

KEHA Program of Work Report Process Beginning July 1, 2009

KEHA is listening to concerns regarding the length of reports collected, and is implementing a new system beginning July 1, 2009. The reporting process is changing to a single, shorter form with sections for each chairmanship, community engagement work, and a lesson log.

KEHA is also adjusting the timing of the reporting process to better coincide with the KEHA year, which is July 1 each year to June 30 of the following year. For the 2009-2010 program year, reports will be due as follows:

- Club reports due to county by July 1, 2010
- County reports due to area by August 15, 2010
- Area reports due to KEHA 1st Vice-President by September 15, 2010

Clubs may find it works best to complete the lesson log at each meeting. The sections of the report for each chairmanship may be completed by a club chairman, officer, or designated member.

County reports should tally the information submitted by each club. The sections of the report may be completed by a county chairman, officer, or designated member. A single county lesson log should be submitted to the area president or vice president, along with the cumulative county report.

Area reports should tally the information submitted by each county. The sections of the report may be completed by an area chairman or officer. An area lesson log should be submitted to the KEHA 1st Vice-President, along with the cumulative area report.

KEHA Program of Work Report

From July 1, 2009 to June 30, 2010

Name of person completing this form: _____

Phone: _____ Email: _____

For clubs reports: (Club reports are due to the County Vice President or President by **July 1, 2010.**)

Club Name: _____

For county reports: (County reports are due to the Area Vice President by **August 15, 2010.**)

County: _____ **Number of Clubs reporting:** _____

For area reports: (Area reports are due to the KEHA 1st Vice President by **September 15, 2010.**)

Area: _____ **Number of Counties reporting:** _____

Cultural Arts & Heritage:

1. Did your club/county use the Book List? _____ yes _____ no

If yes, how many books were read? _____

2. List crafts taught during this reporting year.

3. List any Cultural Arts trips taken. Indicate if the trips were for the club or county.

4. How many quilts did your club/county make this year? _____

5. Please share information regarding sales of crafts learned through KEHA lessons, camps, and other activities

Items sold for personal profit created \$ _____ in total income.

Items sold for program funding generated \$ _____ in revenue.

List programs funded and amounts designated to each (i.e. scholarships, community project, etc.)

6. Number of barn quilt squares made and installed in your community this year _____

Environment, Housing & Energy

1. List environmental observances/activities in which the club/county participated with a brief description of your participation.
(ex. Earth Day - presented a recycling program at a local school for ___ students; Adopt-A-Highway – cleaned ___ miles of roadside each month; etc.)

2. List any special interest lessons taught or field trips taken related to environment, housing and energy with a brief description and number of participants for each.

3. Number of members who took actions related to environment, housing and energy listed below:
 - a. Recycled regularly _____
 - b. Adopted energy saving practices _____
 - c. Used reusable/cloth shopping bags _____
 - d. Used “green” cleaning products _____

4-H Youth Development

1. If your club studied/taught the “Choices for Good Health” lesson, please mark below the materials used:
___ Cone Crazy warm up activity ___ Design a Game activity
___ Visualize Your Best cool down ___ JIFF family newsletter

2. If your club studied/taught the “Power Up the Day” fitness lesson, please mark below the materials used:
___ Fitness Speedway warm up activity ___ Circle Keep Away activity
___ Walk Outside cool down ___ JIFF family newsletter

3. Did your club or county provide 4-H camp scholarships? If yes, answer questions below.
How many? _____ How much money was awarded? \$_____

4. 4-H & Youth Volunteer work:
Number of members volunteering in 4-H _____ Total volunteer hours _____
Number of members volunteering with other youth activities _____ Hours? _____

Family and Individual Development

1. Number of members who:
 - a. Taught quick clothing repair techniques _____ Number of people taught _____
 - b. Volunteered with a local library, school, or reading program _____

2. Number of children’s books donated to local business, schools, libraries or reading programs _____

Family and Individual Development (continued)

3. Number of chair back covers made and distributed _____
4. Number of members serving as:
 - a. Child care provide for grandchildren _____ Number of grandchildren _____
 - b. Guardian/full time care provider for grandchildren _____ Number of grandchildren _____
5. Number of members who share information/fact sheets from the “Grandparents and Grandchildren Together” lesson with other grandparents or relatives caring for children. _____

Food, Nutrition and Health

1. Number of members who had an annual:
 - a. Physical / check-up _____
 - b. Mammogram _____
 - c. Ovarian Cancer Screening _____
 - d. Diabetes Screening _____
2. Number of members who exercise regularly (20-30 minutes a day at least 3 times a week) _____
3. Number of members who changed their diet to improve health _____
4. Number of members who participated in:
 - a. Kentucky Women’s Health Registry _____
 - b. Second Sunday _____
 - c. One or more local blood drives _____
 - d. One or more local health fairs _____
5. Food security:
 - a. Number of members who donated food items to a local food bank or food pantry _____
 - b. Number of members who volunteered time at a local food bank or food pantry _____
 - c. Number of children served by a local “backpack for hunger” program _____

International

1. Number of members who participated in a special club project for International _____
2. Number of members who participated in a county International Program _____
3. Number of members who participated in the KEHA state-level International Project _____
4. Number of members who hosted an exchange student or adult _____
5. Number of members who participated in Homemaker Letter Exchange Friends _____
6. Pennies for Friendship: Number of members participating _____ Total collected \$ _____

Leadership Development

1. Trainings conducted and participation: (Check those that apply and provide participation numbers.)
 - a. Club officer and chairman training _____ Number trained: _____
 - b. County officer and chairman training _____ Number trained: _____
 - c. Area officer and chairman training _____ Number trained: _____

2. Provide examples of how members have used their training to serve other community groups.

3. Extension volunteerism:
 - a. Number of members volunteering for Extension activities and events: _____
 - b. Total hours volunteered: _____
 - c. Total number of people reached: _____
 - d. List Extension volunteer activities.

4. Community volunteerism: (non-Extension activities and events)
 - a. Number of members volunteering for community activities and events: _____
 - b. Total hours volunteered: _____
 - c. Total number of people reached: _____
 - d. List community volunteer activities:

5. Educational scholarships awarded. (Please do not include 4-H Camp scholarships in this section. Report those number and amounts in the 4-H Youth Development section.)
 - a. Club scholarships – How many? _____ Total amount given: \$ _____
 - b. County scholarships – How many? _____ Total amount given: \$ _____
 - c. Area scholarships – How many? _____ Total amount given: \$ _____

6. How many members are registered to vote? _____ How many voted in the last election? _____

7. How many members increased their knowledge of the public policy/governmental process? _____

Management and Safety

1. How many members participated in a “55 and Alive” driver’s education class? _____
2. How many members participated in a farm or home safety day or program? _____
3. How many members used Extension resources in making financial decisions? _____
4. How many members reduced debt and/or increased savings? _____

Community Engagement

Please share your community engagement and service activities not previously listed on this report. A few examples of items to report in this section are listed below.

Example 1 - ___ lap robes made and donated to local _____

Example 2 - ___ care packages shipped to ___ deployed military from the community

Example 3 - \$_____ raised for the local Relay for Life

