

KEHA Manual

Handbook

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

KEHA MANUAL

Handbook Table of Contents

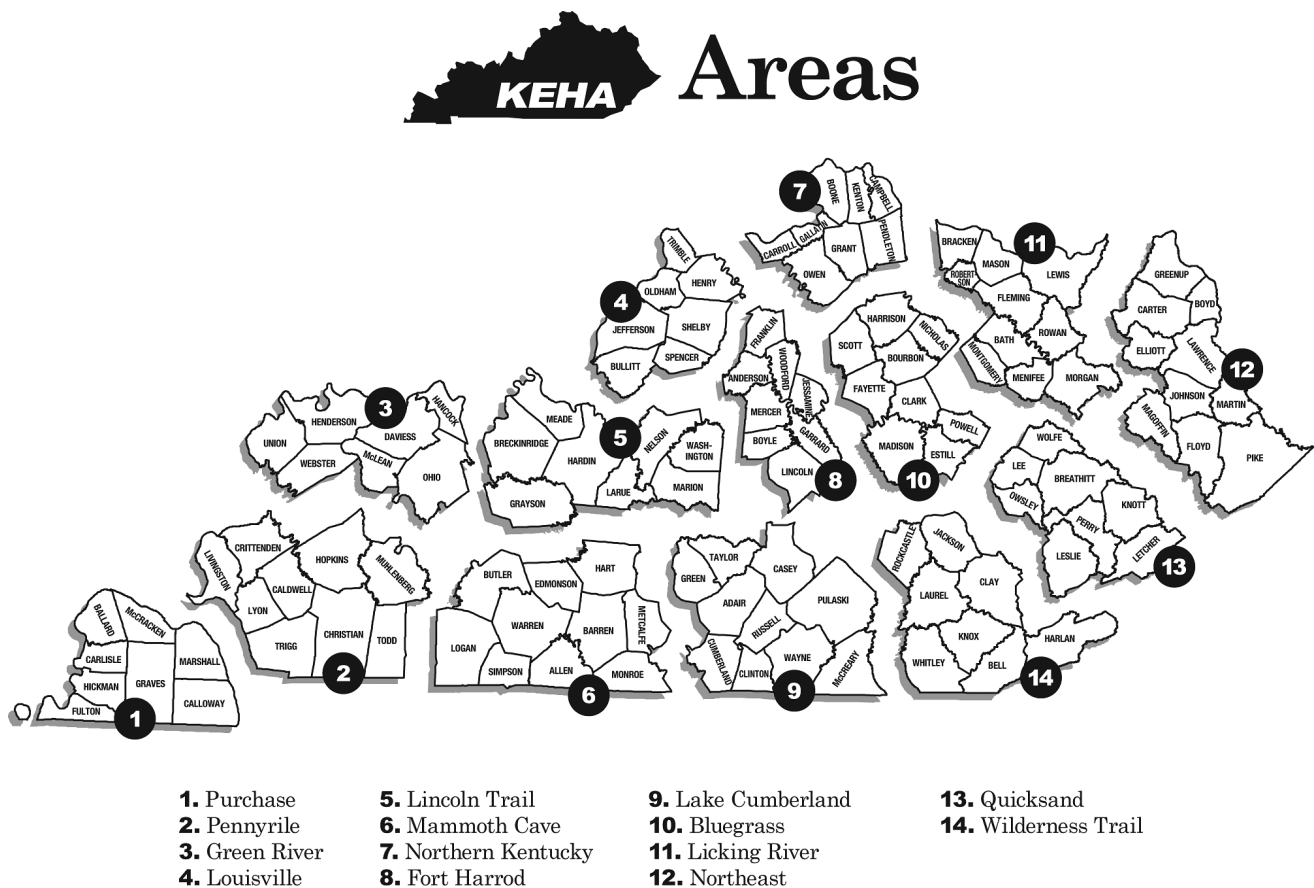
Creed	1
Collect	1
Board Directory Information and Area Map	2
UK Extension Personnel	3
Articles of Incorporation	5
Bylaws	10
Standing Rules (pages 22, 23, and 26a updated in 2023)	21
KEHA Reminder Calendar	27
<i>Inspiration Book Rotation (Discontinued in 2022, discard page.)</i>	<i>28</i>
<i>Recreation Book Rotation (Discontinued in 2022, discard page.)</i>	<i>29</i>
 Program of Work Guidelines	 30
Cultural Arts & Heritage	32
Program of Work	33
Cultural Arts and Heritage Passport Contest	36
Creative Writing Contest Guidelines	37
2023-24 Cultural Arts Exhibit Categories	40
Judging Criteria	42
Exhibit Rules	43
Book List Form	44
Environment, Housing, Energy	45
Program of Work (pages 46 and 47 updated in 2023)	46
Adopt-A-Highway Awards	49
Family & Individual Development	50
Program of Work	51
Self-Care Contest	55
Food, Nutrition & Health	56
Program of Work	57
Food, Nutrition & Health Awards	60
4-H Youth Development	61
Program of Work	62
Awards: Homemakers Support 4-H	64
Interests Questionnaire	65a
International	66
Affiliated Organizations	67
Coins for Change Graphic	69
Program of Work	70
International Contests and Awards	73
Homemaker Exchange Program	74

Management & Safety	77
Program of Work	78
Leadership Development	83
Program of Work	84
Community Volunteerism Awards	88
Volunteer Service Unit (VSU) Program	89
Implementing a County VSU Program (page 93 updated in 2023)	92
 KEHA Scholarships	
Evans/Hansen/Weldon Scholarship Fund	94
Evans/Hansen/Weldon Scholarship Application	96
KEHA Homemaker Member Scholarship	99
KEHA Homemaker Member Scholarship Application	100
KEHA Endowed Scholarship at UK	103
 KEHA Mini Grants for Study or Research	104
KEHA Study or Research Mini-Grant Application	105
 KEHA Development Grant	107
KEHA Development Grant Application	109
 Master Farm Homemakers Guild, Inc. (page 113 updated in 2022)	112
 History	
History of KEHA (pages 120-122 updated in 2022)	115
KEHA Past Presidents	123
Family and Consumer Sciences Extension State Leadership	124
The Cooperative Extension Service	125

All entries listed in bold were updated in 2023 and have 2023 dates in the lower right corner. These pages replace same numbered pages with dates prior to 2023.

KEHA Board Directory

A list of the Kentucky Extension Homemakers Association Board members is available on the KEHA website (www.keha.org) and will be updated as membership changes. Because the directory changes at least three times each year, it is not included in the KEHA Manual. Contact information for individual board members is available by contacting your county Extension office.



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, Program and Staff Development, Cooperative Extension Service
Dr. Jeffery Young, Director, Urban Extension, Cooperative Extension Service
Stacy Miller, Director, Extension 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. Kirk Pomper, Director of Land Grant Programs
Dr. Allison Young, Interim Associate Extension Administrator

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, M.S.	Nutrition Education Program
Kerri Ashurst, Ph.D.	Children, Youth, and Families at Risk and Military Families Programs
Tyrone Atkinson, B.S.	Military Families Programs
Marisa Aull, B.A.	Nutrition Education Program
Jeanne Badgett, M.S.	Clothing, Textiles and Household Equipment
Sandra Bastin, Ph.D.	Dietetics and Human Nutrition
LaToya Drake, M.S.	Nutrition Education Program
Diana Doggett, M.S.	Family and Consumer Sciences
Caroline Durr, M.S.	Nutrition Education Program
Alex Elswick, Ph.D.	Substance Use Prevention and Recovery
Brian Fitzpatrick, M.S.	Computer Support Specialist/Webmaster
Sarah Hanks, B.S.	Family and Consumer Sciences
Mary Higginbotham, M.S.	Family and Consumer Sciences
Nichole Huff, Ph.D.	Family Financial Management
Brooke Jenkins, M.S.	Nutrition Education Program
Janet Johnson, M.S.	Curriculum Development
Katherine Jury, M.S.	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, B.A.	Graphic Artist
Kelly May, B.A.	Family Finance and Resource Management
Rita May, B.S.	Nutrition Education Program
Leslie McCammish, B.S.	Nutrition Education Program
Mindy McCulley, M.S.	Instructional Support
Sally Mineer, M.S.	Professional Development
Jean Najor, M.S.	Nutrition Education Program
Heather Norman-Burgdolf, Ph.D.	Foods and Nutrition
Annhall Norris, B.S.	Foods and Nutrition
Paula Plonski, M.A.	Nutrition Education Program
Denise Rennekamp, M.S.	Nutrition Education Program
Joseph Schroeder, B.A.	Farm Stress and Rural Mental Health
Alyssa Simms, B.S.	Editor
Hardin Stevens, M.A.	Family and Consumer Sciences
Kelli Thompson, M.A.	Graphic Artist
Laura Weddle, B.A.	Farm Stress and Rural Mental Health
David Weisenhorn, Ph.D.	Parenting and Child Development
Michele West, B.A.	Nutrition Education Program
Leslie Workman, M.S.	FCS/NEP Programming

KENTUCKY STATE UNIVERSITY (<https://kysu.edu/academics/cafs/s/cooperative-extension/>)

LeChrista Finn, Ph.D.	Health
Kristopher Grimes, Ph.D.	Nutrition Education
Allison Young, Ph.D.	Family and Consumer Sciences

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

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

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

5. 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)
6. 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)
7. 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

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

Finance – Committee

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

Finance – Expenses

1. The mileage allowance shall be \$0.50 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.
3. To be reimbursed for all expenses, all requests must be filed with the Treasurer within 60 days after the expense occurs. (3/10/2020)
4. Any KEHA member serving as a NVON officer may request reimbursement for transportation to the annual NVON Conference. Such reimbursement would come from special travel funds and may not exceed 10% of the balance in the special travel account. Special travel funds must be requested prior to travel. (11/10/2015)

Finance – Credit Card

1. The KEHA treasurer shall establish a single credit card account at the bank where the general fund account is held. (11/14/2016)
2. The President 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 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.
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. Manual – Printing updated manual pages (1 copy per county) each year (11/8/22).
 - c. Newsletter – Publish and mail the annual KEHA newsletter.
 - d. 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.
 - e. Marketing Toolkit – Funds provided for use by the KEHA Marketing and Publicity Chair to provide resources for club and county use in marketing KEHA.
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.

2022-2025 Cultural Arts 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 seiterbarbara@yahoo.com 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: 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

2023-2024 CULTURAL ARTS EXHIBIT CATEGORIES

Categories and Subcategories

1. APPAREL

- a. Accessory
- b. Appliqued
- c. Basic Sewing
- d. Quilted
- e. Specialty

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. Miscellaneous

13. FELTING*

- a. Needle Method
- b. Wet Method

14. HOLIDAY DECORATIONS

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

2023-2024 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)

22. QUILTS**** (continued)

- e. Machine Appliqué (machine quilted)
- 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
- d. Woven

25. WALL or DOOR HANGING

- a. Fabric
- b. Other

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 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, 2024) 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, 2024**, to the current State Cultural Arts and Heritage Chair:

Preferred method (click or scan):	Or E-Mail information to:	Or MAIL information to:
Qualtrics Link for KEHA Book List Submission 	seiterbarbara@yahoo.com	Barbara Seiter 8669 Valley Circle Drive Florence, KY 41042
Questions? call Barb at (859) 653-7655		

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

KEHA Environment, Housing and Energy Chairman – 2023 to 2026

Rhonella Chaffin

P.O. Box 1057

Louisa, KY 41230

606-483-6077

rhonella@att.net

Environment, Housing and Energy

Program of Work for 2022-2024

Emphasis One

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

Additional Resources:

- KY Cabinet for Health and Family Services->Environmental Management Branch->Radon Program – <https://chfs.ky.gov/agencies/dph/dphps/emb/Pages/radon.aspx>
- UK Kentucky Geological Survey – <https://www.uky.edu/KGS/radon/>
- UK College of Nursing BREATHE Program – <https://www.uky.edu/breathe/>
- KY Cancer Consortium Radon Coalition – <https://www.kycancerc.org/teams-and-networks/radon-coalition/>
- KY Radon Page – <https://ky-radon.info/>
- KY Association of Radon Professionals – <https://kentuckyradon.org/>
- Certified Radon Professionals – <https://certifiedradonpros.org/ky.html>
- American Lung Association Radon Basics – <https://www.lung.org/clean-air/at-home/indoor-air-pollutants/radon>
- EPA Radon – <https://www.epa.gov/radon>
- CDC Radon – <https://www.cdc.gov/radon/index.html>

Suggested Activities:

- Coordinate a presentation by a certified mitigation installer
- Coordinate a radon presentation with the local health department
- Distribute radon resources to your circles of influence
- Challenge each KEHA member to test their homes for radon and share their experience.

Emphasis Two

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

Environment, Housing and Energy Awards

Adopt-A-Highway Awards

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

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

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

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

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

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 – 2021-2024

Dottie Crouch
8851 Highway 55
Campbellsburg, KY 40011
(502) 724-2032
bodotcr@yahoo.com

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:

Dottie Crouch,
Family and Individual Development
8851 Highway 55
Campbellsburg, KY 40011

Questions may be directed to Dottie at 502-724-2032.

Awards will be distributed at the KEHA State Meeting. First place will receive a plaque. 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

KEHA FOOD, NUTRITION AND HEALTH AWARDS

Ovarian Cancer Financial Contributions (Yearly)

- A plaque will be awarded to the county with the largest amount overall.
 - A plaque will be awarded to the county with the largest amount per member.
 - Certificates will be given to each county that has 100% participation (at least \$1 per member).
 - Certificates will be given to any county or club donating over \$1,000.
 - A plaque will be awarded to the county that has the largest number of first-time ovarian cancer screenings participants. (Submit on yearly report.)
-

Ovarian Cancer Fundraising Contest

- An award will be given to the most creative entry describing the fundraising efforts for ovarian cancer, 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 (whom and how they participated?)
 - Community involvement?
-

Promoting a Healthy Kentucky Contest

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

Guidelines:

All entries must include:

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

Send all contest entries to 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.

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 (plaque & \$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

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

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:

- | | |
|---|------------|
| <input type="checkbox"/> Leading a 4-H project day for _____ | (activity) |
| <input type="checkbox"/> Helping with a 4-H project day for _____ | (activity) |
| <input type="checkbox"/> Leading a 4-H Club for _____ | |
| <input type="checkbox"/> Helping with a 4-H Club for _____ | |
| <input type="checkbox"/> Judging/room hosting for speech/demonstration contests | |

I prefer working with:

- | | | |
|--|---|--|
| <input type="checkbox"/> Cloverbuds (ages 5-8) | <input type="checkbox"/> Juniors (9-13) | <input type="checkbox"/> 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 |

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 Communities that Welcome People

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.
- Develop or find resources to support Creating Communities that Welcome People for new POW.

Activities:

- Host Chair training at KEHA annual meetings
- International Learning Session proposals for KEHA annual meetings
- Contribute newsletter updates with photos for statewide distribution
- 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

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 Communities that Welcome People

Contests and Awards:

- Coins for Change
- Kentucky Academy/Ghana Library
- Creating Communities that Welcome People

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)

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)

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.

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

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.

Format should include:

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

JUDGING CRITERIA

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

- 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 plaque 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 1st 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.
- ◆ 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.

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

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

This scholarship shall not 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.

- ◆ 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