

# KEHA Manual

## Handbook

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

# KEHA MANUAL

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*NOTE: All entries listed in bold were updated in 2024 and have 2024 dates in the lower right corner. These pages replace same numbered pages with dates prior to 2024.*

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## KENTUCKY HOMEMAKERS CREED

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

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

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

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

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

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

Jefferson Homemakers Club  
Jefferson County

NOTE: Revised 1995.

## COLLECT

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

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

Handbook 1  
June 2020



# KENTUCKY COOPERATIVE EXTENSION SERVICE PERSONNEL

## University of Kentucky Administrative Staff

Dr. Eli Capilouto, President, University of Kentucky  
Dr. Nancy Cox, Vice President for Land-grant Engagement and Dean, Martin-Gatton College of Agriculture, Food and Environment, University of Kentucky  
Dr. Laura Stephenson, Associate Dean and Director, Cooperative Extension Service  
Dr. Jennifer Hunter, Assistant Director, Family and Consumer Sciences Extension  
Kelly May, KEHA State Advisor  
Dr. Craig Wood, Assistant Director, Agriculture & Natural Resources Extension  
Dr. Rachel Guidugli, Assistant Director, 4-H Youth Development Programs  
Dr. Ken Jones, Director, Extension Faculty Development and Engaged Scholarship  
Dr. Jeffery Young, Director, Urban Extension, Cooperative Extension Service  
Stacy Miller, Director, Extension Personnel/Human Resources  
Dr. Alison Davis, Director, Community and Economic Development Initiative of Kentucky  
Kim Henken, Director, Extension Engagement and Administrative Initiatives  
Rebecca Amsler, Director, Extension Business Operations  
Dr. Lola Adedokun, Director, Extension Evaluation  
Dr. Mark Mains, Director, Workforce and Equity Initiatives  
Melissa Bond, Program Leader, Community Arts Extension

## Kentucky State University Administrative Staff

Dr. Avinash M. Topè, Interim Director – Land-grant Programs, Associate Dean, Associate Professor, Human Nutrition and Food Safety Lead Scientist-Fermentation and Distillation Science, College of Agriculture, Health and Natural Resources  
Dr. Noel Novelo, Interim Associate Extension Administrator, Cooperative Extension Program, Kentucky State University

## Regional Extension Directors

East Region - Daniel Wilson      Central Region - Natasha Lucas      West Region - Jeremy Teal

## Area Extension Directors

### *East Region*

East 1 & 2 – Jeffery Casada  
East 3 & 4 – Judi O’Bryan  
East 5 & 6 – Ty Back  
East 7 & 8 – Raven Ford

### *Central Region*

Central 1 & 2 – Lisa Adams  
Central 3 & 4 – Rita Stewart  
Central 5 & 6 – Willie Howard  
Central 7 & 8 – TBD

### *West Region*

West 1 & 2 – Robert Tashjian  
West 3 & 4 – Matt Fulkerson  
West 5 & 6 – TBD  
West 7 & 8 – Amber Huffman

## Extension Family & Consumer Sciences Specialists and Associates

UNIVERSITY OF KENTUCKY (<http://fcs-hes.ca.uky.edu/>)

|                                |  |
|--------------------------------|--|
| Paul Adkins                    | Nutrition Education Program  |
| Kerri Ashurst, Ph.D.           | Children, Youth, and Families at Risk and Military Families Programs |
| Tyrone Atkinson                | Military Families Programs   |
| Jeanne Badgett                 | Clothing, Textiles and Household Equipment                           |
| Sandra Bastin, Ph.D.           | Dietetics and Human Nutrition  |
| Jan Childers                   | Administrative Support Associate I                                   |
| Ruth Cremeans                  | Administrative Support Associate II                                  |
| Natese Dockery, Ph.D.          | Mental Health and Wellbeing (Sept. 1, 2024)                          |
| LaToya Drake                   | Nutrition Education Program  |
| Caroline Durr                  | Nutrition Education Program  |
| Alex Elswick, Ph.D.            | Substance Use Prevention and Recovery                                |
| Brian Fitzpatrick              | Computer Support Specialist/Webmaster                                |
| Sarah Hanks                    | Program Manager  |
| Mary Higginbotham              | Extension Specialist Administrator                                   |
| Christine Howard               | Staff Support Associate II   |
| Nichole Huff, Ph.D.            | Family Finance and Resource Management                               |
| Brooke Jenkins                 | Nutrition Education Program  |
| Kristin Jowers                 | Extension Specialist for OneOp                                       |
| Janet Johnson                  | Curriculum Development   |
| Katherine Jury                 | Family Health  |
| Jann Knappage, MPH             | Nutrition Education Program  |
| Amy Kostelic, Ph.D.            | Adult Development and Aging  |
| Joann Lianekhammy, Ph.D.       | Family and Consumer Sciences   |
| Courtney Luecking, Ph.D.       | Dietetics and Human Nutrition  |
| Rusty Manseau                  | Graphic Artist   |
| Kelly May                      | Family Finance and Resource Management                               |
| Rita May                       | Nutrition Education Program  |
| Leslie McCammish               | Nutrition Education Program  |
| Mindy McCulley                 | Instructional Support  |
| Jeff McKee                     | Program Coordinator II   |
| Katie McKinney                 | Budget Manager   |
| Sally Mineer                   | Professional Development   |
| Monica Mundy, Ph.D.            | Community and Family Health  |
| Jean Najor                     | Nutrition Education Program  |
| Heather Norman-Burgdolf, Ph.D. | Foods and Nutrition  |
| Annhall Norris                 | Foods and Nutrition  |
| Crystal Osborne                | Area Nutrition Agent   |
| Paula Plonski                  | Nutrition Education Program  |
| Bethany Pratt                  | Food Systems   |
| Jen Robinson                   | Area Nutrition Agent   |
| Heather Shaw                   | Area Nutrition Agent   |
| Katherine Sherman              | Staff Support Associate II   |
| Alyssa Simms                   | Editor   |
| Amy Singleton                  | Area Nutrition Agent   |
| Hardin Stevens                 | Healthy Homes and Communities  |
| Kelli Thompson                 | Graphic Artist   |
| Darlene Tipton                 | Administrative Services Assistant                                    |
| Gwen Webb                      | Staff Support Associate II   |
| Laura Weddle                   | Director Nutrition Education Program                                 |
| David Weisenhorn, Ph.D.        | Parenting and Child Development                                      |
| Michele West                   | Nutrition Education Program  |
| Andrea Wilde                   | Area Nutrition Agent   |
| Leslie Workman                 | FCS/NEP Programming  |

KENTUCKY STATE UNIVERSITY (<https://ksu.edu/academics/cafsss/cooperative-extension/>)

Turquoise Brown Patterson

Expanded Food and Nutrition Education Program ( EFNEP) Coordinator

# ARTICLES OF INCORPORATION

KNOW ALL MEN BY THESE PRESENTS:

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

## ARTICLE I

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

## ARTICLE II

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

## ARTICLE III

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

## ARTICLE IV

No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE II hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of



any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## **ARTICLE V**

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

## **ARTICLE VI**

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

## **ARTICLE VII**

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

## **ARTICLE VIII**

The address of the registered office of the corporation is:

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

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

## ARTICLE IX

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

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

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

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

Mrs. Gilbert Keeney  
100 Warren Avenue  
Somerset, Kentucky 42501

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

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

Mrs. Ray Wilson  
Route 1  
Cadiz, Kentucky 42211

Mrs. Thomas Buttram  
Route 2  
Smith Grove, Kentucky 42171

Mrs. Wilbur Etter  
Leitchfield, Kentucky 42501

Mrs. Steve Howerton, Jr.  
Finchville, Kentucky 40022

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

Mrs. Kenneth Williams  
Route 1  
Owingsville, Kentucky 40360

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

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

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

Mrs. Everett Tolle  
Route 2  
Maysville, Kentucky 41056

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

Mrs. Howard Taylor  
Route 2  
Cynthiana, Kentucky 41031

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

Mrs. George Dale  
Route 3  
Carlisle, Kentucky 40311

Mrs. Fred Sammons  
Worthington, Kentucky 41183

Mrs. Bobby Depew  
Route 3  
London, Kentucky 40741

Mrs. Howard Bennett  
Route 6  
Mayfield, Kentucky 42066

Mrs. William Tucker  
27 Lisle Lane  
Winchester, Kentucky 40391

Mrs. Reuben Ball  
1329 Cantrell Street  
Ashland, Kentucky 41101

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

Mrs. Earl Friedly  
Rt. 4  
Georgetown, KY 40325

## **ARTICLE X**

The names and addresses of the incorporators are as follows:

Mrs. Mitchell Bertram  
Kenwood Ct.  
Glasgow, Kentucky 42141

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

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

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

## **ARTICLE XI**

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

## **ARTICLE XII**

The membership of the association shall be organized by County Extension Homemakers Associations 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*

# **Kentucky Extension Homemakers Association, Inc.**

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

## **BYLAWS**

### **ARTICLE I - OBJECT**

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

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

### **ARTICLE II – ORGANIZATION**

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

Section 1. Area Extension Homemakers Associations:

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

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

## Section 2. County Extension Homemakers Associations:

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. One elected Marketing and Publicity Chairman shall also serve on the State Board.

### Section 4. 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. The KEHA State President is not authorized to serve as a member of this committee. 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 either a County or Area 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 either a County or Area Extension Homemakers Association President and on the KEHA Board of Directors.
  - (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.
  - (6) A nominee for Marketing and Publicity Chairman must be a member of KEHA for at least one full year at the time of election, and have skills in communications, social media, creativity, writing, and computer proficiency.
- 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. A KEHA member may serve no more than four terms total in any combination of state elected positions. This includes state officer and state chairman positions but does not include terms as Area President. Fulfilling more than half of a partial term will count in this total.
- g. 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.
- h. 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 4, as verified by the nominating committee. Credentials must be submitted before the opening session of the KEHA Annual Meeting.

- i. 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.
- j. The Secretary shall be elected the year the President-elect moves up to President, the First Vice-President and Treasurer shall be elected the following year, and the President-elect and Second Vice President the next year.
- k. Officers, with the exception of President-elect, shall serve for a term of three years or until their successors are elected or appointed. The President-elect shall serve for one year, followed by a three-year term as President. No officer shall submit credentials for an additional term for the office they currently hold. New officers will take office July 1.
- l. Elected Educational Program Chairmen shall serve for a term of three years or until a successor is elected or appointed. No chairman shall submit credentials for an additional term for the office they currently hold. New Chairmen will take office July 1.
  - (1) The following Chairmen shall be elected the same year as the First Vice President and Treasurer.
    - Environment, Housing & Energy
    - Leadership Development
    - Food, Nutrition & Health
  - (2) The following Chairmen shall be elected the same year as the President Elect and Second Vice President.
    - Family & Individual Development
    - Cultural Arts & Heritage
    - International
  - (3) The following Chairmen shall be elected the same year as the Secretary.
    - 4-H Youth Development
    - Management & Safety
- m. The Marketing and Publicity Chairman shall serve for a term of three years or until a successor is elected. The current chairman is not eligible to submit credentials for an additional term. The first election will be held 2020, then subsequently elected every three years thereafter. The chairman shall take office July 1.
- n. The Executive Committee shall be responsible for making appointments to fill the vacancy occurring in any elected position with the exception of President or President-elect. The appointment shall be for the remainder of the unexpired term. In the event of a vacancy occurring in the office of President, the First Vice President shall fill the unexpired term. Any open position will be announced, and credentials will be accepted that are postmarked within thirty (30) days of the announcement. If no credentials are received within the 30 day timeframe, the Executive Committee will appoint a qualified candidate to fill the vacancy.
- o. In the event of a vacancy occurring in the office of President-elect, the First Vice-President shall assume the duties of the President-elect and an election for President will be held at the next KEHA annual meeting.



## Section 5. Nomination and Election of Area Officers

- a. The Area Executive Committee shall elect a three-member nominating committee prior to the Annual Meeting at which election is to be held. The Area Extension Homemaker Contact Agent shall serve as advisor to the committee. The Area President is not authorized to serve as a member of this committee.
- b. The Nominating Committee shall select a slate of candidates from those whose names and credentials have been submitted by their County Extension Homemakers Councils and signed by a County Council Officer other than the candidate.
- c. The qualifications for nominees for an Area office are:
  - (1) A nominee for Area President, President-elect (when applicable), and First Vice-President must be a member of KEHA and have served previously as a County Elected Officer.
  - (2) A nominee for Area Second Vice-President must be a member of KEHA, and have served previously as a County Elected Officer.
  - (3) A nominee for Area Secretary or Treasurer or Secretary-Treasurer must be a member of KEHA and have served as a county or club Secretary and /or Treasurer.
- d. The Nominating Committee shall notify the nominees, the nominees' County Presidents and Extension Family & Consumer Sciences Agent and request the attendance of the nominees at the Area Annual Meeting at which the election is to be held.
- e. The Nominating Committee shall report the names of candidates to the voting delegates of the Area at the Area Annual Meeting.
- f. Nominations may be made from the floor by any voting delegate, provided the nominee's credentials are submitted by the County Extension Homemakers Council and signed by a County Council Officer other than the candidate.
- g. Election shall be by ballot. A candidate must receive a majority vote of the official delegates voting to be duly elected.
- h. The term of office shall be three years. The President-elect, (if applicable) shall serve for one year, followed by a term as President. New officers shall assume office at the close of the Area Meeting at which they are elected.
- i. A vacancy in the office of Area President shall be filled by the Vice-President or First Vice-President (if applicable) for the unexpired term. The Area Executive Committee shall fill vacancies occurring in any other office providing credential requirements of Article III, Section 5, (c) have been satisfied. The appointment shall be for the unexpired term.

## Section 6. Duties of State Officers and Elected Chairmen

- a. The duties of the President shall be:
  - (1) To preside over all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
  - (2) To represent the KEHA at meetings of other organizations (this duty may be delegated);

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

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

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

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

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

- (5) To serve as Chairman of the Program of Work; leading and coordinating Educational Program Chairmen and Kentucky Cooperative Extension Service Advisors to develop programs, awards and recognition;
- (6) To plan and coordinate educational sessions and workshops for the KEHA Annual Meeting in cooperation with the Educational Program Chairmen; and,
- (7) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

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

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

e. The duties of the Secretary shall be:

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

- f. The Duties of the Treasurer shall be:
- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
  - (2) To keep an accurate record of all KEHA funds and have records reviewed annually by a Certified Public Accountant;
  - (3) To submit any and all forms required by the Internal Revenue Service for non-profit corporations and as required by the State of Kentucky on or before the required date;
  - (4) To keep records as established unless changes are recommended by the retained Certified Public Accountant, including separate records of:
    - General Fund
    - Evans/Hansen/Weldon Memorial Scholarship Fund
    - Coins for Change
    - All Special Funds;
  - (5) To receive dues from the counties and report paid memberships to the 2<sup>nd</sup> Vice-President;
  - (6) To pay monies as directed by the Board of Directors;
  - (7) To give complete Treasurer's report at business meetings of the Board of Directors and the KEHA Annual Meeting;
  - (8) To serve on the finance committee; and,
  - (9) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.
- g. The Duties of KEHA Educational Chairmen shall be:
- (1) To attend all KEHA business meetings which include Board of Directors, KEHA Annual Meeting and any other special called KEHA Meetings;
  - (2) To develop and implement KEHA programs;
  - (3) To compile annual reports to KEHA;
  - (4) To work with the Cooperative Extension Service personnel on developing KEHA educational programs;
  - (5) To develop any special projects that the KEHA Board of Directors recommends to meet a current identified need;
  - (6) To develop and implement any contests and awards which shall be reviewed and approved by the KEHA Board of Directors;
  - (7) To give a written report at the Fall Board of Directors' Meeting and an oral report at the Spring Board of Directors' Meeting; and,
  - (8) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.
- h. The Duties of KEHA Marketing and Publicity Chairman shall be:
- (1) To attend all KEHA business meetings which include Board of Directors, KEHA Annual Meeting and any other special called KEHA Meetings;

- (2) To interface with State 2nd Vice President and Area Vice Presidents for Marketing and Publicity purposes;
- (3) To coordinate KEHA Week statewide and maintain the Website Toolbox;
- (4) To manage the KEHA social media presence;
- (5) To give an oral report at the Fall Board of Directors' Meeting and at the Spring Board of Directors' Meeting;
- (6) To develop materials for use in the statewide promotion of KEHA; and
- (7) To collaborate with other organizations to market KEHA.

Section 7. Duties of Area Officers.

a. The duties of the President shall be:

- (1) To represent the Area on the KEHA Board of Directors;
- (2) To provide an oral report (along with a written copy of the report for each board member) of the Area activities at the KEHA Fall Board of Directors' meeting;
- (3) To provide a written report to the area council members pertaining to information received at the KEHA spring and fall board meetings and the KEHA Annual State Meeting;
- (4) To attend at least one County Annual Meeting in each county of the area during the term of office, expenses to be paid by host county;
- (5) To preside at all Area Meetings;
- (6) To appoint area chairmen when applicable;
- (7) To appoint an Internal Audit Committee to examine the treasurer's books, annually that shall consist of the Area President and two additional members of the Area Council; and,
- (8) To serve when assigned to a special project by the State President.

b. The duties of Vice-President or (if applicable) First Vice-President shall be:

- (1) To attend all Area meetings;
- (2) To serve as aide to the President;
- (3) To perform all duties of the President in that officer's absence or inability to serve and to assume the office of President or President-elect (if applicable) in the event of a vacancy in either of these offices;
- (4) To implement, promote, and carry out KEHA Educational Programs;
- (5) To prepare annual reports as specified in the area bylaws; and,
- (6) To perform all other duties as may be assigned to that office by either the Area President or Area Council.

c. The duties of (if applicable) Second Vice-President shall be:

- (1) To attend all Area Meetings;
- (2) To serve as aide to the President;
- (3) To inform county of all available materials marketing KEHA;

- (4) To provide information and training on marketing KEHA in order to increase membership; and,
  - (5) To perform all other duties as may be assigned to that office by either the Area President or the Area Council.
- d. The duties of the Secretary and Treasurer or Secretary-Treasurer shall be:
- (1) To keep an accurate record of all Area funds and present a complete and written record at the Annual Business Meeting, or whenever requested, of money received and paid out; and,
  - (2) To record and preserve accurate minutes and records of all Area meetings and Area Council meetings.
  - (3) To archive area minutes, annual reports, financial reports, and other historical data in accordance with the KEHA Organizational Guide.

## **ARTICLE IV - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

### Section 1. Board of Directors

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

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

### Section 2. Executive Committee

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

## ARTICLE V – FINANCING

### Section 1. Dues

- a. Annual dues of the KEHA shall be **five dollars** per member payable by December 15 of each year to the KEHA Treasurer by the Treasurer of each County Association, based on membership as of December 1 and shall be delinquent on December 31. **Any county whose dues are delinquent will not have the privilege of voting at the Annual Business Meeting of the KEHA.**
- b. Area Dues - These shall be as provided in the bylaws of each Area Association.
- c. County Dues - These shall be as provided in the bylaws of each County Association.

## ARTICLE VI - MEETINGS

### Section 1. KEHA Meetings

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

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

### Section 2. Area Meetings

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

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

## ARTICLE VII - AMENDMENTS

The State Bylaws may be amended by 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 | April 24, 2001 | April 19, 2005 |
|         | May 14, 2008   | April 22, 2009 | May 12, 2010   | May 16, 2012   |
|         | May 6, 2015    | May 8, 2018    | May 15, 2019   | June 22, 2021  |
|         | May 11, 2022   |                |                |                |



## STANDING RULES

### General

1. Kentucky Extension Homemakers Week shall be observed the second full week of October.
2. Any month from February to April shall be designated as International month. (3/10/2020)
3. The KEHA State Newsletter shall be printed and mailed each year in February. The deadline for submitting entries shall be January 15. (3/11/2014)
4. The spring board meeting shall be held at the location of the State KEHA annual meeting. (4/25/2000)
5. State officers, chairmen and area presidents shall submit their reports electronically to the KEHA President and UK Advisor by November 1. Reports will be placed on the KEHA Website. (11/11/2014)

### Administration

1. Correspondence from state educational program chairmen to area chairmen shall also be sent to the state president, 1<sup>st</sup> vice president, area presidents, president-elect (if applicable) and KEHA state advisor. (3/5/24)
2. Original minutes shall be kept on file in both hard copy and electronic formats. The outgoing secretary shall organize a file with hard copies for submission to archives. (3/11/2014)
3. Updates for the KEHA membership list must be entered in the online database as changes occur and all records should be reviewed and updated by January 15 each year. (3/11/2014)

### Elections

1. Persons submitting credentials for any elected position[s] on the KEHA Board of Directors shall send them by certified mail to the KEHA Secretary as listed on the current directory. Credentials must be postmarked at least thirty (30) days prior to the KEHA Annual Meeting. (11/11/2008)
2. The Chairman of the nominating committee shall notify Area Presidents if there are no nominees for an elective office. (11/13/2001)
3. Nominees for a state elective office shall provide a currently dated credential form properly signed by a county council officer other than the candidate.
4. Current officers have the option of remaining in the position or vacating the office when titles and position descriptions of offices change. (3/10/2020)

### Finance – General

1. The Treasurer shall be bonded for no less than fiscal year-end financial report balance. Letter of certificate of bond shall be presented to the Executive Committee yearly for review and proof of bond. The expense shall be paid by KEHA.
2. The KEHA general bank checking account will move to a bank in or near the community of the person elected treasurer. The bank should, if possible, be selected by bid from banks in the area. The 1st Vice President and 2nd Vice President shall serve as second signatories for the account. (3/12/2019)
3. The Executive Committee shall establish and act as trustees for an account which will include special funds listed. The account shall be maintained by a financial institution in instruments that are U.S. Government or FDIC insured. Monies for special projects and scholarships will then be distributed as directed by the Executive Committee as trustees. (3/11/2014)

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

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

These amounts should remain in each account. Should interest not generate enough funds to maintain programs, they will be discontinued until such time as these funds are available. Interest not used from previous year will be available for the current year programs. All requests for special travel funds must go before the Finance Committee prior to incurring the expense. The Finance Committee will review the request and forward recommendations to the KEHA Board for action. (3/10/2020)

- The KEHA Board of Directors shall have the authority to approve unbudgeted expenditures up to \$5,000.00. Proposed unbudgeted expenditures over \$5,000.00 must be approved by KEHA voting delegates at a regular or called business meeting. (3/18/1998)
- All scholarships shall be at least \$1,000 per recipient. If funds are not adequate, balance will be retained in account until adequate funds are available. (3/10/2020)
- The KEHA fund “Pennies for Friendship has been renamed “Coins for Change” for clarification. Fifty percent (50%) of the Coins for Change that are collected will be sent to the ACWW World Headquarters in London, England to support projects for world friendship and understanding through “Rural Women in Action.” (11/7/22) Fifty percent (50%) will be retained by KEHA. The portion of “Coins for Change” retained by KEHA shall fund the International program of work, including the Homemaker Exchange Program and required travel by the International Chairperson to ACWW and CWC meetings. To facilitate budget planning, funds collected within a given KEHA year shall be available for expenditure the following year. The KEHA International Chairman shall be notified of the remittance amount by February 1 each year and shall submit a budget for these funds by the spring KEHA Board meeting. (The details of “Coins for Change” and also the KEHA International Exchange program can be found elsewhere in the manual.) (3/11/2014)

### **Finance – Budget**

- Any expense that exceeds budgeted amount must be approved by Executive Committee before payment.
- No money in the KEHA treasury, savings, or otherwise can be committed and/or released without approval of the KEHA Board of Directors.
- Checks written to areas for area annual meeting and Master Clothing Volunteer Program must be requested by area treasurer with checks written and sent to the area treasurer.
- Funds collected for a special purpose (i.e. Ovarian Cancer Research, Kentucky Academy, etc.) may only be used for the designated purpose. For recordkeeping purposes, the appropriate KEHA officer or chairman shall submit a request in writing to the KEHA Treasurer before funds will be dispersed. The KEHA Treasurer will forward such proposals to the KEHA Executive Committee for approval. Approvals may be granted via email, phone conference, or at any called or scheduled meetings. (03/2013)

### **Finance – Committee**

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

### **Finance – Expenses**

1. The mileage allowance shall be \$0.50 per mile. Reimbursable mileage includes mileage from home or the Kentucky state line to meeting site and return as well as meeting related travel. (11/7/22)
2. Expenses for travel and lodging shall be paid for KEHA Board of Directors members and special committee members to KEHA Board meetings, KEHA Annual Meeting and special committee meetings. Meal allowance will be \$30.00 per day except for required function.
3. Lodging the night prior to KEHA board meetings, KEHA Annual Meeting and special committee meetings shall be paid when the driving distance to the meeting location and meeting start time would dictate departing prior to 7:30 a.m. local time as determined by the board member's home address. (Exceptions will be considered when carpooling dictates early arrival and offsets the lodging costs.) (3/10/2020)
4. Lodging will be based upon double occupancy. Any board members requesting a single room will be personally responsible for paying half of the room cost.
5. To be reimbursed for all expenses, all requests must be filed with the Treasurer within 60 days after the expense occurs. (3/10/2020)
6. The KEHA Choir Director shall have lodging provided for the KEHA State Meeting through inclusion in the board member room block and in compliance with the double occupancy requirement. (11/14/24)
7. Any KEHA member serving as a NVON officer may request:
  - a. Reimbursement for transportation to the annual NVON Conference. Such reimbursement would come from special travel funds and may not exceed 10% of the balance in the special travel account. Special travel funds must be requested prior to travel. (11/10/2015)
  - b. Registration for any NVON Officer representing Kentucky at the annual NVON Conference, not to exceed \$300 per person per year. The money would come from special travel funds. (11/14/24)
8. Any KEHA member, who is not a state board member, speaking at the Kentucky Volunteer Forum on behalf of KEHA may request reimbursement for transportation. Such reimbursement would come from special travel funds. (11/14/24)

### **Finance – Credit Card**

1. The KEHA treasurer shall establish a single credit card account at the bank where the general fund account is held. (11/14/2016)
2. The President will be the designated card user, with the card to be used for all budgeted expenses requiring electronic payment. (11/8/22)
3. Any time the card is used, the receipt should be scanned as soon as possible and emailed to the KEHA Treasurer. (11/14/2016)
4. Statements shall be mailed to the KEHA Treasurer. (11/14/2016)
5. As monthly statements are received, the treasurer shall verify all charges to submitted receipts, secure any missing receipts, pay the balance due and post expenses to the appropriate budget categories. (11/14/2016)

6. The card should not be used for travel expenses by any individual officer. Those expenses should be paid by the individual and reimbursed by submission of an expense voucher. (11/14/2016)
7. The treasurer shall pay the monthly credit card bill online after securing approval from either second signatory designated on the organization account. (3/12/2019)

## **COMMITTEES**

### **Bylaws Committee**

1. Members of the committee will be appointed by President for 3 year rotating terms. (Reference Article III, Section 6, a. (7)) (3/10/2020)
2. The committee will review bylaws annually to assure compliance and propose changes as needed.
3. The committee will review Standing Rules annually and recommend changes.
4. The current State Parliamentarian will serve as an ex-officio member to the bylaws committee.

### **Area(s) Host Committee for KEHA State Meeting**

1. The committee will consist of the State KEHA 1<sup>st</sup> Vice-President for Program, an agent, a UK specialist, and the host area(s) president(s). The host area(s) president(s) shall serve as chairman/co-chairmen. The committee shall also include county representation from the host area(s). (3/11/2014)
2. The area(s) host committee will plan the trade show, hands-on activities and hostess/hospitality for the KEHA State Annual Meeting. (3/10/2020)
3. The 1<sup>st</sup> Vice-President will coordinate logistics, space and equipment. The area(s) host committee will assist if requested. (3/11/2014)

### **KEHA Annual Meeting Site Selection Committee**

1. The KEHA Annual Meeting Site Selection Committee will be appointed every 2 years. The committee will be made up of the State KEHA 1<sup>st</sup> Vice-President for Program and two other board members. (3/2006)
2. The committee will send out a “Request for Proposals” to major hotels across the state and evaluate the proposals to find locations for the KEHA Annual Meeting. (3/06)
3. The committee will make site recommendations to the Board of Directors at the spring board meeting. (Example – The 2020 committee will recommend sites for 2022 & 2023). (3/10/2020)

### **Internal Audit Committee**

1. This committee will conduct an annual audit of the financial records of the Kentucky Extension Homemakers Association.
2. The audit will be completed prior to the state meeting each year and will cover the time period of the most recently ended fiscal year (July 1 – June 30). The President shall allot a time period during the fall board meeting for this audit to be conducted.
3. Items to be made available by the treasurer for the yearly internal audit are: bank statements, check register, vouchers, and receipts for period covered.

4. Approval of the audit will be entered into the minutes of the Kentucky Extension Homemakers Association Annual Meeting.
5. The treasurer will provide the Audit Committee with a copy of the check register and bank statements at the spring and fall board meetings. (3/11/2014)
6. The treasurer should make available vouchers and receipts for viewing by the committee at the spring and fall board meetings.

### **PARLIAMENTARIAN**

1. Will be appointed by the President for a 3-year term. (Reference Bylaws Article III, Section 6, a. (6)) (3/20/2020)
2. Must have general knowledge of Roberts Rules of Order Newly Revised. (Reference Bylaws Article IX)
3. Will attend the spring and fall meetings of the KEHA Board of Directors, Executive Board meetings, the KEHA Annual Meeting, and other meetings as required with expenses paid by KEHA.
4. People interested in the position shall express their interest to the President-elect in writing and include their qualifications. (11/1/2002)

### **VOTING DELEGATES ROLE AND RESPONSIBILITIES**

1. Each county holding membership in the State Association shall have two voting delegates for state business. (ARTICLE II, Section 2, paragraph 2) (3/20/2020)
2. Annual dues of the State Association are payable by December 15 of each year to the State Association Treasurer and shall be delinquent on December 31. Any county whose dues are delinquent will not have the privilege of voting at the annual business meeting of the State Association. (ARTICLE V, Section 1, a., second sentence)
3. At least two weeks prior to the state annual meeting, information packets will be sent to each county Extension office via the University of Kentucky email system and to the KEHA Board via email. The FCS Extension Agent and area KEHA president should insure that each voting delegate receives a copy of the packet. Packets may include credentials for any candidates to be elected, proposed bylaw changes and other necessary information.
4. **Serving as a voting delegate is an important duty. Delegates should study the documents sent to them so they can represent their county and the state organization wisely.**
5. If a designated county voting delegate finds she cannot attend the annual meeting, an alternate should be chosen as soon as possible and her registration sent to the Treasurer. The delegate packet should be given to the alternate so she can study the issues and be prepared.
6. Upon arriving at the annual meeting site, a delegate should sign in at the KEHA registration desk as soon as possible and pick up additional delegate information.
7. Delegates arriving at the annual meeting site on the day of the business meeting should plan to be duly registered at least one hour before the start of the business meeting and in their seats at least ten minutes prior to the start of the meeting unless otherwise instructed.
8. Before an annual meeting can transact any business, the Credentials (Roll Call) Committee chairman must officially report the number of registered delegates. Since this must be the first thing done after opening ceremonies, late registration can delay the start of the meeting even though it is otherwise ready to begin.

9. Official voting delegates wanting to address the annual meeting should go to a microphone and be recognized by the Chairman. They clearly state their name, title (if any) and their county. An example would be, “Madame Chairman, I am Jane Doe, Alpha County President.” The delegate then states her question or remark, waiting at the microphone for an answer or resuming her seat, whichever is appropriate.
10. Each delegate will receive a voting card to use when voting on an issue. Cards should be left on the chairs after the business meeting is concluded so they can be reused.
11. Any questions about the delegate process may be referred to the State Parliamentarian.

**ELECTRONIC MEETINGS (MEMBERS ARE GATHERED AT THE SAME TIME BUT NOT AT THE SAME PLACE)** [Approved November 2020]

In the event that a KEHA Business, Executive Board, or any special called meeting cannot be held in person these rules may be observed:

1. All participants must have access to the necessary equipment for participation (either by phone or web connection).
2. Notice of time and date of electronic KEHA Business and Board of Directors meetings will be given 30 days prior to the e-meeting and all reports or correspondence will be sent to participants within that 30 days.
3. Notice of time and date of any special called electronic meetings shall be sent at least 10 days prior to the meeting, stating the objectives of the meetings and the subject or subjects to be considered. [Per Bylaws Article VI, Section 1, item a.] Specially called Executive Committee meetings maybe called with less than 10 days prior notice.
4. Members will answer roll call in the usual manner as in person meetings. A quorum will be determined as stated in the KEHA By-laws. Any member must advise the President when leaving the meeting in order to maintain a quorum.
5. E-meetings will be conducted in the same manner as in person meetings according to the KEHA By-laws.

**DEFINTION OF TERMS IN THE KEHA BUDGET** [Approved November 2020]

1. Program of Work funds in the KEHA Budget are designated for the eight state-level educational chairs for projects related to the performance of their position such as mailings to area chairs, supplies and materials for the annual training workshop at State Meeting, travel to subject related events, and other expenses related directly to the chairmanship. The amount per chairman is set each year and defined in the budget.
2. The Memorial Fund is used for lasting memorials to the FCS Extension Legacy Fund, in memory of a current board member or past-president who passes.
3. New Board Member Orientation funds are used to pay for travel, lodging, and food for new board members to attend orientation during the first year of their term as well as for purchase of new member name tags.
4. Each member of the KEHA Executive Committee has a defined allocation in the general fund budget. This includes the president, 1st vice president, 2nd vice president, secretary, treasurer, parliamentarian and president-elect (when applicable). The funds are to be used for travel, lodging, food, materials, and other resources needed in the performance of their elected position.
5. Board Travel to Area Meetings are funds allocated for use by the designated KEHA State Board member attending area annual meetings. The funds are used for mileage, lodging and other travel expenses for the KEHA Board member designated by the president to represent the board at each area meeting.

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June 2021

6. The KEHA Board Expense category provides allocations of funds to support board members participation in the fall board meeting, spring board meeting, and annual State Meeting. The funds are

intended to pay for travel, lodging, and food. Usually hotel and meal arrangements are made for the whole board by the President or 1st Vice President. Members are allowed \$30 a day for meals, while traveling to and from the meeting. This includes all officers, Area Presidents, State Chairmen, Master Farm Homemaker representatives and Parliamentarian.

- a. The State Board will pay for lodging at State Meeting for the KEHA Choir Director at the double occupancy rate if the Choir Director is not already a state board member (11/14/24).
7. The Board Expense category also includes a subcategory for NVON. These funds are used to pay the registration fee for any board member who attends the national conference.
8. The Archives line in the general fund budget is to cover costs of any supplies needed to archive the organization's records.
9. The Insurance and Taxes category in the general fund budget includes subcategories with allocations for paying annual fees and premiums associated with General Liability insurance, the Treasurer's Bond, Certified Public Accountant fees for an annual review and filing of the organization's 990, Corporation Fees, Legal Fees and Sales Tax.
10. The Public Relations category within the KEHA General Fund budget includes sub-categories with specific allocations for:
  - a. KEHA Merchandise – Purchase of marketing items to maintain in inventory for resale to members, clubs, counties, and areas.
  - b. Newsletter – Publish and mail the annual KEHA newsletter.
  - c. Area Annual Meetings – An allocation of \$500 per area for use in conducting the Area Annual Meeting. Area president or treasurer must request the funds in writing to the State Treasurer. Request may be done any time after July 1.
  - d. Marketing Toolkit – Funds provided for use by the KEHA Marketing and Publicity Chair to provide resources for club and county use in marketing KEHA.  
NOTE: On 11/8/22 the Board voted to discontinue printing hard copies of the manual pages for counties.
11. The Outside Organizational Support/Sponsorships category in the general fund budget includes subcategories and set funding allocations for the following:
  - a. 4-H Awards – Given to the Friends of the Kentucky 4-H for their national meeting and awards.
  - b. Master Farm Homemaker Judging – Help to offset expenses in judging nominations. The Guild sends an expense report to the KEHA treasurer requesting reimbursement not to exceed the set budget amount each year.
  - c. Master Clothing Volunteer – Area Program Support – An allocation of funds per area is included in the general fund budget to support the Master Clothing Volunteer Program. Area treasurers request funds from the KEHA treasurer annually any time after July 1.
  - d. KEAFCS – Sponsorship for the annual meeting of the Kentucky Extension Association for Family and Consumer Sciences (state association for FCS agents). The KEAFCS Board submits an annual request for sponsorship funds.
12. The KEHA Development Grant program is open for applications from counties and areas. Proposals are due March 1 each year. Grants awarded may not exceed the total budget line in any year and the grant program information sets forth the maximum amount for each county or area proposal.

## KEHA REMINDER CALENDAR

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



**Preparation of the annual Inspiration  
Booklet was discontinued by vote of the  
KEHA Board in November 2021.**

**Preparation of the annual Recreation  
Booklet was discontinued by vote of the  
KEHA Board in November 2021.**

## ***KEHA Educational Program of Work Guidelines***

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

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

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

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

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

The POW *may* focus on one aspect/segment of the Chairman's total responsibility, but is responsible for disseminating and sharing information about all of the topics under that heading—i.e.; Family & Individual Development Chairman handles the subject matter areas of family life as well as clothing and textiles. Chairmen and advisors *must* find a way to incorporate and share programming materials, lessons, and other issues from *all the subject matter areas they represent*. The focus of the POW should be on outcomes-based programming with established goals and objectives. Strong connections to the Family and Consumer Sciences Extension strategic plan are encouraged.

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

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

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

**Where:** Since the elected State Educational Program Chairman can be from any one of the 120 counties across the Commonwealth, times and opportunities to work on a new POW must be arranged in cooperation with their assigned State Advisor. It is the responsibility of both parties to be creative in establishing a time to meet (face-to-face, conference call, etc.) and begin the new POW process

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

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

**How:** *The Program of Work should come about through teamwork.* Ideas should flow from the grassroots—individual members—to the Statewide Advisory Committee. The Statewide Advisory Committee is composed of the Area Chairmen. Area Chairmen should discuss and share topics with the State Educational Chairman and State Advisor who carefully work together to *craft* the POW. Time for this discussion is built into the State Chairman Workshops held at the annual state meeting. However, the conversation should continue via a variety of communications channels, including phone, email and social media (when applicable).

# 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 2024 to 2027**

Cindy Moore, Cultural Arts and Heritage Chair

2707 Sunnyside Road

Eminence, KY 40019

502-706-0579

[cjrn1@bellsouth.net](mailto:cjrn1@bellsouth.net)

## **Cultural Arts and Heritage**

### **Program of Work**

### **2022-2025**

**Situation:** Situation: Of the several entries for the word “ART” in Merriam-Webster’s online dictionary, the definition, “decorative or illustrative elements in printed matter” is the inspiration for the current Three-Year Program of Work. Viewing art – such as a painting, photograph – can influence our thought processes, emotions, and behaviors. And the fundamental ‘elements and principles’ of art (or design) consciously and subconsciously impact our perception of what we are viewing. This Program of Work aims to introduce participants to the elements and principles of art through definitions and examples, while helping participants understand why they may or may not “like” what they see when viewing art. Participants will be encouraged to enter their own “works of art” in the Cultural Arts Exhibit.

#### **YEAR ONE Focus (2022 – 2023): ELEMENTS and PRINCIPLES of ART**

**Goal:** To provide information that will enable participants to objectively evaluate a drawing, painting, or photograph and have discussions about what makes some works of art visually pleasing or not visually pleasing

#### **Objectives:**

- Establish a foundation of understanding through a brief survey of art history
- Define the Elements of Art/Design
  - Line, shape, form, space, texture, value, color
- Define the Principles of Art/Design
  - Unity/variety, proportion, balance, contrast, emphasis, movement, rhythm, pattern
- View and critique examples of the Elements and Principles
- Discuss how the use of Elements and Principles can create something that is either visually pleasing or not pleasing

#### **Activities:**

- Create a scrapbook page to enter in the Cultural Arts contest that incorporates several Elements and Principles of Art
- Visit local museums to view a drawing, painting, or photograph and describe the specific Elements and Principles of Art
- Support local artists

## **YEAR TWO Focus (2023 – 2024): COMPOSITION in DRAWING and PAINTING**

**Goal:** To increase participants level of understanding related to composition in drawings and paintings.

### **Objectives:**

- Discuss the history of drawing and painting
- Discuss tools and equipment used for drawing and painting
- Review the Elements and Principles of Art/Design and make connections with specific drawings and paintings
- Give suggestions for how to create visually pleasing drawings and painting

### **Activities:**

- Enter a drawing or painting in the Cultural Arts contest
- Experiment with watercolors and paint our state of Kentucky  
[https://cedik.ca.uky.edu/files/kentucky\\_watercolor\\_ky\\_arts\\_extension\\_july2020.pdf](https://cedik.ca.uky.edu/files/kentucky_watercolor_ky_arts_extension_july2020.pdf)
- Visit local museums to view a drawing, painting, or photograph and describe the specific Elements and Principles of Art

## **YEAR THREE Focus (2024 – 2025): COMPOSITION IN PHOTOGRAPHY**

**Goal:** To increase participation in Cultural Arts and Heritage Exhibit Photography categories.

### **Objectives:**

- Discuss the history of photography
- Discuss tools and equipment used for photography
- Make connections about the Elements and Principles of Art/Design to specific photography
- Make distinctions between black & white photography and color photography
- Give suggestions for how to create visually pleasing photographs

### **Activities:**

- Take a photography class
- While keeping the Elements and Principles of Art in mind, take a photograph to enter in the Cultural Arts contest
- Sort through your old photographs and select a few that you find visually pleasing – and display them! Find a few photographs that you don't like – and let them go!
- Visit local museums to view a drawing, painting, or photograph and describe the specific Elements and Principles of Art

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now blank.**



## 2022-2025 Cultural Arts Passport Contest

**CONTEST:** The KEHA Cultural Arts and Heritage Passport will be offered on an annual basis. The county who records the most events, based on the percentage of members, will be awarded \$100.

Clubs/members should submit all completed passports to the County Cultural Arts Chairman or County President by July 1. Each county must report total events attended/places visited via email to the Cultural Arts Chair or submit the total via the online county Passport form accessible on the Cultural Arts Chairman page of the KEHA website (<http://keha.ca.uky.edu/content/cultural-arts-and-heritage>). This information is also in the Passport Contest Booklet that is available on the KEHA website.

**NEW FOR 2022 AND BEYOND:** Include in the Passport a **brief written description** of one work of art viewed at a Kentucky museum, exhibit, or fair. Try to incorporate some the vocabulary related to the Elements and Principles of Art:

- Line, shape, form, space, texture, value, color
- Unity/variety, proportion, balance, contrast, emphasis, movement, rhythm, pattern

Include:

- Location of work of art
- Artist name (if known) and date of work (if known)
- Art type and medium (ex: painting – acrylic, watercolor, etc.; drawing – pencil, ink; photograph – color, black & white; textile/quilt – cotton fabric, etc.)

### OBJECTIVES:

1. To Promote Cultural Arts and Heritage.
2. To promote and share multicultural experiences.
3. To develop educational awareness of historic surroundings

### ACTIVITY SUGGESTIONS:

1. Document and encourage travel in Kentucky.
2. Promote Homemakers interaction with other counties and area.
3. Encourage healthy and active lifestyles

### DEADLINE:

July 1

# 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 39.
- Entries will not be returned; be sure to make a copy
- All entries are due by March 1 to KEHA Cultural Arts Chairman:

Cindy Moore  
2707 Sunnyside Road  
Eminence, KY 40019  
502-706-0579  
[cjrn1@bellsouth.net](mailto:cjrn1@bellsouth.net)

### 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: \_\_\_\_\_

# 2024-2025 CULTURAL ARTS EXHIBIT CATEGORIES

## *Categories and Subcategories*

### **1. SEWING (Apparel & Home Decor)**

- a. Basic Garment APPAREL
- b. Specialty<sup>1</sup> Garment APPAREL
- c. Accessory APPAREL
- d. Basic HOME DECOR
- e. Specialty<sup>1</sup> HOME DÉCOR

<sup>1</sup> b. and e. "Specialty" may include *appliqued and quilted*.

### **2. ART, 3-Dimensional**

- a. Carving
- b. Sculpture

### **3. ART, NATURAL**

- a. Wood
- b. Other

### **4. ART, RECYCLED (Include a before picture)**

- a. Clothing
- b. Household
- c. Other

### **5. BASKETRY**

- a. Cane
- b. Dyed Material
- c. Miniature (under 4 inch)
- d. Novelty
- e. Plain

### **6. BEADING**

- a. Bead Weaving
- b. Non-jewelry Item/Wearable
- c. Miscellaneous

### **7. CERAMICS**

- a. Hand-formed
- b. Molded
- c. Pre-made

### **8. COUNTED CROSS STITCH**

- a. 14 Count & Under
- b. 16-22 Count
- c. Specialty Cloth (linens, etc.)

### **9. CROCHET**

- a. Accessories
- b. Fashion
- c. Home Décor and Afghans
- d. Thread

### **10. DOLL/TOY MAKING**

- a. Cloth
- b. Handmade Toy other than Porcelain/China or Cloth
- c. Porcelain/China

### **11. DRAWING**

- a. Pastels
- b. Pen and Ink
- c. Pen and Ink with Oil Roughing
- d. Pencil or Charcoal-Black
- e. Pencil-Color

### **12. EMBROIDERY**

- a. Basic
- b. Candle Wicking
- c. Crewel
- d. Machine
- e. Ribbon
- f. Smocking
- g. Swedish
- h. Tatting/Lace Making
- i. Chicken Scratch
- j. Punch Needle (under 60" perimeter)
- k. Miscellaneous

### **13. FELTING\***

- a. Needle Method
- b. Wet Method

### **14. HOLIDAY DECORATIONS**

- a. Autumn
- b. Spring
- c. Summer
- d. Winter

## 2024-2025 CULTURAL ARTS EXHIBIT CATEGORIES (continued)

### 15. JEWELRY

- a. Beaded
- b. Mixed Media (wire, chain maille, mixed with beads)
- c. Original Design

### 16. KNITTING (HAND – with knitting needles)

- a. Accessories
- b. Fashion
- c. Home Décor and Afghans

### 17. KNITTING (OTHER – machine / loom)

### 18. NEEDLEPOINT

- a. Cloth Canvas
- b. Plastic

### 19. PAINTING, ART

- a. Acrylic
- b. Oil
- c. Watercolor

### 20. PAINTING, DECORATIVE

- a. Metal
- b. Wood
- c. Other

### 21. PHOTOGRAPHY (mounted or framed) \*\*

- a. Black & White
- b. Color

### 22. QUILTS\*\*\*

- a. Baby-size or Lap-size (hand quilted)
- b. Baby-size or Lap-size (machine quilted)
- c. Hand Appliqué (hand quilted)
- d. Hand Pieced (hand quilted)
- e. Machine Appliqué (machine quilted)

### 22. QUILTS\*\*\*\* (continued)

- f. Machine Pieced (hand quilted)
- g. Machine Pieced (machine quilted)
- h. Novelty (stenciled, embroidered, miniature, etc.) (hand quilted)
- i. Novelty (stenciled, embroidered, miniature, etc.) (machine quilted)
- j. Technology Based (hand or machine quilted)
- k. Miscellaneous (hand or machine quilted)

### 23. PAPER CRAFTING

- a. Card Making
- b. Origami
- c. Quilling
- d. Scrapbooking\*\*\*\*\*

### 24. RUG MAKING

- a. Braided
- b. Hooked
- c. Punch Needle, rug (over 60” perimeter)
- d. Woven

### 25. WALL or DOOR HANGING

- a. Fabric
- b. Other
- c. Diamond Art Mosaic

### 26. WEAVING

- a. Hand (macrame, caning)
- b. Loom (includes pin weaving)

### 27. MISCELLANEOUS (Items not included in other categories listed, otherwise they will be disqualified.)

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

\*\* Photographs should be either mounted and/or in a frame – MATTING and/or GLASS is OPTIONAL

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

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

# CULTURAL ARTS AND HERITAGE

## CULTURAL ARTS EXHIBIT

### Criteria for Judging:

- A. Three-dimensional art, decorative painting, drawing, art painting, and ceramics.
  - 1) Originality
  - 2) Artistic promise
  - 3) Technique
  - 4) Composition
  
- B. Apparel, basketry, beading, counted cross stitch, crochet, embroidery, felting, holiday decorations, jewelry, knitting, natural art, needlepoint, pillows, quilts, recycled art, rug making, toy/doll making, wall or door hanging, weaving, and miscellaneous.
  - 1) Originality
  - 2) Workmanship
  - 3) Color harmony
  - 4) Beauty of design
  - 5) General appearance.
  
- C. Photography
  - 1) Originality
  - 2) Content
  - 3) Clarity
  - 4) Technical competence
  - 5) Composition
  
- D. Scrapbooking — Please indicate page(s) to be judged if entire scrapbook is sent. Contest is limited to one-page and two-page layouts only.
  - 1) Balance and symmetry
  - 2) Color coordination
  - 3) Quality of photography
  - 4) Use of space
  - 5) Neatness
  - 6) Lettering
  - 7) Journaling
  - 8) Use of embellishment
  - 9) Does it tell a story

**KEHA Cultural Arts & Heritage  
Clarifications to Cultural Arts Exhibit RIBBON Procedures**

**2024 – 2025 CATEGORIES and SUBCATEGORIES**

- There are 27 CATEGORIES (for 2024 – 2025)
  - 25 of the 27 Categories also include Subcategories
    - **TOTAL of 97 Category/Subcategory designations**
- Qualified entries should be placed in the *most appropriate* Category/Subcategory
  - Entries advancing to the next level (County to Area; Area to State) should remain in the same, appropriate Category/Subcategory the entire time

**RIBBONS (suggested recognitions)**

- Blue = 1st Place
- Red = 2nd place (*optional at the County and Area levels; not used at the State level*)
- White = 3rd place (*optional at the County and Area levels; not used at the State level*)
- Purple = “Best of” (*optional at the County and Area levels; 27 awarded at the State level*)

**At the COUNTY LEVEL**

- COUNTIES may award ribbons in Categories/Subcategories AS THEY SEE FIT
- County Judges should select only **ONE** top-winning **entry from EACH of the 98 Categories/Subcategories at the COUNTY Level** to **advance** to the **AREA LEVEL** Cultural Arts Exhibit
  - Only **ONE item from each of the 98 Subcategories advances** from the COUNTY Level to the AREA Level

**At the AREA LEVEL**

- AREAS may award ribbons in Categories/Subcategories AS THEY SEE FIT
- Area Judges should select only **ONE** top-winning **entry from EACH of the 95 Categories/Subcategories at the AREA Level** to **advance** to the **STATE LEVEL** Cultural Arts Exhibit
  - Only **ONE item from each of the 98 Subcategories advances** from the AREA Level to the STATE Level

**At the STATE LEVEL**

- State Exhibit receives up to 98 items from each of the 14 Areas (up to 1,372 entries)
- State Judges award **BLUE RIBBONS** for what they deem the highest quality work
  - may award **as many Blue Ribbons** per Category/Subcategory **as they see fit**
  - *Red Ribbons and White Ribbons are not awarded at the State Level*
- **PURPLE RIBBONS** are awarded to **ONE ITEM** within each the **27 Categories**
  - A State Purple Ribbon item is chosen from a State Blue Ribbon winner
  - Purple Ribbons are *not awarded by Subcategory* at the STATE LEVEL



## CULTURAL ARTS EXHIBIT

### CULTURAL ARTS EXHIBIT RULES

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

**Each article must be the work of an Extension Homemaker member and must have been completed during the past 2 years.**

BLUE Ribbon and PURPLE Ribbon winners from previous years in each category or subcategory are not eligible for entry in another KEHA cultural arts contest.

Areas may exhibit one item from each category and/or subcategory (maximum number is 94 for 2023-2024).

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

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

**Should a KEHA member who is in good standing happen to pass away before a qualified entry can advance to the next level of judging (county to area, area to state), the deceased member’s entry will remain eligible, and the club/county will have the option to enter it at the next level.**

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

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

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

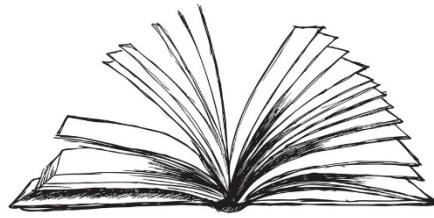
Blue ribbons are awarded for high quality work, the number depending on the quality of the entries. A championship purple ribbon is awarded to best of the blue ribbon entries in each category.

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

Neither the Kentucky Extension Homemakers Association nor the University of Kentucky will be responsible for any lost, misplaced or broken items. We do not anticipate any misfortune, but this disclaimer must be clearly understood by all exhibitors. Please label any easels, picture stands, hangers, or other display equipment.

The exhibits will be hosted at all times the exhibit is open. Additional security will be provided when necessary.

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




## Kentucky Extension Homemakers Association Cultural Arts and Heritage — Book List

Please help compile our next KEHA Book List (to be available July 1) by suggesting discussion-worthy, well written books, published in the past 3 years. Books should be submitted from the following nine categories:

- Arts
- Biography
- Family and Consumer Sciences
- Fiction
- History
- Kentucky
- Religion and Spirituality
- Travel
- Classics and Old Favorites  
(may be older than 3 years)

Please submit your suggestions by **March 15**, to the current State Cultural Arts and Heritage Chair:

| Preferred method (click or scan):   | Or E-Mail information to:                                    | Or MAIL information to:                                  |
|---|--|--|
| <a href="#">Qualtrics Link for KEHA Book List Submission</a>  | <a href="mailto:cjrn1@bellsouth.net">cjrn1@bellsouth.net</a> | Cindy Moore<br>2707 Sunnyside Road<br>Eminence, KY 40019 |
| Questions? call Cindy at 502-706-0579   |  |  |

If submitting by email or mail, please include the following information:

- Category (from list above) –
- Name of Book –
- Author –
- Year Published –
- Short Description (3 or 4 sentences, use back if necessary) –

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

### **KEHA Environment, Housing and Energy Chairman – 2023 to 2026**

Rhonella Chaffin  
P.O. Box 1057  
Louisa, KY 41230  
606-483-6077  
[rhonella@att.net](mailto:rhonella@att.net)

# Environment, Housing and Energy

## Program of Work for 2024-2027

### Emphasis One

**TITLE:** Indoor Air Quality: Sources and Effects on Our Health

**Goal:** The goal of this lesson is to raise awareness and knowledge about indoor air quality, pollutant sources and their health effects, and steps to improve indoor air quality.

**Objectives:**

1. Define indoor air quality.
2. Identify indoor air pollutants and how they affect air quality.
3. Identify indoor air pollutants and how they affect health.
4. Identify one action that will improve indoor air quality.

**Resources:**

- Lesson titled “Indoor Air Quality: Sources and Effects on Our Health” includes these contents:
  - Publication – HSW-HMS.004 Indoor Air Quality: Sources and Effects on Our Health
  - Facilitator’s Guide
  - PowerPoint
  - Evaluation
  - Marketing Tools

**Emphasis Two and Emphasis Three** are currently in development. Check the Environment, Housing, and Energy Chairman website later for details.

<https://keha.ca.uky.edu/content/environment-housing-and-energy>

## **Additional Environment, Housing, and Energy Lessons Available**

### **TITLE: Radon in Kentucky**

**Goal:** The goal of this lesson is to raise awareness about radon in Kentucky and its negative health effects.

#### **Objectives:**

1. Define radon and its prevalence in Kentucky.
2. Understand radon's effect on health, especially when combined with smoking and lung cancer cases in Kentucky.
3. Learn how to test and mitigate in homes and other buildings.

#### **Resources:**

- Lesson titled "Radon in Kentucky" includes these contents:
  - Publication – HSW-HS.001: Radon in Kentucky
  - Facilitator's Guide
  - PowerPoint
  - Evaluation
  - Resource List

### **TITLE: Carbon Monoxide: Exposure and Prevention**

**Goal:** The goal of this lesson is to raise awareness and knowledge about carbon monoxide, its negative health effects, and steps of prevention.

#### **Objectives:**

1. Define carbon monoxide and its sources.
2. Understand symptoms of carbon monoxide exposure and its effects on health.
3. Learn how to test for and detect carbon monoxide in homes and buildings.

#### **Resources:**

- Lesson titled "Carbon Monoxide: Exposure and Prevention" includes these contents:
  - Publication – HSW-HMS.002 Carbon Monoxide: Exposure and Prevention
  - Facilitator's Guide
  - PowerPoint
  - Evaluation
  - Marketing Tools
  - Activity
  - Activity Answer Key

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intentionally blank.**

# 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. A gift card 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

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

Entries are due by March 1. Please send to:

Rhonella Chaffin  
P.O. Box 1057  
Louisa, KY 41230  
606-483-6077  
rhonella@att.net

## **FAMILY AND INDIVIDUAL DEVELOPMENT**

Living with fear and anxiety has been upending. Being forced to distance ourselves from those we care about created disconnection. Coping with extraordinary losses is distressing. The ongoing Covid-19 crisis has affected people's mental health around the world. People are suffering—some worse than others, depending on gender, personality, age, health, socioeconomic status, and race. Ongoing research demonstrates that people are experiencing mental health issues at higher rates than before the pandemic. Issues include stress, anxiety, depression, and post-traumatic stress disorder (PTSD).

To help KEHA deal with the many different types of loss individuals and families may have experienced over the past few years, the Family and Individual Development Program of Work (POW) is reaching in (versus reaching out) and addressing self-care. Specially, lessons and activities will focus on:

- 2022-2023: Self-Care and Mental Health: Living Alongside the Pandemic
- 2023-2024: Self-Care and Self-Indulgence (aka: Pamper Yourself!)
- 2024-2025: Self-Care and Strengthening Family and the Community

### **KEHA Family and Individual Development Chairman – 2024-2027**

Amelia Godfrey  
625 Main St. Apt. 102  
Paintsville, KY 41240  
931-561-8012  
Meme6968@yahoo.com

Handbook 50  
June 2024



**FAMILY AND INDIVIDUAL DEVELOPMENT 2022-2025**  
**Focus 1: Self-Care and Mental Health: Living Alongside the Pandemic**  
**2022-2023**

This focus area is about replenishing and doing things for individual benefit—including recognizing loss, both big and small.

**Goals & Lesson Resources**

Resources will be provided to explore the following topics:

1. Analyze various types of loss and grief
2. Examine ways to take care of yourself mentally and physically
3. Create mental health survival kits

**Activities**

The facilitator guide will provide a homemaker “survival kit” activity. In addition, consider these additional activities:

1. Educate yourself –attend KEHA lessons, learn about grief, talk about your feelings
2. Seek help –Talk to trusted family members/friends, reach out to a religious leader, attend a support group, call a health-care provider, schedule mental health counseling
3. Keep a journal—document things for which you are grateful, write from the heart, reflect on your loss and how it affects you, let your feelings flow
4. Surround yourself with positive, healthy people—spend time with people who have positive energy and who can support and encourage you
5. Be active—engage in meaningful activity, discover your purpose, join a club, attend an event, volunteer, spread joy

**For more information, resources or assistance with website access, contact your county Family & Consumer Science Agent.**

## **Focus 2: Self-Care and Self Pampering 2023-2024**

### **Rational**

To feel great this year, KEHA supports the following goals:

Taking time to engage in self-care alleviates some of life's daily pressures and provides the necessary reset that allows you to get back a healthy point where you can maximize daily productivity. When you take time to spend time on yourself, you ultimately benefit everyone. But if negative experiences, behaviors, and feelings persist and/or prevent the ability of carrying out daily responsibilities, it is important that you call a health care provider and seek professional services.

In addition to supporting on-going self-care, KEHA is also exploring the temporary benefits of self-pampering. Self-pampering in this sense refers to healthy adornment practices that make us feel good in the moment. The practice of self-care and self-pampering can complement each other. When used in moderation, pampering yourself can be a form of self-care that we should not feel guilty about.

### **Goals & Lesson Resources**

Resources will be provided to explore the following topics:

1. Identify the difference between your self-care needs and self-pampering wants in terms of health and grooming.
2. Analyze what style is best for your body shape.
3. Identify ways to pamper yourself at home without breaking the bank.
4. Choose to love yourself and be happy with the blessing you have.
5. What is self-care and why is it important for you.

### **Activities**

The facilitator guide will provide several suggestions for self-pampering activities.

**For more information, resources or assistance with website access, contact your county Family & Consumer Science Agent.**

## **Focus 3: Self-Care and Strengthening Family and the Community 2024-2025**

### **Rational**

Meaningful relationships and positive social connections help you build support systems and contribute to physical and mental health as well as overall life quality and well-being (National Institute of Health, 2021). Strategies for improving personal social health include (1) making connections with family, friends, neighbors, romantic partners, etc.; (2) taking care of yourself while caring for others; (3) getting physically active with others in the community; (4) creating strong bonds with kids; (5) Building strong, healthy, supportive relationships; and (6) Influencing your family's health habits. When committed to personal and family well-being, you are better able to support, maintain, and/or improve the life quality of your family and community. Strong families are the building blocks of society. According to research, the qualities of strong families include (MO Extension; MSU Extension; NE Extension; UK Extension):

1. **Adaptability and Flexibility.** Strong families can manage unanticipated events and stressors.
2. **Affection and Appreciation** – Strong families care about each other, they say nice things to one another, they help each other, do positive things for one another and keep promises.
3. **Commitment to Community.** Strong families are committed to and connected to their communities (clubs, organizations, volunteering, etc.)
4. **Commitment to Family.** Strong families share responsibilities, are loyal to each other, make decisions together, support each other, eat together, and trust each other.
5. **Encouragement.** Strong families encourage individual development inside and outside of the family system.
6. **Spiritual Health** – Strong families have a sense of peace, believe in a greater power, and share/respect spiritual values.
7. **Positive Communication** -Strong families eat together (and put away phones and electronics), they actively listen and hear each other, they talk to each other with respect, attention and honesty, they share open and honest feelings with each other, and avoid putdowns and negative sarcasm. Positive communication also includes the ability to manage and resolve conflicts.
8. **Strong coping skills** - Families with healthy well-being tend to be resilient. Crisis brings them closer together and they are supportive of one another. They look for something good from a bad situation and tend to accept the things they cannot change.
9. **Time together** -Strong families spend quality and quantity time together. They share common interests and respect each other's likes. Strong families being together, laugh a lot, and are not afraid to embrace spontaneous activities.

## **Goals & Lesson Resources**

Resources will be provided to explore the following topics:

1. Practice positive communication with a focus on listening and respect
2. Plan outings that are relaxing, fun and affordable
3. Shape your family's health habits.
4. Participate in a community service project and help others.

## **Activities**

The facilitator guide will provide several suggestions for activities for self-care and to strengthen family and community.

**For more information, resources or assistance with website access, contact your county Family & Consumer Science Agent.**

# Family and Individual Development

## Contest 2023-2025

### Self - Care

This contest is designed to nurture Self-Care Mental Health, Pampering Self and Strengthening Families and Community by making connections with family, friends, Partners, and neighbors. Taking time to engage in self-care alleviates some of life's daily pressures.

This contest is to engage you and others with meaningful day trips.

#### RULES:

1. Trips must be taken July 1 through February 28.
2. Day trips with a minimum of 3 separate trips.
3. Must visit any of the following places; Kentucky or National Park, Museum, Monument, Historical Site such as a church, home, graveyard or any state capitol.
4. Provide details of each place visited with how many went on the trip, why the place was selected, and the most memorable experience the group had.
5. Maximum of 5 pages that include pictures and news articles. All 3 trips must be in this 5 pages.
6. Entry must be bound.

All entries must include:

- cover sheet found in KEHA Manual, Appendix 1
- must be bound
- postmark by March 1
- no email entries
- mailed to:

Amelia Godfrey  
625 Main St. Apt. 102  
Paintsville, KY 41240

Questions may be directed to Amelia at 931-561-8012 or [Meme6968@yahoo.com](mailto:Meme6968@yahoo.com).

Awards will be distributed at the KEHA State Meeting. First place will receive a gift card. Second and third place will receive a certificate.

## **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 – 2023-2026**

Esther Bailey  
304 Somerset St.  
Stanford, KY 40484  
859-749-1314  
hadasah5@hotmail.com

## **Food, Nutrition, and Health Program of Work 2024-2025**

**Title and Theme:** Let No Child or Senior Go Hungry

**Goal:** KEHA members will increase their awareness of how many children and elderly go hungry every day, and how to help them find agencies for assistance.

### **Objectives:**

- Learn and apply skills to become more involved in the "backpack" program.
- Increase knowledge of the elderly that go hungry and how to help them go to the proper agencies.
- Learn about "My Plate" and "My Plate for Seniors."
- Encourage "Blessing Boxes" to be placed near churches in your county.

### **Lessons/Activities**

- Learn about "My Plate for Seniors." <https://www.nutritionletter.tufts.edu/healthy-eating/myplate-for-older-adults-eat-right-for-your-age/>
- Learn about "My Plate." The Dietary Guidelines for Americans, 2020-2025. myplate.gov
  - Learn how to make My Plate work for you.
- Learn how to make easy, low-cost recipes. Make one of these recipes and share with your club.
- Join Bingocize in your county to be physically healthy.
- Join a gym in your area to exercise for better health.
- Look into "Silver Sneakers" programs.
- Encourage your club on all the other clubs to see that Blessing Boxes are all over your county.
  - Directions for building a Blessing Box: <https://www.woodshopdiaries.com/how-to-build-a-blessing-box-community-donation-box/>

### **Additional Resources:**

- Free Government benefits: <https://www.fns.usda.gov/snap/state-directory>
- SNAP Supplemental Nutrition Assistance Program <https://www.fns.usda.gov/snap/supplemental-nutrition-assistance-program>
- TEAP The Emergency Food Assistance Program: <https://www.benefits.gov/>
- What not to put in Blessing Boxes or Homeless Bags <https://ofhsoupkitchen.org/>
- Guidelines for filling a Blessing Box - Nourish together <https://www.nourishtogether.org/>  
<https://foodforthe poor.org/>

## Food, Nutrition, and Health Program of Work 2025-2026

**Theme:** "Travel Kentucky from Your Kitchen"

**Goal:** For homemakers to learn about different areas of Kentucky

**Objectives:**

- Identify areas of Kentucky and what foods identified with them.
- As a club or county, pick one of the areas and make the food from that area.
- Learn how to safely preserve your foods.
- Continue filling "Blessing Boxes" in your county.

**Lesson/Activities**

- Come to your monthly "Lunch and Learn." If not in your county, discuss with your agent.
- Attend canning and preservation classes.
- Continue placing "Blessing Boxes" in your county.
- Play a matching game with foods and the area in which they are popular.
- To help you find foods and where they were produced: <https://www.thespruceeats.com/> and <https://www.onlyinyourstate.com/>.



## **Food, Nutrition, and Health Program of Work 2026-2027**

**Title and Theme:** Food Culture in other Countries

**Goal:** KEHA members will learn about a country, prepare a dish, and work with others.

**Objectives:**

- Learn about other countries, their foods, and customs.
- Continue filling your Blessing Boxes.
- Continue to raise money for Ovarian Cancer.

**Lessons/Activities:**

- Choose from among six countries: Germany, Ireland, Greece, France, Italy, Mexico, or India.
- Identify common eating patterns and habits. (For example: In England it is improper to leave a spoon in the teacup.)
- After choosing a country, prepare a dish from that country. You may do this as a club or have other clubs join you. We will be coordinating with International.
- The following University of Kentucky publications, including information and recipes, are available at <https://fcs-hes.ca.uky.edu/publications-list/22> (under Nutrition and Culture):
  - FN-SSB.301 German Inspired Classics
  - FN-SSB.302 Traditions from the Emerald Isle
  - FN-SSB.303 The Foods of Greece
  - FN-SSB.304 The Gastronomy of French Food
  - FN-SSB.305 The Italian Table
  - FN-SSB.306 The Flavors of Mexico
  - FN-SSB.307 The Fusion Cuisine of Spain

## KEHA FOOD, NUTRITION, AND HEALTH CONTESTS AND AWARDS

### **Ovarian Cancer Financial Contributions (Yearly)**

- This information is submitted via the dues remittance form due Dec. 31.
  - A gift card will be awarded to the county with the largest amount overall.
  - A gift card 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 \$1,000.
- 

### **First-Time Ovarian Cancer Screenings**

- This information is submitted on the annual Food, Nutrition, and Health educational chair report. (Club reports due July 1 on paper, County reports due Aug. 15 online.)
  - A gift card will be awarded to the county with the largest number of first-time ovarian cancer screening participants. Certificates will be awarded to second and third place.
- 

### **Ovarian Cancer Fundraising Contest**

- An award will be given to the most creative entry describing the fundraising efforts for ovarian cancer, including emphasis on the amount of money raised.
- 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 in the completion of the project?
- How many members attended? How many non-members attended?
- List of collaborative partners (who and how they participated)
- Community involvement?
- Include pictures and promotional materials
- Deadline: March 1
- Awards: Gift Card (1<sup>st</sup> Place); Certificate (2<sup>nd</sup> and 3<sup>rd</sup> Place)

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### **Let No Child or Senior Go Hungry**

An award will be given to the club, county, or area with the most innovated project letting no child or senior go hungry.

#### **Guidelines:**

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

- Cover Sheet (see Appendix 1)
- Description of project
- Number of members and non-members involved.
- Collaboration with other agencies, organizations, or individuals encouraged.
- Include pictures and promotional materials.
- Deadline: March 1
- Awards: Gift Card (1<sup>st</sup> Place); Certificate (2<sup>nd</sup> and 3<sup>rd</sup> Place)

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### **Food Culture in Other Countries**

Research a country and their foods. Identify common eating patterns and habits. (Example: In England, it's improper to leave a spoon in the teacup.) After choosing a country, pick a recipe and prepare it for your club or county. An award will be given to the club or county that has the most creative entry on a food and country.

#### **Guidelines:**

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

- Cover Sheet (see Appendix 1)
- Description of project
- Number of members and non-members involved.
- Collaboration with other agencies, organizations, or individuals.
- Include pictures and promotional materials.
- Deadline: March 1
- Awards: Gift Card (1<sup>st</sup> Place); Certificate (2<sup>nd</sup> and 3<sup>rd</sup> Place)

**Send all contest entries to the current KEHA Food, Nutrition and Health Chair:**

Esther Bailey  
304 Somerset St.  
Stanford, KY 40484

Questions? Contact Esther at 859-749-1314 or [hadasah5@hotmail.com](mailto:hadasah5@hotmail.com).

## 4-H YOUTH DEVELOPMENT

All Educational Program Chairmen are expected to work together to integrate their program of work when possible. This program should address the youth of Kentucky and KEHA's bond with those youth. The State KEHA 4-H Youth Development Chairman attends Kentucky 4-H Council meetings and events. (Usually held in the 2<sup>nd</sup> week of January and July.) The KEHA 4-H Youth Development chairmen at all levels should consider the following when planning the program of work:

- Provide a link between KEHA and Cooperative Extension Service (CES) 4-H Youth Development Program.
- Become knowledgeable and encourage participation in county, district and state 4-H Programs such as:
  - 4-H Public Speaking
  - 4-H Demonstrations
  - County, District, and State Communications Day
  - 4-H Speeches and 4-H Demonstrations Publications
  - 4-H Communication Curriculum
- Encourage KEHA members to serve as 4-H volunteers leaders.
  - Volunteer to judge county, district and state 4-H Communications Competitions.
  - Volunteer to assist in teaching speeches and demonstrations in county clubs and school clubs.
  - Prepare senior level 4-H members in mock interviews.
  - Practice with local, district and state 4-H members in speeches and demonstrations.
- Encourage KEHA Members to be involved with 4-H events such as: judges, sponsors, or coordinators.
- Promote youth membership in KEHA.
- Encourage all KEHA members to be involved in youth activities such as: Project Graduation, family nights, violence prevention, teenage pregnancy prevention, mentoring, tutoring, drug and alcohol prevention.

Note: Specific Program of Work on following pages.

### **KEHA 4-H Youth Development Chairman – 2022-2025**

Denise Boebinger  
3275 Bald Knob Road  
Frankfort, KY 40601  
Phone: 502-330-1978  
Email: [dboebinger@me.com](mailto:dboebinger@me.com)

**Kentucky Extension Homemakers Association**  
**4-H Youth Development**  
**2023-2026 Program of Work**

KEHA 4-H Program Chair: Denise Boebinger/502-330-1978/dboebinger@me.com

Current Situation

A county's 4-H program is only as strong as the volunteers that support it.

After surveying 4-H agents in 2022 at the beginning of my tenure we found that 65% of the 4-H Agents did not know who their KEHA 4-H educational chairperson was and 68% had never met with any homemakers or county homemaker councils. However, 70% of those 4-H agents saw a need for volunteers and are willing to meet and work with Homemakers.

Our Homemakers are so much more than chefs and seamstresses. They are bankers, beekeepers, lawyers, biologists and much more. The 4-H youth of Kentucky could benefit greatly from our Homemaker's vast knowledge in many areas of expertise.

Connecting the two programs (Homemakers and 4-H) has been an issue in the past.

We will strive to make the partnership between local 4-H programs and homemakers stronger in the next three years. To establish this goal, we need create a communication link between the two programs. This is where the County and Club 4-H Educational Chairpersons duties begin.

Goal:

To provide training/information to 4-H agents about what local homemakers are able to provide to their program/clubs.

Each homemaker will fill out a questionnaire with their background and information on subjects/hobbies they could teach/help with will be collected by the 4-H educational chairs.

By introducing 4-H members to our Homemaker organization, we hope they will naturally progress into homemakers when they age out of 4-H.

ACTIVITIES

Year 1

Making connections and Communications

- Meet with your 4-H agent
- Join your local 4-H Council
- Distribute and collect Homemaker Questionnaire regarding hobbies and expertise
- Start/lead a 4-H Club
- Judge/ Support Communications Contest
- Volunteer to help Country Ham participants with their required speeches.
- Support the Mock Interview program
- Volunteer for project day programs
- Volunteer to meet your local 4-H needs
- Promote 4-H camps

## Year 2

### Heritage Skills

- Meet with 4-H Agent
- Join your Local 4-H Council
- Distribute and collect the Homemaker Questionnaire regarding Hobbies and Expertise
- Review the 4-H state fair classes and work with agent to develop project days
- Promote/lead Multigenerational project days
- Continued club support (organize club based on Homemaker skills/interests)
- Continue Year 1 Communication and Mock Interview Programs
- Promote 4-H Camps

## Year 3

### Healthy Living

- Meet with 4-H Agent
- Join the county 4-H council
- Distribute and collect Homemaker Questionnaire regarding Hobbies and Expertise
- Continued Club Support (Organize club based on Homemaker skills/interests)
- Plan Outings/ Health Connection
- Multi generational hiking/walking club
- Develop/lead Adventure club
- Develop Monthly healthy Cooking days/coordinate with Snap Ed program if available
- Promote 4-H Camps

# Kentucky Extension Homemakers Association

## 4-H Youth Development Contests

2023-2026

### *Homemakers Support 4-H*

**A. *Most innovative 4-H & Extension Homemaker partnership project to promote 4-H Youth Development (gift card & \$50)***

**B. *Volunteer Hours for 4-H (certificate & small gift)***

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

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

**C. *4-H Camp Scholarships (certificate & small gift)***

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

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

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

Send entry forms to:

Denise Boebinger

3275 Bald Knob Rd.

Frankfort, KY 40601

Phone: 502-330-1978      Email: [dboebinger@me.com](mailto:dboebinger@me.com)

Entries must be submitted by March 1.

**Kentucky Extension Homemakers Association  
4-H Youth Development Contests  
2023-2026**

*Homemakers Support 4-H*

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

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

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

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

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

Please check appropriate box

Club       County       Area

A. Most Innovative 4-H & Extension Homemaker Partnership Project – To enter, include a typed description of the project and outcomes (not to exceed two pages).

B. TOTAL HOURS VOLUNTEERED \_\_\_\_\_

C. TOTAL DONATIONS TO 4-H CAMP SCHOLARSHIPS \_\_\_\_\_

---

(If individual - signature)

---

County 4-H Agent Signature

---

County FCS Agent Signature



# Homemaker Interests Questionnaire

## 4-H Educational Chair



Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ If retired what was your occupation: \_\_\_\_\_

### Previous Work Experience and Skills:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Health (CPR, Nutrition, Fitness) | <input type="checkbox"/> Landscaping           | <input type="checkbox"/> School age/Pre-school childcare                  |
| <input type="checkbox"/> Teaching                         | <input type="checkbox"/> Special Events        | <input type="checkbox"/> Professional Service (legal, finance, marketing) |
| <input type="checkbox"/> Coaching                         | <input type="checkbox"/> Coordination          |   |
| <input type="checkbox"/> Leadership                       | <input type="checkbox"/> Technology            |   |
| <input type="checkbox"/> Fundraising                      | <input type="checkbox"/> Volunteer Recruitment |   |
|   | <input type="checkbox"/> Policy Work           |   |

### Personal Skills Experience:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Writing/Editing     | <input type="checkbox"/> Fiber Arts/Sewing | <input type="checkbox"/> Hiking/Walking/Fitness |
| <input type="checkbox"/> Culinary            | <input type="checkbox"/> Fundraising       | <input type="checkbox"/> Recreation             |
| <input type="checkbox"/> Tutoring            | <input type="checkbox"/> Music             | <input type="checkbox"/> Livestock/Farming      |
| <input type="checkbox"/> Computer Technology | <input type="checkbox"/> Photography       | <input type="checkbox"/> Shooting Sports        |
| <input type="checkbox"/> Foreign Language    | <input type="checkbox"/> Gardening         |   |
| <input type="checkbox"/> Arts/Crafts         | <input type="checkbox"/> Music             |   |

### I would be interested in:

- Leading a 4-H project day for \_\_\_\_\_ (activity)
- Helping with a 4-H project day for \_\_\_\_\_ (activity)
- Leading a 4-H Club for \_\_\_\_\_
- Helping with a 4-H Club for \_\_\_\_\_
- Judging/room hosting for speech/demonstration contests

### I prefer working with:

- Cloverbuds (ages 5-8)       Juniors (9-13)       Seniors (14-18)

### I am available to volunteer: (Check all that apply)

- |                                  |  |
|----------------------------------|--|
| <input type="checkbox"/> Day     | <input type="checkbox"/> Weekends                            |
| <input type="checkbox"/> Evening | <input type="checkbox"/> I'm Flexible - Specific Time: _____ |

### I am willing to volunteer: (Check all that apply)

- \_\_\_\_\_ hours/week      \_\_\_\_\_ hours /month
- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> 1-3 months | <input type="checkbox"/> 6-12 Months |
| <input type="checkbox"/> 3-6 months | <input type="checkbox"/> Ongoing     |

# INTERNATIONAL



## KENTUCKY EXTENSION HOMEMAKERS

The International Program is designed to help change and develop the shifting needs of people in our communities around the globe. This program supports statewide KEHA activities that develop and create innovative learning, spotlight global growth projects and highlight learning lessons that achieve our goals. All our work is implemented in collaboration with the United National “Sustainable Development Goals” (SDGs) which are the blueprint to achieve a better and more sustainable future for all. They address the global challenges we face, including those related to poverty, inequality, climate change, environmental degradation, peace and justice. The 17 goals are all interconnected, and in order to leave no one behind, it is important that we achieve them all by 2030.

***Share Your Club Activities*** in the KEHA International Facebook Group to give other counties and clubs ideas for their next project!

## KEHA International Goals:

- 1) Promote cultural diversity programs to help KEHA members have a better understanding of people who live in other parts of the world.
- 2) Promote cultural diversity programs to help KEHA members have a better understanding of people moving into Kentucky communities from other countries.

Tammy Alford, International Chair  
165 Oak Ridge Road  
Morgantown, KY 42261  
270-999-3222  
[tamalford@att.net](mailto:tamalford@att.net)

# AFFILIATED ORGANIZATIONS

The Kentucky Extension Homemakers Association 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.

## ASSOCIATED COUNTRY WOMEN OF THE WORLD (ACWW)

Since 1936, Kentucky Extension Homemakers have been a member of ACWW, a nonpolitical, non-sectarian international organization that works to improve standards of living for all women and their families through worldwide projects. Follow them on Facebook or visit their website at <https://www.acww.org.uk/>.



Go to <http://www.acww.org.uk/> or scan this QR Code with your smartphone for more information about this organization.



Go to <http://www.cwcusa.org/> or scan this QR Code with your smartphone for more information about this organization.



## THE COUNTRY WOMEN'S COUNCIL OF THE UNITED STATES OF AMERICA (CWC)

Is a coordinating council, composed of Associated Country Women of the World (ACWW) member societies in the USA and meets annually to promote the work of ACWW. During their three-year term, our International Chairmen are expected to attend. Follow them on Facebook or visit their website at <http://www.cwcusa.org>.

## NATIONAL VOLUNTEER OUTREACH NETWORK (N.V.O.N.)

is a national organization organized in 1995; Kentucky was one of the organizing states. Eight states are included in the organization, and a national conference is held each year and in their three-year term, our International Chairmen are required to attend. N.V.O.N. is comprised of member organizations working together to promote communication, education, and volunteerism for all people. Follow them on Facebook or visit their website at <http://www.nvon.org/>.



Go to <https://www.nvon.org> or scan this QR Code with your smartphone for more information about this organization.

**THIS PAGE  
IS NOW  
BLANK**

Create your own  
***Donation Jar!***

Collect Coins for Change in your club, county, or area.  
Be sure to submit to KEHA Treasurer by Dec. 31.

Print the image below and affix it  
to a recycled coffee can or jar!



# KEHA International Program of Work

## 2022-2025

### **Situation:**

With our ever-changing world, we are faced with the global challenges of poverty, health, education, economic growth, and climate change. We are going to take a journey around the globe promoting cultural diversity. When examining the GLOBE (G: Goals, L: Learning, O: Opportunities, B: Benefits, E: Eating, Embracing, Environment, and Exchange), we will strive to leave no one behind. As we tackle this joyful task of embracing cultural diversity in our communities and their impact, our journey opens your door to taste, see, hear, feel, laugh, and love by creating a better world.

### **Focus by Year:**

- Year 1: Updates from Ghana and the Philippines to share at 2022 meeting and in newsletters, get member input on new POW to emphasize how to create welcoming communities for people moving from other countries.
- Year 2: Healthy Eating Around the World
- Year 3: Creating Welcoming Communities

### **Goal(s):**

1. Promote cultural diversity programs to help KEHA members have a better understanding of people who live in other parts of the world.
2. Promote cultural diversity programs to help KEHA members have a better understanding of people moving into Kentucky communities from other countries.

### **Objectives:**

- Provide KEHA members with updates on the work they support in other countries where we have continued relationships around the world.
- Solicit input from KEHA members about the new International Program of Work.
- Support the Creating Welcoming Communities leader lesson and International Mini-Grant opportunities across the state.

## Activities:

- Host chair training at KEHA State Meeting
- International learning session proposals for KEHA State Meeting
- Contribute newsletter updates with photos for statewide distribution
- Promote ACWW 31st Triennial Conference in Ottawa, Canada, April 24-May 5, 2026.
- Homemaker Exchange Program, Travel to Ghana or the Philippines

## Lessons:

**2022-23: Updates from Ghana and the Philippines** to share at 2022 meeting and in newsletters, get member input on new POW to emphasize how to create welcoming communities for people moving from other countries.

### **2023-24: Healthy Eating Around the World**

We'll take a trip around the globe to learn about dietary recommendations from other countries. Along the way, we'll learn about new foods and ways of eating. As we arrive back in the U.S., we'll reflect on what we learned and see how advice about a healthy diet is remarkably similar, no matter where on Earth we live. This lesson includes a facilitator guide, publication ([FCS3-631](#)), training slides, leader lesson letter, activities, marketing pieces, and an evaluation. This lesson is part of the International Program of Work for 2022-2025.

### **2024-25: Creating Welcoming Communities**

All societies experience shifts in culture and modern America is no exception. Have you wished to be more confident in navigating unfamiliar cultural experiences? With this lesson, become a more prepared community volunteer by understanding how culture makes all of us unique. We will examine our own culture, understand culturally related strengths of both ourselves and of others, and gain an understanding of oppressive experiences and their effects. As we seek to build a stronger Kentucky, KEHA volunteers can lead the way in making the state more welcoming to all newcomers in the Commonwealth. This lesson includes a facilitator's guide, publication, PowerPoint, activities, and evaluation. This lesson is part of the International Program of Work for 2022-2025.

## Contests and Awards:

- International Mini Grants: Creating Welcoming Communities
- International Projects and Programs Contest
- Most Coins Collected Award:
  - Coins for Change
  - Kentucky Academy/Ghana Library

## **International Mini Grant 2024-2025: Creating Welcoming Communities**

This **one-time** International mini grant will educate and create awareness of the differences and similarities of people by sharing information.

**Purpose:** To share information and create awareness of the cultural strengths that make us all unique.

**Objective:** To bring people together in new and interesting ways.

**Goal:** To help KEHA leader communities in gaining an understanding of others.

A one-time mini grant will be awarded in the following amounts, with the monies coming from Coins for Change:

\$500 for 1<sup>st</sup> place

\$150 for 2<sup>nd</sup> place

\$100 for 3<sup>rd</sup> place

Recipients are to be announced and awarded at the KEHA Annual Meeting. The grant is to be used within 12 months of the award. A written statement of accomplishment must be provided to the current KEHA International Chair for each award.

**Submit International Mini Grant Entries by March 1, 2025, to the KEHA International Chair.**

Tammy Alford, International Chair

165 Oak Ridge Road

Morgantown, KY 42261

270-999-3222

[tamalford@att.net](mailto:tamalford@att.net)

The submitted proposal should include the following information.

**Project Description:** (Ideas include, but are not limited to) exchange of lifestyles, such as cooking, holidays, clothing, cultural arts; community garden projects; welcome bags; local International Day; adopt-a-family/person/child/class projects; multi-cultural Blessing Box/food system support effort; or other cultural community outreach project.

**Activity:** (please describe in detail)

**Audience:** (who was involved)

**Support Information:** (did you involve any community partners or other organizations?)

**Publicity and Advertising:** (how did you get the word out?)

**Results:** Accomplishments (Brag on yourself and include any photos, newsletters, or publicity you received.)



# International Contest and Awards

## INFORMATION AND GUIDELINES

***To showcase all your hard work, we encourage all individuals, clubs, counties and areas to submit an international project for recognition.***

Submit one or more projects(s) that implements KEHA Projects and Programs.

1. Entries should be typed, however neatly printed handwritten entries are accepted.
2. Hard copy entries must be in a binder.
3. Entries must include Contest Cover Page (found in KEHA Manual in the Appendix section).
4. Entries must be postmarked by March 1. Entries sent by e-mail must follow the hard copy rules.
5. All donations must be sent to the KEHA treasurer with check payable to KEHA. In the MEMO field, write where donation is from and which international fund it is meant for.
6. Must include photocopies of supporting materials (example: pictures, newspaper clippings, invitation, program, etc.)
7. All contest entries are to be sent to the State International Chair.

Programs must demonstrate the educational purpose and demonstrate its impact to the members and the community. In order to see all your effort, please be sure to list the number of members involved in the process and number of people benefitted by the program.

### International Projects and Programs Award

- All entries submitted will be in contest for the International Projects and Programs Award with 1st, 2nd, and 3rd place prizes!

### Most Coins Collected Awards

- Funds are to be submitted to the KEHA Treasurer by December 15.
- A gift card will be awarded to the County with the most coins collected in the below categories:
  - Coins for Change
  - Kentucky Academy/Ghana Library
- Top three will be awarded certificates.

### DATES TO REMEMBER



Club Reports → County Chair: Due July 1  
County Reports → Online Submission: Due August 15  
Fundraising Donations → KEHA Treasurer: Due December 15  
Contest Entries → State International Chair: Due March 1

### GRADING CHART

- |                                    |     |
|------------------------------------|-----|
| • Typed/Neatly Handwritten         | 5%  |
| • Binder                           | 5%  |
| • Contest Cover Page               | 10% |
| • Deadline (Postmarked by March 1) | 20% |
| • Supporting materials             | 30% |
| • KEHA Member Involvement          | 30% |

### SUBMIT CONTEST ENTRIES BY MARCH 1

Send to:  
Tammy Alford  
KEHA International Chair  
165 Oak Ridge Road  
Morgantown, KY 42261  
270-999-3222  
tamalford@att.net

# Homemaker 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

*During their 3-year term, each State International Chairman is to:*

**Host a visiting homemaker from another country (person to be invited in third year of previous chairman's term in office);**

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.

**Attend the ACWW Triennial Meeting**

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.

**Select a KEHA member for the Homemaker Exchange Program to visit a host country as determined and arranged by each State 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. Eligible KEHA members must have served as a Club, 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.

## Why We Believe in the Homemaker Exchange Program

We believe that with any cultural exchange program, profound knowledge can be gained from working with another culture. Cultural exchange programs are rewarding because it's virtually a real-life study on a country's cultural traditions, language, etiquette, and history. The personal development potential is invaluable. Cultural exchange programs represent the opportunity for participants to mature on a personal and intellectual level. An understanding and familiarity of local customs The experience can be life transforming from an informed and real-life perspective, participants are able to learn about international affairs and how geopolitics and economic factors affect the world we live in.

**KEHA INTERNATIONAL EXCHANGE PROGRAM**  
**Homemaker Application**  
**Due March 1st**  
**(See Handbook 74 for application details and submittal years.)**

**General Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Married \_\_\_\_\_ Single \_\_\_\_\_ Name of Spouse \_\_\_\_\_

Religion (Optional) \_\_\_\_\_ Children \_\_\_\_\_ Ages \_\_\_\_\_

Number of years in Homemakers \_\_\_\_\_ Officer \_\_\_\_\_ State \_\_\_\_\_ Area \_\_\_\_\_ County \_\_\_\_\_

At what levels have you served as International chairman?

Briefly list leadership roles:

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

Valid Passport or Visa? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

|                |                |               |               |
|----------------|----------------|---------------|---------------|
| Language _____ | Speaking _____ | Reading _____ | Writing _____ |
| Language _____ | Speaking _____ | Reading _____ | Writing _____ |
| Language _____ | Speaking _____ | Reading _____ | Writing _____ |

List your hobbies and special interest:

Health Limitations:

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

Signature of Applicant \_\_\_\_\_

Signature of County President \_\_\_\_\_

## MANAGEMENT AND SAFETY

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

- Promote Family Resource Management including time and money management, Consumer Protections and Rights, Health Care decisions and Community Development;
- Promote safety programs such as: Home, farm, food, school, business, disaster preparedness, Home First Protection Programs. Materials on these issues are available from County Extension Offices;
- Promote and explore home-based business opportunities; and,
- Develop computer training programs for members.

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

- Money Habitudes
- Positive Employability
- Recovering Your Finances
- Money Management
- In the Face of Disaster: Disaster Readiness and Response
- Investments
- Estate Planning
- Retirement Planning
- Protect Your Life From Scams and Frauds
- Stand Up to Falling
- Transferring Cherished Possessions
- Time Well Spent: Productivity Skills for Success

### **KEHA Management and Safety Chairman – 2022-2025**

Peggy Tracy

241 Bethlehem Road

Paris, KY 40361-2404

Phone: 859-749-1755

Email: peggytracy@att.net

## MANAGEMENT AND SAFETY

### Program of Work 2023-2026

**Situation:** KEHA members need to be made aware of programs and reference materials made available to them in the areas of management and safety, as well as how the programs affect their daily lives, such understanding their credit score, saving for the future, and basic estate planning. It is also important that we know how to take steps in handling and transferring cherished possessions while still living. Everyone should understand the importance of carrying a written personal medication and medical history list on their person.

#### Focus by Year:

**Year 1:** *Transferring Cherished Possessions and/or Emergency Health Information Cards*

- Transferring Cherished Possessions: Estate Planning Tips for Non-Titled Property (Nichole Huff, Ph.D.)
- Handy to Have: Emergency Health Information Cards (Katherine Jury, M.S.)

**Year 2:** *Estate Planning Basics* (Nichole Huff, Ph.D.)

- Getting Started: Part 1 (FCS5-422)
- Records and Personal Information: Part 2 (FCS5-423)

**Year 3:** *Stretching Your Dollar and/or Understanding Your Credit Score*

- Stretching Your Dollar: What to Do When the “Ends” Don’t Meet (Nichole Huff, Ph.D.)
- Understanding Your Credit Score (Kelly May)

## 2023-2024 (Year One)

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**Titles:** *Transferring Cherished Possessions* and/or *Emergency Health Information Cards*

### **Lesson 1. Transferring Cherished Possessions: Estate Planning Tips for Non-Titled Property**

**Written by:** Nichole Huff, Ph.D., Extension Specialist - Family Finance & Resource Management

**Description:** See full KEHA Leader Lesson for materials and program descriptions (*Moneywise Handout, Facilitator's Guide, Presentation, Activities, Evaluation*)

**Goal:** Establish the importance of estate planning for non-titled possessions.

**Objectives:**

- Understand what is in your estate.
- Discuss estate planning considerations.
- Document your wishes for your estate.

**Suggested Activities:**

1. Show and tell the story behind “your” personal possession.
2. Create an Asset Distribution Plan.
3. Write a Letter of Last Instructions.

**Note:** *This KEHA Leader Lesson is an abbreviated version of a larger 4-lesson curriculum. Contact your FCS Agent if your KEHA club is interested in experiencing the entire curriculum.*

### **Lesson 2. Handy to Have: Emergency Health Information Cards**

**Written by:** Katherine Jury, M.S., Extension Specialist - Family Health

**Lesson Description:** An Emergency Health Information (EHI) Card can be a helpful tool to have. If you are ever in an emergency where you need immediate medical treatment, but are not able to communicate with first responders, an EHI Card can tell medical providers important information about how to help you. This lesson focuses on who can benefit from carrying an EHI card, information that should, and should not be included on an EHI Card, and where to put copies of an EHI Card. Curriculum materials include EHI Card template, participant handout, facilitator's guide, PowerPoint slides and evaluation.

**Rationale:** The National Safety Council reports that over 5 million accidents occur in the United States each year, with 43% of those resulting in injuries. Many emergency calls would be made smoother if the injured or ill person was in possession of an Emergency Health Information Card. The content in this lesson promotes and encourages general health and medical self-advocacy through the means of a tool, emergency health information cards. This information is relevant to Homemakers and the adult population in general.

**Goal:** Increase use of Emergency Health Information Cards among adults, leading to better health outcomes in emergencies.

**Objectives:**

- Identify who can benefit from carrying an EHI card.
- Describe information that should and should not be included on an EHI Card.
- List where to put copies of an EHI Card.

**Lesson Materials Include:**

- Printable Emergency Health Information Cards
- Health Bulletin
- Facilitator Guide
- PowerPoint
- Evaluation
- Activities
- Two YouTube Videos

---

## 2024-2025 (Year Two)

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**Title:** Estate Planning Basics *(To be developed by Nichole Huff, Ph.D.)*

**Goal:** To provide basic estate planning resources based off two existing Extension publications:

- Getting Started: Part 1 (FCS5-422)
- Records and Personal Information: Part 2 (FCS5-423)

**General Objectives:**

- Understanding estate planning basics and how to get started.
- Assets: Know what you have and where to find it.
- Establish goals for what you want to do with your property.



## 2025-2026 (Year Three)

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*Titles: Stretching Your Dollar and/or Understanding Your Credit Score*

### **Lesson 1. *Stretching Your Dollar: What to Do When the “Ends” Don’t Meet***

*(To be developed by Nichole Huff, Ph.D.)*

**Goal:** To provide tips for managing your money in financially tough times.

#### **General Objectives:**

- Managing Financial Stress when the “money gives out before the month does.”
- Learn tips for how to spend wisely, prioritize finances, and the importance of saving.

### **Lesson 2. *Understanding Your Credit Score***

*(To be developed by Kelly May, Extension Associate – Family Finance & Resource Management)*

**Description:** Does one number define you? Find out about the meaning behind credit scores, what makes a good one, and how you can improve yours. Materials include an informational handout, podcast, facilitator guide, optional PowerPoint slides, evaluation, and marketing tools.

**Peggy Tracy**  
**Management & Safety Chairman**  
**2023-2026**

## **Additional Management and Safety Lessons Available**

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.

Lessons Currently Available:

### **Lesson: Time Well Spent: Organizing Tips for Increased Productivity**

Productivity allows us to make progress on and complete necessary tasks. However, many people are not as productive as they would like to be. Through this lesson, you will learn how clutter and disorganization can negatively affect your productivity. You also will gain ideas for better ways to organize your time and workspace. Curriculum materials include publication, facilitator guide, PowerPoint slides, participant activities, and evaluation.

### **Lesson: A Bad Deal in Disguise: Types of Scams**

Fraud can happen to anyone at any age. Learn how to avoid being a victim by recognizing common scams. Curriculum materials include publication, facilitator guide, PowerPoint slides, participant activities, marketing tools, and evaluation.

### **Lesson: Reducing the Risk of Identity Theft**

Identity theft is the most reported type of fraud complaint received by the Federal Trade Commission. Learn what identity theft is and how to reduce the risk, as well as what to do if it does happen to you. Curriculum materials include publication, facilitator guide, PowerPoint slides, participant activities, marketing tools, and evaluation.

### **Lesson: Scam Red Flags and Avoiding Fraud**

Americans lose billions of dollars each year to fraud. Anyone could become a victim. Stay safe by learning to recognize red flags of a scam and take steps to protect yourself from fraud. Curriculum materials include publication, facilitator guide, PowerPoint slides, participant activities, marketing tools, and evaluation.

## **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 – 2023-2026**

Nancy Snouse  
117 Meadowlark Road  
Russell, KY 41169  
606-388-2449  
wsnouse@msn.com

# LEADERSHIP DEVELOPMENT

## *2024 – 2027 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 in each and every election.
2. Participate in local government by attending council and fiscal court meetings, school board meeting, and getting to know leaders.
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.
4. Serve on the County Extension Council, or Family and Consumer Sciences Advisory Council.

#### **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.
3. Use parliamentary procedure during meetings.

### **Suggested Activities:**

1. Encourage all members to participate in Leadership Development training and lessons.
2. Use the theme-based materials provided by KEHA at county and area leadership events.
3. Incorporate leadership training into area and county annual meetings.
4. Attend leadership seminars when available.
5. Encourage areas to have participants in the Leadership Academy.

### **Featured Lesson:**

The featured lesson, *Robert’s Rules Refresh*, covers the use of parliamentary procedure and includes the following materials:

- Publication – IP-15 – Simple Parliamentary Procedure  
<http://www2.ca.uky.edu/agcomm/pubs/ip/ip15/ip15.pdf>
- Facilitator Guide – IP-15.FG KEHA Focus
- Overview Presentation
- Parliamentary Procedure Trivia – Activity Guide
- Parliamentary Procedure Trivia Quiz – Presentation Slides
- Parliamentary Procedure Trivia Team Contest – Presentation Slides
- Parliamentary Procedure Mock Meeting Activity – KEHA Focus
- Lesson Evaluation

The publication is available publicly online. Contact your county agent for the additional materials.

## **VOLUNTEERISM** **Ongoing Program**

KEHA members are all encouraged to serve their community as a volunteer, to be aware of 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. Work with the county FCS agent to submit volunteer hours on time.

### **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. Use the most current Kentucky dollar value reported in the state-by-state data at <https://independentsector.org/resource/value-of-volunteer-time/>. For example, in 2023, volunteer time in Kentucky was valued at \$28.53 per hour, while the U.S. value was \$33.49.

### **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 Leadership Development Program of Work Report form as requested. For forms and instructions visit <https://keha.ca.uky.edu/content/impacts>.

1. Clubs report to county, county reports to area, and area reports to state Leadership Chair.
2. The Club Leadership Chair will collect the VSU log from members, ensure that hours are totaled by category and complete the Program of Work report form. The VSU logs and Program of Work Report forms should be sent to the County Chair **by July 1**.

3. The County Chair will complete the County VSU Report Form and the Program of Work Report form. The county reports are due **by August 15**. The paper VSU forms should be forwarded to the Area Chair. The Program of Work Report form should be submitted online and a copy sent to the Area Chair.
4. The Area Chairman will 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 award a gift card to the individual with the greatest number of hours STATEWIDE in each category and will award certificates to 2<sup>nd</sup> and 3<sup>rd</sup> place for each category STATEWIDE annually at the State Meeting.

## **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 counties who contribute the largest amount of money to KEHA scholarship programs (Evans/Hansen/Weldon and/or KEHA Member Scholarships). 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.

In addition, the top three areas with the greatest dollar amount of county and area scholarships as reported on the Leadership Development Program of Work Report form also will be recognized.

# 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:

Nancy Snouse  
117 Meadowlark Road  
Russell, KY 41169

Questions? Contact Nancy at 606-388-2449 or [wsnouse@msn.com](mailto:wsnouse@msn.com).

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



# 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 one entity on a special project provided no individual members of said club are reporting the same hours individually. This eliminates the potential for duplicate reporting and confusion.
- 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. Area winners for each category will be submitted by the Area Chairmen.
- b. The top category winners across the state will receive a gift card, with 2nd and 3rd place receiving a 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 Homemakers 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 service hours reported and share as deemed appropriate by the county council and issue certificates to the top three members in each category at their Annual Meeting. These highest category members names will be forwarded to the Area Chairman for recognition at the Area level.
- F. The Area Chairman for Leadership Development will issue certificates to each member with 500 or more TOTAL volunteer service hours AND to the top members in the Area for each of the categories. These highest category members names will be forwarded to the State Chairman for recognition at the State level.
- G. The State Chairman for Leadership Development will award a gift card to the individual with the greatest number of volunteer service hours in each category STATEWIDE and certificates to 2nd and 3rd place individuals from each category STATEWIDE.

## EVANS/HANSEN/WELDON SCHOLARSHIP FUND

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

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

In 1942, the Myrtle Weldon Student Loan Fund was established in appreciation of Miss Weldon. The fund provided low interest loans to deserving Home Economics students. In 1972, the Myrtle Weldon Memorial Scholarship was first presented to a home economics student at the University of Kentucky. In 1975, KEHA voted to discontinue the Myrtle Weldon Student Loan Fund and transferred the balance to the Myrtle Weldon Memorial Scholarship Fund. This scholarship fund is sustained through donations made by KEHA members. A scholarship was given annually to deserving student(s) in the University of Kentucky College of Human Environmental Sciences, based on the income from this fund. (Note: the College of Human Environmental Sciences has now become the School of Human Environmental Sciences in the Martin-Gatton College of Agriculture, Food and Environment at the University of Kentucky.)

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

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

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

- ◆ Scholarship is renewable. Second year student applicants are not required to complete the initial application but must supply an official copy of their transcript and a one-page letter describing what higher education has meant to them during the last year.
- ◆ All Kentucky Homemakers members are encouraged to make the *Evans/Hansen/Weldon Scholarship Fund* an important part of their yearly giving activity.
- ◆ Scholarship application form is three pages and follows this description.
- ◆ Applications are due by March 1<sup>st</sup> to the KEHA Leadership Development Chair. Send to:  
Nancy Snouse  
117 Meadowlark Road  
Russell, KY 41169  
Questions? Contact Nancy at 606-388-2449 or [wsnouse@msn.com](mailto:wsnouse@msn.com).
- ◆ The complete application packet should include:
  - Application Form (KEHA Handbook 96-98) [Should be typed]
  - Transcript (Official) of most current coursework and grades
  - If the transcript does not include a current GPA, please include the GPA page to be filled out by counselor or faculty advisor, signed and dated (KEHA Handbook 98)
  - Two (2) letters of reference from a person who can comment on the applicant but is not related to the applicant

Scholarships will be judged according to the following criteria:

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

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

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

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

The purpose of the Evans/Hansen/Weldon Scholarship is to provide funds to enable deserving students who are residents of Kentucky to earn a degree in a Family and Consumer Sciences discipline. One or more scholarships are presented annually.

Name of Applicant \_\_\_\_\_

Home Address \_\_\_\_\_

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

County \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Marital Status \_\_\_\_\_

Father's Name \_\_\_\_\_ Living ( ) Deceased ( )

Father's Occupation \_\_\_\_\_

Mother's Name \_\_\_\_\_ Living ( ) Deceased ( )

Mother's Occupation \_\_\_\_\_

Number of children in family \_\_\_\_\_ Number at home \_\_\_\_\_ In college \_\_\_\_\_

What is the applicant's major? \_\_\_\_\_

Year you will be enrolled Freshman \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior \_\_\_

Has applicant applied for other scholarships? Yes \_\_\_\_\_ No \_\_\_\_\_

List other scholarships awarded to you \_\_\_\_\_

Approximate gross annual income of family \$ \_\_\_\_\_

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

Personal savings \_\_\_\_\_ Parents \_\_\_\_\_ Job \_\_\_\_\_

Other \_\_\_\_\_ Total \_\_\_\_\_

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



**List Clubs, Organization and Extracurricular Activities You Participate In:**

**List Special Honors/Awards You Received:**

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

ALL INFORMATION WILL REMAIN CONFIDENTIAL

To be filled out by Faculty-Advisor

**STUDENTS NAME** \_\_\_\_\_

**GRADE POINT AVERAGE** \_\_\_\_\_

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

**Dependability:**

**Leadership:**

**Service:**

**Participates in extra-curricular activities:**

**Teacher/Counselor/Faculty Advisor Signature:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

## KEHA 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 scholarship monies come from the total of the interest on the restricted fund plus the contributions that year by 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 KEHA members are encouraged to make the KEHA Member 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 Member Scholarship is renewable for one year.

Applications are due by March 1 each year.

Send application packets to the KEHA Leadership Development Chair:

Nancy Snouse  
117 Meadowlark Road  
Russell, KY 41169

Questions? Contact Nancy at 606-388-2449 or [wsnouse@msn.com](mailto:wsnouse@msn.com).

- ◆ 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 from a person who can comment on the applicant but is not related to the applicant

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**  
**KEHA MEMBER 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 residents 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**  
**KEHA MEMBER 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)

Hand

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
County

\_\_\_\_\_  
Date

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

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

Rules and regulations governing the KEHA Family & Consumer Sciences Scholarship

- A. The scholarship(s) will be awarded to students who:
  - Plan to pursue a career as a Family & Consumer Sciences Extension Agent within the state of Kentucky,
  - Have a junior or senior standing in the School of Human Environmental Sciences within the College of Agriculture, Food and Environment, and
  - Are in good academic standing with a minimum cumulative GPA of 3.0 in the School of Human Environmental Sciences within the College of Agriculture, Food and Environment.
  
- B. Recipients of the scholarship will be allowed to use the award for regular semester coursework and/or an internship for course credit in Family and Consumer Sciences Cooperative Extension within a county Cooperative Extension office in the state of Kentucky.
  
- C. A student who received the scholarship as a junior may apply for renewal as a senior if a cumulative GPA of 3.0 is maintained.
  
- D. The scholarship application form will be available in December on the College of Agriculture, Food and Environment website at <http://students.ca.uky.edu/scholarships>.
  
- E. Applications are due by deadlines established by the College of Agriculture, Food and Environment and must be submitted as directed by the college Center for Student Success.

## **KEHA Mini-Grants for Study or Research**

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

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

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

Recipients are announced and awards made at the KEHA Annual Meeting. The grant is to be used within 12 months of the award date with a written statement of accomplishment to the KEHA 2<sup>nd</sup> Vice President.

The mini-grants shall be used for:

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

The criteria for judging are:

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

If the request is approved and funds awarded, a written report and list of actual expenses will be due within 12 months of the award date. Send report to the KEHA 2<sup>nd</sup> Vice President.

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



**KEHA STUDY OR RESEARCH MINI-GRANT APPLICATION**

(Page 1 of 2)

NAME \_\_\_\_\_ COUNTY \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street or Box Number

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

Check One:

\_\_\_\_\_ County Extension Agent for Family & Consumer Sciences

\_\_\_\_\_ Extension Specialist for Family & Consumer Sciences

\_\_\_\_\_ Kentucky Extension Homemakers Association Member

Application Number: \_\_\_\_\_

For Judging Only

Send to:

Martha E. Colley, 2<sup>nd</sup> Vice President  
204 Desert Inn Ct.  
Hopkinsville, KY 42240  
270-839-1531 cell  
[marthaky3@live.com](mailto:marthaky3@live.com)

**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 written report and list of actual expenses will be due within 12 months of the award date. Send report to the KEHA 2nd Vice President.

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 2020

## 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.**

The project must be completed by March 1 of the following year and a written report including a list of actual expenses will be due to the KEHA 2nd Vice President by April 1st. Grant recipients will be required to have a report or display in the Homemaker Showcase at the State Meeting following completion of the project.

### Grants will be judged according to following criteria:

- |   |                  |
|---|------------------|
| <b>1. Cover page</b>  | <b>5 points</b>  |
| 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. <i>This must be a homemaker member.</i> |                  |
| D) Names of Committee members   |                  |
| <b>2. Proposal</b>  | <b>50 points</b> |
| 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.   |                  |
| <b>3. Time line with project events, programs, leaders</b>  | <b>20 points</b> |
| <b>4. Budget</b>  | <b>15 points</b> |
| A) Include all expenses for the proposal  |                  |
| B) Include all income - grant, registration fees, Area or County Council funding, sponsors, in-kind services, etc.                      |                  |
| <b>5. Evaluation and expected impact of this project.</b>   | <b>10 points</b> |

**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:**

Martha E. Colley, 2<sup>nd</sup> Vice President  
204 Desert Inn Ct.  
Hopkinsville, KY 42240  
270-839-1531 cell  
[marthaky3@live.com](mailto:marthaky3@live.com)

***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:

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Application Number \_\_\_\_\_

Send to:

Martha E. Colley, 2<sup>nd</sup> Vice President  
204 Desert Inn Ct.  
Hopkinsville, KY 42240  
270-839-1531 cell  
[marthaky3@live.com](mailto:marthaky3@live.com)

**Name** \_\_\_\_\_ **County or Area** \_\_\_\_\_

**Title of Project** \_\_\_\_\_

**Proposal** \_\_\_\_\_

\_\_\_\_\_

**Purpose** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project Description** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Audience** \_\_\_\_\_

\_\_\_\_\_

**Publicity and Advertising** \_\_\_\_\_

\_\_\_\_\_

**Other Support Information** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Timeline** (*with project events, programs, leaders*)

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**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.*)

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**Evaluation and Expected Impact of this Project**

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*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**  
Martha E. Colley  
204 Desert Inn Ct.  
Hopkinsville, KY 42240  
270-839-1531 cell  
[marthaky3@live.com](mailto:marthaky3@live.com)

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

## **MASTER FARM HOMEMAKERS GUILD, INC.**

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

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

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

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

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



## **Master Farm Homemakers Requirements**

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

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

### **Selection Process:**

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

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

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

### **Meetings:**

- Spring business meeting and recognition of new members – April/May in connection with the Kentucky Extension Homemakers Association Annual Meeting.
- Summer business meeting and informal gathering – often in July/August but scheduled according to dates recommended by individual(s) hosting the activity. The summer meeting is usually hosted by one or more Guild members at or near their homes. The Guild usually has an auction of crafts and other items made/brought by members. This is the only money-making project in support of Guild activities.
- National Master Farm Homemaker Guild – annual meeting hosted by one of the four organized states. It is often held in the fall, but the date is determined by the host state. Kentucky hosted in 2017 and is set to host September 14-16, 2022.

## Master Farm Homemakers Recognition

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

Kentucky CES will:

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

KEHA will:

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

MFHG will:

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

## HISTORY OF KEHA

The origins of the Kentucky Extension Homemakers Association can be traced to the beginning of the 20<sup>th</sup> century. Today's collection of charitable, skilled, and knowledgeable Homemaker groups grew out of the University of Kentucky's Cooperative Extension Service's early attempts to connect and educate rural women through home demonstration clubs or tomato clubs. Some early groups focused on canning or reading and reaching out to women on farms. Those humble beginnings have led to an extensive network of women sharing information that would make their domestic lives easier including home economics, new technologies and goods, agricultural skills, food conservation and preservation, and domestic skills.

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

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

After the federal Smith-Lever Act passed in 1914, the scope of Home Economics Extension increased rapidly with the purpose of extending the knowledge of a land-grant university to the people of the state. Increased funding meant the number of specialists, supervisors, and County Home Demonstration Agents increased dramatically. The Home Demonstration Agents started Home Demonstration Clubs and began organizing farm women for homemakers' work.

After a series of short-term leaders, Miss Myrtle Weldon began her tenure on June 1, 1924, with a staff of 24 Home Demonstration Agents in as many counties. She also organized the State Specialists into a resident Home Economics staff.

In 1924, a county organization guide was written, outlining a suggested constitution to counties. By the end of 1925, a majority of the 24 counties had perfected their county organization and had adopted the suggested constitution, with a few adaptations to meet local needs. This form of organization was an effective way to develop leadership, delegate responsibility, secure local participation, and develop effective procedures.

In 1932, after several years of discussion and interest, the county Homemakers unified into a state organization to strengthen their voice, to further develop leadership, and to broaden horizons. This group, named the Kentucky Federation of Homemakers, was organized during Farm and Home Week with Mrs. Lyda Lynch Hall of Fayette County as its first State President.

The Kentucky Federation of Homemakers soon wrote a constitution for the 29 counties that were members at the time. By 1939, 59 counties were members, and 108 counties had joined the Federation by 1958.

The first dues were 2 cents per member. Homemakers raised this amount to 5 cents per member, and in 1958 increased dues to 15 cents per member, payable to the State Treasurer of the Federation by November 30 of each year. In 1964, dues became payable on January 1, based on the membership as of the preceding December 1. The group increased dues to 25 cents per member in 1970, and in 1974, again increased dues to 50 cents per member. Dues increases have continued periodically over time.

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

The original four Standing Committees — Membership, Publicity, Reading, and Citizenship — were gradually expanded to 11 — Cultural Arts, Citizenship and Community Outreach, Clothing and Textiles, Family Life, Foods and Nutrition, Health, Housing, Energy and Environment, Management and Family Economics, 4-H, Public Information and Young Homemaker. The number of state educational committees was reduced to three in 1993 — Family, Environment, and Global/International. The number expanded back to today's eight in 2001 — 4-H Youth Development; Cultural Arts and Heritage; Environment, Housing and Energy; Family and Individual Development; Food, Nutrition and Health; International; Leadership Development; and Management and Safety

The first scholarship KEHA established was the Myrtle Weldon Student Loan Fund in 1943 in appreciation of the leadership of Miss Myrtle Weldon. The fund made money available at a low rate of interest to deserving Home Economics students.

In 1962, the Kentucky Federation of Homemakers established the Good Neighbor Fund at the request of Mrs. Carl Evans, the president at that time. In 1974, the state board honored Mrs. Evans by including her name in the fund's title, renaming it the Ella Evans Good Neighbor Fund.

In the 1960s, Murial Moore of Bardstown conceived the idea for a 5-cent postage stamp design. Kathleen Magyar contacted Norman Todhunter who did the artwork, then Magyar put it to graph. The United States Postal Service issued the stamp in 1964 in honor of the National Extension Homemakers Council.

Mrs. Ruth Saunders (Allen) became Acting Program Chairman of Home Economics Extension in the fall of 1965 and continued until her retirement in April 1968. During this period, the group transitioned from county planning to area planning.

At the March 1968 Annual Meeting, members approved a new constitution and changed the name to Kentucky Extension Homemakers Association (KEHA).

KEHA established the Viola K. Hansen Scholarship Fund in 1969 in appreciation for Dr. Hansen's nine years of leadership of the Extension Home Economics program. An unfortunate accident resulted in her early retirement. The scholarship was awarded annually to a student attending the University of Kentucky College of Human Environmental Sciences.

In 1969, the position of Chairman of Home Economics Extension Programs changed to Assistant Director of Extension for Home Economics. With Dr. Doris Tichenor in this position from October 1, 1969 to 1984, emphasis returned to strengthening county programs.

Following the passing of Myrtle Weldon in 1971, KEHA awarded the first Myrtle Weldon Memorial Scholarship in 1972. In 1975, KEHA voted to discontinue the Myrtle Weldon Student Loan Fund and transferred the balance to the Myrtle Weldon Memorial Scholarship Fund.

At the 1974 Annual Meeting, KEHA voted to incorporate and change its name to Kentucky Extension Homemakers Association, Inc.

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

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

The print *Homemaker* by artist Bill Granstaff commemorating the 50th Anniversary of KEHA and was unveiled at the Kentucky Homemakers State Meeting on May 12, 1983. Items in the print depicted the Homemakers' early projects and activities including a change purse, egg carton, old quilt, and canning jar and lids.

As part of a focus to secure more grants to expand programs, KEHA received a grant for the *ABC's of Nursery Safety* in 1987 and the *Alcohol and Traffic Safety* grant in 1988.

In spring 1994, the term Home Economics was officially changed to Family and Consumer Sciences, a term that more accurately describes the work done by Extension specialists and agents in Kentucky.

In April 1998, the title of Vice President for Public Policy was changed to Vice President for Leadership Development.

In November 2003, President Mabel Harned appointed a five-member Archives Committee: Evelyn Ballard, Mary Warfield, Shirley Fitzpatrick, Patty Ann Moorhead, and Jean Davis. In January 2005, this committee established KEHA's official archives with the University of Kentucky Library. Since that time, additions have periodically been made to keep the archives current.

The objective of the KEHA International Program for 2003-2005 was to have a better understanding of Native Americans by working with Lame Deer Reservation and St. Labre schools in Montana. In 2003, KEHA members contributed 1,400 baby items; in 2004, more than 4,000 blankets and 2,000 pairs of socks were donated; and in 2005, 12,000 pounds of school supplies were collected and delivered. Two busloads of members traveled to Montana to meet the recipients and present the supplies and a check.

In 2004, money was no longer available to award three single scholarships so KEHA combined the three scholarship funds into one scholarship called the Evans/Hansen/Weldon Memorial Scholarship Fund. The scholarship is directed to graduating high school seniors or current college students pursuing a degree in a Family and Consumer Sciences discipline.

To support students at the University of Kentucky with interest in a career as a family and consumer sciences Extension agent, KEHA established an endowed scholarship in the College of Agriculture, Food and Environment in 2007. The scholarship is awarded annually to a student in human environmental sciences with plans for a career in Extension.

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

In February of 2008, the Kentucky State Legislature recognized KEHA’s 75 years of service to the Commonwealth in partnership with University of Kentucky College of Agriculture’s Cooperative Extension Service. More than 400 KEHA members and Family and Consumer Sciences Extension Agents attended the daylong celebration in Frankfort. The culmination of the anniversary took place at the 75<sup>th</sup> KEHA State Meeting at the Galt House Hotel in Louisville in May 2008 with the theme “Hats Off to Homemakers.”

In 2008, the International Program initiated a partnership with the Kentucky Academy, a kindergarten in the village of Adjeikrom in Ghana, West Africa. This project developed with assistance from Dr. Ann Vail, director of the School of Human Environmental Sciences and assistant director of FCS Extension, and Dr. Kwaku Addo, a native of Ghana and associate professor in the Department of Nutrition and Food Science. KEHA donated school supplies and raised funds to make capital improvements to the school building in 2008. In the summer of 2009, KEHA members and FCS agents toured the school and region to bring focus to this project. In 2010, KEHA support helped build a kitchen and dining pavilion for the Academy. The KEHA International Chairman traveled to Ghana in 2011 with a group from the University of Kentucky to continue the partnership. KEHA funded the purchase of furniture for the dining pavilion and further improvements to the facility. The projects in Ghana continued through 2019, and funds were raised and donated to construct a library in the village of Adjeikrom. In addition, KEHA members donated funds to purchase sewing machines and provided sewing supplies to establish a seamstress training program.

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

The year 2012 marked the 80<sup>th</sup> anniversary of KEHA. To commemorate the occasion, KEHA commissioned artist John Ward to develop an anniversary print. The print, “Reflections,” was unveiled at the 2012 KEHA State Meeting and depicts a tranquil farm scene complete with horses, a quilt, and tire swing.

In 2013, KEHA's focus turned to membership. A membership incentive drive with a new traveling trophy (Miss E. Go) was initiated. E. Go is an acronym for Everyone Get One — each member should recruit a new member. The county who added the highest percentage of new members won \$100 and the Miss E. Go trophy for 1 year, then shared her adventures the following year. In 2014, Miss Way to Go to was added to reward the county that added the largest number of new members (actual number versus percentage.) Like Ms. E. Go, Miss Way to Go has a monetary prize, and the winning county shares her adventures the following year.

As part of the celebration of the centennial for Family and Consumer Sciences Extension in 2013, KEHA joined in the work to establish the FCS Extension Legacy Fund at the University of Kentucky. Initial gifts honored the retirement of Dr. Laura Stephenson, Assistant Director for Family and Consumer Sciences Extension Field Programs. This fund is for UK Family and Consumer Sciences Extension to assist in professional development and program development, implementation, and evaluation. Donations may be made in honor of or in memory of someone. KEHA contributions totaled \$7,805 as of June 30, 2016.

KEHA board members held a retreat in June 2015 focused on goal setting — what is KEHA, what do we do well, what do we see as our future and how do we achieve this future? “SMART” goal teams were formed to focus on membership, public relations, training leaders, and making lessons relevant. The Membership Team initiated the 3 for 3 Membership Drive, challenging each county to increase membership by at least 3 new members for 3 consecutive years. In 2019, fourteen counties were recognized for achieving “3 for 3” and Meade County was randomly selected to receive the monetary award.

In an effort to build statewide comradery, the KEHA Choir was re-established in 2015. Directed by Wendy Hood, a member from Mercer County, the choir gave a moving first performance at the 2016 KEHA State Meeting. The choir continues and performs annually at the State Meeting.

During 2017-2018, the KEHA State Board added a Marketing and Publicity Chairman in an ad hoc three-year appointment. Jennifer Williams from Grant County was appointed for the initial term, and she then worked with the board to create a new brand identity. Voting delegates at the 2018 KEHA State Meeting officially approved the new logo.

During 2018-2019, the Preparing Future Leaders team from the KEHA Board proposed the establishment of a KEHA Leadership Academy to provide advanced leadership training for up to 30 emerging leaders in spring 2020. The board approved the proposal, along with a funding request, in March 2019, and the voting delegates approved both at the 2019 KEHA State Meeting. The approval process culminated three years of discussion, work, and planning. The Leadership Academy took place March 4-6, 2020 with 25 members participating.

In early 2019, KEHA was approached by the U.S. Census Bureau with an opportunity to construct a quilt representing each of Kentucky's 120 counties for use in promoting the 2020 Census. The project was approved by the KEHA Board in March 2019 and announced to the membership at the May 2019 KEHA State Meeting. In less than four months, KEHA members in each county designed and produced a quilt square to represent their county. Grant County members positioned, pieced, quilted and finished the 2020 Census Quilt which was unveiled in September 2019 at a special ceremony at the National Quilt Museum in Paducah, Kentucky.

March 2020 brought an unprecedented disruption to normal activities of daily life during the global coronavirus pandemic. Out of concern for the health and safety of members, the 2020 KEHA State Meeting was cancelled in its entirety. KEHA clubs, counties, areas, and the state organization were challenged by disruptions to normal operations for several months, and technology became a key tool to continue the work of the organization. Lessons were delivered remotely via Zoom, Facebook Live, and YouTube. The KEHA Board met via Zoom in the fall of 2020 and spring of 2021.

While members were not meeting as in-person groups for much of 2020, they turned to individual acts of kindness and volunteer service. Producing home sewn face masks, isolation gowns, and/or surgical caps happened in KEHA member homes across the state. The 2020-2021 program of work reports indicated more than 63,000 face masks were made and/or donated by KEHA members. Kentucky First Lady Brittainy Beshear called upon KEHA to join an initiative titled “Coverings for Kids” to provide face masks for Kentucky schools.

A modified State Meeting was held in-person in June 2021, with health and safety measures including a change of date, a shortened schedule, a reduced attendance capacity, and adjustments to room set-ups. In-person annual meetings returned in some KEHA areas, but the pandemic altered a few scheduled meetings in 2021. The KEHA Board resumed meeting in person in fall 2021, and, for the first time, KEHA organized a full-day track for the February 2022 Kentucky Extension Volunteer Forum.

A full three-day KEHA State Meeting was held in May 2022 in Owensboro, Kentucky. This marked KEHA’s 88<sup>th</sup> State Meeting and 90<sup>th</sup> anniversary as a statewide organization. The KEHA choir resumed after a two-year pause and performed during the State Meeting. With continued positive feedback regarding the 2020 KEHA Leadership Academy, the membership voted to fund a second Leadership Academy for 2023.

### **KEHA and the Associated Country Women of the World**

Since 1936, KEHA has been a member of the Associated Country Women of the World (ACWW). A delegation of about 300 women from Kentucky joined 6,700 other women from the United States in greeting representatives who attended that year’s Third Triennial Conference held in Washington, D.C. At each conference since, Kentucky has sent at least one delegate.

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

The bond with ACWW has strengthened throughout the years. In 1962, Mrs. R.P. Matchett of Kenton County was elected to serve as the ACWW Area Vice President for the United States and was re-elected for a second three-year term in 1965. KEHA members feel that they are links in a chain that reaches around the world. Their involvement with this worldwide group has broadened and deepened their sympathies, interests, and understanding. Programs today continue to reflect the unified resolutions and recommendations of ACWW.



## **KEHA and Its National Affiliations**

The National Home Demonstration Council (NHDC) was created on June 1, 1936 during ACWW's Triennial Meeting. In 1939, Mrs. Lyda Lynch Hall of Fayette County became the second president of the NHDC.

In 1956, the NHDC conducted a song contest. Mrs. Dorothy Bullock, a member from Larue County, submitted the song *Onward, Ever Onward*, which won and became the official song of the NHDC. The NHDC changed its name to the National Extension Homemakers Council (NEHC) in 1963.

An NEHC flag was introduced at the 1976 Annual NEHC Conference. Gladys C. Medley of Marshall County designed the flag and took her idea to Tommy Troutman, an artist in Paducah, who sketched and painted her design. The Board of Directors approved the flag, and at the 1975 Annual Meeting, they ordered that the flag lead the procession at the 1976 Annual Meeting. The flag was updated in 1992 after the name changed to National Association for Family and Community Education (NAFCE).

During the 1980s and early 1990s, KEHA found great value in NAFCE's Family Community Leadership (FCL) program. The basic purpose of FCL was to improve the leadership and organizational skills of family members in order that they may participate more effectively in the identification, analysis, and resolution of public policy issues affecting families and communities.

A delegation of KEHA members, County Extension Agents for Home Economics Extension, and an advisor attended an FCL workshop in Florida in November 1985. After this meeting, delegates returned to Kentucky to conduct five workshops across the state with approximately 1,000 KEHA members participating. Through these workshops, KEHA trained its members to be effective leaders in their counties and communities.

A delegation of KEHA members, a specialist, and an advisor attended another FCL workshop in Denver, Colorado, in September 1986. Kentucky received a pilot grant of \$2,000 from the W.K. Kellogg Foundation in 1987 and a \$50,000 grant to conduct the FCL program over a three-year period. An FCL Board was organized with equal representation of KEHA members and Extension faculty.

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

At the KEHA Annual Meeting in April 1998, county voting delegates voted to dissolve affiliation with NAFCE because of differences in philosophy.

In 1995, KEHA was one of seven organizations that joined forces to form the National Volunteer Outreach Network (NVON). The organization incorporated the following year.

Since the establishment of NVON, the organization's annual meeting has rotated among the member states. KEHA first hosted August 1-3, 2000 in Louisville. In 2007, KEHA hosted the NVON meeting July 19-21 in Lexington. The 2013 NVON meeting was held in Frankfort, KY July 16-18.

The 2021 NVON meeting was held July 20-22 in Owensboro, KY. NVON was grateful to hold an in-person meeting after the COVID-19 pandemic led to a cancellation in 2020. KEHA leaders provided an engaging conference experience for all attendees.

In July 2005, Mabel Harned was elected Vice President of NVON. At the 2015 NVON meeting in Martinsburg, W.V., Linda Kaletch, a KEHA past president, was elected as the NVON president-elect. She served as president-elect in 2016 and as NVON president from 2017-2019. In addition, Rita Bloom, a Boyle County KEHA member, served as the NVON secretary from 2017 to 2019.

### **KEHA Ovarian Cancer Fund**

In 1977, Virginia McCandless, KEHA Health Chairman 1976-79, initiated the Ovarian Cancer Fund. The goal of the KEHA Health Committee at that time was to raise \$1 per member -- \$31,000 -- to donate to research at the Albert B. Chandler Medical Center at the University of Kentucky. That goal was achieved in four years.

The Ovarian Cancer Project continues today, well beyond the initial goal. In May 2006, the total donated had reached \$881,841.98. In May 2009, KEHA surpassed the \$1,000,000 mark in giving to UK's Ovarian Cancer Research Program. The milestone was celebrated at the 2009 KEHA State Meeting, with Mrs. Virginia McCandless' five children in attendance.

KEHA continues to participate in and promote ovarian cancer screening at UK's Markey Cancer Center and mobile screening sites around the state. As of spring 2017, the program has screened more than 50,000 women at no charge, and more than 100 women, including the 2016-2017 KEHA President Mary Margaret Krahulec, had their lives extended because of the early, noninvasive, detection process.

In 2017, KEHA celebrated 40 years of support for ovarian cancer outreach, screening, and research. Total contributions at that time exceeded \$1.39 million.

In September 2021, KEHA leaders were invited to be part of a special University of Kentucky event celebrating the Markey Cancer Center's Ovarian Cancer Research and Screening program. KEHA was recognized for more than four decades of support for the program. As of May 2022, KEHA's total contributions exceeded \$1.58 million.

## KEHA Past Presidents

|          |   |
|----------|---|
| *1932-33 | Mrs. Lyda Lynch Hall, Fayette County          |
| *1934-35 | Mrs. W.M. Oliver, McCracken County            |
| *1936-38 | Mrs. T.M. Johnson, Warren County              |
| *1939-41 | Mrs. H.L. Crafton, Henderson County           |
| *1941-43 | Mrs. P.W. Adkins, Bell County                 |
| *1943-45 | Mrs. Ralph Searce, Shelby County              |
| *1945-46 | Mrs. W.E. Nichols, Fayette County             |
| *1947-49 | Mrs. W.K. Morris, Christian County            |
| *1950-53 | Mrs. Wade Holt, Nelson County                 |
| *1953-56 | Mrs. R.P. Matchett, Kenton County             |
| *1956-59 | Mrs. Virgil Grayson, Pulaski County           |
| *1959-62 | Mrs. Carl Evans, Ballard County               |
| *1962-65 | Mrs. Harry J. Braun, Campbell County          |
| *1965-68 | Mrs. James T. Brookshire, Breckinridge County |
| *1968-71 | Mrs. Earl Friedly, Scott County               |
| *1971-74 | Mrs. Howard Taylor, Harrison County           |
| *1974-77 | Mrs. Mitchell Bertram, Barren County          |
| *1977-80 | Mrs. Samuel Whitt, Jr., Boyd County           |
| *1980-83 | Mrs. Bettie Wallace, Caldwell County          |
| *1983-86 | Mrs. M.D. Perkins, Campbell County            |
| *1986-89 | Mrs. Patty Ann Moorhead, Bracken County       |
| *1989-92 | Mrs. Helen Palmer, Clark County               |
| 1992-95  | Mrs. Jean Davis, Hardin County                |
| 1995-98  | Mrs. Velma Koostra, Warren County             |
| *1998-01 | Mrs. Kathleen Hockersmith, Oldham County      |
| *2001-04 | Mrs. Mable Harned, Nelson County              |
| *2004-07 | Mrs. René Siria, Franklin County              |
| 2007-10  | Mrs. Linda Kaletch, McCracken County          |
| 2010-13  | Mrs. Alice Brown, Greenup County              |
| 2013-16  | Mrs. Susan Hansford, Pulaski County           |
| *2016-17 | Mrs. Mary Margaret Krahulec, Shelby County    |
| 2017-19  | Mrs. Marlene McComas, Grant County            |
| 2019-22  | Mrs. Karen Hill, Henderson County             |
| 2022-    | Mrs. Brenda Hammons, Lincoln County           |

*\*Deceased*

## **Family and Consumer Science Extension State Leadership**

The following list includes the state leaders since 1913. Over time the position title changed from State Agent to State Leader to Assistant Director for Home Economics to Assistant Director for Family and Consumer Sciences. The list below is grouped by position title.

### ***State Agent***

Helen B. Wolcott, 1913-1918  
Gertrude McCheyne, 1919-1920  
Margaret Whittiman, 1920-1923

### ***State Leader***

Lulie Logan, 1923-1924 [Acting State Leader]  
Myrtle Weldon, 1924-1955  
Alda Henning, 1955-1956 [Acting State Leader]  
Viola Hanson, 1956-1965  
Ruth Saunders Allen, 1965-1968 [Acting State Leader]  
Dr. Burt Coody, 1968-1969 [Acting State Leader]

### ***Assistant Extension Director for Home Economics***

Dr. Doris Tichenor, 1969-1984  
Dr. Suzanne Badenhop, 1984-1992  
Dr. Darlene Forester, 1992-1997

### ***Assistant Extension Director for Family and Consumer Sciences***

Dr. Janet Kurzynske, 1997-1998 [Interim Assistant Director for Family and Consumer Sciences]  
Dr. Bonnie O. Tanner, 1998-2005  
Dr. Suzanne Badenhop, 2005 [Acting Assistant Director for Family and Consumer Sciences]  
Dr. Ann Vail, 2005-2017  
Dr. Jennifer Hunter, 2017 to present

## THE COOPERATIVE EXTENSION SERVICE

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

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

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

### **What is a land-grant university?**

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

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

### **What does Cooperative Extension Service do?**

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

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