

# **Kentucky Extension Homemakers Association Manual**

**This *Manual* is the basic reference and guide for all Homemakers activities. It contains:**

***Handbook***

***Organizational Materials Guide***

***Appendix***

# KEHA Manual

## Handbook

**Contents:** This *Handbook* is a reference tool providing specific information about the KEHA Program of Work, Standing Rules, Bylaws and activities. It also includes a history of the Kentucky Extension Homemakers Association.

# KEHA Manual

## Organizational Materials Guide

**Contents:** This section contains materials on organizing and maintaining the Kentucky Extension Homemakers Organization. Information is included on how to organize a Homemakers Club or County activity/event and how to write reports as well as the responsibilities of and suggestions for training Officers and Chairmen.

# 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.**