

TABLE OF CONTENTS

KEHA HANDBOOK

Past Presidents	1
Creed	2
Collect	3
State Officers & Chairman	4
Area Presidents	6
UK Extension Personnel	8
Articles of Incorporation	11
Bylaws	17
Standing Rules	32
Inspiration Book Rotation	38
Recreation Book Rotation	39
Program of Work	40
Cultural Arts & Heritage	42
Environment, Housing, Energy	46
Family & Individual Development	54
Food, Nutrition & Health	60
4-H Youth Development	63
International	69
Guidelines for International County Project Award	72
Exchange Program	73
Leadership Development	74
Community Volunteerism Awards	77
Volunteer Service Unit (VSU) Program	78
Management & Safety	82
There Ought to Be a Law	85
Activities Supported	
Evans/Hansen/Weldon Scholarship Fund	86
KEHA Homemaker Member Scholarship	88
KEHA Endowed Scholarship at UK	88a
KEHA Mini Grants for Study or Research	89
KEHA Development Grant	89a
Master Farm Homemakers Guild, Inc.	90
Affiliated Groups	
National Volunteer Outreach Network (NVON)	93
Associated Country Women of the World (ACWW)	95
Country Women's Council (CWC)	96
History	
History of KEHA	97
The Cooperative Extension Service	103

KEHA ORGANIZATIONAL GUIDE

Form a Club	1
Guidelines for a Homemaker Club	3
Sample Club Bylaws	6
Suggested Agenda for Club Business Meeting	7
Rules of Order for A Business Meeting	8
Suggested Business Meeting Agenda	10
Form a County Council	11
Suggestions for a County Council	14
Sample Bylaw Articles	15
Sample Agenda for County Council Meeting	17
Suggestions for County Annual Meeting	18
Organize a Special Event	20
Develop a County Program of Work (POW)	22
Sample Year's Program of Work	23
Suggestions for Officer Training	24
Suggestions for Club President	25
Suggestions for Club 1st and/or 2nd Vice-President	26
Suggestions for Club Secretary	27
Guidelines for Writing Minutes	28
Suggested Order of Minutes	29
How Long Do We Keep Records	30
Preparing the Mailing List for KEHA Newsletter	31
Suggestions for Club Treasurer	32
Financial Guidelines	33
Suggestions for a County Budget	35
Sample County Budget	36
Suggested Club Treasurer's Report	37
Suggestions for Educational Chairmen	38
Club	38
County	39
Area	40
Duties of Committee Chairmen	41
Installation of Officers	42
Ideas for Promoting Extension Homemakers Week	44
Sample Proclamation	46
Public Service Announcements	47
State Meeting Responsibilities	48
Voting Delegates Roles & Responsibilities	52
Membership Recruitment	53
Recruit Mailbox Membership	53

KEHA APPENDIX

Annual Meeting	
Area Showcase Form	1
Presenter Form	2
Trade Show Exhibitor Form	3
Applications	
Associated Country Women of the World (ACWW)	4
ACWW Letter Friends Application	5
International Exchange Program Homemaker Application	6
National Volunteer Outreach Network, Inc. (NVON)	8
Mini-Grant Applications	9
Evans/Hansen/Weldon Memorial Scholarship	11
University of Kentucky Endowed Scholarship	14
Homemaker Scholarship Application	18
Contests & Awards	
Cover Sheet	20
Cultural Arts Exhibit Categories	21
Cultural Arts Exhibit Rules	23
Deadline/Contact Chart	24
Credentials	
County/Area Officer Nomination Form	26
State Educational Chairman Nomination Form	27
State Officer Nomination Form	29
Bonding Form (Treasurer's)	31
Miscellaneous	
Board Directory	32
Enrollment Form	36
County/Area Officers Directory Form	38
Reminder Calendar	40
Statement of Compliance	41
Marketing	
Promotional Items	43
Jewelry Order Form	45
Reports	
Membership Report Form	46
Fact Sheet on KEHA Program of Work Report Form	47
Cultural Arts Report Form	48
Environment, Housing and Energy Report Form	49
Individual and Family Development Report Form	50
Food, Nutrition & Health Report Form	51
4-H/ Youth Development Report Form	52
International Report Form	53
Leadership Development Report Form	54
Management and Safety Report Form	54b
Treasurer's Remittance Form	55
Volunteer Service Units (VSU) Log	56
Record of Meetings	57
(Make copies as needed of each form.)	
Vouchers	
In-Kind Voucher	67
Expense Voucher	68