

KEHA Manual

Organizational Materials Guide

Contents: This section contains materials on organizing and maintaining the Kentucky Extension Homemakers Organization. Information is included on how to organize a Homemakers Club or County activity/event and how to write reports as well as the responsibilities of Officers and Chairmen and suggestions for training. Special information about celebrating KEHA Week the second full week of October is included as well.

*This section of the KEHA Manual is available only at www.keha.org.
Updates will be posted to the website annually.*

*This section IS NOT duplicated and distributed to counties
with the Handbook and Appendix.*

KEHA MANUAL

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FORM A CLUB

Step I: Preparation

- A. Determine the need for a new traditional or special interest club with persons who might wish to participate.
 1. A traditional club typically is formed in a geographic area (i.e. neighborhood, community, etc.) or among a group of friends with a common connection or interest. The club usually meets on a monthly basis and presents a standardized lesson. The club will have elected officers and be included as a part of the county Extension Homemaker council.
 2. A special interest club is formed on the basis of a common interest or shared skill. Examples include quilting, cooking, sewing, etc. Special interest club operation is determined by the county Extension Homemaker council. These clubs will typically have an officer structure and be included in the county council. Regular club meetings will feature an educational component related to the special interest and may also include the standardized homemaker lesson.
- B. Be sure the opportunity to join is open to everyone regardless of race, color, age, gender, religion, disability or national origin.
- C. Establish the availability of either public or private location(s) to hold meetings (Extension office, homes, libraries, community centers, etc.).
- D. Consider best time of the year for organizing.
- E. Collect organizational materials for the new club to review. Have examples of bylaws, yearbooks or other written information from existing clubs in addition to information from the KEHA Manual.
- F. Arrange for an experienced resource person(s) such as an elected county officer, a County Extension Agent for Family & Consumer Sciences or an active member to give an oral presentation on Extension Homemakers and what they do.

All homemaker clubs must sign a statement of compliance form to guarantee no discrimination takes place. These can be found in the *KEHA Manual - Appendix*.

Step II: Invitation

- A. Arrange for a meeting place. Set a date and a time mutually agreeable to most of the interested persons.
- B. Invite interested persons to attend with ample prior notice.
 - 1. Written invitation is good for correct time, place and date. 'Written' can include mailed invitations, email invitations and/or invitations issued via social media.
 - 2. Oral invitation is good for personal contact.
 - 3. Written invitation followed by a personal call may work best.
 - 4. Media notice (i.e. radio, newspaper, TV) can help reach others who may be interested.
 - 5. Social media (Facebook, Twitter, Instagram, etc.) may also provide a good opportunity to reach those with potential interest.

Step III: Arrangements and Agenda

- A. Conduct first meeting, making it cheerful and informal.
 - 1. Arrive early to check room set up.
 - 2. Work with hostess if it is a home meeting site.
- B. Greet guests and make them feel welcome.
- C. Invite each person attending to make a brief introduction and share information about themselves.
- D. Plan a get-acquainted exercise to help establish a sense of group.
- E. During the meeting, try to involve all the attendees, calling them by name.
- F. At the end of the meeting, set a date and time for a second meeting. Have a couple dates in mind that you can offer.
- G. Publicize the formation of the new club through the county newsletter and any appropriate local media or social media. Include a brief write up of the meeting with a list of attendee names.

NOTE: A variety of forms and information tools designed to help Homemakers clubs on all levels are located in the *KEHA Manual Handbook, Appendix and Organizational Guide*.

GUIDELINES FOR HOMEMAKERS CLUBS

A Homemaker club is an informal learning setting for you and your club members. Programs offered by the Family & Consumer Sciences (FCS) agent in the Cooperative Extension Service are researched-based, drawing upon information from the University of Kentucky.

These general guidelines should be considered by each club as part of a complete Homemakers program. Clubs must work within the framework of the county, area and state program, tailoring it to your club members' needs. You should emphasize and enlarge upon your club's main interests and minimize and retain those of lesser interest.

1. Elect officers – president, vice-president (or president-elect), secretary and treasurer. The secretary and treasurer's offices may be combined.
2. Pay dues. Each member must pay dues to the county, area and state Homemaker Associations.
3. Club should have bylaws, statement of compliance and club goals.
 - a. To be reviewed annually by members.
 - b. Copy on file at extension office.
 - c. Each member should be provided with a copy of the bylaws and any other materials deemed appropriate.
4. Club should have at least 6-8 active members.
 - a. Can be less – but more members will spread the responsibilities.
 - b. There is no maximum number of members.
 - c. No waiting lists.
 - d. No restrictions as to race, religion, gender, age, disability, national origin.
5. Club must work within the framework of KEHA as a volunteer organization that works to improve the quality of life for families and communities through education, leadership development and charitable activities in cooperation with the University of Kentucky Cooperative Extension Service.
6. Clubs should have orderly meetings using parliamentary procedures.
7. Clubs should have educational lessons.
 - a. Lesson provided by Extension service.
 - b. If the lesson is provided by an outside resource, make sure the information is factual and researched. The FCS agent can advise you.
8. Clubs should participate in county, area and state activities. Be sure information on upcoming events is presented in a timely manner.
9. Clubs should recognize members' support and participation in whatever form your club chooses such as verbal, thank you notes, certificates and awards.
10. Clubs should encourage members to submit for county, area and state offices when qualified.
11. The club president or a representative must attend each County Council meeting.
12. Each club should send suggestions annually for the following year's program lessons.
13. County subject matter chairmen may act as hostesses for leader training lessons.

14. Established clubs should consider sponsoring new clubs.
 - a. When recruiting members, find their interest and develop a club to meet those interests and needs.
 - b. Help new club establish bylaws.
 - c. Help establish meeting procedures.
 - d. Help officers in their duties.
 - e. Present a few educational and fun lessons.
 - f. Exchange visits between clubs.
15. Clubs should complete and submit reports annually as outlined in the KEHA Manual.
16. Clubs should follow the financial guidelines for University of Kentucky Cooperative Extension Service Volunteer Groups. [Access the guidelines from the KEHA website (www.keha.org) or request information from your county FCS agent or Extension office.]

AWARENESS

Every member should be aware of the following:

1. The county FCS agent sends a newsletter to each member. The newsletter contains dates of training sessions, articles of interest and county, area and state activities.
2. Members may request information on a specific interest from the Extension office usually at no charge.
3. Meetings and training sessions are coordinated by the Extension service for each major and supplementary lesson.
4. County chairmen and officers are available to help clubs and their members.
5. Any club and its members may help any other club and its members.
6. Any member may visit another club's meeting in order to make up a missed lesson provided they first contact that club. This can be counted toward perfect attendance.
7. Listings of other club's meeting days and the president of each club are provided to each President.

DUTIES OF ELECTED OFFICERS

President

- responsible for program and activities
- presides at meetings and keeps order
 - is accessible and enthusiastic
 - is knowledgeable about bylaws and parliamentary procedure
- calls executive board meetings
- appoints committee chairmen
 - sees that committee chairmen collect any lesson material and other information
 - helps chairmen when necessary and follows up to make sure they do their job
- club's official delegate and spokesman at regular and special county, area, state and national meetings
- makes sure all reports are sent to the extension agent or county officers as required and by established deadlines

1st Vice-President or 2nd Vice-President

- serves in president's capacity if president is unable and aids the president in every way
- serves on club's executive committee
- chairman of club's membership committee
 - responsible for club's annual membership drive
 - responsible for membership recognition
 - responsible for sending membership forms to the extension office and keeps the office up to date on membership numbers and changes
- keeps members aware of activities and club functions

Secretary

- serves on club executive committee
- records minutes of monthly meetings
- responsible for roll call
- handles club correspondence
- archives official records and maintains club history

Treasurer [A treasurer is only needed if your club collects funds, maintains a treasury and pays bills.]

- serves on club executive committee
- records financial transactions following Financial Guidelines for Cooperative Extension Service Volunteer Groups
- pays approved bills
- collects members dues and forwards to the county treasurer by the date due
- submits books for audit or review
- gives a treasurer's report at club meetings
- helps prepare yearly budget
- files reports/forms with the Internal Revenue Service as needed
- provides requested reports to the county Extension office, including annual budget, annual financial report, audit committee report, and annual inventory report

RULES OF ORDER FOR A BUSINESS MEETING

Why are meeting rules often called, “Parliamentary Law”? In the thirteenth century, the word *parliament* was used to describe any important meeting held for the purpose of discussion. Soon after, the English national assembly became known as Parliament and in 1340 contained the House of Lords and the House of Commons. The rules established for these bodies, “Parliamentary Law,” have over time evolved into our meeting rules of today. The bylaws of an organization should adopt a parliamentary authority for general guidelines. This is often the current edition of “*Robert’s Rules of Order, Newly Revised*.”

A. Purpose of Rules

Following basic rules for meetings will:

1. Protect the rights:
 - a. of the majority,
 - b. of the minority, especially a strong minority – greater than 1/3,
 - c. of individual members,
 - d. of absentees, and
 - e. of all these together.
2. Provide methods to move the group’s business along smoothly and in a courteous manner.

B. Procedures for Conducting a Meeting

1. Agenda

Prior to a meeting, the presiding officer should prepare an agenda listing the items of business to come before the group. She should confer with the Secretary to see what unfinished items of business should be carried forward to the meeting. It is wise to get input from other officers, as well.

2. Unless the meeting is very informal, it is best for the presiding officer to sit in front of the group where she can be seen with the parliamentarian and the secretary sitting on either side, so she can quickly and quietly confer with them if necessary.

C. Duties of the Presiding Officer, or Chairman

1. The Chairman opens the meeting at the appointed time. Stand and say, “The meeting will come to order.”
 - a. The use of a gavel has greatly diminished in modern times. However, if desired, the Chairman may rap once to call the meeting to order, to bring the meeting back to order if necessary, and to close the meeting.
 - b. The Chairman must be knowledgeable of the different motions, how they are processed and be prepared to handle troublesome areas with confidence.
 - c. The Chairman must be familiar with parliamentary procedures and how to apply them, following the bylaws and any special rules of the assembly.
2. The Chairman conducts the meeting in a firm, polite and patient way.
 - a. Should stand when speaking, unless it is a small meeting and everyone can see and hear her easily. May sit during debate, but must give full attention, correcting errors in the discussion and procedure if necessary.

- b. Does not enter into any question for debate and must maintain the appearance of impartiality at all times. There may be rare times when the Chairman wants to speak on a subject. To do so, the Chairman must vacate the chair to another officer. She may not resume the chair until the pending question has been voted on and decided.
- c. Protects the assembly from disruptions, annoyances, or undesirable interruptions. This includes asking that cell phones be turned off or placed on “silent” settings.

D. Procedures for Conducting Business

Motions are the method for business to be brought before the assembly.

1. Requesting recognition and stating the motion

Speaker: “Madam Chairman, my name is _____, a member of _____.”

Chairman: “The chair recognizes _____ (Speaker’s name).”

Speaker: “I move that, (state motion exactly as desired).”

Member: “Second” (A member may say “Second” without first receiving recognition from the Chairman. All motions coming from the assembly must be seconded before being considered).

Chairman: “The motion before the group is, (repeats motion exactly).”

2. Discussion follows led by Chairman. If possible, the Chair tries to recognize one person speaking for the motion then one speaking against the motion.

3. Closing discussion and voting

Chairman: “Is there any further discussion?” (pause) “If not, the motion before the group is (restate the motion exactly as proposed). Those in favor vote by _____. (Pause) Those opposed, vote by _____. Then the Chairman must state the result, either “Motion carried” or “Motion defeated”.

(The Chairman must state how the vote on a motion is to be given. Members can raise hands for a “yes” or “no” vote or say “Aye” or “No”. The Chair must advise members of the method to use. Otherwise, confusion may result. There are other methods such as members standing or ballot voting. The parliamentary authority should be consulted regarding these methods as they are not used as often.)

Notes:

- 1. The best method of entering motions is to have the maker write it on a motion form and hand it to the Chairman.
- 2. In a small meeting where members are known, the recognition process and the discussion may be much less formal as long as all the proper steps are followed.

“The chairman should never be stricter than is necessary for the good of the meeting. But within that pattern, parliamentary procedure should normally be followed as a matter of course if it is to work well. It’s not something to look to only when you get into trouble.”

Robert’s Rules of Order, Newly Revised, 10th Edition

A SUGGESTED BUSINESS MEETING AGENDA

Before the presiding officer calls a meeting to order she must determine that a quorum is present, although she need not announce it. The bylaws should state what that is, such as “a majority” of the membership. The organization’s business cannot be conducted if there is not a quorum.

The chairman or president then stands and calls the meeting to order. (It is not proper to list a “CALL TO ORDER” as the first item in an order of business or agenda, as is often incorrectly done. (Robert’s Rules of Order, Newly Revised, 10th Edition, pg. 25)

INSPIRATION (Inspiration or prayer always goes before patriotic songs, poems or the pledge to the flag.)

PLEDGE TO THE FLAG (optional)

(any other opening ceremonies)

The actual business meeting starts here.

1. Reading and approval of Minutes (See Robert’s Rules for further information)
2. Reports of other Officers, Boards and Standing Committees
Treasurer’s report (This may consist simply of a verbal statement of the balance on hand. Such a report requires no action by the assembly.)
3. Reports of Special Committees
4. Special Orders (Matters previously assigned a special priority, such as being taken up at a certain time.)
5. Unfinished Business (Matters previously introduced which have come over from a previous meeting.)
6. New Business (Any new business to come before the group.)
7. Good of the Order, General Good & Welfare or Open Forum (optional)
(After the completion of new business the chairman may proceed to one of these headings. General announcements and comments other than regular business items may go here.)
8. Program (A special program is usually presented before the meeting is adjourned. However, it can be received before the minutes are read. If the chair wishes a talk to be located at an unscheduled point within the business portion of the meeting, he can usually obtain unanimous consent by simply announcing, “If there is no objection, we will hear our speaker’s address at this time.”

When the Chairman is sure all the business of the meeting is through, he may say, “If there is no further business, the meeting is adjourned.” This is called, “Unanimous Consent” and does not require a vote.

SAMPLE BYLAW ARTICLES

The number of bylaw articles will be determined by the size and activities of the organization adopting them. They should correspond to the umbrella or state organization if there is one. The articles listed below should prove helpful in framing a set of bylaws. Articles are commonly designated in capital letters with Roman numerals, sections with Arabic numerals and sub-paragraphs with small letters.

“Robert’s Rules of Order, Newly Improved, 10th Edition,” contains more detailed information. If your group has bylaws now, you can use the following as a check list to help you determine if they contain all they should to outline the officer’s duties, protect the members and smoothly move business forward. You may have more articles than this if needed.

ARTICLE I – Name

This should be the full, official name of your group.

ARTICLE II – Object

A statement of the reason your group was formed and broad enough to cover anything you may want to do as a group. Within KEHA, this article typically states the group is organized exclusively for educational and charitable purposes.

ARTICLE III – Membership

Eligibility requirements, dues, etc. should be listed.

ARTICLE IV – Limitations

Homemaker clubs and county organizations are traditionally organized to operate as non-profit groups. As such, U.S. Internal Revenue Code requires that certain limitations be included in a group’s organizing documents. The language required is as follows:

No part of the net earnings of the club shall inure to the benefit of, or be distributable to, any of its members, trustees, officers or other private persons, except that the club shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes.

No substantial part of the activities of the club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the club shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the club shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE V – Officers

List qualifications, duties, and term of office for each officer. Include all information about the process of nomination and election, rules for succession and filling vacancies.

ARTICLE VI – Meetings

This should include dates of regular meetings, special meetings and other meetings. Include who calls the meeting, how and the time the meeting notices should be sent out.

A quorum must be stated. This is the number or percent of members who must be present before business can be transacted.

ARTICLE VII – Executive Board

If you have an executive board, list all details regarding the board's authority and responsibility, how members are elected or appointed, any special rules and details of the board's powers.

ARTICLE VIII – Committees

List regular standing committees. Also include the authorization for forming additional standing committees in the future if needed.

ARTICLE IX – Parliamentary Authority

All ordinary societies should list a parliamentary authority. The Robert's Rules title printed on the previous page is by far the most widely used.

ARTICLE X – Amendment

The precise requirements for amending bylaws including the size of the majority needed to amend the bylaws and the notice required to be given to the members before the meeting at which the voting takes place.

ARTICLE XI – Dissolution

As was the case with the limitations article, the U.S. Internal Revenue Code requires that non-profit organizations include specific language as to how the group’s assets will be disbursed upon dissolution in their organizing documents. Sample language is as follows:

In case of the dissolution of this club, after providing for the debts and obligations of the organization, the remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Your group may also have any “Standing Rules” or “Special Rules” that you need. Standing rules and Special Rules are defined in Robert’s Rules. Standing Rules are printed and placed behind the Bylaws.

ORGANIZE A SPECIAL EVENT OR MEETING

National, state, area and local events are conducted by members. The following steps are designed to help in planning and implementing a successful event such as a special interest workshop, a day camp for children or a holiday bazaar.

A planning committee for overall coordination is usually appointed by the sponsoring organization and given charge for event.

Steps for Planning Committee

I. Establish Overall Framework

- A. Set purpose, objectives/goals of leadership event
- B. Select theme
- C. Determine audience – i.e. who will be included as participants (officers, members, educational committees, public)
- D. Determine the length of the event – i.e., one day, two days, four hours

II. Prepare Tentative Program

- A. Keynote speaker
- B. Classes to be offered and possible instructors, and/or
- C. Entertainment

III. Budget for financing event through registration fees, donations, etc.

IV. Establish needed committees and define duties. Major committees and duties may include:

- A. Program:
 1. Prepare program content and format
 2. Contact and confirm speakers
 3. Select presiders/facilitators
 4. Prepare and arrange for printing of the program
 5. Arrange for printing of teaching materials
 6. Arrange for entertainment
 7. Prepare evaluation form
 8. Arrange for gifts for speakers
- B. Facilities:
 1. Select site and make final commitment
 2. Arrange for meeting rooms and room seating
 3. Arrange for necessary equipment
 4. Arrange for menus
 5. Arrange for lodging, if necessary
 6. Arrange for transportation, if necessary
 7. Prepare signs (if needed)
 8. Arrange childcare (if provided)

- C. Registration:
 - 1. Prepare registration form
 - 2. Prepare and distribute registration packet
 - 3. Prepare name tags
 - 4. Register participants at event
- D. Publicity:
 - 1. Prepare news release
 - 2. Arrange for TV/newspaper publicity and event coverage

V. One week prior to event:

- A. Prepare and implement checklist.
- B. Verify facilities, speakers, etc.

VI. Following event:

- A. Write thank you letters to resource persons and other helpers
- B. Write final budget report
- C. Write final report including evaluation

Reminders:

- Keep officers and committee chairmen informed of progress.
- Confirm all speakers, facilities, etc. in writing.
- Keep records and copies of all pertinent information, letters, bills, etc.

DEVELOP A COUNTY PROGRAM OF WORK

Step I: Organization Direction

Once needs and interests are clarified and determined, decide what you want to do within the Extension Homemakers organization to respond to the needs and interests of people in the state, county and community. Examples:

- A. Statewide projects
- B. County and State Meetings
- C. Club study lessons for groups or individuals
- D. Other lessons and activities

Step II: Program of Work

Build a strategy for developing and carrying out the various components identified in Step I, i.e. who does what, when, and how. Prepare a work sheet for the Program of Work including:

- A. What is to be done?
- B. How it is to be implemented?
- C. Who is responsible?
- D. When are program components to be completed?
- E. What resources are needed?
 - 1. Identify what resources can be derived from the Extension Homemakers organization itself:
 - a. Trainers
 - b. Volunteer time
 - c. Expertise
 - d. Financial support
 - 2. Identify what resources can be provided by Cooperative Extension Service:
 - * Expertise
 - * Resources
 - * State/county support
 - * Networking with other agencies and organizations
- F. How will efforts be evaluated and reported?
 - * Baseline data
 - * Measure(s) of accomplishment
 - * Aggregating state report
 - * Distribution of report

NOTE: Information on the KEHA Program of Work is in the *Handbook*. The KEHA Program of Work Report forms are located in the *Appendix*.

SAMPLE YEAR'S PROGRAM OF WORK

Month	Major Learning Session	Mini Session (Optional)	Special Date and Event
July	Five-a-Day: Fruits and Vegetables	Food Safety in Your Kitchen	New Officers assume duties County Fair
Aug.	Keys to a Good Homemakers Lesson	"Look of Fall"	Educational Tour State Fair Cultural Arts Camp
Sept.	Clothing Recycling Your Wardrobe	Landscaping	County Advisory Council
Oct.	Money Management for Seniors	Book Review	Area Annual Meeting Kentucky Extension Homemakers Week
Nov.	Peacemaking and Children	Gifts from the Kitchen	Area Council Area/District Planning Meeting
Dec.	Holiday Program and Party		Holiday Candle lighting
Jan.	Repair of Small Appliances	Mail Out	County Advisory Council (Program Planning to meet needs discussed)
Feb.	Food Pyramid Book Review for County		International /Global Program
March	Safeguarding Your Home	Recreation Ideas for Bringing the Family Together	
April	Family Insurance Needs	Snacks for Children	County Advisory Council 4-H Revue
May	Quality of Drinking Water	Inexpensive Weekend Trips	KEHA State Meeting Elect & Install Officers
June	Cholesterol and Fats in Diet	Report of State Meeting	Train Officers Year End Reports

ALLEN COUNTY EXTENSION HOMEMAKERS ASSOCIATION ANNUAL PLANNING CALENDAR – ANNUAL PLANNING CALENDAR – 2015-2016		
<p>JULY –Educational Program “Keys to Embracing Aging” July 1st 1:00 p.m.- Club Leader Training Allen Co Extension Facility Conference Room</p> <hr/> <p>July 3rd - Bicentennial Concert on the Square @ 5 p.m. July 4th -Independence Day Extension Office Closed July 4th-County-wide Bicentennial Celebration Dumont Hill-Fireworks @ dark July 27th, 4:30 p.m. – County Homemaker Council Meeting</p> <p>PECAN SALES BEGIN</p>	<p>AUGUST – Club Picnic Mo.</p> <p>NO EDUCATION PROGRAMS</p> <hr/> <p>Aug. 10th – MCA Council Meeting Butler County Extension</p> <p>PECAN SALES CONTINUE</p>	<p>SEPTEMBER-Education Program “Rise Up to Gardening” Sept. 3rd, 10 a.m.- Multi-Co Leader Training Barren County Extension</p> <hr/> <p>Sept 7th- Labor Day Extension Office Closed Sept. 17th 9a.m.-3p.m – Bicentennial Wall Pocket Basket Workshop Sept. 19th - “Teal There’s A Cure” Motorcycle Ride Sept. 24th - County Cultural Arts Contest Sept. 25th - Ohio County Swap <i>Prepare for “Invasion of the Scarecrows”</i></p> <p>PECAN SALE FORMS DUE</p> <p>Barren River Area Safe Spot Project- Members may volunteer to collect donations now through October</p> <p>Plan for donations for Center for Courageous Kids</p>
<p>OCTOBER- Education Program “Maximize Your \$ in Retirement” Sept. 3rd, 1:30 p.m. - Multi Co Leader Training Barren County Extension</p> <hr/> <p>Oct. 1st- Area Cultural Arts (Warren Co.) Oct. 2nd, 2-5 p.m.- Collect Yard Sale Items/Set-up Oct. 3rd, 7a.m.- 1p.m.-Relay for Life Yard Sale Oct. 12th -16th- National Extension Homemakers Week Oct. 13th 5-8p.m.- Heritage Skills- Fried Pies Training- Clubs, Member at Large & Invite a Friend Oct. 15th- Area Annual Day (CCCC) Oct. 26th 4:30 p.m.- County Homemaker Council Mtg. Oct. 31st- BRASS DONATIONS DUE to Extension Facility</p>	<p>NOVEMBER-Education Program “The History & Making Rugs” Oct. 27th 10 a.m.- Club Leader Training Allen Co Extension Facility Conference Rm</p> <hr/> <p>Nov. 12th, 4 p.m. – Fall Recycle Day Allen County Recycle Ctr. Nov. 10th- Holiday Auction Nov. 17th- Special Event-Recruitment Nov. 26-27 Extension Office Closed Thanksgiving Holiday</p> <p>COUNTY HOMEMAKER DUES BY DECEMBER 1ST!</p>	<p>DECEMBER</p> <p>NO EDUCATION PROGRAM</p> <hr/> <p>Post Evaluation- Holiday Auction</p>
<p>JANUARY- Education Program “10 Signs of Early Detection” Jan. 5th, 5 p.m.- Club Leader Training Allen Co Extension Facility (All members invited, supper meeting)</p> <hr/> <p>Jan. 11th- MCA Council Mtg (Barren Co.) (Allen Co. will provide refreshments) Jan. 25th 4:30 p.m.- County Homemaker Council Meeting Jan. 28th, 9a.m.-3p.m.- Quilted Wall Hanging in a Day (Historic Pattern)(TENATIVE)</p>	<p>FEBRUARY – Education Program “Exercise for Balance & Flexibility” Feb. 2nd, 10 a.m. – Club Leader Training Allen County Extension Facility Conference Rm</p> <hr/> <p>International Mini Lesson TBA</p> <p>Feb. 13th- “Love Your Heart” Event Feb. 23rd- Relay for Life Soup Luncheon (TENATIVE/TBA)</p>	<p>MARCH- Education Program “Dress to Impress” March 2nd, 1:30 p.m.- Club Leader Training Allen Co Extension Facility Conference Room</p> <hr/> <p>March 10th, 4 p.m.- Spring Recycle Day Allen Co Recycle Center March TBA- Gardening Recruitment Event</p>
<p>APRIL -Education Program “Saving Green, Going Green” April 5th, 10 a.m.- Club Leader Training Allen Co Extension Facility Conference Room</p> <hr/> <p>April 8th-9th- Jacksonian Quilt Show (Will begin accepting on April 6th) April 11th-MCA Council Mtg April 18th-21st- KEHA State Mtg (Covington) April 25th, 4:30 p.m. County Homemaker Council Meeting April 30th – Relay for Life Yard Sale Realty Store- TBA</p>	<p>MAY-Education Program “Making Memories” May 3rd, 10 a.m.- Club Leader Training Allen Co Extension Facility Conference Room</p> <hr/> <p>May 5th- County Annual Night May 20th- Relay for Life (TBA/TENATIVE)</p>	<p>JUNE Education Program “What Women Should Do About Finance” June 1st, 10 a.m.- Club Leader Training Allen Co Extension Facility Conference Room</p> <hr/> <p>June TBA- Craft-Tacular (Barren/Warren)</p>

Example shared by Janet Johnson, Allen County Extension Agent for Family and Consumer Sciences.

2015-2016 Meade County Extension Homemakers Plan of Work	
<u>September 2015</u>	
7	Labor Day, Office Closed
14	Deadline to enter cultural arts (4:00 p.m.) Ext. Office
15	County Cultural Arts Contest
18	LTA Annual Meeting
23	RHF Committee Mtg
(August 27)	LLT: Keys to Embracing Aging
26	River Heritage Festival, Downtown
<u>October 2015</u>	
11-17	Extension Homemaker Week
	Gifts from the Heart
16	Extension Homemaker Yard Sale (Ext. Pavilion) 9-5
20	Holiday Bazaar Committee Meeting, 9:30
28	(November Lesson) LLT: Beating the Winter Blues
<u>November 2015</u>	
6	EH Council, 9:30a.m.
14	Holiday Bazaar
20	Dues to be submitted by this date
26-27	Thanksgiving Break ~ Office closed
<u>December 2015</u>	
4	Ovarian Cancer Screening
Dec 24 –Jan 4	Christmas Break ~ Office closed
<u>January 2016</u>	
8	EH Council, 9:30a.m.
	LLT: Mail Out - Is Your Home Making Your Family Sick?
18	Holiday - Martin Luther King Day
TBA	Manners Committee
(Jan. 28)	(February Lesson) LLT: Frozen Food Prep
TBA	Annual Meeting committee

Example shared by Meade County Extension Homemakers.

<u>February 2016</u>	
Throughout month	Work on state award entries and VSU's
During month	Media Appreciation
<u>March 2016</u>	
1	Deadline for state awards
2	LLT: Accepting and Loving Your Body (Breck Co)
4	EH Council, 9:30a.m.
17	Manners Luncheon
29	(April Lesson) LLT: How To Safely Use A Pressure Cooker
<u>April 2016</u>	
TBA	International Luncheon
TBA	Annual Meeting Committee
18-21	KEHA State Meeting, Louisville
26	LLT: Sensational Salads
<u>May 2016</u>	
TBA	(May) EH Council, 9:30a.m.
25	Deadline for county award entries
TBA	Scholarship committee, 1p.m.
<u>June 2016</u>	
TBA	Annual Meeting, 6:30p.m.
TBA	County Fair committee meeting
July 2	Thursday: EH Council Meeting 9:30 a.m.
<u>July 2016</u>	
1	All club reports end — VSU's due to Extension Office
TBA	July EH Council Meeting
	County Fair Clean-Up Day
	Meade County Fair
<u>August 2016</u>	
	Area Leadership Training,

Organizational Guide 17
December 2015

SUGGESTIONS FOR OFFICER TRAINING

Resource Materials

KEHA Manual
County Bylaws
Schedule of Lessons and Activities for the Year
Schedule of Club Business
Officers' Packets
Record of Homemakers Club Meetings
Minutes of State Board Meetings
Organizational leaflets:
 * *Recreation Booklet*
 * *Inspirational Booklet*
 * *KEHA Book List*
Statistical Breakdown of County Membership (membership profile)
Books on Parliamentary Procedure (may be available in local library) such as *Roberts' Rules of Order, Newly Revised*

Resource Persons

County Officers (current and out-going)
Area Officers
State Officers
County Extension Agent for Family & Consumer Sciences
Cooperative Extension Service District Director
Assistant Director of Extension for Family and Consumer Sciences
KEHA State Advisor

NOTE: A variety of forms and information sheets to help Homemakers Clubs on all levels are located in the *KEHA Manual Appendix*. Information about the KEHA State Program of Work is located in the *KEHA Manual Handbook*.

SUGGESTIONS FOR CLUB PRESIDENT

Your club has honored you by selecting you as their president. Congratulations!

With honor comes added responsibility. Much of your club's success depends upon your leadership in planning, involving others and following through on what is planned.

Remember that the most important purpose of a KEHA club is to have an educational program in home economics and family living. As you and your fellow club members get new ideas and learn new skills, you enjoy the fun and fellowship that comes with working together.

To Be a Good President

- Like people and be sensitive to their feelings and needs.
- Appreciate the abilities and talents of your fellow club members.
- Be a good follower as well as a good leader; a good listener as well as a good talker.
- Know your club's planned program for the coming year and be enthusiastic about it.
- Know basic parliamentary procedures and how to conduct a meeting.

Responsibilities and Suggestions

- Attend county council meetings and other county planning and training meetings.
- Report back to your club on all council meetings as well as on other information (such as a county president's letter) you might receive from the county Extension office.
- Tell your fellow club members about special workshops being held.
- Have a planning meeting with your club's officers and chairmen before the first meeting of your club year.
- Plan ahead of time for club meetings. Check before the meeting to make sure the people on the program are ready with their part on the program.
- Preside at your club meetings. (Tip: You're more effective if you stand when presiding.)
- Start and adjourn meetings on time.

SUGGESTIONS FOR CLUB 1ST and/or 2ND VICE-PRESIDENT

- Support your president and the other officers of your club.
- Carry out the duties of the president in the event of the president's absence or disability, or as requested.
- Know your club's planned program for the coming year and be enthusiastic about it.
- Know basic parliamentary procedure and how to conduct a meeting.
- Have a basic understanding of your club bylaws and the county bylaws.
- Attend the planning meetings, executive committee meetings or any other meetings called by the president.
- Serve as chairman of club membership committee according to provisions of the bylaws.
- Give the membership report and keep the secretary and the County Extension Agent for Family & Consumer Sciences informed of any changes in membership.
- Try to recruit new KEHA club members in your community and welcome them to your club.
- Send your club membership report to the county membership chair.
- Inform citizens that homemakers clubs are open to any person regardless of race, color, age, gender, religion, disability or national origin.
- Ask members of your club to complete the KEHA enrollment form with dues payment each year (see KEHA Manual, Appendix)

SUGGESTIONS FOR CLUB SECRETARY

- Keep an up-to-date roll of your club members. (Roll should be taken at each meeting.)
- Record minutes of all meetings. See guidelines on writing minutes below.
- Each secretary's book contains monthly club reports to your County Extension Agent for Family & Consumer Sciences. Fill out this report and send it to the agent immediately after your club meeting each month.
- Carry on correspondence of the club and, if asked to do so, make requests and issue invitations in the name of the club.
- Take roll at club meetings.
- Attend the planning meetings, executive committee meetings and any other meetings as called by the president, and record minutes.
- Know basic parliamentary procedure and how to conduct a meeting.
- Carry out duties of president and/or vice-president in case of absence of these officers.
- Fill in and submit monthly club report to county Extension office.
- Archive the club records and update the club history annually.

GUIDELINES ON WRITING MINUTES

The minutes of the organization become the permanent record of the groups actions. The minutes are a record of fact, not opinion. They record what was done and not what was said. An absent member should be able to read the minutes and have a clear understanding of what business was transacted at the meeting. Always use full names i.e.: Nancy Jones not Ms. Jones. Take notes on separate paper and then rewrite minutes soon after while it is still fresh in your mind.

The following guidelines suggest a format which will aid you in preparing the minutes of each meeting.

I. The first paragraph should include:

- A. the kind of meeting (regular, special, annual, etc.)
- B. the name of the group
- C. date and location of meeting
- D. whether or not the president and secretary were present (In their absence, list the name of their substitute.)
- E. the disposition of the minutes of the last meeting

II The body should include:

- A. a separate paragraph for each topic
- B. the exact wording of all main motions (except those withdrawn), the name of the member who introduced the motion, the name of the member who seconded the motion and if the motion passed or failed.
- C. Resolutions - the exact wording immediately before being voted upon (Be it Resolved)
- D. all amendments and their disposition
- E. all points of order and appeals, whether sustained or lost, and reasons given by the chair for the ruling

III Closing

- A. the last paragraph of the minutes should contain the hour of adjournment
- B. the minutes should be signed by the secretary or the person who took the minutes

How Long Do We Keep Records

Records	Retention No. of Years	Disposition
Vouchers	5 years	Destroy
Purchase Orders	5 years	Destroy
Canceled Checks	5 years	Destroy
Check Stubs	5 years	Destroy
Bank Deposit Slips	5 years	Destroy
Bank Books	5 years	Destroy
Receipts	5 years	Destroy
General Correspondence	5 years	Destroy
Officer Credentials	5 years*	Destroy
Minutes of Meeting	Permanent	Retain Permanently
Treasurer's Report (Annual, Mid Year and Others)	Permanent	Retain Permanently
Ledger of Disbursements	Permanent	Retain Permanently
Budget (as approved)	Permanent	Retain Permanently
Audit Report	Permanent	Retain Permanently

Club and County Officer and Chairman Files and Reports

Outgoing officers and chairmen turn over files from their term in office to their successor. All files from the predecessor should be reviewed with the secretary to determine what items should be kept for archiving and historical reference. The secretary should work with the county Extension office to determine a location for archived records.

Area Officer and Chairman Files and Reports

Outgoing officers and chairmen should organize all files based upon the retention schedule detailed above. Any materials past the retention date should be destroyed as noted. The files within the retention schedule should then be passed on to the successor. For items to be retained permanently, (minutes, treasurer's reports, ledger of disbursements and approved budget) each area should identify an Extension office or other appropriate location to serve as the repository.

State

The KEHA State Secretary provides leadership for collecting and archiving state board records. The archives are held in the University of Kentucky Libraries in Special Collections. The list of items to be archived includes:

- Minutes
- Financial Records (budget, ledger of disbursements, treasurer's reports and audit reports)
- KEHA State Board Directory (annually)
- KEHA State Meeting Program
- Annual Book List, Inspiration and Recreation
- Officer credentials (*credentials for successful candidates will be added to archives)
- Other items of historical significance as deemed appropriate by the Archiving Committee

SUGGESTIONS FOR CLUB TREASURER

- Handle all monies for your club. Before you take office, ask a committee from your club to make an audit of the records. All bills should be paid and the account balanced before you take over as treasurer.
- Collect dues from each member of the club and keep a record of this. Give members a receipt when they pay dues. It will help you keep more accurate records.
- Send your club dues to the county treasurer. (Make out check payable to the county association.)
- Collect club donations for Coins for Change, Evans/Hansen/Weldon Scholarship Fund, and Ovarian Cancer fund. Send to the county treasurer. Send one check with a note stating what the check covers.
- Pay bills as authorized by your club. Keep an accurate account of all receipts and expenditures.
- Make a monthly report of finances at each meeting.
- Attend all planning meetings, executive committee meetings and any other meetings as called by the president.
- File reports and forms with the Internal Revenue Service as required.
- Comply with the Financial Guidelines for Cooperative Extension Service Volunteer Groups.
- Submit all requested reports and statements to the county Extension office, including annual budget, annual financial report, audit committee report and annual inventory report.

County Homemakers Treasurer's Name and Address:

SUGGESTIONS FOR A COUNTY BUDGET

State Dues

State association dues are payable on the number of members as of December 1 of each year.

Area Dues

Each county pays dues to the area association. The amount of the dues each county should pay is decided on by the area association.

Annual Meeting

Most counties have an annual meeting. Plan ahead for the cost involved in your county's annual meeting, and include those items in your budget.

Delegate to the KEHA Annual Meeting

The KEHA Annual Meeting provides learning experiences for Homemaker members. Many counties help pay expenses for one or more delegates.

Training

Workshops, leader training schools, demonstrations and other training activities sometimes require special materials. For example, a leader training school on food preparation would require certain food ingredients. An amount budgeted for training expenses would help absorb these costs.

4-H Youth Development

County Extension Associations can support 4-H Youth Development programs in many ways.

Miscellaneous

An amount of money budgeted for miscellaneous expenses can help cover expenses which are unexpected or small expenses which are not covered in other items in the budget.

SAMPLE COUNTY BUDGET

Income:

Dues 200 members @ \$6.00	\$1200.00
Fundraiser	1100.00
Other support	100.00
Interest Income	30.00
Ovarian Cancer Donation	200.00
Coins for Change	20.00
Scholarship Donations	<u>200.00</u>
Total	\$ 2850.00

Expenses:

State Dues 200@ \$4.00	\$ 800.00
Area Dues 200 @ \$0.25	50.00
Annual Meeting	400.00
Delegates to State Meeting	300.00
Leadership Training	300.00
4-H Youth Development	200.00
Special Project	200.00
Ovarian Cancer Donation	200.00
Scholarship Donation	200.00
Coins for Change	20.00
Miscellaneous	<u>180.00</u>
Total	\$ 2850.00

A budget is a guideline of how much money you plan on making and using to carry out your mission and program of work. It is not set in stone. Some line items may cost less or more or you may make more or less income. You should adjust as you go along. Each year as you review your program, you can adjust your budget for the next year accordingly.

A budget sample is also available through the Financial Guidelines for Cooperative Extension Service Volunteer Groups.

Annual Budget

Name of Group _____ Date _____ Year _____

Treasurer's Name _____

Starting balance at beginning of year \$ _____

Projected Income(Summarized by source and amount)

Date	Item (Examples-dues, name of fundraiser, registration, grants, donations, interest, CD, savings etc.)	Amount
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____

Total projected income \$ _____

Total funds available \$ _____

Budgeted Expenditures– Anticipated expenditures and amount

Date	Item (Examples: program supplies, resources, awards, recognition, operating cost, speakers)	Amount
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____

Total projected expenditures \$ _____

Savings Accounts and/or Investments

_____	\$ _____
_____	\$ _____

Total savings account and/or investments \$ _____

Total fund available \$ _____

Submitted by

Treasurer _____

President _____

Date _____

Example from the University of Kentucky Cooperative Extension Service (CES) Financial Guidelines for CES Volunteer Groups.

SUGGESTED CLUB TREASURER'S REPORT

Club Name: _____

Date: _____

Treasurer's Name: _____

Year: _____

Starting balance at beginning of year (or month)

\$ _____

Actual income (summarized by source and amount)

Date	Item (ex: dues, fundraiser, registration, donations, interest, etc.)	Amount

Total actual income:

\$ _____

Actual Expenditure (funds spent summarized by category and amount)

Date	Item (ex: awards, dues, program supplies, speaker, etc.)	Amount

Total actual expenditures:

\$ _____

Savings accounts and/or investments:

\$ _____

\$ _____

Total savings accounts or investments:

\$ _____

Total year-end (or month-end) balance:

\$ _____

Submitted by:

_____, Treasurer

_____, President

Annual Financial Report

Name of Group	Date	Year
Treasurer's Name		
Starting balance at beginning of year		\$ _____
Actual Income (Summarized by source and amount)		
Date	Item (Examples-dues, name of fundraiser, registration, grants, donations, interest, CD, savings etc.)	Amount
		\$
		\$
		\$
		\$
		\$
		\$
Total actual income		\$ _____
Total funds available		\$ _____
Actual Expenditures – Funds spent summarized by source and amount		
Date	Item (Examples: program supplies, resources, awards, recognition, operating cost, speakers)	Amount
		\$
		\$
		\$
		\$
		\$
Total actual expenditures		\$ _____
Savings Accounts and/or Investments		
		\$
		\$
Total savings account and/or investments		\$ _____
Total year-end balance		\$ _____
Submitted by		
Treasurer _____		
President _____		
Date _____		

Example from the University of Kentucky Cooperative Extension Service (CES) Financial Guidelines for CES Volunteer Groups.

SUGGESTIONS FOR CLUB EDUCATIONAL CHAIRMEN

- Review the KEHA Manual and website (www.keha.org) for information pertaining to your chairmanship.
- Work cooperatively with the county educational chairman who is responsible for your program.
- Attend or be represented at county Extension leader training meetings when your subject matter is being taught.
- Keep informed about local, county and state situations and needs; assist with program planning; consider all audiences.
- Present information at club meetings and workshops in your subject matter field. This could either be the Homemakers club lesson or a short report of timely information.
- Help plan and/or participate in tours, field trips, special interest projects, and workshops as needed.
- Complete the report form for your chairmanship and submit to your county educational chairman or designated contact.

SUGGESTIONS FOR COUNTY EDUCATIONAL CHAIRMEN

- Review the KEHA Manual and website (www.keha.org) for information pertaining to your chairmanship.
- Work cooperatively with your County Extension Agent for Family & Consumer Science and area educational chairman with responsibility for program of which you are county chairman.
- Attend or send a representative to county Extension leader training meetings in your area.
- Keep informed of local, county and state situations and needs; assist with program planning. (All audiences to be considered.)
- Assist your County Extension Agent for Family & Consumer Sciences and area chairman with plan for program evaluation.
- Assist with leader training meetings and workshops in your subject matter field:
 - Assist agent to see that facilities are ready;
 - Call the roll and keep attendance records;
 - Introduce specialists or other guests;
 - Plan with agent to get lessons to absent clubs:
 - Absent leader asked to attend club meeting where leader has been trained,
 - Trained leader to volunteer to teach for absent club, and
 - County chairman occasionally teach lesson; and
 - See that room is left in order at close of meeting.

SUGGESTIONS FOR COUNTY EDUCATIONAL CHAIRMEN (cont'd)

- Help plan and conduct tours, field trips, special interest projects, and workshops when desired or needed.
- Work cooperatively with County Extension Agent for Family & Consumer Sciences to secure information when reports of accomplishments are needed.
- Complete county report form for your chairmanship and submit to the corresponding area chairman.

SUGGESTIONS FOR AREA EDUCATIONAL CHAIRMEN

- Review the KEHA Manual and website (www.keha.org) for information pertaining to your chairmanship.
- Serve as liaison between the state chairman and county educational chairmen.
- Compile area report and submit to state educational chairmen.
- Work with area council to coordinate area program planning and implementation.
- Serve as chairman/co-chairman for area homemaker workshops that relate to your educational area.

INSTALLATION OF OFFICERS

Please note: An installation ceremony correlated to the KEHA theme for the year may be available on the KEHA website. Installation of new area officers is typically performed by a member of the current KEHA State Board. It is suggested that county officers be installed by a member of the current area officer team or a past county president.

The installation of new officers is a momentous occasion in the history of a club. It is a time to look forward for new ideas and inspiration and a time to express appreciation to those who have brought us thus far.

To _____, our retiring president, to the officers who have served so faithfully this past term, and to the members who have contributed to the success of this happy term, we owe our gratitude and thanks. We know they are happy to pledge their loyalty, knowledge and full cooperation to their successors. Thank you for a job well done. (Applause for outgoing officers.)

(Optional) Would the outgoing officers have a few words of wisdom for the incoming officers at this time? (This is a time when some fun can be added before the dignified installation begins, by outgoing officers presenting incoming with some fun token gift related to their office, such as a stub of a pencil to the new secretary to indicate much usage, etc.)

(Outgoing officers may be seated.)

It is an honor to be elected to serve as an officer of this club. The members have shown their faith and confidence in your ability and have chosen you to take charge of the affairs of this club for the coming term. Your willingness to serve and discharge the duties of your office to the best of your knowledge and ability is a big step towards making your term most successful.

To the Treasurer -- Do you promise to keep an up-to-date financial account of all monies, expend funds as voted by the club, and make reports as requested? Do you promise to serve faithfully to the best of your ability? Do you promise to assist the president in every way?

(Answer): I do.

To the Secretary -- You are charged with the care of all the records and papers in an official capacity of the club. Do you promise to keep them in good order and have them ready for your successor? As you record the story of the growth and achievement of the club, do you promise to do so with accuracy and to serve the club to the best of your ability?

(Answer): I do.

To the Vice-President -- Your responsibilities are to work closely with the president and to be in charge of membership activities for the club. Do you promise to support the president in giving positive direction to the _____ Club and to act as president when necessary, presiding at club meetings and attending council meetings?

(Answer): I do.

To the President - - You have been elected by the members of this club to occupy the highest position of authority, which carries with it both honor and responsibility. You will give direction to this club's activities; preside at all meetings; and give inspiration and supervision to the work of all officers, groups and committees. Be cautious in your words and just in your decisions. It is up to you to maintain harmony, to promote friendship, to cooperate with the district, state and national projects and to set a standard of dignity and efficiency in graciously carrying out the plans of your club so that discharge of your duties will be of lasting benefit to your club and to your community and a great credit to yourself. Do you pledge yourself to this service?

(Answer): I do.

Do you as members of the _____ club acknowledge these officers as your leaders during the coming year? Will you attend club meetings whenever possible? Will you abstain from criticism and serve faithfully? It is your duty, as well as it is that of the officers, to make certain this is a more beautiful world in which to live. Do you offer them your support and full cooperation in the projects and activities of the club?

(Answer): I do.

(Optional) Corsages or boutonniere presented to each officer. These flowers indicate our love for you and our appreciation of the responsibility you have assumed, and express confidence in your ability.

(Hand gavel to President)

By the authority vested in me as installing officer, I now declare these offices of the _____ Club duly installed, and congratulate you.

Note: Officer nomination forms are located in the Appendix.

A resource for additional installations is a book called "Installation Ceremonies for Every Group" by Pat Hines. It is published by Brighton Publications, Inc., St. Paul, MN.

IDEAS FOR PROMOTING EXTENSION HOMEMAKERS WEEK

KEHA Week is celebrated the second full week of October. Below are some ideas you can use to celebrate.

- Secure a proclamation from a local official (mayor or county judge executive).
- Record PSA's for the local radio station.
- Work with the local newspaper for articles and feature stories.
- Develop flyers to post and pass out around town.
- Host a reception during the week to honor county KEHA members.
- Place banners in the town square or in along prominent streets.
- Handout or post flyers at grocery stores.
- Prepare an exhibit at public establishments like banks, libraries, the Extension office, or store fronts to celebrate KEHA Week.
- If any community festivals or events take place during or near KEHA Week, host an exhibit.
- Distribute fliers into the community advertising the volunteer service units and their value given to Kentucky and your local county the previous year.
- Make presentations to local churches' teenage girls' groups and women's groups about the fun side of homemakers.
- Offer free dues to any new member during October (financed by local club members).
- Set up displays at the local mall or shopping center highlighting county projects completed during the past year.
- Develop and sponsor a billboard to recognize KEHA Week.
- Put displays in windows of vacant stores in your downtown or town square.
- Host a KEHA Breakfast to begin the week.
- Host an open house to promote KEHA, encourage membership, and highlight projects and programs of your county organization.
- Hold KEHA Day in the Town Square or other prominent location. Activities could include make and take it classes, food vendors, craft vendors, and more.

All of us promote the Extension Homemakers program and think we do a great job until someone says, "What is KEHA? What do they do? I've never heard of the organization." The purpose of Kentucky Extension Homemakers Week is to get the word out. Kentucky Extension Homemakers Week is the second full week in October. Start making plans now. It's up to you!

**SAMPLE PROCLAMATION
for KEHA WEEK**

To all to whom these presents shall come:

WHEREAS, The Kentucky Extension Homemakers Association, Inc. has more than 15,000 members in more than 900 clubs throughout the Commonwealth; and

WHEREAS, This organization is dedicated to improving the quality of life for families and communities through leadership development, volunteer service and education; and

WHEREAS, This organization continues to endeavor to strengthen, develop, coordinate and extend adult education in Family & Consumer Sciences in cooperation with the University of Kentucky Cooperative Extension Service; and

NOW, THEREFORE, I, _____, _____ of the
_____, do hereby proclaim October _____ to

KENTUCKY EXTENSION HOMEMAKERS WEEK

and urge all citizens to participate in Extension Homemakers activities in their communities.

Done at the _____, in the city of _____, this _____ day of _____, in
the year of our Lord Two Thousand _____.

Signature of Official

Note: This can also be adapted for a city or county proclamation.