

IMPORTANT NOTE

2024 KEHA Manual Replacement Pages

Please find enclosed the updated pages for the KEHA Manual. All updated pages include the page number and a date in 2024 at the bottom.

Please use these pages to replace **identically numbered** pages with **any date prior 2024**. Items in bold in the table of contents for the Handbook and Appendix were updated this year.

The complete manual can be found on the KEHA website at the following address:

www.keha.org

KEHA MANUAL

Handbook Table of Contents

NOTE: All entries listed in bold were updated in 2024 and have 2024 dates in the lower right corner. These pages replace same numbered pages with dates prior to 2024.

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KENTUCKY COOPERATIVE EXTENSION SERVICE PERSONNEL

University of Kentucky Administrative Staff

Dr. Eli Capilouto, President, University of Kentucky
Dr. Nancy Cox, Vice President for Land-grant Engagement and Dean, Martin-Gatton College of Agriculture, Food and Environment, University of Kentucky
Dr. Laura Stephenson, Associate Dean and Director, Cooperative Extension Service
Dr. Jennifer Hunter, Assistant Director, Family and Consumer Sciences Extension
Kelly May, KEHA State Advisor
Dr. Craig Wood, Assistant Director, Agriculture & Natural Resources Extension
Dr. Rachel Guidugli, Assistant Director, 4-H Youth Development Programs
Dr. Ken Jones, Director, Extension Faculty Development and Engaged Scholarship
Dr. Jeffery Young, Director, Urban Extension, Cooperative Extension Service
Stacy Miller, Director, Extension Personnel/Human Resources
Dr. Alison Davis, Director, Community and Economic Development Initiative of Kentucky
Kim Henken, Director, Extension Engagement and Administrative Initiatives
Rebecca Amsler, Director, Extension Business Operations
Dr. Lola Adedokun, Director, Extension Evaluation
Dr. Mark Mains, Director of Workforce and Engagement
Melissa Bond, Program Leader, Community Arts Extension

Kentucky State University Administrative Staff

Dr. Avinash M. Topè, Interim Director – Land-grant Programs, Associate Dean, Associate Professor, Human Nutrition and Food Safety Lead Scientist-Fermentation and Distillation Science, College of Agriculture, Health and Natural Resources
Dr. Noel Novelo, Interim Associate Extension Administrator, Cooperative Extension Program, Kentucky State University

Regional Extension Directors

East Region - Daniel Wilson Central Region - Natasha Lucas West Region - Jeremy Teal

Area Extension Directors

East Region

East 1 & 2 – Jeffery Casada
East 3 & 4 – Judi O’Bryan
East 5 & 6 – Ty Back
East 7 & 8 – Raven Ford

Central Region

Central 1 & 2 – Lisa Adams
Central 3 & 4 – Rita Stewart
Central 5 & 6 – Willie Howard
Central 7 & 8 – TBD

West Region

West 1 & 2 – Robert Tashjian
West 3 & 4 – Matt Fulkerson
West 5 & 6 – TBD
West 7 & 8 – Amber Huffman

Extension Family & Consumer Sciences Specialists and Associates

UNIVERSITY OF KENTUCKY (<http://fcs-hes.ca.uky.edu/>)

Paul Adkins	Nutrition Education Program
Kerri Ashurst, Ph.D.	Children, Youth, and Families at Risk and Military Families Programs
Tyrone Atkinson	Military Families Programs
Jeanne Badgett	Clothing, Textiles and Household Equipment
Sandra Bastin, Ph.D.	Dietetics and Human Nutrition
Jan Childers	Administrative Support Associate I
Ruth Cremeans	Administrative Support Associate II
Natese Dockery, Ph.D.	Mental Health and Wellbeing (Sept. 1, 2024)
LaToya Drake	Nutrition Education Program
Caroline Durr	Nutrition Education Program
Alex Elswick, Ph.D.	Substance Use Prevention and Recovery
Brian Fitzpatrick	Computer Support Specialist/Webmaster
Sarah Hanks	Program Manager
Mary Higginbotham	Extension Specialist Administrator
Christine Howard	Staff Support Associate II
Nichole Huff, Ph.D.	Family Finance and Resource Management
Brooke Jenkins	Nutrition Education Program
Kristin Jowers	Extension Specialist for OneOp
Janet Johnson	Curriculum Development
Katherine Jury	Family Health
Jann Knappage, MPH	Nutrition Education Program
Amy Kostelic, Ph.D.	Adult Development and Aging
Joann Lianekhammy, Ph.D.	Family and Consumer Sciences
Courtney Luecking, Ph.D.	Dietetics and Human Nutrition
Rusty Manseau	Graphic Artist
Kelly May	Family Finance and Resource Management
Rita May	Nutrition Education Program
Leslie McCammish	Nutrition Education Program
Mindy McCulley	Instructional Support
Jeff McKee	Program Coordinator II
Katie McKinney	Budget Manager
Sally Mineer	Professional Development
Monica Mundy, Ph.D.	Community and Family Health
Jean Najor	Nutrition Education Program
Heather Norman-Burgdolf, Ph.D.	Foods and Nutrition
Annhall Norris	Foods and Nutrition
Crystal Osborne	Area Nutrition Agent
Paula Plonski	Nutrition Education Program
Bethany Pratt	Food Systems
Jen Robinson	Area Nutrition Agent
Heather Shaw	Area Nutrition Agent
Katherine Sherman	Staff Support Associate II
Alyssa Simms	Editor
Amy Singleton	Area Nutrition Agent
Hardin Stevens	Healthy Homes and Communities
Kelli Thompson	Graphic Artist
Darlene Tipton	Administrative Services Assistant
Gwen Webb	Staff Support Associate II
Laura Weddle	Director Nutrition Education Program
David Weisenhorn, Ph.D.	Parenting and Child Development
Michele West	Nutrition Education Program
Andrea Wilde	Area Nutrition Agent
Leslie Workman	FCS/NEP Programming

KENTUCKY STATE UNIVERSITY (<https://ksu.edu/academics/cafsss/cooperative-extension/>)

Turquoise Brown Patterson

Expanded Food and Nutrition Education Program (EFNEP) Coordinator

STANDING RULES

General

1. Kentucky Extension Homemakers Week shall be observed the second full week of October.
2. Any month from February to April shall be designated as International month. (3/10/2020)
3. The KEHA State Newsletter shall be printed and mailed each year in February. The deadline for submitting entries shall be January 15. (3/11/2014)
4. The spring board meeting shall be held at the location of the State KEHA annual meeting. (4/25/2000)
5. State officers, chairmen and area presidents shall submit their reports electronically to the KEHA President and UK Advisor by November 1. Reports will be placed on the KEHA Website. (11/11/2014)

Administration

1. Correspondence from state educational program chairmen to area chairmen shall also be sent to the state president, 1st vice president, area presidents, president-elect (if applicable) and KEHA state advisor. (3/5/24)
2. Original minutes shall be kept on file in both hard copy and electronic formats. The outgoing secretary shall organize a file with hard copies for submission to archives. (3/11/2014)
3. Updates for the KEHA membership list must be entered in the online database as changes occur and all records should be reviewed and updated by January 15 each year. (3/11/2014)

Elections

1. Persons submitting credentials for any elected position[s] on the KEHA Board of Directors shall send them by certified mail to the KEHA Secretary as listed on the current directory. Credentials must be postmarked at least thirty (30) days prior to the KEHA Annual Meeting. (11/11/2008)
2. The Chairman of the nominating committee shall notify Area Presidents if there are no nominees for an elective office. (11/13/2001)
3. Nominees for a state elective office shall provide a currently dated credential form properly signed by a county council officer other than the candidate.
4. Current officers have the option of remaining in the position or vacating the office when titles and position descriptions of offices change. (3/10/2020)

Finance – General

1. The Treasurer shall be bonded for no less than fiscal year-end financial report balance. Letter of certificate of bond shall be presented to the Executive Committee yearly for review and proof of bond. The expense shall be paid by KEHA.
2. The KEHA general bank checking account will move to a bank in or near the community of the person elected treasurer. The bank should, if possible, be selected by bid from banks in the area. The 1st Vice President and 2nd Vice President shall serve as second signatories for the account. (3/12/2019)
3. The Executive Committee shall establish and act as trustees for an account which will include special funds listed. The account shall be maintained by a financial institution in instruments that are U.S. Government or FDIC insured. Monies for special projects and scholarships will then be distributed as directed by the Executive Committee as trustees. (3/11/2014)

Finance – Committee

1. A Finance Committee consisting of the Treasurer, a state Educational Program Chairman, and one Area President shall prepare an annual budget to be presented to the voting delegates at the annual state business meeting. (3/11/2014)
2. All proposals for funding including the budget shall go before the Finance Committee for formal review before being presented to the KEHA Board of Directors for approval. Proposed budget requests from officers, Educational Chairmen, and committees are due in writing to the Finance Committee by January 31. (11/13/01)

Finance – Expenses

1. The mileage allowance shall be \$0.50 per mile. Reimbursable mileage includes mileage from home or the Kentucky state line to meeting site and return as well as meeting related travel. (11/7/22)
2. Expenses for travel and lodging shall be paid for KEHA Board of Directors members and special committee members to KEHA Board meetings, KEHA Annual Meeting and special committee meetings. Meal allowance will be \$30.00 per day except for required function.
3. Lodging the night prior to KEHA board meetings, KEHA Annual Meeting and special committee meetings shall be paid when the driving distance to the meeting location and meeting start time would dictate departing prior to 7:30 a.m. local time as determined by the board member's home address. (Exceptions will be considered when carpooling dictates early arrival and offsets the lodging costs.) (3/10/2020)
4. Lodging will be based upon double occupancy. Any board members requesting a single room will be personally responsible for paying half of the room cost.
5. To be reimbursed for all expenses, all requests must be filed with the Treasurer within 60 days after the expense occurs. (3/10/2020)
6. The KEHA Choir Director shall have lodging provided for the KEHA State Meeting through inclusion in the board member room block and in compliance with the double occupancy requirement. (11/14/24)
7. Any KEHA member serving as a NVON officer may request:
 - a. Reimbursement for transportation to the annual NVON Conference. Such reimbursement would come from special travel funds and may not exceed 10% of the balance in the special travel account. Special travel funds must be requested prior to travel. (11/10/2015)
 - b. Registration for any NVON Officer representing Kentucky at the annual NVON Conference, not to exceed \$300 per person per year. The money would come from special travel funds. (11/14/24)
8. Any KEHA member, who is not a state board member, speaking at the Kentucky Volunteer Forum on behalf of KEHA may request reimbursement for transportation. Such reimbursement would come from special travel funds. (11/14/24)

Finance – Credit Card

1. The KEHA treasurer shall establish a single credit card account at the bank where the general fund account is held. (11/14/2016)
2. The President will be the designated card user, with the card to be used for all budgeted expenses requiring electronic payment. (11/8/22)
3. Any time the card is used, the receipt should be scanned as soon as possible and emailed to the KEHA Treasurer. (11/14/2016)
4. Statements shall be mailed to the KEHA Treasurer. (11/14/2016)
5. As monthly statements are received, the treasurer shall verify all charges to submitted receipts, secure any missing receipts, pay the balance due and post expenses to the appropriate budget categories. (11/14/2016)

intended to pay for travel, lodging, and food. Usually hotel and meal arrangements are made for the whole board by the President or 1st Vice President. Members are allowed \$30 a day for meals, while traveling to and from the meeting. This includes all officers, Area Presidents, State Chairmen, Master Farm Homemaker representatives and Parliamentarian.

- a. The State Board will pay for lodging at State Meeting for the KEHA Choir Director at the double occupancy rate if the Choir Director is not already a state board member (11/14/24).
7. The Board Expense category also includes a subcategory for NVON. These funds are used to pay the registration fee for any board member who attends the national conference.
8. The Archives line in the general fund budget is to cover costs of any supplies needed to archive the organization's records.
9. The Insurance and Taxes category in the general fund budget includes subcategories with allocations for paying annual fees and premiums associated with General Liability insurance, the Treasurer's Bond, Certified Public Accountant fees for an annual review and filing of the organization's 990, Corporation Fees, Legal Fees and Sales Tax.
10. The Public Relations category within the KEHA General Fund budget includes sub-categories with specific allocations for:
 - a. KEHA Merchandise – Purchase of marketing items to maintain in inventory for resale to members, clubs, counties, and areas.
 - b. Newsletter – Publish and mail the annual KEHA newsletter.
 - c. Area Annual Meetings – An allocation of \$500 per area for use in conducting the Area Annual Meeting. Area president or treasurer must request the funds in writing to the State Treasurer. Request may be done any time after July 1.
 - d. Marketing Toolkit – Funds provided for use by the KEHA Marketing and Publicity Chair to provide resources for club and county use in marketing KEHA.
NOTE: On 11/8/22 the Board voted to discontinue printing hard copies of the manual pages for counties.
11. The Outside Organizational Support/Sponsorships category in the general fund budget includes subcategories and set funding allocations for the following:
 - a. 4-H Awards – Given to the Friends of the Kentucky 4-H for their national meeting and awards.
 - b. Master Farm Homemaker Judging – Help to offset expenses in judging nominations. The Guild sends an expense report to the KEHA treasurer requesting reimbursement not to exceed the set budget amount each year.
 - c. Master Clothing Volunteer – Area Program Support – An allocation of funds per area is included in the general fund budget to support the Master Clothing Volunteer Program. Area treasurers request funds from the KEHA treasurer annually any time after July 1.
 - d. KEAFCS – Sponsorship for the annual meeting of the Kentucky Extension Association for Family and Consumer Sciences (state association for FCS agents). The KEAFCS Board submits an annual request for sponsorship funds.
12. The KEHA Development Grant program is open for applications from counties and areas. Proposals are due March 1 each year. Grants awarded may not exceed the total budget line in any year and the grant program information sets forth the maximum amount for each county or area proposal.

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION

CULTURAL ARTS and HERITAGE

Program Overview

The Cultural Arts and Heritage program area covers a wide range of content that includes fine arts and crafts, heritage and history of both Kentucky and world cultures, literacy and reading and other areas that cover an appreciation of both the Kentucky and world culture. The following are ongoing activities of this program:

- Promote programs that broaden the understanding of our nation, state, and communities, citizenship, history, etc.
- Promote and develop culturally representative programs.
- Revive traditional art forms and continue teaching the heritage skills such as: basketry, knitting, crocheting, embroidery, quilting, doll making, carving, painting, pottery, etc.
- Promote Extension Master Volunteer Programs to teach and preserve arts and heritage skills.
- Encourage self-expression through all forms of creative, visual, and performing arts.
- Conduct an awards program in arts and promote participation in the State Cultural Arts Exhibit.
- Promote the study of cultural heritage through literature and museums. Utilize libraries and encourage written and oral histories of families and communities. Promote genealogy programs.
- Promote reading, especially of Kentucky authors.
- Explore home-based business opportunities utilizing handmade arts and crafts.

KEHA Cultural Arts Chairman 2024 to 2027

Cindy Moore, Cultural Arts and Heritage Chair

2707 Sunnyside Road

Eminence, KY 40019

502-706-0579

cjrn1@bellsouth.net

2022-2025 Cultural Arts Passport Contest

CONTEST: The KEHA Cultural Arts and Heritage Passport will be offered on an annual basis. The county who records the most events, based on the percentage of members, will be awarded \$100. Clubs/members should submit all completed passports to the County Cultural Arts Chairman or County President by July 1. Each county must report total events attended/places visited via email to the Cultural Arts Chair or submit the total via the online county Passport form accessible on the Cultural Arts Chairman page of the KEHA website (<http://keha.ca.uky.edu/content/cultural-arts-and-heritage>). This information is also in the Passport Contest Booklet that is available on the KEHA website.

NEW FOR 2022 AND BEYOND: Include in the Passport a **brief written description** of one work of art viewed at a Kentucky museum, exhibit, or fair. Try to incorporate some the vocabulary related to the Elements and Principles of Art:

- Line, shape, form, space, texture, value, color
- Unity/variety, proportion, balance, contrast, emphasis, movement, rhythm, pattern

Include:

- Location of work of art
- Artist name (if known) and date of work (if known)
- Art type and medium (ex: painting – acrylic, watercolor, etc.; drawing – pencil, ink; photograph – color, black & white; textile/quilt – cotton fabric, etc.)

OBJECTIVES:

1. To Promote Cultural Arts and Heritage.
2. To promote and share multicultural experiences.
3. To develop educational awareness of historic surroundings

ACTIVITY SUGGESTIONS:

1. Document and encourage travel in Kentucky.
2. Promote Homemakers interaction with other counties and area.
3. Encourage healthy and active lifestyles

DEADLINE:

July 1

Cultural Arts and Heritage

Guidelines for Creative Writing Contests

General:

- Only one entry per person is allowed in each category
- Entries are open only to members of KEHA
- All entries must be original
- Entries should not contain words of profanity
- The KEHA Executive Board reserves the right to not print any entry due to content
- Entries should be typed, *however* legible hand written entries will be accepted if there is no way the entry can be typed
- Entries submitted in electronic format, preferably in Microsoft Word, are encouraged
- Each entry should be submitted for state judging with the completed Cultural Arts and Heritage Creative Writing Contest Cover Sheet and Author Release Form. This is found on KEHA Handbook page 39.
- Entries will not be returned; be sure to make a copy
- All entries are due by March 1 to KEHA Cultural Arts Chairman:
Cindy Moore
2707 Sunnyside Road
Eminence, KY 40019
502-706-0579
cjrn1@bellsouth.net

Poetry:

- Entries are limited to 30 lines

Memoirs:

- Entry is limited to 2 pages, double spaced
- Entry is limited to one memory, written in first person
- Entry should have a particular focus or element that receives the most emphasis
- Entry should focus on a person, place, or animal which has a particular significance in the writer's life
- Entry should recreate for the reader incidents shared with the person, place, or animal
- Entry should reveal writer's knowledge of and feelings about the person, place, or animal
- Entry should make the person, place, or animal come alive for the reader
- Entry should share new insights gained when recalling the significance of the subject of the memoir

2024-2025 CULTURAL ARTS EXHIBIT CATEGORIES

Categories and Subcategories

1. SEWING (Apparel & Home Decor)

- a. Basic Garment APPAREL
- b. Specialty¹ Garment APPAREL
- c. Accessory APPAREL
- d. Basic HOME DECOR
- e. Specialty¹ HOME DÉCOR

¹ b. and e. "Specialty" may include *appliqued and quilted*.

2. ART, 3-Dimensional

- a. Carving
- b. Sculpture

3. ART, NATURAL

- a. Wood
- b. Other

4. ART, RECYCLED (Include a before picture)

- a. Clothing
- b. Household
- c. Other

5. BASKETRY

- a. Cane
- b. Dyed Material
- c. Miniature (under 4 inch)
- d. Novelty
- e. Plain

6. BEADING

- a. Bead Weaving
- b. Non-jewelry Item/Wearable
- c. Miscellaneous

7. CERAMICS

- a. Hand-formed
- b. Molded
- c. Pre-made

8. COUNTED CROSS STITCH

- a. 14 Count & Under
- b. 16-22 Count
- c. Specialty Cloth (linens, etc.)

9. CROCHET

- a. Accessories
- b. Fashion
- c. Home Décor and Afghans
- d. Thread

10. DOLL/TOY MAKING

- a. Cloth
- b. Handmade Toy other than Porcelain/China or Cloth
- c. Porcelain/China

11. DRAWING

- a. Pastels
- b. Pen and Ink
- c. Pen and Ink with Oil Roughing
- d. Pencil or Charcoal-Black
- e. Pencil-Color

12. EMBROIDERY

- a. Basic
- b. Candle Wicking
- c. Crewel
- d. Machine
- e. Ribbon
- f. Smocking
- g. Swedish
- h. Tatting/Lace Making
- i. Chicken Scratch
- j. Punch Needle (under 60" perimeter)
- k. Miscellaneous

13. FELTING*

- a. Needle Method
- b. Wet Method

14. HOLIDAY DECORATIONS

- a. Autumn
- b. Spring
- c. Summer
- d. Winter

2024-2025 CULTURAL ARTS EXHIBIT CATEGORIES (continued)

15. JEWELRY

- a. Beaded
- b. Mixed Media (wire, chain maille, mixed with beads)
- c. Original Design

16. KNITTING (HAND – with knitting needles)

- a. Accessories
- b. Fashion
- c. Home Décor and Afghans

17. KNITTING (OTHER – machine / loom)

18. NEEDLEPOINT

- a. Cloth Canvas
- b. Plastic

19. PAINTING, ART

- a. Acrylic
- b. Oil
- c. Watercolor

20. PAINTING, DECORATIVE

- a. Metal
- b. Wood
- c. Other

21. PHOTOGRAPHY (mounted or framed) **

- a. Black & White
- b. Color

22. QUILTS***

- a. Baby-size or Lap-size (hand quilted)
- b. Baby-size or Lap-size (machine quilted)
- c. Hand Appliqué (hand quilted)
- d. Hand Pieced (hand quilted)
- e. Machine Appliqué (machine quilted)

22. QUILTS**** (continued)

- f. Machine Pieced (hand quilted)
- g. Machine Pieced (machine quilted)
- h. Novelty (stenciled, embroidered, miniature, etc.) (hand quilted)
- i. Novelty (stenciled, embroidered, miniature, etc.) (machine quilted)
- j. Technology Based (hand or machine quilted)
- k. Miscellaneous (hand or machine quilted)

23. PAPER CRAFTING

- a. Card Making
- b. Origami
- c. Quilling
- d. Scrapbooking*****

24. RUG MAKING

- a. Braided
- b. Hooked
- c. Punch Needle, rug (over 60” perimeter)
- d. Woven

25. WALL or DOOR HANGING

- a. Fabric
- b. Other
- c. Diamond Art Mosaic

26. WEAVING

- a. Hand (macrame, caning)
- b. Loom (includes pin weaving)

27. MISCELLANEOUS (Items not included in other categories listed, otherwise they will be disqualified.)

* All felted items should be entered in the Felting category under one of the subcategories. Items that have been knitted or crocheted and wet felted should not be entered in Knitting or Crochet.

** Photographs should be either mounted and/or in a frame – MATTING and/or GLASS is OPTIONAL

***Quilts must be completely done by the KEHA member exhibitor. This includes quilting.

**** Scrapbooking entries are limited to 1 or 2 pages. If the entire scrapbook is sent, please designate pages to be judged.

**KEHA Cultural Arts & Heritage
Clarifications to Cultural Arts Exhibit RIBBON Procedures**

2024 – 2025 CATEGORIES and SUBCATEGORIES

- There are 27 CATEGORIES (for 2024 – 2025)
 - 25 of the 27 Categories also include Subcategories
 - **TOTAL of 97 Category/Subcategory designations**
- Qualified entries should be placed in the *most appropriate* Category/Subcategory
 - Entries advancing to the next level (County to Area; Area to State) should remain in the same, appropriate Category/Subcategory the entire time

RIBBONS (suggested recognitions)

- Blue = 1st Place
- Red = 2nd place (*optional at the County and Area levels; not used at the State level*)
- White = 3rd place (*optional at the County and Area levels; not used at the State level*)
- Purple = “Best of” (*optional at the County and Area levels; 27 awarded at the State level*)

At the COUNTY LEVEL

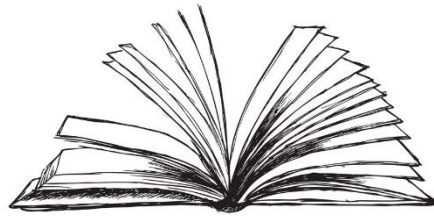
- COUNTIES may award ribbons in Categories/Subcategories AS THEY SEE FIT
- County Judges should select only **ONE** top-winning **entry from EACH of the 97 Categories/Subcategories at the COUNTY Level** to **advance** to the **AREA LEVEL** Cultural Arts Exhibit
 - Only **ONE item from each of the 97 Subcategories advances** from the COUNTY Level to the AREA Level

At the AREA LEVEL

- AREAS may award ribbons in Categories/Subcategories AS THEY SEE FIT
- Area Judges should select only **ONE** top-winning **entry from EACH of the 97 Categories/Subcategories at the AREA Level** to **advance** to the **STATE LEVEL** Cultural Arts Exhibit
 - Only **ONE item from each of the 97 Subcategories advances** from the AREA Level to the STATE Level

At the STATE LEVEL

- State Exhibit receives up to 97 items from each of the 14 Areas (up to 1,372 entries)
- State Judges award **BLUE RIBBONS** for what they deem the highest quality work
 - may award **as many Blue Ribbons** per Category/Subcategory **as they see fit**
 - *Red Ribbons and White Ribbons are not awarded at the State Level*
- **PURPLE RIBBONS** are awarded to **ONE ITEM** within each the **27 Categories**
 - A State Purple Ribbon item is chosen from a State Blue Ribbon winner
 - Purple Ribbons are *not awarded by Subcategory* at the STATE LEVEL




Kentucky Extension Homemakers Association Cultural Arts and Heritage — Book List

Please help compile our next KEHA Book List (to be available July 1) by suggesting discussion-worthy, well written books, published in the past 3 years. Books should be submitted from the following nine categories:

- Arts
- Biography
- Family and Consumer Sciences
- Fiction
- History
- Kentucky
- Religion and Spirituality
- Travel
- Classics and Old Favorites
(may be older than 3 years)

Please submit your suggestions by **March 15**, to the current State Cultural Arts and Heritage Chair:

Preferred method (click or scan):	Or E-Mail information to:	Or MAIL information to:
<p style="text-align: center;">Qualtrics Link for KEHA Book List Submission</p> <div style="text-align: center;">  </div>	<p>cjrn1@bellsouth.net</p>	<p>Cindy Moore 2707 Sunnyside Road Eminence, KY 40019</p>
<p>Questions? call Cindy at 502-706-0579</p>		

If submitting by email or mail, please include the following information:

- Category (from list above) –
- Name of Book –
- Author –
- Year Published –
- Short Description (3 or 4 sentences, use back if necessary) –

Environment, Housing and Energy

Program of Work for 2024-2027

Emphasis One

TITLE: Indoor Air Quality: Sources and Effects on Our Health

Goal: The goal of this lesson is to raise awareness and knowledge about indoor air quality, pollutant sources and their health effects, and steps to improve indoor air quality.

Objectives:

1. Define indoor air quality.
2. Identify indoor air pollutants and how they affect air quality.
3. Identify indoor air pollutants and how they affect health.
4. Identify one action that will improve indoor air quality.

Resources:

- Lesson titled “Indoor Air Quality: Sources and Effects on Our Health” includes these contents:
 - Publication – HSW-HMS.004 Indoor Air Quality: Sources and Effects on Our Health
 - Facilitator’s Guide
 - PowerPoint
 - Evaluation
 - Marketing Tools

Emphasis Two and Emphasis Three are currently in development. Check the Environment, Housing, and Energy Chairman website later for details.

<https://keha.ca.uky.edu/content/environment-housing-and-energy>

Additional Environment, Housing, and Energy Lessons Available

TITLE: Radon in Kentucky

Goal: The goal of this lesson is to raise awareness about radon in Kentucky and its negative health effects.

Objectives:

1. Define radon and its prevalence in Kentucky.
2. Understand radon's effect on health, especially when combined with smoking and lung cancer cases in Kentucky.
3. Learn how to test and mitigate in homes and other buildings.

Resources:

- Lesson titled "Radon in Kentucky" includes these contents:
 - Publication – HSW-HS.001: Radon in Kentucky
 - Facilitator's Guide
 - PowerPoint
 - Evaluation
 - Resource List

TITLE: Carbon Monoxide: Exposure and Prevention

Goal: The goal of this lesson is to raise awareness and knowledge about carbon monoxide, its negative health effects, and steps of prevention.

Objectives:

1. Define carbon monoxide and its sources.
2. Understand symptoms of carbon monoxide exposure and its effects on health.
3. Learn how to test for and detect carbon monoxide in homes and buildings.

Resources:

- Lesson titled "Carbon Monoxide: Exposure and Prevention" includes these contents:
 - Publication – HSW-HMS.002 Carbon Monoxide: Exposure and Prevention
 - Facilitator's Guide
 - PowerPoint
 - Evaluation
 - Marketing Tools
 - Activity
 - Activity Answer Key

Environment, Housing and Energy Awards

Adopt-A-Highway Awards

Goal: To encourage homemaker members to participate in community beautification efforts through participation in the Adopt-A-Highway program from the Kentucky Department of Transportation.

Because the Department of Transportation will post a sign at each adoption site, this will also be an effort to promote KEHA. **Name listed to appear on sign should be: Kentucky Extension Homemakers Association – XXX County or Kentucky Extension Homemakers Association – XXX Club.**

All counties and clubs fully participating in the Adopt-A-Highway program will be recognized at the KEHA Annual Meeting. A gift card will be given to the county adopting the most miles and the county adopting the most miles as a percentage of membership.

To enter send the following information: (Incomplete entries will not receive recognition.)

- 1) Photos of highway sign(s)
- 2) A copy of the AAH report form for each clean up date:
<https://transportation.ky.gov/AdoptaHighway/Documents/Adopt-a-Highway%20Program%20Cleanup%20Survey.pdf>
- 3) Before and after clean up photos for each clean up date

Environmentally friendly electronic entries with digital photos are encouraged, however paper entries may be submitted.

Entries are due by March 1. Please send to:

Rhonella Chaffin
P.O. Box 1057
Louisa, KY 41230
606-483-6077
rhonella@att.net

FAMILY AND INDIVIDUAL DEVELOPMENT

Living with fear and anxiety has been upending. Being forced to distance ourselves from those we care about created disconnection. Coping with extraordinary losses is distressing. The ongoing Covid-19 crisis has affected people's mental health around the world. People are suffering—some worse than others, depending on gender, personality, age, health, socioeconomic status, and race. Ongoing research demonstrates that people are experiencing mental health issues at higher rates than before the pandemic. Issues include stress, anxiety, depression, and post-traumatic stress disorder (PTSD).

To help KEHA deal with the many different types of loss individuals and families may have experienced over the past few years, the Family and Individual Development Program of Work (POW) is reaching in (versus reaching out) and addressing self-care. Specially, lessons and activities will focus on:

- 2022-2023: Self-Care and Mental Health: Living Alongside the Pandemic
- 2023-2024: Self-Care and Self-Indulgence (aka: Pamper Yourself!)
- 2024-2025: Self-Care and Strengthening Family and the Community

KEHA Family and Individual Development Chairman – 2024-2027

Amelia Godfrey
625 Main St. Apt. 102
Paintsville, KY 41240
931-561-8012
Meme6968@yahoo.com

Handbook 50
June 2024

Family and Individual Development

Contest 2023-2025

Self - Care

This contest is designed to nurture Self-Care Mental Health, Pampering Self and Strengthening Families and Community by making connections with family, friends, Partners, and neighbors. Taking time to engage in self-care alleviates some of life's daily pressures.

This contest is to engage you and others with meaningful day trips.

RULES:

1. Trips must be taken July 1 through February 28.
2. Day trips with a minimum of 3 separate trips.
3. Must visit any of the following places; Kentucky or National Park, Museum, Monument, Historical Site such as a church, home, graveyard or any state capitol.
4. Provide details of each place visited with how many went on the trip, why the place was selected, and the most memorable experience the group had.
5. Maximum of 5 pages that include pictures and news articles. All 3 trips must be in this 5 pages.
6. Entry must be bound.

All entries must include:

- cover sheet found in KEHA Manual, Appendix 1
- must be bound
- postmark by March 1
- no email entries
- mailed to:

Amelia Godfrey
625 Main St. Apt. 102
Paintsville, KY 41240

Questions may be directed to Amelia at 931-561-8012 or Meme6968@yahoo.com.

Awards will be distributed at the KEHA State Meeting. First place will receive a gift card. Second and third place will receive a certificate.

Food, Nutrition, and Health Program of Work 2024-2025

Title and Theme: Let No Child or Senior Go Hungry

Goal: KEHA members will increase their awareness of how many children and elderly go hungry every day, and how to help them find agencies for assistance.

Objectives:

- Learn and apply skills to become more involved in the "backpack" program.
- Increase knowledge of the elderly that go hungry and how to help them go to the proper agencies.
- Learn about "My Plate" and "My Plate for Seniors."
- Encourage "Blessing Boxes" to be placed near churches in your county.

Lessons/Activities

- Learn about "My Plate for Seniors." <https://www.nutritionletter.tufts.edu/healthy-eating/myplate-for-older-adults-eat-right-for-your-age/>
- Learn about "My Plate." The Dietary Guidelines for Americans, 2020-2025. myplate.gov
 - Learn how to make My Plate work for you.
- Learn how to make easy, low-cost recipes. Make one of these recipes and share with your club.
- Join Bingocize in your county to be physically healthy.
- Join a gym in your area to exercise for better health.
- Look into "Silver Sneakers" programs.
- Encourage your club on all the other clubs to see that Blessing Boxes are all over your county.
 - Directions for building a Blessing Box: <https://www.woodshopdiaries.com/how-to-build-a-blessing-box-community-donation-box/>

Additional Resources:

- Free Government benefits: <https://www.fns.usda.gov/snap/state-directory>
- SNAP Supplemental Nutrition Assistance Program <https://www.fns.usda.gov/snap/supplemental-nutrition-assistance-program>
- TEAFAP The Emergency Food Assistance Program: <https://www.benefits.gov/>
- What not to put in Blessing Boxes or Homeless Bags <https://ofhsoupkitchen.org/>
- Guidelines for filling a Blessing Box - Nourish together <https://www.nourishtogether.org/>
<https://foodforthe poor.org/>

**Food, Nutrition, and Health
Program of Work 2025-2026**

Theme: "Travel Kentucky from Your Kitchen"

Goal: For homemakers to learn about different areas of Kentucky

Objectives:

- Identify areas of Kentucky and what foods identified with them.
- As a club or county, pick one of the areas and make the food from that area.
- Learn how to safely preserve your foods.
- Continue filling "Blessing Boxes" in your county.

Lesson/Activities

- Come to your monthly "Lunch and Learn." If not in your county, discuss with your agent.
- Attend canning and preservation classes.
- Continue placing "Blessing Boxes" in your county.
- Play a matching game with foods and the area in which they are popular.
- To help you find foods and where they were produced: <https://www.thespruceeats.com/> and <https://www.onlyinyourstate.com/>.

Food, Nutrition, and Health Program of Work 2026-2027

Title and Theme: Food Culture in other Countries

Goal: KEHA members will learn about a country, prepare a dish, and work with others.

Objectives:

- Learn about other countries, their foods, and customs.
- Continue filling your Blessing Boxes.
- Continue to raise money for Ovarian Cancer.

Lessons/Activities:

- Choose from among six countries: Germany, Ireland, Greece, France, Italy, Mexico, or India.
- Identify common eating patterns and habits. (For example: In England it is improper to leave a spoon in the teacup.)
- After choosing a country, prepare a dish from that country. You may do this as a club or have other clubs join you. We will be coordinating with International.
- The following University of Kentucky publications, including information and recipes, are available at <https://fcs-hes.ca.uky.edu/publications-list/22> (under Nutrition and Culture):
 - FN-SSB.301 German Inspired Classics
 - FN-SSB.302 Traditions from the Emerald Isle
 - FN-SSB.303 The Foods of Greece
 - FN-SSB.304 The Gastronomy of French Food
 - FN-SSB.305 The Italian Table
 - FN-SSB.306 The Flavors of Mexico
 - FN-SSB.307 The Fusion Cuisine of Spain

KEHA FOOD, NUTRITION, AND HEALTH CONTESTS AND AWARDS

Ovarian Cancer Financial Contributions (Yearly)

- This information is submitted via the dues remittance form due Dec. 31.
 - A gift card will be awarded to the county with the largest amount overall.
 - A gift card will be awarded to the county with the largest amount per member.
 - Certificates will be given to each county that has 100% participation (at least \$1 per member).
 - Certificates will be given to any county or club donating over \$1,000.
-

First-Time Ovarian Cancer Screenings

- This information is submitted on the annual Food, Nutrition, and Health educational chair report. (Club reports due July 1 on paper, County reports due Aug. 15 online.)
 - A gift card will be awarded to the county with the largest number of first-time ovarian cancer screening participants. Certificates will be awarded to second and third place.
-

Ovarian Cancer Fundraising Contest

- An award will be given to the most creative entry describing the fundraising efforts for ovarian cancer, including emphasis on the amount of money raised.
- This can be a club, county, group of counties or an area project.
- For the yearly award, the project must have been completed between January 1 and December 31 of that year.

Guidelines:

All entries must be in a folder or binder and include:

- Cover sheet (see Appendix 1)
- Description of Project
- How many members were involved in the completion of the project?
- How many members attended? How many non-members attended?
- List of collaborative partners (who and how they participated)
- Community involvement?
- Include pictures and promotional materials
- Deadline: March 1
- Awards: Gift Card (1st Place); Certificate (2nd and 3rd Place)

Let No Child or Senior Go Hungry

An award will be given to the club, county, or area with the most innovated project letting no child or senior go hungry.

Guidelines:

All entries must be in a folder or binder and include:

- Cover Sheet (see Appendix 1)
- Description of project
- Number of members and non-members involved.
- Collaboration with other agencies, organizations, or individuals encouraged.
- Include pictures and promotional materials.
- Deadline: March 1
- Awards: Gift Card (1st Place); Certificate (2nd and 3rd Place)

Food Culture in Other Countries

Research a country and their foods. Identify common eating patterns and habits. (Example: In England, it's improper to leave a spoon in the teacup.) After choosing a country, pick a recipe and prepare it for your club or county. An award will be given to the club or county that has the most creative entry on a food and country.

Guidelines:

All entries must be in a folder or binder and include:

- Cover Sheet (see Appendix 1)
- Description of project
- Number of members and non-members involved.
- Collaboration with other agencies, organizations, or individuals.
- Include pictures and promotional materials.
- Deadline: March 1
- Awards: Gift Card (1st Place); Certificate (2nd and 3rd Place)

Send all contest entries to the current KEHA Food, Nutrition and Health Chair:

Esther Bailey
304 Somerset St.
Stanford, KY 40484

Questions? Contact Esther at 859-749-1314 or hadasah5@hotmail.com.

Kentucky Extension Homemakers Association

4-H Youth Development Contests 2023-2026

Homemakers Support 4-H

A. *Most innovative 4-H & Extension Homemaker partnership project to promote 4-H Youth Development (gift card & \$50)*

B. *Volunteer Hours for 4-H (certificate & small gift)*

1. Club with the most 4-H volunteer hours
2. County with the most 4-H volunteer hours
3. Area with the most 4-H volunteer hours

If hours are turned in for club hours, the hours CANNOT be submitted for county or area hours. If turned in for county, the hours CANNOT be submitted for club or area. Hours can only be submitted in ONE category.

C. *4-H Camp Scholarships (certificate & small gift)*

1. Club with the largest dollar amount donated for 4-H camp scholarships
2. County with the largest dollar amount donated for 4-H camp scholarships
3. Area with the largest dollar amount donated for 4-H camp scholarships

Rules are the same as volunteer hours – funds donated can ONLY be counted in one of the three categories.

The entry form on the following page must be completed, including signatures of the County Extension Agent for Family and Consumer Sciences Education and/or the County Extension Agent for 4-H Youth Development.

Send entry forms to:

Denise Boebinger

3275 Bald Knob Rd.

Frankfort, KY 40601

Phone: 502-330-1978 Email: dboebinger@me.com

Entries must be submitted by March 1.

INTERNATIONAL



KENTUCKY EXTENSION HOMEMAKERS

The International Program is designed to help change and develop the shifting needs of people in our communities around the globe. This program supports statewide KEHA activities that develop and create innovative learning, spotlight global growth projects and highlight learning lessons that achieve our goals. All our work is implemented in collaboration with the United National “Sustainable Development Goals” (SDGs) which are the blueprint to achieve a better and more sustainable future for all. They address the global challenges we face, including those related to poverty, inequality, climate change, environmental degradation, peace and justice. The 17 goals are all interconnected, and in order to leave no one behind, it is important that we achieve them all by 2030.

Share Your Club Activities in the KEHA International Facebook Group to give other counties and clubs ideas for their next project!

KEHA International Goals:

- 1) Promote culturally representative programs to help KEHA members have a better understanding of people who live in other parts of the world.
- 2) Promote culturally representative programs to help KEHA members have a better understanding of people moving into Kentucky communities from other countries.

Tammy Alford, International Chair
165 Oak Ridge Road
Morgantown, KY 42261
270-999-3222
tamalford@att.net

KEHA International Program of Work

2022-2025

Situation:

With our ever-changing world, we are faced with the global challenges of poverty, health, education, economic growth, and climate change. We are going to take a journey around the globe promoting cultural awareness. When examining the GLOBE (G: Goals, L: Learning, O: Opportunities, B: Benefits, E: Eating, Embracing, Environment, and Exchange), we will strive to leave no one behind. As we tackle this joyful task of embracing cultural awareness in our communities and its impact, our journey opens the door to taste, see, hear, feel, laugh, and love by creating a better world.

Focus by Year:

- Year 1: Updates from Ghana and the Philippines to share at 2022 meeting and in newsletters, get member input on new POW to emphasize how to create welcoming communities for people moving from other countries.
- Year 2: Healthy Eating Around the World
- Year 3: Creating Welcoming Communities

Goal(s):

1. Promote culturally representative programs to help KEHA members have a better understanding of people who live in other parts of the world.
2. Promote culturally representative programs to help KEHA members have a better understanding of people moving into Kentucky communities from other countries.

Objectives:

- Provide KEHA members with updates on the work they support in other countries where we have continued relationships around the world.
- Solicit input from KEHA members about the new International Program of Work.
- Support the Creating Welcoming Communities leader lesson and International Mini-Grant opportunities across the state.

Activities:

- Host chair training at KEHA State Meeting
- International learning session proposals for KEHA State Meeting
- Contribute newsletter updates with photos for statewide distribution
- Promote ACWW 31st Triennial Conference in Ottawa, Canada, April 24-May 5, 2026.
- Homemaker Exchange Program, Travel to Ghana or the Philippines

Lessons:

2022-23: Updates from Ghana and the Philippines to share at 2022 meeting and in newsletters, get member input on new POW to emphasize how to create welcoming communities for people moving from other countries.

2023-24: Healthy Eating Around the World

We'll take a trip around the globe to learn about dietary recommendations from other countries. Along the way, we'll learn about new foods and ways of eating. As we arrive back in the U.S., we'll reflect on what we learned and see how advice about a healthy diet is remarkably similar, no matter where on Earth we live. This lesson includes a facilitator guide, publication ([FCS3-631](#)), training slides, leader lesson letter, activities, marketing pieces, and an evaluation. This lesson is part of the International Program of Work for 2022-2025.

2024-25: Creating Welcoming Communities

All societies experience shifts in culture and modern America is no exception. Have you wished to be more confident in navigating unfamiliar cultural experiences? With this lesson, become a more prepared community volunteer by understanding how culture makes all of us unique. We will examine our own culture, understand culturally related strengths of both ourselves and of others, and gain an understanding of oppressive experiences and their effects. As we seek to build a stronger Kentucky, KEHA volunteers can lead the way in making the state more welcoming to all newcomers in the Commonwealth. This lesson includes a facilitator's guide, publication, PowerPoint, activities, and evaluation. This lesson is part of the International Program of Work for 2022-2025.

Contests and Awards:

- International Mini Grants: Creating Welcoming Communities
- International Projects and Programs Contest
- Most Coins Collected Award:
 - Coins for Change
 - Kentucky Academy/Ghana Library

International Mini Grant 2024-2025: Creating Welcoming Communities

This **one-time** International mini grant will educate and create awareness of the differences and similarities of people by sharing information.

Purpose: To share information and create awareness of the cultural strengths that make us all unique.

Objective: To bring people together in new and interesting ways.

Goal: To help KEHA leader communities in gaining an understanding of others.

A one-time mini grant will be awarded in the following amounts, with the monies coming from Coins for Change:

\$500 for 1st place

\$150 for 2nd place

\$100 for 3rd place

Recipients are to be announced and awarded at the KEHA Annual Meeting. The grant is to be used within 12 months of the award. A written statement of accomplishment must be provided to the current KEHA International Chair for each award.

Submit International Mini Grant Entries by March 1, 2025, to the KEHA International Chair.

Tammy Alford, International Chair

165 Oak Ridge Road

Morgantown, KY 42261

270-999-3222

tamalford@att.net

The submitted proposal should include the following information.

Project Description: (Ideas include, but are not limited to) exchange of lifestyles, such as cooking, holidays, clothing, cultural arts; community garden projects; welcome bags; local International Day; adopt-a-family/person/child/class projects; multi-cultural Blessing Box/food system support effort; or other cultural community outreach project.

Activity: (please describe in detail)

Audience: (who was involved)

Support Information: (did you involve any community partners or other organizations?)

Publicity and Advertising: (how did you get the word out?)

Results: Accomplishments (Brag on yourself and include any photos, newsletters, or publicity you received.)

International Contest and Awards

INFORMATION AND GUIDELINES

To showcase all your hard work, we encourage all individuals, clubs, counties and areas to submit an international project for recognition.

Submit one or more projects(s) that implements KEHA Projects and Programs.

1. Entries should be typed, however neatly printed handwritten entries are accepted.
2. Hard copy entries must be in a binder.
3. Entries must include Contest Cover Page (found in KEHA Manual in the Appendix section).
4. Entries must be postmarked by March 1. Entries sent by e-mail must follow the hard copy rules.
5. All donations must be sent to the KEHA treasurer with check payable to KEHA. In the MEMO field, write where donation is from and which international fund it is meant for.
6. Must include photocopies of supporting materials (example: pictures, newspaper clippings, invitation, program, etc.)
7. All contest entries are to be sent to the State International Chair.

Programs must demonstrate the educational purpose and demonstrate its impact to the members and the community. In order to see all your effort, please be sure to list the number of members involved in the process and number of people benefitted by the program.

International Projects and Programs Award

- All entries submitted will be in contest for the International Projects and Programs Award with 1st, 2nd, and 3rd place prizes!

Most Coins Collected Awards

- Funds are to be submitted to the KEHA Treasurer by December 15.
- A gift card will be awarded to the County with the most coins collected in the below categories:
 - Coins for Change
 - Kentucky Academy/Ghana Library
- Top three will be awarded certificates.

DATES TO REMEMBER



Club Reports → County Chair: Due July 1
County Reports → Online Submission: Due August 15
Fundraising Donations → KEHA Treasurer: Due December 15
Contest Entries → State International Chair: Due March 1

GRADING CHART

- | | |
|------------------------------------|-----|
| • Typed/Neatly Handwritten | 5% |
| • Binder | 5% |
| • Contest Cover Page | 10% |
| • Deadline (Postmarked by March 1) | 20% |
| • Supporting materials | 30% |
| • KEHA Member Involvement | 30% |

SUBMIT CONTEST ENTRIES BY MARCH 1

Send to:
Tammy Alford
KEHA International Chair
165 Oak Ridge Road
Morgantown, KY 42261
270-999-3222
tamalford@att.net

LEADERSHIP DEVELOPMENT

2024 – 2027 PROGRAM OF WORK

CITIZENSHIP

There are three significant ways all Americans can express their citizenship: serving in the military, participation in the judicial process by serving on juries when called, and voting. While many can't or choose not to join the military service, all can serve on a jury, witness a trial, or observe any city/town/county or national level governmental process.

Every citizen over the age of 18 should vote at every election no matter how small the issue seems, because all votes count. Voting provides each individual with a voice in the governmental process. Our elected officials can't do their job, serve the people who elected them, without that mandate or message from us. In this respect, we all work together in a very profound way.

Focus:

Becoming the best citizen we can be involves our participation in our local government, knowing who our legislators are, keeping abreast of the issues, and letting them know what you think from time to time.

GOALS:

1. Encourage all eligible family members to vote in each and every election.
2. Participate in local government by attending council and fiscal court meetings, school board meeting, and getting to know leaders.
3. Incorporate what you hear and see at these meetings into discussions for the dinner table, when visiting with club members, etc. Get the word out and talk about what's going on.
4. Serve on the County Extension Council, or Family and Consumer Sciences Advisory Council.

SUGGESTED ACTIVITIES:

1. Host a public forum for your whole community to come together with people in office or running for office to discuss their views and answer questions from the community attendees.
2. Plan a trip to Frankfort to be part of the gallery, observe the process and meet with your legislator.
3. Read about how bills are drafted, reviewed, and voted on by our legislators.
4. Conduct an outreach program to promote voter registration.

LEADERSHIP

Leadership Development is a journey of personal and community growth. This growth is supported by the University of Kentucky through its advisors and programs, participated in and developed by the agents and membership, and shared by the volunteer membership with each other and the citizens of the community around them.

It is an opportunity for all KEHA members to build experience through training and practice, recognize our potential, lift each other up and work toward the future together. All members are encouraged to participate in opportunities for training and education to strengthen our potential, empower effective, energetic involvement and better serve our families and communities. We will share successes as well as failures, learn from them, and continue to move ever onward with each new challenge. Best of all, the joy and satisfaction of accomplishment will feed our confidence to grow as a person, community and organization.

Focus:

To encourage current and future leaders by providing opportunities to develop and sharpen leadership skills within the regular homemaker year, as well as a more deliberate leadership training program at the county, area and state level.

Goals:

1. Continue Leadership lessons at every county, area and state level.
2. Provide wider selections of leadership “mini courses” at the state meeting and make them open to all members, including elected officers.
3. Use parliamentary procedure during meetings.

Suggested Activities:

1. Encourage all members to participate in Leadership Development training and lessons.
2. Use the theme-based materials provided by KEHA at county and area leadership events.
3. Incorporate leadership training into area and county annual meetings.
4. Attend leadership seminars when available.
5. Encourage areas to have participants in the Leadership Academy.

Featured Lesson:

The featured lesson, *Robert’s Rules Refresh*, covers the use of parliamentary procedure and includes the following materials:

- Publication – IP-15 – Simple Parliamentary Procedure
<http://www2.ca.uky.edu/agcomm/pubs/ip/ip15/ip15.pdf>
- Facilitator Guide – IP-15.FG KEHA Focus
- Overview Presentation
- Parliamentary Procedure Trivia – Activity Guide
- Parliamentary Procedure Trivia Quiz – Presentation Slides
- Parliamentary Procedure Trivia Team Contest – Presentation Slides
- Parliamentary Procedure Mock Meeting Activity – KEHA Focus
- Lesson Evaluation

The publication is available publicly online. Contact your county agent for the additional materials.

VOLUNTEERISM **Ongoing Program**

KEHA members are all encouraged to serve their community as a volunteer, to be aware of community needs and help find ways to fulfill them. Additionally, members are asked to faithfully record those hours spent in volunteer service. Recording volunteer service time allows KEHA to quantify the organization's impact through service to the UK Cooperative Extension Service, through the program and activities coordinated by KEHA leaders and through the community involvement of our members. Documenting volunteerism provides a quantifiable value of our impact.

Focus:

Continue to encourage volunteer service by all members, work to identify community needs, and participate in the work of helping others through that service. Report volunteer hours of all members accurately. Work with the county FCS agent to submit volunteer hours on time.

Goals:

1. Continue to focus on volunteerism and service to each other and our community.
2. Improve the process of recording and reporting volunteer service hours, as well as recognition of those hours.
3. Determine the value of volunteer hours at the county, area and state levels. Use the most current Kentucky dollar value reported in the state-by-state data at <https://independentsector.org/resource/value-of-volunteer-time/>. For example, in 2023, volunteer time in Kentucky was valued at \$28.53 per hour, while the U.S. value was \$33.49.

Suggested Activities:

1. Compile a listing of local organizations and agencies in need of volunteers, including contact information for each organization/agency.
2. Survey members to determine what volunteer services are currently supplied by homemakers to the community.
3. Form partnerships with community organizations to help promote programs.
4. Promote and publicize the VSU program.

Reporting Process for Volunteer Service Units (VSU):

It is helpful for members of clubs to go over, collect, and tally all VSU logs at the last meeting of the Homemaker year in spring. Total hours of volunteer service units should be added to the Leadership Development Program of Work Report form as requested. For forms and instructions visit <https://keha.ca.uky.edu/content/impacts>.

1. Clubs report to county, county reports to area, and area reports to state Leadership Chair.
2. The Club Leadership Chair will collect the VSU log from members, ensure that hours are totaled by category and complete the Program of Work report form. The VSU logs and Program of Work Report forms should be sent to the County Chair **by July 1**.

3. The County Chair will complete the County VSU Report Form and the Program of Work Report form. The county reports are due **by August 15**. The paper VSU forms should be forwarded to the Area Chair. The Program of Work Report form should be submitted online and a copy sent to the Area Chair.
4. The Area Chairman will complete the Area VSU Report Form. All pages should be submitted to the State Leadership Development Chairman **by September 15**.
5. The State Leadership Chairman will award a gift card to the individual with the greatest number of hours STATEWIDE in each category and will award certificates to 2nd and 3rd place for each category STATEWIDE annually at the State Meeting.

SCHOLARSHIPS **Ongoing Program**

Situation:

KEHA recognizes the value of education. The cost of post-secondary education is increasing and our scholarship program offers assistance to students, both traditional and non-traditional, to obtain the education they need for success. (A non-traditional student might be a homemaker member who wants to complete or advance his/her education.)

Focus:

KEHA will support scholarships for traditional and non-traditional students and inform students of available scholarships.

Goals:

1. Increase support for scholarships for students majoring in Family and Consumer Sciences at UK and other Kentucky colleges and universities.
2. Encourage more students to apply for all scholarships offered by KEHA.

Suggested Activities:

1. Inform local students about KEHA scholarships by communicating with local high schools, both public and private, as well as home-school associations.
2. Raise funds for the KEHA educational scholarship funds.
3. Encourage homemaker clubs and counties to investigate the possibility of awarding scholarships for local students.

Contest/Recognition:

Recognize the counties who contribute the largest amount of money to KEHA scholarship programs (Evans/Hansen/Weldon and/or KEHA Member Scholarships). Members are encouraged to collect donations on an ongoing basis, with emphasis on collections in November. Funds collected should be submitted to the KEHA State Treasurer annually along with dues. Information and applications for scholarships are listed on the KEHA web site, and in the KEHA Manual, Handbook pages 94-103.

In addition, the top three areas with the greatest dollar amount of county and area scholarships as reported on the Leadership Development Program of Work Report form also will be recognized.

KEHA - Programs that originate and are directed by KEHA leaders and members. This includes service to a club, county, area, or the state as a committee member or officer. Participation in training sessions and organizing and leading KEHA-sponsored events should be counted. All volunteer hours from planning, preparing and conducting the meeting or activity should be included, as well as travel time, phone and/or messaging time and activity/presentation time. All volunteer time for club, county, area or state KEHA projects, fundraisers and special initiatives would be counted in this category. Examples include: making quilts for the Center for Courageous Kids, baking for local bake sales, planting trees, picking up trash in local clean-up project, etc.

Community - This category is for your service as a member or officer within community groups not Extension or KEHA coordinated or led. Examples include: local home owner's association, library board, Rotary or Kiwanis, Eastern Star, parent-teacher organizations, etc. This category is also for reporting volunteer time mentoring/tutoring students at school, with local literacy programs, senior home visits/music programs, American Cancer Society, Red Cross, local health departments, etc. as long as the volunteer role is not related to an Extension-led activity or Extension Homemakers activity. Also report serving as a volunteer first responder, on a local school board, any governmental appointments, jury duty, or any other similar roles. All volunteer hours from planning, preparing and conducting the meeting or activity should be included, as well as travel time, phone and/or messaging time and activity/presentation time.

Personal - This category is for discretionary reporting of any unpaid service to family, friends, and neighbors. It includes babysitting relatives not living with you, taking a neighbor or friend to the doctor and/or shopping, mowing the neighbors' lawn, shoveling their snow, raking leaves, etc. Church and faith-based participation such as choir member practice, Sunday school, transporting church members and other religious activities can also be included in this category.

- 6) **How do members report their individual hours?** The log for recording Volunteer Service Units (VSUs) can be found in the KEHA Manual Appendix. Make as many copies as necessary and total the number of hours per category before sending the log to the Club/County Chairman for Leadership Development.
- 7) Clubs may elect to report hours as one entity on a special project provided no individual members of said club are reporting the same hours individually. This eliminates the potential for duplicate reporting and confusion.
- 8) **How are hours reported to the state level?** The County Chairman must forward the compiled County VSU Report Forms to the Area Leadership Development Chairman by August 15. The Area Leadership Development Chairman then completes the area VSU Report Forms and sends the form to the State Chairman for Leadership Development by September 15.

- 9) Each hour of your service should be counted in only one category. In the case of projects or programs that may cross category lines, choose the category that best represents that activity.
- a. *Example:* Happy Homemakers Club partners with a 4-H agent to conduct a sewing camp for kids. If leadership is shared by an agent and a KEHA leader, count those hours as **EXTENSION** due to agent involvement.
 - b. *Example:* Country Ladies Club partners with a local school to teach basic sewing skills to students after school. Since the project is organized and presented by KEHA members, these hours count as **KEHA** hours.
 - c. *Example:* Susie H. Smith volunteers with the Cancer Society and provides local residents transportation to oncology appointments. These hours are reportable under **COMMUNITY** because it is a specific function through a community group. However, If Susie transports Aunt Lulu as a personal favor, the hours count as **PERSONAL**.

Recognition:

At the COUNTY level:

- a. A listing of all members with any hours reported by category should be shared via the annual meeting program, a newsletter, social media, website, etc. The county council, working with the County Leadership Development Chairman, should determine the most appropriate means to share the listing.
- b. The top three members in each category will be recognized and presented with a certificate at the annual county meeting. The County Leadership Development Chairman is responsible for this recognition.
- c. The county will send a report of all members in the county with more than 500 hours or more of total hours across all categories, as well as the listing of the top three individuals per category to the Area Leadership Development Chairman.
- d. It will no longer be necessary to hold hours over to the next year as all hours will be recognized at some level each year.
- e. If your county annual meeting is held before the end of the KEHA year when reports these reports are due, this information will need to be saved by the County Leadership Chairman for certificate presentation at the next annual meeting or at another time designated by the county council.

At the AREA level:

- a. The top three individuals reported from each county in each category will be compared with the other county individuals of the same honor to determine the top three from each category for recognition at the Area meeting. These individuals will be recognized with a special certificate.
- b. All members with 500 hours or more (across all categories) will also be recognized and receive a certificate as will any clubs reporting 1000 or more hours (across all categories). This will be the responsibility of the Area Chairman. If the area annual meeting is held before these numbers are known, the information will be saved and certificates presented at the next annual meeting.

At the STATE level:

- a. Area winners for each category will be submitted by the Area Chairmen.
- b. The top category winners across the state will receive a gift card, with 2nd and 3rd place receiving a certificate.

- E. The County Chairman for Leadership Development will compile a listing of all members service hours reported and share as deemed appropriate by the county council and issue certificates to the top three members in each category at their Annual Meeting. These highest category members names will be forwarded to the Area Chairman for recognition at the Area level.
- F. The Area Chairman for Leadership Development will issue certificates to each member with 500 or more TOTAL volunteer service hours AND to the top members in the Area for each of the categories. These highest category members names will be forwarded to the State Chairman for recognition at the State level.
- G. The State Chairman for Leadership Development will award a gift card to the individual with the greatest number of volunteer service hours in each category STATEWIDE and certificates to 2nd and 3rd place individuals from each category STATEWIDE.

KEHA Member Scholarship

In 2001, it was voted to assign money held in restricted funds to provide a scholarship for KEHA members. Applicants must be a current member of KEHA and have been an active member for at least three years. Applicants must be a resident of Kentucky.

The scholarship monies come from the total of the interest on the restricted fund plus the contributions that year by KEHA members.

The scholarship may be used for any college or university in Kentucky. It may also be used for a non-traditional course of study such as trade school or technical school.

This scholarship shall not to be used to take additional classes or towards a second degree of study but rather provide an opportunity for a member to attain a first degree or certification.

All KEHA members are encouraged to make the KEHA Member Scholarship fund an important part of their yearly program. The application form follows this description.

Proof of school enrollment must be sent to the KEHA Leadership Development Chairman as soon as possible. The KEHA Member Scholarship is renewable for one year.

Applications are due by March 1 each year.

Send application packets to the KEHA Leadership Development Chair:

Nancy Snouse
117 Meadowlark Road
Russell, KY 41169

Questions? Contact Nancy at 606-388-2449 or wsnouse@msn.com.

- ◆ The complete application packet should include:
 - Application Form (KEHA Handbook 100-102) [Should be typed]
 - Transcript (Official) of most current coursework and grades or ACT/SAT score(s)
 - Membership verification page to be signed by KEHA club president, county president or county FCS agent (KEHA Handbook 102)
 - Two (2) letters of reference from a person who can comment on the applicant but is not related to the applicant

Scholarships will be judged according to the following criteria:

Community Service & Activities	25 points
Financial Need	40 points
Scholastic Achievement	25 points
Overall Impression	10 points

KEHA STUDY OR RESEARCH MINI-GRANT APPLICATION

(Page 1 of 2)

NAME _____ COUNTY _____

ADDRESS _____
Street or Box Number

City State Zip Code

Check One:

_____ County Extension Agent for Family & Consumer Sciences

_____ Extension Specialist for Family & Consumer Sciences

_____ Kentucky Extension Homemakers Association Member

Application Number: _____

For Judging Only

Send to:

Martha E. Colley, 2nd Vice President
204 Desert Inn Ct.
Hopkinsville, KY 42240
270-839-1531 cell
marthaky3@live.com

Handbook 105
June 2024

DEADLINES:

Applications must be sent by certified mail and postmarked by March 1.
Project must be completed by following year March 1.

SEND APPLICATIONS TO:

Martha E. Colley, 2nd Vice President
204 Desert Inn Ct.
Hopkinsville, KY 42240
270-839-1531 cell
marthaky3@live.com

NOTE: A minimum of 75 points are needed for grant to be considered.

KEHA will not fund any side of a controversial issue - ex - Religion, Politics, or Sexual Preference.

KEHA DEVELOPMENT GRANT APPLICATION

(Page 1 of 3)

Title of Project _____

Group Applying for Grant _____

Monetary Amount Requested _____

Name _____
(Name of individual filling out this form. This must be a Homemaker Member)

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

County _____ Area _____

Please list any committee members:

Application Number _____

Send to:

Martha E. Colley, 2nd Vice President
204 Desert Inn Ct.
Hopkinsville, KY 42240
270-839-1531 cell
marthaky3@live.com

Budget (*Include all expenses for the proposal. Be sure to include all income such as grant, registration fees, area or county council funding, sponsors, in-kind services, etc.*)

Evaluation and Expected Impact of this Project

Signature of Applicant *Date*

**Deadlines: Applications must be sent by certified mail and postmarked by March 1.
Project must be completed by following year March 1.**

Send applications to
Martha E. Colley
204 Desert Inn Ct.
Hopkinsville, KY 42240
270-839-1531 cell
marthaky3@live.com

KEHA will not fund any side of a controversial issue - ex. Religion, Politics, or Sexual Preference.

KEHA Past Presidents

*1932-33	Mrs. Lyda Lynch Hall, Fayette County
*1934-35	Mrs. W.M. Oliver, McCracken County
*1936-38	Mrs. T.M. Johnson, Warren County
*1939-41	Mrs. H.L. Crafton, Henderson County
*1941-43	Mrs. P.W. Adkins, Bell County
*1943-45	Mrs. Ralph Searce, Shelby County
*1945-46	Mrs. W.E. Nichols, Fayette County
*1947-49	Mrs. W.K. Morris, Christian County
*1950-53	Mrs. Wade Holt, Nelson County
*1953-56	Mrs. R.P. Matchett, Kenton County
*1956-59	Mrs. Virgil Grayson, Pulaski County
*1959-62	Mrs. Carl Evans, Ballard County
*1962-65	Mrs. Harry J. Braun, Campbell County
*1965-68	Mrs. James T. Brookshire, Breckinridge County
*1968-71	Mrs. Earl Friedly, Scott County
*1971-74	Mrs. Howard Taylor, Harrison County
*1974-77	Mrs. Mitchell Bertram, Barren County
*1977-80	Mrs. Samuel Whitt, Jr., Boyd County
*1980-83	Mrs. Bettie Wallace, Caldwell County
*1983-86	Mrs. M.D. Perkins, Campbell County
*1986-89	Mrs. Patty Ann Moorhead, Bracken County
*1989-92	Mrs. Helen Palmer, Clark County
1992-95	Mrs. Jean Davis, Hardin County
1995-98	Mrs. Velma Koostra, Warren County
*1998-01	Mrs. Kathleen Hockersmith, Oldham County
*2001-04	Mrs. Mable Harned, Nelson County
*2004-07	Mrs. René Siria, Franklin County
2007-10	Mrs. Linda Kaletch, McCracken County
2010-13	Mrs. Alice Brown, Greenup County
2013-16	Mrs. Susan Hansford, Pulaski County
*2016-17	Mrs. Mary Margaret Krahulec, Shelby County
2017-19	Mrs. Marlene McComas, Grant County
2019-22	Mrs. Karen Hill, Henderson County
2022-	Mrs. Brenda Hammons, Lincoln County

**Deceased*