

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 – 2026-2029

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LEADERSHIP DEVELOPMENT

Program of Work 2024-2027

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
<https://publications.mgcafe.uky.edu/ip-15>
- 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 Chairperson for Leadership Development:

Carmela Ballard
7505 Wurth Rd.
Paducah, KY 42001

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

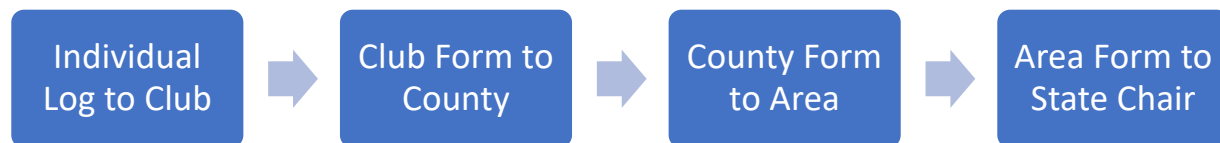
- Babysitting relatives not living with you
- Driving someone to a doctor's appointment
- Picking up groceries
- Mowing someone's lawn
- Shoveling snow or raking leaves
- Teaching Sunday School
- Church choir practice
- Driving the church van

- 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 to 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.

Volunteer Service Unit (VSU) Log (copy as needed)

Name: _____ Address: _____

County: _____ Phone: _____ Email: _____

** In 2025 the log was modified so that 4-H volunteer hours can be tracked and recorded. While 4-H hours are reported on a separate POW Report form (4-H Youth Development), they still count as part of an individual's total Extension VSU hours.*

Date	Activity/Job Performed	Hours (report each hour in only one category)				
		Extension*		KEHA	Community	Personal
		4-H	Other			
TOTALS						

Categories: Extension = Projects or programs directed by an Extension Agent. KEHA = Projects initiated and led by KEHA members. Community = Service to other entities/organizations in the community (not Extension or KEHA projects). Personal = Unpaid service to family, friends, and neighbors. See KEHA Handbook pages 63-64 for complete category descriptions. Report all hours earned within the past KEHA year (July 1 – June 30). Logs due to the county Leadership Chairperson or designated contact by July 1.

County Volunteer Service Unit Report

This form recognizes individual hours and is used for awards.

Date completed: _____

Name of person completing this form: _____

Phone number: _____ Email address: _____

Submit report to your AREA LEADERSHIP DEVELOPMENT CHAIRPERSON by August 15.

Please list the top three members per category of volunteer Hours.

EXTENSION HOURS			
1 st place name		Hours:	
2 nd place name		Hours:	
3 rd place name		Hours:	
KEHA HOURS			
1 st place name		Hours:	
2 nd place name		Hours:	
3 rd place name		Hours:	
COMMUNITY HOURS			
1 st place name		Hours:	
2 nd place name		Hours:	
3 rd place name		Hours:	
PERSONAL HOURS			
1 st place name		Hours:	
2 nd place name		Hours:	
3 rd place name		Hours:	

Please also ensure your Leadership Development Program of Work Report Form is filed to report total VSU hours for the county.

Please list the names and total hours for all members reporting 500 or more hours of service for the KEHA year. Hours do not carry forward from previous years.

Name	Total Hours	Name	Total Hours

Club hours will no longer be reported on the VSU form.

AREA Volunteer Service Unit Report

This form recognizes individual hours and is used for awards.

Date completed: _____

Area Leadership Development Chairperson: _____

Phone number: _____ Email address: _____

Submit report to the KEHA STATE LEADERSHIP DEVELOPMENT CHAIRPERSON by September 15.

Please list the top three members per category of volunteer hours for your area.

EXTENSION HOURS			
1 st place name		Hours:	
2 nd place name		Hours:	
3 rd place name		Hours:	
KEHA HOURS			
1 st place name		Hours:	
2 nd place name		Hours:	
3 rd place name		Hours:	
COMMUNITY HOURS			
1 st place name		Hours:	
2 nd place name		Hours:	
3 rd place name		Hours:	
PERSONAL HOURS			
1 st place name		Hours:	
2 nd place name		Hours:	
3 rd place name		Hours:	

Leadership Development Program of Work Report **For data collected July 1, 2026, to June 30, 2027**

Name of person completing this form: _____	
Phone: _____	Email: _____
For CLUB reports: Club reports are due to the County Leadership Development Chairperson by July 1, 2027 . Club Name: _____	
For COUNTY reports: County reports are due via online surveys by August 15, 2027 . The surveys will be available at https://keha.org/reports/ by July 1, 2027. A copy of the submission should be mailed to the Area Leadership Development Chairperson by August 15, 2027.	
County: _____	Number of Clubs reporting: _____

1. Was there a club and/or county officer training? ____ Yes ____ No
 - a. Number of officers trained: _____
2. Was there a club and/or county educational chairperson training? ____ Yes ____ No
 - a. Number of chairpeople trained: _____
3. How many members received leadership training at the club or county level? _____
4. How did the training you received enable you to achieve your goals? _____
5. Number of members who received lesson information on parliamentary procedures: _____

This section is used to report county totals of volunteer hours. (Please also ensure your County VSU Report Form is filed to recognize individual hours for awards.)

6. **EXTENSION** Volunteerism: Hours members volunteered for **Extension** activities/events: _____
 (NOTE: Extension VSU hours are the total of both 4-H and other Extension hours. 4-H volunteer hours also should be separately reported on the 4-H Program of Work form as well.)
7. **KEHA** Volunteerism: Hours members volunteered for **KEHA** activities/events: _____
8. **COMMUNITY** Volunteerism: Hours members volunteered for **Community** activities/events: _____
9. **PERSONAL** Volunteerism: Hours members volunteered for **Personal** activities/events: _____

10. Educational scholarships awarded. *(Please do not include 4-H Camp scholarships in this section. Report those numbers and amounts via the 4-H Program of Work report.)*
 - a. Club scholarships – How many? _____ Total amount given: \$ _____
 - b. County scholarships – How many? _____ Total amount given: \$ _____
 - c. Area scholarships – How many? _____ Total amount given: \$ _____
11. Describe one program that enabled your club, county or area to have a positive impact in your community.