

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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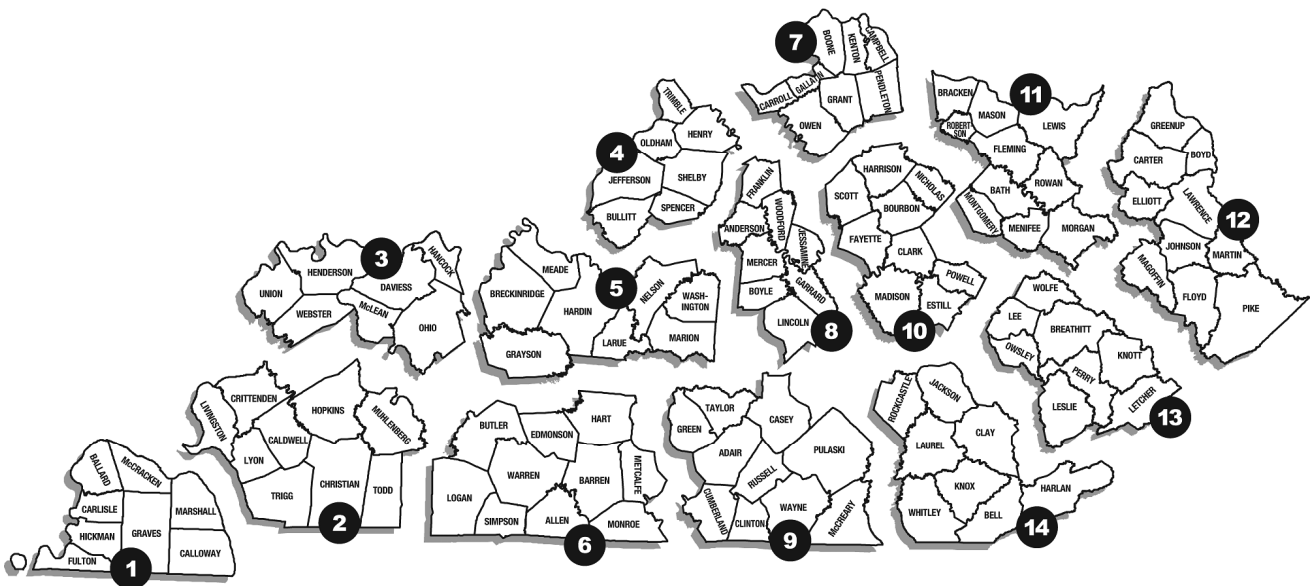
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All entries listed in bold were updated in 2021 and have 2021 dates in the lower right corner. These pages replace same numbered pages with dates prior to 2021.

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 emailing kehainfol@gmail.com or by contacting your county Extension office.

- | | | | |
|-----------------------|-----------------------------|---------------------------|-----------------------------|
| 1. Purchase | 5. Lincoln Trail | 9. Lake Cumberland | 13. Quicksand |
| 2. Pennyrile | 6. Mammoth Cave | 10. Bluegrass | 14. Wilderness Trail |
| 3. Green River | 7. Northern Kentucky | 11. Licking River | |
| 4. Louisville | 8. Fort Harrod | 12. Northeast | |

KENTUCKY COOPERATIVE EXTENSION SERVICE PERSONNEL

University of Kentucky Administrative Staff

Dr. Eli Capilouto, President, University of Kentucky
Dr. Nancy Cox, Dean, College of Agriculture; Director Land Grant Programs
Dr. 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. Mark Mains, Assistant Director, 4-H Youth Development Programs
Dr. Ken Jones, Director of Program and Staff Development, Cooperative Extension Service
Dr. Jeffery Young, Director of 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

Kentucky State University Administrative Staff

Dr. Kirk Pomper, Director of Land Grant Programs
Dr. Courtney Owens, Interim Associate Extension Administrator

Regional Extension Directors

Central Region	Natasha Lucas
East Region	Daniel Wilson
West Region	Anna Porter

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 – Jenny
Cocanougher
Central 5 & 6 – Willie
Howard
Central 7 & 8 – Mike Meyer

West Region

West 1 & 2 – Robert Tashjian
West 3 & 4 – Matt Fulkerson
West 5 & 6 – Jeremy Teal
West 7 & 8 – Jeff Young
(interim)

Extension Family & Consumer Sciences Specialists and Associates

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

Lola Adedokum, Ph.D.	Nutrition Education Program
Kerri Ashurst, Ph.D.	Children, Youth, and Families at Risk and Military Families Programs
Tyrone Atkinson, B.S.	Military Families Programs
Marisa Aull, B.A.	Nutrition Education Program
Jeanne Badgett, M.S.	Clothing, Textiles and Household Equipment
Sandra Bastin, Ph.D.	Dietetics and Human Nutrition
Elizabeth Buckner, M.S.	Nutrition Education Program
Emily DeWitt, M.S.	CDC High Obesity Program
Caroline Durr, M.S.	Nutrition Education Program
Alex Elswick, Ph.D.	Substance Use and Recovery
Brian Fitzpatrick, M.S.	Computer Support Specialist/Webmaster
Rachel Gillespie, M.S.	CDC High Obesity Program
Sarah Hanks, B.S.	Family and Consumer Sciences
Maria Harris, M.Ed.	Family and Consumer Sciences
Nichole Huff, Ph.D.	Family Financial Management
Brooke Jenkins, M.S.	Nutrition Education Program
Natalie Jones, 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
Janet Mullins, Ph.D.	Foods and Nutrition
Jean Najor, M.S.	Nutrition Education Program
Heather Norman-Burgdorf, Ph.D.	Foods and Nutrition
Annhall Norris, B.S.	Foods and Nutrition
Paul Norrod, Ph.D.	Farm Stress and Rural Mental Health
Paula Plonski, M.A.	Nutrition Education Program
Denise Rennekamp, M.S.	Nutrition Education Program
Joseph Schroeder	Farm Stress and Rural Mental Health
Alyssa Simms, B.S.	Editor
Kelli Thompson, M.A.	Graphic Artist
Jackie Walters, M.B.A.	Nutrition Education Program
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
Martha Yount, M.S.	Nutrition Education Program

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

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

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 succeed himself/herself in the same office. 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 elected Chairman shall succeed himself/herself in the same office. 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 or appointed but shall not succeed himself/herself. 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.
- 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 2nd 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 2nd 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 **four 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

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

Elections

1. Persons submitting credentials for any elected position[s] on the KEHA Board of Directors shall send them by certified mail to the KEHA Secretary as listed on the current directory. Credentials must be postmarked at least thirty (30) days prior to the KEHA Annual Meeting. (11/11/2008)
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 \$5000.00. Proposed unbudgeted expenditures over \$5000.00 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 fund “Pennies for Friendship has been renamed “Coins for Change” for clarification. Fifty percent (50%) of the Coins for Change that are collected will be sent to the ACWW World Headquarters in London, England to support projects for world friendship and understanding through “Pennies for Friendship.” Fifty percent (50%) will be retained by KEHA. The portion of “Coins for Change” retained by KEHA shall fund the International program of work, including the Homemaker Exchange Program and required travel by the International Chairperson to ACWW and CWC meetings. To facilitate budget planning, funds collected within a given KEHA year shall be available for expenditure the following year. The KEHA International Chairman shall be notified of the remittance amount by February 1 each year and shall submit a budget for these funds by the spring KEHA Board meeting. (The details of “Coins for Change” and also the KEHA International Exchange program can be found elsewhere in the manual.) (3/11/2014)

Finance – Budget

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

Finance – Committee

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

Finance – Expenses

1. The mileage allowance shall be \$0.40 per mile. Reimbursable mileage includes mileage from home or the Kentucky state line to meeting site and return as well as meeting related travel. (3/15/2016)
2. Expenses for travel and lodging shall be paid for KEHA Board of Directors members and special committee members to KEHA 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 and 1st Vice President will be the designated card users, with the card to be used ONLY for necessary expenses with the bi-annual board meetings and annual state meeting. (11/14/2016)
3. Any time the card is used, the receipt should be scanned as soon as possible and emailed to the KEHA Treasurer. (11/14/2016)
4. Statements shall be mailed to the KEHA Treasurer. (11/14/2016)
5. As monthly statements are received, the treasurer shall verify all charges to submitted receipts, secure any missing receipts, pay the balance due and post expenses to the appropriate budget categories. (11/14/2016)

6. The card should not be used for travel expenses by any individual officer. Those expenses should be paid by the individual and reimbursed by submission of an expense voucher. (11/14/2016)
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 1st 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 1st 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 1st 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 may be 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.

DEFINITION 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.

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. Club Materials – Printing the Inspiration, Recreation, Book List (1 copy per club plus 1 for county) annually.
 - c. Manual – Printing updated manual pages (2 copies per county) each year.
 - d. Newsletter – Publish and mail the annual KEHA newsletter.
 - e. 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.
 - f. 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.

KEHA REMINDER CALENDAR

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

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION

CULTURAL ARTS and HERITAGE

Program Overview

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

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

KEHA Cultural Arts Chairman 2021 to 2024

Barbara Seiter
8669 Valley Circle Drive
Florence, KY 41042
(859) 653-7655
Email: seiterbarbara@yahoo.com

2019-2022 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 \$100.00 and a Travel Trophy at the annual meeting. 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.

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

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:
Please see the KEHA website (www.keha.org), Cultural Arts and Heritage Chairman page, for the name and contact information for the current chairman.

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

2021-2022 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

2021-2022 CULTURAL ARTS EXHIBIT CATEGORIES (continued)

15. JEWELRY

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

16. KNITTING (HAND)

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

17. KNITTING (OTHER)

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

- a. Black & White (mounted & framed)
- b. Color (mounted & framed)

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)
- 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

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.

**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. For 2021-2022 county, area and state exhibits, items completed during the past 3 years will be eligible. The rules will revert back to 2 years effective July 1, 2022.

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

Areas may exhibit one item from each category and/or subcategory (maximum number is 94 for 2020-2021).

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 the 2022 to 2023 KEHA Book List by suggesting good, well written books, published in the past 3 years. Books should be submitted from the following categories:

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

We need the following information (use a separate sheet for each book).

Name of Book –

Category (from list above) –

Author –

Short Description (3 or 4 sentences; use back if necessary) –

Deadline to submit January 15, 2022, to the current KEHA Cultural Arts and Heritage Chair.

Barbara Seiter
8669 Valley Circle Drive
Florence, KY 41042
(859) 653-7655
Email: seiterbarbara@yahoo.com

ENVIRONMENT, HOUSING, & ENERGY

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

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

KEHA Environment, Housing and Energy Chairman – 2021 to 2023

Linda Padgett
11307 Lakeview Drive
Union, KY 41091
(859) 380-4321
padgettky@gmail.com

Environment, Housing and Energy

Program of Work for 2018 -2021

Extended for 2021-2022

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

Emphasis One

TITLE: The Buzz about Bees

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

Objectives:

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

Lessons:

- The Buzz About Honey

Resources:

- Selecting Plants for Pollinators
<http://pollinator.org/assets/generalFiles/EBFCContinentalrx13FINAL.pdf>
- Attracting Pollinators to Your Garden Using Native Plants
<https://www.fs.fed.us/wildflowers/pollinators/documents/AttractingPollinatorsV5.pdf>
- Perennials for Shady Locations (University of Kentucky Publication – HO-77)
- Perennials for sunny locations (University of Kentucky Publication – HO-76)
- Annual Flowers (University of Kentucky Publication – HO-65)
- Low Maintenance Annual Flowers for KY Gardens (University of Kentucky Publication – HO-47)
- Landscape design with plants (University of Kentucky Publication – HO-62)

Suggested Activities:

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

Emphasis Two

TITLE: Birds and your Outdoor Spaces

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

Objectives:

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

Resources:

- Trees, Shrubs, and Vines that attract wildlife - <https://forestry.ca.uky.edu/sites/forestry.ca.uky.edu/files/for68.pdf>
- Twenty-five Kentucky native plants that attract birds and butterflies - <https://www.bettyhallphotography.com/resources/twenty-five-kentucky-nativeplants-that-attract-birds-and-butterflies/>
- Create a Backyard Bird Watching Haven - <https://www.genuinekentucky.com/birds/create-a-backyard-bird-watching-haven/>
- Pocket Field Guide- Landscaping for Wildlife: Common Birds of Kentucky - https://www.louisvillewater.com/sites/louisvillewater.com/files/user_uploads/Water%20Quality/Wellhead%20Protection/SRAG%20800%20Landscaping%20for%20Wildlife%20Birds.pdf
- Pocket Field Guide to Kentucky's Wildflowers and Native Grasses - https://www.louisvillewater.com/sites/louisvillewater.com/files/user_uploads/Water%20Quality/Wellhead%20Protection/SRAG%20200%20%20Pocket%20field%20guide%20Ky%20wildflowers.pdf
- Central Kentucky Audubon Society - <http://www.centrankentuckyaudubon.org/?fbclid=IwAR3erVcc8Q1JRQ06dVcA63pzAO MryTICVVoS8nzHeKk8h8a2bqrQoabMil>

Suggested Activities:

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

Emphasis Three

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

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

Objectives:

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

Resources:

- University of Kentucky Department of Horticulture - <https://www.uky.edu/hort/?q=Butterflies>
- Monarch Watch – Monarch Waystation Program - <https://monarchwatch.org/waystations/>
- Kentucky Fish and Wildlife Kentucky Monarch Conservation Plan - https://fw.ky.gov/Wildlife/Documents/ky_monarch_plan.pdf
- University of Kentucky Department of Entomology – How to Make Butterfly Gardens - <http://entomology.ca.uky.edu/ef006>
- Louisville Zoo Butterflies N’ Bloom Exhibit - Information and Resources - <https://louisvillezoo.org/butterfly-exhibit/>
- University of Kentucky College of Agriculture, Food and Environment News – UK research shows how to build more effective monarch butterfly gardens - <https://news.ca.uky.edu/article/uk-research-shows-how-build-more-effective-monarch-butterfly-gardens>

Suggested Activities:

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

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 1st. Please send to:

Linda Padgett
KEHA Environment, Housing and Energy Chair
11307 Lakeview Drive
Union, KY 41091
(859) 380-4321
padgettky@gmail.com

FAMILY AND INDIVIDUAL DEVELOPMENT

All Educational Program chairmen are expected to work together to integrate their programs of work and other community projects when possible. Our educational program deals with family life as the core of our society. Our goal is to nurture families through education and positive example. The following are ideas that can help develop each chairperson's program of work.

- Encourage communications by phone, face time, zoom and any form of virtual media to reduce isolation
- Encourage members to be mindful and reach out to those living alone
- Encourage members to embrace cultural differences
- Promote **Positive Attitude** for healthy families and community
- Promote “Keys to Embracing Aging”
- Promote the University of Kentucky Family and Consumer Sciences YouTube webinars (http://bit.ly//FACS_Learning_Channel)
- **Validate the Program of Works point by implementing a virtual program/project either county wide or area wide to nourish KEHA members sociable community involvement during the pandemic crisis.**
- Promote the Master Clothing Volunteer Program
<https://fcs-hes.ca.uky.edu/content/master-clothing-volunteer-program>

KEHA Family and Individual Development Chairman – 2021-2024

Dottie Crouch
8851 Highway 55
Campbellsburg, KY 40011
(502) 724-3032
bodoter@yahoo.com

**Family and Individual Development
Contest 2019-2022
Nurturing Families**

Overview:

Families come in many forms and strong families are important to communities. This contest is designed to highlight outstanding efforts designed to Nurturing families.

Deadline to enter is March 1st

To submit an entry, email or mail the following evidence of your outstanding efforts to the state Family and Individual Development chairwoman.

Provide details of the project by including:

How did the idea for the project evolve?

Who was involved in planning the project?

Who was the target audience?

What took place and who carried out the project?

What happened as a result?

Future plans to expand or offer again or was this a one-time event.

How did the project strengthen families?

All entries must include:

- A cover sheet found in KEHA Manual, Appendix section 1
- In addition to the cover sheet, no more than four additional typed pages with details of the project should be included with the entry. Pages should be double spaced, 12 point, Times New Roman font and up to 5 pages of support materials such as, but not limited to, news clippings, promotional items, cards or pictures.

Submit entries to the current KEHA Family and Individual Development Chair by March 1st each year.

Dottie Crouch
8851 Highway 55
Campbellsburg, KY 40011
(502) 724-3032
bodotcr@yahoo.com

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 – 2021-2023

Sharon K. Fields
216 Cedarwood Drive
Greenup, KY 41144
(606) 922-6229
scrawford@kih.net

FOOD, NUTRITION, AND HEALTH
Program of Work 2018-2021
Extended to June 30, 2022

Theme: Making Healthy Choices the Easiest Choices

Emphasis One

Title: Food Safety, Preparation, and Local Resource Management

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

Objectives:

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

Lessons:

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

Suggested Activities:

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

Additional Resources:

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

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

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

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

Emphasis Two

Title: Making Nutritious Food Choices

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

Objectives:

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

Lessons:

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

Suggested Activities:

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

Additional Resources:

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

Crockpot and Slow Cooker Good Safety: Colorado State Extension –

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

American Heart Association Healthy Eating –

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

Emphasis Three

Title: Know Your Numbers and Your Family History

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

Objectives:

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

Lessons:

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

Suggested Activities:

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

Additional Resources:

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

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

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

American Cancer Society Guidelines for the Early Detection of Cancer –

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

KEHA FOOD, NUTRITION AND HEALTH AWARDS

Ovarian Cancer Financial Contributions (Yearly)

- A plaque will be awarded to the county with the largest amount overall
- A plaque will be awarded to the county with the largest amount per member.
- Certificates will be given to each county that has 100% participation (at least \$1 per member)
- Certificates will be given to any county or club donating over \$1000.
- A plaque will be awarded to the county that has the largest number of first-time ovarian cancer screenings participants. (Submit on yearly report)

Ovarian Cancer Fundraising Contest

- An award will be given to the most creative entry describing the fundraising efforts for ovarian cancer, 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 at the completion of the project?
- How many members attended? How many non-members attended?
- List of collaborative partners (whom and how they participated?)
- Community involvement?

Promoting a Healthy KY Contest

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

Guidelines:

All entries must include:

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

Send All Contest Entries to the current KEHA Food, Nutrition and Health Chair.

Sharon K. Fields, 216 Cedarwood Drive, Greenup, KY 41144

Phone: (606) 922-6229

Email: scrawford@kih.net

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 2nd 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 – 2019-2022

Cathy Kunkel-Mains, Kenton County

13127 Madison Pike

Morning View, KY 41063

Phone: 859-512-9882 Email: cakuma50@gmail.com

Kentucky Extension Homemakers Association
4-H Youth Development
2020-2023 Program of Work

CURRENT SITUATION:

As the 4-H program looks to the future and grows in Kentucky, it is important that the entire community is engaged in teaching, building successful outcomes and offering youth direction that will assist them as they grow with our fast-paced changes in America. While some youth are still living in the rural areas of Kentucky and appropriately learning and supporting agriculture; other youth are finding many new roads and paths to travel as they journey through a new society that is techno savvy and instant in all it does. While this “instant” society offers challenges, it does not offer our Youth all the skills and activities needed to grow as a healthy developed youth that can navigate the instant changes, the global connection while providing them skills, confidence, and supportive direction. Without the involvement of family, friends and the community, the journey and guidance is not there. To assist we are asking the KEHA Homemakers to share their many skills and talents as mentors and helpers for 4-H. Assisting in giving our youth guidance and direction through the 4-H Youth Development programs guarantees we are doing our part as Kentucky Homemakers to grow our children, our community, and our state. We can be the mentors that guide, demonstrate and share established knowledge with 4-H.

The volunteer work of the KEHA Homemaker will make a difference in the 4-H program that will assure our Kentucky Youth are ready, self-assured and ready to bring their talents and skills to our growing Kentucky society, our country and the world. Your many contacts, your understanding, and your participation in the culture of your community, will enable you to guide and assist with resources, activities and learning experiences.

To accomplish this objective, our goal is to nurture you as a **HOMEMAKER VOLUNTEER** helping and supporting the Kentucky 4-H program, its agents, its youth and its program needs. As a volunteer you will have the guidance needed through the partnership of the Kentucky 4-H Program Agents and KEHA which is supported by the University of Kentucky Department of Agriculture, Colleges of Agriculture, Food and Environment (CAFE) to navigate our Kentucky 4-H youth toward a confident and productive future.

In Conclusion, to be a success in this 4-H / Homemaker partnership:

YOU choose, as an individual, club, county, or district what will inspire you, is doable, and motivates all involved. Choose one or more among the nine, (9) identified 4-H project areas listed below. It is your choice. Only you will know what will work in this partnership. We need your help to grow this relationship.

Based on a recent statewide Community Assessment, areas of concentration for the 2020-2023 years shall be:

- **Building projects, programs and activities that demonstrate Economic Development & Workforce Development.** This shall be done by choosing project work and experiences that educate, provide experiences and decision-making for our 4-H’ers.
- **Promoting Community Leadership, Engagement & Pride** as a guide for 4-Hers toward self-confidence and action that promote 4-H youth readiness to become productive citizens.

GOAL:

Continue Development of 4-H Youth toward becoming self-sufficient, productive 4-Hers who are ready to challenge him/herself toward growth that will prepare them for future life activities.

ACTIVITIES:

Assist 4-H'ers to grow their self-esteem and productivity via of activities that will build their skills to become a productive member of their community. Build 4-H'ers self-esteem and readiness to assimilate into community, school and society via of identified projects listed below: Choose one activity or as many as you want under these current project areas:

- A. **Communication Project:** Continue implementation of Mock Interview project.
- B. **Consumer Learning Project:** Earning Money and its Management to direct real-life decisions. Collaborate to assist with 4-H Budget Project (components of Savings, Income & Expenses; sharing, etc.). Homemakers can assist in presenting and participate in **4-H Reality Story** as a volunteer at a participating school.
- C. **Grow 4-H'ers self-esteem and readiness** to be a community 4-H leader. Organize and conduct the *4-H Manners project*. Use 4-H lesson Plan. Meeting & Greeting; Cell Savvy use: online etiquette; Appreciation & Thank You; Set the Table; mealtime manners, job seeking etiquette.
- D. **Understand the role of Agriculture** production in Kentucky that affects your community. Participate in countywide **"Food to Table"** initiative with 4-H'ers. Establish a cooking Establish a cooking **"Culinary Challenge Chefs"** team.
- E. **Know your Community: 4-H Citizenship project.**
 - Meet your county officials and Judge Executive get to know him/her and their duties. Share the 4-H Program with them.
 - Identify at least 10 community organizations and what they do to affect and build your community. Present your findings to your County 4-H Advisory Committee.
- F. **Design a Daily personal Plan of Health** (Ages 9-12/13-15/16-19) (4-H Food Project)
 - Get to know your local **county Snap-Ed program** and discuss different cultures
 - Include food, physical exercise, mental health, emotional health
- G. **Initiate a basic Sewing project** with a 4-H group to build skills and discussion of Fashion, Trends, Body Image, Body Image and Media; Color, Personal Clothing Style, body type & Life style.
- H. **Promote 4-H Camp Attendance** for your County with counselor recruitment, camp scholarships, and number youth attending.

Kentucky Extension Homemakers Association

4-H Youth Development 2020-2023

Homemakers Support 4-H

- A. *Most innovative 4-H & Extension Homemaker partnership project to promote 4-H Youth Development (plaque & \$50)***
- B. *4-H & Extension Homemaker Community and Government Awareness Project (plaque & \$50)***
- C. *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.

- D. *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:

Cathy Kunkel-Mains
13127 Madison Pike
Morning View, KY 41063
Phone: 859-512-9882 Email: cakuma50@gmail.com

Entries must be submitted by March 1.

INTERNATIONAL



KENTUCKY EXTENSION HOMEMAKERS

International Program is designed to help change and develop the shifting needs of people in our communities around the globe. This program supports statewide Homemaker 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 Nations “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!

HOW YOU CAN HELP

- Promote Coins for Change and increase donations
- Support the ACWW Triennial by implementing Resolutions and Recommendations
- Promote cultural diversity programs to have a better understanding of the people in other parts of the world and those people from other countries moving into our communities
- Promote International Month (to be observed in February, March or April).
- Celebrate ACWW’s International Network by joining to “Walk the World” each year on or around April 29th

Please see the KEHA website (www.keha.org), International Chairman page, for the name and contact information for the current state chair.

Scan this QR Code with your smartphone to find out more information about KEHA’s International Program!



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.

Resolutions & Recommendations

2019

ELIMINATION OF DOG MEDIATED RABIES

Support education globally through rabies education programs on bite prevention, expanding dog rabies vaccination coverage to stop transmission, improving access to post exposure prophylaxis and by lobbying governments to provide the funds to achieve this.

REGISTRATION OF OLD LANDFILLS

Urge governments of all countries to map and register the presence of old landfill sites. The register should record the presence of dangerous substances (if known) and the risk of future leakage.

PROTECTION OF SHARED MARINE ENVIRONMENT, SUSTAINABLE CORAL REEFS, AND FISH STOCKS

Request that Government and Industries to take action to ensure the wise use and protection of the shared marine environment, to protect the sustainability of coral reefs and fish stocks for future generations.

USE OF PLASTIC

Call on all governments to regulate the use of plastics in packaging and manufacturing processes to reduce the impact of discarded plastic on the environment.

ACTION OF CLIMATE CHANGE

Support the historic Paris Climate Agreement 2015 by taking action at local, national and international level to reduce greenhouse gas emissions and help rebuild resilience within their communities to deal with the adverse impacts of climate change.

GENDER SENSITIVE HEALTH CARE

Urge governments to strive for gender sensitive health care.

TEXTILES AND CLOTHES

Put pressure upon all textile, footwear and apparel companies and manufacturers to ensure fair pay and working conditions, as suggested by current International Labor Organization conventions and recommendations

IRON DEFICIENCY

Urge governments and health organizations to continue financing and supporting the research needed to eliminate the world-wide incidence of iron deficiency.

DOMESTIC VIOLENCE (WOMEN, MEN, ELDERLY)

Urge the governments of all the countries and their agents to develop and implement strategies for the prevention of domestic violence.

HEALTH AND NUTRITION FOR WOMEN WITH EMPHASIS ON ENVIRONMENTAL HEALTH

Promote work with governments and other non-governmental agencies in unison to achieve measurable improvements in malnutrition and environmental health for rural women.

POLLINATOR PROTECTION

Urge governments and research institutes to continue to identify and reduce specific drivers of insect pollinator decline, develop agricultural pollinator-friendly practices, and promote greater public awareness of the role on insect pollination in global food production.

QUERY FEVER

Advocate to governments that increased funding be made available to educate medical practitioners and alert all communities about the identification, treatment and prevention. If not already in place, implement a scheme to subsidize vaccination programs to prevent Q Fever in high risk areas.

SAFE AND SECURE ACCESS TO TOILET FACILITIES FOR ALL

Aim to raise the standard of living of rural women and their families by including special and appropriate sanitary facilities for people with disabilities, serious illnesses and the elderly.

CREATE YOUR OWN

Donation Jar!

COLLECT COINS FOR CHANGE IN YOUR CLUB,
COUNTY OR AREA. BE SURE TO SUBMIT TO KEHA
TREASURER BY DECEMBER 31ST

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



Program of Work

2019 - 2022

Situation

Everyone uses plastic and because we do not always recycle plastic, we end up throwing it away without thinking about how it's truly harming our environment. Plastic comes from oil and oil comes from the Earth. Oil is nature's way of sequestering carbon and humans extract the oil to make fuels and plastics. So, when plastic and CO2 enter the biosphere they contaminate ecosystems and change the climate. Awareness of what plastic is and where it comes from is the first step in removing plastic from the biosphere and creating greener spaces that enrich our communities and lives.

Focus

EcoBricks: Repurposed building blocks that can be reused over and over again to reduce our environmental footprint by increasing clean green spaces that enrich our communities.

Goal: Promote. Educate. Fundraise.

EcoBricking reaches 7 of the 17 United Nations Sustainable Developmental Goals that are a blueprint to achieve a better and more sustainable future for all. These goals address the global challenges we face, including those related to climate, environmental degradation and prosperity. The Goals interconnect and in order to leave no one behind, it is important that we address each of the 17 Goals and target by 2030.

Objective: Consume Less. Avoid Plastic. EcoBrick!

Provide families with the knowledge of how to responsibly recycle plastic by EcoBricking. Each effort is a way for us to do our part to reduce our environmental footprint by repurposing our waste and increasing clean green spaces to enrich our communities..

ACTIVITIES & LESSONS

EDUCATE

Make sure to go over the updated International Manual and Appendix sections found at <http://keha.ca.uky.edu/content/international>. There you will find educational materials, other suggested Projects and Programs, reports and news regarding International Programs.

BUILD

Come together as a club and community to build your own EcoBrick Structure. Follow the 10 step guide at <https://www.ecobricks.org/how/>

REACH OUT

Promote awareness of plastics and how they're harming our environment. Spread the word about EcoBricks and about KEHA's EcoBrick Build happening in the Leyte, Philippines! You can find regular updates in the KEHA International Facebook group!



ECOBRIK'S

WHEN PLASTICS ARE LITTERED, BURNED OR DUMPED, THEY CONTAMINATE THE ECOSYSTEMS THAT SUSTAIN US AND OUR FELLOW SPECIES. ECOBRICKING IS A DEEP SOLUTION FOR PLASTIC. WHEN WE SAVE, SEGREGATE AND PACK PLASTICS INTO BOTTLES, WE CAN MAKE BUILDING BLOCKS THAT CAN BE REUSED OVER AND OVER AGAIN. TOGETHER WE CAN BUILD GREEN SPACES THAT ENRICH OUR COMMUNITY AND ENVIRONMENT.

What is an EcoBrick?

An EcoBrick is a plastic bottle packed to a set density with used, clean and dry plastic to achieve a building block that can be used over and over again.

EcoBricks can also be packed with other non-biological un-recyclables that, uncontained, are toxic to the environment (i.e. Styrofoam, wires, small batteries, etc.). EcoBricks are used to make modular furniture, garden spaces, walls and even full-scale buildings. EcoBricks are a simple solution to trap and contain plastic and secure CO2. For more information about EcoBricks visit the Global EcoBrick Alliance website at <https://www.ecobricks.org/what/>

BUILD YOUR OWN

1. Save, Segregate, Clean & Dry Plastics
2. Choose your bottle
3. Pick the perfect stick for stuffing
4. No glass, metal or biodegradables
5. Start by adding a bottom color
6. Pack the bottle tight, mixing plastics as you go
7. Weigh your EcoBrick to ensure quality
8. Cap and Log
9. Inscribe
10. Store your EcoBrick
11. When you've collected enough, its time to BUILD!

For more information on how to build your own visit <https://www.ecobricks.org/how/>



How else you can help!

Promote awareness of plastics and how they're harming our environment. Spread the word about EcoBricks and about KEHA's EcoBrick Build happening in the Leyte, Philippines! You can find regular updates in the KEHA International Facebook group!

Below are some Projects & Programs that have been previously implemented in collaboration with the United Nations Sustainable Developmental Goals. Encourage your club to participate as they all empower Kentucky Homemakers toward community service in collaboration with our partners (ACWW, CWC and NVON) whose goals promote action steps that explore poverty, zero hunger, climate change and leadership development among women worldwide. Be sure to submit a Program of Work Report (found in the Appendix Section) to your Club International Chair by July 1st.



GOAL 1: No Poverty

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



GOAL 6: Clean Water & Sanitation

- Promote awareness about clean water and how EcoBricking helps get plastic out of our waterways
- Conduct an educational program “How to Safely Dispose Medications”.
- Organize waterway cleanup activities that involve youth.



GOAL 13: Climate Action

- Tree Planting: With climate change derailing our goal for zero hunger, ACWW members worldwide are urged to plant trees worldwide. Trees retain and supply us with fresh water.

International Contest & Awards

INFORMATION AND GUIDELINES

TO SHOWCASE ALL YOUR HARD WORK WE ENCOURAGE ALL INDIVIDUALS, CLUBS, COUNTIES AND AREAS TO SUBMIT AN INTERNATIONAL CONTEST FOR RECOGNITION.

Submit one or more project(s) that implements KEHA's Projects & Programs.

1. Entries should be typed, however neatly printed handwritten entries are accepted.
2. 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 current KEHA treasurer, with the check payable to KEHA. In the MEMO field, write where donation is from and which International fund it is meant for.
6. Must include supporting materials (example: pictures, newspaper clippings, invitation, program etc.) for the entries must be photocopies.
7. All Contest entries are to be sent to you International State 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 & Programs Award

- All entries submitted will be in contest for the International Projects & Programs Award with a 1st, 2nd and 3rd place prizes!
- All entries reaching a grade of 80% will be awarded a Certificate.

Most Coins Collected Award

- Funds are to be submitted to the KEHA Treasurer by December 15th
- Plaque & Gift will be awarded to the Area and County with the Most Coins Collected in the below listed categories:
 - Coins for Change
 - Eco Brick Project Fund
 - KEHA Clean Water & Sanitation Fund
- Counties contributing more that \$150 to any of the above listed funds will all receive Certificates.

DATES TO REMEMBER



Club Reports → County Chair: Due July 1st
County Reports → Area Chair: Due August 15th
Area Reports → State Chair: Due September 15th
Fundraising Donations → State Treasurer: Due December 15th
Contest Reports → State Chair: Due March 1st

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
TO YOUR INTERNATIONAL
STATE CHAIRMAN**

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.

MANAGEMENT AND SAFETY

Program of Work 2020-2023

Situation: KEHA members need to have a better understanding of their finances, including how to safeguard their funds and identity. In addition to learning fraud prevention information, members should be knowledgeable about managing expenses and planning for their financial future.

Theme: Protect Your Life from Scams and Frauds

2020-2021 (Year One)

Title: Scam Red Flags and Avoiding Fraud

Summary: 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's guide, PowerPoint slides, participant activities, marketing tools, and evaluation.

Goal: To raise scam and fraud awareness in order to reduce the likelihood that participants will fall victim in the future

Objectives:

- Understand the tricks and tactics a con artist might use
- Name at least two "red flag" promises
- Know two ways to protect yourself from fraud
- Name at least one organization where you can report potential fraud

Lesson: Scam Red Flags and Avoiding Fraud

Suggested Activities:

- Red flags of fraud worksheet
- Shield of prevention worksheet
- Invite the group to bring in offers they've received at home (mail, email, phone) that may be fraudulent; compare the offers to the lesson's tricks and red flags to determine if they are scams
- Host a breakfast or brunch and title the workshop "Scam and Eggs"
- If you host around Halloween time, include spooky décor and title the workshop "Scary Scams"

2021-2022 (Year Two)

Title: Reducing the Risk of Identity Theft

Summary:

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's guide, PowerPoint slides, participant activities, marketing tools, and evaluation. This lesson is part of the 2020-2023 Management & Safety Program of Work.

Goal: To raise scam and fraud awareness in order to reduce the likelihood that participants will fall victim in the future

Objectives:

- Understand identity theft
- Know three ways to protect yourself from identity theft
- List steps to resolving identity theft if it happens

Lesson: Reducing the Risk of Identity Theft

Suggested Activities:

- Lesson Activity worksheet(s)
- Contact the Kentucky Attorney General's Office to see if free materials might be available for your group.
- Ask your county FCS agent to order free publications from the Federal Trade Commission at <https://www.bulkorder.ftc.gov/>, such as "Identity Theft – What to Know, What to Do" and identity theft bookmarks. Bulk copies may be available free for your entire group.

2022-2023 (Year Three)

Title: Types of Scams

Goal: To raise scam and fraud awareness in order to reduce the likelihood that participants will fall victim in the future

Objectives:

- Identify at least two types of imposter scams
- Identify at least two types of advance fee scams
- Know at least two prevention tips

Lesson: (Coming Soon)

Suggested Activities:

- Play “Bad Guy (or Gal) Bingo”
- Play the Scam Detectives game
- Invite a guest speaker from a local agency that collects reports/complaints, such as the city police, county sheriff, state police, etc.

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 such as savvy shopping, reducing holiday spending, and evaluating health insurance needs. Those who have online accounts for email, banking, and social activities may want to consider a digital estate plan.

Lessons Currently Available:

Focus: Saving Savvy with Apps for Coupons and Grocery Lists

Goal: To maximize savings and time by understanding how to successfully use apps for grocery shopping lists and coupons

Objectives:

- Recognize the different types of grocery shopping list and coupon apps and how they work.
- Examine factors to consider prior to using an app and conduct research to determine if the app is appropriate for the user.
- Identify ways to save time and money and become more organized using a mobile device and apps.

Activities:

- App Checklist
- App Research Jigsaw
- Stacking Offers Scenario
- Publication – Saving Savvy with Apps for Coupons and Grocery Lists
- Create a grocery savings display – bring some sample grocery items with a savings story to share (money or time). Make it an icebreaker activity by asking each person to bring one grocery item and share how they saved money on it.
- Bring sale fliers and/or paper coupons to display or share.

Lesson: Saving Savvy with Apps for Coupons and Grocery Lists

Focus: Planning Your Digital Estate

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

Objectives:

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

Activities:

- Traditional Estate Planning vs. Digital Estate Planning
- Inventory of Digital Assets
- Writing a Digital Estate Plan
- Publication – Planning Your Digital Estate (FCS5-465)
- Give the lesson a snappy title, such as “Who Gets my Facebook When I’m Gone?”

Lesson: Planning Your Digital Estate

Focus: Managing Holiday Expenses: How to Reduce Spending to Decrease Financial Stress

Goal: To define and examine holiday budgeting and lower-cost holiday traditions

Objectives:

- To explain key steps in creating a holiday budget that includes clear expectations for travel, food, entertainment, and gift-related expenses.
- To identify cost-saving strategies for holidays occurring throughout the year.
- To identify strategies for re-using and making holiday decorations.

Activities:

- Where Did My Money Go?
- The Holidays...Tis the Season to Be Creative
- Decorating On a Budget
- Publication – Managing Holiday Expenses: How to Reduce Spending to Decrease Financial Stress (FCS5-462)
- Pair the lesson with a craft, such as re-using or making a holiday decoration as discussed in Objective 3 Option 1.
- Pair the lesson with a homemade gift craft/activity, such as discussed in Objective 3 Option 2.

Lesson: Managing Holiday Expenses: How to Reduce Spending to Decrease Financial Stress

Focus: Evaluating Your Health Insurance Needs and Options

Goal: To evaluate your health insurance needs and investigate health insurance options

Objectives:

- To identify health care wants and needs.
- To identify strategies for developing a planned buying process for a health insurance plan.
- To assist participants in understanding Medicare and Medicaid options.

Activities:

- Prioritizing Your Health Care Options
- Health Care Planned Buying Process
- Understanding Medicare Coverage Choices
- Publication – Evaluating Your Health Insurance Needs (FCS5-461)
- Publication – Investigating Your Health Insurance Options (FCS5-463)

Lesson: Evaluating Your Health Insurance Needs and Options

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 – 2021-2023

Ann Porter
P.O. Box 88
Washington, KY 41096
(606) 584-2510
annsporter42@gmail.com

LEADERSHIP DEVELOPMENT
2018 – 2021 PROGRAM OF WORK
Extended to July 1, 2021 to June 30, 2022

CITIZENSHIP

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

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

Focus:

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

GOALS:

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

SUGGESTED ACTIVITIES:

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

LEADERSHIP

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

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

Focus:

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

Goals:

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

Suggested Activities:

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

Lessons:

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

Leadership Book Clubs/Study Options:

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

VOLUNTEERISM **Ongoing Program**

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

Focus:

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

Goals:

1. Continue to focus on volunteerism and service to each other and our community.
2. Improve the process of recording and reporting volunteer service hours, as well as recognition of those hours.
3. Determine the value of volunteer hours at the county, area and state levels. (The dollar value in KY is \$21.42, (2018) and the National value is \$25.43 (2018).

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

Suggested Activities:

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

Reporting Process for Volunteer Service Units (VSU):

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

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

4. The Area Chairman will compile all county reports into one Program of Work Report and complete the Area VSU Report Form. All pages should be submitted to the State Leadership Development Chairman **by September 15**.
5. The State Leadership Chairman will award a plaque to the individual with the greatest number of hours STATEWIDE in each category and will award certificates to 2nd and 3rd 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 club, county and area scholarships as reported on the Leadership Development Program of Work Report will also 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.

Ann Porter, P.O. Box 88, Washington, KY 41096.

Phone: (606) 584-2510

Email: annsporter42@gmail.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

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION LEADERSHIP DEVELOPMENT

VOLUNTEER SERVICE UNIT (VSU) PROGRAM

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

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

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

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

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

- 6) **How do members report their individual hours?** The log for recording Volunteer Service Units (VSUs) can be found in the KEHA Manual Appendix. Make as many copies as necessary and total the number of hours per category before sending the log to the Club/County Chairman for Leadership Development.
- 7) Clubs may elect to report hours as an entity provided no individual member of said club is reporting individual hours as well. This eliminates the potential for duplicate reporting and confusion.
- 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 as submitted by the Area Chairmen will be compiled in a booklet for recognition at State Meeting.
- b. The top category winners across the state will receive a plaque, 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 compile a booklet of all submitted Area Category winners and 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 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: Ann Porter, P.O. Box 88, Washington, KY 41096. For questions, contact Ann Porter at (606) 584-2510 or annsporter42@gmail.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 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.

Send to: Ann Porter, P. O. Box 88, Washington, KY 41096. For questions, contact Ann Porter at (606) 584-2510 or annsporter42@gmail.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

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: Julie Hook
KEHA 2nd Vice President
74 County Road 1021
Cunningham, KY 42035
Phone: (270) 559-8603
Email: julie.hook@carlisle.kyschools.us

Handbook 105
June 2021

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:

Julie Hook
KEHA 2nd Vice President
74 County Road 1021
Cunningham, KY 42035
Phone: (270) 559-8603
Email: julie.hook@carlisle.kyschools.us

NOTE: A minimum of 75 points are needed for grant to be considered.

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

KEHA DEVELOPMENT GRANT APPLICATION

(Page 1 of 3)

Title of Project _____

Group Applying for Grant _____

Monetary Amount Requested _____

Name _____
(Name of individual filling out this form. This must be a Homemaker Member)

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

County _____ Area _____

Please list any committee members:

Application Number _____

Send to: Julie Hook
KEHA 2nd Vice President
74 County Road 1021
Cunningham, KY 42035
Phone: (270) 559-8603
Email: julie.hook@carlisle.kyschools.us

Name _____ **County or Area** _____

Title of Project _____

Proposal _____

Purpose _____

Project Description _____

Audience _____

Publicity and Advertising _____

Other Support Information _____

Time Line (*with project events, programs, leaders*)

Budget (*Include all expenses for the proposal. Be sure to include all income such as grant, registration fees, area or county council funding, sponsors, in-kind services, etc.*)

Evaluation and Expected Impact of this Project

Signature of Applicant *Date*

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

Send applications to Julie Hook, KEHA 2nd Vice President, 74 County Road 1021, Cunningham, KY 42035. For questions, call (270) 559-8603 or email: julie.hook@carlisle.kyschools.us.

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