

# 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

## Handbook Table of Contents

<b>Past Presidents (2017)</b>	<b>1</b>
<b>Creed (2015)</b>	<b>2</b>
<b>Collect (2015)</b>	<b>2</b>
<b>KEHA Board Directory Information (2015)</b>	<b>3</b>
<b>Area Map (2015)</b>	<b>4</b>
<b>UK Extension Personnel (2017)</b>	<b>5</b>
<b>Articles of Incorporation (2015)</b>	<b>7</b>
<b>Bylaws (2015)</b>	<b>12</b>
<b>Standing Rules (2017)</b>	<b>24</b>
<b>KEHA Reminder Calendar (2017)</b>	<b>30</b>
<b>Inspiration Book Rotation (2015)</b>	<b>31</b>
<b>Recreation Book Rotation (2015)</b>	<b>32</b>
<b>Program of Work (2017)</b>	<b>33</b>
<b>Cultural Arts &amp; Heritage (2016)</b>	<b>35</b>
<b>Program of Work (2016)</b>	<b>36</b>
<b>Creative Writing Contest Guidelines (2017)</b>	<b>40</b>
<b>2016-17 Cultural Arts Exhibit Categories (2017)</b>	<b>42</b>
<b>Judging Criteria (2015)</b>	<b>44</b>
<b>Exhibit Rules (2017)</b>	<b>45</b>
<b>Book List Form (2017)</b>	<b>46</b>
<b>Environment, Housing, Energy (2017)</b>	<b>47</b>
<b>Program of Work (2017)</b>	<b>48</b>
<b>Family &amp; Individual Development (2015)</b>	<b>50</b>
<b>Program of Work (2016)</b>	<b>51</b>
<b>Strengthening Families Contest (2017)</b>	<b>55</b>
<b>Food, Nutrition &amp; Health (2017)</b>	<b>56</b>
<b>Program of Work (2015)</b>	<b>57</b>
<b>Food, Nutrition &amp; Health Awards (2017)</b>	<b>59</b>
<b>4-H Youth Development (2017)</b>	<b>60</b>
<b>Program of Work (2017)</b>	<b>61</b>
<b>Awards: Homemakers Support 4-H (2017)</b>	<b>65</b>
<b>International (2015)</b>	<b>67</b>
<b>Program of Work (2017)</b>	<b>68</b>
<b>International Project Awards (2017)</b>	<b>71</b>
<b>International Contest Guidelines (2017)</b>	<b>72</b>
<b>KEHA Clean Water Program (2017)</b>	<b>73</b>
<b>Coins for Change Graphic (2017)</b>	<b>73a</b>
<b>International Programs Organization Chart (2015)</b>	<b>74</b>
<b>Exchange Program (2015)</b>	<b>75</b>
<b>ACWW Projects (2015)</b>	<b>78</b>

<b>Management &amp; Safety (2016)</b>	<b>79</b>
<b>Program of Work (2017)</b>	<b>80</b>
<b>Leadership Development (2017)</b>	<b>83</b>
<b>Program of Work (2015)</b>	<b>84</b>
<b>Community Volunteerism Awards (2015)</b>	<b>89</b>
<b>Volunteer Service Unit (VSU) Program (2015)</b>	<b>90</b>
<b>KEHA Scholarships</b>	
<b>Evans/Hansen/Weldon Scholarship Fund (2017)</b>	<b>94</b>
<b>Evans/Hansen/Weldon Scholarship Application (2015)</b>	<b>96</b>
<b>KEHA Homemaker Member Scholarship (2017)</b>	<b>99</b>
<b>KEHA Homemaker Member Scholarship Application (2015)</b>	<b>100</b>
<b>KEHA Endowed Scholarship at UK (2017)</b>	<b>103</b>
<b>KEHA Mini Grants for Study or Research (2016)</b>	<b>104</b>
<b>KEHA Study or Research Mini-Grant Application (2017)</b>	<b>105</b>
<b>KEHA Development Grant (2017)</b>	<b>107</b>
<b>KEHA Development Grant Application (2017)</b>	<b>109</b>
<b>Master Farm Homemakers Guild, Inc. (2017)</b>	<b>112</b>
<b>History</b>	
<b>History of KEHA (2015)</b>	<b>115</b>
<b>The Cooperative Extension Service (2015)</b>	<b>122</b>

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

## 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
*2016-17	Mrs. Mary Margaret Krahulec, Shelby County
2017-	Mrs. Marlene McComas, Grant County

*\*Deceased*

# **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. Gary Palmer, Interim Associate Dean for Extension and Interim Director, Cooperative Extension Service  
Dr. Ann Vail, Director of the School of Human Environmental Sciences and Assistant Director, Family and Consumer Sciences Extension  
Dr. Javiette Samuel, Interim Associate Director, School of Human Environmental Sciences  
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. Mark Mains, 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, Director of Land Grant Programs

### **District Directors**

District 1 – Northeast/Licking River	Natasha Lucas
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

## Extension Family & Consumer Sciences Specialists and Associates

### UNIVERSITY OF KENTUCKY

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
Marisa Aull, B.A.	Nutrition Education Program
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
Debra Cotterill, M.S.	Nutrition Education Program
Stephanie Derifield, 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
Rebecca Freeman, B.A.	Nutrition Education Program
Maria Harris, M.Ed.	Family and Consumer Sciences
Jennifer Hunter, Ph.D.	Family Financial Management
Kenny Hunter, B.S.	Nutrition Education Program
Brooke Jenkins-Howard, M.S.	Nutrition Education Program
Natalie Jones, M.S.	Physical Activity
Nancy Kelley, M.S.	Nutrition Education Program
Amy Hosier Kostelic, Ph.D.	Family Life
Janet Kurzynske, Ph.D.	Foods and Nutrition
Joann Lianekhammy, Ph.D.	National Rural Child Poverty Nutrition Center
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
Janet Tietyen Mullins, Ph.D.	Foods and Nutrition
Jean Najor, M.S.	Nutrition Education Program
Heather Norman-Burgdolf, Ph.D.	Foods and Nutrition
Annhall Norris, B.S.	Foods and Nutrition
Nicole Peritore, Ph.D.	Family Health
Paula Plonski, M.A.	Nutrition Education Program
Lindsay Poore, M.A.	Nutrition Education Program
Lauren Roberson, M.S.	Nutrition Education Program
Katie Shoultz, J.D.	Nutrition Education Program
Amy Singleton, B.S.	Nutrition Education Program
Sara Talbott, M.A.	Nutrition Education Program
Kelli Thompson, M.A.	Graphic Artist
Jackie Walters, M.B.A.	Nutrition Education Program
Michelle West, B.A.	Nutrition Education Program
Connee Wheeler, M.S.	Publication Manager/Disaster and Emergency Preparedness Programs
Martha Yount, M.S.	Nutrition Education Program

### KENTUCKY STATE UNIVERSITY

Joanne Bankston, Ph.D.	Family Economics and Management
Kristopher Grimes, Ph.D.	Nutrition Education
Allison Young, Ph.D.	Family and Consumer Sciences

## 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, 1<sup>st</sup> 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)

- 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)

- 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)
- 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)
- 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**

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

### **Finance – Credit Card**

1. The KEHA treasurer shall establish a single credit card account at the bank where the general fund account is held. (11/14/2016)
2. The President and 1st Vice President will be the designated card users, with the card to be used ONLY for necessary expenses with the bi-annual board meetings and annual state meeting. (11/14/2016)
3. Any time the card is used, the receipt should be scanned as soon as possible and emailed to the KEHA Treasurer. (11/14/2016)
4. Statements shall be mailed to the KEHA Treasurer. (11/14/2016)
5. As monthly statements are received, the treasurer shall verify all charges to submitted receipts, secure any missing receipts, pay the balance due and post expenses to the appropriate budget categories. (11/14/2016)
6. The card should not be used for travel expenses by any individual officer. Those expenses should be paid by the individual and reimbursed by submission of an expense voucher. (11/14/2016)

## 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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	<b>Mail dues by December 15 (Delinquent after December 31)</b> 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 <sup>nd</sup> Vice President
March	1st - <b>All contests, awards, applications, scholarships, 50 year members, etc., for KEHA state meeting due</b> 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
June	30 <sup>th</sup> – KEHA year ends

## ***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 *communicate 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*. The focus of the POW should be on outcomes-based programming with established goals and objectives. Strong connections to the Family and Consumer Sciences Extension strategic plan are encouraged.

**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 a new 3-year plan. The new POW is developed during the summer and fall following the annual meeting. Initial ideas are shared during the ***Fall Board Meeting***. The proposed plan should be final and complete 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

**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 as well as the strategic plans goals and objectives of Family and Consumer Sciences Extension.

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 for this discussion is built into the State Chairman Workshops held at the annual state meeting. However, the conversation should continue via a variety of communications channels, including phone, email and social media (when applicable).

# 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 the completed Cultural Arts and Heritage Creative Writing Contest Cover Sheet and Author Release Form. This is found on KEHA Handbook page 41a.
- Entries will not be returned; be sure to make a copy
- 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.
-

# Cultural Arts and Heritage Creative Writing Contest Cover Sheet and Author Release Form

**(This cover sheet is required for each entry.  
Entries with cover sheet are due March 1.)**

The Kentucky Extension Homemakers Association has my permission to print my creative writing entry in future editions of the *KEHA Inspirational*, 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: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_ Area: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2017-18 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 or Charcoal-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

## 2017-18 CULTURAL ARTS EXHIBIT CATEGORIES (continued)

14. JEWELRY..... Original Design  
Beaded  
Mixed Media (wire, chain maille, mixed with beads)
15. KNITTING..... Hand
16. NEEDLEPOINT ..... Cloth Canvas  
Plastic
17. PAINTING, ART ..... Oil  
Acrylic  
Water Color
18. PAINTING, CHINA
19. PAINTING, DECORATIVE ..... Wood  
Metal  
Other
20. PHOTOGRAPHY ..... Black & White (mounted & framed)  
Color (mounted & framed)
21. PILLOWS\*\*
22. QUILTS\*\*\* ..... Machine Appliqué (machine quilted)  
Hand Appliqué (hand quilted)  
Hand Pieced (hand quilted)  
Machine Pieced (hand quilted)  
Machine Pieced (machine quilted)  
Novelty (stenciled, embroidered, miniature, etc.) (hand quilted)  
Novelty (stenciled, embroidered, miniature, etc.) (machine quilted)  
Baby or Lap (hand quilted)  
Technology Based (hand or machine quilted)  
Miscellaneous (hand or machine quilted)
23. RECYCLED ART (Include a before and after picture) ..... Clothing  
Household  
Other
24. RUG MAKING
25. SCRAPBOOKING\*\*\*\* ..... Heritage Layout  
Family Layout  
Miscellaneous Layout  
Collage Layout
26. WALL or DOOR HANGING ..... Fabric  
Other
27. WEAVING..... Loom  
Hand (macramé, caning)
28. MISCELLANEOUS..... (Items not included in other categories listed, otherwise they will be disqualified)

\* All felted items should be entered in the Felting category under one of the subcategories. Items that have been knitted or crocheted and wet felted should not be entered in Knitting or Crochet.

\*\* The pillow category is for pillows made using techniques not included in other categories. Patchwork and quilted pillows are examples that may be entered in this category; however, needlepoint and embroidered pillows should be entered in their respective categories.

\*\*\*Quilts must be completely done by the KEHA member exhibitor. This includes quilting.

\*\*\*\* Scrapbooking entries are limited to 1 or 2 pages. If the entire scrapbook is sent, please designate pages to be judged.

## 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 an Extension Homemaker member and must have been completed during the past 2 years.**

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

Areas may exhibit one item from each category and/or subcategory. Maximum number is 89 for 2018.

Identification of item should be on tag provided by state and attached to exhibit.

The exhibitor and/or their representative is 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 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.

All exhibits must remain displayed throughout the duration of the Cultural Arts Exhibit. In the case of an emergency, items may be removed only on approval of the state Cultural Arts Chairman.

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 the exhibit is open. 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 2018 to 2019 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 and Spirituality
- Travel
- Classics and Old Favorites (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; use back if necessary) –

Deadline to submit January 15, 2018 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 (1<sup>st</sup> Friday in April), Earth Day (April 22), Commonwealth Clean-up week (4<sup>th</sup> 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 – 2017-2020**

Nell Manning

3225 US 27 South

Stanford, KY 40484

Phone: 606-365-9824    Email: nellmanning.0@gmail.com

# **Environment, Housing and Energy**

## 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

**Objectives:**

1. Understand which plants work best for your soil type.
2. Understand which plants work best in sun or shade.

**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:**

- Host a plant/seed swap in your county.
- Promote opportunities for entering plants and flowers in county fairs and exhibits.
- Explore options for establishing a community/Extension Office beautification project.
- Sponsor a container gardening class for your community (Examples: Sr. Citizen Center, Afterschool Programs, 4-H clubs, etc.)

## **Family and Individual Development Contest 2017-2018 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, 2018

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](mailto: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 – 2017-2020**

Carolyn Horn  
259 Shady Lane  
Crittenden, KY 41030  
Phone: 859-803-7364 Email: [chorn259@gmail.com](mailto:chorn259@gmail.com)

# 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:**

Carolyn Horn, 259 Shady Lane, Crittenden, KY 41030

## **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 State KEHA 4-H Youth Development Chairman attends Kentucky 4-H Council meetings and events. (Usually held in January 2<sup>nd</sup> week, and July.) The KEHA 4-H Youth Development chairmen at all levels 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.
- Become knowledgeable and encourage participation in county, district and state 4-H Programs such as:
  - 4-H Public Speaking
  - 4-H Demonstrations
  - County, District, and State Communications Day
  - 4-H Speeches and 4-H Demonstrations Publications
  - 4-H Communication Curriculum
- Encourage KEHA members to serve as 4-H volunteers leaders.
  - Volunteer to judge county, district and state 4-H Communications Competitions.
  - Volunteer to assist in teaching speeches and demonstrations in county clubs and school clubs.
  - Prepare senior level 4-H members in mock interviews.
  - Practice with local, district and state 4-H members in speeches and demonstrations.
- 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

6110 Twelve Oaks Drive

Ashland, KY 41102

Phone: 606-694-8150 (home) or 740-963-0111 (cell)    Email: [wsnouse@msn.com](mailto:wsnouse@msn.com)

**Kentucky Extension Homemakers Association**  
**4-H Youth Development**  
**2017-2020 Program of Work**

Situation: Providing youth with the ability to enhance and develop communication skills is of great importance in Kentucky. The development of communications skills is one of the preeminent skills necessary to grow as an individual, a community member and a leader. Using age appropriate activities selected from the approved Kentucky 4-H Communications & Expressive Arts Curriculum, educators can maximize the ability of youth to develop their writing, reading and personal communication capacities. This in turn creates a solid foundation for positive youth development (Jones, K. R. 2006).

Strong writing, reading and presentation skills present youth with the dexterity of being good communicators as well as allowing them to form receptive relationships with peers and adults. When young people are confident and capable in presenting their thoughts and feelings, they are more likely to accept roles of responsibility in their communities and enhance their contribution to society. This development of internal and external assets, as researched by the Search Institutes “The 40 Developmental Assets” helps to develop youth into competent, caring and contributing adults (Jones, K.R. 2006).

Focus: To encourage youth to develop and enhance public speaking and demonstration skills for future life skills.

**2017--2018**

**4-H Communications – Level 1: Picking up the Pieces: 4-H Speeches**

Goals: Introduce youth to practicing and developing communication, problem solving, and analyzing skills. Volunteers assist youth to discover what is needed to become a successful communicator.

Objectives: 4-H Communications: Speeches

- Youth effectively define what a speech is.
- Youth productively prepare a speech through:
  - Topic choice
  - Research/ data collection
  - Organization of written thoughts
  - Note cards
- Youth successfully deliver a speech through:
  - Eye contact
  - Posture
  - Voice
  - Gesture
  - Quotations

### Suggested Lessons:

Youth Lessons – Use the lesson plan for 4-H Youth Development, “4-H Speeches” (4KA-04PO). Other materials include “4-H Communications: Picking Up the Pieces.” This lesson plan is available from your local Extension Agent for 4-H Youth Development Education or your local Area Homemaker 4-H Youth Development Chair.

Homemaker Lessons – *Speaking for Success: How to Influence Others*, (CLD1-10) 4/26/2011  
Because public speaking plays such an important role in society, learning to be an effective speaker can lead to more successful results for any group or organization.

*Speaking for Success: FCS Facilitator's Guide*, (CLD1-10-FCS) 6/20/2012  
Effective communicators ultimately influence and engage others. The words you say and how you say them helps build an atmosphere of trust, and ultimately the willingness to take action.

## **2018-2019**

### **4-H Communications – Level 2: Putting It Together: 4-H Demonstrations**

Goals: Introduce youth to practicing and developing communication, problem solving, and analyzing skills. Volunteers assist youth to discover what is needed to become a successful communicator.

Objectives: 4-H Communications: Demonstrations

- Youth effectively define what a demonstration is.
- Youth productively prepare a demonstration through:
  - Topic choice
  - Research/data collection
  - Organization of written thoughts
  - Note cards
  - Visual aids
- Youth successfully deliver a demonstration through:
  - Eye contact
  - Posture
  - Quotations
  - Notes
  - Voice
  - Gesture
  - Arrive
  - Visual aids

### Suggested Lessons:

Youth Lessons – Use the lesson plan for 4-H Youth Development, “4-H Demonstrations” (4KA-03PO). Other materials include “4-H Communications: Putting It Together.” This lesson plan is available from your local Extension Agent for 4-H Youth Development Education or your local Area Homemaker 4-H Youth Development Chair.

Homemaker Lessons – *The Influence of Personal Characteristics: Personality, Culture and Environment* (CLD1-9) 4/26/2011. Fundamentally, leadership involves human interaction. Thus, understanding ourselves, our temperaments and why we tend to respond in certain ways is important in our development as a leader and in working with others to reach shared goals.

*The Influence of Personal Characteristics: Personality, Culture and Environment: FCS Facilitator's Guide (CLD1-9FCS) 6/20/2012.* To grow as an effective leader you must understand yourself as well as the differences of personal characteristics in others.

## **2019-2020**

### **4-H Communications – Level 3: The Perfect Fit: 4-H Mock Interview**

Goals: Introduce youth to practicing and developing communication, problem solving, and analyzing skills. Volunteers assist youth to discover what is needed to become a successful communicator.

Objectives: 4-H Communications: Mock Interview

- Youth effectively define what a mock interview is.
- Youth productively prepare for a mock interview through:
  - Research/data collection
  - Organization of written thoughts in resume/cover letter
- Youth successfully deliver a mock interview through:
  - Eye contact
  - Posture
  - Voice
  - Gesture
  - Quotations
  - Notes
  - Attire

#### Suggested Lessons:

Youth Lessons – Materials include “*4-H Communications: The Perfect Fit*”. This lesson plan is available from your local Extension Agent for 4-H Youth Development Education or your local Area Homemaker 4-H Youth Development Chair.

Homemaker Lessons – *Communication Essentials for Good Impressions* (CLD 1-3) 1/6/2011. Let’s learn more about non-verbal communication (body language) and the roles speaking and active listening play in communication.

*Communication Essentials for Good Impressions: FCS Facilitator’s Guide 9CLD1-3FCS)* 6/20/2012. Communication is the key to effective leadership and fulfilling organizational vision and mission.



# **KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION**

## **4-H Youth Development**

### **Mini-Lesson**

#### *Mobilizing Members, Volunteers and Leaders in Community Organizations: Call to Action*

Mobilizing individuals to engage and serve the organization is beneficial to any community group. Mobilizing adds the “hands” and “feet” to community organizations and empowers its membership; without engaged, mobilized members, volunteers and leaders, the benefit of an organization cannot be extended into the community. This lesson centers on the “Mobilize” aspect of the GEMS model of volunteer involvement, which includes the steps engage, motivate and supervise.

Lesson materials available at: <http://www2.ca.uky.edu/kccl/keld.php>

**Kentucky Extension Homemakers Association**  
**4-H Youth Development**  
**2017-2020**

*Homemakers Support 4-H*

We will not be having a special contest in 2017-2020. Instead, we will be honoring the following each year the KEHA State Meeting.

***Volunteer Hour for 4-H***

1. Individual with the most 4-H volunteer hours
2. Club with the most 4-H volunteer hours
3. County with the most 4-H volunteer hours

If hours are turned in for the individual competition, the hours CANNOT be included for club or county hours. If turned in for club hours, the hours CANNOT be submitted for individual or county hours. If turned in for county, the hours CANNOT be submitted for individual or club. Hours can only be submitted in ONE category.

***4-H Camp Scholarships***

1. Club with the largest dollar amount donated for 4-H camp scholarships
2. County with the largest dollar amount donated for 4-H camp scholarships

Rules are the same as volunteer hours – funds donated can ONLY be counted in one of the three categories.

The entry form on the following page must be completed, including signatures of the County Extension Agent for Family and Consumer Sciences Education and/or the County Extension Agent for 4-H Youth Development.

Send entry forms to:

Nancy Snouse  
KEHA 4-H Youth Development Chairman  
6110 Twelve Oaks Drive  
Ashland, KY 41102

Entries must be submitted by March 1.

**Kentucky Extension Homemakers Association**  
**4-H Youth Development**  
**2017-2020**

*Homemakers Support 4-H*

NAME (individual, club or county): \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ Email: \_\_\_\_\_

Please check appropriate box

Individual       Club       County

\_\_\_\_\_ HOURS VOLUNTEERED

\_\_\_\_\_ DOLLAR AMOUNT TO CAMP SCHOLARSHIPS

\_\_\_\_\_  
(If individual - signature)

\_\_\_\_\_  
County 4-H Agent Signature

\_\_\_\_\_  
County FCS Agent Signature

# 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](http://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, start a junior garden club to nurture youth in the community, and/or 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 Triennial Conference.

## **GOAL #2**

Each county is encouraged to contribute \$150.00 to the Final Push Campaign by December 31, 2017 to complete the Kentucky Academy Library building in Adjeikrom, Ghana, West Africa.

### **ACTIVITY:**

- Implement a fundraising program that will suit in your respective county – bake sale, yard sale, auction or contest.

## **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:**

- Conduct an educational program “How Safe it Your Drinking Water”.
- Organize a waterways cleanup activity involving youth.
- Implement a program involving youth on how littering can affect our drinking water.

# 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 a project that benefits the Kentucky Academy Library building.

- 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**

## **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](mailto:leoni@mundelius.com)

# KEHA International Contest Guidelines

Entries should be typed, however neatly printed hand written entries are accepted.

Entries must be in a binder.

Entries must include Contest Cove Page (found in KEHA Manual in the Appendix section).

Entries must be postmarked by March 1.

Entries sent by e-mail must follow the hard copy rules.

All donations must be sent to the current KEHA treasurer, with the check payable to KEHA.

In the MEMO field, write the specific project for the funds.

Programs must demonstrate the educational purpose, and demonstrate this impact to the members and the community. Please list the number of members involved in the process and number of people benefitted by the program.

Supporting materials (example: pictures, newspaper clippings, invitation, program etc.) for the entries must be photocopies.

Creativity of the Program----- 40%  
Members Participation-----30%  
Supporting materials-----20%  
Following directions----- 10%

All entries to be sent to:

Leoni Mundelius

675 Ky. Hwy. 198

Stanford, Ky. 40484-8075



# KEHA Clean Water Program

## *Bucket Water Filter*



Water is one of the most precious natural resources that we often take for granted. Water makes up about 60 percent of your body weight. In order for our body to function properly, average intake for adult women is 8-9 cups per day in order to replenish the water we lost.

But, in some countries, drinking water makes people sick and shortens their lives due to the presence of bacteria and parasites in their drinking water.

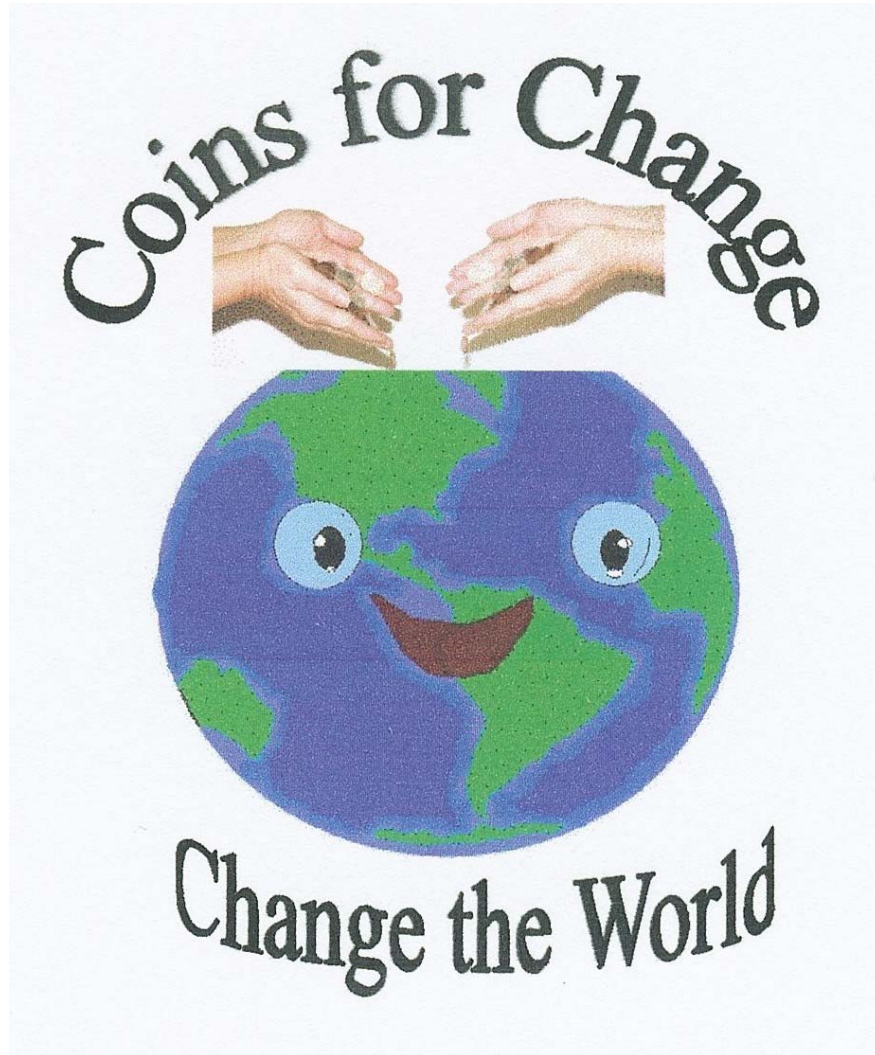
Zero Point One Bucket Water Filter will take care of the bacteria and parasites in the water and turn it into potable drinking water. The bucket water filtration system can filter up to 700 gallons of water per day and the company guarantees the filter up to 1 million gallons of water. Each water filter costs approximately \$26.00.

KEHA is supporting the clean water needs in the Philippines for 2016-2019. We have a Filipina Homemakers club that will distribute the filters and show them how to use and care for the filter for its optimum life.



## Create Your Own Coins for Change Jar

Print the image below and affix it to a jar or can for collecting Coins for Change in your club, county or area. See the second photo for an example.



Example:



## **MANAGEMENT AND SAFETY PLAN OF WORK 2017-2020**

### 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. There are many ways to manage expenses such as managing holiday expenses and savvy shopping. Learning how to downsize their homes is part of many retirees financial planning. Many changes are happening with health care laws and insurance and we all need to stay abreast of these issues.

### ***Lessons Currently Available (2017)***

#### **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

## *LESSONS ON THE HORIZON (2018)*

### **Focus: Using Pinterest beyond Crafts and Apps: Financial Goal Setting**

Goal: To assist participants in the process of developing financial goals and using vision boards to help them achieve their goal.

Objectives:

- Define the components of SMART financial goals
- Identify three personal financial goals (short-term, medium-term, and long-term)
- Develop a goal action plan
- Understand how to use a vision board to help reach financial goals

Activities:

- Developing SMART financial goals
- Creating a goal vision board using Pinterest
- Developing a goal action plan

Lesson:        Using Pinterest: How to Make Your Money Go Further – Financial Goal Setting

### **Focus: International Travel: What You Need to Know Before You Go**

Goal: To assist participants in the process of developing financial goals and using vision boards to help them achieve their goal.

Objectives:

- Identify international travel planning tasks.
- Understand how to prepare for local culture and customs
- Understand how to pack for an international trip

Activities:

- Preparing for Your International Trip
- Preparing for Unexpected Events during your Trip
- Learning about Local Culture and Customs
- Creating a Capsule Wardrobe

## *LESSONS IN DEVELOPMENT (2018 & 2019)*

1. Savvy Sellers and Bargain Hunters: Online Edition
2. Developing Your Digital Estate Plan
3. Planning for Tomorrow: Long Term Care Options and Insurance

## **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 – 2017-2020**

Karen Yerkey  
6992 Hwy 1740  
Hardinsburg, KY 40143-6182  
Phone: 270-668-5963    Email: kyerkey7@gmail.com

## 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 1<sup>st</sup> to the Karen Yerkey, KEHA Leadership Development Chairman, 6992 Hwy 1740, Hardinsburg, KY 40143-6182.
- ◆ 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.



## **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:

Karen Yerkey, 6992 Hwy 1740, Hardinsburg, KY 40143-6182.

- ◆ 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  
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://students.ca.uky.edu/scholarships>.
- E. Applications are due by March 1<sup>st</sup> to and must be submitted as directed on the College of Agriculture, Food and Environment website.

# 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  
P.O. Box 634  
Martin, KY 41649-0634  
marena@mikrotec.com

Handbook 105  
June 2017

**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

Handbook 106  
June 2017

## 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 2<sup>nd</sup> 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  
P.O. Box 634  
Martin, KY 41649-0634

***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  
2<sup>nd</sup> Vice President  
P.O. Box 634  
Martin, KY 41649-0634

**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](http://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.