

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**

**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!