

KEHA Manual

Handbook – Part 3

Contents: This *Handbook* is a reference tool providing specific information about Kentucky Extension Homemakers Association, Inc. (KEHA). This section provides the guidelines and forms for scholarships, the KEHA mini-grants for study or research, KEHA development grant guidelines, and State Meeting materials and forms.

NOTE: DUPLICATE THESE PAGES AS NEEDED. THE MOST UPDATED FORMS ARE ALWAYS AVAILABLE IN THE MANUAL ONLINE AT <https://keha.org/manual/>.



KEHA MANUAL

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NOTE: ALL of the KEHA Manual Handbook is 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 and make sure keha.org appears in the URL.

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Note: KEHA history information is no longer included in the Handbook and can be found online at <https://keha.org/history/>. Master Farm Homemakers Guild information is at <https://keha.org/master-farm/>.

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 online at <https://keha.org/scholarships-and-grants/>.

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:
Carmela Ballard
7505 Wurth Rd.
Paducah, KY 42001
Carmelaballard@hotmail.com

Questions? Contact Carmela at 270-559-8180 or Carmelaballard@hotmail.com.

- ◆ The complete application packet should include:
 - Evans/Hansen/Weldon Scholarship Application Form [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.
 - 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 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:

Carmela Ballard

7505 Wurth Rd.

Paducah, KY 42001

Carmelaballard@hotmail.com

Questions? Contact Carmela at 270-559-8180 or Carmelaballard@hotmail.com.

- ◆ The complete application packet should include:
 - KEHA Member Scholarship Application Form [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
 - 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 an active 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 are 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 an 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)

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. 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.

KEHA STATE MEETING

LEARNING SESSION/WORKSHOP PROPOSAL FORM

Send this form to: Sharon Fields, KEHA 1st Vice President at scrawford@kih.net,
or mail to 931 Mary Sue Drive, Flatwoods, KY 41139
Questions? Contact Sharon at 606-922-6229 or scrawford@kih.net

Deadline: **October 15**

Contact Person: _____

Organization: _____

Address: _____

Telephone: _____ **Email:** _____

Title of Session (as you would like it printed in the Program – please limit to 50 characters):

List ALL Session Presenters (please provide name, full title, email for each):

Sessions are typically 1 hour and 15 minutes long. Provide a brief session description for the Newsletter:

Cost per person attending: _____ **Cost for additional kits:** _____

(NOTE: Paid sessions should preferably allow for at least 20 attendees. Reimbursement for supplies will be issued after state meeting.)

Please provide your preferred number of attendees. _____ **Minimum** _____ **Maximum**

Projector, screen, laptop, microphone, sound/speakers for video, etc. may not be available in every room. Please let us know what equipment you will be bringing OR what equipment you need, so we may assign the proper equipment and space.

- ☐ I will furnish my own equipment, noted as follows:
☐ I will need the following equipment to be provided:

Presenters are responsible for bringing their own copies and session supplies. If you have an electronic presentation, it is advised you bring a backup copy on flash drive or other device.

Please indicate if you prefer to have any of the following (indicate quantity needed, and please note there is no guarantee of availability):

_____ Table for Speaker/Display _____ Microphone _____ Electricity

Rooms may be set up either theater or classroom style, based on the overall needs of the conference. If you have specific notes/needs on room setup, please indicate so here:

KEHA will not be held responsible for injury, damage, accidents, theft, or breakage to materials or persons presenting at the KEHA Annual Meeting. I understand and will comply with the above terms and regulations set forth in this agreement.

Signature _____ Date _____

Would you be willing to share your presentation and/or handouts to be posted on the KEHA website (www.keha.org) following your session? ____ Yes ____ No

KEHA STATE MEETING HOMEMAKER SHOWCASE FORM

Send this form to: Sharon Fields, KEHA 1st Vice President at scrawford@kih.net,
or mail to 931 Mary Sue Drive, Flatwoods, KY 41139
Questions? Contact Sharon at 606-922-6229 or scrawford@kih.net

Deadline: **March 15**

Thank you for your interest in the KEHA Homemaker Showcase! Each area is allowed to bring up to two displays that highlight a specific program that has been successful within their area. These may be club, county, or area projects. Priority should be given to projects that were KEHA grant funded. In addition, each state educational chairperson also can submit one showcase display.

Displays may be on a tri-fold board and may include a handout or candy, etc., in front. They should fit in about three feet of table space (half a table).

Contact Person _____

Address _____

Phone _____

Area _____

Which type of showcase is this display?

- ☐ KEHA grant-funded project display
- ☐ Other Area display (up to two per Area)
- ☐ Educational Chairperson display
- ☐ Master Farm Homemaker Guild Display

Title of Display _____

Description of Display:

KEHA STATE MEETING RESPONSIBILITIES

Assigned to Areas by KEHA 1st Vice-President/Program at Fall Board Meeting

A REGISTRATION/ANNUAL MEETING INFORMATION

- STATE BOARD CONTACT PERSON – KEHA 1ST Vice President/Program and KEHA Treasurer
- See that all registration materials, name tags, tickets for meals and seminars, etc. are printed and placed in registration envelopes for distribution at annual KEHA meeting.
- Provide workers for registration table all days of meeting. Working in shifts is recommended with the following needed per shift each day. First day: 3-4 per shift; Second day: 2 per shift; Third day: 1-2 per shift
- Work with the Host Area Planning Committee.

B VOTING DELEGATE PACKETS/INFORMATION

- STATE BOARD CONTACT PERSON – KEHA Secretary
- Prepares printed ballots for all candidates in coordination with the KEHA State Secretary.
- Prepares voting delegate packets with needed material for business meeting, including voting delegate cards and copies of the rules of convention (master copy available from the KEHA Parliamentarian). Delegates will be given the packets when they register at the state meeting.
- State Advisor works with KEHA State Secretary to determine materials voting delegates will need prior to the state meeting (i.e. candidate credentials, proposed bylaw changes) and helps with sending information to county FCS agents at least two weeks prior to KEHA Annual Meeting. FCS agents give this information to their county voting delegates.

C BUSINESS SESSION/VOTING DELEGATE REGISTRATION

- STATE BOARD CONTACT PERSON – KEHA State Parliamentarian
- Provides workers for the voting delegate area at the registration tables.
- Have voting delegates sign the county register and hand each one a voting delegate packet for their county with business session materials. (Each delegate must pick up their own packet.) Volunteers needed: 2-3 people working in shifts when the registration tables are open.
- Provides individuals to serve as hostesses and tellers during business session. Volunteers needed: 4- 6
- KEHA State Parliamentarian meets with assigned area president prior to business session for instruction. Time to be set by the parliamentarian. KEHA State Parliamentarian has the following items for the business session: sign-in sheets for delegates and ballot baskets. KEHA State Secretary provides motion forms.
- Area President assigned serves as Roll Call Committee chairperson and head teller.
- NOTE: The Business Meeting is an OPEN session. Doors must remain unlocked. Non-voting attendees are asked to remain seated and quiet, but may leave or enter early or late as necessary as long as they are not disruptive. Voting Delegates who are not seated before the meeting starts may lose voting delegate privileges.

D CULTURAL ARTS Assigned to 3-4 Areas

- STATE BOARD CONTACT PERSON – KEHA Cultural Arts Chairperson (assigns specific duties)
- Assist with check-in and set up of Cultural Arts display items. Volunteers needed: 16-18
- Assist judges with recording scores, attaching ribbons as needed. Set items for display after judging. Volunteers needed: 20-22
- Provide hostesses to watch over exhibits during viewing hours. Volunteers needed 14-16 working in shifts of 1 to 2 hours.
- Provide hostesses to assist with pick-up of items at the close of exhibits. Volunteers needed: 14-20
- Designate a volunteer to send a photo and information about the viewer's choice winner to email or text to the KEHA State Advisor immediately upon conclusion of the display.

E OPENING BANQUET

- STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program.
- Provide table decorations, including head table, (favors optional) for meal function. Budget amount: \$400. Decorations may serve as door prizes.
- Provide hostesses to take tickets at door.
- Provide hostesses to meet and seat special guests (list to be provided by KEHA 1st VP/Program).
- Assist KEHA Board with distribution of materials. Volunteers needed:10-15

F GENERAL SESSION & AWARDS LUNCHEON

GENERAL SESSION

- STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program.
- Master Farm Homemaker Board Representative and Advisor give assistance.
- Determine and arrange for stage/head table decorations. Budget amount: \$200.
- Provide hostesses to meet and seat special guests (list to be provided by KEHA 1st VP/Program).
- Assist KEHA Board with distribution of materials. Volunteers needed 8-12

AWARDS LUNCHEON

- STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program.
- Provide table decorations, including head table, (favors optional) for awards luncheon. Budget amount: \$400. Decorations may serve as door prizes.
- Provide hostesses to take tickets at door.
- Provide hostesses to meet and seat special guests (list to be provided by KEHA 1st VP/Program).
- Assist KEHA Board with distribution of materials. Volunteers needed: 10-12

G LEARNING SESSIONS/WORKSHOPS – Assigned to 2 Areas

- STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program.
- Work with KEHA 2nd Vice President to prepare presenter gifts using KEHA merchandise. Budget amount: \$600.
- Provide hostesses at each learning session and hands-on craft session to check-in attendees (list to be provided by KEHA Treasurer). Introduce presenter and assist with presenter needs. Hostess should be aware of the contact person for technology help if needed by presenter.
- Hostesses maintain session registration lists and monitor doors as speaker is presenting. Lists should be returned to the KEHA Treasurer after each session concludes. Volunteers needed: 8-12 (1 per meeting room for each session time block)

H SILENT AUCTION/BASKET RAFFLE/HOMEMAKER SHOWCASE

- STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program and Treasurer.
- Develops and provides bid sheets for silent auction items and oversees bidding.
- Provides individuals to collect and arrange items.
- Develops and provides contributors with a receipt for tax deduction purposes.
- Provides tickets for raffles baskets, collection bags for tickets, and workers to sell tickets. Budget amount: \$100 for tickets and supplies.
- Coordinates drawing and announcement of raffle basket winners. The ticket must be presented to collect the prize. (They do not have to be present to win, but someone must collect it on their behalf.)
- Assists in collection of silent auction money and distributes the items to respective bidders.
- Asks KEHA State Treasurer to be present at collection of money.
- Volunteers needed: 15-20 scheduled in shifts (Demand is heaviest during check-in/set-up and check-out.)

I QUILT SQUARE DISPLAY AND AUCTION

- STATE BOARD CONTACT PERSON – KEHA 1ST Vice-President/Program
- Work with the KEHA 1st Vice President to arrange set-up of display area and ensure that all needed supplies for display are available.
- Develop and provide bid sheets for quilt squares, considering table space available near the display.
- Determine a system for collecting “viewer’s choice” votes, considering table space available.
- Provide volunteers to receive and display quilt squares. Volunteers needed: 2-3 per shift
- Provide volunteers to monitor the quilt square display during viewing and bidding. Volunteers needed: 1-2 per shift
- Provide volunteers to close the auction, take down the display, tally viewer’s choice votes, and collect payment from successful bidders. Total payment amount should be delivered to the treasurer. Volunteers needed: 4-6 during the designated time
- Designate a volunteer to send a photo and information about the viewer’s choice winner to email or text to the KEHA State Advisor immediately upon conclusion of the display. The amount of total proceeds should be reported to the 1st Vice President and KEHA Advisor for announcing.

J AREA HOST COMMITTEE

- STATE BOARD CONTACT PERSON – KEHA 1st Vice-President/Program

TRADE SHOW

- Keep notebook or digital files with information that can be shared with the next host area. Notebook/files should be given to KEHA State 1st Vice-President at the end of the State Meeting.
- Send letters and/or emails to prospective vendors. (Examples and mailing list should be kept in the trade show notebook.) Budget amount: \$100.
- Coordinate with KEHA State 1st Vice President to ensure that space is used adequately and that the number of vendors is appropriate for the space available. Provide final vendor listing for program to State 1st Vice President and KEHA State Advisor.
- Send confirmation letters and set-up instructions to vendors.
- Provide leaflet listing vendors (for hostess table) and place cards for booths.
- Have hostesses available to greet vendors and assist with set-up. Volunteers needed: 2-4

HANDS ON ACTIVITIES

- Provide instructors and supplies for a variety of ‘make-it and take-it’ style hands-on activities at the KEHA State Meeting. Sessions are generally an hour. Two time blocks of sessions may be offered. A registration form is available for the host committee to collect activity information.
- Coordinate with State 1st Vice President to ensure adequate space and room setup is available.
- Develop descriptions of the session activities and presenters by or before early January for the KEHA newsletter. Provide photos of the craft/activity/item by January for the State Newsletter.
- Set pricing to adequately cover costs but maintain affordability for each activity. Inform instructors that reimbursement for supplies will not occur until after State Meeting is complete.

HOSTESS/HOSPITALITY

- Work with KEHA 1st Vice President to determine theme and logo for KEHA State Meeting.
- Design T-shirt and tote bag (or other registration gift). Budget amount: \$1,200 for shirts and \$2,550 for registration gift (\$5.60 per item at 450 items or \$5.10 per item for 500 items).
- Secure final numbers for T-shirt and tote bag/gift orders from the KEHA State Treasurer.
- Stuff bags with any hospitality items and/or state meeting materials prior to registration opening.
- Work with the registration committee to distribute tote bags/gifts and T-shirts as needed. Volunteers needed: 1-2 per shift
- Provide hostesses to staff a hospitality table providing local information for KEHA State Meeting attendees. Volunteers needed: 1-2 per shift

KEHA STATE MEETING VOTING DELEGATE ROLE AND RESPONSIBILITIES

Each county holding membership in the Kentucky Extension Homemakers Association shall have two voting delegates for the KEHA State Business Meeting. (ARTICLE II, Section 3, paragraph 2) Annual dues of the KEHA are payable by December 15 of each year to the KEHA State Treasurer and shall be delinquent if not postmarked by December 31. Any county whose dues are delinquent will not have the privilege of voting at the annual business meeting of the KEHA. (ARTICLE V, Section 1, a., second sentence)

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.

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.

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 the issues and preparation.

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.

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.

Before an annual meeting can transact any business, the Credentials (Roll Call) Committee chairperson (see Appendix page 35) 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.

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.

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.

Any questions about the delegate process may be referred to the KEHA State Parliamentarian.