <http://www.sba.gov/lib/library.html>

- Laws and Regulations for Small Business - <http://www.sba.gov/library/lawroom.html>
- Small Business Training Network - Free training courses, etc. to help a new Entrepreneur succeed. – <http://www.sba.gov/training/>
- Online Women’s Business Center - <http://www.onlinewbc.gov/>
- Service Corps of Retired Executives - 24/7 Source of Business Advice - http://www.score.org/learning_center.html
- Students in Free Enterprise - Offers projects that allow you to test and develop your entrepreneurial skills with fellow students. - www.sife.org
- Youth Venture - Building a mass movement of young people that are changing the world by creating ventures that enrich their communities. - www.youthventure.org
- Collegiate Entrepreneurs’ Organization: Mission-The Collegiate Entrepreneurs' Organization informs, supports, and inspires college students to be entrepreneurial and seek opportunity through enterprise creation. - www.c-e-o.org
- My Own Business - <http://www.myownbusiness.org>
- Young Americas Business Trust - <http://www.ybiz.net>
- Help with interviewing - <http://www.careers.wsu.edu/content/ResourceCenter/interview.pdf>
- <http://www.itssimple.biz>
- Doing a resume - http://www.jobweb.com/Resumes_Interviews/default.htm
- Small Business Administration Help for Teens - <http://www.sba.gov/teens/>
- Help on Taxes from the IRS - http://www.irs.gov/app/understandingTaxes/jsp/s_student_lessons.jsp

Kentucky Extension Homemakers Association
4-H Youth Development
2014-2017 Contest

Promote the local businesses in your community

Individual: How have you promoted the local entrepreneurs in your community? Submit a one-page description, of how you promoted locally owned and ran businesses in your community, and how this has affected your local businesses. This action must have been completed within the past year. Pictures may be included to assist you in telling your story. Entries are due by March 1. Please include the contest cover sheet (KEHA Appendix Page 1). Submit to 4-H Youth Development Homemaker Chairman Nancy Snouse.

Club: How has your club promoted the local entrepreneurs in your community? Submit a one-page description, of how you promoted locally owned and ran businesses in your community, and how this has affected your local businesses. This action must have been completed within the past year. Pictures may be included to assist you in telling your story. Entries are due by March 1. Please include the contest cover sheet (KEHA Appendix Page 1). Submit to 4-H Youth Development Homemaker Chairman Nancy Snouse.

INTERNATIONAL

All educational chairmen are expected to work together to integrate their programs of work when possible. This subject covers our link to other parts of the world. The chairman should consider the following when planning their program of work:

- Promote the international projects of Associated Country Women of the World (ACWW), Country Women's Council (CWC), National Volunteer Outreach Network (NVON), and other affiliated organizations. The state chairman attends the ACWW Triennial meeting and two CWC meetings during the three-year term in office.
- Promote Coins for Change and increase donations;
- Support the ACWW Triennial by implementing Resolutions and Recommendations;
- Promote cultural diversity programs to have a better understanding of the people in other parts of the world and those people from other countries moving into our communities; and
- Promote International Month (to be observed in February, March or April).

KEHA International Chairman – 2015-2018

Leonidisa Mundelius

675 Ky Hwy 198

Stanford, KY 40484

Phone: 606-669-8942 Email: leoni@mundelius.com

KEHA INTERNATIONAL PROGRAM OF WORK 2016-2019

Situation: The Kentucky Extension Homemakers Association (KEHA) maintains a vital interest in our global society and its impact in Kentucky, across our nation and worldwide. KEHA receives support for these activities through its relationship with these partners: ACWW (Associated Country Women of the World), CWC (Country Women’s Council), and NVON (National Volunteer Outreach Network), as well as local and other affiliated organizations. KEHA involvement includes the activities of attending their meetings, funding assistance, paying dues and participation in their programs. All of the above work is implemented in collaboration with the United Nations Millennium goals. These goals assist women who will lead their countries forward as the world society changes and improved technology communication unites the entire world as one.

Focus: The KEHA International program will support Kentucky statewide homemaker’s activities that will develop and create innovative learning, spotlight global growth projects and highlight learning lessons that achieve these goals. Members are encouraged to apply for recognition of all projects and programs that forward the International Program of Work goals. (See Awards listing.)

Objectives:

- Support ACWW, CWC, and NVON in our KEHA international projects.
- Promote the ACWW goal “Empower Women Worldwide: Encourage, Enrich, Educate”.
- Carry out the United Nations’s 17 SUSTAINABLE DEVELOPMENT GOALS (SDG) with the emphasis on Zero Hunger Challenge for women, children and their families.
 1. No Poverty
 2. Zero Hunger
 3. Good Health and Well Being
 4. Quality Education
 5. Gender Equality
 6. Clean Water and Sanitation
 7. Afford and Clean Energy
 8. Decent Work and Economic Growth
 9. Industry Innovations and Infrastructure
 10. Reduce Inequality
 11. Sustainable Cities and Communities
 12. Responsible Consumption and Production
 13. Climate Action
 14. Life Below Water
 15. Life on Land
 16. Peace, Justice and Strong Institutions
 17. Partnerships for the Goals

GOAL #1

To empower Kentucky homemakers toward community service in collaboration with our partners (ACWW, CWC and NVON) whose goals promote action steps that explore poverty, zero hunger, climate change and leadership development among women worldwide.

ACTIVITIES (Action Steps):

KEHA International Chair will develop learning lessons that promote an understanding of our partnership with ACWW (<http://www.acww.org.uk/>), CWC (<http://cwcusa.org/>) & NVON (www.nvon.org).

- Participate in Climate Change Resolution and Zero Hunger Challenge.
 - **Tree Planting:** With climate change derailing our goal for zero hunger, ACWW members worldwide are urged to plant trees worldwide. Trees retain and supply us with fresh water.
 - **Land Retention; Grow Local, Eat Healthy:**
 - Retain arable land for food production instead of diverting to growing crops for bio-fuel production.
 - Grow your own garden, organize a community garden and start a junior garden club to nurture youth in the community, support your local Farmers market.
 - Implement a program on “**How to Increase Smallholder productivity and income**”.
 - **Zero Stunted Children less than 2 years old:** Encourage healthy mothers to breastfeed longer and recommend a nutritious weaning diet. Ensure that children of project beneficiaries are properly vaccinated.
 - **Access to Adequate Food all Year Round:** Support the Backpack Program, local Food Pantries, and Children Feeding Program - both local and International <https://www.facebook.com/groups/1706608826226746/>
 - **Sustainable Food Systems:** Recommend and support organic/agro ecological methods to maintain soil fertility and conserve moisture. Recommend safe, effective alternatives to toxic pesticides.
- KEHA International Chair will attend ACWW Triennium Conference.

GOAL #2

KEHA will finalize its support to the Kentucky Academy in Ghana, West Africa by funding the Sustainable Feeding Program through the development of the Kentucky Academy Garden, and continue to support the Kentucky Academy library to finalize the building construction.

ACTIVITY:

- Support the development of the Kentucky Academy Garden by raising money towards the installation of the irrigation system for sustainable crops.
- Continue to support by raising money for the completion of the Kentucky Academy Library.

GOAL #3

KEHA membership will donate to KEHA “Coins for Change” International Project

ACTIVITY:

Promote KEHA “Coins for Change” collection to support international KEHA goals. One half of total collection will be sent to the ACWW “Pennies for Friendship” program and the other half of collection will support KEHA international program goals.

GOAL #4

KEHA International programs will support UN’s Sustainable Development Goals to provide clean water and sanitation. This project supports bucket water filters, as well as sanitation and hygiene products to the Philippines which will be distributed by homemaker members in the Philippines.

ACTIVITIES:

- Organize a Disaster Preparedness Program for your communities invite your local Emergency Disaster Management Director to speak for your program.
- Invite your local water utilities to find out what to do during the main water line break with the possibility of contamination.

GOAL #5

KEHA will support the Clothing and Textile Outreach for the villages in Adjeikrom and Aseeseo in Ghana, West Africa.

ACTIVITIES:

- Empower women in Ghana to improve their sewing trade to achieve more income for their families.
- Assist and collaborate with UK HES students and faculty to reach the goal of \$2,650 to purchase 20 electric sewing machines and one 4 thread serger by May 2017.
- Each area will collect and provide 2 Sewing Kits (see Sewing Kit attachment) to be delivered during the 2017 KEHA State Meeting. (Some extras are accepted, but excessive amount will require monetary fund for shipping.)
- Learn how women from a developing country sew without electricity.

INTERNATIONAL PROJECT AWARDS 2016-2019

Goal #1

Submit 1 or more project that implements the Zero Hunger Challenge listed:

- **Land Retention; Grow Locally, Eat Healthy:**
 - Individual, club, county or area project
- **Tree Planting**
 - Individual, county, club or area project.
- **Zero Stunted Children less than 2 years old:**
 - Club, county or area project.
- **Access to Adequate Food all Year Round:**
 - Individual, county or area program.
- **Sustainable Food Systems:**
 - Individual, County or Area Educational Program.

Plaque and certificates awarded

Goal #2

Submit project that benefits the Kentucky Academy Garden, Kentucky Academy Library and/ or Education for Youth in Adjeikrom, Ghana.

- Individual, club, county or area project.

Plaque and Certificates

Goal #3

Submission of top dollars collected for the “Coins for Change” Program.

- Area and County

Certificates

Goal #4

Submission of Projects that focus on “Clean Water and Sanitation” and supporting the water filter for the Philippines.

- Club, County or Area Project.

Plaque and Certificates

Goal #5

Submit project that benefit the Clothing and Textile Outreach for women in Adjeikrom and Asseso village in Ghana.

- Individual, Club, County and Area project

Plaque and Certificates

Submit all contest entries to Leoni Mundelius by March 1.

Leonidisa Mundelius

675 Ky Hwy 198

Stanford, KY 40484

Phone: 606-669-8942 Email: leoni@mundelius.com

KEHA International Clothing and Textile Outreach Program

Goal for 2016-2017

- Raise \$2,650.00 for 20 sewing electric machines and one 4-thread serger by May 1, 2017.
- Assemble and collect 2 Basic Sewing Kits per KEHA Area.*
- Collect simple, small patterns that require straight seams and top stitching, with marketable value of the item in mind. Maximum of 4 patterns per area, please.*

*Areas are asked to provide TWO Basic Sewing Kits and FOUR patterns as described due to shipping limitations and costs. If your area contributes more than TWO Basic Sewing Kits and/or FOUR patterns, a contribution to cover shipping costs would be appreciated and needed.

The Eventual GOAL

Provide target market expansion and new career opportunities to those who sew in two Ghanaian villages while involving merchandising students, HES faculty and KEHA members.

Sample Patterns

Patterns for hot pads/pot holders, placemats, table napkins, or drawstring gift bags.
(Please consider shipping costs and limitations when collecting patterns.)



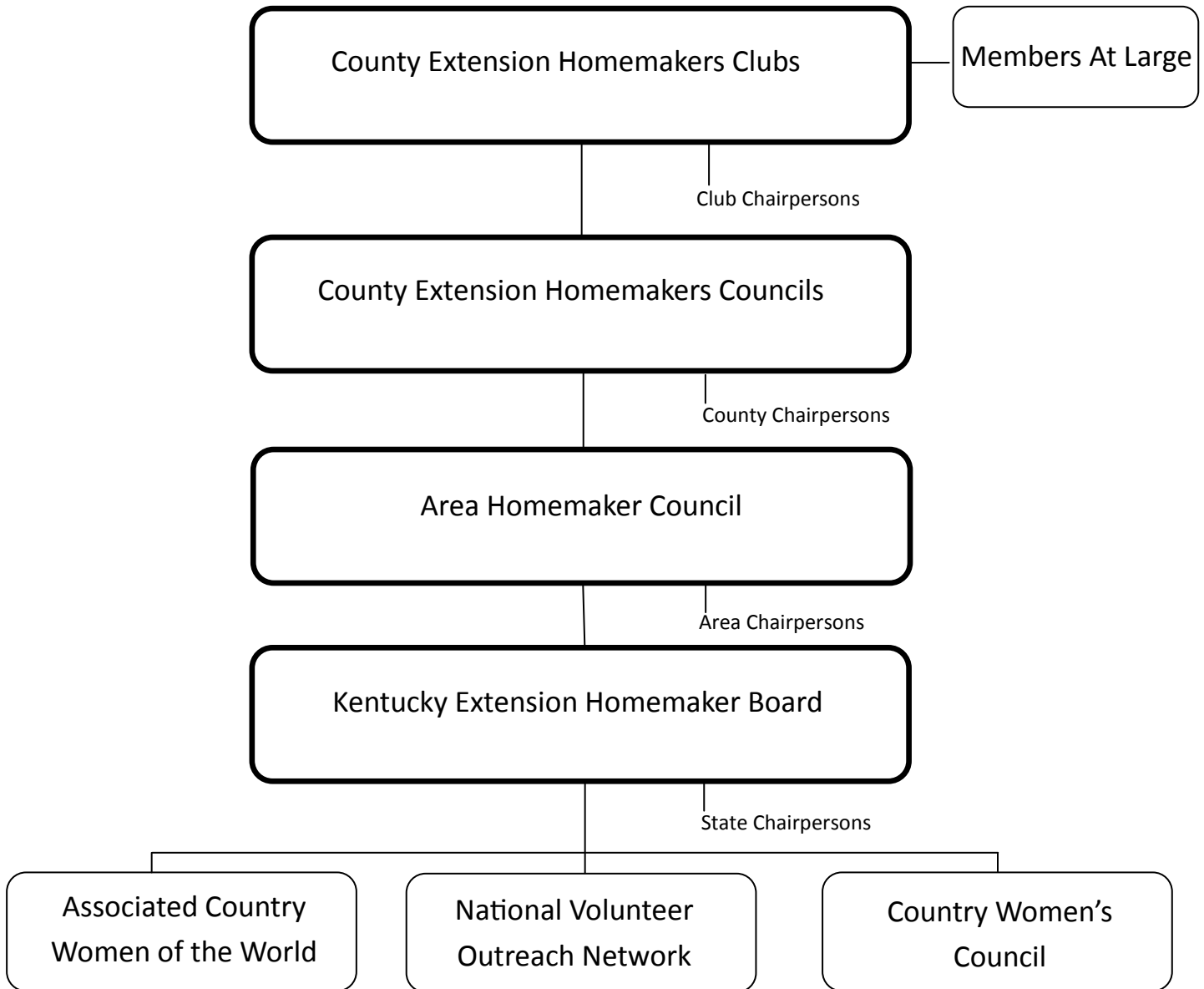
KEHA International Clothing and Textile Outreach Program

Basic Sewing Kit List

(Sewing kits and patters will be collected at the 2017 KEHA State Meeting. Donations will be presented to Dr. Kim Spillman, Associate Professor in the UK Department of Retailing and Tourism Management during the KEHA Awards Breakfast. Dr. Spillman will deliver the items to the Ghanaian villages in summer 2017.)

- 2 yards fabric, inexpensive cotton or cotton/poly blend
- 20 thread spools (150 yards each)
- seam ripper
- needle threader
- 10 hand needles
- 8-1/2" scissors
- 25 safety pins
- sewing gauge
- pin cushion
- 60" tape measure
- thimble
- water soluble marking pencil

KEHA International Programs Organization Chart



• Associated Country Women of the World – ACWW – a non-political, non-sectarian international organization that works to improve standards of living for all women and their families through worldwide projects.



• National Volunteer Outreach Network – NVON – national organization organized in 1995; Kentucky was one of the organizing states. Eight states are including in the organization, and a national conference is held each year.



• Country Women's Council – CWC – is a coordinating council comprised of ACWW members societies in the United States. CWC holds annual meetings to promote the work of ACWW.

KEHA INTERNATIONAL EXCHANGE PROGRAM

In 1984, a three year revolving plan for a Homemaker Exchange Program to be funded by the Coins for Change collected for the use in Kentucky began. The amount of collected funds would be one-half of the total amounts given each year to Coins for Change.

The plan should be implemented during the KEHA Chairman 3-Year Term as outlined below:

- Year 1 – Host a visiting homemaker from another country (person to be invited in third year of previous chairman’s term in office).
- Year 2 – International Chairman will attend the ACWW Triennial Meeting.
- Year 3 – A KEHA member will be selected at the exchange homemaker and will visit a host country as determined and arranged by the KEHA International Chairman.

KEHA provides travel funding support for the KEHA member who travels as the exchange homemaker. The amount will be determined by the board and announced the year prior to accepting applications. The amount will be contingent upon anticipated travel costs and the fund balance in Coins for Change.

- The winner is selected from the three Area groupings as outlined. Each Area should nominate one Homemaker member.
 - 2017–2018—Licking River, Quicksand, Wilderness trail or Northeast.
 - 2020–2021---Purchase, Pennyrile, Green River, Mammoth Cave or Lincoln Trail.
 - 2023–2024—Louisville, Fort Harrod, Lake Cumberland, Bluegrass or Northern Kentucky
- Eligible KEHA members must have served as club chairman and either county, area or state International Chairman. Each county nominee must be endorsed by his/her local county council. Each area must select and endorse its area nominee. Entry forms are located on the following pages and are due to the State International Chairman by March 1st of the year of travel (e.g. 2017, 2020 or 2023).
- The Screening Committee shall consist of the current KEHA International Chairman, the State Advisor for International, and an area president from an area not eligible at the time.
- Applicants will be subject to interview by the screening committee. The screening committee will advise the winner of any possible regulations or stipulations as may be deemed necessary. An alternate winner will be named.

KEHA International Chairman during the 3-year Program of Work attends the Associated Country Women of the World Triennial World Conference and the Country Women’s Council meetings. Travel support is provided through Coins for Change and should be included in the annual budget for Coins for Change.

KEHA extends Home Hospitality to a foreign visitor to observe the Program of Work in three areas. The host areas will be the three areas contributing the largest amount of Coins for Change during the previous year. Length of stay for the visitor will be set by the areas extending the invitation for home hospitality. KEHA will pay round trip expenses from the USA Port of Entry.

KEHA INTERNATIONAL EXCHANGE PROGRAM
Homemaker Application
Due March 1st
(See Handbook 75 for application details and submittal years.)

General Information

Name _____

Address _____

Phone _____ Email _____

Date of Birth _____ Place of Birth _____

Married _____ Single _____ Name of Spouse _____

Religion (Optional) _____ Children _____ Ages _____

Number of years in Homemakers _____ Officer _____ State _____ Area _____ County _____

At what levels have you served as International chairman?

Briefly list leadership roles:

Overseas travel experience: (Indicate when, where, and for what purpose)

Valid Passport or Visa? _____ Yes _____ No

Please list any languages other than English that you are fluent in. List your competency in them as poor, fair, very good.

Language _____	Speaking _____	Reading _____	Writing _____
Language _____	Speaking _____	Reading _____	Writing _____
Language _____	Speaking _____	Reading _____	Writing _____

List your hobbies and special interest:

Health Limitations:

Write a short paragraph on why you want to participate in the Homemaker Exchange Program:

Signature of Applicant _____

Signature of County President _____

ASSOCIATED COUNTRY WOMEN OF THE WORLD

Pennies for Friendship Projects

Since 1936, Kentucky Extension Homemakers have been a member of the Associated Country Women of the World (ACWW). ACWW is a non-political, non-sectarian international organization involving more than 6.5 million members of women's organizations and societies in more than 65 countries around the world. The organization works to improve standards of living for women and their families through a wide variety of world projects. The Pennies for Friendship program assists in funding these projects, and half of the funds collected each year through KEHA's "Pennies" program are forwarded onto ACWW.

ACWW actively supports a whole range of development programs in rural communities through its Projects and Trust Funds: Leadership and skill training, nutrition/ education projects, literacy and basic education programs (including family planning and HIV/AIDS awareness), small business initiatives and small-scale agricultural, income-generating schemes.

- ACWW's Water for All Fund supports clean water and sanitation projects providing water tanks, bore wells and hand pumps.
- ACWW's Women Feed the World Fund supports subsistence food production, co-operatives, training in appropriate agricultural techniques and credit savings schemes.
- ACWW's four-year Women in Development Program in collaboration with the UK National Lottery Charities Board and our partner organization in Mali, West Africa is empowering women and girls through increased access to education, healthcare and income-generating opportunities.
- ACWW's capacity-building workshops in Kenya, Colombia and the Philippines, carried out in partnership with Dutch development agency Agriterria, are helping to strengthen rural women's organizations.

Through programs like Pennies for Friendship, ACWW and its member societies ACWW and Member Societies fund more than 600 projects around the world. Here is a small selection:

- Tanzania – Tumaini Women Group – Mushroom Production Project
- Uganda – Nyaka AIDS Foundation – Nyaka Grannies Project – Phase 3
- India – Organization for Community Development – Livelihood revitalization for head load fish vending women of Coastal Kanyakumari District
- India – Grace Trust – Economic empowerment of disadvantaged dalit women SHG members by initiating income generation activities and revolving fund
- Tonga – Aloua Ma a Tonga Association – Nursery and home gardens for food production\
- India – Vinmathee Education and Rural Develop Society – Enhancing farm livelihoods of women through dairy program
- India – ARBOR Charitable Foundation – Self-employment through training in fashion technology program
- Cameroon – Rural Society for Base Development – Water and equipment for MUYUKA Orphanage

MANAGEMENT & SAFETY

All educational chairmen are expected to work together to integrate their programs of work when possible. This educational focus deals with management of finances, time, etc. and financial planning for the future as well as safety in all aspects of our lives. The chairman should be aware of the following when planning the program of work.

- Promote Family Resource Management including time and money management, Consumer Protection and Rights, Health Care decisions and Community Development;
- Promote safety programs such as:
Home, farm, food, school, business, disaster preparedness, Home First Protection Programs

Materials on these issues are available from County Extension Offices;

- Promote and explore home-based business opportunities; and,
- Develop computer training programs for members.

Some programs available from Extension specialists and County Extension Offices include:

Money Management
Making Your Money Work
Investments
Estate Planning
Retirement Planning
Internet Fraud
Stand Up to Falling
Managing in Tough Times
Small Steps to Health and Wealth

KEHA Management and Safety Chairman – 2016-2019

Victoria Orme
4155 McCormick Road
Mount Sterling, KY 40353
Phone: 859-498-3859 Email: orme.victoria@gmail.com

MANAGEMENT AND SAFETY PLAN OF WORK 2014-2017

Situation:

KEHA members need to have a better understanding of their finances. They should be knowledgeable about planning for their future as well as retirement needs. Good record-keeping is essential for managing in difficult financial times. Disaster planning, as well as how to replace valuable documents, is essential for everyone. Many changes are happening with health care laws and insurance and we all need to stay abreast of these issues.

Focus: Maximizing Your Dollars in Retirement

Goal: To define and examine practices that maximizes money for retirees

Objectives:

- Identify sources of retirement income.
- Understand fixed and flexible expenses and identify common strategies for tracking flexible expenses.
- Understand the benefits and risks associated with different retirement asset investment products.

Activities:

- Identifying sources of retirement income.
- “Where Did My Money Go” discussion.
- Review “Maximizing Your Dollars in Retirement” handout.
- Review “Financial Situation Scenarios”.
- Complete “Where Does Your Money Go? Spending-Savings Plan Worksheet.
- Publication-Finding Ways to Live on a Reduced Income (FSC5-441).

Lesson: Maximizing Your Dollars in Retirement (FCS5-45)

Focus: Managing Holiday Expenses: How to Reduce Spending to Decrease Financial Stress

Goal: To define and examine holiday budgeting and lower-cost holiday traditions

Objectives:

- To explain key steps in creating a holiday budget that includes clear expectations for travel, food, entertainment and gift-related expenses.
- To identify cost-saving strategies for holidays occurring throughout the year.
- To identify strategies for re-using and making holiday decorations.

Activities:

- Where Did My Money Go?
- The Holidays...Tis the Season to Be Creative
- Decorating on a Budget
- Publication-Managing Holiday Expenses: How to Reduce Spending to Decrease Financial Stress (FCS5-462)

Lesson: Managing Holiday Expenses: How to Reduce Spending to Decrease Financial Stress

Focus: Savvy Sellers and Bargain Hunters: Basic Guide to Yard Sales & Consignment Shops

Goal: To maximize profits and savings by becoming a successful seller and bargain hunter.

Objectives:

- To understand the difference between yard sales, consignment shops, and bargain hunter.
- To identify whether personal items can be sold and to determine which outlets would be the best fit in which to sell these personal items.
- To learn helpful steps in planning and hosting a yard sale.

Activities:

- What Do You Know?
- Do You Have Items to Sell?
- Planning A Yard Sale

Lesson: Savvy Sellers and Bargain Hunters: Basic Guide to Yard Sales & Consignment Shops

Focus: The Ins and Outs of Downsizing Your Home

Goal: To assist participants in understanding the process of downsizing to a smaller home.

Objectives:

- To understand the steps of the downsizing process.
- To identify strategies for preparing a home for downsizing.
- To identify strategies for preparing for the move into a new, smaller home.

Activities:

- Introductory Activity-Why downsize discussion
- Downsizing: What are My Housing Options?
- Learning to Let Go
- Moving Checklist

Lesson: The Ins and Outs of Downsizing Your Home

Focus: Evaluating Your Health Insurance Needs and Options

Goal: To evaluate your health insurance needs and investigate health insurance options.

Objectives:

- To identify health care wants and needs.
- To identify strategies for developing a planned buying process for a health insurance plan.
- To assist participants in understanding Medicare and Medicaid options.

Activities:

- Prioritizing Your Health Care Options
- Health Care Planed Buying Process
- Understanding Medicare Coverage Choices

Lesson: Evaluating Your Health Insurance Needs and Options

LEADERSHIP DEVELOPMENT

All educational chairmen are expected to work together to integrate their programs of work when possible. This educational focus deals with developing a strong leadership base for the organization and community. In doing so the chairman will strengthen our community outreach efforts and increase the scholarships. The chairman should take the following into consideration when planning the program of work:

- * Develop and implement a training program for all officers, chairmen and members statewide
- * Create and promote the Leadership Development Awards program
- * Encourage voter registration and voter participation
- * Provide programming on how to get involved in the political process
- * Encourage members to learn about how local and state government works and how they can affect decisions and actions
- * Monitor and promote the Volunteer Service Unit program (VSU) and recognize individuals and clubs who participate
- * Promote master volunteer programs
- * Encourage members, as individuals and groups, to volunteer for community agencies and projects
- * Promote activities that encourage community involvement in strengthening families and education, such as tutoring in schools, mentoring new moms, Project Graduation, Big Brothers, Big Sisters, adult literacy, etc.
- * Encourage donations to and applications for the Evans/Hansen/Weldon and KEHA Homemaker Scholarship Funds
- * Encourage applications for the KEHA Endowed Scholarship at the University of Kentucky and participate in the selection of recipients as needed

KEHA Leadership Development Chairman – 2014-2017

Martha Sue Hargrove

30 Turley Drive

Belton, KY 42324

Phone: 270-657-8537 Email: jmh244@logantele.com

LEADERSHIP DEVELOPMENT

2015 – 2018 PROGRAM OF WORK

CITIZENSHIP

Situation:

In its simplest meaning, citizenship can be defined as membership in a country, community or a group. It allows privileges like voting and the ability to hold public office but it also comes with obligations like paying taxes and following laws.

Citizenship also means your relationship with the community in which you are a member. In other words, your behavior and actions of not just following what is laid down by the law but adhering to the social and moral behavior expected of a citizen.

Focus:

Becoming a better citizen through education and participation in local government begins with knowing all your local and state officials and how they stand on issues that affect your community. A better citizen involves the quality of an individual's character and how they act to a fellow human being in the community.

Goals for a good citizen:

- Cares about the feelings and rights of others
- Shows concern for the safety and well-being of others
- Keeps informed of state and local issues and voices their opinion
- Votes
- Conserves resources and follows the 3 R's – reduce, reuse and recycle
- Uses their skills to make a better community for all

Suggested Activities:

- Attend a city council meeting
- Attend a county fiscal court meeting
- Attend a criminal trial
- Go on a police "Ride-Along"

Lessons:

Read the Constitution, Bill of Rights and the Declaration of Independence

LEADERSHIP

Situation:

Our success is measured in our ability to work together to inspire leaders through facilitation of leadership skills and in our ability to develop a program for homemaker leaders which will renew a sense of purpose, provide opportunities to realize their full potential and build a network of leaders.

Focus:

To encourage current and future leaders by providing opportunities to develop and sharpen leadership skills within the regular homemaker year, as well as a more deliberate leadership training program at the county, area and state level.

Goals:

1. Continue Leadership lessons at every county, area and state level.
2. Provide wider selections of leadership “mini courses” at the state meeting and make them open to all members, including elected officers.

Suggested Activities:

1. Utilize Kentucky Extension Leadership Development Lessons within each area.
2. Encourage all members to attend Area meetings
3. Include in all area annual meetings leadership training sessions
4. Include leadership training sessions at the county level

Lessons:

1. People Learn with a Purpose 2015-2016
2. Followership: Understanding the Basics of Teamwork 2016-2017
3. Influencing Others with the Stories You Tell 2017-2018

Contest:

Every leader will be encouraged to attend a Leadership seminar, so there will be no contest in this area.

VOLUNTEERISM **Ongoing Program**

Situation:

KEHA encourages all members to serve the community as volunteers. This is evident when we look at the number of volunteer hours logged by our members. Many opportunities for service exist in our communities.

Focus:

The focus for the next three years will be to identify needs in our communities, match needs with skills and encourage a greater number of individuals to use their talents to help others.

Goals:

1. To encourage every member to volunteer in their community,
2. To encourage members to report and determine the value of those hours. (The dollar value in KY is \$20.29, (2014) and the National value is \$23.07 (2015)

Source: http://www.independentsector.org/volunteer_time

Suggested Activities:

1. Each county (homemaker council) will make (or locate) a list of agencies in need of volunteers and contact information.
2. Survey members to determine what volunteer services are currently supplied by homemakers to the community.
3. Form partnerships with community organizations to help promote programs.
4. Promote and publicize the VSU program.

Contest:

Individuals and clubs will be recognized when they have reported 500 or 1,000 volunteer hours. **These volunteer hours must be within the last two years.**

Reporting Process for Volunteer Service Units (VSU):

1. Clubs report to county, county reports to area, and area reports to state.
2. The Club Leadership Development Chairman will collect the VSU log of members and send them to the County Chairman. **(Due to County by July 1.)**
3. The County Chairman will complete the VSU Reporting form on (Appendix 21 & 22) and forward it to the Area Leadership Development Chairman, along with the Leadership Development Program of Work Report (Appendix, page 30) **(Due to Area by August 15.)**
4. The Area Leadership Development Chairman will compile the Program of Work Report, along with the VSU hour report (Appendix, pages 30, 21 & 22) and forward all three pages to the State Chairman. The Area Chairman should combine all counties' information into one report to send to the State Chairman. **(Report Due to State Chairman by September 15.)**

Reporting Process for Volunteer Service Units (VSU): (continued)

5. The Area Chairman will print the VSU Recognition certificates and distribute them during the Area Annual Meeting that year.

**Please Note: The VSU hours will be due at the same time as the Program of Work Reports. The Appendix pages 21 & 22 should be used to list the names and hours for each county in a uniform manner.*

6. The State Leadership Development Chairman will publish the information in the VSU Program booklet at the next KEHA State Meeting.

SCHOLARSHIPS

Ongoing Program

(The focus, goals and activities for scholarships will be an emphasis each year of the three-year program of work.)

Situation:

KEHA recognizes the value of education. The cost of post-secondary education is increasing and our scholarship program offers assistance to students, both traditional and non-traditional, to obtain the education they need for success. (A non-traditional student might be a homemaker member who wants to complete or advance his/her education.)

Focus:

KEHA will support scholarships for traditional and non-traditional students and inform students of available scholarships.

Goals:

1. Increase support for scholarships for students majoring in Family and Consumer Sciences at UK and other Kentucky colleges and universities.
2. Encourage more students to apply for all scholarships offered by KEHA.

Suggested Activities:

1. Inform local students about KEHA scholarships by communicating with local high schools, both public and private, as well as home-school associations.
2. Raise funds for the KEHA educational scholarship funds.
3. Encourage homemaker clubs and counties to investigate the possibility of awarding scholarships for local students.

Contest/Recognition:

Recognize the club, county and area who contribute the largest amount of money to KEHA scholarship programs. Members are encouraged to collect donations on an ongoing basis, with emphasis on collections in November. Funds collected should be submitted to the KEHA State Treasurer annually along with dues.

Information and applications for scholarships are listed on the KEHA web site, and in the KEHA Manual, Handbook pages 94-103.

COMMUNITY VOLUNTEERISM AWARDS

Club and County Level

Programs and activities entered in this contest must deal with a club's or county association's volunteer involvement in *community leadership, community issues, or community service*. These efforts do not have to be exclusive to the leadership educational program, but can include volunteer efforts in any educational program area.

All entries should be submitted in a notebook or folder. Typing of information is strongly encouraged; but neat, legible handwriting is accepted.

Deadline for entries is **March 1**. Entries should be sent to the KEHA Educational Chairman for Leadership Development.

Format should include:

1. Cover sheet -- Name of club or county. Name of project, issue, service. Name, address and phone number of contact person.
2. Subsequent pages -- Description of program, activities, and accomplishments.

JUDGING CRITERIA

Written Segment	Score
Purpose – goals and objectives, include community need, why the program was done	30
Scope of Activity – what was done, who was involved, describe what took place (must have occurred within the past 2 years)	30
Results – what was accomplished, describe successes and/or limitations encountered, changes if done again, etc.	30
Support Material – pictures, news articles, print material. Limited to 4 Pages	10
TOTAL	100

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION LEADERSHIP DEVELOPMENT

VOLUNTEER SERVICE UNIT (VSU) PROGRAM

Welcome to the Volunteer Service Unit (VSU) program! This program is intended to recognize individual volunteer efforts in your club and community. It is also intended to help you grow personally in volunteer leadership skills, and to show you how you might use those skills.

For example, you might want to climb a “volunteer career ladder,” that is, you may want to go on to more responsible volunteer positions in KEHA or in other groups.

You may want to look for paid employment now or in the future. Volunteer experience is becoming more and more accepted and frequently equated to paid employment if described in comparable terms and documents.

- 1) **What is a volunteer?** A volunteer is an individual who agrees to do a job or perform a service for others (not family*) for which the only pay is the personal satisfaction of a job well done. A volunteer can share time, knowledge, skills, materials, etc. with others. A volunteer may be paid or reimbursed for out of pocket expenses related to volunteer work.
- 2) **What is a Volunteer Service Unit (VSU)?** A VSU is an hour of volunteer effort. These hours include hours spent in preparing to carry out a volunteer activity as well as the hours spent directly involved in volunteer work, both within the KEHA organization and other community work.
- 3) **How can I earn VSU's?** By regularly recording volunteer service hours on the VSU log and submitting your log to your county Extension office. When you have accumulated at least 500 hours of service, you should send the log to your county chairman for leadership development. You will receive a *Certificate of Recognition* at the next area meeting. Volunteer hours must have occurred within the last 2 years.

4) **What counts as volunteer hours?**

KEHA Individual

Regular Monthly/Quarterly/Yearly Meetings

1. **Serving as an officer or educational chairman:** Driving time to and from officer/leadership trainings, preparing the information to present to your club, attending county advisory/county board/area board meetings as president or as designated by your club or club president, county or area
2. **Being the Club Lesson Leader:** Driving time to and from the place where the leader training is being taught, receiving the session, preparing the information to present to your club and giving the lesson.
3. **Providing Transportation for Other Club Members:** Driving time to and from club meetings, trainings, etc. related to club activities.

4) **What counts as volunteer hours? (continued)**

KEHA Individual

Regular Monthly/Quarterly/Yearly Meetings

4. **Extra club meetings** (i.e. workdays for projects, etc.)
5. **County/Area/District/Regional/State/National Homemaker Functions:** Fund Raisers, County Extension Service, County Extension Boards, CES District, Regional, State and/or National Boards, KEHA/CWC/ACWW County/Area/State/National Boards, committees, etc.

Community/District/Regional/State/National/World/Individual

Church, School, Civic Organization, Community Groups.....

- ✓ Teach Sunday School, Provide transportation for church members & others, Choir practice, Vacation Bible School, Youth Groups, Senior Citizens Groups, etc. Include travel time and preparation time, presentation time, phone calls, letters, cards.....
- ✓ Mentor program at school, Literacy programs, Reading for the Blind, Cancer Society, Diabetes Group Education, Health Department, Ministry/Music Program at Nursing Homes, Assisted Living Facilities, Juvenile Justice Programs, Community Gardens, Community Chorus, County/Community/District/Regional/State/National Boards, Mowing your neighbor's yard, without charging, etc. Include travel time and preparation time, presentation time, phone calls, cards, letters....

5) **How do members report their individual hours?** The log for recording Volunteer Service Units (VSU) can be found in the KEHA Manual Appendix. Make as many copies as necessary and total the number of hours before sending the log to the County Chairman for Leadership Development.

6) **How are hours reported to the state level?** The County Chairman must forward the compiled county report to the Area Leadership Development Chairman by August 15. The Area Leadership Development Chairman then completes the forms on Appendix 20a & 20b and sends the forms to the State Chairman for Leadership Development by September 15.

Answers to frequently asked questions:

1. What about family?

Things that you do for your own family, those living under your roof, should not be counted as volunteer hours for KEHA. HOWEVER, if you are providing transportation to medical facilities, grocery shopping, running errands for a relative who lives in their own home or apartment, you may choose to count these. Providing they are not paying you to do so. (Babysitting for your grandchildren not living in your home is considered a volunteer service as long as it is not reimbursed.)

2. What about service to Church?

Some see it as a calling and prefer not to count those hours. This is a personal decision.

*Family is defined here as those living in the same residence.

DEVELOPING A COUNTY VSU PROGRAM

The Volunteer Service Unit (VSU) Program is a system for documenting and certifying time spent in volunteer activities. This program is for Extension Homemaker volunteers who wish to use records of volunteer services for the purpose of recognition, potential employment or advancement, volunteer career advancement, or personal satisfaction.

- 1) The Chairperson of the VSU Program at the state level is the Educational Chairman for Leadership Development.
 - A. Each county is *strongly encouraged* to appoint/elect a Leadership Development Chairman.
 - B. The County VSU Chairman is expected to attend and receive training from the Area Leadership Development Chairman sometime in late spring/early summer. [The Area Leadership Development Chairmen receive training each spring at the state KEHA Leadership Chairmen Training session during the KEHA Annual Meeting.] A packet of materials will be distributed to each county for your use with county clubs.
- 2) The duties of the County VSU Chairman should be clearly defined at the time the program is initiated at the county level. As the program is put in place/established, the following duties are carried out:
 - A. The County VSU Chairman will promote and publicize the VSU Program to each club.
 - B. The County VSU Chairman may arrange a VSU training for individual members or club presidents/representatives who wish to participate in the program. A suggested training meeting program might include:
 1. Introduction, background, and advantages of the VSU Program;
 2. Explanation of Volunteer Service Log and where to find the log;
 3. Discussion and practice in filling out and documenting volunteer service hours;
 4. Discussion about due dates within the county and within the area in order to meet the state deadline of September 15;
 5. Explanation of VSU Recognition Certificates (when and how awarded, etc.; and
 6. Questions and Answers.
 - C. Clubs and individual members send logs to the County Chairman by the county due date.
 - D. The County VSU Chairman will review the volunteer service logs, verify the Volunteer Service Unit Logs if necessary, and send them to the KEHA Area Leadership Chairman. The Area Chairman will tally all county reports and then send them to the state KEHA Educational Chairman for Leadership Development.

- E. The Area Chairman for Leadership Development will issue certificates and arrange for recognition of recipients on the area level.
- F. The area presidents will make arrangements to distribute the certificates received from the area chairman to the appropriate members and arrange for area and county recognition and publicity.

OUTCOMES & RECOGNITION

VOLUNTEER SERVICE UNITS CERTIFICATES*

- **Individual**. Each member who records 500* or more hours of Volunteer Service Units will be recognized with a certificate to be presented by the area president at the Area Annual Meeting. Report your volunteer hours for the year July 1 to June 30. VSU's are cumulative for two years and must be reported within two years. Individuals will only be recognized if a total of 500 hours is turned in completed within a two year period.
- **Club**. Clubs, whose members have accumulated a minimum of 1000 project volunteer hours toward a club project or projects, will be recognized with a certificate to be presented by the area president at the Area Annual Meeting. VSU's are cumulative only for a period of two years or until a total of 1,000 hours is met. Report your actual volunteer hours for the year July 1 to June 30.

**Certificates will be issued for actual volunteer hours.*

EVANS/HANSEN/WELDON SCHOLARSHIP FUND

In 1962, the Ella Evans Good Neighbor Fund was established by the Kentucky Federation of Homemakers (now KEHA) at the request of Mrs. Carl Evans, the President at that time. In 1974, the state board voted at their mid-year meeting to honor Mrs. Evans by including her name in the fund's title. In 1999, restricted funds were set aside to perpetuate this scholarship fund. The amount available for the scholarship would be the total of the interest on the restricted fund plus the contributions made that year by the KEHA members.

The Viola K. Hansen Scholarship Fund was established by the Kentucky Extension Homemakers Association in 1969 in appreciation for Dr. Hansen's leadership of the Extension Home Economics program in Kentucky from 1956 until 1965 when an unfortunate accident resulted in her early retirement. The income for this fund was provided through donations from Homemaker members.

In 1975, KEHA voted to discontinue the Myrtle Weldon Student Loan Fund and transferred the balance to the Myrtle Weldon Memorial Scholarship Fund. This scholarship fund is sustained through donations made by KEHA members. A scholarship was given annually to deserving student(s) in the University of Kentucky College of Human Environmental Sciences, based on the income from this fund. (Note: the College of Human Environmental Sciences has now become the School of Human Environmental Sciences in the College of Agriculture at the University of Kentucky.)

In 2004, funds were no longer available to award three single scholarships under the above established funds. It became necessary for KEHA to recommend combining the three scholarship funds into one scholarship. The decline in interest rates, organization membership and donations necessitated this action.

Rules and regulations governing the *Evans/Hansen/Weldon Scholarship Fund*:

- ◆ The scholarship may be used for full-time students selected to attend any college or accredited higher education undergraduate program in Kentucky (i.e. university, college, trade or technical school). The individual can be a graduating high school senior or a student currently enrolled in a higher education program.
- ◆ Scholarship recipient is selected on the basis of good character, **the intention of completing a degree in Family & Consumer Sciences (Human Environmental Sciences)**, and previous academic record.

- ◆ Scholarship is renewable. Second year student applicants must supply an official copy of their transcript and a one page letter describing what higher education has meant to them during the last year.
- ◆ All Kentucky Homemakers members are encouraged to make the *Evans/Hansen/Weldon Scholarship Fund* an important part of their yearly giving activity.
- ◆ Scholarship application form is three pages and follows this description.
- ◆ Applications are due by March 1st to the Martha Sue Hargrove, KEHA Leadership Development Chairman, 30 Turley Drive, Belton, KY 42324
- ◆ The complete application packet should include:
 - Application Form (KEHA Handbook 96-98) [Should be typed]
 - Transcript (Official) of most current coursework and grades
 - GPA page to be filled out by counselor or faculty advisor, signed and dated (KEHA Handbook 98)
 - Two (2) letters of reference

Scholarships will be judged according to the following criteria:

Community Service & Activities	25 points
Financial Need	30 points
Leadership	10 points
Scholastic Achievement	25 points
Overall Impression	10 points

NO CHECKS WILL BE ISSUED UNTIL CONFIRMATION OF ENROLLMENT IS RECEIVED FROM THE COLLEGE OR SCHOOL.

**KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION
EVANS/HANSEN/WELDON SCHOLARSHIP APPLICATION**

Please fill out and submit three copies of application form and three (3) copies of each letter of recommendation [two letters] to the KEHA Leadership Development Educational Program Chairman by March 1. Application materials must be typed.

The purpose of the Kentucky Extension Homemakers Association Scholarship program is to help provide funds to enable a deserving student(s) who is a Kentucky resident earn a degree.

Name of Applicant _____

Home Address _____

City _____ **State** ____ **Zip Code** _____

County _____ **Phone** () _____

Date of Birth _____ **Gender** _____ **Marital Status** _____

Father's Name _____ **Living** () **Deceased** ()

Father's Occupation _____

Mother's Name _____ **Living** () **Deceased** ()

Mother's Occupation _____

Number of children in family _____ **Number at home** _____ **In college** _____

What is the applicant's major? _____

Year you will be enrolled **Freshman** ___ **Sophomore** ___ **Junior** ___ **Senior** ___

Has applicant applied for other scholarships? **Yes** _____ **No** _____

List other scholarships awarded to you _____

Approximate gross annual income of family \$ _____

List amount you estimate might be available to you from each of the following sources:

Personal savings _____ **Parents** _____ **Job** _____

Other _____ **Total** _____

Please attach a transcript of your most current coursework and grades.

List Clubs, Organization and Extracurricular Activities You Participate In:

List Special Honors/Awards You Received:

State in 100 words or less your educational plans and goals.

ALL INFORMATION WILL REMAIN CONFIDENTIAL

To be filled out by Faculty-Advisor

STUDENTS NAME _____

GRADE POINT AVERAGE _____

Please comment on the following qualities, or ask other school personnel to do so:

Dependability:

Leadership:

Service:

Participates in extra-curricular activities:

Counselor/Faculty Advisor Signature: _____

School Name: _____

KEHA Homemaker Member Scholarship

In 2001, it was voted to assign money held in restricted funds to provide a scholarship for KEHA members. Applicants must be a current member of KEHA and have been an active member for at least five years. Applicants must be a resident of Kentucky.

The amount available for the scholarship will be the total of the interest on the restricted fund plus the contributions made that year by the KEHA members.

The scholarship may be used for any college or university in Kentucky. It may also be used for a non-traditional course of study such as trade school or technical school.

This scholarship shall not to be used to take additional classes or towards a second degree of study but rather provide an opportunity for a member to attain a first degree or certification.

All Kentucky Homemakers members are encouraged to make the KEHA Homemakers Scholarship Fund an important part of their yearly program. The application form follows this description.

Proof of school enrollment must be sent to the KEHA Leadership Development Chairman as soon as possible. The KEHA Homemaker Member Scholarship is renewable for one year.

Applications are due by March 1 each year.

Send application packets to:

Martha Sue Hargrove, KEHA Leadership Development Chairman, 30 Turley Drive, Belton, KY 42324

- ◆ The complete application packet should include:
 - Application Form (KEHA Handbook 100-102) [Should be typed]
 - Transcript (Official) of most current coursework and grades or ACT/SAT score(s)
 - Membership verification page to be signed by KEHA club president, county president or county FCS agent (KEHA Handbook 102)
 - Two (2) letters of reference

Scholarships will be judged according to the following criteria:

Community Service & Activities	25 points
Financial Need	30 points
Leadership	10 points
Scholastic Achievement	25 points
Overall Impression	10 points

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION
HOMEMAKER SCHOLARSHIP APPLICATION

Please fill out and submit three copies of application form and three (3) copies of each letter of recommendation [2 letters] to the Leadership Development Educational Program Chairman by March 1.

All applicants must be resident of Kentucky and have been an active member in KEHA for at least 5 years.

Name of Applicant _____

Home Address _____

City _____ State ____ Zip Code _____

County _____ Phone () _____

Marital Status _____ Occupation _____

Are you a KEHA member? ____ yes ____ no If yes, how many years? _____

Mother's Name _____ Living () Deceased ()

Mother's Occupation _____

Father's Name _____ Living () Deceased ()

Father's Occupation _____

Number of children in family _____ Number at home _____ In college _____

What is the applicant's major? _____

Year you will be enrolled Freshman ____ Sophomore ____ Junior ____ Senior ____

Has applicant applied for other scholarships? Yes _____ No _____

List other scholarships awarded to you _____

Approximate gross annual income of family \$ _____

List amount you estimate might be available to you from each of the following sources:

Personal savings _____ Parents _____ Job _____

Other _____ Total _____

Please attach a transcript of your most current coursework and grades.

List Clubs, Organization and Extracurricular Activities You Participate In:

List Special Honors/Awards You Received:

State in 100 words or less your educational plans and goals, including how KEHA has influenced your decision.

ALL INFORMATION WILL REMAIN CONFIDENTIAL

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION
HOMEMAKER SCHOLARSHIP
Membership Verification Form

By my signature, I verify that _____ has been a member of the
Kentucky Extension Homemakers Association for _____ years (minimum of 5 years
membership required.)

Signature of Club or County President

_____ Club or County (Circle which)

Date

Signature of County FCS Agent

_____ County

Date

**KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION
ENDOWED SCHOLARSHIP
FOR FAMILY & CONSUMER SCIENCES STUDENT**

For many years KEHA has given scholarships to high school and college students and grants to members and agents for study and projects. In 2007, an endowed scholarship was established with the help of the College of Agriculture, Food and Environment. This scholarship is awarded to a person who plans to pursue a career as a Family & Consumer Sciences Extension Agent. The scholarship is our effort to help educate new FCS agents who will benefit the entire state.

Rules and regulations governing the KEHA Family & Consumer Sciences Scholarship

- A. The scholarship(s) will be awarded to students who:
 - Plan to pursue a career as a Family & Consumer Sciences Extension Agent within the state of Kentucky,
 - Have a junior or senior standing in the School of Human Environmental Sciences within the College of Agriculture, and
 - Are in good academic standing with a minimum cumulative GPA of 3.0 in the School of Human Environmental Sciences within the College of Agriculture, Food and Environment.

- B. Recipients of the scholarship will be allowed to use the award for regular semester coursework and/or an internship for course credit in Family and Consumer Sciences Cooperative Extension within a county Cooperative Extension office in the state of Kentucky.

- C. A student who received the scholarship as a junior may apply for renewal as a senior if a cumulative GPA of 3.0 is maintained.

- D. The scholarship application form will be available in December on the College of Agriculture, Food and Environment website at <http://academics.ca.uky.edu/scholarships>.

- E. Applications are due by March 1st to and must be submitted as directed on the College of Agriculture, Food and Environment website.

KEHA Mini-Grants for Study or Research

In 1984, KEHA established a fund to provide money for research or study in the form of mini-grants. These grants are awarded annually.

The amount of each grant is based upon interest earned on principals and the number of applications received. No grant larger than \$500 will be awarded. KEHA members, County Family Consumer Science Extension Agents or Family Consumer Science Extension Specialists are eligible for the mini-grants.

The Committee to review applications shall be appointed by the State KEHA President.
Selection emphasizes the benefits to KEHA.

Recipients are announced and awards made at the KEHA Annual Meeting. The award grant is to be used within 18 months of the award date with a written statement of accomplishments to the KEHA President.

The mini-grants shall be used for:

- Expenses for researching new educational programs. Grant cannot be used for actual implementation of program;
- Expenses for attending educational workshop or conference that will benefit KEHA;
- Tuition for formal course work; or,
- Other aspects of research or study programs.

The criteria for judging are:

- 40% needs assessments, financial, personal and/or county;
- 15% identification of problem;
- 15% goals and objectives; and,
- 30% specific plan to benefit KEHA.

If the request is approved and funds awarded, a written report and list of actual expenses will be due 60 days after completion of the project. Send report to the KEHA President.

The application form follows this description and is due March 1 to the KEHA 2nd Vice-President.

KEHA STUDY OR RESEARCH MINI-GRANT APPLICATION

(Page 1 of 2)

NAME _____ COUNTY _____

ADDRESS _____

Street or Box Number

City

State

Zip Code

Check One:

_____ County Extension Agent for Family & Consumer Sciences

_____ Extension Specialist for Family & Consumer Sciences

_____ Kentucky Extension Homemakers Association Member

Application Number: _____

For Judging Only

Send to: Marena Nelson
KEHA 2nd Vice President
961 Stephens Branch Road
Martin, KY 41649-7845
marena@mikrotec.com

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KEHA MINI-GRANT APPLICATION, *CONTINUED*

(Page 2 of 2)

Title of Project _____

Date Proposed Project Will Begin _____ End _____

Amount Requested for Project (max. \$500) \$ _____

Have you previously received a KEHA mini-grant? Yes _____ No _____

Identify the problem that utilization of this mini-grant would correct.

Describe the course of action needed, i.e. workshops, leader training, etc.

Outline a plan for sharing the information obtained with KEHA members.

List other sources of money.

Provide Budget.

A project report is due one year from the date the grant funds are received.

If, for any reason, you are unable to complete the project described above, all monies must be returned to the Kentucky Extension Homemakers Association, Inc.

Signature of Applicant

Date

Application Number _____
For Judging Only

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KEHA DEVELOPMENT GRANT

Development grants can be used for a project by an Area or County. Examples of projects eligible for grants include programs on membership, leadership, community action and health care. Projects can be cooperative efforts with other groups in the community. **Funds cannot be used as a cash donation and homemakers must be involved in the project.** Fairs, art shows, tourism events, etc. are excluded.

Grant proposals requests:

Grant is limited to one per Area; whether Area or County. An Area can request up to \$500.00 for an Area Project. A County can request up to \$300.00 for a County Project. The proposal must be prepared by homemaker members and clearly outline the role of homemakers and agents in preparation and the project. All submissions should use the application form found in the KEHA Handbook, pages 109-111. Limit the proposal to three pages. **Proposal must be sent by certified mail by March 1 each year. Proposal needs a clear, defined name.**

Grant recipients will be required to have a report or display in the Homemaker Showcase at the KEHA State Meeting following the completion of the project. A financial report must be submitted to the KEHA 2nd Vice President.

Grants will be judged according to following criteria:

- 1. Cover page** **5 points**
 - A) Title of the project.
 - B) Name of the entity making application
 - C) Name, address, telephone number, E-mail, Fax number, area, and county of the contact person. *This must be a homemaker member.*
 - D) Names of Committee members

- 2. Proposal** **50 points**
 - A) Purpose of the project and what you hope to accomplish.
 - B) Project description (workshop, lecture, trip).
 - C) Target audience.
 - D) Publicity and advertising of the project.
 - E) Any other support information.

- 3. Time line with project events, programs, leaders** **20 points**

- 4. Budget** **15 points**
 - A) Include all expenses for the proposal
 - B) Include all income - grant, registration fees, Area or County Council funding, sponsors, in-kind services, etc.

- 5. Evaluation and expected impact of this project.** **10 points**

DEADLINES:

Applications must be sent by certified mail and postmarked by March 1.
Project must be completed by following year March 1.

SEND APPLICATIONS TO:

Marena Nelson
KEHA 2nd Vice President
961 Stephens Branch Road
Martin, KY 41649-7845

NOTE: A minimum of 75 points are needed for grant to be considered.

KEHA will not fund any side of a controversial issue - ex - Religion, Politics or Sexual Preference.

KEHA DEVELOPMENT GRANT APPLICATION

(Page 1 of 3)

Title of Project _____

Group Applying for Grant _____

Monetary Amount Requested _____

Name _____

*(Name of individual filling out this form. **This must be a Homemaker Member**)*

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

County _____ Area _____

Please list any committee members:

Application Number _____

Send to: 2nd Vice-President for Member Resources

Name _____ **County or Area** _____

Title of Project _____

Proposal _____

Purpose _____

Project Description _____

Audience _____

Publicity and Advertising _____

Other Support Information _____

Time Line (*with project events, programs, leaders*)

Budget (*Include all expenses for the proposal. Be sure to include all income such as grant, registration fees, area or county council funding, sponsors, in-kind services, etc.*)

Evaluation and Expected Impact of this Project

Signature of Applicant _____
Date

**Deadlines: Applications must be sent by certified mail and postmarked by March 1.
Project must be completed by following year March 1.**

Send Applications to:
Marena Nelson
2nd Vice President
961 Stephens Branch Road
Martin, KY 41649-7845

KEHA will not fund any side of a controversial issue - ex. Religion, Politics or Sexual Preference.

MASTER FARM HOMEMAKERS GUILD, INC.

The object of the Master Farm Homemakers Guild is to promote the highest possible standard of living in farm homes, focusing on the positive aspects of farm/home life. Through the years, many projects have been carried out to further these aims. The Kentucky chapter is one of four active state Guilds.

Master Farm Homemaker member selection is open statewide each year. The process begins in the fall when the advisor sends information to the Family Consumer Sciences Extension agents. The packet of information includes the criteria for membership and nomination, along with the judging score card, all of which should be referenced when selecting county nominees. The packet also outlines the process for district judging and includes details about the state judging process. County and district selection/judging should be conducted in early fall.

The Master Farm Homemakers Guild 2nd Vice President will work with FCS contact agents to carry out the selection of district nominee(s) as needed. Once the nominee(s) is (are) selected, the name is forwarded to the 2nd Vice President in early December. Each district nominee finalizes and submits a nomination packet by February 1st to the Guild 2nd Vice President. The 2nd Vice President works with the county FCS agent and the nominee to arrange for a home visit by the state judging team.

The following scorecard should be used for county and district judging criteria.

- * The Farm and Home Plant (20 points)
The house interior and exterior, managing and balancing farm and home activities.
- * Management in the Home (40 points)
Home furnishings, home improvements, health and safety, food and nutrition, clothing and household textiles.
- * Family Relations (30 points)
Sharing responsibilities and planning, working relationship among family members, family recreational activities—time together.
- * Civic Responsibilities and Community Activities (10 points)
Civic responsibilities, community activities and leadership.

Master Farm Homemakers Requirements

The requirements for recognition are based on the National Guild prerequisites and certain standards established by the Kentucky Guild. Persons selected for recognition as Master Farm Homemakers must:

- ◆ Be farm women who own a working farm and are included in the labor and/or management of that farming operation. A percentage of the family income should be derived from the farming operation.
- ◆ Be a member in good standing of KEHA for at least 3 years,
- ◆ Be knowledgeable about and supportive of the Cooperative Extension Service,
- ◆ Demonstrate unselfish service to family, community, state and nation,
- ◆ Be nominated from the club, county, and/or district where KEHA membership is held.

Selection Process:

The process begins in the fall with selected candidates inducted the following spring at the KEHA State Meeting

Up to five (5) qualified candidates can be recognized and honored as state Master Farm Homemakers each year.

Note: For further information contact the Master Farm Homemaker representative listed on the KEHA Board Directory on the KEHA website (www.keha.org).

Meetings:

- Spring business meeting and recognition of new members – April/May in connection with the Kentucky Extension Homemakers Association Annual Meeting.
- Summer business meeting and informal gathering – often in July/August, but scheduled according to dates recommended by individual(s) hosting the activity. The summer meeting is usually hosted by one or more Guild members at or near their homes. The Guild usually has an auction of crafts and other items made/brought by members. This is the only money making project in support of Guild activities.
- National Master Farm Homemaker Guild – annual meeting hosted by one of the four organized states. It is often held in the fall, but the date is determined by the host state. Kentucky will host in 2017.

Master Farm Homemakers Recognition

Master Farm Homemakers Guild, Inc. (MFHG) is sponsored by the University of Kentucky Cooperative Extension Service, (CES), the Kentucky Master Farm Guild, Inc., and KEHA.

Kentucky CES will:

- Keep County Extension Agents for Family and Consumer Sciences informed about the Guild;
- Inform and assist counties with information about the area and state judging process;
- Furnish staff to help in carrying out the MFHG program; and,
- Give general supervision to the MFHG program.

KEHA will:

- Assist Guild with recognition at Annual Meeting;
- Encourage and support Master Farm Homemakers recognition program;
- Pay \$400 towards expenses of the State Judging Team.

MFHG will:

- Assist with revisions and updates to the judging process;
- Coordinate the membership selection process;
- Serve as judges at the County, District and State levels;
- Work with KEHA to recognize new members at the KEHA annual meeting; and,
- Provide new members with a membership pin.

HISTORY OF KEHA

As early as 1912, some contacts with farm women were made through the University of Kentucky College of Agriculture. Efforts included a demonstration train carrying a staff of lecturers and demonstration materials. Then came the movable schools, usually of three or four days duration and making extensive use of exhibits and illustrative material.

On October 1, 1913, Mrs. Helen B. Wolcott was appointed State Agent. Her task was to organize Extension work in Home Economics, through County workers. The program work was largely along the lines of food preservation, clothing conservation, health and sanitation. By 1914, Home Demonstration Agents were serving in Christian, Daviess, Harlan, Henderson, Laurel, Logan, Madison, Magoffin, Mercer, Muhlenberg, Rockcastle and Whitley counties. Some of the early appointments were on a short term basis and the agent's work was mainly giving instructions in canning tomatoes to girls and women.

After the Smith-Lever Act was passed in 1914, the scope of Home Economics Extension increased rapidly. The number of specialists, supervisors and County Home Demonstration Agents increased as funds were appropriated.

After Mrs. Wolcott resigned on January 1, 1919, Miss Gertrude McCheyne served only a year and a half. She was followed by Miss Margaret Whittmore who served from November 29, 1920 to June 22, 1923. The duties of the office were discharged by Miss Lulie Logan until Miss Myrtle Weldon was appointed on June 1, 1924. Miss Weldon began with a staff of 24 Home Demonstration Agents in as many counties. The State Specialists were organized as a resident Home Economics staff.

The organization of farm women for homemakers' work started with the organization of clubs known as Home Demonstration Clubs. Not until 1924, was a County organization set up and a suggested constitution submitted to counties. By the end of 1925, a majority of the 24 counties had perfected a County organization and had adopted a suggested constitution, with a few adaptations to meet local needs. This form of organization has been an effective means for developing leadership, delegating responsibility, securing local participation and developing effective procedure.

In 1932, after several years of discussion and expressed interest, a state organization was formed to unify the efforts of homemakers in Kentucky, to strengthen their voice, to further develop leadership and to broaden horizons. This group, which was named the Kentucky Federation of Homemakers, was organized at Farm and Home Week with Mrs. Lyda Lynch Hall of Fayette County as its first State President.

A constitution of the Kentucky Federation of Homemakers was written soon after the organization was formed. Twenty-nine counties became members of the State Federation at the time it was organized. By 1939, 59 counties were members and 108 counties had joined the Federation by 1958.

The first dues were two cents per member. This amount was raised to five cents per member, and in 1958 was increased to 15 cents per member, payable to the State Treasurer of the Federation by November 30 of each year. In 1964, dues became payable on January 1, based on the membership as of the preceding December 1. Dues were increased to 25 cents per member in 1970. In 1974, dues were increased to 50 cents per member, continuing to be based on the membership as of the preceding December 1.

Many changes have been made to provide for continued growth of the organization. In the beginning, Directors were elected at the Annual Business Meeting of the Federation. Since 1948, the Directors, now called Area Presidents, have been elected at their Area Meetings.

The Reading Committee, 1938, established the Homemakers Library and made available library books, which were sent to counties upon request and served many people until it was disbanded in 1953.

The original four Standing Committees -- Membership, Publicity, Reading and Citizenship -- were gradually expanded to 11 -- Cultural Arts, Citizenship and Community Outreach, Clothing and Textiles, Family Life, Foods and Nutrition, Health, Housing, Energy and Environment, Management and Family Economics, 4-H, Public Information and Young Homemaker. (As of 1994, the number of committees was reduced to three -- Family, Environment and Global/International.)

Since 1936, the Kentucky Federation has been a member of the Associated Country Women of the World (ACWW). A delegation of about 300 women from Kentucky joined 6,700 other women from the United States in greeting representatives who attended the Third Triennial Conference held in Washington, D.C. Kentucky has been represented at each of the Triennial Conferences by one or more delegates.

In 1962, Mrs. R.P. Matchett of Kenton County was elected to serve as the ACWW Area Vice President for the United States and was re-elected for a second 3-year term in 1965. Homemakers members in Kentucky have frequently voiced the feeling that they are links in a chain which reaches around the world. Their sympathies, interests and understanding have been immeasurably broadened and deepened by this contract.

The Kentucky Association has been a member of the United States Liaison Committee, now the Country Women's Council (CWC), since 1939. This group meets annually to promote the work of ACWW.

The National Home Demonstration Council (NHDC) was organized June 1, 1936, in Washington, D.C. at the Triennial Meeting of the ACWW. In 1939, Mrs. Lyda Lynch Hall of Fayette County became the second President of the NHDC.

Mrs. Dorothy Bullock, Homemakers member from Larue County, submitted the song *Onward, Ever Onward* in a contest conducted by the NHDC in 1956. This song was declared the winner and was adopted as the official song of the National Extension Homemakers Council (NEHC).

The Myrtle Weldon Student Loan Fund was established in 1943, by the State organization, in appreciation of the leadership of Miss Myrtle Weldon. The objective of the fund was to make sufficient monies available at a low rate of interest to deserving Home Economics (now Human Environmental Sciences) students. Miss Weldon served 31 years (1924-1955) as State Leader of Home Demonstration Agents. She passed away November 19, 1971. In 1972, the first Myrtle Weldon Memorial Scholarship was presented to an outstanding student majoring in Home Economics (Human Environmental Sciences) at the University of Kentucky.

In 1964, the idea for a five cent postage stamp design was conceived by Murial Moore of Bardstown. Kathleen Magyar contacted Norman Todhunter who did the art work, then Magyar put it to graph. The United States Postal Service issued the stamp in honor of the Homemakers organization.

Virginia McCandless, KEHA Health Chairman 1976-79, initiated the Ovarian Cancer Fund. The goal of the KEHA Health Committee at that time was to raise \$1 per member until they had \$31,000 to donate to research at the Albert B. Chandler Medical Center at the University of Kentucky. The statewide fund was started in March 1977. They reached their goal in four years. The project has continued and thrived under KEHA sponsorship.

A NEHC flag was introduced at the 1976 Annual NEHC Conference. The designer of the flag was Gladys C. Medley of Marshall County. Mrs. Medley took her idea to Tommy Troutman, an artist in Paducah, Kentucky, who sketched and painted the design she had in mind. It was submitted and approved by the Board of directors. At the 1975 Annual Meeting the Board of Directors ordered the flag to lead the procession at the 1976 Annual Meeting. The flag was updated in 1992, when the name changed to NAFCE.

Under the guidance of the 1974-77 Cultural Arts Chairman, Kentucky Homemakers members compiled a record of all the areas of cultural, scenic and historical interest in the book *Kentucky Treasure Trails*. This book is very helpful when traveling throughout Kentucky to interesting and unique places.

A needlepoint tapestry of 120 county and 6 special squares were "woven together" and formally presented to the Commonwealth of Kentucky on March 20, 1980. The tapestry along with a descriptive book, *A Labor of Love*, was dedicated as it hung outside the rotunda in the Capitol on August 19, 1980.

The print *Homemaker* by artist Bill Granstaff commemorates the 50th Anniversary of KEHA was unveiled at the State Meeting, May 12, 1983. Items in the print depict early projects and activities of Homemakers. A change purse, egg carton, old quilt, and canning jar and lids are examples.

A delegation of Kentucky Homemakers members, County Extension Agents for Home Economics Extension and an advisor attended a Family Community Leadership (FCL) Workshop in Florida in November 1985. Following this meeting, delegates returned to Kentucky to conduct five workshops across the state with approximately 1,000 Homemakers members participating. Through these workshops, KEHA is endeavoring to train its members to be more effective leaders in their counties and communities.

In an *Historical Appraisal of Home Demonstration Work in Kentucky 1914-1939*, written by Miss Myrtle Weldon, she stated, "Home Demonstration work is giving the homemaker an opportunity for self-expression, is challenging her ability, is elevating the common task, is giving her an appreciation of her part in a work economy, and her contribution to world society, and is helping her to become a person more interesting to herself, her family and her neighbors." Two existing problems were also pointed out by Miss Weldon -- correlation of the programs of many agencies working with farm people, and reaching more of the low-income underprivileged group with an educational program. Miss Weldon's prophetic vision in identifying these problems is now being reflected in the changing emphasis of Extension programs.

Following Miss Weldon's retirement, Miss Alda Henning served as Acting State Leader (1955-1956) until Dr. Viola Hansen came to serve as Chairman of Home Economics Extension Programs.

Dr. Hansen served until 1965 when an automobile accident resulted in her retirement. In 1970, the Viola K. Hansen Scholarship Fund was established to honor Dr. Hansen who served as Chairman of Home Economics Programs for nine years. This scholarship is awarded annually to a student attending the University of Kentucky College of Human Environmental Sciences (formerly College of Home Economics).

Mrs. Ruth Saunders (Allen) became Acting Program Chairman of Home Economics Extension in the Fall of 1965, and continued until her retirement in April 1968. This period was characterized by a transition from county planning to area planning. At the March 1968 Annual Meeting, a new constitution was approved and the name changed to Kentucky Extension Homemakers Association (KEHA). In May 1968, Dr. Burt E. Coody, Extension Specialist in Family Life, became Acting Chairman of Home Economics Extension Programs.

In 1969, the position of Chairman of Home Economics Extension Programs was changed to that of Assistant Director of Extension for Home Economics. Dr. Doris Tichenor served in this position from October 1, 1969 until 1984. At this time, a return to emphasis on strengthening County programs began.

At the 1974 Annual Meeting, KEHA voted to incorporate and is now known as Kentucky Extension Homemakers Association, Inc.

In August 1984, Dr. Suzanne Badenhop became the Assistant Director of Extension for Home Economics, and served in this capacity until March 1992. On March 1, 1992, Dr. Darlene Forester was appointed Interim Assistant Director for Home Economics Extension and served in that capacity until July 1, 1993, when she became Assistant Director for Home Economics Extension.

A Kentucky delegation of KEHA members, a specialist and an advisor attended an FCL workshop in Denver, Colorado in September 1986. Kentucky received a pilot grant of \$2,000 from the W.K. Kellogg Foundation in 1987 and a \$50,000 grant to conduct the FCL program over a 3-year period. An FCL Board was organized with equal representation of KEHA members and Extension faculty. The basic purpose of FCL is to improve the leadership and organizational skills of family members in order that they may participate more effectively in the identification, analysis and resolution of public policy issues affecting families and communities.

KEHA also received a grant for the *ABC's of Nursery Safety* in 1987 and the *Alcohol and Traffic Safety* grant in 1988. KEHA is striving to secure more grants to expand their programs.

In 1989, the NEHC Board voted to locate the new National Headquarters in Burlington, Kentucky. KEHA President Patty Ann Moorhead and Boone County District Extension Board President Bill Smith played a major role in the NEHC site visit.

At the 1993 KEHA Annual Meeting, Voting Delegates from each County voted to approve a structural change in the organization. The new structure changed the number of Standing Committees to three -- Family, Environment and Global/International. The three Chairmen are elected and the 14 Area Presidents are appointed to serve as members of these Committees. All educational programs fall under one of the three Committees. A Vice-President for Public Policy was added. The structure change became effective in 1994.

In 1993, members of CES and KEHA jointly developed a document called *Roles and Relationships*. This document helped to clarify the roles of State, Area and County Homemakers members and their working relationships with CES.

With the resignation of Dr. Darlene Forester in November 1997, Dr. Janet Kurzynske was appointed Interim Assistant Director. In November 1998, Dr. Bonnie Tanner was employed as Assistant Director of Extension Home Economics Programs.

In Spring 1999, the name Home Economics was officially changed to Family and Consumer Sciences, a name which more accurately describes the work done by Extension specialists and agents in Kentucky.

At the March 28, 1995 KEHA Board Meeting it was recommended that:

A letter should be sent to the President of NAFCE (National Association for Family Community Education) stating that the Kentucky Extension Homemakers Association is now doing business with them as the Kentucky Association for Family Community Education. (The attorney will write the letter to be sent to NAFCE June 1, 1995.)

At the KEHA Annual Meeting in April 1998, county voting delegates voted to disassociate the national affiliation with the National Association for Family and Community Education due to differences in philosophy. The title of Vice President for Public Policy was changed to Vice President for Leadership Development.

August 1-3, 2000, KEHA hosted the NVON (National Volunteer Outreach Network) regional meeting.

Restructuring of the KEHA Board began in 2001.

KEHA sponsored two members to attend the Summit on Economic Status of Kentucky Women held June 20-21, 2003 in Frankfort.

The objective of the KEHA International Program for 2003-2005 was to have a better understanding of Native Americans by working with Lame Deer Reservation and St. Labre Schools in Montana. In 2003 KEHA members contributed 1,400 baby items; in 2004 they donated 4,000 blankets and 2,000 pairs of socks; in 2005 they will be sending school supplies.

November, 2003, President Harned appointed the following Archives Committee: Evelyn Ballard, Mary Warfield, Shirley Fitzpatrick, Patty Ann Moorhead, and Jean Davis. In January, 2005, this committee turned over their work to the University of Kentucky Library to be stored.

In 2004, KEHA combined the Ella Evans Scholarship Fund, the Viola Hansen Scholarship Fund and the Myrtle Weldon Memorial Scholarship Fund into the Evans/Hansen/Weldon Memorial Scholarship Fund.

For many years leaders in the Kentucky Extension Homemakers Association and Extension Family and Consumer Sciences personnel have met the challenges of developing new ideas and expanding programs. Concern for meeting the changing needs of people has remained the central focus of these programs. History reveals that the Cooperative Extension Service in Kentucky is continuing to fulfill its role as an informal educational service of the University of Kentucky, directed toward "Helping people help themselves."

In 2005 homemakers donated school supplies for the St. Labre and Lame Deer schools. They collected over 12,000 pounds of paper, pencils, crayons, notebooks, and other supplies. Two bus loads of homemakers traveled to Montana to meet the recipients and present the supplies and a check.

In July 2005, Mabel Harned was elected Vice President of NVON, our national organization.

A new scholarship was approved by the Board of Directors. It will be awarded to a student at UK, who is planning a career as a Family & Consumer Sciences Cooperative Extension Agent. The first scholarship will be awarded in 2007.

The amount contributed to the ovarian cancer project as of May 2006 is \$881,841.98.

In 2007, KEHA celebrated 75 years as an organization. Members kicked off a year of special events to observe the anniversary, at the state annual meeting in Bowling Green. A special commemorative pin was designed and introduced.

The theme for the celebration year was “75 Years of Learning, Leading & Serving”. The organization will use the anniversary year to look back at our progress and successes and create long range plans for a more successful future.

In February of 2008, KEHA was recognized by the Kentucky State Legislature for 75 years of service to the Commonwealth through our partnership with UK College of Agriculture’s Cooperative Extension Service. Over 400 KEHA members and Family and Consumer Sciences Extension Agents attended the daylong celebration in Frankfort. The culmination of the 75th anniversary took place at the 75th KEHA State Meeting at the Galt House Hotel in Louisville in May 2008 as we celebrated the theme “Hats Off to Homemakers.”

Recognition was given to members, clubs and counties as KEHA surpassed the \$1,000,000 mark in giving to UK’s Ovarian Cancer Research Program in May 2009. Virginia McCandless, KEHA State Health Chairman from 1976 -79 who initiated the fundraising effort, was honored and her five children were in attendance at the 2009 KEHA State Meeting in Ft. Mitchell, KY. The UK Ovarian Cancer Program continues to work with KEHA to provide screening all across the state of Kentucky. Screening sites are now located in Paducah, Elizabethtown, Somerset, Maysville, and Prestonsburg in addition to the primary location in Lexington at UK’s Markey Cancer Center.

An international connection was made with the Kentucky Academy, a kindergarten in Adjeikrom, Ghana in West Africa. Through assistance from Dr. Ann Vail, Director, School of Human Environmental Sciences and Assistant Director, Family & Consumer Sciences (FCS) Extension; and Ghana native Dr. Kwaku Addo, Associate Professor, Department of Nutrition and Food Science, KEHA members adopted the school which serves about 70 students. School supplies were donated and funds were raised to make capital improvements at the school in 2008. A Homemaker tour of the school and region took place in the summer of 2009 with KEHA members and FCS agents participating. Fundraising continued in 2009 and 2010, and many goals were met. In 2010, KEHA and University of Kentucky support has culminated in the building of a kitchen and dining pavilion for the Kentucky Academy.

Coordinated through UK’s Cooperative Extension Service, a program called “Second Sunday” was adapted from South America and Kentucky’s Governor proclaimed the second Sunday in October as a day of physical fitness and family involvement. KEHA members were in Frankfort with the Governor for the proclamation. FCS agents coordinated the project in many of Kentucky’s 120 counties, and KEHA took on the project as part of the Foods, Health & Nutrition Educational Program.

KEHA’s fundraising activity for international awareness and friendship was renamed “Coins for Change” in 2010. The name change allowed KEHA to continue to support the ACWW “Pennies for Friendship” program by still sending the same percentage of funds collected to the London, England office and maintaining funding for KEHA’s International educational program on the international, national and state levels.

In 2011, the KEHA International Chairman traveled to Ghana with a group from the University of Kentucky to continue the partnership and support for the Kentucky Academy in Adjeikrom, Ghana. KEHA funded the purchase of furniture for the previously constructed dining pavilion and further improvements to the facility. During the 2011 trip, work began to develop a school garden and the feeding program for the Kentucky Academy was initiated.

The year 2012 marked the 80th anniversary of KEHA. To commemorate the occasion, KEHA commissioned artist John Ward to develop an 80th anniversary print. The print was unveiled at the 2012 KEHA State Meeting.

In July 2013, KEHA hosted the National Volunteer Outreach Network annual conference in Frankfort, Kentucky.

In 2013, our focus turned to our membership. A membership incentive drive with a new traveling trophy (Miss E. Go) was initiated. E. Go is an acronym for Everyone Get One -- each member recruit a new member. The county who added the highest percentage of new members won \$100 and Miss E. Go for 1 year, then shared her adventures the following year. In 2014, Miss Way to Go was created to reward the county who added the most number of new members (actual number versus percentage.) Like Ms. E. Go, Miss Way to Go has a \$100 prize, and the winning county shares her adventures the following year. Both of these awards have been well received!

Focus was also given to goal setting... what KEHA is, what do we do well, what do we see as our future and how do we achieve this future. A retreat was held of the KEHA Board members in June 2015. "SMART" goal teams were formed to focus on membership, public relations, training leaders and making lessons relevant. The Membership Team initiated the 3 for 3 Membership Drive. Each county is asked to increase membership by at least 3 new members for 3 consecutive years. In 2019, one county who reaches the goal will be randomly drawn to receive a \$500.00 award.

The FCS Extension Legacy Fund was created at the University of Kentucky during 2013, with initial gifts honoring the retirement of Dr. Laura Stephenson. This fund is to be used by the UK Family and Consumer Sciences Extension to assist in professional development and program development, implementation and evaluation. Donations can be made in honor of or in memory of someone. KEHA has contributed \$7,805 to this fund as of June 30, 2016.

The Kentucky Academy in Ghana, an ongoing international project, saw new progress with the construction of a library, sponsored primarily by KEHA. KEHA previously assisted in funding a dining facility, a full service kitchen and furniture for these facilities. Enrollment at the school has increased since the facilities were added, and hopes and dreams for the children and the facility are becoming reality.

At the 2015 NVON meeting in Martinsburg, WV, Linda Kaletch, a KEHA past president, was elected as the NVON president-elect. Her term as president will begin in January of 2017.

At the 2015 KEHA State Meeting, planning to re-establish the KEHA Choir began as a result of a moving performance by Wendy Hood, Mercer County KEHA member, during KEHA Fun Night. Participants joined during the 2015 State Meeting and in the months following. The new KEHA Choir, under the direction of Wendy Hood, presented their inaugural performance at the 2016 KEHA State Meeting at the Northern Kentucky Convention Center.

THE COOPERATIVE EXTENSION SERVICE

Cooperative Extension, established in 1914, was designed as a partnership of the U.S. Department of Agriculture and the land-grant universities, which were authorized by the Federal Morrill Acts of 1862 and 1890. State legislation enabled local governments or organized groups in the nation's counties to become a third legal partner in this new educational endeavor.

The congressional charge to Cooperative Extension, through the Smith-Lever Act as amended, is far ranging and extremely broad. The Act specifies audiences, general subject areas, and educational approaches for this unique partnership. The simple, yet enduring charge of the Act is:

“To aid in diffusing among the people of the U.S. useful and practical information on subjects relating to agriculture...home economics...and rural energy and to encourage the application of the same...Extension work shall consist of the development of practical applications of research knowledge and giving of instructions and practical demonstrations of improved practices on technologies, in agriculture...home economics, and rural energy and subjects relating thereto to persons not attending or resident of said colleges in the several communities, and imparting information on said subjects through demonstrations, publications, and otherwise and for the necessary printing and distribution of information...”

What is a land-grant university?

In 1862, President Lincoln signed the Morrill Act which gave a grant of federal land to each state. An allotment of 30,000 acres was given for each member of Congress. The income realized from this land was used to endow and support the land-grant college or university in each state. This was the birth of a lifelong educational opportunity for all people at any stage of the life cycle. A land grant college was “to promote the liberal and practical education of all people for useful lives.” To do this a university was required:

- To provide a wide variety of graduate and undergraduate curricula;
- To provide for basic and applied research; and,
- To provide a Cooperative Extension Service in agriculture, home economics, and subjects related thereto.
- Federal, state, and local governments finance this program, thus named Cooperative Extension Service.

What does Cooperative Extension Service do?

The Cooperative Extension Service was created as a dynamic institution, one with multiple audiences, subject matters, and methodologies. The basic mission is to disseminate and encourage the application of research-generated knowledge and leadership techniques to individuals, families, and communities. The Cooperative Extension Service:

- Is educational in program content and methodology, not regulatory or financial and is attached to the 1862 & 1890 land-grant university system and is a major part of it, rather than being directly a part of state government.
- Provides informal, noncredit education conducted primarily beyond formal classrooms and for all ages.
- Educates by helping people to identify and understand their needs and problems and to use new technology or information in solving them.
- Features the objective presentation and analysis of factual information for decision making by people themselves.
- Function as a nationwide educational network and resource through local offices which are semi autonomous units accessible to and subject to influence by local citizens.
- Involves cooperative but not necessarily equal sharing of financial support and program development among federal, state, and county or local levels.
- Involves funding and administrative relationships which permit educational programs directed at broad national purposes, yet serving specific local needs and priorities determined locally.