

KEHA Manual

Appendix

Contents: This section contains many useful forms, certificates and information sheets for use by KEHA groups on all levels. Included is the form for submitting dues to the State Treasurer along with the County Membership Report which must accompany it. The County/Area Information Sheets must be submitted following County and Area Annual Meetings, or anytime there is a change in Officers or Chairs. It is important and necessary to keep mailing lists up to date. A question and answer page about the KEHA Program of Work Report Form can be found, along with the Report Form, in this section. Nomination forms along with a contests and awards chart are also included here. There are examples of the US Certificate of Merit and the KEHA Certificate of Recognition. To receive these certificates as well as other KEHA organizational aides, use the Annual Publications Order Form included in this section.

NOTE: DUPLICATE THESE PAGES AS NEEDED. KEEP THESE AS ORIGINALS.

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION
EVANS/HANSEN/WELDON SCHOLARSHIP APPLICATION

Please fill out and submit three copies of application form and three (3) copies of each letter of recommendation to Leadership Development Educational Program Chairman by March 1. Must be typed.

The purpose of the Kentucky Extension Homemakers Association Scholarship program is to help provide funds to enable a deserving student(s) who is a Kentucky resident earn a degree.

Name of Applicant _____

Home Address _____

County _____ KY Zip _____ Phone() _____

Date of Birth _____ Gender _____ Marital Status _____

Father's Name _____ Living () Deceased ()

Father's Occupation _____

Mother's Name _____ Living () Deceased ()

Mother's Occupation _____

Number of children in family _____ Number at home _____ in college _____

What is applicant's major? _____

Year you will be enrolled Freshman ___ Sophomore ___ Junior ___ Senior ___

Has applicant applied for other scholarships? Yes _____ No _____

List other scholarships awarded to you. _____

Approximate gross annual income of family \$ _____

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

Personal savings _____ Parents _____ Job _____ Other _____ Total _____

**KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION
HOMEMAKER SCHOLARSHIP APPLICATION**

Please fill out and submit three copies of application form and three (3) letters of recommendation to chairman of Scholarship Committee by March 1.

Chairman: Leadership Development Educational Program Chairman

Name of Applicant _____

Home Address _____

County _____ KY Zip _____ Phone() _____

Occupation _____

Number of children in family _____ Number at home _____ in college _____

What is applicant's major? _____

Year you will be enrolled Freshman ___ Sophomore ___ Junior ___ Senior ___

Has applicant applied for other scholarships? Yes _____ No _____

List other scholarships awarded to you. _____

Approximate gross annual income of family \$ _____

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

Personal savings _____ Job _____ Other _____ Total _____

CULTURAL ARTS EXHIBIT CATEGORIES ~ 2010

CATEGORIES

SUBCATEGORIES

1. APPAREL.....	Novelty Basic Sewing Quilted Pieced Appliquéd Accessory
2. ART, 3-DIMENSIONAL.....	Carving Sculpture
3. ART, NATURAL	Wood Other
4. BASKETRY	Plain Dyed Material Novelty Miniature (under 4 inch) Cane
5. BEADING.....	Non-jewelry Item/Wearable Knitting or Crochet with Beads Bead-weaving Miscellaneous
6. CERAMICS	Hand-formed Molded Pre-made
7. COUNTED CROSS STITCH.....	14 Count & Under 16 - 22 Count Specialty Cloth (linens, etc.)
8. CROCHET	Yarn Thread
9. DOLL/TOY MAKING	Porcelain/China Cloth Handmade Toy other than Porcelain/China or Cloth
10. DRAWING	Pastels Pen & Ink Pen & Ink with Oil Roughing Pencil-Black Pencil-Color
11. EMBROIDERY	Basic Embroidery Crewel Candle Wicking Smocking Ribbon Machine Embroidery Swedish Tatting/Lace Making Miscellaneous
12. FELTING*	Wet Method Needle Method
13. HOLIDAY DECORATIONS	Spring Summer Autumn Winter

2010 KEHA Cultural Arts Exhibit

The following category changes/additions/explanations have been made for the 2010 KEHA Cultural Arts Exhibit:

1. **Apparel** category
 - a. **Novelty** sub-category is for apparel items that include fabric manipulation and are deemed “wearable art.” Examples include decorative costumes, christening gowns, cutwork items, and items that incorporate multiple embellishment techniques.
 - b. **Basic Sewing** sub-category has been added for basic garment construction of wearable clothing items.
2. **Jewelry** category has been added as a main category and removed from the **Beading** category. The following sub-categories have been added for Jewelry:
 - a. **Original Design** – Jewelry item(s) using any medium to hand form/create the components, such as clay, metal, glass, wire, etc.
 - b. **Beaded** – Jewelry item(s) using purchased beads. Single strands of beads are discouraged.
 - c. **Mixed Media** - Jewelry item(s) using a combination of components such as wire, or chain maille, and mixed with beads.
3. **Beading** – The following sub-categories have been added/explained:
 - a. **Non-jewelry item/wearable** – includes apparel items, scarves, and detachable collars.
 - b. **Knitting or crochet with beads**
 - c. **Bead Weaving** – includes both loom and off-loom weaving such as the Peyote stitch.
 - d. **Miscellaneous** – items with beaded embellishment such as purse, bookmark, framed artwork, beaded doll dress, beaded embroidery, beaded tatting, etc.
4. **Quilts** category – Remember, exhibits are to be completed and worked by an individual, not a group or with the help of a second person.
 - a. **Miscellaneous** sub-category has been added to include quilts that do not fit in any other quilting category.
5. **Scrapbooking** category
 - a. **Collage** sub-category addition with photos in scrapbook form (collage can be one page in a frame).

CULTURAL ARTS EXHIBIT RULES

All Extension Homemakers are encouraged to submit “original” items for competition in state exhibits. Identification of item should be on tag provided by state.

Areas may exhibit one item from each category and /or subcategory. Maximum number 86.

Each article must be the work of a homemaker member and must have been completed during the past two (2) years.

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

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 a well identified easel or means of hanging exhibit from the wall.

Entries will be exhibited by category. Entries will be judged by subcategory when indicated. All items will be judged and entries will receive a participant ribbon. **Exhibitor is responsible for category/subcategory determination.**

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 category.

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

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.

The exhibits will be hosted at all times. Additional security will be provided when necessary.

Criteria for Judging:

- A. Three-dimensional art, china painting, decorative painting, drawing, art painting, and ceramics.
 - 1) originality; 2) artistic promise; 3) technique; and 4) composition
- B. Apparel, basketry, beading, counted cross stitch, crochet, embroidery, felting, holiday decorations, jewelry, knitting, natural art, needlepoint, pillows, quilts, recycled art, rug making, toy/doll making, wall or door decorations, weaving, and miscellaneous.
 - 1) originality; 2) workmanship; 3) color harmony; 4) beauty of design; and 5) general appearance.
- C. Photography.
 - 1) originality; 2) content; 3) clarity; 4) technical competence; and 5) composition.
- D. Scrapbooking—Please indicate page(s) to be judged if entire scrapbook is sent. Contest is limited to one-page and two-page layouts only.
 - 1) balance and symmetry; 2) color coordination; 3) quality of photography; 4) use of space; 5) neatness; 6) lettering; 7) journaling; 8) use of embellishment; 9) does it tell a story?

AWARDS AND CONTESTS

Deadline/Contact Chart

CATEGORY	NAME OF CONTEST	ENTRY FORMS OR REQUIREMENTS	DEADLINE	AWARD	CONTACT PERSON
Leadership Development	Community Volunteer Units (V.S.U.'s)	Log Form Summary Club & Individual	March 1	Certificate and Seal	René Siria 108 Old Station Road Frankfort, KY 40601
	Community Volunteerism Award	<i>See Handbook 77</i> Club & County	March 1	Plaque to 1 st Place Certificate to 2 nd & 3 rd	
	Citizenship Project	<i>See Handbook 76a</i>	March 1	Plaque to 1 st Place Certificate to 2 nd & 3 rd	
	Scholarship Challenge	<i>See Handbook 76c</i>	March 1	Plaque to 1 st Place Certificate to 2 nd & 3 rd	
Management & Safety	"It Ought to Be A Law"	<i>See Handbook 85</i>	March 1	Plaque to Winner Certificate to 2 nd & 3 rd	Elaine Chenoweth 434 Lick Branch Road Glasgow, KY 42141
Cultural Arts & Heritage	Creative Writing/ Poetry	<i>See Handbook 45</i>	March 1	Plaque (1st) Certificate (2 nd & 3 rd)	Carolyn Poe 3204 Georgetown Road Paris, KY 40361
	Creative Writing/ Memoirs	<i>See Handbook 45</i>	March 1	Plaque (1st) Certificate (2 nd & 3 rd)	
	Creative Writing/Short Story (1 entry per person)	<i>See Handbook 45</i>	March 1	Plaque (1st) Certificate (2 nd & 3 rd)	
International	County Project Award	<i>See Handbook 72</i>	March 1	Plaque (1st) Certificate (Runners Up)	Linda Heflin 320 Schmidt Road Paducah, KY 42003
	Pennies for Friendship	<i>See Handbook 72</i>	March 1	Plaque (1st) Certificates to counties who double contributions	
	Kentucky Academy Fundraising	<i>See Handbook 72</i>	March 1	Plaque (1 st) Certificates	

AWARDS AND CONTESTS, *CONTINUED*

CATEGORY	NAME OF CONTEST	ENTRY FORMS OR REQUIREMENTS	DEADLINE	AWARD	CONTACT PERSON
Environment, Housing & Energy	Environmental Project Award	<i>See Handbook 48</i>	March 1	Plaque (1 st) Certificate (to each Area winner)	Helen Eden 126 Dave Eden Road Berea, KY 40403
Family & Individual Development	Chair Back Covers	<i>See Handbook 59c</i>	March 1	Plaque (1 st) Certificate (2 nd & 3 rd)	Wanda Atha 475 Hwy 151 Frankfort, KY 40601
Food, Nutrition, & Health	Ovarian Cancer 100% Contribution for OCRF	None	March 1	Certificate	Donna Shoemaker 5515 W KY 10 Tollesboro, KY 41189
	County giving largest amount per member and largest amount overall of money to OCRF	None	March 1	Plaque	
	Ovarian Cancer Research Fundraising Contest	<i>See Handbook 62</i>	March 1	Plaque (1 st) Certificate (2 nd & 3 rd)	
	Kentucky Women's Health Registry	<i>See Handbook 62a</i>	March 1	Plaque (1 st) Certificate (2 nd & 3 rd)	
	Promoting a Healthy Kentucky Project	<i>See Handbook 62a</i>	March 1	Plaque (1 st) Certificate (2 nd & 3 rd)	
4-H Youth Development	Share Our Love of Culinary Skills	<i>See Handbook 65</i>	March 1	Plaque (1 st) Certificate (2 nd & 3 rd)	Nancy Broughton P.O. Box 1704 Ashland, KY 41105-1704
Membership Recognition	Membership Increase	<i>Based upon dues submitted in December</i>	January 1	Certificate for counties with 25 new members. Plaque to county with largest percent of increase	Joleen Ramey 6596 Carter Caves Road Olive Hill, KY 41164
	Membership Tenure Recognitions (50, 60, 65, 70 and 75 years)	<i>See Appendix 46</i>	February 1	Certificates for membership tenure milestones listed at left.	

STATE EDUCATIONAL CHAIRMAN NOMINATION FORM

Please do not include information not requested on this form. Do not write on the back of this form. All information should be typed or legibly printed. (Qualifications listed in Bylaws Article III Section 3.)

Send to: KEHA Secretary as listed on the current directory

Forms should be sent by certified mail and must be postmarked no later than thirty (30) days prior to the start of the KEHA Annual Meeting.

NAME OF NOMINEE _____

ADDRESS OF NOMINEE _____

COUNTY _____

Phone _____ Email _____

(Check One) Environment, Housing, Energy _____ Cultural Arts & Heritage _____
Family & Individual Development _____ Food, Nutrition & Health _____
4-H Youth Development _____ International _____
Leadership Development _____ Management & Safety _____

Personal Sketch of Nominee: (Optional)

Gender (circle one) (optional) M F

Age Range (check one) 15-19 () 20-24 () 25-34 ()
35-39 () 40-44 () 45-64 () 65 + ()

Other: (Check all that apply) married () not married () children ()

Hobbies: _____

Offices Held in KEHA and Number of Years in Office:

Offices Held Local Club County Area State

President _____

Vice-President _____

Secretary _____

Treasurer _____

Committee Chairmen (list):

PERSONNEL DIRECTORY - KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION STATE BOARD

Summer 2009

STATE OFFICERS

	NAME	MAILING ADDRESS	COUNTY	TERM	PHONE / E-MAIL
PRESIDENT	Linda Kaletch	9512 Wickliffe Road Wickliffe, KY 42087	McCracken	2007-2010	270-876-7509 lkaletch@brtc.net
1 st VICE PRESIDENT / PROGRAM	Susan Hansford	PO Box 246 Somerset, KY 42502	Pulaski	2008-2011	606-274-4222 susanhansford@hotmail.com
2 nd VICE PRESIDENT / MEMBER RESOURCES	Jolene Ramey	6596 Carter Caves Road Olive Hill, KY 41164	Carter	2009-2012	606-286-6151 rameyfarm@windstram.net
SECRETARY	Dianne Higgins	175 Davis Mill Road Elkton, KY 42220	Todd	2007-2010	270-265-5239 ddhiggins@bellsouth.net
TREASURER	Marena Nelson	961 Stephens Branch Road Martin, KY 41649	Floyd	2008-2011	606-285-0481 marena@mikrotec.com
PRESIDENT-ELECT	Alice Brown	44 Tipton Drive Greenup, KY 41144	Greenup		606-473-5121 albrown44@zoominternet.net

STATE CHAIRMEN

CULTURAL ARTS & HERITAGE	Carolyn Poe	3204 Georgetown Road Paris, KY 40361	Bourbon	2009-2012	859-987-3708
ENVIRONMENT, HOUSING & ENERGY	Helen Eden	126 Dave Eden Road Berea, KY 40403	Madison	2008-2011	859-986-4862 heden.1@juno.com
FAMILY & INDIVIDUAL DEVELOPMENT	Wanda Atha	475 Hwy 151 Frankfort, KY 40601	Franklin	2009-2012	502-223-1890 wanda.atha.@ky.gov
FOOD, NUTRITION & HEALTH	Donna Shoemaker	5515 W KY 10 Tollesboro, KY 41189	Lewis	2008-2011	606-798-4382 donnasueshoe@gmail.com

4-H YOUTH DEVELOPMENT	Nancy Broughton	PO Box 1704 Ashland, KY 41105-1704	Boyd	2007-2010	606-325-3494 nabs71@yahoo.com
INTERNATIONAL	Linda Heflin	320 Schmidt Road Paducah, KY 42003	McCracken	2007-2010	270-554-7219 lheflinksi@comcast.net
LEADERSHIP DEVELOPMENT	René Siria	108 Old Station Road Frankfort, KY 40601	Franklin	2008-2011	502-848-4299 renersiria@yahoo.com
MANAGEMENT & SAFETY	Elaine Chenoweth	434 Lick Branch Road Glasgow, KY 42141	Barren	2009-2012	270-678-5361 gchenoweth@scrtc.com

AREA HOMEMAKER PRESIDENTS

PURCHASE	Linda Lawrence	265 Wilson Road Water Valley, KY 42085-9526	Fulton	2008-2011	270-355-9820 heylady4uk@bellsouth.net
PENNYRILE	Paula W. Atkins	233 W. Main Cross Greenville, KY 42345	Muhlenberg	2007-2010	270-338-6212 jpatkins@bellsouth.net
GREEN RIVER	Susan Hall	746 Walnut Park Road Owensboro, KY 42301-3660	Daviess	2008-2011	stephensusan@bellsouth.net
MAMMOTH CAVE	Sandra Lennon	619 Milton Riley Road Russellville KY 42276	Logan	2006-2009	270-726-8806 sglennon@epbnet.com
LAKE CUMBERLAND	Wynemia DeSpain	204 Sunrise Drive Greensburg, KY 42743	Green	2007-2010	270-932-7377 (H) wynemia@accesshds.net
LINCOLN TRAIL	Martha Potter	715 Hwy 1157 Lebanon, KY 40033	Marion	2008-2011	270-692-3411 mlpotter@windstream.net
LOUISVILLE	Delores Mudd	3461 Cedar Grove Road Shepherdsville, KY 40165-9411	Bullitt	2008-2011	502-543-7266 deloresmudd@msn.com
NORTHERN KENTUCKY	Betty Roberts	PO Box 251 Warsaw, KY 41095-0251	Gallatin	2007-2010	859-567-2439 TootsRoberts7@aol.com
FORT HARROD	Debra Pierce	429 Marsailles Versailles, KY 40383	Woodford	2008-2011	859-873-9165 grammydp@juno.com

BLUEGRASS	Coetta Combs	220 Stratford Drive Richmond, KY 40475	Madison	2006-2009	859-623-2349 859-221-9846 cell gcnoe@uky.edu
LICKING RIVER	Janet Meyer	5683 Willow Lenoxburg Road Foster, KY 41043	Bracken	2006-2009	budandjanet@gmail.com
NORTHEAST	Brenda Kilgore	2078 Powells Creek Pikeville, KY 41501	Pike	2006-2009	606-437-9567 bilbre36@yahoo.com
QUICKSAND	Wendy Curry	173 Back Street Jackson, KY 41339	Breathitt		606-666-7037 ekycurrys@juno.com
WILDERNESS TRAIL	Devonna Hisel	290 Asbill Road McKee, KY 40447	Jackson	2008-2011	606-965-3063 dhisel@prtcnet.org

OTHER
(non-voting Board members)

PARLIAMENTARIAN	Barbara Brown	315 Stoney Pt. Grayson, KY 41143-6460	Greenup	2007-2010	606-473-5374 dolmaker@earthlink.net
MASTER FARM HOMEMAKER	Patty Ann Moorhead	3015 Willow Neave Road Falmouth, KY 41040	Bracken	2009-2012	606-735-3416 pmoorheauky@windstream.net
KEAFCS PRESIDENT	Donna Fryman	Fleming Co Extension Office PO Box 192 Flemingsburg, KY 41041-0192	Fleming	2009	606-845-4641 dfryman@uky.edu
KEHA ADVISOR	Kim Henken (Rose Runyons, Staff Support Associate)	102 Erikson Hall University of Kentucky Lexington, KY 40506-0050	Fayette		859-257-3887 (O) 859-519-0985 (Cell) 859-257-7565 (F) khenken@uky.edu rrunyons@uky.edu
Director, School of Human Environmental Sciences/Assistant Director, Family & Consumer Sciences	Dr. Ann Vail *(Darlene Tipton, Administrative Support Associate)	102 Erikson Hall University of Kentucky Lexington, KY 40506-0050	Fayette		859-257-3887 (O) 859-257-9032 (F) ann.vail@uky.edu dtipton@uky.edu

ADVISORS TO STATE CHAIRMEN (not on KEHA Board)

CULTURAL ARTS & HERITAGE ADVISOR	Connee Wheeler	102E Erikson Hall, U.K. Lexington, KY 40506-0050 Office: 246 Scovell Hall	Fayette	859-257-3888 (O) 859-257-7565 (F) cwheeler@uky.edu
ENVIRONMENT, HOUSING & ENERGY ADVISOR	To be determined- Current contact Kim Henken	102 Erikson Hall, U.K. Lexington, KY 40506-0050	Fayette	859-257-3887 (O) 859-257-7565 (F) khenken@uky.edu
FAMILY & INDIVIDUAL DEVELOPMENT ADVISOR	Carole Gnatuk	304A Funkhouser Building, U.K. Lexington, KY 40506-0054	Fayette	859-257-7753 (O) 859-257-3212 (F) cgnatuk@email.uky.edu
FOOD, NUTRITION & HEALTH ADVISOR	Ingrid Adams	218 Funkhouser Building, U.K. Lexington, KY 40546-0054	Fayette	859-257-7480 (O) 859-257-3707 (F) ingrid.adams@uky.edu
4-H/YOUTH DEVELOPMENT ADVISOR	Deana Reed	212 Scovell Hall, U.K. Lexington, KY 40546-0064	Fayette	859-257-5961 (O) 859-257-9511 (F) dkreed@uky.edu
INTERNATIONAL ADVISOR	Hazel Forsythe	202 Funkhouser Bldg., U.K. Lexington, KY 40506-0054	Fayette	859-257-4146 (O) 859-257-3707 (F) nfshazel@email.uky.edu
LEADERSHIP DEVELOPMENT ADVISOR	Laura Stephenson	102 Erikson Hall, U.K. Lexington, KY 40506-0050	Fayette	859-257-3887 (O) 859-257-7565 (F) laura.stephenson@uky.edu
MANAGEMENT & SAFETY ADVISORY	Bob Flashman	303 Funkhouser Bldg., U.K. Lexington, KY 40506-0054	Fayette	859-257-7753 (O) 859-257-3212 (F) rflashma@uky.edu

Updated June 2009

Date: _____

**Enrollment Form
for**

_____ County Extension Homemakers Association

Name _____
(as used for mail purposes)

First Name _____

Address _____

Email _____

Name of Club _____

Date _____

Phone: Home (_____) _____

Work (_____) _____

FAX (_____) _____

Where do you live? On Farm In country, but not farm
(Circle one) Town under 2,500 Town over 2,500

Circle age group: 15-19 20-24 25-34 35-44
 45-44 55-64 65-74 75+

Enrollment Form
Page 2

Ethnic Background (*Optional – circle one*):

White Black Hispanic Asian Other

Gender (please circle): Female Male

Number of years in club membership (please circle one):

Less than 2 yrs.	2-5 yrs.	6-19 yrs.
11-15 yrs.	16-20 yrs.	21-35 yrs.
36-49 yrs.	50+	

I, (print full name) _____ hereby grant permission to the University of Kentucky, including its affiliates and subsidiaries, and Kentucky Extension Homemakers Association, Inc., to interview, photograph, and/or videotape me; and/or to supervise any others who may do the interview, photography, and/or videotaping; and/or to use and/or permit others to use information from the aforementioned interview and/or the aforementioned images in educational and promotional activities and publications without compensation.

Signature: _____ Date: _____

Witness: _____ Date: _____

The Kentucky Cooperative Extension Service is required by Federal law to collect and maintain information regarding the characteristics of the people we serve. The information you supply is voluntary.

Educational programs of the Kentucky Cooperative Extension Service serve all people regardless of race, color, age, gender, religion, disability, or national origin.

-KEHA PROMOTIONAL ITEMS-

The KEHA promotional item ordering process is currently being revised and updated. The new order form and contact information will be posted to the KEHA website fall 2009.

If you have questions about merchandise or current need for items, please contact Joleen Ramey, KEHA 2nd Vice President.

To be completed by County President or Vice President

20__ to 20__ Membership Recognition Report

_____ County Extension Homemakers Association

Number and Types of Clubs

Day	Evening	Lunch	Couples	Special Interest	TOTAL
_____	_____	_____	_____	_____	_____

50, 60, 65, 70 and 75 Year Members

Please include names of members reaching these goals in this reporting year

Name

Number of Years

- *
- *
- *
- *
- *
- *
- *

Deceased Members

List members to be included in the Memoriam at the next State Meeting

- *
- *
- *
- *
- *
- *

Send completed form to: *Joleen Ramey*
KEHA 2nd Vice President
6596 Carter Caves Road
Olive Hill, KY 41164

Send a copy of this form to your area vice president.

Due February 1 each year

KEHA PROGRAM OF WORK REPORTS

Program of Work reports provide KEHA an opportunity to document the great work members, clubs, counties and areas do each year to improve the lives of Kentucky families. Pages 48 to 54b include individual report forms for each KEHA Educational Program Chairman. The 2008-2009 is the final year reports will be collected in this manner. **Please use these forms to report data for the KEHA year beginning July 1, 2008 and ending June 30, 2009.**

- Cultural Arts & Heritage
- Environment, Housing & Energy
- Family & Individual Development
- Food, Nutrition & Health
- 4-H & Youth Development
- International
- Leadership Development
- Management & Safety

The only way for any reporting system to work is for the information to be collected at each level - club, county, area and state. We appreciate your support of this new reporting approach and thank you in advance for helping us implement this new system.

Dues Dates for Appendix pages 48 to 54b:

- **Club reports are due to county chairmen by January 1, 2010.**
- **County reports are due to area chairmen by February 1, 2010.**
- **Area reports are due to state chairman by March 1, 2010.**

Appendix page 54c details the reporting system for the KEHA year beginning July 1, 2009 and ending June 30, 2010.

KEHA Program of Work Report
Environment, Housing and Energy
From July 1, 2008 to June 30, 2009

Club Name: _____

County: _____

Number of Clubs reporting: _____

Area: _____

Number of Counties reporting: _____

State: _____

Number of Areas reporting: _____

Name of person completing this form: _____ **Title:** _____

Phone: _____ **Email:** _____

Instructions: Please list lessons, program and activities conducted during the year you are reporting.

- Club reports are due to the County Chairman by **January 1st**.
- County reports are due to Area Chairman by **February 1st**.
- Area reports are due to State Chairman by **March 1st**.

Theme: Your Home: Past, Present and Future

1. Which of the following programs were conducted?

Lesson/Program/Activities	Clubs	Members	Non- members
Housing Lessons/Activities: <ul style="list-style-type: none"> ▪ A Home for a Lifetime of Living (including universal design and retirement housing) ▪ Family Keepsakes (including Our Treasured Belongings: Ties that Bind) ▪ New Products for Kitchen and Bath ▪ Controlling Clutter ▪ Healthy Homes (mold, safety, security, etc.) ▪ Other Housing & Furnishings Lessons or Activities: <i>(Please list on back.)</i> 	(List number)	(List number)	(List number)
Environmental Lessons/Activities: <ul style="list-style-type: none"> ▪ Arbor Day or Earth Day ▪ Beautification Project or Adopt a Highway ▪ Other Environmental Lessons/Activities: <i>(Please list on back.)</i> 			
Energy Lesson/Activities: <i>(Please list on back.)</i>			

2. How many counties participated in this year's contest?

of clubs with participants _____ # of members participating _____

3. Were any special county or area programs conducted related to housing, environment and energy topics? (Example: field trips, tours, housing clinics, special workshops, etc.)

Yes _____ No _____ If yes, please provide brief description. (Write on back if needed.)

**KEHA Program of Work Report
Individual and Family Development**

From July 1, 2008 to June 30, 2009

Club Name: _____

County: _____

Number of Clubs reporting: _____

Area: _____

Number of Counties reporting: _____

State: _____

Number of Areas reporting: _____

Name of person completing this form: _____ **Title:** _____

Phone: _____ **Email:** _____

Instructions: Please list lessons, program and activities conducted during the year you are reporting.

- Club reports are due to the County Chairman **by January 1st**.
- County reports are due to Area Chairman by **February 1st**.
- Area reports are due to State Chairman by **March 1st**.

Specific lesson, program, workshop, or contest implemented (Please list titles below)	# of clubs using this resource (Answer if you are a county or area chairman.)	# and dates of your local club's session(s) on each topic and # of different participants	Actions taken as a result of the lesson, program, workshop (List specific actions of clubs or individual club members; i.e., # of storybooks distributed, displays put up)	Outcomes Please list specific results of actions (i.e., # of parents or caregivers now reading to children daily)

2. List special activities conducted (i.e., programs, tours, field trips, etc.) not included in state Plan of Work for 2007-2010. Include name of activity, location, and date, and results (observed learning that occurred, actions taken, plans of participants to do something different, etc.):

3. What part of the Plan of Work was most useful for implementing programs in Family and Individual Development? Why was that part helpful? (Please use back of page for answer.)

KEHA Program of Work Report
Food, Nutrition & Health
From July 1, 2008 to June 30, 2009

Club Name: _____
County: _____ **Number of Clubs reporting:** _____
Area: _____ **Number of Counties reporting:** _____
State: _____ **Number of Areas reporting:** _____
Name of person completing this form: _____ **Title:** _____
Phone: _____ **Email:** _____

Instructions: Please list lessons, program and activities conducted during the year you are reporting.

- Club reports are due to the County Chairman **by January 1st**.
- County reports are due to Area Chairman by **February 1st**.
- Area reports are due to State Chairman by **March 1st**.

	<i>VOLUNTEER HOURS</i>	<i>DOLLARS</i>
Ovarian Cancer	_____	_____
Local Food Pantry	_____	_____
List Others:	_____	_____
_____	_____	_____

	<i>#Members Participated</i>	<i># Non – members</i>
Blood Drive	_____	_____
Exercise Regularly	_____	_____
Annual Checkup	_____	_____
Improved Diet	_____	_____
Cancer Screening:		
Ovarian	_____	_____
(Site of Screening _____)		
Breast	_____	_____
Participated in the Kentucky Women’s Health Registry	_____	_____
List Other:		

List Food, Health & Nutrition Lessons Taught:

List UK Programs Used:

List Chairs/Groups Partners:

Use the back of this sheet for other, narrative report of special activities or bragging.

**KEHA Program of Work Report
4-H Youth Development**

From July 1, 2008 to June 30, 2009

Club Name: _____ Number of Clubs reporting: _____
 County: _____ Number of Counties reporting: _____
 Area: _____ Number of Areas reporting: _____
 State: _____
 Name of person completing this form: _____ Title: _____
 Phone: _____ Email: _____

Instructions: Please list lessons, programs and activities conducted during the year you are reporting.

- Club Reports are due to the County Chairman by January 1st.
- County Reports are due to Area Chairman by February 1st.
- Area Reports are due to State Chairman by March 1st.

The following questions apply to all youth, not just those in 4-H Youth Development programs.

- Number of members who worked with youth during past year. _____
- Total number of volunteer hours acquired through youth development work. _____
- Number of 4-H Camp scholarships/sponsorships given by your club. _____
- Number of youth that attended 4-H camp because of these scholarships/sponsorships. _____
- Total number of youth reached. _____
- Total number of volunteer hours with youth. _____

What did you do with youth (teaching, mentoring, judging project, etc.)?

4-H Lessons/Activities Taught: (check all that apply)

2008 – 2009	2009 – 2010	2010 – 2011
<input type="checkbox"/> Nutrition Background Basics guide <input type="checkbox"/> Stand Up for Breakfast <input type="checkbox"/> Fast Breaks for B.R.E.A.K.F.A.S.T <input type="checkbox"/> Breakfast Bloopers <input type="checkbox"/> Graham Cracker Scram <input type="checkbox"/> JIFF Family Newsletter (lesson 5) <input type="checkbox"/> Mealtime Manners publication <input type="checkbox"/> General Manners Discussion <input type="checkbox"/> Table Setting Activity <input type="checkbox"/> Proper Use of Knife, Fork & Spoon <input type="checkbox"/> Mealtime Manners Discussion <input type="checkbox"/> Potluck Supper <input type="checkbox"/> Camp Courageous <input type="checkbox"/> Sharing Our Love of Culinary Skills	<input type="checkbox"/> Fitness Background Basics guide <input type="checkbox"/> Fitness Speedway <input type="checkbox"/> Circle Keep Away <input type="checkbox"/> Walk Outside <input type="checkbox"/> JIFF Family Newsletter (lesson 5) <input type="checkbox"/> Cone Crazy <input type="checkbox"/> Design A Game <input type="checkbox"/> Visualize Your Best <input type="checkbox"/> JIFF Family Newsletter (lesson 7) <input type="checkbox"/> Camp Courageous <input type="checkbox"/> Sharing Our Love of Culinary Skills	<input type="checkbox"/> True Consequences <input type="checkbox"/> Fact or Fable? <input type="checkbox"/> Camp Courageous <input type="checkbox"/> Sharing Our Love of Culinary Skills

What have you as a Homemaker put into practice in your own life as a result of these lessons?
 (i.e. started walking more, cooking healthier foods and making wiser life choices)

**KEHA Program of Work Report
International**

From July 1, 2008 to June 30, 2009

Club Name: _____

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

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

State: _____ **Number of Areas reporting:** _____

Name of person completing this form: _____ **Title:** _____

Phone: _____ **Email:** _____

Instructions: Please list lessons, program and activities conducted during the year you are reporting.

- Club reports are due to the County Chairman **by January 1st**.
- County reports are due to Area Chairman by **February 1st**.
- Area reports are due to State Chairman by **March 1st**.

Please include information for programs conducted in the past 12 months.

1. How many clubs (counties) conducted programs (club lessons, special interest lessons or workshops) as part of their International Program of Work?

Total clubs (counties) _____ Total members _____

2. Which of the following and other programs/activities were conducted?

Lesson/Program	#of clubs	# of members	#non members
Empowering Women	_____	_____	_____
Ghana	_____	_____	_____
Kentucky Academy	_____	_____	_____
Other:	_____	_____	_____
_____	_____	_____	_____

3. Were any special county programs conducted related to International?
(Travel abroad, exchange students/homemakers, letter friends, etc.)

4. Please summarize county participation in this year's contest.

Number of clubs with participants _____ Number of members _____

5. Reminder: Pennies for Friendship are to be turned in to the State Treasurer by **December 15th**.

KEHA Program of Work Report

Leadership Development

From July 1, 2008 to June 30, 2009

Club Name: _____

County: _____

Number of Clubs reporting: _____

Area: _____

Number of Counties reporting: _____

State: _____

Number of Areas reporting: _____

Name of person completing this form: _____ **Title:** _____

Phone: _____ **Email:** _____

Instructions: Please list lessons, program and activities conducted during the year you are reporting.

- Club reports are due to the County Chairman by **January 1st**.
- County reports are due to Area Chairman by **February 1st**.
- Area reports are due to State Chairman by **March 1st**.

❖ LEADERHIP FOR KEHA

What training has your club, county, or area held to train members to function as LEADERS for KEHA? You should consider all training for all officers and chairmen, not just for the Leadership Chairman.

CLUB KEHA LEADERS

CLUB Officers – Number trained _____

CLUB Chairmen – Number trained _____

COUNTY KEHA LEADERS

COUNTY Officers – Number trained _____

COUNTY Chairmen – Number trained _____

AREA KEHA LEADERS (to be completed by Area Chairman)

AREA Officers – Number trained _____

AREA Chairmen – Number trained _____

Describe training held for club, county, or area officers or chairmen.

Describe additional training you feel is needed to prepare Homemakers to function in leadership roles for **KEHA**.

What printed materials are needed?

Have individuals, clubs or county organizations sponsored sister clubs, nontraditional or junior clubs? Describe.

❖ LEADERSHIP IN OTHER ORGANIZATIONS

Describe how you have used leadership training received in KEHA with other groups and organizations in your community?

Describe leadership training (sponsored by other organizations) you attended or participated in.

Describe leadership development activities you helped promote while a member of another organization.

❖ **COMMUNITY VOLUNTEER ACTIVITIES**

Describe individual, club or county volunteer activities with other Extension organizations, such as 4-H, nutrition programs, farmer markets, etc.

Describe individual, club or county volunteer activities with other community volunteer organizations and activities, such as retirement homes, hospitals, schools, retirement homes, etc.

❖ **SCHOLARSHIPS**

Indicate the number of club, county and area scholarships awarded in each of these categories:

Type of Scholarship	Club # awarded and \$ amount	County # awarded and \$ amount	Area # awarded and \$ amount
High School – College			
High School – Tech or Vocational			
KEHA Member Only - College			
KEHA Member Only - Other			
4-H Camp			
Other			

Describe how funds were raised for the scholarships.

❖ **CITIZENSHIP** – Please indicate the number of members who:

_____ Are registered to vote; _____ Voted in last election

_____ Are familiar with flag etiquette; _____ Display the flag on holidays or other events

❖ **OTHER** - Please refer to the KEHA manual for information on the VSU program, Leadership Development contests and other information. The KEHA manual is available at you local Extension Office or on line at www.keha.org.

**Mail to: René Siria
Leadership Development Chair
108 Old Station Road
Frankfort, KY 40601**

Appendix 54a
June 2009

**KEHA Program of Work Report
Management & Safety
From July 1, 2008 to June 30, 2009**

Club Name: _____

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

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

State: _____ **Number of Areas reporting:** _____

Name of person completing this form: _____ **Title:** _____

Phone: _____ **Email:** _____

Instructions: Please list lessons, program and activities conducted during the year you are reporting.

- Club reports are due to the County Chairman **by January 1st**.
- County reports are due to Area Chairman by **February 1st**.
- Area reports are due to State Chairman by **March 1st**.

1. Please complete the following chart to share information about lessons and activities:

	Number of people that have taken the lesson	Number of people who have taken action from the lesson	Number of people interested in the subject
55 and Alive (Driver's Education)			
Conversation with Older Drivers (AARP)			
Care for the Elderly			
Other lessons? Please List:			

2. List other lessons that you feel would benefit homemakers. What publications do you believe should be offered?

3. Use the back to inform us of your concerns, thoughts and suggestions. Let us know what your group is doing concerning Management and Safety.

Thank you for your time and effort to improve the quality of KEHA!

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

KEHA TREASURER'S REMITTANCE FORM

Mail dues by December 15 (based on membership as of December 1 of current program year) to the KEHA Treasurer. Dues will be delinquent on December 31.

Make one check payable to Kentucky Extension Homemakers Association, Inc.

Remittances to be credited as follows:

Name of County _____

State Dues: Number of Members _____ @ \$4.00 per member \$ _____

Counties can make a contribution to any or all of the following funds:

Pennies for Friendship.....\$ _____

Evans/Hansen/Weldon Scholarship.....\$ _____

KEHA Homemaker Scholarship\$ _____

Ovarian Cancer.....\$ _____

Kentucky Academy\$ _____

Other: _____ \$ _____

Total Amount of Check.....\$ _____

Treasurer _____ Telephone _____

Address _____

Send original form plus check to the KEHA Treasurer.

FOR STATE TREASURER'S USE ONLY:			
Date Received	_____	Check #	_____ Amount: \$ _____
Refunds	_____		\$ _____
	(for what)		
	_____		\$ _____
	(for what)		

EXPENSE VOUCHER

DATE _____

MEETING(S) _____

MILEAGE @ \$.55 mile x _____ miles = _____

MEALS not to exceed \$20.00 per day _____

REGISTRATION..... _____

LODGING..... _____

TAXI..... _____

AIR FARE..... _____

POSTAGE..... _____

PHONE..... _____

SUPPLIES..... _____

TOTAL _____

Please attach all receipts

Note: Budget category to be charged _____ Amount _____
_____ Amount _____
_____ Amount _____

Checks will be cut as invoice is received or twice a month unless otherwise notified.

NAME _____

BOARD POSITION _____

ADDRESS _____

ZIP _____ PHONE _____ EMAIL _____