

KEHA Manual

Handbook

Contents: This *Handbook* is a reference tool providing specific information about Kentucky Extension Homemakers Association, Inc. (KEHA), including Bylaws and Standing Rules. It also includes program of work details, specific information related to cultural arts exhibits, details and forms for the homemaker exchange program, instructions for Volunteer Service Unit (VSU) tracking and recognition, and scholarship information and applications. Details for any contests and recognitions for each educational chairperson are included. This section provides the guidelines and forms for the KEHA mini-grants for study or research, KEHA development grant guidelines, information about the Master Farm Homemakers Guild and history for both KEHA and the Cooperative Extension Service.



KEHA MANUAL

Handbook

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NOTE: ALL of the KEHA Manual Handbook and Appendix are new this year. If you currently use a print copy, the entire document should be replaced. If you have bookmarked specific documents or pages online, please reset your bookmarks.

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KENTUCKY HOMEMAKERS CREED

I believe in the home as an inspiring and happy center of family life -- comfortable and attractive -- a place for relaxation and work, where pleasures and responsibilities are shared.

I believe in the home and its contribution to community life, which reflects the development of the homemaker and the family.

I believe in the homemaker -- alert, diligent, in search of better ways of doing ordinary things, for the welfare and happiness of the family.

I believe in the homemaker as a community leader, responsible for passing on to others, mastered skill and knowledge.

I believe in the fellowship that comes through the homemakers' organization—the exchange of ideas and the joy of knowledge shared with others, thus broadening our lives, and lifting household tasks, above the commonplace.

For these opportunities, I am grateful. I am also thankful for the courage of yesterday, the hope of tomorrow, and a growing consciousness of God's love always.

Jefferson Homemakers Club
Jefferson County

NOTE: Revised 1995.

INSPIRATION

The Collect was written by Mary Stewart of Longmont, Colorado, in 1904 as a personal prayer and without any organization in mind. The prayer was published under the title, *A Collect for Club Women*, because Mary felt that “women working together with wide interests for large ends was a new thing under the sun and that perhaps they had a need for a special petition and meditation of their own.” The Collect has found its way around the world wherever English-speaking women work together.

Keep us, oh God, from pettiness; let us be large in thought, in word, in deed,
Let us be done with fault finding and leave off self-seeking,
May we put away all pretence and meet each other face to face without self-pity and prejudice.
May we never be hasty in judgment and always generous.
Let us take time for all things; make us grow calm, serene, and gentle.
Teach us to put into action our better impulses, straightforward and unafraid.
Grant that we may realize it is the little things that create differences,
that in the big things of life we are at one.
And may we strive to touch and know the great, common human heart of us all,
And, oh Lord, God, let us forget not to be kind.

KEHA Board Directory

A list of the Kentucky Extension Homemakers Association Board members is available on the KEHA website (www.keha.org) and will be updated as membership changes. Because the directory changes at least three times each year, it is not included in the KEHA Manual. Contact information for individual board members is available by contacting your county Extension office.

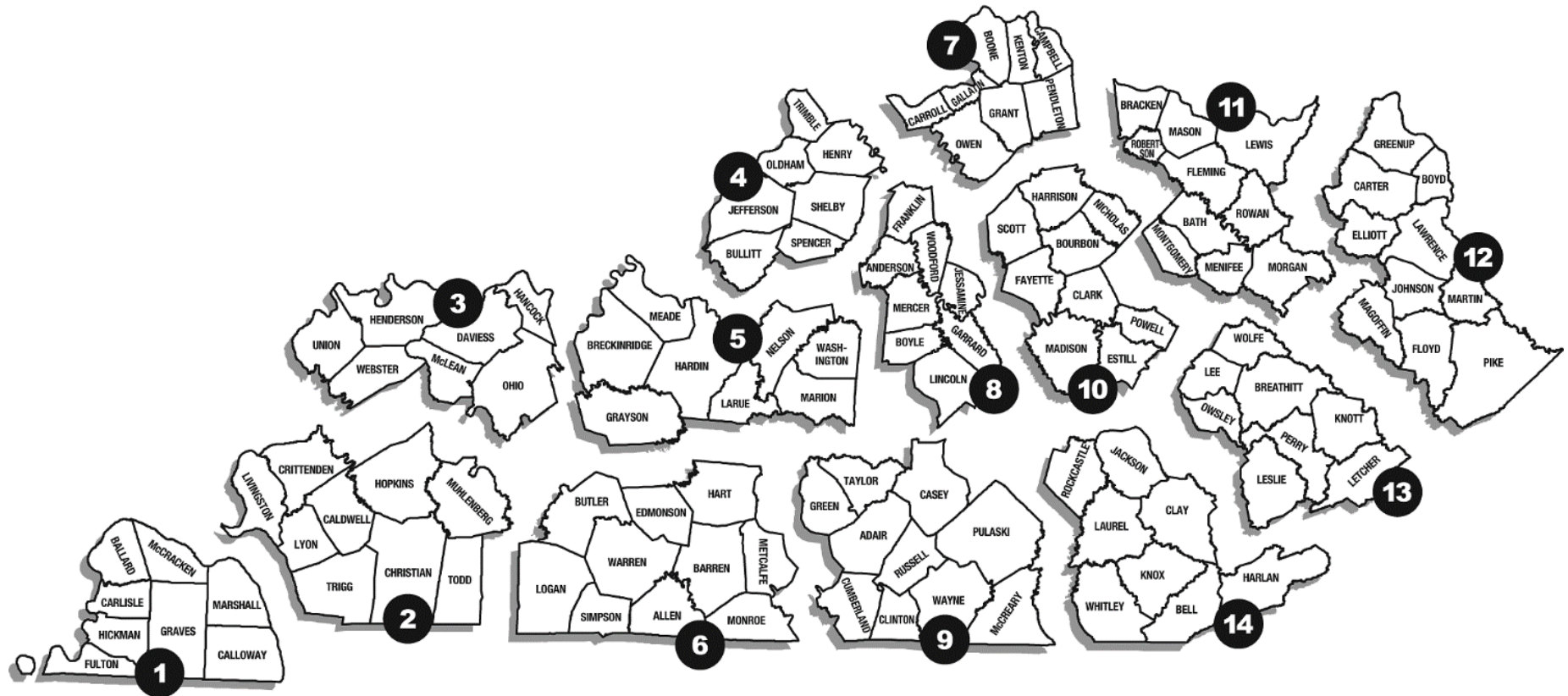
County List by KEHA Area

Purchase	Pennyrile	Green River	Louisville	Lincoln Trail	Mammoth Cave	Northern Kentucky
Ballard	Caldwell	Daviess	Bullitt	Breckinridge	Allen	Boone
Calloway	Christian	Hancock	Henry	Grayson	Barren	Campbell
Carlisle	Crittenden	Henderson	Jefferson	Hardin	Butler	Carroll
Fulton	Hopkins	McLean	Oldham	Larue	Edmonson	Gallatin
Graves	Livingston	Ohio	Shelby	Meade	Hart	Grant
Hickman	Lyon	Union	Spencer	Nelson	Logan	Kenton
Marshall	Muhlenberg	Webster	Trimble	Washington	Metcalf	Owen
McCracken	Todd			Marion	Monroe	Pendleton
	Trigg				Simpson	
					Warren	

Fort Harrod	Lake Cumberland	Bluegrass	Licking River	Northeast	Quicksand	Wilderness Trail
Anderson	Adair	Bourbon	Bath	Boyd	Breathitt	Bell
Boyle	Casey	Clark	Bracken	Carter	Knott	Clay
Franklin	Clinton	Estill	Fleming	Elliott	Lee	Harlan
Garrard	Cumberland	Fayette	Lewis	Floyd	Leslie	Jackson
Jessamine	Green	Harrison	Mason	Greenup	Letcher	Knox
Lincoln	McCreary	Madison	Menifee	Johnson	Owsley	Laurel
Mercer	Pulaski	Nicholas	Montgomery	Lawrence	Perry	Rockcastle
Woodford	Russell	Powell	Morgan	Magoffin	Wolfe	Whitley
	Taylor	Scott	Robertson	Martin		
	Wayne		Rowan	Pike		



Areas



- 1.** Purchase
- 2.** Pennyrile
- 3.** Green River
- 4.** Louisville

- 5.** Lincoln Trail
- 6.** Mammoth Cave
- 7.** Northern Kentucky
- 8.** Fort Harrod

- 9.** Lake Cumberland
- 10.** Bluegrass
- 11.** Licking River
- 12.** Northeast

- 13.** Quicksand
- 14.** Wilderness Trail

KENTUCKY COOPERATIVE EXTENSION SERVICE PERSONNEL

University of Kentucky Administrative Staff

Dr. Eli Capilouto, President, University of Kentucky

Dr. Laura Stephenson, Vice President for Land-grant Engagement and Dean, Martin-Gatton College of Agriculture, Food and Environment, University of Kentucky

UK Extension Administrative Staff & Regional Extension Directors

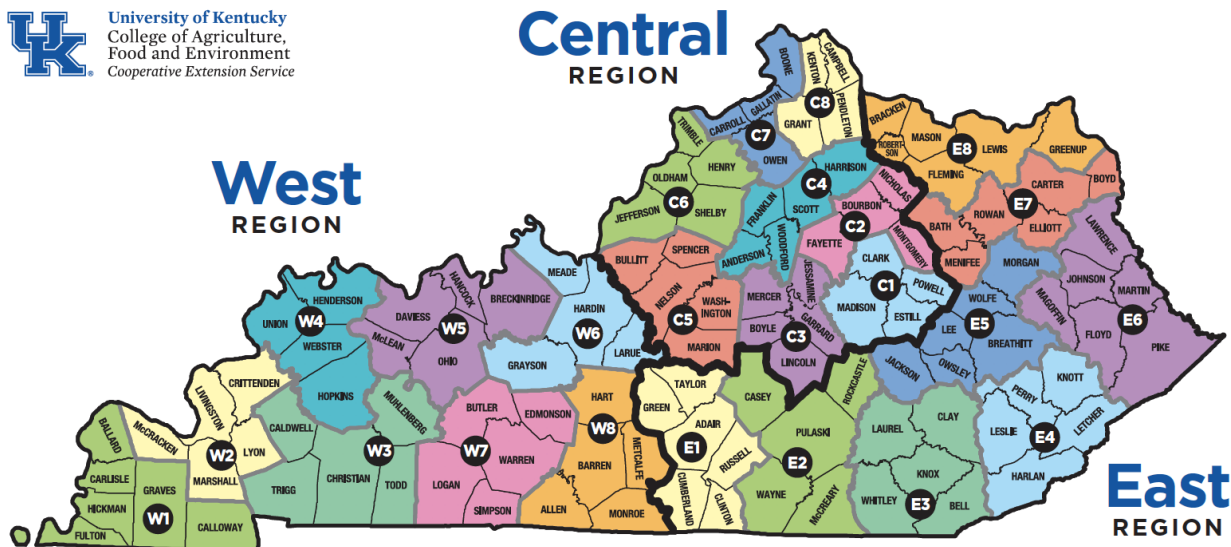
<https://directory.ca.uky.edu/state-administration>

UK Area Extension Directors

<https://directory.ca.uky.edu/area-extension-directors>

UK Extension Family & Consumer Sciences Specialists and Associates

<https://hes.ca.uky.edu/personnel>



<https://regions.ca.uky.edu/>

Kentucky State University Administrative Staff & Team

<https://www.kysu.edu/academics/college-ahnrc/school-of-anr/co-op/index.php>

<https://www.kysu.edu/academics/college-ahnrc/school-of-anr/co-op/extension-personnel.php>

KENTUCKY COOPERATIVE EXTENSION

UK MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT
KSU COLLEGE OF AGRICULTURE, HEALTH, AND NATURAL RESOURCES

ARTICLES OF INCORPORATION

KNOW ALL MEN BY THESE PRESENTS:

That pursuant to the Kentucky Revised Statutes, Chapter 273, as amended, we, the incorporators, have this day formed a non-profit corporation for educational purposes and to that end do adopt Articles of Incorporation as follows:

ARTICLE I

The name of the corporation is Kentucky Extension Homemakers Association, Inc. and by such name it shall be known as a body corporate and its duration shall be perpetual.

ARTICLE II

The Kentucky Extension Homemakers Association, Inc. is organized and operated exclusively for educational and charitable purposes and to that end shall promote an educational program in home economics and family living in cooperation with the Cooperative Extension Services of the United States Department of Agriculture and the University of Kentucky, and may do any or all lawful acts for which corporations may be incorporated under this chapter as relating to the purpose of education, charity and all other things incidental and necessary to its purpose.

ARTICLE III

In furtherance of the purpose of this corporation as set out in ARTICLE II herein, the corporation may do any and all things herein mentioned as fully and to the same extent as natural persons might or could do which may include but not be limited to the following: to buy or lease suitable buildings and equipment, and to acquire by purchase or gifts such real estate and personal property as may be necessary to carry out the objectives of this corporation, and to receive donations of real and personal property to be applied to the uses and purposes of this corporation; to take, hold, and manage real and personal property conveyed to it in trust, the income and/or principal of which is to be applied to the uses and purposes of this corporation, and to execute such trusts; to mortgage or otherwise encumber any of its property, or to sell and convey the same; to permit the use of any of its property for educational, benevolent, or other lawful purposes; and to conduct and carry on its work, not for profit, but exclusively for educational and charitable purposes.

ARTICLE IV

No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE II hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of

any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE V

The corporation has the power to contract and be contracted with, to sue and be sued, and it may receive, accept, purchase or acquire and hold in any other lawful manner real and personal property, and it may dispose of the same by gift, deed or in any other lawful manner for any cause of an educational nature. It may do all things necessary or desirable to protect or enhance directly or indirectly the value of any interest owned by the corporation or in which it may have any beneficial interest or rights, and it may borrow money, incur obligations, and secure same by mortgage or pledge of all or part of its assets. It may accept gifts, bequests, or devises of property of any kind which any person, firm, or corporation may make to the corporation upon the terms, trust, and conditions set forth in any deed of gift, will, or other instrument of writing, executed by any such donor or testator, but only for the purposes and upon the terms and conditions and with the powers set forth in these Articles of Incorporation; and it may do any and all further acts consistent with the purposes hereinbefore set forth as now or hereafter authorized by law for a corporation; it being the intention that the enumeration of specific powers conferred upon non-profit corporations by the laws of the State of Kentucky not inconsistent with the purposes of the corporation.

ARTICLE VI

In the event of the dissolution of this corporation, or in the event it shall cease to carry out the objects and purposes herein set forth, all the assets of the corporation shall go and be distributed in accordance with the purposes of the corporation, that is, for educational purposes, as may be determined by the Board of Directors, and in no event shall any asset or the proceeds of any asset of the corporation, in the event of dissolution thereof, go or be distributed to directors, officers or employees either for the reimbursement of any subscribed, donated, or contributed by such members, or for any other such purposes, it being the intent that in the event of the dissolution of this corporation, or upon its ceasing to carry out the objects and purposes herein set forth, the property and assets then owned by the corporation shall be devoted to the carrying on of the function and purposes here-in-before mentioned.

ARTICLE VII

Officers, directors and employees of the corporation shall not be personally liable for any debt or obligation of the corporation.

ARTICLE VIII

The address of the registered office of the corporation is:

Kentucky Extension Homemakers Association, Inc.
University of Kentucky
102 Erikson Hall
Lexington, KY 40506-0050

The current Kentucky Extension Homemakers Association Treasurer shall be the registered agent of the corporation.

ARTICLE IX

The affairs of the corporation shall be conducted by a Board of Directors of such number not less than three (3) as may from time to time be prescribed by the By-Laws. The initial Directors of the corporation and their addresses are as follows:

Mrs. Mitchell Bertram
Route 1
Mt. Hermon, Kentucky 42157

Mrs. H. L. Grannis, Jr.
Route 2 - Box 14
Ewing, Kentucky 41039

Mrs. G. Forrest Yates
Route 1
Mayfield, Kentucky 42066

Mrs. Gilbert Keeney
100 Warren Avenue
Somerset, Kentucky 42501

Mrs. Samuel Whitt, Jr.
1088 - 29th Street
Ashland, Kentucky 41101

Mrs. Hugh A. Jones
Route 4 - Box 382
Henderson, Kentucky 42420

Mrs. Ray Wilson
Route 1
Cadiz, Kentucky 42211

Mrs. Thomas Buttram
Route 2
Smith Grove, Kentucky 42171

Mrs. Wilbur Etter
Leitchfield, Kentucky 42501

Mrs. Steve Howerton, Jr.
Finchville, Kentucky 40022

Mrs. L.C. Yocum
Broadway
Salvisa, Kentucky 40372

Mrs. Kenneth Williams
Route 1
Owingsville, Kentucky 40360

Mrs. Charlie Fugate
Route 1, Box 564
Hazard, Kentucky 41701

Mrs. R.B. Foster
Route 2
Wickliffe, Kentucky 42087

Mrs. Arthur Mathein
920 - 7th Street
Dayton, Kentucky 41074

Mrs. Everett Tolle
Route 2
Maysville, Kentucky 41056

Mrs. G.E. Tussey
219 Tahoma Road
Lexington, Kentucky 40503

Mrs. Howard Taylor
Route 2
Cynthiana, Kentucky 41031

Mrs. Harold Daniels
1121 Locust St.
Dayton, Kentucky 41074

Mrs. George Dale
Route 3
Carlisle, Kentucky 40311

Mrs. Fred Sammons
Worthington, Kentucky 41183

Mrs. Bobby Depew
Route 3
London, Kentucky 40741

Mrs. Howard Bennett
Route 6
Mayfield, Kentucky 42066

Mrs. William Tucker
27 Lisle Lane
Winchester, Kentucky 40391

Mrs. Reuben Ball
1329 Cantrell Street
Ashland, Kentucky 41101

Mrs. James Rich
3049 Elmwood Drive
Ft. Mitchell, Kentucky 41017

Mrs. Earl Friedly
Rt. 4
Georgetown, KY 40325

ARTICLE X

The names and addresses of the incorporators are as follows:

Mrs. Mitchell Bertram
Kenwood Ct.
Glasgow, Kentucky 42141

Mrs. Samuel Whitt, Jr.
1088 - 29th Street
Ashland, Kentucky 41101

Mrs. H. L. Grannis, Jr.
Route 2 – Box 14
Ewing, Kentucky 41039

Mrs. Hugh A. Jones
Route 4 – Box 382
Henderson, Kentucky 42420

ARTICLE XI

The Assistant Director of Extension Family and Consumer Sciences, the KEHA Advisor for Family and Consumer Sciences, the president of the Kentucky Extension Association of Family and Consumer Sciences, and other such persons as may from time to time be prescribed by the By-Laws shall be non-voting, ex-officio members and shall serve in an advisory capacity to the Association.

ARTICLE XII

The membership of the association shall be organized by County Extension Homemakers Associations in partnership with the Kentucky Cooperative Extension Service. Educational programs of the Kentucky Cooperative Extension Service serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. Application for membership shall be made in writing to the County Extension Homemakers Association and is to be accompanied by dues for one year. Membership may be initiated or terminated as may be provided in these Articles of Incorporation or by the By-Laws.

ARTICLE XIII

The corporation is not organized for pecuniary profit nor shall it have any power to issue certificates of stock or declare dividends. The balance, if any, of all money received by the corporation from its operations after the payment in full of all debts and obligations of the corporation of whatsoever kind and nature shall be used and distributed exclusively for educational purposes.

ARTICLE XIV

The Articles of Incorporation may be amended by a two-thirds vote of the county voting delegates present at any State Association meeting provided notice of the meeting has been sent to the delegates ten days prior to the meeting and the delegates are given advance information regarding proposed amendments.

Last Amended May 8, 2018

Kentucky Extension Homemakers Association, Inc.

The Kentucky Extension Homemakers Association (KEHA) is a volunteer organization that works to improve the quality of life for families and communities through leadership development, volunteer service, and education in cooperation with the Kentucky Cooperative Extension Service.

BYLAWS

ARTICLE I - OBJECT

The object of the Kentucky Extension Homemakers Association, Inc. shall be:

1. To unite the Area and County Homemakers Associations of the state;
2. To create an awareness of needs of families in the home, community, state, nation and world;
3. To promote an educational program by making maximum use of the total resources of Kentucky Cooperative Extension to meet the needs of the family, home, community and state;
4. To develop an enthusiastic leadership in its members and a willingness to assume responsibilities to further strengthen, develop, coordinate and extend adult education in Family and Consumer Science;
5. To promote volunteer service in communities; and
6. To conduct and carry on its work, not for profit, but exclusively for educational and charitable purposes.

ARTICLE II – ORGANIZATION

The Kentucky Extension Homemakers Association, Inc. shall consist of the following: Area Extension Homemakers Associations and County Extension Homemakers Associations.

Section 1. Area Extension Homemakers Associations:

There shall be fourteen Area Extension Homemakers Associations. The Areas are Purchase, Pennyryle, Green River, Mammoth Cave, Lake Cumberland, Lincoln Trail, Louisville, Northern Kentucky, Fort Harrod, Bluegrass, Licking River, Northeast, Quicksand and Wilderness Trail.

The Area Executive Committee, composed of the Area officers, shall be responsible for giving direction for the Association business in the Area. The Area Homemakers Extension Council shall be composed of the officers of the Association, the President of each County Homemakers Extension Association within the Area, elected/appointed area chairpeople and any other members as determined by the Area Council. An Extension Family Consumer Sciences Agent in the area shall serve as advisor to the Area Extension Homemakers Council.

Section 2. County Extension Homemakers Associations:

The Kentucky Extension Homemakers Association in cooperation with the Kentucky Cooperative Extension Service serves all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. Application for membership shall be made in writing to the County Extension Homemakers Association and be accompanied by dues for one year. Membership may be initiated or terminated as may be provided in the Articles of Incorporation or by these By-Laws. To be eligible to affiliate with the Area Association or State Association, the County Association must have by-laws outlining the responsibilities of its officers and committee chairpeople and must pay dues.

Each county holding membership in KEHA shall have two voting delegates for the KEHA Annual Business Meeting.

Section 3. The KEHA year shall be the fiscal year of July 1 to June 30. This shall apply to all levels of the association.

ARTICLE III - OFFICERS AND ELECTED CHAIRPEOPLE ELECTION AND DUTIES

Section 1. Officers

- a. The officers of the KEHA shall be a President, a President-elect (when applicable), a First Vice-President, a Second Vice-President, a Secretary and a Treasurer.
- b. The officers of the Area Association may be a President; a President-elect (when applicable); a Vice-President or a First Vice-President and Second Vice-President; and a Secretary and a Treasurer or a Secretary-Treasurer.
- c. The officers of the County Associations shall be those stipulated by the County Bylaws.

Section 2. Elected Educational Program Chairpeople of the KEHA shall be Cultural Arts and Heritage; Environment, Housing, & Energy; Family and Individual Development; Food, Nutrition, & Health; Leadership Development; Management & Safety; International; and 4-H/Youth Development.

Section 3. One elected Marketing and Publicity Chairperson shall also serve on the State Board.

Section 4. Nomination and Election of KEHA Officers and Elected Chairpeople.

- a. The KEHA Executive Committee shall elect a three-member nominating committee prior to the Annual Meeting of the KEHA. The KEHA State President is not authorized to serve as a member of this committee. A member of the University of Kentucky Extension Family and Consumer Sciences staff shall serve as advisor.
- b. The Nominating committee shall present the names of nominees from those candidates whose credentials are in order. Credential forms can be found in the Appendix.

- c. The qualifications for nominees for state officers and elected chairpeople shall be as follows:
 - (1) A nominee for President/President-elect, First Vice-President, and Second Vice-President must be a member of KEHA and have served as either a County or Area Extension Homemakers Association President and on the KEHA Board of Directors.
 - (2) A nominee for Secretary must be a member of KEHA and should understand the importance of preserving the official records of KEHA, have the ability to write accurate minutes, and provide a safe repository for official records. A nominee must have served as a county or area secretary of an Extension Homemakers Association.
 - (3) A nominee for Treasurer must be a member of KEHA and shall be eligible for bonding, knowledgeable in bookkeeping and familiar with long- and short-term investments. A nominee must have served as Treasurer of the County or Area Extension Homemakers Association.
 - (4) A nominee for Elected Educational Program Chairperson must be a member of KEHA and must have served or be serving as an officer, or Educational Program Chairperson of the County or Area Extension Homemakers Association.
 - (5) A nominee for Marketing and Publicity Chairperson must be a member of KEHA for at least one full year at the time of election, and have skills in communications, social media, creativity, writing, and computer proficiency.
- d. Board members cannot serve in two positions simultaneously on the KEHA Board.
- e. A state officer, state elected chairperson or area president of KEHA may not resign from a presently held position in order to run for another KEHA state board position. An individual appointed to fill a vacancy shall be eligible to run for an elected position.
- f. A KEHA member may serve no more than four terms total in any combination of state elected positions. This includes state officer and state chairperson positions but does not include terms as Area President. Fulfilling more than half of a partial term will count in this total.
- g. After the meeting of the Nominating Committee, they shall notify the nominees and verify their availability and request their attendance at the KEHA Annual Meeting at which the election is to be held. The entire credentials of the nominees, as submitted, shall go to each county's two voting delegates and to the County Extension Family Consumer Sciences Agent at least two weeks before the KEHA Annual Meeting. Supplementary materials should not be circulated or considered.
- h. If no nominations for an Officer or Elected Chairperson have been received by the nominating committee by the thirty (30) days prior to the KEHA Annual Meeting, nominations may be made from the floor by any voting delegate provided the candidate meets the qualifications for eligibility in Article III, Section 4, as verified by the nominating committee. Credentials must be submitted before the opening session of the KEHA Annual Meeting.
- i. Election shall be by ballot unless there is but one (1) nominee for the office, in which case a show of the voting cards may be taken at the business meeting of the KEHA Annual Meeting. A candidate must receive a majority vote of the official delegates voting to be elected. If a majority is not reached after two ballots are cast, only the two candidates receiving the largest number of votes on the last ballot shall remain on the ballot for the final vote.

- j. The Secretary shall be elected the year the President-elect moves up to President, the First Vice-President and Treasurer shall be elected the following year, and the President-elect and Second Vice President the next year.
- k. Officers, with the exception of President-elect, shall serve for a term of three years or until their successors are elected or appointed. The President-elect shall serve for one year, followed by a three-year term as President. No officer shall submit credentials for an additional term for the office they currently hold. New officers will take office July 1.
- l. Elected Educational Program Chairpeople shall serve for a term of three years or until a successor is elected or appointed. No chairperson shall submit credentials for an additional term for the office they currently hold. New Chairpeople will take office July 1.
 - (1) The following Chairpeople shall be elected the same year as the First Vice President and Treasurer.
 - Environment, Housing & Energy
 - Leadership Development
 - Food, Nutrition & Health
 - (2) The following Chairpeople shall be elected the same year as the President Elect and Second Vice President.
 - Family & Individual Development
 - Cultural Arts & Heritage
 - International
 - (3) The following Chairpeople shall be elected the same year as the Secretary.
 - 4-H Youth Development
 - Management & Safety
- m. The Marketing and Publicity Chairperson shall serve for a term of three years or until a successor is elected. The current chairperson is not eligible to submit credentials for an additional term. The first election will be held 2020, then subsequently elected every three years thereafter. The chairperson shall take office July 1.
- n. The Executive Committee shall be responsible for making appointments to fill the vacancy occurring in any elected position with the exception of President or President-elect. The appointment shall be for the remainder of the unexpired term. In the event of a vacancy occurring in the office of President, the First Vice President shall fill the unexpired term. Any open position will be announced, and credentials will be accepted that are postmarked within thirty (30) days of the announcement. If no credentials are received within the 30 day timeframe, the Executive Committee will appoint a qualified candidate to fill the vacancy.
- o. In the event of a vacancy occurring in the office of President-elect, the First Vice-President shall assume the duties of the President-elect and an election for President will be held at the next KEHA annual meeting.

Section 5. Nomination and Election of Area Officers

- a. The Area Executive Committee shall elect a three-member nominating committee prior to the Annual Meeting at which election is to be held. The Area Extension Homemaking Contact Agent shall serve as advisor to the committee. The Area President is not authorized to serve as a member of this committee.

- b. The Nominating Committee shall select a slate of candidates from those whose names and credentials have been submitted by their County Extension Homemakers Councils and signed by a County Council Officer other than the candidate.
- c. The qualifications for nominees for an Area office are:
 - (1) A nominee for Area President, President-elect (when applicable), and Vice-President or First Vice-President and Second Vice-President must be a member of KEHA and have served previously as a County Elected Officer.
 - (2) A nominee for Area Secretary or Treasurer or Secretary-Treasurer must be a member of KEHA and have served as a county or club Secretary and /or Treasurer.
- d. The Nominating Committee shall notify the nominees, the nominees' County Presidents and Extension Family & Consumer Sciences Agent and request the attendance of the nominees at the Area Annual Meeting at which the election is to be held.
- e. The Nominating Committee shall report the names of candidates to the voting delegates of the Area at the Area Annual Meeting.
- f. Nominations may be made from the floor by any voting delegate, provided the nominee's credentials are submitted by the County Extension Homemakers Council and signed by a County Council Officer other than the candidate.
- g. Election shall be by ballot. A candidate must receive a majority vote of the official delegates voting to be duly elected.
- h. The term of office shall be three years. The President-elect, (if applicable) shall serve for one year, followed by a term as President. New officers shall assume office at the close of the Area Meeting at which they are elected.
- i. A vacancy in the office of Area President shall be filled by the Vice-President or First Vice-President (if applicable) for the unexpired term. The Area Executive Committee shall fill vacancies occurring in any other office providing credential requirements of Article III, Section 5, (c) have been satisfied. The appointment shall be for the unexpired term.

Section 6. Duties of State Officers and Elected Chairpeople

- a. The duties of the President shall be:
 - (1) To preside over all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
 - (2) To represent the KEHA at meetings of other organizations (this duty may be delegated);
 - (3) To attend at least one Annual Meeting in each Area during the term of office;
 - (4) To make a report of activities to voting delegates at the KEHA Annual Meeting;
 - (5) To appoint all special committees and standing committees unless otherwise provided for;
 - (6) To appoint a KEHA Parliamentarian who, after review and approval by the Executive committee shall serve the same tenure as the President;

- (7) To appoint one member each year to serve a three-year term on the Bylaws Committee to review the bylaws and to propose changes as needed;
- (8) To appoint the 2nd voting delegate to the National Volunteer Outreach Network (NVON) meeting;
- (9) To serve as an ex-officio member of all committees except the nominating committee;
- (10) To be responsible for the annual update of the organizational history of KEHA;
- (11) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

b. The duties of the President-Elect shall be:

- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
- (2) To prepare for the office of President, by accompanying the President at various meetings and functions;
- (3) To assist the President and perform all assigned duties during the one-year term of office;
- (4) To serve with vote on the Executive Committee and the KEHA Board of Directors;
- (5) To attend meetings that the President deems necessary, representing KEHA;
- (6) May serve as official delegate to the Associated Country Women of the World (ACWW) Triennial Meeting and the orientation to that conference Country Women's Council (CWC Meeting), and report back to the general membership; and,
- (7) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

c. The duties of the First Vice-President shall be:

- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
- (2) To serve as aide to the President;
- (3) To perform the duties of the President in his/her absence or inability to serve and to assume the office of President in the event of a vacancy in that office;
- (4) To assume the office of President-elect in the event of a vacancy in that office;
- (5) To serve as Chairperson of the Program of Work; leading and coordinating Educational Program Chairpeople and Kentucky Cooperative Extension Service Advisors to develop programs, awards and recognition;
- (6) To plan and coordinate educational sessions and workshops for the KEHA Annual Meeting in cooperation with the Educational Program Chairpeople; and,
- (7) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

- d. The duties of the Second Vice-President shall be:
- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
 - (2) To serve as KEHA Membership Chairperson providing programming ideas to encourage and promote membership;
 - (3) To serve as aide to the President;
 - (4) To perform all the duties of the President or First Vice President in their absence or inability to serve;
 - (5) To prepare annual membership reports to KEHA;
 - (6) To work with the KEHA Marketing and Publicity Chairperson on marketing, providing internal and external publicity promoting KEHA;
 - (7) To provide housing and availability of KEHA marketing materials;
 - (8) To be responsible for all aspects of ordering merchandise items and maintaining and selling KEHA branded merchandise by mail, at the KEHA Annual Meeting and other appropriate venues;
 - (9) To oversee publishing of KEHA newsletter or delegate/appoint a qualified individual;
 - (10) To appoint and chair the committee to review the grant criteria and guide the process in determining awards; and,
 - (11) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.
- e. The duties of the Secretary shall be:
- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings, taking minutes and preparing them for distribution;
 - (2) To handle correspondence as requested by the State President and/or the State Board of Directors;
 - (3) To make minutes and records of meetings available to board members within 60 days of the close of the meeting;
 - (4) To keep on file the names of all committee members, the purpose of the committee and the reports of the committee;
 - (5) To work with state advisor to preserve in archiving the minutes, annual reports, financial reports, and other historical data; and,
 - (6) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.
- f. The Duties of the Treasurer shall be:
- (1) To attend all KEHA business meetings, which include Board of Directors, Executive Committee, KEHA Annual Meeting and any special called meetings;
 - (2) To keep an accurate record of all KEHA funds and have records reviewed annually by a Certified Public Accountant;

- (3) To submit any and all forms required by the Internal Revenue Service for non-profit corporations and as required by the State of Kentucky on or before the required date;
- (4) To keep records as established unless changes are recommended by the retained Certified Public Accountant, including separate records of:
 - General Fund
 - Evans/Hansen/Weldon Memorial Scholarship Fund
 - Coins for Change
 - All Special Funds;
- (5) To receive dues from the counties and report paid memberships to the 2nd Vice-President;
- (6) To pay monies as directed by the Board of Directors;
- (7) To give complete Treasurer's report at business meetings of the Board of Directors and the KEHA Annual Meeting;
- (8) To serve on the finance committee; and,
- (9) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

g. The Duties of KEHA Educational Chairpeople shall be:

- (1) To attend all KEHA business meetings which include Board of Directors, KEHA Annual Meeting and any other special called KEHA Meetings;
- (2) To develop and implement KEHA programs;
- (3) To compile annual reports to KEHA;
- (4) To work with the Cooperative Extension Service personnel on developing KEHA educational programs;
- (5) To develop any special projects that the KEHA Board of Directors recommends to meet a current identified need;
- (6) To develop and implement any contests and awards which shall be reviewed and approved by the KEHA Board of Directors;
- (7) To give a written report at the Fall Board of Directors' Meeting and an oral report at the Spring Board of Directors' Meeting; and,
- (8) To promote a closer working relationship between the KEHA Board of Directors and KEHA membership.

h. The Duties of KEHA Marketing and Publicity Chairperson shall be:

- (1) To attend all KEHA business meetings which include Board of Directors, KEHA Annual Meeting and any other special called KEHA Meetings;
- (2) To interface with State 2nd Vice President and Area Vice Presidents for Marketing and Publicity purposes;
- (3) To coordinate KEHA Week statewide and maintain the Website Toolbox;
- (4) To manage the KEHA social media presence;

- (5) To give an oral report at the Fall Board of Directors' Meeting and at the Spring Board of Directors' Meeting;
- (6) To develop materials for use in the statewide promotion of KEHA; and
- (7) To collaborate with other organizations to market KEHA.

Section 7. Duties of Area Officers.

a. The duties of the Area President shall be:

- (1) To represent the Area on the KEHA Board of Directors;
- (2) To provide an oral report (along with a written copy of the report for each board member) of the Area activities at the KEHA Fall Board of Directors' meeting;
- (3) To provide a written report to the area council members pertaining to information received at the KEHA spring and fall board meetings and the KEHA Annual State Meeting;
- (4) To attend at least one meeting or event in each county of the area during the term of office; expenses to be paid by host county if possible;
- (5) To preside at all Area Meetings;
- (6) To appoint area chairpeople when applicable;
- (7) To appoint an Internal Audit Committee to examine the treasurer's books, annually that shall consist of the Area President and two additional members of the Area Council; and,
- (8) To serve when assigned to a special project by the State President.
- (9) To maintain a copy of the area bylaws and ensure they match the requirements in the state bylaws; to ensure each county maintains a copy of the county bylaws.

b. The duties of Vice-President or (if applicable) First Vice-President shall be:

- (1) To attend all Area meetings;
- (2) To serve as aide to the President;
- (3) To perform all duties of the President in that officer's absence or inability to serve and to assume the office of President or President-elect (if applicable) in the event of a vacancy in either of these offices;
- (4) To implement, promote, and carry out KEHA Educational Programs;
- (5) To prepare annual reports as specified in the area bylaws; and,
- (6) To perform all other duties as may be assigned to that office by either the Area President or Area Council.

c. The duties of (if applicable) Second Vice-President shall be:

- (1) To attend all Area Meetings;
- (2) To serve as aide to the President;
- (3) To inform county of all available materials marketing KEHA;
- (4) To provide information and training on marketing KEHA in order to increase membership; and,

- (5) To perform all other duties as may be assigned to that office by either the Area President or the Area Council.
- d. The duties of the Secretary and Treasurer or Secretary-Treasurer shall be:
 - (1) To keep an accurate record of all Area funds and present a complete and written record at the Annual Business Meeting, or whenever requested, of money received and paid out; and,
 - (2) To record and preserve accurate minutes and records of all Area meetings and Area Council meetings.
 - (3) To archive area minutes, annual reports, financial reports, and other historical data in accordance with the KEHA Organizational Guide.

ARTICLE IV - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Section 1. Board of Directors

The direction of the affairs of the State Association shall be vested in a Board of Directors composed of the five elected state officers of the Association and the President-Elect (when applicable), which serves as the Executive Committee, the fourteen elected Area Extension Homemakers Association Presidents, eight elected Educational Program Chairpeople, and one elected Marketing and Publicity Chairperson, all with voting privileges, including the President who may vote if desiring to do so or who may vote to break or make a tie. The action of the Board of Directors shall be subject to policies adopted by the Association. The Assistant Director of Extension Family and Consumer Sciences, the assigned Extension Advisor, the President of the Kentucky Extension Association of Family and Consumer Sciences, the KEHA Parliamentarian and a Master Farm Homemaker's Guild representative shall be non-voting, ex-officio members and shall serve in an advisory capacity to the Association.

- a. Annual Meetings - The Board of Directors shall have one spring meeting, and one fall meeting per year and;
- b. Quorum - One-half of the membership of the Board of Directors shall constitute a quorum.

Section 2. Executive Committee

- a. The Executive Committee shall be composed of the five elected officers of the State Association, the KEHA Parliamentarian and the President-Elect when applicable;
- b. The Committee shall plan meetings of the Board of Directors and the Annual Business Meeting of KEHA;
- c. The committee shall meet as often as necessary to attend to the business of KEHA; and,
- d. The committee shall review and approve all position appointments.

ARTICLE V – FINANCING

Section 1. Dues

- a. Annual dues of the KEHA shall be **five dollars** per member payable by December 15 of each year to the KEHA Treasurer by the Treasurer of each County Association, based on membership as of December 1 and shall be delinquent on December 31. **Any county whose dues are delinquent will not have the privilege of voting at the Annual Business Meeting of the KEHA.**
- b. Area Dues - These shall be as provided in the bylaws of each Area Association.
- c. County Dues - These shall be as provided in the bylaws of each County Association.

ARTICLE VI - MEETINGS

Section 1. KEHA Meetings

The Kentucky Extension Homemakers Association, Inc. shall have a KEHA Annual Meeting. The place and date is designated by the Board of Directors.

- a. Special meetings may be called by the President or by two thirds vote of the Board of Directors or by request of one third of the County Associations, stating reasons for the meeting. Notice of all special meetings shall be sent at least 10 days prior to the meeting, stating the objectives of the meetings and the subject or subjects to be considered.
- b. At all meetings of the KEHA, the voting delegates from each county present shall constitute a quorum.
- c. Annual Business Meeting - All Board of Director members shall have the privilege of making motions and entering into debate at KEHA Annual Meetings but do not have the privilege to vote except when acting as an official voting delegate for their county. The President may vote to break or make a tie.

Section 2. Area Meetings

Area meetings may be held annually. An area must have at least one meeting every three years. Each area has the responsibility of developing the program for its area meetings.

Special meetings may be called by the President, or by request of one third of the member counties, stating reason or reasons for meeting.

ARTICLE VII - AMENDMENTS

The State Bylaws may be amended by two thirds vote of the county voting delegates at the KEHA Annual Meeting. Copies of the proposed bylaw changes shall be sent to each county's two voting delegates and to the County Extension Agent for Family & Consumer Sciences at least two weeks before the KEHA annual meeting.

ARTICLE VIII - DISPOSITION OF ASSETS IN CASE OF DISSOLUTION

The Board of Directors of the Kentucky Extension Homemakers Association, Inc. directs that in case of dissolution of the Kentucky Extension Homemakers Association, Inc. all assets of the Association be transferred to the University of Kentucky Family and Consumer Sciences Extension Legacy Fund.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Roberts Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the KEHA Bylaws.

Revised	April 28, 1998	April 27, 1999	April 24, 2001	April 19, 2005
	May 14, 2008	April 22, 2009	May 12, 2010	May 16, 2012
	May 6, 2015	May 8, 2018	May 15, 2019	June 22, 2021
	May 11, 2022	May 7, 2025		

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, chairpeople 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 chairpeople to area chairpeople 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 Chairperson 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 may 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. Either the President or 1st Vice President shall serve as second signatories for the account, with the Treasurer's signature as primary. (11/6/2025)
3. The KEHA state treasurer has the ability to pay bills for KEHA by ACH payment, instead of credit card payment, through the bank account to expedite when bills need to be paid and/or to save money. (3/13/2025)

4. 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)

The following minimum balances shall be established for these special funds:

Travel	\$54,250	
KEHA Scholarship	\$29,250	
Mini Grant	\$19,250	
Evans/Hansen/Weldon Mem. Sch.	<u>\$47,250</u>	
Total Special Funds	\$150,000	(June 2007)

These amounts should remain in each account. Should interest not generate enough funds to maintain programs, they will be discontinued until such time as these funds are available. Interest not used from previous year will be available for the current year programs. All requests for special travel funds must go before the Finance Committee prior to incurring the expense. The Finance Committee will review the request and forward recommendations to the KEHA Board for action. (3/10/2020)

5. The KEHA Treasurer shall have the authority to renew an existing Certificate of Deposit with a financial institution with the best rate and timeframe. (11/6/2024)
6. The KEHA Board of Directors shall have the authority to approve unbudgeted expenditures up to \$5,000.00. Proposed unbudgeted expenditures over \$5,000.00 must be approved by KEHA voting delegates at a regular or called business meeting. (3/18/1998)
7. All scholarships shall be at least \$1,000 per recipient. If funds are not adequate, balance will be retained in account until adequate funds are available. (3/10/2020)
8. The KEHA fund “Pennies for Friendship has been renamed “Coins for Change” for clarification. Fifty percent (50%) of the KEHA fund “Coins for Change” that are collected will be sent to the ACWW World Headquarters in London, England, to support projects for world friendship and understanding through “Rural Women in Action.” (11/7/2022) Fifty percent (50%) will be retained by KEHA. The portion of “Coins for Change” retained by KEHA shall fund the International program of work, including the Homemaker Exchange Program and required travel by the International Chairperson to ACWW and CWC meetings. To facilitate budget planning, funds collected within a given KEHA year shall be available for expenditure the following year. The KEHA International Chairperson shall be notified of the remittance amount by February 1 each year and shall submit a budget for these funds by the spring KEHA Board meeting. (The details of “Coins for Change” and also the KEHA International Exchange program can be found elsewhere in the manual.) (3/11/2014)

Finance – Budget

1. Any expense that exceeds budgeted amount must be approved by Executive Committee before payment.
2. No money in the KEHA treasury, savings, or otherwise can be committed and/or released without approval of the KEHA Board of Directors.
3. Checks written to areas for area annual meeting must be requested by area treasurer with checks written and sent to the area treasurer.

4. Funds collected for a special purpose (i.e., Ovarian Cancer Research, Kentucky Academy, etc.) may only be used for the designated purpose. For recordkeeping purposes, the appropriate KEHA officer or chairperson shall submit a request in writing to the KEHA Treasurer before funds will be dispersed. The KEHA Treasurer will forward such proposals to the KEHA Executive Committee for approval. Approvals may be granted via email, phone conference, or at any called or scheduled meetings. (03/2013)

Finance – Committee

1. A Finance Committee consisting of the Treasurer, a state Educational Program Chairperson, 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 Chairpeople, and committees are due in writing to the Finance Committee by January 31. (11/13/2001)

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. (11/7/2022)
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. (11/14/2024)
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. (11/14/2024)
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. (11/14/2024)

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. (11/8/2022) A second credit card may be given to the 1st Vice President as a designated card user. (11/6/2025)
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)
6. The card should not be used for travel expenses by any individual officer. Those expenses should be paid by the individual and reimbursed by submission of an expense voucher. (11/14/2016)
7. The treasurer shall pay the monthly credit card bill online after securing approval from either second signatory designated on the organization account. (3/12/2019)

COMMITTEES

Finance Committee

(See Finance – Committee in the Finance section of Standing Rules.)

Bylaws Committee

1. Members of the committee will be appointed by President for 3 year rotating terms. (Reference Article III, Section 6, a. (7)) (3/10/2020)
2. The committee will review bylaws annually to assure compliance and propose changes as needed.
3. The committee will review Standing Rules annually and recommend changes.
4. The current State Parliamentarian will serve as an ex-officio member to the bylaws committee.

Area(s) Host Committee for KEHA State Meeting

1. The committee will consist of the State KEHA 1st Vice-President for Program, an agent, a UK specialist, and the host area(s) president(s). The host area(s) president(s) shall serve as chairperson/co-chairperson. The committee shall also include county representation from the host area(s). (3/11/2014)
2. The area(s) host committee will plan the trade show, hands-on activities, and hostess/hospitality for the KEHA State Annual Meeting. (3/10/2020)
3. The 1st Vice-President will coordinate logistics, space and equipment. The area(s) host committee will assist if requested. (3/11/2014)

KEHA Annual Meeting Site Selection Committee

1. The KEHA Annual Meeting Site Selection Committee will be appointed every 2 years. The committee will be made up of the State KEHA 1st Vice-President for Program and two other board members. (3/2006)

2. The committee will send out a “Request for Proposals” to major hotels across the state and evaluate the proposals to find locations for the KEHA Annual Meeting. (3/2006)
3. The committee will make site recommendations to the Board of Directors at the spring board meeting. (Example – The 2020 committee will recommend sites for 2022 & 2023). (3/10/2020)

Internal Audit Committee

1. This committee will conduct an annual audit of the financial records of the Kentucky Extension Homemakers Association.
2. The audit will be completed prior to the state meeting each year and will cover the time period of the most recently ended fiscal year (July 1 – June 30). The President shall allot a time period during the fall board meeting for this audit to be conducted.
3. Items to be made available by the treasurer for the yearly internal audit are: bank statements, check register, vouchers, and receipts for period covered.
4. Approval of the audit will be entered into the minutes of the Kentucky Extension Homemakers Association Annual Meeting.
5. The treasurer will provide the Audit Committee with a copy of the check register and bank statements at the spring and fall board meetings. (3/11/2014)
6. The treasurer should make available vouchers and receipts for viewing by the committee at the spring and fall board meetings.

PARLIAMENTARIAN

1. Will be appointed by the President for a 3-year term. (Reference Bylaws Article III, Section 6, a. (6)) (3/20/2020)
2. Must have general knowledge of Roberts Rules of Order Newly Revised. (Reference Bylaws Article IX)
3. Will attend the spring and fall meetings of the KEHA Board of Directors, Executive Board meetings, the KEHA Annual Meeting, and other meetings as required with expenses paid by KEHA.
4. People interested in the position shall express their interest to the President-elect in writing and include their qualifications. (11/1/2002)

VOTING DELEGATES ROLE AND RESPONSIBILITIES

1. Each county holding membership in the State Association shall have two voting delegates for state business. (ARTICLE II, Section 2, paragraph 2) (3/20/2020)
2. Annual dues of the State Association are payable by December 15 of each year to the State Association Treasurer and shall be delinquent on December 31. Any county whose dues are delinquent will not have the privilege of voting at the annual business meeting of the State Association. (ARTICLE V, Section 1, a., second sentence)
3. At least two weeks prior to the state annual meeting, information packets will be sent to each county Extension office via the University of Kentucky email system and to the KEHA Board via email. The FCS Extension Agent and area KEHA president should ensure that each voting delegate receives a copy of the packet. Packets may include credentials for any candidates to be elected, proposed bylaw changes and other necessary information.

4. **Serving as a voting delegate is an important duty. Delegates should study the documents sent to them so they can represent their county and the state organization wisely.**
5. If a designated county voting delegate cannot attend the annual meeting, an alternate should be chosen as soon as possible and the registration sent to the KEHA State Treasurer. The delegate packet should be given to the alternate for study of the issues and preparation.
6. Upon arriving at the annual meeting site, a delegate should sign in at the KEHA registration desk as soon as possible and pick up additional delegate information. This second packet will include items such as convention rules, treasurer's report, auditor's report, proposed budget, and other important papers.
7. Delegates arriving at the annual meeting site on the day of the business meeting should plan to be duly registered at least one half-hour before the start of the business meeting and in their seats at least ten minutes prior to the start of the meeting unless otherwise instructed.
8. Before an annual meeting can transact any business, the Credentials (Roll Call) Committee chairperson must officially report the number of registered delegates. Since this must be the first thing done after opening ceremonies, late registration can delay the start of the meeting even though it is otherwise ready to begin.
9. Official voting delegates wanting to address the annual meeting should go to a microphone and be recognized by the presiding officer. They clearly state their name, title (if any) and their county. An example would be, "Madame Chairperson, I am Jane Doe, Alpha County Voting Delegate." The delegate then states the question or remark, waiting at the microphone for an answer or taking a seat, whichever is appropriate.
10. Each delegate will receive a voting card to use when voting on an issue. Cards should be left on the chairs after the business meeting is concluded so they can be reused.
11. Any questions about the delegate process may be referred to the State Parliamentarian.

ELECTRONIC MEETINGS (MEMBERS ARE GATHERED AT THE SAME TIME BUT NOT AT THE SAME PLACE) (Approved November 2020)

In the event that a KEHA Business, Executive Board, or any special called meeting cannot be held in person these rules may be observed:

1. All participants must have access to the necessary equipment for participation (either by phone or web connection).
2. Notice of time and date of electronic KEHA Business and Board of Directors meetings will be given 30 days prior to the e-meeting and all reports or correspondence will be sent to participants within that 30 days.
3. Notice of time and date of any special called electronic meetings shall be sent at least 10 days prior to the meeting, stating the objectives of the meetings and the subject or subjects to be considered. (Per Bylaws Article VI, Section 1, item a.) Specially called Executive Committee meetings maybe called with less than 10 days prior notice.
4. Members will answer roll call in the usual manner as in person meetings. A quorum will be determined as stated in the KEHA By-laws. Any member must advise the President when leaving the meeting in order to maintain a quorum.
5. E-meetings will be conducted in the same manner as in person meetings according to the KEHA Bylaws.

DEFINITION OF TERMS IN THE KEHA BUDGET (Approved November 2020)

1. Program of Work funds in the KEHA Budget are designated for the eight state-level educational chairpeople for projects related to the performance of their position such as mailings to area chairpeople, supplies and materials for the annual training workshop at State Meeting, travel to subject related events, and other expenses related directly to the chairperson role. The amount per chairperson is set each year and defined in the budget.
2. The Memorial Fund is used for lasting memorials to the FCS Extension Legacy Fund, in memory of a current board member or past-president who passes.
3. New Board Member Orientation funds are used to pay for travel, lodging, and food for new board members to attend orientation during the first year of their term as well as for purchase of new member name tags.
4. Each member of the KEHA Executive Committee has a defined allocation in the general fund budget. This includes the president, 1st vice president, 2nd vice president, secretary, treasurer, parliamentarian, and president-elect (when applicable). The funds are to be used for travel, lodging, food, materials, and other resources needed in the performance of their elected position.
5. Board Travel to Area Meetings are funds allocated for use by the designated KEHA State Board member attending area annual meetings. The funds are used for mileage, lodging and other travel expenses for the KEHA Board member designated by the president to represent the board at each area meeting.
6. The KEHA Board Expense category provides allocations of funds to support board members participation in the fall board meeting, spring board meeting, and annual State Meeting. The funds are 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 Chairpeople, 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 (11/14/2024).
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. Outgoing board member gifts will be at a value of up to \$50. (3/12/2025)
9. The Archives line in the general fund budget is to cover costs of any supplies needed to archive the organization's records.
10. 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, Sales Tax, and Gaming Tax.
11. 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 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 made any time after July 1.
 - d. Marketing Toolkit – Funds provided for use by the KEHA Marketing and Publicity Chairperson to provide resources for club and county use in marketing KEHA.

12. 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 (MCV) – Area Program Support – KEHA includes funds in the general fund budget to support the MCV Program. KEHA will donate funds once per year to the overall MCV program through the University of Kentucky to cover speakers, meals, or as needed to support the training program. Individual areas will no longer request funds. (3/13/2025)
 - 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.
13. 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.
14. The board voted to discontinue the following items:
- The Board voted to discontinue printing hard copies of the manual pages for counties in November 2022.
 - The Board voted to discontinue creating the Inspiration Booklet in November 2021.
 - The Board voted to discontinue creating the Recreation Booklet in November 2021.

KEHA REMINDER CALENDAR

Month	Reminder Notes
July	1st- Club Program of Work Reports are due to County Educational Chairpeople 1st – Volunteer Service unit reports due to county Prepare club organizational materials for the new KEHA year Plan for county and club officer training
August	15th - County Program of Work Reports are due via online forms and a copy of each submission should be sent to the corresponding area chairperson 15th – County VSU reports due to Area Leadership Development Chairperson Plan for Membership Drive Plan for marketing homemakers Hold officer training Hold county council meeting
September	15th – Area VSU reports due to State Leadership Development Chairperson
October	15th - KEHA State Meeting Presenter Forms Due Plan for next program year Kentucky Extension Homemakers Week (second full week) 31 st - Names of Area Officers and Educational Chairpeople to be sent to State President and KEHA Advisor
November	1st – State Officer, State Educational Chairperson, and Area Annual Reports sent to KEHA State Advisor electronically (via email attachment or disk delivered at the Fall Board Meeting) 15th - Due date for 990N (e-postcard) or 990 tax return for 501(c)(3) groups with fiscal year ending June 30 KEHA Fall Board Meeting
December	Mail dues by December 15 (Delinquent after December 31) 1 st – Membership dues due to county treasurer. 15 th – County dues due to State KEHA Treasurer and Area Treasurer. 31 st – State dues delinquent if not paid by this date (lose voting rights at State Meeting) 31st – Membership Recognition Report due to Area President or Vice President
January	15 th - Updates for Newsletter Database are due (agents) 31st – Area Membership Recognition Report due to KEHA 2 nd Vice President
March	1st - Contests, awards, grant applications, scholarships, 50 year members, etc., for KEHA state meeting due KEHA Spring Board Meeting
April/ May	Registration due for KEHA State Meeting KEHA State Meeting
May	15th - Due date for 990N (e-postcard) or 990 tax return for 501(c)(3) groups with fiscal year ending December 31
June	30th – KEHA program year ends

KEHA Educational Program of Work Guidelines

Who: The ***KEHA Educational Program Chairperson***, an assigned ***State Advisor***, along with the ***Statewide Advisory Committee***.

The KEHA Chairperson is an elected position while the State Advisor is appointed by the Assistant Director for Family & Consumer Sciences and/or State KEHA Advisor. The Statewide Advisory Committee is composed of the fourteen (14) Area Educational Program Chairpeople.

Frequently the State Advisor is a state specialist or Extension associate. In some instances, there will be one or more additional specialists and/or associates with whom the advisor will work, requesting information, programming help or lesson assistance—i.e.; ***Foods, Nutrition & Health*** involves all of the Foods & Nutrition Specialists as well as all of the Health Specialists. The statewide Advisory Committee serves as an advisory group to help plan, carry out and evaluate the Program of Work.

The KEHA Educational Program Chairperson and the Advisor are expected to *communicate and work* as a team. The Statewide Advisory Committee meets with the Educational Program Chairperson and the State Advisor at the annual KEHA State Meeting and at other called meetings as needed.

What: The major responsibility of the KEHA Educational Program Chairperson is to ***develop and implement a 3-year Program of Work*** (POW) with the help and advice of the Statewide Advisory Committee (Area Educational Program Chairpeople) and the State Advisor. The second activity is to plan and conduct the respective Chairperson Training session at the annual KEHA State Meeting.

The POW *may* focus on one aspect/segment of the Chairperson's total responsibility, but is responsible for disseminating and sharing information about all of the topics under that heading—i.e.; Family & Individual Development Chairperson handles the subject matter areas of family life as well as clothing and textiles. Chairpeople and advisors must find a way to incorporate and share programming materials, lessons, and other issues from *all the subject matter areas they represent*. The focus of the POW should be on outcomes-based programming with established goals and objectives. Strong connections to the Family and Consumer Sciences Extension strategic plan are encouraged.

When: Following the election of a new State Educational Program Chairperson, the advisor takes the lead in contacting the incoming Chairperson to arrange for a meeting to get acquainted and to work on the new POW soon ***after the annual KEHA state meeting***.

The incoming/new Chairperson is elected during the second year of the 3-year Program of Work. This allows the new/incoming Chairperson an opportunity to meet with the advisor, get advice or suggestions from the Statewide Advisory Committee, and put together a new 3-year plan. The new POW is developed during the summer and fall following the annual meeting. Initial ideas are shared during the ***Fall Board Meeting***. The proposed plan should be final and complete by spring as a copy of the proposed plan is to be shared with the KEHA Board at the ***Spring Board Meeting***. This is simply an opportunity for the Board to preview the new Program of Work. No vote is needed nor taken on the plan unless it includes new or revised contests. **All contests must be approved by the board.**

The *new POW is introduced to the KEHA Statewide Advisory Committee* (Area Educational Program Chairpeople) and all other individuals who attend the KEHA Chairperson Training session *the following year after election*. The new POW begins the following program year in July. However, evaluation information will continue to be collected and reported on the outgoing POW for one or more years.

Where: Since the elected State Educational Program Chairperson can be from any one of the 120 counties across the Commonwealth, times and opportunities to work on a new POW must be arranged in cooperation with their assigned State Advisor. It is the responsibility of both parties to be creative in establishing a time to meet (face-to-face, conference call, virtual meeting, etc.) and begin the new POW process

Why: The KEHA Educational Program of Work provides the perfect opportunity to give direction to learning by stating *educational goals, activities, and lessons* for Homemakers. KEHA is about improving “the quality of life for families and communities through leadership development and education in cooperation with the Kentucky Cooperative Extension Service.” By focusing on a specific topic, information can be targeted and accomplishments measured. Topics to be studied should be chosen with great care, taking into consideration the full representation in the Kentucky Extension Homemakers Association as well as the strategic plans, goals and objectives of Family and Consumer Sciences Extension.

All POWs should contain sufficient breadth to allow every club the opportunity to explore in depth a *relevant, timely topic* resulting in information useful to its members regardless of race, color, age, gender, religion, disability, or national origin.

How: *The Program of Work should come about through teamwork.* Ideas should flow from the grassroots—individual members—to the Statewide Advisory Committee. The Statewide Advisory Committee is composed of the Area Chairpeople. Area Chairpeople should discuss and share topics with the State Educational Chairperson and State Advisor who carefully work together to *craft* the POW. Time for this discussion is built into the State Chairperson Workshops held at the annual state meeting. However, the conversation should continue via a variety of communications channels, including phone, email, and social media (when applicable).

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 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.

CONTESTS and RESOURCES:

- Passport Booklet (participation numbers due to COUNTY by **July 15**)
- Creative Writing (entries due to STATE CHAIRPERSON by **March 1**)
- Book List Suggestion Form (suggestions due to STATE CHAIRPERSON by **March 15**)
- Book List (updated yearly on **July 1**, found on [Chairperson webpage](#))
- Cultural Arts Exhibit (State contest is **May**)

KEHA Cultural Arts and Heritage Chairperson 2024 to 2027

Cindy Moore

2707 Sunnyside Road
Eminence, KY 40019

502-706-0579

cjrn1@bellsouth.net

CULTURAL ARTS and HERITAGE

Three Year Program of Work • Effective July 1, 2025 – June 30, 2028

Situation:

Kentucky is enriched with hundreds of talented Extension Homemakers who create handmade works of art for all to enjoy. Whether their items are crafted at home, or during classes hosted by Cooperative Extension and beyond, Extension Homemakers may choose to enter their creations in contests to be judged.

The Extension Homemaker Cultural Arts Contest provides the opportunity for these artists to be recognized among their peers. For consistent and fair judging, emphasis is on proper category and sub-category placement of the entry. However, not all sub-categories are clearly defined. If a creation is entered in the incorrect category or does not meet the contest guidelines this can result in disqualification and disappointment.

To encourage participation in and satisfaction with the Extension Cultural Arts Exhibits, focus will be placed on the Contest category and sub-category definitions and requirements. This awareness should encourage Extension Homemakers to try new crafts and learn new skills and feel confident when entering their items in an Extension Cultural Arts Exhibit.

Over the course of three years, the emphasis will be on:

- Baskets
- Fibers
- Felting

Year ONE Focus (July 1, 2025 – June 30, 2026): BASKETS

Goal: Increase knowledge related to the BASKETRY category of our Cultural Arts Exhibit and provide guidance so that entries in the Exhibit are placed in the correct sub-category

Objectives:

- Clearly define the Cultural Arts and Heritage Exhibit BASKET sub-categories
- Identify different basket materials appropriate for weaving (for example, cane and reed)
- Interpret judging criteria and expectations for the BASKET Category

Activities:

- Attend basket workshops, weave a basket – or two – or three!
- Enter your basket(s) in the Cultural Arts contest
- Support local basket artists and basket guilds
- Visit the [KEHA Cultural Art website](#) for information

CULTURAL ARTS and HERITAGE

Three Year Program of Work (continued)

Year TWO Focus (July 1, 2026 – June 30, 2027): FIBERS

Goal: Basic understanding of the processes for turning animal and plant fibers into yarns, textiles, and, ultimately, into consumer products; appreciate the history and cultural heritage of fibers

Objectives:

- Identify basic characteristics and properties of animal and plant fibers
- Describe methods to process fibers into yarns and textile products
- Encourage artistic creativity and original design with natural fibers

Activities:

- Participate in weaving, knitting, crochet, and other fiber arts classes
- Create works of art with fibers and textiles as the focus
- Attend workshops and fiber fairs on the Kentucky Fiber Trail
<https://www.kentuckysheepandfiber.com/kentuckyfibertrail>
- Support local fiber artists and fiber guilds

Year THREE Focus (July 1, 2027 – June 30, 2028): FELTING

Goal: Raise awareness of the FELTING category of our Cultural Arts Exhibit and provide inspiration so that entries in this category increase

Objectives:

- Define the materials and tools used in felting
- Explain the difference between needle felting and wet felting
- Encourage artistic creativity and original design of felted projects

Activities:

- Attend felting classes and workshops and experiment with felting processes
- Enter your Felted creation in the Cultural Arts contest
(13. FELTING a. Needle Method, b. Wet Method)
- Support local fiber artists and fiber guilds

CULTURAL ARTS and HERITAGE

Passport Booklet Contest – Totals Due to COUNTY by July 15

CONTEST:

- The Passport Booklet is available on the [Cultural Arts and Heritage Chairperson's webpage](#)
- The **COUNTY** that records the most **places visited*** / **events attended*** (based on the percentage of county members participating) will be awarded \$50.
- Places visited / events attended are “collected” in Passport Booklet from July 1 to June 30.
- Clubs and/or members should submit all completed passports to the **COUNTY** Cultural Arts Chairperson or the **COUNTY** President by **July 15**.
- **COUNTY** should include the total members (who participated) and the total places* / events* on the **COUNTY** Cultural Arts and Heritage Program of Work Report ([online](#))
- Once data is entered, the physical Passport Booklet may be returned to the Homemaker.
- Passports and Passport data does NOT need to be sent directly to the State Chairperson; *State Chairperson will receive data from compiled county reports.*

OBJECTIVES:

- To promote Cultural Arts and Heritage
- To promote and share multicultural experiences
- To develop educational awareness of historic surroundings

ACTIVITY SUGGESTIONS:

- Visit and explore Kentucky's parks, museums, restaurants, cultural centers
- Promote Homemakers interaction with other counties and areas
- Encourage healthy and active lifestyles

***PLACES VISITED and/or *EVENTS ATTENDED:**

Each line entry in the Passport Booklet should be a **unique experience**.

THIS COUNTS = Going to the same State Park to attend two different experiences may count as two separate line entries (dates can be the same or different).

Example: ***Both of these count as individual entries***

- OUTDOOR EXPERIENCE – Boating at Cumberland Falls on 08/12/24
- ART CLASSES – Quilting retreat at Cumberland Falls on 08/12/24

THIS DOES NOT COUNT = Going to the same restaurant or place on multiple occasions (dates) and having the same experience and recording it as multiple entries.

Example: ***Please only record one of these events***

- NOTABLE DINING EXPERIENCES – Boone Tavern, Berea on 05/14/24
- NOTABLE DINING EXPERIENCES – Boone Tavern, Berea on 07/19/24

CULTURAL ARTS and HERITAGE
Creative Writing Contest – Entries Due to STATE Chairperson by March 1
COVERSHEET • AUTHOR RELEASE FORM

GENERAL GUIDELINES:

- Members may submit ONE entry in EACH category
- **Category descriptions are on the next page**
- 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 handwritten 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**
- Entries are not returned; please save a copy of your entry and this page for your records
- Winners will be announced at the State Meeting and winning entries will be posted on the Cultural Arts webpage by July 1
- **1st Place Winners in each category will receive a \$25 gift card at the State Meeting**

**THIS Creative Writing Contest Cover Sheet and Author Release Form
must accompany EACH entry. Entries are due with this sheet by March 1.**

Indicate category of your entry:

_____ **Poetry** (limited to 30 lines)

_____ **Memoir** (limited to 2 pages)

_____ **Short Story** (limited to 3000 words)

Please submit to:

Cindy Moore

2707 Sunnyside Road

Eminence, KY 40019

cjrn1@bellsouth.net

Title of Entry: _____

Author's name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

County: _____ AREA: _____

Phone: (____) _____ Email Address: _____

The Kentucky Extension Homemakers Association has my permission to print my creative writing entry, to include my entry in a booklet of all or selected entries, or to read aloud or perform my entry at a public event, such as the KEHA annual meeting.

Signature: _____ Date: _____

CULTURAL ARTS and HERITAGE

Creative Writing Contest (continued) CREATIVE WRITING CATEGORY GUIDELINES

Please refer to the previous page for GENERAL GUIDELINES and required coversheet.

Entries are due to the State Chairperson by MARCH 1.

1st Place Winners in each category will receive a \$25 Gift Card at the State Meeting.

Original POETRY:

- Entry is limited to 30 lines

Original MEMOIR:

- Entry is limited to 2 pages, double spaced
- Entry is limited to one memory, written in first person
- 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 the 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 include insights gained when recalling the significance of the subject of the memoir

Original SHORT STORY:

- Entry is limited to 3,000 words
- Entry may be written in the first person or third person
- Entry should contain:
 - ✓ a plot, rising action and a climax
 - ✓ setting details woven into the text of the story, allowing the reader entry into the story
 - ✓ development of at least one character through the character's own words, thoughts, or actions and/or those of another character
 - ✓ a tightly woven plot limited to one main idea or purpose
 - ✓ a problematic conflict, developed as the story progresses
 - ✓ a resolution of that conflict
 - ✓ idea development through snapshots, "thoughtshots," dialogue, description, etc.



CULTURAL ARTS and HERITAGE



Book List Suggestion Form – Due to STATE by March 15

Please help compile our next Kentucky Extension Homemaker Association Book List by suggesting discussion-worthy, well written books **published in the past 3 years**.

Book suggestions 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 help us help our fellow Homemakers by making sure that your Book List Suggestions are for books that are still in print and are easily available with a hard copy option.

Book Lists are updated yearly and are available by July 1
on the [Cultural Arts Chairperson's webpage](#).

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

Preferred method (click or scan):	Or E-Mail information to:	Or MAIL information to:
Qualtrics Link for KEHA Book List Submission 	cjrn1@bellsouth.net	Cindy Moore 2707 Sunnyside Road Eminence, KY 40019
Questions? call Cindy at 502-706-0579		

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) –

CULTURAL ARTS and HERITAGE

Cultural Arts Exhibit – STATE LEVEL RULES

- All Extension Homemakers are encouraged to submit “original” items for competition in state exhibits.
- Each article must be the work of an Extension Homemaker member and must have been completed during the past 2 years.
- If a Homemaker is a dues-paying member in more than one county, please choose **ONLY ONE** county in which to enter all Cultural Arts exhibits.
- Should a KEHA member who is in good standing happen to pass away before a qualified entry can advance to the next level of judging (county to area, area to state), the deceased member’s entry will remain eligible, and the club/county will have the option to enter it at the next level.
- Entries will be exhibited by category. Entries will be judged by subcategory when indicated.
- The exhibitor is responsible for category/subcategory determination. Extreme care should be taken at the county and area level to place entries in the correct category.
- Entries entered in the wrong category will be moved to the correct category, if possible. Entries entered in the wrong category, where there is no correct category available or where there is already another entry, will be disqualified.
- AREAS may exhibit one item from each category and/or subcategory (maximum number is 100 for 2025 – 2026). Identification of item should be on tag provided by state and attached to exhibit.
- Blue ribbons are awarded for high quality work, the number depending on the quality of the entries. A championship purple ribbon is awarded to best of the blue ribbon entries in each category.
- BLUE Ribbon and PURPLE Ribbon exhibits from previous years in each subcategory (or category, if category has no subcategories) are not eligible for entry in another KEHA cultural arts contest.
- The exhibitor and/or their representative is responsible for transporting exhibits to and from the state meeting.
- Each exhibitor must provide their own materials to properly display their item. Tape and nails cannot be used on the walls. If items are best displayed vertically, please provide an easel or means of hanging exhibit from the wall.
- Please label any easels, picture stands, hangers, or other display equipment with exhibitor name.
- All exhibits must remain displayed throughout the duration of the Cultural Arts Exhibit. In the case of an emergency, items may be removed only on approval of the state Cultural Arts Chairperson.
- Neither the Kentucky Extension Homemakers Association nor the University of Kentucky will be responsible for any lost, misplaced, or broken items. We do not anticipate any misfortune, but this disclaimer must be clearly understood by all exhibitors.

2025 – 2026 • Cultural Arts Exhibit – CATEGORIES

Please refer to the CLARIFICATIONS pages for more information.

01. SEWING (Apparel & Home Décor)

- 1a. Basic Garment APPAREL
- 1b. Specialty Garment APPAREL
- 1c. Accessory APPAREL
- 1d. Basic HOME DÉCOR
- 1e. Specialty HOME DÉCOR

02. ART, 3-Dimensional

- 2a. Carving
- 2b. Sculpture

03. ART, Natural

- 3a. Wood
- 3b. Other

04. REPURPOSED & UPCYCLED (MUST include a "before" photo)

- 4a. Clothing (end product)
- 4b. Household (end product)
- 4c. Other

05. BASKETRY

- 5a. Cane (includes Nantucket)
- 5b. Wooden Base (excludes Nantucket)
- 5c. Miniature (under 4 inch)
- 5d. Novelty
- 5e. Non-Ribbed, Traditional
- 5f. Ribbed, Traditional

06. BEADING

- 6a. Bead Weaving
- 6b. Non-jewelry Item/Wearable
- 6c. Miscellaneous

07. CERAMICS

- 7a. Hand-formed
- 7b. Molded
- 7c. Pre-made

08. COUNTED CROSS STITCH

- 8a. 14 Count Fabric & Under
- 8b. 16 to 22 Count Fabric
- 8c. Specialty Cloth (linens, etc.)

09. CROCHET

- 9a. Accessories
- 9b. Garment
- 9c. Home Decor & Afghans
- 9d. Thread
- 9e. Figurine

10. DOLL/TOY MAKING

- 10a. Cloth
- 10b. Handmade Toy other than
Porcelain/China or Cloth
- 10c. Porcelain/China

11. DRAWING

- 11a. Pastels
- 11b. Pen and Ink
- 11c. Pen and Ink with Oil Roughing
- 11d. Pencil or Charcoal- Black
- 11e. Pencil- Color

12. EMBROIDERY

- 12a. Basic
- 12b. Candle Wicking
- 12c. Crewel
- 12d. Machine
- 12e. Ribbon
- 12f. Smocking
- 12g. Swedish
- 12h. Tatting/Lace Making
- 12i. Chicken Scratch
- 12j. Punch Needle (under 60" perimeter)
- 12k. Miscellaneous

Continued on the next page

2025 – 2026 • Cultural Arts Exhibit – CATEGORIES (continued)

Please refer to the CLARIFICATIONS pages for more information.

13. FELTING

- 13a. Needle Method
- 13b. Wet Method

14. HOLIDAY DECORATIONS

- 14a. Autumn
- 14b. Spring
- 14c. Summer
- 14d. Winter

15. JEWELRY

- 15a. Beaded
- 15b. Mixed Media
(wire, chain maille, mixed with beads)
- 15c. Original Design

16. KNITTING (HAND - with knitting needles)

- 16a. Accessories
- 16b. Garment
- 16c. Home Decor and Afghans
- 16d. Figurine

17. KNITTING (OTHER - machine/loom)

- 17a. Other

18. NEEDLEPOINT

- 18a. Cloth or Canvas
- 18b. Plastic

19. PAINTING, ART

- 19a. Acrylic
- 19b. Oil
- 19c. Watercolor

20. PAINTING, DECORATIVE

- 20a. Metal
- 20b. Wood
- 20c. Other

21. PHOTOGRAPHY (mounted or framed)

- 21a. Black & White
- 21b. Color

22. QUILTS

- 22a. Baby-size or Lap-size (hand quilted)
- 22b. Baby-size or Lap-size (machine quilted)
- 22c. Hand Applique (hand quilted)
- 22d. Hand Pieced (hand quilted)
- 22e. Machine Applique (machine quilted)
- 22f. Machine Pieced (hand quilted)
- 22g. Machine Pieced (machine quilted)
- 22h. Novelty (hand quilted)
(stenciled, embroidered, miniature, etc.)
- 22i. Novelty (machine quilted)
(stenciled, embroidered, miniature, etc.)
- 22j. Technology Based (hand or machine quilted)
- 22k. Miscellaneous (hand or machine quilted)

23. PAPER CRAFTING

- 23a. Card Making
- 23b. Origami
- 23c. Quilling
- 23d. Scrapbooking

24. RUG MAKING

- 24a. Braided
- 24b. Hooked
- 24c. Punch Needle, rug (over 60" perimeter)
- 24d. Woven

25. WALL or DOOR HANGING

- 25a. Fabric
- 25b. Other
- 25c. Diamond Art Mosaic

26. WEAVING

- 26a. Hand (macrame, caning)
- 26b. Loom (includes pin weaving)

27. MISCELLANEOUS

- 27a. Miscellaneous

CULTURAL ARTS and HERITAGE

Exhibit Category / Sub-Category CLARIFICATIONS

Please refer to this section to assist with sub-category placement of entries.
As time and resources permit, this list will grow to expand upon and clarify most Categories.

PLEASE contact the State Cultural Arts Chairperson with any questions.

1. SEWING (Apparel & Home Décor)

- Items are constructed by SEWING

Sewing Sub-Category definitions:

- a. **Basic Garment APPAREL** = features more basic sewing techniques
- b. **Specialty Garment APPAREL** = features tailoring techniques, more structure; includes appliqued and quilted apparel
- c. **Accessory APPAREL** = tote bags / purses / hats
- d. **Basic HOME DÉCOR** = ex: simple pillows / pillowcases
- e. **Specialty HOME DÉCOR** = ex: rope bowls; includes appliqued or quilted pillows, runners

4. REPURPOSED & UPCYCLED

- Exhibits **must be accompanied by a “before” picture** that depicts items in their original form before they were “repurposed or recycled” into the final exhibit item
- Subcategories describe the resulting (end) project, for example, if a CLOTHING ITEM is “upcycled” into something for the HOUSEHOLD, then the exhibit should be entered in “b. Household”

5. BASKETS

- Baskets should be woven with natural materials (e.g., reed, cane, x, or x); no rope baskets (rope baskets may be entered in 1. SEWING e. Specialty Home Décor)
- Dyed materials should be placed in the same sub-category as undyed materials
- Baskets with a wooden base that has a hole where it was attached to the mold during weaving, should have the hole closed with a wooden plug and sealed
- Chairs and stools with woven seats should be entered in 26. WEAVING a. Hand
- Where size is concerned, handles are not included in this measurement

Basket Sub-Category definitions:

- a. **Cane** = includes Nantucket baskets; ribbed, woven with cane (cut from rattan plant, has a hard, smooth, shiny side and a dull, fibrous side); any shape or size allowed in which a wooden mold has been used for shaping; staves/stakes or hardwood, cane, or flat oval reed are inserted/attached to a wooden base; rim is hardwood, cane, or flat oval reed; if wooden base has a hole where it was attached to the mold during weaving, the hole should be closed with a wooden plug and sealed

- b. **Wooden Base** = any size reed basket (ribbed or non-ribbed) made with a wooden base (excludes Nantucket baskets)
- c. **Miniature** = 4” maximum in any direction (handles not included in measurement); includes Nantucket baskets, but other wooden base baskets of “miniature size” should be placed in the “wooden base” sub-category
- d. **Novelty** = any WOVEN item used for something other than a traditional basket (decorations, wall hanging, gourds, leather , etc.); COILED baskets made from natural materials (not rope or fabric)
- e. **Non-Ribbed, Traditional** = Any non-ribbed traditional reed basket larger than 4” in diameter that does not have a wooden base
- f. **Ribbed, Traditional** = Traditional Appalachian, no less than 4” in any direction, woven on an oak frame with a series of ribs emerging from the lashing, binding parts of the frame together

13. FELTING

- 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.

21. PHOTOGRAPHY

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

22. QUILTS

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

23. PAPERCRAFTING

- 23d. Scrapbooking entries are limited to 1 or 2 pages; If the entire scrapbook is sent, please designate pages to be judged.

CULTURAL ARTS and HERITAGE

Cultural Arts Exhibit – JUDGING CRITERIA

- A. Three-dimensional art, decorative painting, drawing, art painting, and ceramics:**
- 1) Originality
 - 2) Artistic promise
 - 3) Technique
 - 4) Composition
- B. Apparel, beading, counted cross stitch, crochet, embroidery, felting, holiday decorations, jewelry, knitting, natural art, needlepoint, pillows, quilts, recycled art, rug making, toy/doll making, wall or door hanging, weaving, and miscellaneous:**
- 1) Originality
 - 2) Workmanship
 - 3) General appearance
- C. Baskets:**
- 1) Made with natural materials (e.g., reed, cane, NO FABRIC / NO ROPE)
 - 2) Level of difficulty
 - 3) Uniform shape
 - 4) Proper finishing: tight rim lashing, trimmed lashing, excessive splinters are clipped or singed
 - 5) Start / stop rows hidden
 - 6) Packed weave (no gaps)
 - 7) *For wooden base baskets:* Hole in the center of base is plugged and sealed
- D. Photography:**
- 1) Originality
 - 2) Content (Subject matter)
 - 3) Clarity (Is it in focus? Good use of lighting?)
 - 4) Technical competence (When appropriate, demonstrates awareness of aperture and shutter speed)
 - 5) Composition
- E. Scrapbooking — Please indicate page(s) to be judged if entire scrapbook is sent. Contest is limited to one-page and two-page layouts only.**
- 1) Balance and symmetry
 - 2) Color coordination
 - 3) Quality of photography
 - 4) Use of space
 - 5) Neatness
 - 6) Lettering
 - 7) Journaling
 - 8) Use of embellishment
 - 9) Does it tell a story

CULTURAL ARTS and HERITAGE

Cultural Arts Exhibit – RIBBON PROCEDURES

There are 27 CATEGORIES

- 25 of the 27 Categories also include Subcategories
- There are a TOTAL of 100 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
- COUNTIES should select only ONE top-winning entry from EACH of the 100 Categories/Subcategories at the COUNTY Level to advance to the AREA LEVEL
Cultural Arts Exhibit
- Only ONE item from each of the 100 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
- AREAS should select only ONE top-winning entry from EACH of the 100 Categories/Subcategories at the AREA Level to advance to the STATE LEVEL
Cultural Arts Exhibit
- Only ONE item from each of the 100 Subcategories advances from the AREA Level to the STATE Level

At the STATE LEVEL

- State Exhibit receives up to 100 items from each of the 14 Areas (up to 1,400 entries)
- State Judges award BLUE RIBBONS for what they deem the highest quality work
- Judges 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 of 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

ENVIRONMENT, HOUSING, & ENERGY

This educational focus area deals with the environment in which we live to include issues related to housing, energy, and environmental concerns. When planning and preparing a new program of work, you can use the following for ideas.

- Promote and encourage the observance of special events and designated celebrations such as Radon Awareness Month (January), KY Water Awareness month (May), Arbor Day (1st Friday in April), Earth Day (April 22), Commonwealth Clean-up week (4th week in March), Indoor Air Quality Month (October), America Recycles Day (November 15), etc.
- Use current information and recommended techniques related to landscaping plants, gardening, and wise management and use of chemicals.
- Provide the latest research-based information on home construction or maintenance that addresses energy efficiency in structures, supplies, septic systems, heating and cooling systems, etc.
- Provide latest information on design trends (lighting, color, furniture) to best utilize space and maximize savings, both monetary and for our environment.
- Encourage the application of universal design principles for new and remodeled homes to include all clientele (physically and mentally challenged, various age groups, etc.)
- Promote activities and programs that protect our health as well as the environment such as recycling, water conservation, reduced use of household and gardening chemicals, energy conservation, etc.;
- Become more aware of our natural resources and how these can be maintained for future generations;
- Increase your knowledge of how environmental conditions, both indoors and outdoors, impact human health, especially the health of children and older persons. Learn steps you can take to reduce environmental health risks.
- Become more knowledgeable about your local, state, and federal laws that govern the environment in which you live. Some of these that impact you include: Safe Drinking Water Act, Burning Laws, Clean Air Act, Kentucky Agricultural Water Quality Act, and the Forest Conservation Act.

KEHA Environment, Housing and Energy Chairperson – 2023 to 2026

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

Environment, Housing and Energy

Program of Work for 2024-2027

Emphasis One 2024-2025

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 2025-2026

TITLE: Indoor Mold & Mildew

Goal: The goal of this lesson is to raise awareness and knowledge about sources of mold and mildew, how to deal with it, and the effects it can have on people’s health.

Objectives:

1. Define indoor mold and mildew.
2. Identify sources and conditions that can lead to indoor mold and mildew.
3. Identify solutions to treat mold and mildew in the home.
4. Identify how mold and mildew can affect one’s health.

Resources:

A. Local Guest Speaker

Have someone from the county public health department present on mold and mildew.

B. Extension Resources:

Share information from the Kentucky Extension publication:

- Clean It Healthy Publication: <http://www2.ca.uky.edu/agcomm/pubs/fcs4/fcs4412/fcs4412.pdf> (Mold and Mildew is one of the sections in this publication.)
- Exclusive: Mold Prevention and Removal:
- <https://exclusives.ca.uky.edu/2019/fcs/mold-prevention-and-removal>

C. Government Resources:

Share information from the following government sites:

- KY Cabinet for Health: <https://www.chfs.ky.gov/agencies/dph/dphps/emb/Pages/mold.aspx>
- KY Environment and Energy Cabinet: <https://eec.ky.gov/Environmental-Protection/Air/Pages/Mold.aspx>
- EPA: <https://www.epa.gov/mold>
- Center for Disease Control (CDC): <https://www.cdc.gov/mold-health/about/index.html>

Emphasis Three 2026-2027

Emphasis Three is currently in development. Check the Environment, Housing, and Energy Chairperson 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 Contest

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

Program of Work for 2025-2028

Topic: Mental Health Through the Ages

Family and Individual Development will spend 2025-2028 focusing on mental health across the life span. The lessons and contests will highlight why mental health matters and draw attention to symptoms of mental health concerns and resources that are available to help with mental well-being. This work supports the national affiliate's new program of focus: *Mental Health Awareness and Well-Being*. The goal is to increase community awareness through education programs, mental health first aid trainings, community events, partnering with other organizations, and fundraising.

Overall objectives:

- Highlight why mental health matters
- Understand signs or symptoms of mental health concerns
- Know where/how to find resources to help with mental well-being (help coping)
- Know NVON's Eight Dimensions of Wellness

Possible Activities:

- Teach the recommended lesson for the year.
- Distribute Extension information and resources on mental health.
- Share one or more of the NVON Eight Dimensions of Wellness.
- Visit a senior center or nursing home. Sit and talk. Play Bingo with prizes. Lead a class or make a craft. Participate in an activity or provide them with a small gift.
- Ideas for small gifts or crafts: corsages, handkerchiefs, ornaments, keychains, necklaces, pottery kits, rainmaker kits, bookmarks, etc.
- Make and distribute Homemaker "Survival Kits" – see example at <https://keha.ca.uky.edu/content/family-and-individual-development>.
- Celebrate national Cheer Up the Lonely Day on July 11. Plan an event, send a card, or call someone to check in on them.
- Participate in a health fair. Hand out information and talk with others.
- Partner with the local health department or library to join in on programs they offer.

Feel free to contact me if you would like ideas or details on these suggestions!

KEHA Family and Individual Development Chairperson – 2024-2027

Amelia Godfrey
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Paintsville, KY 41240
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Meme6968@yahoo.com

Supporting NVON

This Program of Work supports KEHA’s national affiliate, the National Volunteer Outreach Network, Inc. (NVON). Their new program of focus is Mental Health Awareness and Well-Being (<https://www.nvon.org/mental-health-awareness/>). NVON wants to “Break the Stigma, Ignite Hope, and reinforce that Mental Health Matters” (theme for 2025-2027 projects). Specifically, their goal is to increase community awareness through education programs, mental health first aid training, community events, partnering with other organizations, and fundraising.

NVON highlights Eight Dimensions of Well-Being which support holistic health and wellness when interconnected. Learning about these dimensions also can help people choose health and wellness and make health and well-being a habit and priority.

NVON’s Eight Dimensions of Well-Being are:

1. Physical Wellness
2. Emotional Wellness
3. Social Wellness
4. Intellectual Wellness
5. Environmental Wellness
6. Spiritual Wellness
7. Occupational Wellness
8. Financial Wellness

Emphasis One 2025-2026

TITLE: Mental Health Matters

Mental health is important for overall health at every life stage—from childhood through older adulthood. It includes emotional, psychological, and social well-being and affects how a person thinks, feels, and behaves. This lesson will highlight why mental health matters and draw attention to symptoms of mental health concerns and resources that are available to help with mental well-being.

Lesson Goal: Improve mental health and well-being.

Objectives:

1. Differentiate between mental health and mental illness.
2. Identify risk factors and signs of mental illness.
3. Examine strategies to support mental and emotional health.
4. Compile mental health resources for help.

Resources:

Lesson titled “Mental Health Matters” includes these contents:

- Health Bulletins
- Facilitator’s Guide
- Mental Health Bingo Worksheet
- Evaluation

Emphasis Two and Three 2026-2028

Emphasis Two and Three are currently in development. Check the Family and Individual Development Chairperson website later for details.

<https://keha.ca.uky.edu/content/family-and-individual-development>

2nd Focus: Mental Health and Youth (kids, teens, and young adults)

Identifying signs of mental health concerns in young people.

Protecting mental health in young people.

Supporting parents and caregivers of young people with mental health concerns.

Identifying proper resources.

3rd Focus: Mental Health and Adulthood (including old age)

Identifying signs of mental health concerns in adults.

Protecting mental health across adulthood and old age.

Supporting adults and older adults.

Identifying proper resources.

For more information, resources, or assistance with website access, contact your county Family & Consumer Science Agent.

Family and Individual Development Contests and Awards

Did you know that friendly competition can help boost mental health? Friendly competition can enhance self-esteem, build confidence, increase life satisfaction, and validate hard work. People can benefit from planning, the anticipation of the trip and the memories/experiences that are made.

Contest 2025-2026: Self-Care Contest (Travel)

The Family and Individual Development KEHA contest for the first year of the program will continue to challenge you to visit capitals and historic places across the Commonwealth and beyond. Visit at least three places. Write up the experience, reflect, AND submit photos that document the experience.

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.

Contest 2026-2028: Coming Soon!

The chairperson will propose a new contest that will focus on activities that will support mental health in the local community. Details coming soon.

Kentucky Master Volunteer in Clothing Construction (MCV) Program

KEHA Family and Individual Development also supports the Kentucky Master Volunteer in Clothing Construction (MCV) Program and provides a member of the MCV Steering Committee.

The MCV Program was established in 1990 to provide support for the Cooperative Extension Service's tradition of utilizing volunteers to positively impact the lives of Kentuckians. The MCV Program provides ongoing, in-depth educational opportunities for adult volunteers enrolled in the Program. Volunteers with sewing experience apply to the Master Clothing Volunteer Program and qualified, accepted applicants are required to commit to yearly training and teaching on behalf of Cooperative Extension. An emphasis on leadership development allows the Master Clothing Volunteers to assist Extension professionals in planning, carrying out, and evaluating programs related to sewing. Ideally, Master Clothing Volunteers also may be members of the Kentucky Extension Homemakers Association, as this supports our interdepartmental outreach. The Kentucky Extension Homemakers Association generously provides monetary support to the MCV Program to offset the cost of the annual MCV Training. More information about the Master Clothing Volunteer Program is available on the MCV website at <https://fcs-hes.ca.uky.edu/content/master-clothing-volunteer-program>.

FOOD, NUTRITION, AND HEALTH

All educational chairpeople are expected to work together to integrate their programs of each when possible. The subject area deals with one's health, nutrition, and food. The chairpeople should be aware of the following when planning their program of work.

- Use current information for food preservation and food safety techniques to stretch food dollars
- Provide research-based information on healthy foods and their impacts on health
- Conduct programs that contribute to improving nutrition and health for individuals, families, and communities
- Become more aware of opportunities to serve in our communities that focus on nutrition, physical activity, health, and wellness
- Increase health literacy for chronic diseases prevention by knowing health numbers (e.g., blood pressure, cholesterol), family history, and health screenings schedule (e.g., ovarian cancer screenings)
- Promote the University of Kentucky Ovarian Cancer Research Fund program with increased donations and participants
- Reduce chronic disease prevalence through healthy lifestyle choices

Some programs available at your County Extension Offices include:

- Champion Food Volunteer
- Eating for Health
- Food Preservation
- Food Safety
- Making Healthy Lifestyle Choices
- Taking Ownership of Your Diabetes
- Weight the Reality Series
- The Mind/Body Connection
- Healthy Homemakers

KEHA Food, Nutrition and Health Chairperson – 2023-2026

Esther Bailey
304 Somerset St.
Stanford, KY 40484
859-749-1314
hadasah5@hotmail.com

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>
- TEFAP 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 PROJECT

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 collectively donating over \$1,000.
- Certificates will be given to any individual or group who gives over \$500 as a separate one-time gift for ovarian cancer each year.

First-Time Ovarian Cancer Screenings

- This information is submitted on the annual Food, Nutrition, and Health educational chairperson 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 Chairperson:

Esther Bailey
304 Somerset St.
Stanford, KY 40484

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

4-H YOUTH DEVELOPMENT

All Educational Program Chairpeople are expected to work together to integrate their program of work when possible. This program should address the youth of Kentucky and KEHA's bond with those youth. The State KEHA 4-H Youth Development Chairperson attends Kentucky 4-H Council meetings and events. (Usually held in the 2nd week of January and July.) The KEHA 4-H Youth Development chairpeople at all levels should consider the following when planning the program of work:

- Provide a link between KEHA and Cooperative Extension Service (CES) 4-H Youth Development Program.
- Become knowledgeable and encourage participation in county, district, and state 4-H Programs such as:
 - 4-H Public Speaking
 - 4-H Demonstrations
 - County, District, and State Communications Day
 - 4-H Speeches and 4-H Demonstrations Publications
 - 4-H Communication Curriculum
- Encourage KEHA members to serve as 4-H volunteers leaders.
 - Volunteer to judge county, district, and state 4-H Communications Competitions.
 - Volunteer to assist in teaching speeches and demonstrations in county clubs and school clubs.
 - Prepare senior level 4-H members in mock interviews.
 - Practice with local, district and state 4-H members in speeches and demonstrations.
- Encourage KEHA Members to be involved with 4-H events such as: judges, sponsors, or coordinators.
- Promote youth membership in KEHA.
- Encourage all KEHA members to be involved in youth activities such as: Project Graduation, family nights, violence prevention, teenage pregnancy prevention, mentoring, tutoring, drug and alcohol prevention.

Note: Specific Program of Work on following pages.

KEHA 4-H Youth Development Chairperson – 2022-2025

Peggy Tracy
241 Bethlehem Road
Paris, KY 40361-2404
Phone: 859-749-1755
Email: peggytracy@att.net

KEHA 4-H Youth Development

2023-2026 Program of Work

KEHA 4-H Program Chairperson: Peggy Tracy/ 859-749-1755 / peggytracy@att.net

Current Situation

A county's 4-H program is only as strong as the volunteers that support it.

After surveying 4-H agents in 2022 at the beginning of my tenure we found that 65% of the 4-H Agents did not know who their KEHA 4-H educational chairperson was and 68% had never met with any homemakers or county homemaker councils. However, 70% of those 4-H agents saw a need for volunteers and are willing to meet and work with Homemakers.

Our Homemakers are so much more than chefs and seamstresses. They are bankers, beekeepers, lawyers, biologists and much more. The 4-H youth of Kentucky could benefit greatly from our Homemaker's vast knowledge in many areas of expertise.

Connecting the two programs (Homemakers and 4-H) has been an issue in the past.

We will strive to make the partnership between local 4-H programs and homemakers stronger in the next three years. To establish this goal, we need create a communication link between the two programs. This is where the County and Club 4-H Educational Chairpeople duties begin.

Goal:

To provide training/information to 4-H agents about what local homemakers are able to provide to their program/clubs.

Each homemaker will fill out a questionnaire with their background and information on subjects/hobbies they could teach/help with will be collected by the 4-H educational chairpeople.

By introducing 4-H members to our Homemaker organization, we hope they will naturally progress into homemakers when they age out of 4-H.

ACTIVITIES

Year 1

Making connections and Communications

- Meet with your 4-H agent
- Join your local 4-H Council
- Distribute and collect Homemaker Questionnaire regarding hobbies and expertise
- Start/lead a 4-H Club
- Judge/ Support Communications Contest
- Volunteer to help Country Ham participants with their required speeches.
- Support the Mock Interview program
- Volunteer for project day programs
- Volunteer to meet your local 4-H needs
- Promote 4-H camps

KEHA 4-H Youth Development

2023-2026 Program of Work

Year 2

Heritage Skills

- Meet with 4-H Agent
- Join your Local 4-H Council
- Distribute and collect the Homemaker Questionnaire regarding Hobbies and Expertise
- Review the 4-H state fair classes and work with agent to develop project days
- Promote/lead Multigenerational project days
- Continued club support (organize club based on Homemaker skills/interests)
- Continue Year 1 Communication and Mock Interview Programs
- Promote 4-H Camps

Year 3

Healthy Living

- Meet with 4-H Agent
- Join the county 4-H council
- Distribute and collect Homemaker Questionnaire regarding Hobbies and Expertise
- Continued Club Support (Organize club based on Homemaker skills/interests)
- Plan Outings/ Health Connection
- Multi generational hiking/walking club
- Develop/lead Adventure club
- Develop Monthly healthy Cooking days/coordinate with Snap Ed program if available
- Promote 4-H Camps

KEHA 4-H Youth Development 2023-2026 Contests

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:

Peggy Tracy
241 Bethlehem Road
Paris, KY 40361-2404
Phone: 859-749-1755
Email: peggytracy@att.net

Entries must be submitted by March 1.

KEHA 4-H Youth Development 2023-2026 Contests

Homemakers Support 4-H

NAME (individual, club, or county): _____

ADDRESS: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ Email: _____

Please check appropriate box

☐ Club ☐ County ☐ Area

A. Most Innovative 4-H & Extension Homemaker Partnership Project – To enter, include a typed description of the project and outcomes (not to exceed two pages).

B. TOTAL HOURS VOLUNTEERED _____

C. TOTAL DONATIONS TO 4-H CAMP SCHOLARSHIPS _____

(If individual - signature)

County 4-H Agent Signature

County FCS Agent Signature

Homemaker Interests Questionnaire

4-H Educational Chairperson



Name: _____

Phone: _____

Occupation: _____ If retired what was your occupation: _____

Previous Work Experience and Skills:

- | | | |
|---|--|---|
| <input type="checkbox"/> Health (CPR, Nutrition, Fitness) | <input type="checkbox"/> Landscaping | <input type="checkbox"/> School age/Pre-school childcare |
| <input type="checkbox"/> Teaching | <input type="checkbox"/> Special Events Coordination | <input type="checkbox"/> Professional Service (legal, finance, marketing) |
| <input type="checkbox"/> Coaching | <input type="checkbox"/> Technology | |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Volunteer Recruitment | |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Policy Work | |

Personal Skills Experience:

- | | | |
|--|--|---|
| <input type="checkbox"/> Writing/Editing | <input type="checkbox"/> Fiber Arts/Sewing | <input type="checkbox"/> Hiking/Walking/Fitness |
| <input type="checkbox"/> Culinary | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Music | <input type="checkbox"/> Livestock/Farming |
| <input type="checkbox"/> Computer Technology | <input type="checkbox"/> Photography | <input type="checkbox"/> Shooting Sports |
| <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Gardening | |
| <input type="checkbox"/> Arts/Crafts | <input type="checkbox"/> Music | |

I would be interested in:

- ☐ Leading a 4-H project day for _____ (activity)
- ☐ Helping with a 4-H project day for _____ (activity)
- ☐ Leading a 4-H Club for _____
- ☐ Helping with a 4-H Club for _____
- ☐ Judging/room hosting for speech/demonstration contests

I prefer working with:

- ☐ Cloverbuds (ages 5-8) ☐ Juniors (9-13) ☐ Seniors (14-18)

I am available to volunteer: (Check all that apply)

- | | |
|----------------------------------|--|
| <input type="checkbox"/> Day | <input type="checkbox"/> Weekends |
| <input type="checkbox"/> Evening | <input type="checkbox"/> I'm Flexible - Specific Time: _____ |

I am willing to volunteer: (Check all that apply)

- _____ hours/week _____ hours /month
- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> 1-3 months | <input type="checkbox"/> 6-12 Months |
| <input type="checkbox"/> 3-6 months | <input type="checkbox"/> Ongoing |

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 Nations “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. <https://sdgs.un.org/goals>

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

AFFILIATED ORGANIZATIONS

The Kentucky Extension Homemakers Association maintains a vital interest in our global society and its impact in Kentucky, across our nation and worldwide. KEHA receives support for these activities through its relationship with these partners: ACWW (Associated Country Women of the World), CWC (Country Women's Council), and NVON (National Volunteer Outreach Network), as well as local and other affiliated organizations. KEHA involvement includes the activities of attending their meetings, funding assistance, paying dues and participation in their programs.

ASSOCIATED COUNTRY WOMEN OF THE WORLD (ACWW)

Since 1936, Kentucky Extension Homemakers have been a member of ACWW, a *nonpolitical, non-sectarian international organization that works to improve standards of living for all women and their families through worldwide projects. Follow them on Facebook or visit their website at <https://www.acww.org.uk/>.*



Go to <http://www.acww.org.uk/> or scan this QR Code with your smartphone for more information about this organization.



Go to <http://www.cwcusa.org/> or scan this QR Code with your smartphone for more information about this organization.



THE COUNTRY WOMEN'S COUNCIL OF THE UNITED STATES OF AMERICA (CWC)

Is a coordinating council, composed of Associated Country Women of the World (ACWW) member societies in the USA and meets annually to promote the work of ACWW. During their three-year term, our International Chairmen are expected to attend. Follow them on Facebook or visit their website at <http://www.cwcusa.org>.

NATIONAL VOLUNTEER OUTREACH NETWORK (N.V.O.N.)

is a national organization organized in 1995; Kentucky was one of the organizing states. Eight states are included in the organization, and a national conference is held each year and in their three-year term, our International Chairmen are required to attend. N.V.O.N. is comprised of member organizations working together to promote communication, education, and volunteerism for all people. Follow them on Facebook or visit their website at <http://www.nvon.org/>.



Go to <https://www.nvon.org> or scan this QR Code with your smartphone for more information about this organization.

KEHA International Program of Work 2025-2028

SITUATION:

As the International Chairperson, my role is to inspire KEHA members to engage and unite with individuals of varying cultural backgrounds through education and cultural experiences, and to keep members apprised of the state of existing projections. Let's get EXCITED (Education, X-citement, Culture, Information, Traditions, Entertainment and Demonstrations) as we delve into global issues, enjoy the traditions of our neighbors, and learn how to create friendships.

FOCUS BY YEAR:

- Year 1 – 2025-2026: Continue promoting Creating Welcoming Communities
- Year 2 – 2026-2027:
 - Tips for Travel – Both Near and Far
 - Food Culture in Other Countries (work with FNH chairperson)
- Year 3 – 2027-2028: The Value of Learning a Foreign Language

GOALS:

- Promote better communication and understanding ways to navigate in unfamiliar cultures.
- Build relationships with our growing international populations.
- Provide education and resources for traveling abroad.
- Understand cultural differences in dining traditions.
- Provide resources to learn about other countries, their foods, and customs.
- Understand the ways learning language improves memory and cognition, and fosters global competence.

ACTIVITIES:

- Host International chairperson training annually at KEHA State Meeting.
- Host International learning session for 2026 KEHA State Meeting based on feedback from KEHA members.
- Promote NVON, CWC, ACWW.
- Promote the ACWW 31st Triennial Conference in Ottawa, Canada, April 24-May 5, 2026.
- Continue the Homemaker Exchange Program.

CONTESTS AND AWARDS:

- International Projects and Programs Contest – due March 1
- Most Coins Collected Award – submitted with annual dues in December
 - a. Coins for Change (Collection jar label available for print at <https://keha.ca.uky.edu/content/international.>)
 - b. Kentucky Academy/Ghana Library

KEHA International Program of Work

Lessons

2024-2025: 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.

2026-2027: Tips for Travel – Both Near and Far

Most people travel away from home. Whether you plan a short trip in the U.S. or aspire to go on an adventure far from home, there are many things to consider before leaving. This lesson will give you the know-how to keep you safe and reduce stress so you can enjoy the trip. Topics include: travel documents, financial safety, packing strategies, and preparing your home for your absence. Lesson includes: publication, facilitator guide, PowerPoint, activities, handouts, and evaluation.

2026-2027: Food Culture in Other Countries

Consider working with the county Food, Nutrition, and Health Chairperson to promote two Programs of Work at once! Learn about other countries, their foods, culture, and customs. KEHA members will learn about a country, prepare a dish, and work with others. Choose from among six countries: Germany, Ireland, Greece, France, Italy, Mexico, or India. Prepare a dish from that country, and identify common eating patterns and habits. Check for the list and link to specific lessons, including recipes, in the Food, Nutrition, and Health Program of Work.

2027-2028: The Value of Learning a Foreign Language

Emphasis three is currently in development. Check the International Chairperson website later for details.

<https://keha.ca.uky.edu/content/international>

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.

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!

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.

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 by 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

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.

Homemaker Exchange Program

IN 1984, A THREE YEAR REVOLVING PLAN FOR A HOMEMAKER EXCHANGE PROGRAM TO BE FUNDED BY THE COINS FOR CHANGE COLLECTED FOR THE USE IN KENTUCKY BEGAN

During their 3-year term, each State International Chairman is to:

Host a visiting homemaker from another country (person to be invited in third year of previous chairman's term in office);

KEHA extends Home Hospitality to a foreign visitor to observe the Program of Work in three areas. The host areas will be the three areas contributing the largest amount of Coins for Change during the previous year. Length of stay for the visitor will be set by the areas extending the invitation for home hospitality. KEHA will pay round trip expenses with the amount contingent upon the anticipated travel costs and fund balance in Coins for Change.

Attend the ACWW Triennial Meeting

KEHA International Chairman during the 3-year Program of Work attends the Associated Country Women of the World Triennial World Conference and the Country Women's Council meetings. Travel support is provided through Coins for Change and should be included in the annual budget for Coins for Change.

Select a KEHA member for the Homemaker Exchange Program to visit a host country as determined and arranged by each State International Chairman.

KEHA provides travel funding support for the KEHA member who travels as the exchange homemaker. The amount will be determined by the board and announced the year prior to accepting applications. The amount will be contingent upon anticipated travel costs and the fund balance in Coins for Change. o Eligible KEHA members must have served as a Club, County, Area or State International Chairman. Each county nominee must be endorsed by his/her local county council. Each area must select and endorse its area nominee. Entry forms are located on the following pages and are due to the State International Chairman by March 1st of the year of travel (e.g. 2017, 2020 or 2023). The Screening Committee shall consist of the current KEHA International Chairman, the State Advisor for International, and an area president from an area not eligible at the time. Applicants will be subject to interview by the screening committee. The screening committee will advise the winner of any possible regulations or stipulations as may be deemed necessary. An alternate winner will be named.

Why We Believe in the Homemaker Exchange Program

We believe that with any cultural exchange program, profound knowledge can be gained from working with another culture. Cultural exchange programs are rewarding because it's virtually a real-life study on a country's cultural traditions, language, etiquette, and history. The personal development potential is invaluable. Cultural exchange programs represent the opportunity for participants to mature on a personal and intellectual level. An understanding and familiarity of local customs The experience can be life transforming from an informed and real-life perspective, participants are able to learn about international affairs and how geopolitics and economic factors affect the world we live in.

KEHA INTERNATIONAL EXCHANGE PROGRAM

Homemaker Application

Due March 1

(See Handbook 77 for application details and submittal years.)

General Information

Name _____

Address _____

Phone _____ Email _____

Date of Birth _____ Place of Birth _____

Married _____ Single _____ Name of Spouse _____

Religion (Optional) _____ Children _____ Ages _____

Number of years in Homemakers _____ Officer _____ State _____ Area _____ County _____

At what levels have you served as International chairperson?

Briefly list leadership roles:

Overseas travel experience: (Indicate when, where, and for what purpose)

Valid Passport or Visa? _____ Yes _____ No

Please list any languages other than English that you are fluent in. List your competency in them as poor, fair, very good.

Language _____	Speaking _____	Reading _____	Writing _____
Language _____	Speaking _____	Reading _____	Writing _____
Language _____	Speaking _____	Reading _____	Writing _____

Homemaker International Exchange Application (Continued)

List your hobbies and special interest:

Health Limitations:

Write a short paragraph on why you want to participate in the Homemaker Exchange Program:

Signature of Applicant _____

Signature of County President _____

MANAGEMENT AND SAFETY

All educational chairpeople are expected to work together to integrate their programs of work when possible. This educational focus deals with management of finances, time, etc. and financial planning for the future as well as safety in all aspects of our lives. The chairperson should be aware of the following when planning the program of work.

- Promote Family Resource Management including time and money management, Consumer Protections and Rights, Health Care decisions and Community Development;
- Promote safety programs such as: Home, farm, food, school, business, disaster preparedness, Home First Protection Programs. Materials on these issues are available from County Extension Offices;
- Promote and explore home-based business opportunities; and,
- Develop computer training programs for members.

Some programs available from Extension specialists and County Extension Offices include:

- Money Habitudes
- Positive Employability
- Recovering Your Finances
- Money Management
- In the Face of Disaster: Disaster Readiness and Response
- Investments
- Estate Planning
- Retirement Planning
- Protect Your Life From Scams and Frauds
- Stand Up to Falling
- Transferring Cherished Possessions
- Time Well Spent: Productivity Skills for Success

KEHA Management and Safety Chairperson – 2025-2028

Diana Morgan

140 Hunters Trail Dr.

Dry Ridge, KY 41035

Phone: 859-393-0216

Email: dianaml118@yahoo.com

MANAGEMENT AND SAFETY

Program of Work 2023-2026

Situation: KEHA members need to be made aware of programs and reference materials made available to them in the areas of management and safety, as well as how the programs affect their daily lives, such understanding their credit score, saving for the future, and basic estate planning. It is also important that we know how to take steps in handling and transferring cherished possessions while still living. Everyone should understand the importance of carrying a written personal medication and medical history list on their person.

Focus by Year:

Year 1: *Transferring Cherished Possessions and/or Emergency Health Information Cards*

- Transferring Cherished Possessions: Estate Planning Tips for Non-Titled Property (Nichole Huff, Ph.D.)
- Handy to Have: Emergency Health Information Cards (Katherine Jury, M.S.)

Year 2: *Estate Planning Basics* (Nichole Huff, Ph.D.)

- Getting Started: Part 1 (FCS5-422)
- Records and Personal Information: Part 2 (FCS5-423)

Year 3: *Stretching Your Dollar and/or Understanding Your Credit Score*

- Stretching Your Dollar: What to Do When the “Ends” Don’t Meet (Nichole Huff, Ph.D.)
- Understanding Your Credit Score (Kelly May, M.S.)

2023-2024 (Year One)

Titles: *Transferring Cherished Possessions* and/or *Emergency Health Information Cards*

Lesson 1. Transferring Cherished Possessions: Estate Planning Tips for Non-Titled Property

Written by: Nichole Huff, Ph.D., Extension Specialist - Family Finance & Resource Management

Description: See full KEHA Leader Lesson for materials and program descriptions (*Moneywise Handout, Facilitator's Guide, Presentation, Activities, Evaluation*)

Goal: Establish the importance of estate planning for non-titled possessions.

Objectives:

- Understand what is in your estate.
- Discuss estate planning considerations.
- Document your wishes for your estate.

Suggested Activities:

1. Show and tell the story behind “your” personal possession.
2. Create an Asset Distribution Plan.
3. Write a Letter of Last Instructions.

Note: *This KEHA Leader Lesson is an abbreviated version of a larger 4-lesson curriculum. Contact your FCS Agent if your KEHA club is interested in experiencing the entire curriculum.*

Lesson 2. Handy to Have: Emergency Health Information Cards

Written by: Katherine Jury, M.S., Extension Specialist - Family Health

Lesson Description: An Emergency Health Information (EHI) Card can be a helpful tool to have. If you are ever in an emergency where you need immediate medical treatment, but are not able to communicate with first responders, an EHI Card can tell medical providers important information about how to help you. This lesson focuses on who can benefit from carrying an EHI card, information that should, and should not be included on an EHI Card, and where to put copies of an EHI Card. Curriculum materials include EHI Card template, participant handout, facilitator's guide, PowerPoint slides and evaluation.

Rationale: The National Safety Council reports that over 5 million accidents occur in the United States each year, with 43% of those resulting in injuries. Many emergency calls would be made smoother if the injured or ill person was in possession of an Emergency Health Information Card. The content in this lesson promotes and encourages general health and medical self-advocacy through the means of a tool, emergency health information cards. This information is relevant to Homemakers and the adult population in general.

Goal: Increase use of Emergency Health Information Cards among adults, leading to better health outcomes in emergencies.

Objectives:

- Identify who can benefit from carrying an EHI card.
- Describe information that should and should not be included on an EHI Card.
- List where to put copies of an EHI Card.

Lesson Materials Include:

- Printable Emergency Health Information Cards
- Health Bulletin
- Facilitator Guide
- PowerPoint
- Evaluation
- Activities
- Two YouTube Videos

2024-2025 (Year Two)

Title: Estate Planning Basics

Written by: Nichole Huff, Ph.D., Extension Specialist - Family Finance & Resource Management

Lesson Description: If you're not sure where to get started drafting an estate plan, this lesson may help. Learn a few basics of estate planning, including how to establish goals for your estate and what information you need to gather as you begin the estate planning process. Materials include two Extension publications, facilitator's guide, optional PowerPoint slides, and evaluation.

Goal: Educate participants on a few basic principles of estate planning, including how to establish goals for your estate and what information you need to gather as you begin the planning process.

Provide basic estate planning resources based off of two existing Extension publications:

- Getting Started: Part 1 (FCS5-422)
- Records and Personal Information: Part 2 (FCS5-423)

General Objectives:

- Understanding estate planning basics and how to get started.
- Assets: Know what you have and where to find it.
- Establish goals for what you want to do with your property.

Titles: Stretching Your Dollar and/or Understanding Your Credit Score

Lesson 1. Stretching Your Dollar: What to Do When the “Ends” Don’t Meet

Written by: Nichole Huff, Ph.D., Extension Specialist - Family Finance & Resource Management

Lesson Description: “Making ends meet” is getting harder in today’s economy. This lesson will cover how to make your dollars and resources go farther. The lesson will provide tips for managing your money in financially tough times and offer strategies for saving on groceries, gas, utilities, clothing, and other household essentials. We will explore ways to manage fixed and variable household costs with tips on spending wisely, prioritizing finances, and saving when expenses are tight.

Goal: To provide tips for managing your money in financially tough times.

General Objectives:

- Managing Financial Stress when the “money gives out before the month does.”
- Learn tips for how to spend wisely, prioritize finances, and the importance of saving.

Lesson 2. Understanding Your Credit Score

Written by: Kelly May, M.S., Extension Associate – Family Finance & Resource Management

Lesson Description: Does one number define you? Find out about the meaning behind credit scores, what makes a good one, and how you can improve yours. Materials include an informational handout, podcast, facilitator’s guide, optional PowerPoint slides, evaluation, and marketing tools. Note that the podcast is optional but could be used during the presentation for group listening or as a listening option for a mail-out lesson. The facilitator’s guide will provide discussion topics and group questions as usual.

Goal: To raise awareness of the importance of credit scores and reports and inform participants about how to request and review their report.

General Objectives:

- Identify the three credit bureaus.
- Demonstrate how to request free credit reports.
- Identify the components of credit scores.
- Review credit history for possible score improvement areas.

Additional Management and Safety Lessons Available

Situation: KEHA members need to have a better understanding of their finances. They should be knowledgeable about planning for their future as well as retirement needs. There are many ways to manage expenses.

Lessons Currently Available:

Lesson: Time Well Spent: Organizing Tips for Increased Productivity

Productivity allows us to make progress on and complete necessary tasks. However, many people are not as productive as they would like to be. Through this lesson, you will learn how clutter and disorganization can negatively affect your productivity. You also will gain ideas for better ways to organize your time and workspace. Curriculum materials include publication, facilitator guide, PowerPoint slides, participant activities, and evaluation.

Lesson: A Bad Deal in Disguise: Types of Scams

Fraud can happen to anyone at any age. Learn how to avoid being a victim by recognizing common scams. Curriculum materials include publication, facilitator guide, PowerPoint slides, participant activities, marketing tools, and evaluation.

Lesson: Reducing the Risk of Identity Theft

Identity theft is the most reported type of fraud complaint received by the Federal Trade Commission. Learn what identity theft is and how to reduce the risk, as well as what to do if it does happen to you. Curriculum materials include publication, facilitator guide, PowerPoint slides, participant activities, marketing tools, and evaluation.

Lesson: Scam Red Flags and Avoiding Fraud

Americans lose billions of dollars each year to fraud. Anyone could become a victim. Stay safe by learning to recognize red flags of a scam and take steps to protect yourself from fraud. Curriculum materials include publication, facilitator guide, PowerPoint slides, participant activities, marketing tools, and evaluation.

LEADERSHIP DEVELOPMENT

KEHA's educational focus deals with developing a strong leadership base for the organization and community. By doing this we will strengthen our community outreach efforts. All chairpeople should take the following ideas into consideration when planning their own programs and projects.

Consider the following ideas when planning programs and projects:

- Promote officer and chairman training using available training materials for membership statewide.
- Encourage members, as individuals and groups, to volunteer in the community.
- Encourage members to learn about how local and state government works and what they can do to affect decisions and actions.
- Encourage voter registration and voter participation.
- Encourage donations to and applications for the Evans/Hansen/Weldon and KEHA Homemaker Scholarship funds.
- Encourage and promote applications to the KEHA Endowed Scholarship at the University of Kentucky.

KEHA Leadership Development Chairperson – 2024-2026 (partial term)

Cyndy Humble
1687 Tebbs Bend Road
Campbellsville, KY 42718
571-216-3186
HumbleC@msn.com

LEADERSHIP DEVELOPMENT

2024 – 2027 PROGRAM OF WORK

The Leadership Development program of work consists of four ongoing programs: Leadership, Citizenship, Scholarships, and Volunteerism.

1. LEADERSHIP

KEHA Leadership is not what one leader does. Skills of individual leaders are important, however, the correct meaning of KEHA leadership is about what Homemakers do together. Influencing, guiding, and inspiring others to achieve goals is the definition of a leader regardless of whether they are an elected officer, appointed chair or dedicated member. KEHA and the University of Kentucky strive to motivate, encourage, and enhance the abilities of all Homemakers to achieve success for themselves and the association.

Leadership Development is an opportunity for KEHA members to build experience through training and practice, recognize potential, and lift each other up. All members are encouraged to participate in opportunities for training and education to empower effective, energetic involvement and better serve our families and communities.

Focus:

To encourage all Homemakers 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 county, area and state levels expanding the knowledge of the KEHA organization.
2. Provide wider selections of leadership “mini courses” at the state meeting and make them open to all members, including elected officers.
3. Instill the importance of and the benefits of using parliamentary procedure during meetings.
4. Provide job descriptions to all Homemakers in a leadership position.

Suggested Activities:

1. Schedule a training day for all Homemakers specifically targeting the elected officers.
2. Review current or write job descriptions for each position in the club.
3. Use the featured lesson for a day activity; invite local community leaders for added interest.
4. Encourage members to participate in Leadership Development training and lessons.
5. Use the theme-based materials provided by KEHA at county and area leadership events.
6. Incorporate leadership training into area and county meetings.
7. Encourage Homemakers’ interest and participation in the Leadership Academy when offered.

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.

2. CITIZENSHIP

Three significant ways all Americans can express their citizenship are: 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.

Focus:

Homemakers should become the best citizen they can be. Homemakers should be involved in our local government.

Goals:

1. All eligible family members will register to vote and participate by voting in all elections.
2. Participate in local government by attending meetings such as council, fiscal court, and school board; become familiar with community leaders.
3. Incorporate what you hear and see at these meetings into discussions for the dinner table, with club members, etc.; talk about local issues.
4. Encourage community leaders to serve on the County Extension Council, Family and Consumer Sciences Advisory Council or other community organizations.

Suggested Activities:

1. Host a public forum for your whole community to come together with people in office to discuss their views and answer questions.
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.

3. SCHOLARSHIPS

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. Ensure local schools and students are aware of the scholarship opportunities offered through KEHA.
2. Increase support for scholarships for students majoring in Family and Consumer Sciences at UK and other Kentucky colleges and universities.
3. Increase the number of applications for all scholarships offered by KEHA.

Suggested Activities:

1. Contact local schools, public, private and home-school associations, to inform students and teachers about KEHA scholarships; follow-up three months before KEHA scholarship deadlines
2. Raise funds for the KEHA educational scholarship funds.
3. Encourage homemaker clubs and counties to investigate the possibility of partnering with other organizations to award 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.

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.

4. VOLUNTEERISM

What is a volunteer? A volunteer is an individual who agrees to do a job or perform a service for others (not a household member) for which the only pay is the personal satisfaction of a job well done. A volunteer can share time, knowledge, skills, materials, etc. with others.

Why volunteer? Help homemakers feel better connected to their community, develop a sense of well-being, give back to others and develop a sense of social responsibility.

KEHA members are encouraged to serve their community as a volunteer, to be aware of community needs and help find ways to fulfill those needs. Additionally, members are asked to faithfully record those hours spent in volunteer service. Recording Volunteer Service Units (VSUs) allows KEHA to calculate 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. Why do we collect these VSU hours? Because it tells the story of KEHA's involvement.

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 and importance of recording and reporting VSUs.
3. Acknowledge VSU contributions through awards.

Suggested Activities:

1. Participate in the KEHA VSU program. Report VSU hours to the Leadership Development chair by the deadline.
2. Promote and publicize the VSU program.
3. Survey members to determine what volunteer services are currently supplied by homemakers to the community.
4. Compile a listing of local organizations and agencies in need of volunteers, including contact information for each organization/agency. Share this information with local KEHA members.
5. Share the value of volunteer hours with Homemakers at the county, area, and/or state levels. Use local media outlets (radio, newspaper, and social media) to share the news with the community. The most current Kentucky dollar value is reported in the state-by-state data, <https://independentsector.org/resource/value-of-volunteer-time/>. Example: In 2023 the value of a volunteer hour in Kentucky was \$28.53, while the U.S. value was \$33.49.
6. Encourage participation in the KEHA Community Volunteerism Awards.

Contest/Recognition:

Community Volunteerism Awards

COMMUNITY VOLUNTEERISM AWARDS

Club and County Level

Programs and activities entered in this contest focus on a club's or county association's volunteer involvement in *community leadership, community issues, or community service*.

FORMAT

All entries should be submitted as a packet. Email is preferred – your Extension Office staff may be able to scan written packets. Typing of information is strongly encouraged; but neat, legible handwriting is acceptable.

Packet must include:

1. Cover sheet – Use the cover sheet found in Appendix page 1.
2. Subsequent pages – Name of project, issue, service. Description of program, activities, and accomplishments. Consider including all items mentioned in the judging criteria.

Email or postmark deadline for entries is **March 1**. Entries should be sent to the KEHA Educational Chair for Leadership Development:

Cyndy Humble
1687 Tebbs Bend Road
Campbellsville, KY 42718

Questions? Contact Cyndy at 571-216-3186 or HumbleC@msn.com.

JUDGING CRITERIA

Written Segment	Score
Purpose – Goals and objectives, include community need, why the program was done	30
Scope of Activity – What was done, who was involved, describe what took place (must have occurred within the past 2 years)	30
Results – What was accomplished, describe successes and/or limitations encountered, changes if done again, etc.	30
Support Material – Pictures, news articles, print material; limited to 4 pages	10

TOTAL

100

KEHA LEADERSHIP DEVELOPMENT VOLUNTEER SERVICE UNIT (VSU) PROGRAM

The Volunteer Service Unit (VSU) Program is a system for documenting and certifying time spent in volunteer activities. The VSU program is intended to recognize individual volunteer efforts in your club and community. It also is intended to help you grow personally in volunteer leadership skills, and to show you how you might use those skills. For example, you might want to climb a “volunteer career ladder.” That is, you may want to go on to more responsible volunteer positions in KEHA or in other organizations. In addition, volunteer experience is often accepted and equated to paid employment if described in comparable terms when seeking employment.

- 1) **What is a volunteer?** A volunteer is an individual who agrees to do a job or perform a service for others (not a household member) for which the only pay is the personal satisfaction of a job well done. A volunteer can share time, knowledge, skills, materials, etc. with others.

Volunteers are not paid for their work. out-of-pocket expenses related to the volunteer work can be covered, such as mileage or supplies to teach a class.

- 2) **What is a Volunteer Service Unit (VSU)?** A VSU is an hour of volunteer service. These include hours spent in preparing to carry out a volunteer activity as well as the hours spent directly involved in volunteer work. This includes hours spent within the KEHA organization, in volunteer roles with Cooperative Extension and other community work.
- 3) **How can I record VSUs?** Regularly record volunteer service hours on the VSU log and submit your log to your county club/county Leadership Development Chair. VSUs should be reported in the KEHA program year in which the service occurred (July 1 – June 30).
- 4) **How are VSUs categorized?** The VSU program includes four categories of service. Those categories include Extension (4-H and other), KEHA, Community and Personal. NOTE: 4-H hours are included on the VSU log and reported under the Extension category in a separate column and count as Extension hours for VSU reporting.
- 5) **What counts as volunteer hours in each category?** NOTE: The following examples are not all inclusive.

Extension – Unpaid service to assist with any Extension Agent directed programs. This category also includes assisting with any program organized and presented by an Extension agent. Counted hours should include your training, preparation time, travel time and delivery time to your audience. The key here is agent-led and directed programs where the KEHA member is a volunteer.

Examples:

- Participating in agent-led training to become a Leader Lesson leader
- Judging a 4-H event or leading a 4-H club
- Volunteering at 4-H Camp, Project Days, or other 4-H events
- Helping agents with county fair tasks
- Volunteering at an Extension field day
- Helping with Farm Safety Days
- Volunteering with LEAP
- Serving on the County Extension Council, Extension District Board, State Extension Council
- Serving on the County 4-H Council or FCS Council

KEHA – Programs that originate and are directed by KEHA leaders and members. This includes unpaid service to a club, county, area, or the state as a committee member or officer. Participating 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:

- Leading a Leader Lesson with a homemaker club
- Making quilts that will be donated
- Bazaar and craft sales to benefit KEHA
- Fundraisers for KEHA scholarships
- Hosting an ovarian cancer tea fundraiser
- Creating social media promotions
- Planning/conducting KEHA Week activities
- Baking for club-sponsored bake sales
- Planting trees as a club project

Community – This category is for unpaid service as a member or officer within community groups. Service counts as community as long as the volunteer role is not related to an Extension-led activity or Extension Homemakers activity. This category is also for reporting volunteer time mentoring/tutoring students at school. 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.

Examples:

- Local homeowner's association
- Library board
- Rotary, Kiwanis, Eastern Star, etc.
- Parent-teacher organizations, school boards, etc.
- First responder
- Literacy programs
- Senior home visits
- American Cancer Society, Red Cross, etc.
- Judging FCCLA events
- Community beautification projects

Personal – This category is for reporting of any unpaid service provided to family, friends, and neighbors not living with you. Religious activities also can be included in this category.

Examples:

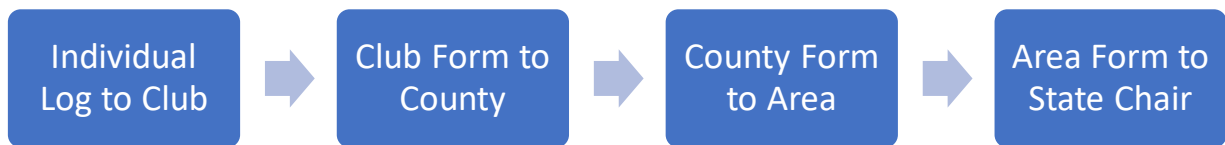
- Babysitting relatives not living with you
- Driving someone to a doctor's appointment
- Picking up groceries
- Mowing someone's lawn
- Shoveling snow or raking leaves
- Teaching Sunday School
- Church choir practice
- Driving the church van

- 6) 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 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**.

- 7) **How do members report their individual hours?** Hours may be tracked in any manner you see fit. A log form should be used for reporting. The log for recording 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 Chair for Leadership Development.
- 8) Club hours will no longer be collected. Only individual hours should be submitted. Counties are encouraged to recognize specific clubs for going above-and-beyond at the local level. Clubs also can choose to participate in the Community Volunteerism Award.
- 9) **How are hours reported at each level?**
VSUs are reported in two ways:
 1. The **Leadership Development Program of Work Report** collects county totals for hours, which will be compiled to state totals. These totals are used to calculate how much those hours are valued monetarily in the Commonwealth.
 2. The **VSU Report Form** collects the top hour-earning individuals and those with more than 500 hours. This is utilized for individual awards.

Reporting Process for Volunteer Service Units (VSU):

1. Clubs report to county, county reports to area, and area reports to the 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 Leadership Development Program of Work Report form. The county reports are due **by August 15**. The 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 Chair will complete the Area VSU Report Form. All pages should be submitted to the State Leadership Development Chair **by September 15**.
5. The State Leadership Chair will award a gift card to the individual with the greatest number of hours STATEWIDE in each category and will award certificates to the 2nd and 3rd place recipients for each category STATEWIDE annually at the State Meeting.

It may be helpful for members of clubs to go over, collect, and tally all VSU logs at the last meeting of the Homemaker year in spring. Reporting can be made more fun by organizing a “party” for collecting information from all clubs or members, roundtable style. Some counties have utilized a theme with snacks or a meal to make the reporting process more enjoyable.

Recognition:**At the COUNTY level:**

- a. All members reporting any hours should be recognized by category. This can be at the annual county meeting, a newsletter, social media, website, etc. The county council should work with the County Leadership Development Chair to determine the most appropriate means of recognition.
- b. The top three members in each category should be recognized and presented with a certificate at the annual county meeting. The County Leadership Development Chair is responsible for this recognition.
- c. Using the VSU reporting forms, the County Leadership Development Chair will submit a report to the Area Leadership Development Chair. This report includes the top three members in each category and all members in the county with 500 or more total hours across all categories.
- d. Hours may not be held over to the next year; 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 these reports are due, this information will need to be saved by the County Leadership Chair for certificate presentation at the next annual meeting or at another time designated by the county council.

At the AREA level:

- a. The Area Leadership Development Chair will compare the top three individuals reported in each category and identify the top three members from the area in each category.
- b. The Area Leadership Development Chair will use the VSU report to submit the top three area members from each category to the State Leadership Development Chair by the deadline.
- c. The three area members in each of the four categories and all area members with 500 or more hours across all categories will be recognized with a special certificate at the annual area meeting. This will be the responsibility of the Area Leadership Development Chair.
- d. 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. The State Leadership Development Chair will compare the top three area winners from each category to identify the top three members in each category from across the state.
- b. At the annual KEHA State Meeting the top recipient from each category across the state will receive a gift card. The 2nd and 3rd place recipients will receive a certificate.

EVANS/HANSEN/WELDON SCHOLARSHIP FUND

The Evans/Hansen/Weldon Scholarship Fund was established when three previous KEHA scholarships were combined. The three previous scholarships were: the Ella Evans Good Neighbor Fund, the Viola K. Hansen Scholarship Fund, and the Myrtle Weldon Student Loan Fund, later the Myrtle Weldon Memorial Scholarship. The scholarships were combined in 2004 when funds were no longer available to award three separate scholarships. Additional historical information is available on the Leadership Development Chairperson page of the KEHA website at www.keha.org.

Rules and regulations governing the *Evans/Hansen/Weldon Scholarship Fund* are as follows:

- ◆ The scholarship may be used for full-time students selected to attend any college or accredited higher education undergraduate program in Kentucky (i.e., university, college, trade or technical school). The individual can be a graduating high school senior or a student currently enrolled in a higher education program.
 - ◆ The intention is to award the scholarship(s) to those who plan to pursue a career in Family and Consumer Sciences. Priority may be given to those majoring in a Family and Consumer Sciences discipline.
 - ◆ The scholarship is renewable. Second year student applicants are not required to complete the initial application but must supply an official copy of their transcript and a one-page letter describing what higher education has meant to them during the last year.
 - ◆ All Kentucky Homemaker members are encouraged to make the *Evans/Hansen/Weldon Scholarship Fund* an important part of their yearly giving activity.
 - ◆ The scholarship application form is three pages and follows this description.
 - ◆ Applications are due by March 1 to the KEHA Leadership Development Chairperson by mail or email. Send to:
Cyndy Humble
1687 Tebbs Bend Road
Campbellsville, KY 42718
HumbleC@msn.com
- Questions? Contact Cyndy at 571-216-3186 or HumbleC@msn.com.
- ◆ The complete application packet should include:
 - Application Form (KEHA Handbook 99-101) [Should be typed]
 - Transcript (Official) of most current coursework and grades
 - If the transcript does not include a current GPA, please include the GPA page to be filled out by counselor or faculty advisor, signed and dated (KEHA Handbook 101)
 - Letters of reference from two (2) different people not related to the applicant

Complete application packet will be judged according to the following criteria:

Financial Need	30 points
Community Service & Activities	25 points
Scholastic Achievement	25 points
Leadership	10 points
Major/Discipline of Study	5 points
Overall Impression	5 points

NO CHECKS WILL BE ISSUED UNTIL CONFIRMATION OF ENROLLMENT IS RECEIVED FROM THE COLLEGE OR SCHOOL.

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION EVANS/HANSEN/WELDON SCHOLARSHIP APPLICATION

Application materials must be typed. Please submit one complete packet either by mail or email to the KEHA Leadership Development Chairperson postmarked/time stamped by March 1.

The purpose of the Evans/Hansen/Weldon Scholarship is to provide funds to enable deserving students who are residents of Kentucky to earn a degree in a Family and Consumer Sciences discipline. One or more scholarships are presented annually.

Name of Applicant _____

Home Address _____

City _____ State ____ Zip Code _____ County _____

Phone () _____ Email _____

Date of Birth _____ Gender _____ Marital Status _____

Guardian 1 Name _____

Guardian 1 Occupation _____

Guardian 2 Name _____

Guardian 2 Occupation _____

Number of people living at home _____

School you plan to attend _____ Major: _____

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

Has applicant applied for other scholarships? Yes _____ No _____

List other scholarships awarded to you _____

Approximate gross annual income of family \$ _____

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

Personal savings _____ Parents _____ Job _____

Other _____ Total _____

Please attach a transcript of your most current coursework and grades.

Evans/Hansen/Weldon Scholarship Application Continued

List Clubs, Organization and Extracurricular Activities You Participate In:

List Special Honors/Awards You Received:

State in 100 words or less your educational plans and goals.

Evans/Hansen/Weldon Scholarship Application Continued

To be filled out by Faculty-Advisor

STUDENTS NAME _____

GRADE POINT AVERAGE _____

Please comment on the following qualities, or ask other school personnel to do so:

Dependability:

Leadership:

Service:

Participates in extra-curricular activities:

Teacher/Counselor/Faculty Advisor Signature: _____

Position/Title: _____

School Name: _____

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 also may 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 Chairperson as soon as possible. The KEHA Member Scholarship is renewable for one year.

Applications are due by March 1 each year.

Send application packets by mail or email to the KEHA Leadership Development Chairperson:

Cyndy Humble
1687 Tebbs Bend Road
Campbellsville, KY 42718
HumbleC@msn.com

Questions? Contact Cyndy at 571-216-3186 or HumbleC@msn.com.

- ◆ The complete application packet should include:
 - Application Form (KEHA Handbook 103-105) [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 105)
 - Letters of reference from two (2) different people not related to the applicant

Scholarship applications will be judged according to the following criteria:

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

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION
KEHA MEMBER SCHOLARSHIP APPLICATION

Application materials must be typed. Please submit one complete packet either by mail or email to the KEHA Leadership Development Chairperson postmarked/time stamped by March 1.

All applicants must be residents of Kentucky and have been an active member in KEHA for at least 3 years.

Name of Applicant _____

Home Address _____

City _____ State ____ Zip Code _____ County _____

Phone () _____ Email _____

Marital Status _____ Occupation _____

Are you a KEHA member? ____ Yes ____ No If yes, how many years? _____

Guardian 1 Name _____

Guardian 1 Occupation _____

Guardian 2 Name _____

Guardian 2 Occupation _____

Number of people living at home _____

School you plan to attend _____ Major: _____

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

Has applicant applied for other scholarships? Yes _____ No _____

List other scholarships awarded to you _____

Approximate gross annual income of family \$ _____

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

Personal savings _____ Parents _____ Job _____

Other _____ Total _____

Please attach a transcript of your most current coursework and grades.

KEHA Member Scholarship Application Continued

List Clubs, Organization and Extracurricular Activities You Participate In, including community service and KEHA activities:

List Special Honors/Awards You Received:

State in 200 words or less your educational plans and goals, including how KEHA has influenced your decision.

KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION
KEHA MEMBER SCHOLARSHIP
Membership Verification Form

NOTE: This page must be signed/filled out by at least one of the following: Club president, County president, or county agent.

By my signature, I verify that _____ has been a member of the

Kentucky Extension Homemakers Association for _____ years (minimum of 3 years
membership required.)

Name of Club/County Organization _____

Signature

Print Name

Title

Date Signed

**KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION
ENDOWED SCHOLARSHIP
FOR FAMILY & CONSUMER SCIENCES STUDENT**

For many years KEHA has given scholarships to high school and college students and grants to members and agents for study and projects. In 2007, an endowed scholarship was established with the help of the now Martin-Gatton College of Agriculture, Food and Environment at the University of Kentucky. This scholarship is awarded to a person who plans to pursue a career as a Family & Consumer Sciences Extension Agent. The scholarship is KEHA's effort to help educate new FCS agents who will benefit the entire state.

Rules and regulations governing the KEHA Family & Consumer Sciences Scholarship

- A. The scholarship(s) will be awarded to students who:
 - Plan to pursue a career as a Family & Consumer Sciences Extension Agent within the state of Kentucky,
 - Have junior or senior standing in the School of Human Environmental Sciences within the Martin-Gatton College of Agriculture, Food and Environment, and
 - Are in good academic standing with a minimum cumulative GPA of 3.0 in the School of Human Environmental Sciences within the Martin-Gatton College of Agriculture, Food and Environment.
- B. Recipients of the scholarship will be allowed to use the award for regular semester coursework and/or an internship for course credit in Family and Consumer Sciences Cooperative Extension within a county Cooperative Extension office in the state of Kentucky.
- C. A student who received the scholarship as a junior may apply for renewal as a senior if a cumulative GPA of 3.0 is maintained.
- D. The scholarship application form will be available in December on the Martin-Gatton College of Agriculture, Food and Environment website at <http://students.ca.uky.edu/scholarships>.
- E. Applications are due by deadlines established by the Martin-Gatton College of Agriculture, Food and Environment and must be submitted as directed by the college Center for Student Success.

KEHA Mini-Grants for Study or Research

In 1984, KEHA established a fund to provide money for research or study in the form of mini-grants. These grants are awarded annually.

The amount of each grant is based upon interest earned on designated restricted funds and the number of applications received. No grant larger than \$500 will be awarded. KEHA members, County Family Consumer Science Extension Agents or Family Consumer Science Extension Specialists are eligible for the mini-grants.

The Committee to review applications shall be appointed by the State KEHA President.
Selection emphasizes the benefits to KEHA.

Recipients are announced and awards made at the KEHA Annual Meeting. The grant is to be used within 12 months of the award date with a written statement of accomplishment to the KEHA 2nd Vice President.

The mini-grants shall be used for:

- Expenses for researching new educational programs. Grant cannot be used for actual implementation of program;
- Expenses for attending educational workshop or conference that will benefit KEHA;
- Tuition for formal course work; or,
- Other aspects of research or study programs.

The criteria for judging are:

- 40% needs assessment, financial, personal and/or county;
- 30% specific plan to benefit KEHA;
- 15% identification of problem; and
- 15% goals and objectives.

If the request is approved and funds awarded, a written report and list of actual expenses will be due within 12 months of the award date. Send report to the KEHA 2nd Vice President.

The application form follows this description and is due March 1 to the KEHA 2nd Vice-President.

KEHA STUDY OR RESEARCH MINI-GRANT APPLICATION

(Page 1 of 2)

NAME _____ COUNTY _____

ADDRESS _____
Street or Box Number

City _____ State _____ Zip Code _____

Phone _____ Email _____

Check One:

_____ County Extension Agent for Family & Consumer Sciences

_____ Extension Specialist for Family & Consumer Sciences

_____ Kentucky Extension Homemakers Association Member

A written report and list of actual expenses will be due within 12 months of the award date. Send report to the KEHA 2nd Vice President.

If, for any reason, you are unable to complete the project described above, all monies must be returned to the Kentucky Extension Homemakers Association, Inc.

Signature of Applicant

Date

Send to:

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

Application Number: _____
(For Judging Only)

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June 2025

KEHA MINI-GRANT APPLICATION, *CONTINUED*
(Page 2 of 2)

Title of Project _____

Date Proposed Project Will Begin _____ End _____

Amount Requested for Project (max. \$500) \$ _____

Have you previously received a KEHA mini-grant? Yes _____ No _____

Identify the problem that utilization of this mini-grant would correct.

Describe the course of action needed, i.e., workshops, leader training, etc.

List goals and objectives for the project.

Outline a plan for sharing the information obtained with KEHA members.

List other sources of money.

Provide Budget.

Application Number: _____
(For Judging Only)

KEHA DEVELOPMENT GRANT

Development grants can be used for a project by an Area or County. Examples of projects eligible for grants include programs on membership, leadership, community action and health care. Projects can be cooperative efforts with other groups in the community. **Funds cannot be used as a cash donation and homemakers must be involved in the project.** Fairs, art shows, tourism events, etc. are excluded.

Grant proposal requests:

Grant is limited to one per Area – whether Area or County. An Area can request up to \$500.00 for an Area Project. A County can request up to \$300.00 for a County Project. The proposal must be prepared by homemaker members and clearly outline the role of homemakers and agents in preparation and during the project. All submissions should use the application form found in the KEHA Handbook, pages 109-111. Limit the proposal to three pages. **Proposal must be sent by certified mail by March 1 each year. Proposal needs a clear, defined name.**

The project must be completed by May 1 of the following year and a written report including a list of actual expenses will be due to the KEHA 2nd Vice President by June 1. Grant recipients will be required to have a report or display in the Homemaker Showcase at the State Meeting following completion of the project. The State Meeting Showcase Form should be filled out by the March 15 deadline.

Grant proposals will be judged according to following criteria:

1. Cover page

5 points

- A) Title of the project.
- B) Name of the entity making application
- C) Name, address, telephone number, e-mail, fax number, area, and county of the contact person. ***This must be a homemaker member.***
- D) Names of Committee members

2. Proposal

50 points

- A) Purpose of the project and what you hope to accomplish.
- B) Project description (workshop, lecture, trip).
- C) Target audience.
- D) Publicity and advertising of the project.
- E) Any other support information.

3. Timeline with project events, programs, and task assignments

20 points

A) Include March 15 State Meeting Showcase Form, May 1 project completion date, State Meeting Showcase Display, and June 1 report and actual expenses summary.

4. Budget

15 points

- A) Include all expenses for the proposal
- B) Include all income - grant, registration fees, Area or County Council funding, sponsors, in-kind services, etc.

5. Evaluation and expected impact of this project.

10 points

DEADLINES:

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

Have you previously received a KEHA development grant? Yes _____ No _____

Year(s) received and project(s) _____

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

KEHA DEVELOPMENT GRANT APPLICATION

(Page 2 of 3)

Name _____ **County or Area** _____

Title of Project _____

Proposal _____

Purpose _____

Project Description _____

Target Audience _____

Publicity and Advertising _____

Other Support Information _____

KEHA DEVELOPMENT GRANT APPLICATION

(Page 3 of 3)

Timeline (*with project events, programs, and task assignments*)

Budget (*Attach. 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 May 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.

MASTER FARM HOMEMAKERS GUILD, INC.

The object of the Master Farm Homemakers Guild is to promote the highest possible standard of living in farm homes, focusing on the positive aspects of farm/home life. Through the years, many projects have been carried out to further these aims.

Master Farm Homemaker member selection is open statewide each year. The process begins in the fall when the advisor sends information to the Family Consumer Sciences Extension agents. The packet of information includes the criteria for membership and nomination, along with the judging score card, all of which should be referenced when selecting county nominees. The packet also outlines the process for district judging and includes details about the state judging process. County and district selection/judging should be conducted in early fall.

The Master Farm Homemakers Guild 2nd Vice President will work with FCS contact agents to carry out the selection of district nominee(s) as needed. Once the nominee(s) is (are) selected, the name is forwarded to the 2nd Vice President in early December. Each district nominee finalizes and submits a nomination packet by February 1st to the Guild 2nd Vice President. The 2nd Vice President works with the county FCS agent and the nominee to arrange for a home visit by the state judging team.

The following scorecard should be used for county and district judging criteria.

- * The Farm and Home Plan (20 points)
The house interior and exterior, managing and balancing farm and home activities.
- * Management in the Home (40 points)
Home furnishings, home improvements, health and safety, food and nutrition, clothing and household textiles.
- * Family Relations (30 points)
Sharing responsibilities and planning, working relationship among family members, family recreational activities—time together.
- * Civic Responsibilities and Community Activities (10 points)
Civic responsibilities, community activities and leadership.

Master Farm Homemakers Requirements

The requirements for recognition are based on the prerequisites and certain standards established by the Kentucky Guild. Persons selected for recognition as Master Farm Homemakers must:

- ◆ Be farm women who own a working farm and are included in the labor and/or management of that farming operation. A percentage of the family income should be derived from the farming operation.
- ◆ Be a member in good standing of KEHA for at least 3 years,
- ◆ Be knowledgeable about and supportive of the Cooperative Extension Service,
- ◆ Demonstrate unselfish service to family, community, state, and nation,
- ◆ Be nominated from the club, county, and/or district where KEHA membership is held.

Selection Process:

The process begins in the fall with selected candidates inducted the following spring at the KEHA State Meeting

Up to five (5) qualified candidates can be recognized and honored as state Master Farm Homemakers each year.

Note: For further information contact the Master Farm Homemaker representative listed on the KEHA Board Directory on the KEHA website (www.keh.org).

Meetings:

- Spring business meeting and recognition of new members – April/May in connection with the Kentucky Extension Homemakers Association Annual Meeting.
- Summer business meeting and informal gathering – often in July/August but scheduled according to dates recommended by individual(s) hosting the activity. The summer meeting is usually hosted by one or more Guild members at or near their homes. The Guild usually has an auction of crafts and other items made/brought by members. This is the only money-making project in support of Guild activities.

Master Farm Homemakers Recognition

Master Farm Homemakers Guild, Inc. (MFHG) is sponsored by the University of Kentucky Cooperative Extension Service, (CES), the Kentucky Master Farm Guild, Inc., and KEHA.

☐ Kentucky CES will:

- Keep County Extension Agents for Family and Consumer Sciences informed about the Guild;
- Inform and assist counties with information about the area and state judging process;
- Furnish staff to help in carrying out the MFHG program; and,
- Give general supervision to the MFHG program.

☐ KEHA will:

- Assist Guild with recognition at Annual Meeting;
- Encourage and support Master Farm Homemakers recognition program;
- Pay \$300 towards expenses of the State Judging Team if budgeted.

☐ MFHG will:

- Assist with revisions and updates to the judging process;
- Coordinate the membership selection process;
- Serve as judges at the County, District and State levels;
- Work with KEHA to recognize new members at the KEHA annual meeting; and,
- Provide new members with a membership pin.

HISTORY OF KEHA

The origins of the Kentucky Extension Homemakers Association can be traced to the beginning of the 20th century. Today's collection of charitable, skilled, and knowledgeable Homemaker groups grew out of the University of Kentucky's Cooperative Extension Service's early attempts to connect and educate rural women through home demonstration clubs or tomato clubs. Some early groups focused on canning or reading and reaching out to women on farms. Those humble beginnings have led to an extensive network of women sharing information that would make their domestic lives easier including home economics, new technologies and goods, agricultural skills, food conservation and preservation, and domestic skills.

As early as 1912, the University of Kentucky College of Agriculture made some contacts with farm women. This work included a demonstration train that carried a staff of lecturers with demonstration materials. Then came the movable schools that were usually three or four days long and made extensive use of exhibits and illustrative material.

On October 1, 1913, Mrs. Helen B. Wolcott was appointed as State Agent. Her task was to organize Extension work in home economics through county workers. The program work was largely along the lines of food preservation, clothing conservation, health, and sanitation. By 1914, Home Demonstration Agents were serving in Christian, Daviess, Harlan, Henderson, Laurel, Logan, Madison, Magoffin, Mercer, Muhlenberg, Rockcastle, and Whitley counties. Some of the early appointments were on a short-term basis, and the agents' work was mainly giving instructions in canning tomatoes to girls and women.

After the federal Smith-Lever Act passed in 1914, the scope of Home Economics Extension increased rapidly with the purpose of extending the knowledge of a land-grant university to the people of the state. Increased funding meant the number of specialists, supervisors, and County Home Demonstration Agents increased dramatically. The Home Demonstration Agents started Home Demonstration Clubs and began organizing farm women for homemakers' work.

After a series of short-term leaders, Miss Myrtle Weldon began her tenure on June 1, 1924, with a staff of 24 Home Demonstration Agents in as many counties. She also organized the State Specialists into a resident Home Economics staff.

In 1924, a county organization guide was written, outlining a suggested constitution to counties. By the end of 1925, a majority of the 24 counties had perfected their county organization and had adopted the suggested constitution, with a few adaptations to meet local needs. This form of organization was an effective way to develop leadership, delegate responsibility, secure local participation, and develop effective procedures.

In 1932, after several years of discussion and interest, the county Homemakers unified into a state organization to strengthen their voice, to further develop leadership, and to broaden horizons. This group, named the Kentucky Federation of Homemakers, was organized during Farm and Home Week with Mrs. Lyda Lynch Hall of Fayette County as its first State President.

The Kentucky Federation of Homemakers soon wrote a constitution for the 29 counties that were members at the time. By 1939, 59 counties were members, and 108 counties had joined the Federation by 1958.

The first dues were 2 cents per member. Homemakers raised this amount to 5 cents per member, and in 1958 increased dues to 15 cents per member, payable to the State Treasurer of the Federation by November 30 of each year. In 1964, dues became payable on January 1, based on the membership as of the preceding December 1. The group increased dues to 25 cents per member in 1970, and in 1974, again increased dues to 50 cents per member. Dues increases have continued periodically over time.

In 1938, the Reading Committee established the Homemakers Library, which sent library books to counties upon request. The library served many people until it was disbanded in 1953.

The original four Standing Committees — Membership, Publicity, Reading, and Citizenship — were gradually expanded to 11 — Cultural Arts, Citizenship and Community Outreach, Clothing and Textiles, Family Life, Foods and Nutrition, Health, Housing, Energy and Environment, Management and Family Economics, 4-H, Public Information and Young Homemaker. The number of state educational committees was reduced to three in 1993 — Family, Environment, and Global/International. The number expanded back to today's eight in 2001 — 4-H Youth Development; Cultural Arts and Heritage; Environment, Housing and Energy; Family and Individual Development; Food, Nutrition and Health; International; Leadership Development; and Management and Safety

The first scholarship KEHA established was the Myrtle Weldon Student Loan Fund in 1943 in appreciation of the leadership of Miss Myrtle Weldon. The fund made money available at a low rate of interest to deserving Home Economics students.

In 1962, the Kentucky Federation of Homemakers established the Good Neighbor Fund at the request of Mrs. Carl Evans, the president at that time. In 1974, the state board honored Mrs. Evans by including her name in the fund's title, renaming it the Ella Evans Good Neighbor Fund.

In the 1960s, Murial Moore of Bardstown conceived the idea for a 5-cent postage stamp design. Kathleen Magyar contacted Norman Todhunter who did the artwork, then Magyar put it to graph. The United States Postal Service issued the stamp in 1964 in honor of the National Extension Homemakers Council.

Mrs. Ruth Saunders (Allen) became Acting Program Chairperson of Home Economics Extension in the fall of 1965 and continued until her retirement in April 1968. During this period, the group transitioned from county planning to area planning.

At the March 1968 Annual Meeting, members approved a new constitution and changed the name to Kentucky Extension Homemakers Association (KEHA).

KEHA established the Viola K. Hansen Scholarship Fund in 1969 in appreciation for Dr. Hansen's nine years of leadership of the Extension Home Economics program. An unfortunate accident resulted in her early retirement. The scholarship was awarded annually to a student attending the University of Kentucky College of Human Environmental Sciences.

In 1969, the position of Chairperson of Home Economics Extension Programs changed to Assistant Director of Extension for Home Economics. With Dr. Doris Tichenor in this position from October 1, 1969 to 1984, emphasis returned to strengthening county programs.

Following the passing of Myrtle Weldon in 1971, KEHA awarded the first Myrtle Weldon Memorial Scholarship in 1972. In 1975, KEHA voted to discontinue the Myrtle Weldon Student Loan Fund and transferred the balance to the Myrtle Weldon Memorial Scholarship Fund.

At the 1974 Annual Meeting, KEHA voted to incorporate and change its name to Kentucky Extension Homemakers Association, Inc.

Under the guidance of the 1974-77 Cultural Arts Chairperson, Kentucky Homemakers members compiled a record of all of Kentucky's areas of cultural, scenic, and historical interest in the book *Kentucky Treasure Trails*. This book proved very helpful when traveling throughout the state to find interesting and unique sites.

A needlepoint tapestry of 120 county squares and six special squares woven together was formally presented to the Commonwealth of Kentucky on March 20, 1980. The tapestry, along with a descriptive book, *A Labor of Love*, was dedicated as it hung outside the rotunda in the Capitol on August 19, 1980. The tapestry remains on display in the Capitol Rotunda.

The print *Homemaker* by artist Bill Granstaff commemorating the 50th Anniversary of KEHA and was unveiled at the Kentucky Homemakers State Meeting on May 12, 1983. Items in the print depicted the Homemakers' early projects and activities including a change purse, egg carton, old quilt, and canning jar and lids.

As part of a focus to secure more grants to expand programs, KEHA received a grant for the *ABC's of Nursery Safety* in 1987 and the *Alcohol and Traffic Safety* grant in 1988.

In spring 1994, the term Home Economics was officially changed to Family and Consumer Sciences, a term that more accurately describes the work done by Extension specialists and agents in Kentucky.

In April 1998, the title of Vice President for Public Policy was changed to Vice President for Leadership Development.

In November 2003, President Mabel Harned appointed a five-member Archives Committee: Evelyn Ballard, Mary Warfield, Shirley Fitzpatrick, Patty Ann Moorhead, and Jean Davis. In January 2005, this committee established KEHA's official archives with the University of Kentucky Library. Since that time, additions have periodically been made to keep the archives current.

The objective of the KEHA International Program for 2003-2005 was to have a better understanding of Native Americans by working with Lane Deer Reservation and St. Labre schools in Montana. In 2003, KEHA members contributed 1,400 baby items; in 2004, more than 4,000 blankets and 2,000 pairs of socks were donated; and in 2005, 12,000 pounds of school supplies were collected and delivered. Two busloads of members traveled to Montana to meet the recipients and present the supplies and a check.

In 2004, money was no longer available to award three single scholarships so KEHA combined the three scholarship funds into one scholarship called the Evans/Hansen/Weldon Memorial Scholarship Fund. The scholarship is directed to graduating high school seniors or current college students pursuing a degree in a Family and Consumer Sciences discipline.

To support students at the University of Kentucky with interest in a career as a family and consumer sciences Extension agent, KEHA established an endowed scholarship in the College of Agriculture, Food and Environment in 2007. The scholarship is awarded annually to a student in human environmental sciences with plans for a career in Extension.

In 2007, KEHA celebrated 75 years as an organization. Members kicked off a year of special events to observe the anniversary at the state annual meeting in Bowling Green. A special commemorative pin was designed and introduced. The theme for the year was “75 Years of Learning, Leading and Serving.”

In February of 2008, the Kentucky State Legislature recognized KEHA’s 75 years of service to the Commonwealth in partnership with University of Kentucky College of Agriculture’s Cooperative Extension Service. More than 400 KEHA members and Family and Consumer Sciences Extension Agents attended the daylong celebration in Frankfort. The culmination of the anniversary took place at the 75th KEHA State Meeting at the Galt House Hotel in Louisville in May 2008 with the theme “Hats Off to Homemakers.”

In 2008, the International Program initiated a partnership with the Kentucky Academy, a kindergarten in the village of Adjeikrom in Ghana, West Africa. This project developed with assistance from Dr. Ann Vail, director of the School of Human Environmental Sciences and assistant director of FCS Extension, and Dr. Kwaku Addo, a native of Ghana and associate professor in the Department of Nutrition and Food Science. KEHA donated school supplies and raised funds to make capital improvements to the school building in 2008. In the summer of 2009, KEHA members and FCS agents toured the school and region to bring focus to this project. In 2010, KEHA support helped build a kitchen and dining pavilion for the Academy. The KEHA International Chairperson traveled to Ghana in 2011 with a group from the University of Kentucky to continue the partnership. KEHA funded the purchase of furniture for the dining pavilion and further improvements to the facility. The projects in Ghana continued through 2019, and funds were raised and donated to construct a library in the village of Adjeikrom. In addition, KEHA members donated funds to purchase sewing machines and provided sewing supplies to establish a seamstress training program.

KEHA’s overall fundraising activity for international awareness and friendship was renamed “Coins for Change” in 2010. The name change allowed KEHA to continue to support the Associated Country Women of the World (ACWW) “Pennies for Friendship” program by sending fifty percent of funds to the London, England, office and maintained funding for KEHA’s International educational program on the international, national, and state levels.

The year 2012 marked the 80th anniversary of KEHA. To commemorate the occasion, KEHA commissioned artist John Ward to develop an anniversary print. The print, “Reflections,” was unveiled at the 2012 KEHA State Meeting and depicts a tranquil farm scene complete with horses, a quilt, and tire swing.

In 2013, KEHA's focus turned to membership. A membership incentive drive with a new traveling trophy (Miss E. Go) was initiated. E. Go is an acronym for Everyone Get One — each member should recruit a new member. The county who added the highest percentage of new members won \$100 and the Miss E. Go trophy for 1 year, then shared her adventures the following year. In 2014, Miss Way to Go to was added to reward the county that added the largest number of new members (actual number versus percentage.) Like Ms. E. Go, Miss Way to Go has a monetary prize, and the winning county shares her adventures the following year.

As part of the celebration of the centennial for Family and Consumer Sciences Extension in 2013, KEHA joined in the work to establish the FCS Extension Legacy Fund at the University of Kentucky. Initial gifts honored the retirement of Dr. Laura Stephenson, Assistant Director for Family and Consumer Sciences Extension Field Programs. This fund is for UK Family and Consumer Sciences Extension to assist in professional development and program development, implementation, and evaluation. Donations may be made in honor of or in memory of someone. KEHA contributions totaled \$7,805 as of June 30, 2016.

KEHA board members held a retreat in June 2015 focused on goal setting — what is KEHA, what do we do well, what do we see as our future and how do we achieve this future? “SMART” goal teams were formed to focus on membership, public relations, training leaders, and making lessons relevant. The Membership Team initiated the 3 for 3 Membership Drive, challenging each county to increase membership by at least 3 new members for 3 consecutive years. In 2019, fourteen counties were recognized for achieving “3 for 3” and Meade County was randomly selected to receive the monetary award.

In an effort to build statewide comradery, the KEHA Choir was re-established in 2015. Directed by Wendy Hood, a member from Mercer County, the choir gave a moving first performance at the 2016 KEHA State Meeting. The choir continues and performs annually at the State Meeting.

During 2017-2018, the KEHA State Board added a Marketing and Publicity Chairperson in an ad hoc three-year appointment. Jennifer Williams from Grant County was appointed for the initial term, and she then worked with the board to create a new brand identity. Voting delegates at the 2018 KEHA State Meeting officially approved the new logo.

During 2018-2019, the Preparing Future Leaders team from the KEHA Board proposed the establishment of a KEHA Leadership Academy to provide advanced leadership training for up to 30 emerging leaders in spring 2020. The board approved the proposal, along with a funding request, in March 2019, and the voting delegates approved both at the 2019 KEHA State Meeting. The approval process culminated three years of discussion, work, and planning. The Leadership Academy took place March 4-6, 2020, with 25 members participating.

In early 2019, KEHA was approached by the U.S. Census Bureau with an opportunity to construct a quilt representing each of Kentucky's 120 counties for use in promoting the 2020 Census. The project was approved by the KEHA Board in March 2019 and announced to the membership at the May 2019 KEHA State Meeting. In less than four months, KEHA members in each county designed and produced a quilt square to represent their county. Grant County members positioned, pieced, quilted, and finished the 2020 Census Quilt which was unveiled in September 2019 at a special ceremony at the National Quilt Museum in Paducah, Kentucky.

March 2020 brought an unprecedented disruption to normal activities of daily life during the global coronavirus pandemic. Out of concern for the health and safety of members, the 2020 KEHA State Meeting was cancelled in its entirety. KEHA clubs, counties, areas, and the state organization were challenged by disruptions to normal operations for several months, and technology became a key tool to continue the work of the organization. Lessons were delivered remotely via Zoom, Facebook Live, and YouTube. The KEHA Board met via Zoom in the fall of 2020 and spring of 2021.

While members were not meeting as in-person groups for much of 2020, they turned to individual acts of kindness and volunteer service. Producing home sewn face masks, isolation gowns, and/or surgical caps happened in KEHA member homes across the state. The 2020-2021 program of work reports indicated more than 63,000 face masks were made and/or donated by KEHA members. Kentucky First Lady Brittainy Beshear called upon KEHA to join an initiative titled “Coverings for Kids” to provide face masks for Kentucky schools.

A modified State Meeting was held in-person in June 2021, with health and safety measures including a change of date, a shortened schedule, a reduced attendance capacity, and adjustments to room set-ups. In-person annual meetings returned in some KEHA areas, but the pandemic altered a few scheduled meetings in 2021. The KEHA Board resumed meeting in person in fall 2021, and, for the first time, KEHA organized a full-day track for the February 2022 Kentucky Extension Volunteer Forum.

A full three-day KEHA State Meeting was held in May 2022 in Owensboro, Kentucky. This marked KEHA’s 88th State Meeting and 90th anniversary as a statewide organization. The KEHA choir resumed after a two-year pause and performed during the State Meeting. With continued positive feedback regarding the 2020 KEHA Leadership Academy, the membership voted to fund a second Leadership Academy for 2023.

Post-COVID-19, KEHA continues to grow in membership and leadership. In-person State Meetings continued to grow in 2023 (Louisville), 2024 (Bowling Green), and 2025 (Lexington). The choir and Cultural Arts both grew as featured components of the meeting, in addition to educational sessions and recognition to Ovarian Cancer fundraising and other offerings. The 2nd KEHA Leadership Academy took place March 1-3, 2023 with 20 graduates. It continues to be very successful in recruiting trained leaders for offices on all levels. KEHA once again organized a full-day track for the February 2024 Kentucky Extension Volunteer Forum and sent ambassadors to NVON each year.

KEHA and the Associated Country Women of the World

Since 1936, KEHA has been a member of the Associated Country Women of the World (ACWW). A delegation of about 300 women from Kentucky joined 6,700 other women from the United States in greeting representatives who attended that year’s Third Triennial Conference held in Washington, D.C. At each conference since, Kentucky has sent at least one delegate.

KEHA has been a member of the United States Liaison Committee, now the Country Women’s Council (CWC), since 1939. This group meets annually to promote the work of ACWW.

The bond with ACWW has strengthened throughout the years. In 1962, Mrs. R.P. Matchett of Kenton County was elected to serve as the ACWW Area Vice President for the United States and was re-elected for a second three-year term in 1965. KEHA members feel that they are links in a chain that reaches around the world. Their involvement with this worldwide group has broadened and deepened their sympathies, interests, and understanding. Programs today continue to reflect the unified resolutions and recommendations of ACWW.

KEHA and Its National Affiliations

The National Home Demonstration Council (NHDC) was created on June 1, 1936, during ACWW's Triennial Meeting. In 1939, Mrs. Lyda Lynch Hall of Fayette County became the second president of the NHDC.

In 1956, the NHDC conducted a song contest. Mrs. Dorothy Bullock, a member from Larue County, submitted the song *Onward, Ever Onward*, which won and became the official song of the NHDC. The NHDC changed its name to the National Extension Homemakers Council (NEHC) in 1963.

An NEHC flag was introduced at the 1976 Annual NEHC Conference. Gladys C. Medley of Marshall County designed the flag and took her idea to Tommy Troutman, an artist in Paducah, who sketched and painted her design. The Board of Directors approved the flag, and at the 1975 Annual Meeting, they ordered that the flag lead the procession at the 1976 Annual Meeting. The flag was updated in 1992 after the name changed to National Association for Family and Community Education (NAFCE).

During the 1980s and early 1990s, KEHA found great value in NAFCE's Family Community Leadership (FCL) program. The basic purpose of FCL was to improve the leadership and organizational skills of family members in order that they may participate more effectively in the identification, analysis, and resolution of public policy issues affecting families and communities.

A delegation of KEHA members, County Extension Agents for Home Economics Extension, and an advisor attended an FCL workshop in Florida in November 1985. After this meeting, delegates returned to Kentucky to conduct five workshops across the state with approximately 1,000 KEHA members participating. Through these workshops, KEHA trained its members to be effective leaders in their counties and communities.

A delegation of KEHA members, a specialist, and an advisor attended another FCL workshop in Denver, Colorado, in September 1986. Kentucky received a pilot grant of \$2,000 from the W.K. Kellogg Foundation in 1987 and a \$50,000 grant to conduct the FCL program over a three-year period. An FCL Board was organized with equal representation of KEHA members and Extension faculty.

In 1989, the NEHC Board voted to locate the new National Headquarters in Burlington, Ky. KEHA President Patty Ann Moorhead and Boone County District Extension Board President Bill Smith played a major role in the NEHC site visit.

At the KEHA Annual Meeting in April 1998, county voting delegates voted to dissolve affiliation with NAFCE because of differences in philosophy.

In 1995, KEHA was one of seven organizations that joined forces to form the National Volunteer Outreach Network (NVON). The organization incorporated the following year.

Since the establishment of NVON, the organization's annual meeting has rotated among the member states. KEHA first hosted August 1-3, 2000, in Louisville. In 2007, KEHA hosted the NVON meeting July 19-21 in Lexington. The 2013 NVON meeting was held in Frankfort, KY July 16-18.

The 2021 NVON meeting was held July 20-22 in Owensboro, KY. NVON was grateful to hold an in-person meeting after the COVID-19 pandemic led to a cancellation in 2020. KEHA leaders provided an engaging conference experience for all attendees.

In July 2005, Mabel Harned was elected Vice President of NVON. At the 2015 NVON meeting in Martinsburg, W.V., Linda Kaletch, a KEHA past president, was elected as the NVON president-elect. She served as president-elect in 2016 and as NVON president from 2017-2019. In addition, Rita Bloom, a Boyle County KEHA member, served as the NVON secretary from 2017 to 2019.

KEHA Ovarian Cancer Fund

In 1977, Virginia McCandless, KEHA Health Chairperson 1976-79, initiated the Ovarian Cancer Fund. The goal of the KEHA Health Committee at that time was to raise \$1 per member -- \$31,000 -- to donate to research at the Albert B. Chandler Medical Center at the University of Kentucky. That goal was achieved in four years.

The Ovarian Cancer Project continues today, well beyond the initial goal. In May 2006, the total donated had reached \$881,841.98. In May 2009, KEHA surpassed the \$1,000,000 mark in giving to UK's Ovarian Cancer Research Program. The milestone was celebrated at the 2009 KEHA State Meeting, with Mrs. Virginia McCandless' five children in attendance.

KEHA continues to participate in and promote ovarian cancer screening at UK's Markey Cancer Center and mobile screening sites around the state. As of spring 2017, the program has screened more than 50,000 women at no charge, and more than 100 women, including the 2016-2017 KEHA President Mary Margaret Krahulec, had their lives extended because of the early, noninvasive, detection process.

In 2017, KEHA celebrated 40 years of support for ovarian cancer outreach, screening, and research. Total contributions at that time exceeded \$1.39 million.

In September 2021, KEHA leaders were invited to be part of a special University of Kentucky event celebrating the Markey Cancer Center's Ovarian Cancer Research and Screening program. KEHA was recognized for more than four decades of support for the program. As of May 2024, KEHA's total contributions exceeded \$1.67 million.

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
2022-25	Mrs. Brenda Hammons, Lincoln County
2025-	Mrs. Henrietta Sheffel, Breathitt County

**Deceased*

Family and Consumer Science Extension State Leadership

The following list includes the state leaders since 1913. Over time the position title changed from State Agent to State Leader to Assistant Director for Home Economics to Assistant Director for Family and Consumer Sciences. The list below is grouped by position title.

State Agent

Helen B. Wolcott, 1913-1918
Gertrude McCheyne, 1919-1920
Margaret Whittiman, 1920-1923

State Leader

Lulie Logan, 1923-1924 [Acting State Leader]
Myrtle Weldon, 1924-1955
Alda Henning, 1955-1956 [Acting State Leader]
Viola Hanson, 1956-1965
Ruth Saunders Allen, 1965-1968 [Acting State Leader]
Dr. Burt Coody, 1968-1969 [Acting State Leader]

Assistant Extension Director for Home Economics

Dr. Doris Tichenor, 1969-1984
Dr. Suzanne Badenhop, 1984-1992
Dr. Darlene Forester, 1992-1997

Assistant Extension Director for Family and Consumer Sciences

Dr. Janet Kurzynske, 1997-1998 [Interim Assistant Director for Family and Consumer Sciences]
Dr. Bonnie O. Tanner, 1998-2005
Dr. Suzanne Badenhop, 2005 [Acting Assistant Director for Family and Consumer Sciences]
Dr. Ann Vail, 2005-2017
Dr. Jennifer Hunter, 2017 to present

THE COOPERATIVE EXTENSION SERVICE

Cooperative Extension, established in 1914, was designed as a partnership of the U.S. Department of Agriculture and the land-grant universities, which were authorized by the Federal Morrill Acts of 1862 and 1890. State legislation enabled local governments or organized groups in the nation's counties to become a third legal partner in this new educational endeavor.

The congressional charge to Cooperative Extension, through the Smith-Lever Act as amended, is far ranging and extremely broad. The Act specifies audiences, general subject areas, and educational approaches for this unique partnership. The simple, yet enduring charge of the Act is:

“To aid in diffusing among the people of the U.S. useful and practical information on subjects relating to agriculture...home economics...and rural energy and to encourage the application of the same...Extension work shall consist of the development of practical applications of research knowledge and giving of instructions and practical demonstrations of improved practices on technologies, in agriculture...home economics, and rural energy and subjects relating thereto to persons not attending or resident of said colleges in the several communities, and imparting information on said subjects through demonstrations, publications, and otherwise and for the necessary printing and distribution of information...”

What is a land-grant university?

In 1862, President Lincoln signed the Morrill Act which gave a grant of federal land to each state. An allotment of 30,000 acres was given for each member of Congress. The income realized from this land was used to endow and support the land-grant college or university in each state. This was the birth of a lifelong educational opportunity for all people at any stage of the life cycle. A land grant college was “to promote the liberal and practical education of all people for useful lives.” To do this a university was required:

- To provide a wide variety of graduate and undergraduate curricula;
- To provide for basic and applied research; and,
- To provide a Cooperative Extension Service in agriculture, home economics, and subjects related thereto.
- Federal, state, and local governments finance this program, thus named Cooperative Extension Service.

What does Cooperative Extension Service do?

The Cooperative Extension Service was created as a dynamic institution, one with multiple audiences, subject matters, and methodologies. The basic mission is to disseminate and encourage the application of research-generated knowledge and leadership techniques to individuals, families, and communities. The Cooperative Extension Service:

- Is educational in program content and methodology, not regulatory or financial and is attached to the 1862 & 1890 land-grant university system and is a major part of it, rather than being directly a part of state government.
- Provides informal, noncredit education conducted primarily beyond formal classrooms and for all ages.
- Educates by helping people to identify and understand their needs and problems and to use new technology or information in solving them.
- Features the objective presentation and analysis of factual information for decision making by people themselves.
- Function as a nationwide educational network and resource through local offices which are semi autonomous units accessible to and subject to influence by local citizens.
- Involves cooperative but not necessarily equal sharing of financial support and program development among federal, state, and county or local levels.
- Involves funding and administrative relationships which permit educational programs directed at broad national purposes, yet serving specific local needs and priorities determined locally.