

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

Past Presidents (2017)	1
Creed (2015)	2
Collect (2015)	2
KEHA Board Directory Information (2015)	3
Area Map (2015)	4
UK Extension Personnel (2018)	5
Articles of Incorporation (2015; 2018)	7
Bylaws (2015; 2018)	12
Standing Rules (2017)	24
KEHA Reminder Calendar (2018)	30
Inspiration Book Rotation (2015)	31
Recreation Book Rotation (2015)	32
Program of Work (2017)	33
Cultural Arts & Heritage (2018)	35
Program of Work (2016; 2018)	36
Creative Writing Contest Guidelines (2018)	40
2016-17 Cultural Arts Exhibit Categories (2018)	42
Judging Criteria (2015)	44
Exhibit Rules (2017)	45
Book List Form (2018)	46
Environment, Housing, Energy (2018)	47
Program of Work (2018)	48
Adopt-A-Highway Awards (2018)	49a
Family & Individual Development (2018)	50
Program of Work (2018)	51
Strengthening Families Contest (2018)	55
Food, Nutrition & Health (2018)	56
Program of Work (2018)	57
Food, Nutrition & Health Awards (2018)	59
4-H Youth Development (2017)	60
Program of Work (2017)	61
Awards: Homemakers Support 4-H (2017)	65
International (2018)	67
Program of Work (2018)	68
International Project Awards (2018)	71
International Contest Guidelines (2018)	72
KEHA Clean Water Program (2018)	73
Coins for Change Graphic (2017)	73a
International Programs Organization Chart (2015)	74
Exchange Program (2015; 2018)	75
ACWW Projects (2015)	78

Management & Safety (2016)	79
Program of Work (2017)	80
Leadership Development (2018)	83
Program of Work (2018)	84
Community Volunteerism Awards (2018)	88
Volunteer Service Unit (VSU) Program (2018)	89
Implementing a County VSU Program (2018)	92
KEHA Scholarships	
Evans/Hansen/Weldon Scholarship Fund (2017)	94
Evans/Hansen/Weldon Scholarship Application (2015)	96
KEHA Homemaker Member Scholarship (2018)	99
KEHA Homemaker Member Scholarship Application (2018)	100
KEHA Endowed Scholarship at UK (2017)	103
KEHA Mini Grants for Study or Research (2016)	104
KEHA Study or Research Mini-Grant Application (2018)	105
KEHA Development Grant (2018)	107
KEHA Development Grant Application (2017; 2018)	109
Master Farm Homemakers Guild, Inc. (2018)	112
History	
History of KEHA (2015)	115
The Cooperative Extension Service (2015)	122

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.

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. Jennifer Hunter, Assistant Director, Family and Consumer Sciences Extension

Mrs. Kimberly Henken, KEHA State Advisor; Acting Director, School of Human Environmental Sciences

Ricky Yeargan, Interim Assistant Director, Agriculture & Natural Resources Extension

Dr. Mark Mains, Assistant Director, 4-H Youth Development Programs

Dr. Ken Jones, Director of Program and Staff Development, Cooperative Extension Service

Dr. Jeff Young, Director of County Operations, Cooperative Extension Service

Kentucky State University Administrative Staff

Dr. Kirk Pomper, Director of Land Grant Programs

Dr. Johnnie Westbrook, Associate Extension Administrator

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
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
Alex Elswick, M.S.	Family Resource Management
Brian Fitzpatrick, M.S.	Computer Support Specialist/Webmaster
Maria Harris, M.Ed.	Family and Consumer Sciences
Jennifer Hunter, Ph.D.	Family Financial Management
Brooke Jenkins-Howard, M.S.	Nutrition Education Program
Natalie Jones, M.S.	Physical Activity
Jann Knappage, MPH	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 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
Paula Plonski, M.A.	Nutrition Education Program
Lindsay Poore, M.A.	Nutrition Education Program
Katie Shoultz, J.D.	Nutrition Education Program
Kelli Thompson, M.A.	Graphic Artist
Jackie Walters, M.B.A.	Nutrition Education Program
David Weisenhorn, Ph.D.	Parenting and Child Development
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
LeChrista Finn, Ph.D.	Health
Kristopher Grimes, Ph.D.	Nutrition Education
Allison Young, Ph.D.	Family and Consumer Sciences

Mrs. Fred Sammons
Worthington, Kentucky 41183

Mrs. Bobby Depew
Route 3
London, Kentucky 40741

Mrs. Howard Bennett
Route 6
Mayfield, Kentucky 42066

Mrs. William Tucker
27 Lisle Lane
Winchester, Kentucky 40391

Mrs. Reuben Ball
1329 Cantrell Street
Ashland, Kentucky 41101

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

Mrs. Earl Friedly
Rt. 4
Georgetown, KY 40325

ARTICLE X

The names and addresses of the incorporators are as follows:

Mrs. Mitchell Bertram
Kenwood Ct.
Glasgow, Kentucky 42141

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

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

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

ARTICLE XI

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

ARTICLE XII

The membership of the association shall be organized by County Extension Homemakers Associations in partnership with the Kentucky Cooperative Extension Service. Educational programs of the Kentucky Cooperative Extension Service serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. Application for membership shall be made in writing to the County Extension Homemakers Association and is to be accompanied by dues for one year. Membership may be initiated or terminated as may be provided in these Articles of Incorporation or by the By-Laws.

ARTICLE XIII

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

ARTICLE XIV

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

Last Amended May 8, 2018

Section 2. County Extension Homemakers Associations:

The Kentucky Extension Homemakers Association in cooperation with the Kentucky Cooperative Extension Service serves all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. Application for membership shall be made in writing to the County Extension Homemakers Association and be accompanied by dues for one year. Membership may be initiated or terminated as may be provided in the Articles of Incorporation or by these By-Laws. To be eligible to affiliate with the Area Association or State Association, the County Association must have by-laws outlining the responsibilities of its officers and committee chairmen and must pay dues.

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

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

ARTICLE III - OFFICERS AND ELECTED CHAIRMEN ELECTION AND DUTIES

Section 1. Officers

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

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

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

- a. The KEHA Executive Committee shall elect a three member nominating committee prior to the Annual Meeting of the KEHA. This committee shall consist of one member of the KEHA Executive Committee to be elected in 2001 and every third year thereafter; one Area Association President to be elected in 2001 for a two year term and in 2003 and every third year thereafter; and one Educational Program Chairman to be elected in 2001 for a one year term and in 2002 and every third year thereafter. The member serving the third year of their term shall serve as Chairman. A member of the University of Kentucky Extension Family and Consumer Sciences staff shall serve as advisor.

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

Section 2. Area Meetings

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

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

ARTICLE VII - AMENDMENTS

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

ARTICLE VIII - DISPOSITION OF ASSETS IN CASE OF DISSOLUTION

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

ARTICLE IX - PARLIAMENTARY AUTHORITY

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

Revised April 28, 1998, April 27, 1999

Revised April 24, 2001

Revised April 19, 2005

Revised May 14, 2008

Revised April 22, 2009

Revised May 12, 2010

Revised May 16, 2012

Revised May 6, 2015

Revised May 8, 2018

KEHA REMINDER CALENDAR

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

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION

CULTURAL ARTS and HERITAGE

Program Overview

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

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

KEHA Cultural Arts Chairman 2018 to 2021

Marilyn Watson
KEHA Cultural Arts Chairman
2286 Melwood Drive
Henderson, KY 42420
Phone: 270-827-1385
Email: mjmw1315@twc.com

Activities:

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

KEHA Cultural Arts Chairman 2018 to 2021

Marilyn Watson
KEHA Cultural Arts Chairman
2286 Melwood Drive
Henderson, KY 42420
Phone: 270-827-1385
Email: mjmw1315@twc.com

Cultural Arts and Heritage

Guidelines for Creative Writing Contests

General:

- Only one entry per person is allowed in each category
- Entries are open only to members of KEHA
- All entries must be original
- Entries should not contain words of profanity
- The KEHA Executive Board reserves the right to not print any entry due to content
- Entries should be typed, *however* legible hand written entries will be accepted if there is no way the entry can be typed
- Entries submitted in electronic format, preferably in Microsoft Word, are encouraged
- Each entry should be submitted for state judging with 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:
Marilyn Watson
KEHA Cultural Arts Chairman
2286 Melwood Drive
Henderson, KY 42420
Phone: 270-827-1385
Email: mjmw1315@twc.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: _____

2018-19 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



Kentucky Extension Homemakers Association

Cultural Arts and Heritage — Book List

Please help compile the 2019 to 2020 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, 2019 to:

Marilyn Watson
KEHA Cultural Arts Chairman
2286 Melwood Drive
Henderson, KY 42420
Phone: 270-827-1385
Email: mjmw1315@twc.com

ENVIRONMENT, HOUSING, & ENERGY

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

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

KEHA Environment, Housing and Energy Chairman – 2018-2020

Debbie Pierce

429 Marsailles Road

Versailles, KY 40383

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

Environment, Housing and Energy

Program of Work for 2018 -2021

Theme: The Three B's of Home Landscaping: Bees, Butterflies and Birds

2018-2019 (Year One)

TITLE: The Buzz about Bees

Goal: KEHA members will learn why bees are important to our environment and ways to encourage bees to inhabit local areas.

Objectives:

1. Learn why bees are beneficial to the environment.
2. Understand how planting native plants can encourage bees to inhabit your area.
3. Understand how honey can be a beneficial addition to your food choices.

Lessons:

- The Buzz About Honey

Resources:

- Selecting Plants for Pollinators
<http://pollinator.org/assets/generalFiles/EBFContinentalrx13FINAL.pdf>
- Attracting Pollinators to Your Garden Using Native Plants
<https://www.fs.fed.us/wildflowers/pollinators/documents/AttractingPollinatorsV5.pdf>
- 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:

- Coordinate with a Horticulture Agent or Master Gardener to present a workshop pertinent to bees with neighboring counties.
- Host a plant/seed swap in your county to encourage more pollinators.
- Promote opportunities for entering plants and flowers in county fairs and exhibits.
- Adopt-A-Highway to beautify your community and promote Kentucky Extension Homemakers.

2019-2020 (Year Two)

TITLE: Birds and your Outdoor Spaces

Goal: KEHA members will learn ways (native plantings and habitat building) to encourage a variety of birds to inhabit their landscape.

Objectives:

1. Understand how native plants are good for the environment and encourage birds to inhabit your space.
2. Identify plants that are particularly appealing to the birds you wish to attract.

2020-2021 (Year Three)

TITLE: Monarchs, Skippers, Painted Ladies and other Kentucky Butterflies

Goals: KEHA members will learn what type plants are ideal for nurturing butterflies through their life cycle.

Objectives:

1. Understand which plants are ideal habitats for butterflies.
2. Understand plants to group together to encourage healthy development of butterflies through the life cycle.

Environment, Housing and Energy Awards

Adopt-A-Highway Awards

Goal: To encourage homemaker members to participate in community beautification efforts through participation in the Adopt-a-Highway program from the Kentucky Department of Transportation.

Because the Department of Transportation will post a sign at each adoption site, this will also be an effort to promote KEHA. **Name listed to appear on sign should be: Kentucky Extension Homemakers Association – XXX County or Kentucky Extension Homemakers Association – XXX Club.**

All counties and clubs fully participating in the Adopt-A-Highway program will be recognized at the KEHA Annual Meeting. Plaques will be given to the county adopting the most miles and the county adopting the most miles as a percentage of membership.

To enter send the following information: (Incomplete entries will not receive recognition.)

- 1) Photos of highway sign(s)
- 2) A copy of the AAH report form for each clean up date:
<https://transportation.ky.gov/AdoptaHighway/Documents/Adopt-a-Highway%20Program%20Cleanup%20Survey.pdf>
- 3) Before and after clean up photos for each clean up date

Entries must be submitted to:
Debbie Pierce
grammydp@windstream.net

Environmentally friendly electronic entries with digital photos are encouraged, however paper entries may be submitted to:

Debbie Pierce
KEHA Environment, Housing & Energy Chair
429 Marsailles Road
Versailles, KY 40383

FAMILY AND INDIVIDUAL DEVELOPMENT

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

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

KEHA Family and Individual Development Chairman – 2018-2021

Leoni Mundelius

675 Ky Hway 198

Stanford, KY 40484

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

Family and Individual Development 2016-2019

Focus 1: Strengthening Families

Rational

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

Goals

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

Lessons

<i>FCS7-138</i>	<i>Family Vitality, Characteristics of Strong Families.</i>
<i>*FCS7-140</i>	<i>Family Vitality: Time Together</i>
<i>CLD 1-8</i>	<i>Generational Differences</i>
<i>*CLD 1-1</i>	<i>The Power of Motivation</i>
<i>HFD-PR0-001</i>	<i>Feed Hungry Young Minds through Storybook Adventures</i>
<i>HE 1-32</i>	<i>Dealing Creatively with Conflicts</i>
<i>HFD—CAG-139</i>	<i>Grandparents and Children Together</i>

Activities

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

Focus 2: Embracing the Family Life Cycles

Rational

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

Goals

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

Lesson

<i>FCS7-167</i>	<i>A Healthier, Happy You: “Making Smart Lifestyle Choices”</i>
<i>FAM-QS101</i>	<i>Saying No To Negative Stress</i>
<i>FAM-SP207</i>	<i>Relating To Other Family Members</i>
<i>*FCS7-206</i>	<i>Stand Up to Falling: What to do When You Fall</i>
<i>*HEEL-LR911</i>	<i>Physical Activity for the Mind and Body</i>
<i>*FCS7-204</i>	<i>Enhancing Mental Health through Life Story</i>
<i>*HEEL-LEJ.101</i>	<i>Educate Before You Medicate</i>
<i>*FCS3-539</i>	<i>Understanding Diabetes</i>

Activities

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

Focus 3: Preserving Your Family History

Rational

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

Goals

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

Lesson

HHF-LRA.170

Our Treasured Belongings: Ties That Bin

FCS7-200

Life Story: How Your History Can Help You

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

*CT-LMH.062

Making the Most of Your Clothing Investments: Closet Storage

*CT-LMH.144

Clothing Storage

*CT-MMB.067

Care and Storage of Quilts

*FCS2-840

Stain Removal for Washable Fabrics

Activities

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

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versions of page 54
dated prior to June
2016.

**Family and Individual Development
Contest 2018-2019
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, 2019

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 Leoni Mundelius at:

Email: leoni@mundelius

Mail: Leoni Mundelius, 675 Ky Hwy 198, Stanford, Ky 40484

Questions may be directed to Leoni via email or by calling 606-699-8942.

FOOD, NUTRITION, AND HEALTH

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

- Use current information for food preservation and food safety techniques to stretch food dollars
- Provide research-based information on healthy foods and their impacts on health
- Conduct programs that contribute to improving nutrition and health for individuals, families, and communities
- Become more aware of opportunities to serve in our communities that focus on nutrition, physical activity, health, and wellness
- Increase health literacy for chronic diseases prevention by knowing health numbers (e.g. blood pressure, cholesterol), family history, and health screenings schedule (e.g. ovarian cancer screenings)
- Promote the University of Kentucky Ovarian Cancer Research Fund program with increased donations and participants
- Reduce chronic disease prevalence through healthy lifestyle choices

Some programs available at your County Extension Offices include:

- Champion Food Volunteer
- Eating for Health
- Food Preservation
- Food Safety
- Making Healthy Lifestyle Choices
- Taking Ownership of Your Diabetes
- Weight the Reality Series
- The Mind/Body Connection
- Healthy Homemakers

KEHA Food, Nutrition and Health Chairman – 2018-2020

Please see the KEHA Board Directory at www.keha.org for contact information for the current chairman.

FOOD, NUTRITION, AND HEALTH

Program of Work 2018-2021

Theme: Making Healthy Choices the Easiest Choices

2018-2019 (Year One)

Title: Food Safety, Preparation, and Local Resource Management

Goal: KEHA members will increase the food safety and preparation skills as well as learn about their local food resources as a way to increase access to healthy foods and save food dollars.

Objectives:

1. Learn and apply skills of food safety and preparations
2. Increase knowledge of foods and local food resources
3. Increase success to healthy fruits and vegetables while saving food dollars on local, in-season products
4. Increase the number of volunteers for local food distributors and organizations

Lessons:

- MIS_AP.200 Plate it up! Kentucky Proud
- MIS_KH.400 Gardening Options for Everyone
- FCS3-578 Home Canning Basics

Suggested Activities:

- Start a community garden
- Encourage individuals to learn about container gardening when living in small spaces
- Take a tour of your local farmer's market
- Develop recipes that utilize local produce
- Prepare recipes together from the Plate It Up! Kentucky Proud recipe list
- Volunteer as a group with local organizations in your county that promote nutrition and healthy eating (i.e. food pantries, farmer's markets, community gardens)
- Host or partner with neighboring counties to offer food preservation workshops focused on canning, freezing, and drying fresh foods for younger generations in your community

Additional Resources:

Kentucky Department of Agriculture: <http://www.kyagr.com/>

Plate it up! Kentucky Proud recipes: <https://fcs-hes.ca.uky.edu/content/plate-it-kentucky-proud>

Kentucky Association of Food Banks: <http://kafb.org/>

Ball Canning Guides – <https://www.freshpreserving.com/canning-guide-pdfs.html>

2019-2020 (Year Two)

Title: Making Nutritious Food Choices

Goal: KEHA members will develop the knowledge and skills necessary to make informed food choices and to increase fruit and vegetable consumption. In addition, new methods of cooking and food eating styles will be explored

Objectives:

1. Develop skills necessary to identify healthy foods (reading nutrition facts label, recipe substitutions)
2. Increase fruits and vegetables consumption
3. Apply skills to make informed decisions regarding healthy foods

Lessons:

- NEP 201a What Counts as One Serving?
- FN-SSB.001 Adapting Recipes
- FCS3-559 Focus on Nutrition-Dense Foods and Beverages
- FCS3-564 – The Gluten-Free Choice: Is it for me?
- FN-AP-041 Vegetarian 101

Suggested Activities:

- Host a healthy “recipe swap” or “coupon swap” event in your county
- Take a grocery store tour
- Sponsor a food fair at a community or senior center with recipe tastings and activities
- Learn new ways to prepare meals (e.g. crockpot, on-pot cooking, cooking in batches)
- Develop a healthy KEHA cookbook and sell as a fundraiser
- Explore different diets and understand when it is appropriate to use certain eating styles and the health benefits of those diets (e.g. vegetarian, gluten-free)

Additional Resources:

Choose MyPlate: - <https://www.choosemyplate.gov/>

Crockpot and Slow Cooker Good Safety: Colorado State Extension –

<http://farmtotable.colostate.edu/docs/crockpot-food-safety.pdf>

American Heart Association Healthy Eating –

http://www.heart.org/HEARTORG/HealthyLiving/HealthyEating/Healthy-Eating_UCM_001188_SubHomePage.jsp

2020-2021 (Year Three)

Title: Know Your Numbers and Your Family History

Goal: KEHA members will make lifestyle choices to improve individual health through nutritious diets, increased health literacy for chronic disease prevention, and participating in regular physical activity.

Objectives:

1. Increase health literacy for chronic diseases prevention by knowing health numbers (e.g. blood pressure, cholesterol), family history, and health screenings schedule (e.g. ovarian cancer screenings)
2. Reduce chronic disease risk by practicing healthy food and lifestyle choices
3. Increase physical activity in ways conducive to health status and lifestyle (e.g. aerobic, balance and flexibility, strength training)

Lessons:

- FCS2-576 Staying Off the SoFAS: Ways to Limit Solid Fats and Added Sugars
- FCS3-529 Understanding Diabetes
- HSW-PAR.808 Stroke: Reduce Your Risk
- HSW-PAR.809 Women and Heart Disease
- HEEL-LR.911 Physical Activity for the Mind and Body
- HEEL-LR.925 Don't Lose It – Move It

Suggested Activities:

- Form a team or host a walk or 5K event for the community (HEEL-LP.919 How to Plan a Community Walk/Run Event)
- Establish a walking group at your local park or a convenient location
- Promote a local health fair
- Invite guest speakers to discuss certain chronic diseases (e.g. RNs, Pharmacists, Diabetes Educator)

Additional Resources:

Kentucky Department of Public Health Wellness and Health – <http://chfs.ky.gov/dph/>

Kentucky Diabetes Network – <http://www.kydiabetes.net/>

CDC What is Health Literacy – <https://www.cdc.gov/healthliteracy/learn/index.html>

American Cancer Society Guidelines for the Early Detection of Cancer –

<https://www.cancer.org/healthy/find-cancer-early/cancer-screening-guidelines/american-cancer-society-guidelines-for-the-early-detection-of-cancer.html>

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:

KEHA Food, Nutrition and Health Chairman as listed on the KEHA website (www.keha.org)

INTERNATIONAL

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

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

KEHA International Chairman – 2018-2021

Becky Grace Clay

7668 Ky Route 580

Oil Springs, KY 41238

Phone: 606-367-4539 Email: beckygrace_07@hotmail.com

KEHA INTERNATIONAL PROGRAM OF WORK

2016-2019

Situation: The Kentucky Extension Homemakers Association (KEHA) maintains a vital interest in our global society and its impact in Kentucky, across our nation and worldwide. KEHA receives support for these activities through its relationship with these partners: ACWW (Associated Country Women of the World), CWC (Country Women’s Council), and NVON (National Volunteer Outreach Network), as well as local and other affiliated organizations. KEHA involvement includes the activities of attending their meetings, funding assistance, paying dues and participation in their programs. All of the above work is implemented in collaboration with the United Nations “Sustainable Development Goals” (SDGs). 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 UN’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 Climate Change and Zero Hunger

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):

- 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.
 - **Grow Local, Buy Local:** Grow your own garden, organize a community garden and start a junior garden club to nurture youth in the community, support your local Farmers market.
 - **Access to Adequate Food all Year Round:** Support the Backpack Program, local Food Pantries, and Children Feeding Program - both local and International
- KEHA International Chair will attend ACWW Triennium Conference.

GOAL #2 Quality Education

Continue to raise funds to furnished Kentucky Academy Library 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 Empowering Women

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 ACWW organizations “Pennies for Friendship” and other half of collection will support KEHA international program goals.

GOAL #4 KEHA Clean Water and Sanitation

This project supports bucket water filter, sanitation and hygiene products to the Philippines and to any place with urgency for clean water.

ACTIVITIES:

- Conduct an educational program “How to Safely Dispose Medications”.
- Know your water https://www.uky.edu/KGS/education/factsheet_water.pdf
- Organize a waterways cleanup activities involving youth.
- Implement a program involving youth on how littering can affect our drinking water.

GOAL #5 Life Below Water

Oceans contain 97 percent of Earth's water with over 3 billion people depend on marine and coastal biodiversity for their livelihood and source of protein. But pollution, trash and overfishing made a negative impact as much as 40 percent of world's oceans.

ACTIVITY:

- Come up with an alternative invention to limit the use of disposable plastic.
- Must be something that is not widely already in use

INTERNATIONAL PROJECT AWARDS 2016-2019

Goal #1

Submit one or more project(s) that implements the Zero Hunger Challenge listed:

- **Tree Planting**
 - Individual, county, club or area project.
- **Grow Local, Buy Local:**
 - Club, county or area project.
- **Access to Adequate Food all Year Round:**
 - Individual, county or area 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

Goal #5

Submission of original or improvised creativity that would benefit the oceans

- Individual, Club, County or Area

Plaque and Certificates

Submit all contest entries to Becky Clay by March 1.

Becky Grace Clay

7668 Ky Route 580

Oil Springs, KY 41238

Phone: 606-367-4539 Email: beckygrace_07@hotmail.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:

Becky Clay

7668 Ky Route 580

Oil Springs, KY 41238

Email: beckygrace_07@hotmail.com

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 make them sick and shortened their lives due to the presence of bacteria and parasite 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 water per day and the company guarantees the filter up to 1 million gallons of water.

KEHA is supporting the clean water needs in the Philippines and to any country with the urgency of clean water supply. We have a Filipina Homemakers club that will distribute the filters in the Philippines and demonstrate the use and care for the filter for sustainable viability.



KEHA INTERNATIONAL EXCHANGE PROGRAM

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

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

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

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

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

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

KEHA extends Home Hospitality to a foreign visitor to observe the Program of Work in three areas. The host areas will be the three areas contributing the largest amount of Coins for Change during the previous year. Length of stay for the visitor will be set by the areas extending the invitation for home hospitality. KEHA will pay round trip expenses with the amount contingent upon the anticipated travel costs and fund balance in Coins for Change.

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 (2018)

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 Planned Buying Process
- Understanding Medicare Coverage Choices

Lesson: Evaluating Your Health Insurance Needs and Options

LESSONS ON THE HORIZON (available as pilot)

Focus: Planning Your Digital Estate

Goal: To ensure the safety and security of one's own digital information by creating a digital estate plan.

Objectives:

- To understand the difference between traditional estate planning and digital estate planning.
- To take inventory of digital assets.
- To write a digital estate plan.

Activities:

- Traditional Estate Planning vs. Digital Estate Planning
- Inventory of Digital Assets
- Writing a Digital Estate Plan

Lesson: Planning Your Digital Estate

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

Lesson: International Travel: What You Need to Know Before You Go

LESSONS IN DEVELOPMENT (2018 & 2019)

1. Savvy Sellers and Bargain Hunters: Online Edition
2. Planning for Tomorrow: Long Term Care Options and Insurance

LEADERSHIP DEVELOPMENT

All Educational Chairmen within our KEHA organization are expected to work together to integrate their programs of work and other community projects where possible. Our educational focus deals with developing a strong leadership base for the organization and community. By doing this we will strengthen our community outreach efforts and increase the application and use of our scholarships.

All chairmen should take the following ideas into consideration when planning their own programs and projects.

- Make use of available training materials for all officers, chairmen, and membership statewide.
- Promote Master Volunteer Programs.
- Encourage members, as individuals and groups, to volunteer for community agencies and projects.
- Encourage donations to and applications for the Evans/Hansen/Weldon and KEHA Homemaker Scholarship funds.
- Promote activities that encourage community involvement in strengthening families and education, such as tutoring in schools, mentoring new moms, Project Graduation, Big Brothers/Sisters, adult literacy, etc.
- Encourage members to learn about how local and state government works and what they can do to affect decisions and actions.
- Encourage voter registration and voter participation.
- Encourage and promote applications to the KEHA Endowed Scholarship at the University of Kentucky.

KEHA Leadership Development Chairman – 2017-2020

Karen Yerkey

6992 Hwy 1740

Hardinsburg, KY 40143-6182

Phone: 270-668-5963 Email: kyerkey7@gmail.com

LEADERSHIP DEVELOPMENT

2018 – 2021 PROGRAM OF WORK

CITIZENSHIP

There are three significant ways all Americans can express their citizenship: serving in the military, participation in the judicial process by serving on juries when called, and voting. While many can't or choose not to join the military service, all can serve on a jury, witness a trial, or observe any city/town/county or national level governmental process.

Every citizen over the age of 18 should vote at every election no matter how small the issue seems, because all votes count. Voting provides each individual with a voice in the governmental process. Our elected officials can't do their job, serve the people who elected them, without that mandate or message from us. In this respect, we all work together in a very profound way.

Focus:

Becoming the best citizen we can be involves our participation in our local government, knowing who our legislators are, keeping abreast of the issues, and letting them know what you think from time to time.

GOALS:

1. Encourage all eligible family members to vote at each and every election.
2. Participate in local government by attending council and court meetings, and getting to know your leaders there.
3. Incorporate what you hear and see at these meetings into discussions for the dinner table, when visiting with club members, etc. Get the word out, and talk about what's going on.

SUGGESTED ACTIVITIES:

1. Host a public forum for your whole community to come together with people in office or running for office to discuss their views and answer questions from the community attendees.
2. Plan a trip to Frankfort to be part of the gallery, observe the process and meet with your legislator.
3. Read about how bills are drafted, reviewed, and voted on by our legislators.
4. Conduct an outreach program to promote voter registration.

LEADERSHIP

Leadership Development is a journey of personal and community growth. This growth is supported by the University of Kentucky through its advisors and programs, participated in and developed by the agents and membership, and shared by the volunteer membership with each other and the citizens of the community around them.

It is an opportunity for all KEHA members to build experience through training and practice, recognize our potential, lift each other up and work toward the future together. All members are encouraged to participate in opportunities for training and education to strengthen our potential, empower effective, energetic involvement and better serve our families and communities. We will share successes as well as failures, learn from them, and continue to move ever onward with each new challenge. Best of all, the joy and satisfaction of accomplishment will feed our confidence to grow as a person, community and organization.

Focus:

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

Goals:

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

Suggested Activities:

1. Encourage all members to participate in Leadership Development training and lessons.
2. Incorporate leadership training into area and county annual meetings.
3. Attend leadership seminars when available.
4. Encourage all members to participate in all projects.

Lessons:

1. Using a SWOT Analysis: Taking a Look at Your Organization (CLD2-5)
 2. Visioning: Setting the Future of Your Organization (CLD2-2)
 3. Developing and Implementing an Action Plan for Community Organizations (CLD2-6)
- [Lesson materials are available online at: www2.ca.uky.edu/kccl/keld.php.]

Leadership Book Clubs/Study Options:

1. *Love Works: Seven Timeless Principles for Effective Leaders* by Joel Manby. Published 2012 by Zondervan, Grand Rapids, Michigan.
2. *Our Iceberg is Melting: Changing and Succeeding Under Any Conditions* by John Kotter. Published 2005 by St. Martin’s Press, New York, New York.

[Facilitator guides for the book study options will be available in fall 2018.]

VOLUNTEERISM **Ongoing Program**

KEHA members are all encouraged to serve their community as a volunteer, to be aware of the community needs and help find ways to fulfill them. Additionally, members are asked to faithfully record those hours spent in volunteer service. Recording volunteer service time allows KEHA to quantify the organization's impact through service to the UK Cooperative Extension Service, through the program and activities coordinated by KEHA leaders and through the community involvement of our members. Documenting volunteerism provides a quantifiable value of our impact.

Focus:

Continue to encourage volunteer service by all members, work to identify community needs, and participate in the work of helping others through that service. Report volunteer hours of all members accurately and more easily.

Goals:

1. Continue to focus on volunteerism and service to each other and our community.
2. Improve the process of recording and reporting volunteer service hours, as well as recognition of those hours.
3. Determine the value of volunteer hours at the county, area and state levels. (The dollar value in KY is \$21.38, (2016) and the National value is \$24.14 (2016).

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

Suggested Activities:

1. Compile a listing of local organizations and agencies in need of volunteers, including contact information for each organization/agency.
2. Survey members to determine what volunteer services are currently supplied by homemakers to the community.
3. Form partnerships with community organizations to help promote programs.
4. Promote and publicize the VSU program.

Reporting Process for Volunteer Service Units (VSU):

It is helpful for members of clubs to go over, collect and tally all VSU logs at the last meeting of the Homemaker year in spring. Total hours of volunteer service units should be added to the Program of Work Report form as requested.

1. Clubs report to county, county reports to area, and area reports to state.
2. The Club Leadership Chair will collect the VSU log from members, insure that hours are totaled by category and complete the Program of Work report. The VSU logs and Program of Work Report should be sent to the County Chairman **by July 1**.
3. The County Chairman will complete the County VSU Report Form and the Program of Work Report Form. The county reports should be forwarded to the Area Chairman **by August 15**.

4. The Area Chairman will compile all county reports into one Program of Work Report and complete the Area VSU Report Form. All pages should be submitted to the State Leadership Development Chairman **by September 15**.
5. The State Leadership Chairman will publish the information in the VSU Program booklet at the next KEHA State Meeting. The member from each area with the highest total hours in each category will receive a special state certificate.

SCHOLARSHIPS **Ongoing Program**

Situation:

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

Focus:

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

Goals:

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

Suggested Activities:

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

Contest/Recognition:

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

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

COMMUNITY VOLUNTEERISM AWARDS

Club and County Level

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

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

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

Format should include:

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

JUDGING CRITERIA

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

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION LEADERSHIP DEVELOPMENT

VOLUNTEER SERVICE UNIT (VSU) PROGRAM

The Volunteer Service Unit (VSU) program is intended to recognize individual volunteer efforts in your club and community. It is also intended to help you grow personally in volunteer leadership skills, and to show you how you might use those skills. For example, you might want to climb a “volunteer career ladder.” That is, you may want to go on to more responsible volunteer positions in KEHA or in other groups. In addition, volunteer experience is often accepted and equated to paid employment if described in comparable terms when seeking employment.

- 1) **What is a volunteer?** A volunteer is an individual who agrees to do a job or perform a service for others (not family*) for which the only pay is the personal satisfaction of a job well done. A volunteer can share time, knowledge, skills, materials, etc. with others. A volunteer may be paid or reimbursed for out of pocket expenses related to volunteer work.
- 2) **What is a Volunteer Service Unit (VSU)?** A VSU is an hour of volunteer effort. These hours include hours spent in preparing to carry out a volunteer activity as well as the hours spent directly involved in volunteer work. This includes hours spent within the KEHA organization, in volunteer roles with Cooperative Extension and other community work.
- 3) **How can I earn VSU's?** By regularly recording volunteer service hours on the VSU log and submitting your log to your county club/county Leadership Development Chairman. VSUs should be reported in the KEHA year in which the service occurred.
- 4) **How are VSUs categorized?** The VSU program has been reworked and expanded to include four categories of service. Those categories include Extension, KEHA, Community and Personal.
- 5) **What counts as volunteer hours in each category?**
Extension - All Extension Agent directed programs, including “train the trainer” lessons where you participate in agent-led training then teach the lesson to your club or other audiences. This category also includes assisting with any program organized and presented by an Extension agent like judging a 4-H event, leading a 4-H club, volunteering at an Extension field day, etc. This also includes volunteering for activities like 4-H Speech contests, Farm Safety Days, 4-H Reality Store, LEAP, or serving as a member or officer for the county Extension Council, county Family and Consumer Sciences Advisory County, County Extension District Board or State Extension Council. Counted hours should include your training, preparation time, travel time and delivery time to your audience. The key here is agent-led and directed programs where the KEHA member is a volunteer.

KEHA - Programs that originate and are directed by KEHA leaders and members. This includes service to a club, county, area, or the state as a committee member or officer. Participation in training sessions and organizing and leading KEHA-sponsored events should be counted. All volunteer hours from planning, preparing and conducting the meeting or activity should be included, as well as travel time, phone and/or messaging time and activity/presentation time. All volunteer time for club, county, area or state KEHA projects, fundraisers and special initiatives would be counted in this category. Examples include: making quilts for the Center for Courageous Kids, baking for local bake sales, planting trees, picking up trash in local clean-up project, etc.

Community - This category is for your service as a member or officer within community groups not Extension or KEHA coordinated or led. Examples include: local home owner's association, library board, Rotary or Kiwanis, Eastern Star, parent-teacher organizations, etc. This category is also for reporting volunteer time mentoring/tutoring students at school, with local literacy programs, senior home visits/music programs, American Cancer Society, Red Cross, local health departments, etc. as long as the volunteer role is not related to an Extension-led activity or Extension Homemakers activity. Also report serving as a volunteer first responder, on a local school board, any governmental appointments, jury duty, or any other similar roles. All volunteer hours from planning, preparing and conducting the meeting or activity should be included, as well as travel time, phone and/or messaging time and activity/presentation time.

Personal - This category is for discretionary reporting of any unpaid service to family, friends, and neighbors. It includes babysitting relatives not living with you, taking a neighbor or friend to the doctor and/or shopping, mowing the neighbors' lawn, shoveling their snow, raking leaves, etc. Church and faith-based participation such as choir member practice, Sunday school, transporting church members and other religious activities can also be included in this category.

- 6) **How do members report their individual hours?** The log for recording Volunteer Service Units (VSUs) can be found in the KEHA Manual Appendix. Make as many copies as necessary and total the number of hours per category before sending the log to the Club/County Chairman for Leadership Development.
- 7) Clubs may elect to report hours as an entity provided no individual member of said club is reporting individual hours as well. This eliminates the potential for duplicate reporting and confusion. Clubs with 1000 hours or more in a given year will be recognized.
- 8) **How are hours reported to the state level?** The County Chairman must forward the compiled County VSU Report Forms to the Area Leadership Development Chairman by August 15. The Area Leadership Development Chairman then completes the area VSU Report Forms and sends the form to the State Chairman for Leadership Development by September 15.

- 9) Each hour of your service should be counted in only one category. In the case of projects or programs that may cross category lines, choose the category that best represents that activity.
- a. Example: Happy Homemakers Club partners with a 4-H agent to conduct a sewing camp for kids. If leadership is shared by an agent and a KEHA leader, count those hours as **EXTENSION** due to agent involvement.
 - b. Example: Country Ladies Club partners with a local school to teach basic sewing skills to students after school. Since the project is organized and presented by KEHA members, these hours count as **KEHA** hours.
 - c. Example: Susie H. Smith volunteers with the Cancer Society and provides local residents transportation to oncology appointments. These hours are reportable under **COMMUNITY** because it is a specific function through a community group. However, If Susie transports Aunt Lulu as a personal favor, the hours count as **PERSONAL**.

Recognition:

At the COUNTY level:

- a. A listing of all members with any hours reported by category should be shared via the annual meeting program, a newsletter, social media, website, etc. The county council, working with the County Leadership Development Chairman, should determine the most appropriate means to share the listing.
- b. The top three members in each category will be recognized and presented with a certificate at the annual county meeting. The County Leadership Development Chairman is responsible for this recognition.
- c. The county will send a report of all members in the county with more than 500 hours or more of total hours across all categories, as well as the listing of the top three individuals per category to the Area Leadership Development Chairman.
- d. It will no longer be necessary to hold hours over to the next year as all hours will be recognized at some level each year.
- e. If your county annual meeting is held before the end of the KEHA year when reports these reports are due, this information will need to be saved by the County Leadership Chairman for certificate presentation at the next annual meeting or at another time designated by the county council.

At the AREA level:

- a. The top three individuals reported from each county in each category will be compared with the other county individuals of the same honor to determine the top three from each category for recognition at the Area meeting. These individuals will be recognized with a special certificate.
- b. All members with 500 hours or more (across all categories) will also be recognized and receive a certificate as will any clubs reporting 1000 or more hours (across all categories). This will be the responsibility of the Area Chairman. If the area annual meeting is held before these numbers are known, the information will be saved and certificates presented at the next annual meeting.

At the State level:

- a. All members with 500 hours or more will continue to be listed in the recognition booklet as will any clubs reporting 1000 or more hours.
- b. The member from each area with the highest total hours in each of the categories will also be listed in the book and receive a special state certificate.

IMPLEMENTING A COUNTY VSU PROGRAM

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

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

- E. The County Chairman for Leadership Development will compile a listing of all members reporting volunteer service with the total hours reported per member to share as deemed appropriate by the county council AND issue certificates to the top three members for each of the categories.
- F. The Area Chairman for Leadership Development will issues certificates to each member with 500 or more TOTAL volunteer service hours AND to the top three members in the area for each of the categories.
- G. The State Chairman for Leadership Development will compile a booklet listing all members with 500 or more TOTAL volunteer service hours for posting to the KEHA website and distribution at the KEHA State Meeting. Additionally, the state chairman will present certificates to the KEHA members reporting the most volunteer service units in each category from each of the fourteen areas.

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 three 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	40 points
Scholastic Achievement	25 points
Overall Impression	10 points

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION
HOMEMAKER SCHOLARSHIP APPLICATION

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

All applicants must be resident of Kentucky and have been an active member in KEHA for at least 3 years.

Name of Applicant _____

Home Address _____

City _____ State ____ Zip Code _____

County _____ Phone () _____

Marital Status _____ Occupation _____

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

Mother's Name _____ Living () Deceased ()

Mother's Occupation _____

Father's Name _____ Living () Deceased ()

Father's Occupation _____

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

What is the applicant's major? _____

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

Has applicant applied for other scholarships? Yes _____ No _____

List other scholarships awarded to you _____

Approximate gross annual income of family \$ _____

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

Personal savings _____ Parents _____ Job _____

Other _____ Total _____

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

List Clubs, Organization and Extracurricular Activities You Participate In:

List Special Honors/Awards You Received:

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

ALL INFORMATION WILL REMAIN CONFIDENTIAL

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION
HOMEMAKER SCHOLARSHIP
Membership Verification Form

By my signature, I verify that _____ has been a member of the
Kentucky Extension Homemakers Association for _____ years (minimum of 3 years
membership required.)

Signature of Club or County President

_____ Club or County (Circle which)

Date

Signature of County FCS Agent

_____ County

Date

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

Handbook 105
June 2018

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 2018

KEHA DEVELOPMENT GRANT

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

Grant proposals requests:

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

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

Grants will be judged according to following criteria:

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

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

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

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

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

DEADLINES:

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

SEND APPLICATIONS TO:

Lois Pressgrove
KEHA 2nd Vice President
103 Highland Drive
Bardstown, KY 40004

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 the KEHA 2nd Vice President for Member Resources as listed on the KEHA Board Directory accessible at www.keha.org.

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

MASTER FARM HOMEMAKERS GUILD, INC.

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

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

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

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

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

Master Farm Homemakers Requirements

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

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

Selection Process:

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

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

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

Meetings:

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